

TEWKESBURY TOWN COUNCIL

MINUTES OF THE FINANCE & STAFFING COMMITTEE MEETING HELD ON THURSDAY 8TH MARCH 2018 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 6.30 PM

Present: Cllrs P Workman (Chairman), C Danter, K Brennan, H Burns, M Poxon, S Raywood and M Sztymiak
D Hill (Town Clerk)

- 1) To receive apologies**
None.
- 2) To receive declarations of interests**
Cllrs Aldridge, Brennan and Sztymiak in relation to agenda items 15
- 3) To receive dispensations**
None received.
- 4) To approve the minutes of the Finance & Staffing Committee meeting held on 25th January 2018**
The minutes were agreed as a true record. Proposed by Cllr Aldridge, seconded by Cllr Brennan.
Unanimous, **motion carried.**
- 5) Matters arising from the minutes – for information only**
The Mayor's chain has not yet been sent away for repair due to the repair costs being more than the £500 amount agreed for this expenditure. Alternative quotes and methods of repairing the chain will be looked into.
- 6) To review the Finance & Staffing Work Programmes**
The Clerk had circulated a draft of the proposed format for the work programme in order to ascertain whether this was the format that was required. The committee confirmed that work on this format should be continued.
- 7) To receive payments & receipts reports for January and February 2018**
The report was noted.
Action: The Clerk was asked to contact Proactive to see if they would be prepared to invoice the Town Council monthly rather than each time an order is placed. The Clerk was asked to investigate the VAT treatment of the £500 that had been placed on account with Thomson & Banks in relation to the registration of the Moorings.
- 8) To receive a budget report for January and February 2018**
The budget report was noted.
Action: The Clerk was asked to obtain a breakdown of expenditure against code 5825 Civic Service/Xmas for the next meeting.

- 9) **To receive the interim internal audit report and agree any recommendations for referral to Full Council**
The report was received.
Action: The Clerk was asked to produce an aged debtors report for inclusion at the next meeting.
- 10) **To consider the draft report following the financial checks carried out by Cllrs Burns and Poxon and to consider actions required**
Cllr Poxon provided an overview of the report. It was agreed that going forwards Cllr Poxon will liaise and work with the Clerk on Finance Improvement and Training Project (FIT). The bookings improvement group (BIG) will consist of Cllrs Burns, Danter and the Clerk. The Clerk will work on the Responsible Officer Led Objectives (ROLO).
Action: The Clerk is to produce a checklist for Councillors when signing cheques.
- 11) **To consider and agree whether to appoint professional services to provide assistance to the RFO in order to compile a VAT reclaim relating to historic VAT not previously reclaimed and to provide assistance relating to year end work and setting up Scribe for 2018/19**
It was agreed that the Clerk could spend up to £1,000 on professional services to assist with Scribe matters. Unanimous, **motion carried.**
- 12) **To consider quotes for the Town Council's annual insurance policy and to agree a recommendation to Full Council**
The quotes were reviewed.
Action: The Clerk was asked to check cover for IT equipment, consequential loss in relation to a claim from the Museum where the condition of the building was a contributing factor. It was proposed to refer the renewal to Full Council and to seek authority for the committee to decide on the preferred quote. Proposed by Cllr Poxon, seconded by Cllr Sztymiak. Unanimous, **motion carried.**
- 13) **To consider quotes for upgrading the Town Council's website and to agree whether to proceed with this update**
The Clerk advised that no firm quotes had been received, however a supplier had offered to make a presentation to Full Council on the capabilities of their website. It was proposed to arrange this presentation for a future Full Council meeting. Proposed by Cllr Sztymiak, seconded by Cllr Aldridge. Unanimous, **motion carried.**
- 14) **To receive an update on progress relating to achieving the Foundation Award of the Local Council Award Scheme**
The Clerk provided an update to the committee and advised that two policies would need to be reviewed in order to progress the application.
Action: The Clerk will arrange registration with NALC.
- 15) **To consider and agree grant applications from outside bodies**
It was agreed to award a grant of £350 to Tewkesbury Town (North) Residents Association. Proposed by Cllr Burns, seconded by Cllr Raywood. Cllrs Aldridge and Brennan abstained from voting. Unanimous, **motion carried.** It was agreed to award a grant of £250 to Tewkesbury Sea Cadets. Proposed by Cllr Sztymiak, seconded by Cllr Aldridge. Unanimous, **motion carried.**

16) To sign cheques for payment

The cheques were signed in accordance with the payments list. Proposed by Cllr Aldridge, seconded by Cllr Brennan. Unanimous, **motion carried.**

17) Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave during the consideration of the following item

Proposed by Cllr Burns, seconded by Cllr Poxon. Unanimous, **motion carried.**

18) To receive a report from the Personnel Committee

A report was received. There was a discussion around revised office opening hours as detailed on the website. Six members were in favour of the revised hours and one was against.

There being no further business the meeting closed at 8.45pm.

Signature of Chairman upon approval of Minutes

19th April 2018