

## TEWKESBURY TOWN COUNCIL

### MINUTES OF THE FINANCE & STAFFING COMMITTEE MEETING HELD ON MONDAY 26<sup>TH</sup> MARCH 2018 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 9.30 AM

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

- 1) To receive apologies**  
Cllr Sztymiak.
- 2) To receive declarations of interests**  
Cllrs Aldridge and S Raywood in respect of agenda item 6.
- 3) To receive dispensations**  
The Clerk made a general dispensation for the whole meeting in respect of agenda item 6 due to the nominees being known generally to most members.
- 4) To consider quotes for the Town Council's annual insurance policy**  
The quotes were considered following further queries raised by members. Subject to data protection cover and the excess being comparable with the other quotes it was resolved to appoint RSA Group plc through WPS Insurance Brokers and to enter into a three year agreement.
- 5) To review the complaints and unreasonable complaints policies and the publication scheme**  
The complaints policy and publication scheme were approved for recommendation to Full Council. The unreasonable complaints policy requires further consideration.
- 6) To review the nominations for the Community Awards**  
Insufficient information was available and accordingly the item was deferred to the next meeting to be held on Monday 9<sup>th</sup> April at 9.30am.
- 7) To agree amendments to the Member Officer Protocol**  
It was agreed that item 9.3 should be amended to reflect that where emails are blind copied, this should be made evident in the main body of the email.
- 8) To discuss data protection best practice in relation to email addresses**  
Mailing lists and format of email addresses will need to be reviewed in light of GDPR.
- 9) To agree to pay invoices from Payrolls UK by electronic transfer**  
It was agreed to pay invoices from Payrolls UK by electronic transfer. Proposed by Cllr Brennan, seconded by Cllr S Raywood. Unanimous, **motion carried.**
- 10) To receive a report from Cllrs J & S Raywood on their recent training with GAPTC**  
The report was received and it was noted that the training had been beneficial.

**11) To sign cheques for payment**

Cheques were signed in accordance with the cheque list.

**12) 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 Aldridge, seconded by Cllr S Raywood. Unanimous, **motion carried.**

**13) To receive a report from the Personnel Committee**

**14) To note the appointment of PKF Littlejohn as External Auditors for Gloucestershire for a five year period commencing with financial year 2017/18**

The appointment was noted.

**15) To review progress on recommendations made by the Internal Auditor**

The progress was reviewed and it was agreed to consider the formation of an Internal Audit task and finish group at the next Finance & Staffing committee meeting.

The Locum Clerk was thanked for her hard work on implementing some of the recommendations contained on the internal audit report.

**16) To appoint an Internal Auditor for 2017/18**

It was resolved to ask Peter Newman if he would be able to undertake the Internal Audit for 2017/18. Proposed by Cllr Aldridge, seconded by Cllr Poxon.

**17) To receive a report from the Personnel Committee**

The following minute was taken by Cllr Danter.

The Clerk informed the committee that all was progressing well with the TUPE arrangements for Rob and Keane. The Clerk had one or two points to clarify with Boxer and needed to ascertain whether they were in fact signed up to a Pension plan before the arrangements could be finalised. However, she was sure that all would be settled ready for their transfer to the Town Council on the 1st April 2018.

The Clerk then left the meeting.

Cllr Danter informed the committee of the position with Therese Ryan following her leave date of the 23rd February 2018. It was agreed that the Personnel Committee had answered all legal requirements of the matter and that HR should be consulted so that one last letter should be sent to Therese stating this and that the matter was now closed.

Cllr Danter reported that Trish, the new Finance Officer had received training on Scribe along with the Clerk and that the feedback from Paul Burdock was positive.

The committee then discussed the Clerks contract and the way forward with regard to the 31st July when Debbie's six months fixed contract came to an end.

It was agreed that three options should be put before the Council for a decision.

1. That the Council request Debbie to give a short presentation to the Council followed by some short questions from Councillors in support of her application action for the Permanent position

of Town Clerk & Responsible Financial Officer to Tewkesbury Town Council to take effect from the expiration if the fixed term contract subject to the Contract.

2. That the Town Council offers Debbie an extension to the fixed term contract for a period of 3 months to enable the Town Council to go through the recruitment process for a Permanent Town Clerk.

3. With immediate effect the Town Council starts the recruitment process for a full time permanent Town Clerk & RFO.

There being no further business the meeting closed at    am.

Signature of Chairman upon approval of Minutes .....

31<sup>st</sup> May 2018

DRAFT