

## TEWKESBURY TOWN COUNCIL

### MINUTES OF THE FINANCE & STAFFING COMMITTEE MEETING HELD ON THURSDAY 19<sup>TH</sup> APRIL 2018 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 6.00 PM

**Present:** P Workman (Chairman), C Danter (Deputy Mayor), K Brennan, H Burns, M Poxon, S Raywood and M Sztymiak  
Cllr S Franklin, D Hill (Town Clerk) and one member of the public

**1) To receive apologies**

None.

**2) To receive declarations of interests**

Cllrs Brennan and Danter declared an interest in item 16 and Cllr Aldridge declared an interest in item 8.

**3) To receive dispensations**

None.

**4) To approve the minutes of the Finance & Staffing Committee meetings held on 8<sup>th</sup> March, 26<sup>th</sup> March and 9<sup>th</sup> April 2018**

The minutes of 8<sup>th</sup> March were agreed as a true record. Proposed by Cllr Poxon, seconded by Cllr Brennan. Unanimous, **motion carried.**

The minutes of the meetings held on 26<sup>th</sup> March and 9<sup>th</sup> April were deferred until the next meeting of this committee.

**5) Matters arising from the minutes – for information only**

It was noted that the query relating to the VAT treatment of the £500 held on account with Thomson & Bancks in relation to the registration of the Moorings was outstanding. **Action: Clerk to follow up.** There was a query in relation to coding for the Mayor's Allowance. It was proposed to change code. Proposed by Cllr Aldridge, seconded by Cllr Poxon. Unanimous, **motion carried.**

**6) To review the Finance & Staffing Work Programmes**

Item deferred to the next meeting.

**7) To receive the Payments & Receipts reports for March 2018**

The report was received.

**8) To review the aged debtors report**

The report was reviewed. Members requested a report also on aged creditors for the next meeting.

**9) To receive a Budget report for March 2018**

The budget report was received.

- 10) To agree to pay GAB Services by electronic transfer**  
It was agreed to pay GAB Services by electronic transfer. Proposed by Cllr Raywood, seconded by Cllr Poxon. Unanimous, **motion carried.**
- 11) To discuss the Internal Control Checks report issued in March 2018**  
Cllr Workman thanked Cllrs Poxon and Burns for their work in undertaking the control checks. The report was discussed.
- 12) To discuss the recommendations made in the Internal Checks report and to decide which of the recommendations should be adopted**  
Cllr Poxon outlined the action points contained in the report and queried why this had been an agenda item at the Personnel Committee meeting held on 9<sup>th</sup> April. Cllr Danter replied that it had been discussed at the Personnel Committee meeting due to potential confidential information being discussed surrounding performance and training.
- 13) To discuss the process for carrying out future financial checks and make recommendations for improvement**  
Members felt that future checks should specifically include procedures as stated in Financial Regulations. It was agreed that the members undertaking the next financial checks will work closely with the Finance Officer and the Clerk to agree the basis for the checks in line with Financial Regulations and the Finance Procedure Manual as appropriate. Proposed by Cllr Poxon, 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 and advised that there will be a motion regarding this at Full Council on 23<sup>rd</sup> April.
- 15) To discuss data protection matters and agree any necessary actions**  
Cllr Burns reported that Sara Freckleton, Tewkesbury Borough Council has offered to provide GDPR training. The Clerk advised that she will be attending GDPR training on 26<sup>th</sup> April organised by GAPTC.  
Cllr Workman moved the remainder of this item to the confidential session of the meeting.
- 16) To consider and agree grant applications from outside bodies**  
It was agreed to award a grant for £200 to the Tewkesbury Rotary Club. Proposed by Cllr Sztymiak, seconded by Cllr Aldridge. Unanimous, **motion carried.** It was agreed to award a grant of £100 to the Repair Café. Proposed by Cllr Aldridge, seconded by Cllr Raywood. Five in favour, **motion carried.** It was noted that both of these payments would be s.137 payments.
- 17) To sign cheques for payment**  
The cheques were signed in accordance with the payments list.
- 18) 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 items**

Proposed by Cllr Aldridge, seconded by Cllr Raywood. Unanimous, **motion carried.**

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

Cllr Danter reported that the presentation by the Clerk and interview will be held on Tuesday 1<sup>st</sup> May at 6.30pm in the Town Hall. Cllr Danter advised that the Administration Support Officer left the Council's employment on 19<sup>th</sup> April 2018.

**20) To note the use of Emergency Powers by the Clerk in relation to staffing matters**

The use of emergency powers in relation to temporary staffing was noted.

**21) To discuss staffing matters and any required budget**

It was agreed that the Clerk could continue to source temporary Administration Support via an agency. Proposed by Cllr Aldridge, seconded by Cllr Poxon. This will need to be reviewed at the next Finance & Staffing meeting. **Action: Clerk to add this as an agenda item.** The Clerk was authorised to spend up to £200 on Scribe consultancy services. Proposed by Cllr Aldridge, seconded by Cllr Brennan. Unanimous, **motion carried.**

A discussion then took place around confidential issues in relation to the recent data breach. Options were discussed and it was felt that best practice would be not to combine confidential and non-confidential material in the same email, but instead use separate emails marked up as appropriate for confidential information. It was also queried why there was a retained list for members of the public to be emailed agendas. Ideally the website should contain a restricted section for members to access or information should be posted for any member without access to the internet. It was noted that this functionality may not be available with the current website. The Clerk advised that initial enquiries have been made into the possibility of a new website.

There being no further business the meeting closed at 8.13pm.

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

21<sup>st</sup> June 2018