**Finance and Asset Management Committee**

**Tuesday 21 February 2023**

**Council Chamber**

**6.30 pm - 8.30 pm**

**Attendees: Cllrs. N Penny, C Elsmore, M Cox, L Baker, H Lusty, C Allaway-Martin, Beard**

**Cllr Getgood in attendance also**

1. Apologies were received from Cllr. Holloway
2. Cllr Beard declared a potential personal interest in Item 7
3. No dispensation requests received.
4. The minutes of 10 January 2023 were proposed, seconded and agreed (6 in favour, 1 abstained due to absence)
5. To raise matters arising from the Minutes of 10 January 2023:

**Re: Item 9:** The Town Clerk reported that several Architects had been approached, and was arranging meetings with himself, and Cllr. Nick Penny

**Cllr. Penny signed a copy of the minutes as a true record**

1. There were no members of the public present
2. **To consider any relevant Staffing, and related, Matters, and to make any recommendations, as necessary (‘In Committee’)**

**It was proposed, and unanimously agreed to take meeting into ‘Committee’.**

* 1. **Update from Town Clerk re: Staffing , and other related matters**

The Clerk summarised, and it was noted that he had brought some matters, and concerns, to the attention of Chair, in confidence.

Cllr. Penny invited Members to a meeting on Wednesday (22/2), to discuss some specific matters pertaining to the Clerk’s raised concerns.

**Re: Appraisal Reviews**

The Town Clerk updated re: Interim Appraisal Reviews, confirming that 2nd Reviews had been completed, and this was noted. The Town Clerk further commented on their content, stating that he believed these Reviews should be brought to the attention of all Members, as they collectively represent the Employer, and should be aware of their content esp. any comments relating to ‘well-being’ and wider employment issues, beyond just performance, and objectives. After further discussion, it was proposed, and agreed that

**Recommendation:**

1. **The Clerk to circulate Appraisal Review documents, under ‘Confidential’ Status, to all members (excl. Cllr. Beard)**

**Note:** It was noted, and agreed that Cllr. Beard, having declared a personal interest should not be included in this circulation

**Re: Professional Support for Town Clerk**

Cllr. Penny reported on an update regarding Town Clerk’s’ external professional support and, after further discussion, it was proposed, and unanimously agreed that:

**Recommendation:**

1. **the Town Clerk’s Professional Support Sessions continue, and for the Clerk to assess their continuing benefit, bring updates to this Committee, as necessary**
2. **Further consideration of Administrative Assistant role & Hours**

Cllr. Penny presented The town Clerk’s summary review of this role and, after further discussion, it was proposed, and agreed that:

**Recommendation:**

**The Administrative Assistant post is increased to 20 Hours per week, w.e.f 1 April 2023**

1. **Update re: Annual Leave**

The Town Clerk reported that all allocated leave untaken, by employees, had been scheduled within this Financial year, and this was noted.

**It was proposed, and unanimously agree to take meeting out of ‘Committee’**

1. **To receive an update and make recommendations, as necessary re: Risk Management / Compliance items:**
   1. **Risk Management Policy**

The Town Clerk referred to the considered Draft Policy, presented, and discussed at the September 22 Compliance / Risk Management Workshop and, after further discussion, it was proposed, and agreed that:

**Recommendation:**

1. **this Policy should be adopted, with a noted annotation to be further reviewed ‘in line with further Risk Management / Compliance Work’, that requires amendment, and updates, as necessary, and accordingly.**
2. **Annual Risk Assessment**

The Town Clerk reported that the Annual Risk Assessment, had been completed by Cllrs. Beard and Elsmore, on 8 February 23, and would be presented to Full Council Meeting, on 28 February 23, which was noted.

1. **Tree Management, inc. Risk Strategy, Stock Survey, GAPTC Guidance**

The Town Clerk drew attention to recent GAPTC Guidance, and recent Arborist / Tree Surgeon Site Visits, regarding tree work and, following Chair-led discussion, in the context of risk / asset management, it was proposed, and unanimously agreed that:

**Recommendation:**

1. **the Town Clerk invited Quotations form specialist Tree Companies, to undertake a full Tree Audit / Stock Survey of Trees within this Parish, working on a one, two, three year prioritised Risk Managed Plan of works**
2. **Financial Regulations**

Cllr. Penny reminded Members of the Financial Regulations that were currently being considered, for adoption, at February 23 Full Council meetings and, after further discussion, it was proposed, and unanimously agreed that;

**Recommendation:**

1. **the Version, currently being considered, should progress to Full Council, for Adoption, and annotated accordingly ‘recognising the need for further updating, and revision, once banking arrangement matters had been properly resolved regarding potential changes to banking arrangements, and also subject to any other amendments, as necessary, through formal Committee process.,**
2. **Cemetery Management (inc. Extension considerations)**

The Town Clerk updated re: Proposed Cemetery Extension Survey Report received, Cllr. M Cox further led discussion, with clarification, and it was proposed, and unanimously agreed that:

**Recommendation:**

1. **The Survey Company are thanked for their report, but not to proceed with more detailed surveys for that site, but to request their free assessment services on alternative sites, to be notified**
2. **In-House Audit**

**The In-House Audit undertaking, and completed by Cllrs. Elsmore & Beard on 19 Jan. 23 was noted, and recorded.**

1. **Asset Register**

The Town Clerk updated on the presented draft version, presented by the RFO, and this was noted as a significant and revised, existing version, with annotation that it is still to be ‘finalised’ to take account of outstanding issues’ e.g. Tree Stock. After further discussion, it was proposed, and unanimously agreed that:

**Recommendation:**

1. **The RFO, with the support of the Town Clerk, would undertake further work to progress this Register, taking account of Item 7.3 re: Tree Management, and other matters still needing clarification**
2. **CTC Policies**

The Town Clerk reported that, as part of the compliance work, he is now looking to revisit, to review, existing policies, and also seek to identify any additional policies that might be required and, after further discussion, it was proposed, and unanimously agreed that:

**Recommendation:**

* 1. **the Town Clerk allocates policies for review, to pairs of Councillors, to progress this Review exercise**

1. **To receive update re: Lloyds Bank Application, and to make recommendations, as necessary**

The Town Clerk updated on the Lloyds Bank ‘in principle’ application for a new Business Account, reporting also the concerns he had, and also expressed by the RFO, Cllrs. Penny & M Cox.

The Town Clerk further updated regarding possible solutions to withdraw money through existing Unity banking arrangements, which would take away the need to open a bank account elsewhere, by applying for a card that would allow cask withdrawals. After further discussion, it was proposed, and unanimously agreed that:

**Recommendation:**

* 1. **the Town Clerk, with the RFO, further investigates this potential solution, with Unity Bank, and to report further through this Committee, once details were fully understood, for consideration.**

1. **To consider Petty Cash Arrangements, inc. TIC Expenses**

The Town Clerk reported on the difficulties, in light of the closure of Lloyds Bank, and the implications for not being able to draw cash for Petty Cash, which the TIC Coordinator had now reported was causing difficulties in respect of making expense claims to Volunteers and, after further discussion, it was recommended that:

**Recommendation:**

* 1. **the TIC Coordinator seeks views from TIC Volunteers whether they were happy to receive travel expense payments by BACS, and to report back**

1. **To review Direct Debits, and make recommendations, as necessary**

The Town Clerk presented CTC’s Direct Debits currently active and that had been active at previous points of this Financial Year and, after further discussion, and clarification, it was proposed, and unanimously agreed that:

**Recommendation:**

* 1. **this is noted, and agreed, as a representative Formal Annual Review of CTC Direct Debits**

1. **To consider Delegated Authority for Committee Expenditure, and make recommendations, as necessary**

Cllr. Penny explained, clarified procedures, and led discussion, following a request form Cllr. Getgood, Environment Committee Chair, for delegated expenditure. After further discussion, it was proposed, and unanimously agreed that:

**Recommendation:**

1. **allocation of budgets is more specifically detailed, to Committee expenditure, and linked to clear authority to progress activities, esp. smaller items, which should be more clearly defined, as recommended Committee activity**
2. **CTC Environment Committee to be re-scheduled nearer to Full Council, within the Monthly Meeting Schedule, to more swiftly progress actions linked to the ened for recommended authority to spend.**
3. **To receive update re: Sexton Contract, and to make recommendations, as necessary**

Cllr. Penny led discussion regarding correspondence from Heals’ Funeral Directors re: duration of Contract request, and increased charges. After further discussion, it was proposed, and unanimously agreed that:

**Recommendation**

1. **A revised, and new, 1 Year Sexton Contract is offered, to Ernest Heals Funeral Directors, w.e.f. 1 March 23, with increased charges adopted also**

**Note: Cllr Penny proposed, and it was unanimously agreed, to bring Item 15 forward, in**

**light of time.**

**8.25pm It was proposed, and unanimously agreed for a ten minute extension**

1. **To receive Updates, and consider Quotations, and presenting issues; to make recommendations as necessary, re:**
   1. **Bells Field Recreation Ground**
   2. **KGV Recreation Ground**
   3. **Angel Vale**
   4. **Cemetery**
   5. **Mushet Walk**
   6. **Wider Town Centre, and Parish issues, inc. Dog Bin Request, Coronation Stone**

The Town Clerk led discussion, with Chair, on presented Quotation Summary Report (previously circulated).

**8.35pm It was proposed, and unanimously agreed for a 15 minute extension**

**In summary, within the time, it was proposed, and unanimously agreed, that the following works are progressed:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Item** | **Agreed Contractor** | **£** |
| **Bells** |  |  |  |
| Building | Restoring / Painting Toilet Doors | FES | **£437.50 (Excl. VAT)** |
|  | Bells Play equipment: To treat | FES | **£530.00 (Excl. VAT)** |
| **Angel Vale** |  |  |  |
| Trees | Ash Dieback | Chapel Tree Services | **£2,340.00 (inc. VAT)** |
|  | Brambles (Perimeter Boundary) | Chapel Tree Services | **As above** |
|  | Brambles (65 Lawdley Road) | Chapel Tree Services | **As above** |
| Play Area | Matting | FES | **£375.00 (Excl VAT)** |
| **Cemetery** |  |  |  |
| Trees | Lychgate | Chapel Tree Services | **See above Re: Chapel price** |
| AB Memorial | Stone Masons to restore / Tidy | Heals | **£536.20 (Excl. VAT)** |
|  | 10 ton of aggregate | FES | **£350.00 (Excl. VAT)** |

**Note: Some Quotations required clarification, and comparable quotes, to be presented at Full Council, if available; otherwise to be considered further and next Month’s F&AM Committee meeting**

1. **To consider Angus Buchanan report, and to make recommendations, as necessary,** 
   1. **Easement re: access to KGV recreation ground**
   2. **Maintenance of ‘Coffin Path’**
   3. **Upgrade of main Access Gates to Angus Buchanan Recreation Ground**
   4. **Car Parking**

With the time allowed, the Town Clerk reported that a pre-meeting with Clive Hooper, to summarise the Report had requested a meeting with 3 CTC Members, and 3 AB representatives to discuss the Report in details and, after discussion, it was proposed, and unanimously agreed that:

**Recommendation:**

1. **a meeting with Clive Hooper, and other Angus Buchanan Representatives, is convened, with 3 Representative CTC Members, asap, to progress matters**

**Meeting ended 8:50pm**