**Finance and Asset Management Committee**

**Tuesday 19 July 22**

**Council Chamber**

**6.30 pm - 8.30 pm**

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

1. It was proposed and unanimously agreed to elect Cllr Penny as Chair.
2. Apologies were received from Cllr. C Allaway-Martin
3. Cllr M Beard declared a potential interest re: TIC coordinator’s appraisal
4. No dispensation requests received. Town Clerk reiterated need to get Members’ Interest forms back urgently.
5. **The minutes of 21 June 22** were proposed (CE) seconded (HL), and unanimously agreed

**Cllr. Penny signed as a true record**

1. **Matters arising from the Minutes of 21 June 22**

Town Clerk stated that the risk assessment from the TIC had been received today and it was agreed this would be discussed as a Full Council agenda item.

Town Clerk updated that the in-house audit had been completed. Cllr Penny queried the legitimacy of the in-house audit, as he thought the Financial Regulations stated it had to be completed in pairs and not by a single member. Clerk to check.

**Note: This has been checked and the existing Financial Regulations do not make reference to the in-house audit being completed in pairs, and it is recognised that training of new in-house auditors will be taken forward as part of the next quarter in-house audit.**

Town Clerk updated that £4k funding had been secured for bus shelters around the parish.

Cllr Cox updated that good feedback had been received regarding the cemetery maintenance.

1. **Public Forum**

There were no members of the public present.

**It was proposed and unanimously agreed to move into committee to discuss the next agenda items.**

1. **To consider any relevant Staffing Matters, and to make any recommendations, as necessary (In Committee) including:**
   1. **Update re: Staff Training / Development**

Town Clerk updated on training completed so far by the RFO. It was proposed and agreed:

**Recommendation: To fully fund the AAT level 3 costs for the RFO and support time allocated as identified**

**Proposed: Cllr M Beard Seconded: Cllr H Lusty**

* 1. **Appraisal Reviews**

It was noted that the appraisal of the TIC Coordinator had been completed and this would be signed off at the next Full Council meeting.

* 1. **Probation Review re: AC / RFO**

Town Clerk stated that the appraisal is in the process of being completed. In respect of probation review, Clerk will be recommending satisfactory completion of probation – to be signed off at the next Full Council meeting.

* 1. **Town Clerk support sessions**

Cllr Penny summarised and it was proposed and unanimously agreed to continue the support sessions, with a further review in 3 months.

**It was proposed and unanimously agreed to move out of committee and back into the public forum.**

1. **To receive update re: Administrative Recruitment exercise, and to make any recommendations, as necessary (to include Main Place request)**

Cllr Penny stated that the two roles would be considered separately.

Re: the recruitment process of Administrative Assistant role at CTC, the Town Clerk updated on applications received, and it was proposed and unanimously agreed to proceed with the recruitment in the same manner as with previous recruitments – with a panel - consisting of the Town Clerk and Cllrs. Penny, Beard, and either Cllr Baker, Lusty or Holloway – subject to Cllr availability. A paper sift will commence asap based on shortlist criteria and availability will be sought to begin the interview process.

Re: the request from the Main Place, it was proposed and agreed that:

**Recommendation: To seek a meeting with the board of the Coleford Area Partnership to fully understand their request; for Town Council to consider whether and how to support.**

1. **To review the Committee Tracker**

Cllr Penny further endorsed the tracker system and it was proposed and unanimously agreed to defer to the end of the meeting if there was time, or otherwise, to be reviewed at the next meeting

1. **The receive RFO Quarterly Report, and to review Budget implications, income & expenditure, and to make recommendations, as necessary**

The RFO provided an update (report submitted in advance) on variances to budget, explaining some key variances in more detail to help Councillors understand. It was noted that further cleansing of the system had been done since the report was produced. Cllr Penny, on behalf of Council expressed appreciation of the RFO, stating that this level of analysis will help the Council greatly in managing its budgets more efficiently. Training needs for Councillors re: budgeting were discussed and awareness workshops will be scheduled.

1. **To have an update from Standing Orders / Risk Management (including wider compliance) Working Group**

It was proposed and unanimously agreed to defer to the end of the meeting if there was time, or otherwise, to be reviewed at Full Council, to progress revised version of Standing Orders.

1. **To receive an update re: KGV works (water and roof)**

The Town Clerk summarised and after further consideration it was proposed and unanimously agreed that:

**Recommendation:**

1. **Town Clerk will seek further clarification from Severn Trent re: why the Scowles is not an option**
2. **Town Clerk will seek further clarification from Water Plus re: billing**
3. **Town Clerk will seek to arrange an exploratory dig**
4. **To consider Bells Field Facilities, including toilet access and quotation for new style, and make recommendations, as necessary**

Town Clerk summarised the vandalism that has been occurring at Bells Field toilets and the continual malfunctioning of the toilet flushes. It was proposed and unanimously agreed that:

**Recommendation:**

1. **To close the toilets until further notice, informing the Press of the arrangements in a wider article re: antisocial behaviour, taking particular account of impending school summer holidays.**
2. **To contact toilet manufacturers, as broken parts should be covered under a warranty.**
3. **To proceed with the quote received from contractor re: stile, subject to Public Rights of Way (PROW) Officer agreement and permission from adjoining land owner.**

**Note:** PROW Officer comments since received. Preference for inclusivity re accessibility issues for a kissing gate, and further quotation sought from contractor for further consideration at Full Council.

1. **To consider Parish Inspection’s Working Group Report, and to make recommendations, as necessary**

Clerk and Cllr Elsmore updated and it was noted that the maintenance and repair process is working and improvements being progressed more swiftly.

**It was proposed and unanimously agreed to move into committee to discuss the next agenda item.**

1. **To receive update re: Contract Management issues, including spending, and to make recommendations, as necessary**

Cllr Penny updated following a meeting with the contractor, with the email request subsequently received. It was proposed and unanimously agreed:

**Recommendation: To increase the contractor’s overall rate of pay by 3.8% in line with the District Council and RPI, also consistent with increases agreed with other contractors for consistency. To be further reviewed again at the beginning of the third contract year.**

**It was proposed and unanimously agreed to move out of committee and back into the public forum.**

1. **To receive an update on Event Insurance, and make recommendations, as necessary**

Cllr Penny updated following specific event insurance requirements, as part of new insurance cover, which was required for CMF. Other specific event were discussed and considered with Christmas Lights event being identified as the only other scheduled event requiring specific cover. Clerk to also consider cover requirements for up and coming events re: Skate Jam and Faddle Fair.

1. **To consider Public Liability Insurance re: organisations within the Parish**

Cllr Penny summarised and parish boundaries were clarified. After further discussion, in light of this, it was proposed and unanimously agreed that:

**Recommendation**:

1. The Liability Cover requested would not be provided under CTC arrangements.
2. The organisation to be advised accordingly and made aware of grant awards potentially available from the Town Council.
3. **To consider Council Business Meeting Schedule for August 2022**

Cllr Penny summarised and after further discussion, it was proposed and unanimously agreed that:

**Recommendation**: The monthly committee meetings for August would not be scheduled, and in respect of Planning, for the Clerk and Chair of the Planning Committee to have delegated authority to consider applications, with the involvement of the Planning Committee, as necessary.

**Note**: Full Council meeting to be scheduled for 30th August 2022.

1. **To consider Grant application from Wyldwood, and to make recommendations, as necessary**

Cllr Penny summarised and after further consideration it was proposed and unanimously agreed:

**Recommendation**: To award a grant in full, as requested, to Wyldwood Arts.

1. **To consider subscription re: office recycling, and to make recommendations, as necessary**

Cllr Penny and RFO summarised and presented options re: recycling, including costs, and after further discussion it was proposed and unanimously agreed:

**Recommendation**: For RFO to formalise arrangements with the preferred company – Waste Managed

**Meeting ended 8.30pm**