**Finance and Asset Management Committee**

**Tuesday 21 June 22**

**Council Chamber**

**6.30 pm - 8.30 pm**

**Attendees: Cllr. Penny, Allaway-Martin, C Elsmore, L Baker, M Beard, & H Lusty**

**Note: It was proposed, and unanimously agreed for Cllr. Penny to take Temporary Chair, to be formally elected,as Chair, at next Committee meeting**

1. Apologies were received from Cllrs. M Cox, and Holloway
2. There were no declarations of interest
3. No dispensation request received
4. **The minutes of 17 May 22** were proposed (CE) seconded (NP), and unanimously agreed

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

1. **Matters arising from the Minutes of 17 May 22**

There were no matters arising

1. **Public Forum**

There no members of the public present.

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

The Town Clerk updated re: RFO Training, having attended GAPTC Courses, First Aid training, and having registered for FILCA, and begun syllabus. Also signing off AAT Level 2, with 99% pass rate, now seeking Council agreement to register for Level 3.

Agreement to summarise costs, timetable for Level 3, and to be considered further at June 22 Full Council

* 1. **Update on Staff leave/absence Trackers**

Cllr. Penny reported that he had now ‘tested’ the formulas, and confirmed where staff are recorded by Units (CH, LJS, and JJ), and Hours (EB, and KH) for Tracker use. In turn, stated that he was pleased that it was now an agreed ‘Office Tool’ to monitor / record Leave Balances, TOIL; as well as sickness monitoring, overall serving ‘well-being’ issue, and would be considered by this Committee quarterly.

* 1. **Update re: Cleaner roles and Hours**

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

 **In-Committee**

This matter was discussed, with agreement to be considered further, through collected evidence, data, and clarity re: contractual matters, Risk Assessments (inc. Covid related risks).

**Meeting taken out of ‘Committee’**

1. **To review the Committee Tracker**

Cllr. Penny noted the Tracker, and was pleased to see an established Model now in place, across all the Committees, recording the hard work of the office to get it to this point.

Matters pertaining to this Committee’s ‘Tracked’ items were noted by Committee.

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

The Clerk reported that a Standing Orders Review Working Group was now scheduled for Monday, 27 June 22, and would also be reviewing associated compliance issues, including Risk Management Policy, Risk assessments, Asset Register, and Facilities Management Diary, to monitor key dates for compliance. To also consider an electronic ‘tracking’ system, to service this important aspect of the Town Council’s activities.

1. **To set the ‘in-House’ Audit Check Schedule, and identify Training Needs**

Cllr. Penny summarised, and keen to ensure that ‘in-House’ Auditing was undertaken regularly, and more timely, and Cllr. Allaway-Martin, Beard and Baker has been designated, with Cllr. Elsmore providing training, which could be part of the next ‘In-House’ Audit to be scheduled immediately.

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

**KGV Water Issues**

1. **Water Connection**

The Clerk reported that the ‘new connections’ application had been submitted, and application fee paid, to Severn Trent (ST), and that the next stage would be for ST to formally confirm location, thought to be at entrance of Angus Buchanan, with a Quotation for works provided. If this is agreed, to then seek quotations for work to be undertaken by contractors, and also to receive quotation form ST.

1. **Broadwell FC**

The Clerk updated re: correspondence with Broadwell FC, and it was proposed, unanimously agreed, for Clerk to progress arrangements, and fees, with Broadwell FC, with delegated authority re: use of fields, until Pavilion use is re-established.

**KGV Pavilion Issues e.g. Roof**

The presented Quotation for Roof repairs was considered and, after further discussion, it was proposed, and unanimously agreed, for Clerk to arrange full survey of building, by specialist pre-fabrication/flat roof specialists, to fully assess the current state of the building, before any further expenditure is submitted.

1. **To make recommendations re: Parish Inspections**

The Clerk summarised Parish Inspection Working Group meeting, and that works were progressing with Contractors, as identified, and agreed (inc. ROSPA), which were noted.

1. **To consider, and review Insurance Cover re: Renewal Schedule Proposal, and to make recommendations, as necessary.**

Cllr. Penny summarised, and the current renewal proposal was discussed. Cllr. Penny more fundamentally expressed concerns re: significant increase in premiums, and further raised concerns, re: response from Broker regarding 3 year agreement now having been revoked. After further discussion, it was proposed, and unanimously agreed that:

**Recommendation:**

1. **The Clerk would formally respond to Insurance Broker challenging revocation of 3 year agreement, seeking explanations, as necessary**
2. **Bearing in mind the need for continuity of cover, in light of the renewal date now imminent, the Clerk to ensure continuity of cover, as necessary, until a new policy is in place.**
3. **To receive update re: Contract Management issues, including spending, and to make recommendations, as necessary**

The RFO presented summary figures re: Contractor expenditure, which were discussed and noted.

Cllr. Penny affirmed the RFO for this work and, after further discussion further clarity was agreed re: regularity (e.g. quarterly) of reports, with further understanding of how these can better serve Council re: expenditure, commitment, VFM of contracts, and trends.

**Re: Angel Vale and Contractor Responsibilities**

**Correspondence from Angel Vale residents was further considered and, after further consideration, it was proposed, and unanimously agreed that:**

1. **Recommendation:**

**Further clarification would be obtained from FoDDC regarding the agreed Contractor Specification, upon handover to Town Council**

1. **To make recommendation(s) re: Bus Shelter Art, and design**

Cllr. Penny summarised, expressing a need for a Bus Shelter Strategy, also wanting to register the Town Council’s appreciation the Contractor’s hard work, having now brought the Bus Shelters up to a much improved ‘base’ standard; making maintenance easier, inc. removal of graffiti. After further discussion, re: further improvements, including art work, it was proposed, and unanimously agreed that:

**Recommendation:**

1. **The Town Council to begin a ‘Consultation Trial’ with Communities re: Bus Shelters, starting with Tufthorn Avenue, to seek view/comments on suggested improvements, to include art works**
2. **Re: Coalway Road Bus Shelter: Costings to be contained for replacement Bus Shelter, from GCC Highways, and to also pursue funding from GCC Cllr. Allaway-Martin**
3. **To consider response, re: CCTV coverage, and to make recommendations re: CCTV**

Cllr. Penny summarised CCTV, and response from Redhand was considered, regarding coverage. After further discussion, it was proposed, and unanimously agreed, that

**Recommendation:**

1. **an urgent meeting is sought with Redhand to discuss their response, and reports, as part of a Contract review, to particularly understand monitoring, repairs and overall service.**
2. **To consider ‘hot-desking’ Space request from local Company, and to make recommendations, as necessary**

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

**Recommendation:**

1. **this request is declined.**
2. **To receive an update and make recommendations, as necessary, re: Banking issues**

The RFO presented a summary of her investigations, with recommendation, following the difficulties that this Council had had, following the closure of Lloyds Bank, in light of this Council’s current Bank (Unity) non-arrangements with the Post Office. The RFO’s report was considered further and, after further discussion it was proposed, and unanimously agreed that:

**Recommendation:**

1. **the recommendation to open new accounts with Lloyds Banks are progressed, and to close account with Unity**
2. **To consider and make recommendations, if necessary, re: Signage across the Parish, inc. No Ball Sports signs at Foxglove Way, and Angel Vale**

The Clerk summarised, in light a number a number of pieces of correspondence having been received and, after further consideration, and discussion, it was unanimously agreed that such signs are not evidenced as a deterrent, if anything encourage ball games.

1. **To consider and make recommendations if necessary, re: Cemetery Management**

The Clerk summarised activities re: Cemetery Management, including Environment Committee work with volunteers, and it was agreed that care needed to be taken, with respect to family plots; and suggestion for Public Notice of activities stating what the Town Council were undertaking, to enhance, improve, to be placed on the Cemetery Notice Boards; also seeking feedback from visitors/users regarding suggestions, and improvements.

**It was proposed, and unanimously agree to take meeting into ‘ Committee**

**In-Committee**

1. **To receive an update re: Outstanding repayment to Council**

The Clerk updated, and this was noted.

**Meeting ended 20:30pm**