**Finance and Asset Management Committee**

**Monday 18 October 22**

**Council Chamber**

**6.30 pm - 8.30 pm**

**Attendees: Cllrs. N Penny, C Elsmore, M Beard, M Cox, L Baker, M Getgood**

1. Apologies were received from Cllr. C Allaway-Martin, N Holloway and H Lusty
2. Cllr Penny declared that he had a pecuniary interest in item 8, Cllr Elsmore had a personal interest in item 17 and Cllr Beard had a personal interest in item 7b
3. No dispensation requests received
4. The minutes of 26 September 22were proposed (CE) seconded (MC), and agreed (1 abstained due to absence)

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

1. **Matters arising from the Minutes of 26 September 22**

The Town Clerk updated on the following:

He had engaged with the internal auditor re: the AGAR.

The sextons had been invited to give a full list of new rates for the contract renewal.

CTC is now in credit with BT following the payment after the last Full Council.

Cllr M Cox said she had received a complaint about the cemetery. The Clerk responded that he was engaging with the contractor to rectify cemetery issues.

Cllr M Cox asked when the Whitecliff phone box would be moved to Greenacres campsite and the RFO said it would be any day, as the busy camping season for them had finished.

1. **Public Forum**

There were no members of the public present.

**6:37pm it was proposed and unanimously agreed to move into committee to discuss the next agenda items.**

**In Committee**

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

Cllr M Cox updated that everything was on track. Cllr Penny stated that the end of March appraisals would have to be managed timely. Clarity needs to be sought regarding appraisals during purdah. A 10 minute agenda item for training on giving 360 degree feedback was needed, or to include this on 7th November modular workshop day. Cllr Penny thanked all involved in the appraisal process.

* 1. **Staff holiday / TOIL trackers (linked to Contracted hours / workloads)**

It was noted that councillors and the office need to connect more, so councillors understand the workload. Councillors should be signing up to GAPTC training and doing the modular workshop to better understand and manage the team.

* 1. **Staff leave allocation re: Full Council July 2022 item 94**

RFO summarised the position and it was proposed and unanimously agreed:

**Recommendation: To benchmark holiday allowance and bring to the debate next month**

**7:00pm it was proposed and unanimously agreed to move out of committee and back into the public forum. Cllr Penny left the room.**

1. **To make recommendation re: Coleford Music Festival 2022 spend**

After discussion and reviewing of budgets and forecasts, it was proposed and unanimously agreed that:

**Recommendation: CTC will not ask for the £9000 overspend back, but this will be considered when setting the budget next year. Council also want to make it clear that they are currently reviewing risk management strategies and encourage other groups to also review theirs.**

**7:15pm Cllr Penny returned to the meeting**

**Cllr Getgood requested to take item 15 of the agenda next. Cllr Penny (Chair) agreed.**

**15. To consider Bells Field Proposals (from Environment Committee), and make recommendations, as necessary**

Cllr Penny discussed the suggestions for Bells Field improvements put forward by the environment committee and all agreed that there was overlap between committees. It was proposed and unanimously agreed:

**Recommendation: For all interested councillors, and Bells Field contractors to walk the site together before the next F&AM meeting to discuss improvements to the site**

1. **To receive RFO Quarterly Report, and make recommendations, as necessary**

The RFO presented the Q2 report and answered questions. Cllr Penny thanked the RFO for the detailed analysis and affirmed the role of the RFO for this council.

1. **To receive in-house Audit Report, and make recommendations, as necessary**

Cllrs Beard and Elsmore updated that the in-house audit for Q2 had been completed, but the form used was unsuitable. It was noted that 2 in-house audits have been completed this year.It was proposed and unanimously agreed that:

**Recommendation: Cllrs Elsmore, Beard and Baker to meet to create a new form.**

1. **To receive Compliance Workshop Update, and to make recommendations, as necessary**

The Town Clerk updated and it was noted that progress is being made and the audit will be better for it. CTC will continue what was a productive first session.

1. **To consider VAT, and make recommendations, as necessary**

It was discussed and agreed that VAT needs to be better understood by the council. It was proposed and unanimously agreed:

**Recommendation: To set up a working group (consisting of Cllrs. Penny, Baker, Elsmore and Beard with the Town Clerk and RFO) to understand VAT and look at specific CTC examples to bring back to a debate.**

1. **To review Financial Regulations draft, and make recommendations, as necessary**

It was proposed and unanimously agreed:

**Recommendation: To set up a working group in November to review the draft Financial Regulations, along with the VAT described in Minute 12 above, and bring back to Full Council in November, in preparation for adoption in December.**

1. **To review Five Acres Grant, and make recommendations, as necessary**

Cllr Penny declared that he was informed of the grant ahead of it coming in and was invited to the school to see the projects the children had been working on. It was proposed and unanimously agreed:

**Recommendation: To award a grant of £1500 and to ask West Dean Parish Council to consider covering the remainder of the project spend**

1. **Already taken**
2. **To consider Carnival of Transport (CoT) request, re: Disbursement of Funds**

After some discussion, it was proposed and unanimously agreed:

**Recommendation: To ask CoT if they can use a proportion of the surplus to reduce our budget to them next year for them to invest in next year’s event.**

1. **To receive an update re: KGV works (water and roof), and to make recommendations, as necessary**

The Town Clerk updated that the water supply was back at the KGV pavilion and testing was underway to ensure the safety of the water for users. A meter was looking like it will be problematic to install, but will keep progressing.

The roof repair quotes were reviewed and were not deemed adequate as they did not have a formal company address on either quotation. The office will chase both contractors and bring this item to Full Council so as not to delay the roof repairs further.

**8:30pm - a 10 minute extension was proposed and unanimously agreed**

1. **To receive update from Parish Inspections Working Group, and to make recommendations, as necessary**

The Town Clerk updated on the good progress that is being made. It was proposed and unanimously agreed:

**Recommendations:**

* 1. **To re-open the Bells Field public toilets on satisfactory completion of repair works**
  2. **That the contractor provide costs for items that are required to complete the tasks on the parish inspection reports and this will be reviewed by the council before signing off costs**
  3. **That the office will go back to residents re: the Memorial Garden**

1. **To consider Main Office / TIC IT Hardware, and to make recommendations, as necessary**

The situation with hardware was discussed and it was proposed and unanimously agreed that:

**Recommendation: A costed proposal of what is needed is submitted**

**Meeting ended 8.40pm**