



Coleford Town Council

Finance and Office Committee Tuesday 19 January 2021 Minutes

Attendees: Cllr. Penny, Allaway-Martin, Elsmore, M Cox, Holloway, Kyne, Johnson, and Beard

1. There were no apologies.
2. Cllr. Holloway registered a personal interest in Item 11, budget code 4252
Cllr. Penny registered a personal and pecuniary interest in Item 11, budget code 4252
Cllr. Beard registered a personal interest in Item 12, budget code 4000
3. There were no dispensation requests.
4. There were no members of the public present
5. The minutes of 15 December 2020 were noted, and agreed. minutes
6. There were no matters arising from the 15 December 2020 minutes
7. **To make recommendation re the budget for 2020-21**
Cllr. Penny summarised and, after further clarification, and discussion, Re: the budget presented, it was proposed, and unanimously agreed, that:
Recommendation:
The draft budget (copied attached), as presented, of £517,750.00 was agreed for 2021 / 222, and to be approved at the next Full Council meeting.
8. **To make recommendation re the precept 2020-21**
Cllr. Penny presented a summary report, with a proposed precept and, after further discussion, it was proposed, and unanimously agreed, that:
Recommendation:
The precept of £444,500, as presented, was agreed for 2020 / 21, and to be approved at the next Full Council meeting.
9. **To make recommendation re: Internal Audit arrangements**
Cllr. Penny summarised, and after some discussion, it was proposed that:
Recommendation:
The Assistant Clerk formally requests for GAPTC to undertake, and to confirm that they are able to complete, in March, before the end of the Financial Year; otherwise to seek alternative auditors.
10. **To make recommendation re: Citizen's Advice SLA Agreement**
Cllr. Penny summarised, and reported that data, and summary of services delivered, had still not been provided by Citizen's Advice and, after further discussion, it was proposed that
Recommendation:
The Assistant Clerk arranges a review meeting with Norman Gardner, Cllr. Penny and Beard
11. **To make recommendation re: Town Council IT Specification**
Cllr. Penny summarised his summary report and, after further discussion - of the 3 options presented, it was proposed that:



Coleford Town Council

Recommendation

The Assistant Town Clerk progresses with Option 2 and, in the first instance, discusses with existing IT back up services provider, to create a clear specification, and scope, to inform the Town Councils position in then going out to tender.

12. To make recommendation re: 2020/21 holiday balance

Cllr. Penny summarised, and sought further clarification from the Assistant Clerk. After further discussion, it was proposed that:

Recommendation:

The Assistant Clerk, agrees an arrangement, to take leave within this allocated year, with a cap of no more than 5 days to be carried over.

Meeting ended at 7.27pm