**Finance and Asset Management Committee**

**Tuesday 17 May 2022**

**Council Chamber**

**6.30 pm - 8.30 pm**

**Minutes**

**Attendees: Cllr. Penny, N Holloway, C Elsmore, M Beard & H Lusty**

1. Apologies were received from Cllrs. M Cox, L Baker and C Allaway-Martin
2. There were no declarations of interest
3. No dispensation request received
4. **The minutes of 19 April 22** were proposed (CE) seconded (NP), and unanimously agreed
5. **Matters arising from the Minutes of 19 April 2022**

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: Induction**

Induction Pack was noted and Town Clerk will send a list of training to Councillors. Cllr Penny also asked for this document to be developed into an Excel working document, as part of the Training & Development Systems for staff, and Councillors, for the Town Clerk to liaise further with Cllr Beard also...

* 1. **Training and development of RFO**

It was agreed that the RFO should complete FILCA training and other GAPTC courses identified, as relevant, in discussion with the Town Clerk and re: AAT level 3 to be considered further through review meetings, and to be finalised, with Council fully supportive of this Professional Development.

* 1. **Consideration of admin support proposals**

After some discussion, the proposed Job Description was further considered and amendments were made to the Job Specification. It was unanimously agreed that:

**Recommendation: The Administration Assistant role becomes a permanent 15 hour post within the CTC structure at SCP 7 (£10.63 per hour) with the potential to increase hours in due course if this is necessary, and for a recruitment exercise to be carried forward.**

**Note: The Town Clerk expressed some concerns about the process, and this was noted.**

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

Trackers have been created and Cllr. Penny, Town Clerk, and RFO to have a working session to agree format.

1. **To review the Committee Tracker**

The Tracker was noted, and great steps now made regarding format, consistency across all the committees. Office to check it has been updated with recommendations from March and April

1. **To receive an update re: KGV Water Provision**

Town Clerk updated and the matter now with Severn Trent to respond. This was noted, also re: portable toilets costing £29pw in the meantime, but considered necessary.

1. **To receive update on Contractor Management matters, and to make recommendations, as necessary.**

Town Clerk updated on Contractor meetings. Document to track Contractor’s tasks will be available at the next meeting, and for Town Clerk/RFO to further develop monitoring and invoice management each month, with Contractor Review meetings, and correspondence managed, as necessary...

1. **To receive an update re: outstanding BT Issues**

Town Clerk and RFO updated. Town Clerk will write to the CEO of BT outlining concerns about the service experience we have had and potential mis-selling of a product. RFO to continue forensic assessment of Billing, and to report back accordingly.

1. **To make recommendations from Parish Inspection Reports/Working group**

The Parish Inspection rota will be added to the agenda for the next F&AM meeting. After some further discussion, it was proposed, and unanimously agreed:

**Recommendation: To accept all recommendations from the Working Group on 16 May 2022 and to be carried forward accordingly.**

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

It was proposed and unanimously agreed to defer this item to the next meeting.

1. **To consider applications re: Jubilee Grants and make recommendations as necessary**

All applications were considered. Those that arrived past the deadline were declined; those outside of the Parish were declined, and those from a business were declined. It was proposed and unanimously agreed, subject to Full Council approval convening on Monday 23rd May 2022.

**Recommendation: To approve all Jubilee Grant applications that have not been rejected for the criteria given above, as presented in the Criteria Spreadsheet.**

**Recommendation: To purchase a Gazebo, from the Grant application with that request, that will then be loaned out to that Organisation, and then become a Town Council asset.**

**8:20pm Cllr Holloway proposed a time extension until 9pm**

1. **To consider and make recommendations re: CCTV quotation for Bell’s Field**

After some discussion, it was proposed and unanimously agreed:

**Recommendation: To agree the specific quote, within the fuller quotation, and to proceed with the installation of 2 CCTV cameras: one facing the Bell’s Field entrance, and one facing the Amphitheatre, at a cost of £1,251+VAT, and using existing poles.**

1. **To receive an update and make recommendations, as necessary, re: Banking arrangements, in light of Lloyds Bank closure**

It was discussed and unanimously agreed that:

**Recommendation: Town Clerk/RFO to seek advice from GAPTC, or other Councils who have had this issue, seek solutions.**

**Recommendation: Town Clerk/RFO to contact the Post Office to find out if they offer a suitable Bank Account**

**Recommendation: Town Clerk/ RFO to engage with Unity Bank to challenge them to find a solution or they may lose our custom.**

**Cllr Beard declared a personal interest in the next agenda item.**

**Cllr. Penny, Chris Haine, and Laura Schroeder left the meeting 20:39pm**

**IN COMMITTEE**

1. **To receive update, and make recommendations, re: Town Clerk’s Appraisal**

Cllr Holloway shared the draft appraisal document with the committee and following discussion the recommendations from the appraisal team were proposed and unanimously agreed:

**Recommendation: To accept the recommendations from the appraisal team and present to Full Council for approval.**

**Proposed**: Cllr. Holloway **Seconded**: Cllr. Elsmore

On being put to the vote all 3 members on the room unanimously agreed.

**Meeting ended 20:45pm**