

STRATFORD-UPON-AVON TOWN COUNCIL
FINANCE & SCRUTINY COMMITTEE MEETING

13 JUNE, 2017

MINUTES

Open Pages 1 - 5
Confidential Pages 6 - 7

Present:
Councillors:

Alcock (Mayor)	Fojtik
Applin	I Fradgley
T Bates	Jefferson
Bicknell	Lowe
Dowling (Chairman)	

Clerks: Finance Officer and Town Clerk

Press: None present

Public: None present

1. To Appoint a Chairman and Deputy Chairman of the Finance & Scrutiny Committee

The Mayor took the Chair for the appointment of Chairman and called for nominations.

It was Proposed, Seconded and unanimously

RESOLVED: That Councillor William Dowling be appointed as Chairman of the Finance & Scrutiny Committee for the ensuing year 2017/2018.

Councillor Dowling took the chair and called for nominations.

It was Proposed, Seconded and unanimously

RESOLVED: That Councillor John Bicknell be appointed as Deputy Chairman of the Finance & Scrutiny Committee for the ensuing year 2017/2018.

2. To Accept Apologies for Absence

Apologies were received from Councillor Jackson and accepted for the reason given.

3. Declarations of Interest on items on the Agenda

There were no declarations of interest.

4. To Receive Written Requests for Dispensation for Disclosable Pecuniary Interests.

There were no written or verbal requests for dispensations.

5. To Grant Any Requests for Dispensation

There were no requests for dispensation required.

6. Public Participation

No one wished to speak during public participation.

7. To Approve Draft Open and Confidential Minutes of the Finance & Scrutiny Committee Meeting held on 7 March, 2017

Subject to the following amendments:

Withdraw minute 102 pg 4 – grant applications

To amend minute 101 pg 3 – remove fire engines

Withdraw minute 108 pg 6 – photocopier lease

It was Proposed, Seconded and unanimously

RESOLVED: That the Open and Confidential Minutes of the Finance & Scrutiny Committee Meeting held on 7 March, 2017 be approved as a correct record.

8. Management Accounts for the period 1 April 2016 to 31 March 2017

The Finance Officer verbally highlighted particular areas of importance, and made mention that the deficit is lower than budgeted and that the cemetery income had been higher than anticipated. Members noted the report.

It was Proposed, Seconded and

RESOLVED: That the Chairman of the Town Hall Income & Sustainability Task & Finish Group, Councillor John Bicknell, should provide either a verbal or written update at the next F&S Committee Meeting on the work that is currently being undertaken by the group to increase Town Hall income in the foreseeable future and on an ongoing basis.

9. Management Accounts for the period 1 April 2017 – 31 May 2017

Members noted the report.

10. Audited Accounts for the year 2016/17

Members noted the report and it was Proposed, Seconded and

RESOLVED: That the Audited Accounts for the year 2016/17 be RECOMMENDED to Council for approval.

It was further noted that a proportion of the increased designated reserves for the Shakespeare Birthday Celebrations will be required to purchase supplies of the Shakespeare Mask, which will then go on sale through Mask-arade's distribution network to bring in ongoing royalty revenue for the Celebrations. The contractual arrangements are being explored by the Town Clerk and the Finance Officer in association with the District Council.

11. Internal Audit and Annual Return for the year 2016/2017

Members noted the report which included the Annual Governance and Accounting Statements and associated documentation.

It was Proposed, Seconded and

RESOLVED: That the Internal Audit and Annual Return for the year 2016/17 be RECOMMENDED to Council for approval.

12. Honorarium paid to the Civic Photographer

The Mayoral & Protocol Committee had determined that the Town Council should continue to engage a Civic Photographer, but requested that the matter is also considered by the Finance & Scrutiny Committee in order to determine an appropriate stipend. It would appear that potentially, the existing modest honorarium may be fundamental to the lack of interest in the role. Ultimately, the matter will be referred to the HR Committee.

Following quite a protracted debate, it was considered that other avenues needed exploring before an appropriate stipend for a professional photographer need be determined:

Subsequently it was AGREED:

- That the Town Clerk should at first concentrate on reaching a wider amateur base of photographers;
- That the College and Secondary Schools be approached;
- If there is take-up from a student/s, terms of engagement should include the student's expenses, and the existing honorarium of £328.36 be paid to the art/photographic department of the student's school or college;

- That if the role proves attractive to students, it could be managed in a similar manner to that of the Mayor's Cadet and that the Civic Photographer should change on an annual basis, shared amongst:
 - King Edward VI School;
 - Stratford-upon-Avon College;
 - Stratford Girls' Grammar School;
 - Stratford-upon-Avon School
- If this push still results in a lack of take-up, then the position should be advertised firstly in Bridging the Gap, and secondly in the Herald and appropriate recompense be discussed with applicants at interview.

13. Finance Officer's Verbal Report – for information only

The Finance Officer gave a brief verbal update on:

- Debit / Credit Card payments – awaiting further information;
- The photocopier lease agreement – deferred until the next meeting;
- The CCLA Local Authorities Property Fund/Prices & Dividend Yields.

14. Date of Next Meeting

The Chairman advised members that he had called an Extraordinary Finance & Scrutiny Meeting for the following Tuesday, 20 June, 2017 at 5:15pm. The next scheduled meeting is 12 September, 2017 at 6:30pm.

To defer issues to Confidential Session

The Chairman proposed and it was AGREED that, due to the confidential nature of the business to be transacted, agenda items 8.6, 8.7 and 8.8 minuted as 15, 16 and 17 respectively, be moved to Confidential Session.