

LYDNEY TOWN COUNCIL

FINANCE AND SCRUTINY COMMITTEE MEETING – 2016/06/20 – 01

MINUTES OF THE FINANCE AND SCRUTINY COMMITTEE MEETING held in the Council Chamber, Claremont House, Lydney on Monday 20 June 2016 at 8.08 pm.

PRESENT: Cllrs B Pearman (Chairman), B Berryman, D Biddle, C Harris and H Ives

Cllr D Pugh

Mrs J Smailes – Chief Executive Officer (CEO)/RFO

Miss C Wheeler – Executive Officer (EO)

Cllr Pearman informed all present that no practice fire evacuation had been scheduled for the duration of the meeting. All attendees were then informed of the locations of the nearest fire exits.

1. **APPOINTMENT OF VICE CHAIRMAN**

Cllr Harris proposed Cllr Ives for the position. **Seconded by Cllr Biddle.** There being no other nominations the proposal was put to the vote. Unanimous.

2. **APOLOGIES**

No apologies for absence were received.

3. **DECLARATIONS OF INTEREST**

Cllr Biddle – Agenda Item 6 ii) – Lydney Community Centre. *Cllr Pearman requested that Cllr Biddle remain in the room (but abstain from voting) on this item in order to ensure that the meeting remained Quorate.*

4. **MINUTES OF PREVIOUS MEETING**

The minutes of the Finance and Scrutiny Committee meeting held on 16 November 2016 (*meeting convened for 22 February 2016 was not Quorate*) were confirmed as a true record. **Proposed by Cllr Ives, seconded by Cllr Harris.** Unanimous.

5. **OPEN FORUM**

Cllr Pugh – spoke on agenda item 7. Cllr Pugh stressed the benefit afforded to residents through the provision of the Citizens Advice Bureau (CAB) service in the Town. Members were reminded that one of the Lydney Wards was deemed to be the second most deprived area in the Forest of Dean and Cllr Pugh informed his fellow Councillors of the substantial donations to the CAB given by other Local Authorities. Whilst he appreciated the difficulties in making an annual donation to the CAB a budgetary item, Cllr Pugh stressed that Lydney possessed a significant proportion of people who were in need of the services provided by the CAB.

6. **GRANT APPLICATIONS**

Members noted the “free” grant sum available for Quarter 1-2 amounted to £3,250.00.

Forest of Dean Health Forum

Prior to the meeting Members were provided with a copy of the grant application form which had been submitted by the organisation. After taking an opportunity to consider the application it was **proposed by Cllr Ives, seconded by Cllr Berryman,** that a grant of £150 would be awarded. Unanimous.

Action by – the CEO

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Lydney Community Centre

Having declared an interest in this matter Cllr Biddle remained in the room at the Chairman's request but did not take part in the discussion.

Members were provided with a copy of the completed application prior the meeting. During discussion Members expressed a desire to support Lydney Community Centre in their efforts to provide youth activities in the Town. Whilst it was noted that the Centre had requested a contribution of £500 towards the scheme, Members noted that £1,500 was initially required to initially fund the youth project. Accordingly, it was **proposed by Cllr Berryman, seconded by Cllr Harris**, that a grant of £1,500 would be awarded. Vote carried with one abstention.

Action by – the CEO

7. DONATIONS

Members were asked to consider Cllr Pugh's suggestion that a set sum be donated to the Citizens Advice Bureau each year without the organisation being required to submit a grant application form.

Recalling the address by Cllr Pugh earlier in the meeting, Cllr Berryman spoke in favour of awarding a donation for the 2016/2017 financial year. Whilst he agreed that a donation should be awarded for the current financial year, Cllr Pearman felt that the organisation should be informed that it would be required to complete a grant application form annually thereafter. Cllr Ives spoke in favour of the completion of a grant application form as he felt that it allowed the Council an element of scrutiny.

During discussion the possibility of the awardance of an annual Civic donation was discussed, and Members noted that such a donation could be awarded at the Mayor's discretion. It was **proposed by Cllr Harris, seconded by Cllr Ives**, that a donation of £1,000 would be awarded in respect of the 2016/2017 financial year and that in the future an annual Civic donation may be awarded at the Mayor's discretion for the Council's remaining 2 year term and that the Civic Allowance would be increased by£1,000 per annum to allow the Mayor to use his/her discretion. Unanimous.

Action by – the Mayor

Cllr Pugh excused himself from the meeting at this point.

8. GOVERNING DOCUMENTATION

Members were asked to consider the formation of a "Working Party" to assume responsibility for reviewing/proposing "tailored" amendments to the Council's Governing documentation (i.e. Standing Orders/Financial Regulations/Code of Conduct etc).

It was **proposed by Cllr Pearman**, that the matter would be deferred at until November/December 2016. Unanimous.

9. MEETING DATES

It was noted that the next meeting of the Finance and Scrutiny Committee would take place on 21 November 2016 (budget meeting).

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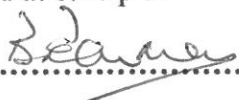
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10. APPROVAL OF MEETING MINUTES

Minutes of today's meeting duly approved and Chairman, Cllr Pearman, signed minutes as a true record.

Meeting closed at 8.40 pm.

Chairman 

Date *11/7/16*