



M I N U T E S (subject to agreement at the next Council Meeting) of the ANNUAL GENERAL MEETING of the TOWN COUNCIL HELD ON MONDAY 22nd MAY 2017 AT 7PM IN THE TOWN HALL, HIGH STREET, STONEHOUSE.

Present: Councillors Gwen Atkinson, Jo Byrne, John Callinan, Deborah Curtis, Ray Clegg, Neil Gibbs, Tim Jackson, Carol Kambites, Gary Powell, Paul Stephens, Pam Swain Theresa Watt

Also Present: Rachel Russell, Committee Clerk, District Councillor Mattie Ross

TC1860 Councillors will complete Declarations of Acceptance of Office and re-affirm compliance with the Council's Code of Conduct (If councillors have changes to report on their DPI forms they should obtain a fresh form from the office)

Cllr. Baker questioned the need to sign new Declarations of Acceptance of Office as he had already signed one when he became a Councillor. The Committee Clerk advised that the reason for signing the forms again was because the Council were due to adopt a revised Code of Conduct policy. The Chair proposed dealing with Item TC1860 after TC1866 and those present agreed this was acceptable.

TC1861 To Receive Apologies for Absence

Apologies were accepted from Cllr. Ray Clegg and received from County Councillor Lesley Williams and District Councillor Chris Brine.

TC1862 The Appointment of a Chair/Town Mayor

Councillors will be asked for nominations. The nominated candidates will require a proposer and seconder and majority vote. The vote will be taken for nominated candidates in alphabetical order.

The only nomination received was for Councillor Theresa Watt.

Cllr. Swain proposed that Cllr Watt be appointed Chair/Town Mayor, Cllr. Atkinson seconded. Majority in favour, one against.

TC1863 The Appointment of a Vice Chair/Deputy Town Mayor

Councillors will be asked for nominations. The nominated candidates will require a proposer and seconder and majority vote. The vote will be taken for nominated candidates in alphabetical order.

The only nomination received was for Councillor Carol Kambites.

Cllr. Powell proposed that Cllr. Kambites be appointed Vice Chair/Deputy Town Mayor, Cllr. Swain seconded. Majority in favour, one abstention.

TC1864 Declarations of Interest

There were no declarations of interest.

TC1865 To confirm that no changes have taken place to affect the use of the General Power of Competence and agree that the Council will continue to use this power

The Committee Clerk advised that the Council met the eligibility requirements for use of the General power of competence as at least two thirds of Councillors were elected and the Clerk is qualified.

Cllr. Kambites proposed a resolution to use the General Power of Competence, Cllr Byrne seconded. Majority in favour, one against.

TC1866 Policies

To adopt and confirm Policies as follows:

1. To adopt the amended Code of Code agreed TC1835

Cllr. Byrne proposed a resolution to adopt an amended Code of Conduct as agreed at the Town Council meeting of 6th March 2017 (TC1835), Cllr. Baker seconded. All in favour.

The Committee Clerk asked that Councillors completed fresh Declarations of Office forms, reaffirming compliance with the amended Code of Conduct, at the meeting and advised Councillors to complete fresh DPI forms, if necessary, to be returned to the office in 2-3 weeks. Ten Councillors completed Declarations of Office forms; eight Councillors completed DPI forms.

2. To adopt the updated Council Strategy agreed TC 1854

Cllr. Callinan proposed a resolution to adopt the updated Council Strategy as agreed at the Town Council meeting of 10th April 2017 (TC1854); Cllr. Swain seconded. Majority in favour, one against.

3. To adopt the amended Co-option Policy agreed TC 1854

Cllr. Byrne proposed a resolution to adopt the amended Co-option Policy as agreed at the Town Council meeting of 10th April 2017 (TC 1854), Cllr. Atkinson seconded. Majority in favour, two against.

4. To confirm that all other governing documents are up to date and relevant or specify those which require review.

Councillors had been advised to refer to documents already circulated or available online and request paper copies where necessary).

Cllr. Watt advised that the Finance and Strategy Committee and Policy Working Group have a remit to review and update policies. Cllr. Byrne advised that an Events policy was forthcoming. Cllr. Callinan requested that all the review dates of policies should be checked and updated as the policies are showing various dates currently. Cllr Gibbs advised that there were inaccuracies in the current Freedom of Information policy. Cllr. Watt advised that the Freedom of Information and publication scheme policy would be reviewed by the Finance and Strategy Committee.

Cllr. Baker proposed a resolution that the policies and governing documents in place are acceptable subject to an imminent review taking place, Cllr. Powell seconded. All in favour.

TC1867 To agree the Minutes of the Town Council meeting of 10th April 2017

The minutes were proposed for agreement by Cllr Callinan, seconded by Cllr. Baker. All in favour.

TC1868 Accept the Minutes of the Development Control Panel Meeting of 2nd May 2017

The minutes were noted. There were no questions.

TC1869 Accept the Minutes of the Regeneration & Environment Committee Meeting of 2nd May 2017

The minutes were noted. Cllr. Kambites advised there was no news on the route for the power cable to the incinerator. Cllr. Stephens reported that Gloucestershire County Council were seeking quotes for various routes including the High Street route.

TC1870 Accept the Minutes of the Amenities, Recreation & Tourism Committee Meeting of 8th May 2017

The minutes were noted. Cllr. Powell advised that a Junior Park Run event may be set up; Cllr. Watt advised that no formal proposal had been received yet.

TC1871 Accept the Minutes of the Finance & Strategy Meeting of 15th May 2017 and their recommendations K1/384 points 1 to 6 for resolution

The minutes were noted. Cllr. Baker asked for clarification on K1/382/2 regarding Councillors making unofficial responses on social media. Cllr. Byrne advised that the Town Council has a system for responding to on line comments from the public; these are referred to staff initially and individual councillors should not provide on line responses.

K1/384/1 Cllr. Baker proposed that expenditure to the year end £126167.53 and Income £18584.19 was agreed against budget and that other payments totalling £510041 and receipts £707060 were agreed as correct. Seconded Cllr. Byrne. All in favour.

K1/384/2 Cllr Baker proposed the following amendment to the bank reconciliation of 31 March 2017: that the closing balance of the Business Account be recorded as £110947.39 and that the overall balance of deposits was agreed at £531217. Cllr. Swain seconded. All in favour.

K1/384/3 Cllr. Callinan proposed that an internal audit report had been received and accepted; seconded by Cllr. Swain. All in favour.

K1/384/4 Cllr. Baker proposed that the Town Council's internal controls are adequate and measures to strengthen them had been taken; Cllr. Stephens seconded. All in favour.

K1/384/5 Cllr. Byrne proposed the following amendments to the earmarked reserves which had been agreed as suitable for resolution by the Town Council at the Finance and Strategy meeting of 15 May 2016:

Reserves are adjusted to a total of £384000:

Elections £3000 Pensions & Gratuities £10000 Oldends Lane New Community Facilities £243500

Land Acquisition £7000 Street Furniture £5000

Carpark surfacing & architects Fees £70000 Replacement vehicle £10000

Town Hall security & improvements £12000 Mowers & Equipment £12000

Feasibility Studies £5000 Void Premises Costs £6500

Cllr. Kambites seconded. All in favour.

K1/384/6 6.Cllr. Baker proposed that the draft unaudited accounts and schedules for the year ending 31 March 2017 be accepted. Cllr. Jackson seconded. All in favour.

TC1872 Confirmation that a review of land, premises and investments has been carried out and current values are included in the Statement of Accounts

Asset review was carried out by ART Committee during the year. Investments reviewed by Finance Committee.

Cllr Kambites proposed a resolution that a review of land, premises and investments has been carried out and current values are included in the Statement of Accounts. Cllr. Baker seconded. All in favour.

TC1873 Confirmation of arrangements for insurance cover in respect of all insured risks

To agree renewal at either 1 year 6286.42 or 3 year 5726.73 which includes Fidelity Guarantee increased to £700,000

The Committee Clerk advised that the quote for the 3 year renewal would be held for one year only and that the Fidelity Guarantee was to cover any losses due to dishonesty. An increase in the latter had been advised by the Internal auditor.

Cllr. Kambites proposed that the insurance be renewed for one year at £6286. Cllr. Baker seconded. All in favour.

TC1874 Confirmation that the council has reviewed its internal controls

Reviewed by Finance Committee (K1/384) and recommendations agreed TC1871

Cllr Baker proposed that the Council confirms that it has reviewed its internal controls;

seconded Cllr. Powell. All in favour.

TC1875 Consideration of the Internal Auditor's Report and note items dealt with under TC1873

Cllr. Callinan requested that reports are provided with page numbers as these were not visible on the version of the Internal Auditor's report circulated with the agenda. Cllr. Callinan advised that it was reassuring that the Council's accounts are kept properly.

Cllr Baker proposed that the Council confirms that it has considered the Internal Auditor's Report and responded to the recommendations; seconded by Cllr. Kambites. All in favour.

TC1876 To approve the response to the Intermediate Review 2016/17

Cllr. Baker proposed that the Council approve the response to the Intermediate Review circulated with the agenda; seconded by Cllr. Byrne. All in favour.

TC1877 The Council are required to approve the Annual Governance Statement April 16 - March 17

Cllr. Baker proposed that the Council approved the Annual Governance Statement circulated with the agenda; seconded by Cllr. Swain. All in favour.

The Annual Governance Statement was signed by the Chair.

TC1878 The Council are required to check and agree the Year End Accounts April 16 - March 17

Cllr. Callinan proposed that the Year End Accounts April 16 - March 17 had been checked and agreed as correct: Cllr. Atkinson seconded. All in favour.

The Year End Accounts were signed by the Chair.

TC1879 The Council are required to approve the Accounting Statements for the year end March 2017

Cllr. Swain proposed that the Council approve the Accounting Statements for the year end March 2017; Cllr. Kambites seconded. All in favour.

The Accounting Statements were signed by the Chair.

TC1880 Appointment of 4 members to existing Committees in addition to Chair/Vice Chair:

(These appointments may be made by a draw of names)

Cllr. Watt arranged the appointments by a consensus of choice.

Development Control Panel - Cllrs. Atkinson, Kambites, Jackson, Swain

Regeneration & Environment - Cllrs. Atkinson, Clegg, Jackson, Kambites

Amenities & Recreation - Cllrs. Baker, Curtis, Gibbs and Powell

Finance & Strategy -Cllrs. Byrne, Callinan, Stephens, Swain.

Staffing Committee (Chair of each Committee plus Chair/Vice Chair of Town Council)

TC1881 Appoint Members to Council Working Groups and confirm the remit of those Groups:

Town Council Auditors (to conduct a quarterly audit of council finances & financial management

NOTE: these appointments cannot be cheque signatories): Appointments were made as follows:

Cllrs. Byrne, Callinan, Clegg, Stephens.

Neighbourhood Plan Group (to monitor progress through the referendum): Appointments were made as follows: Cllrs. Byrne, Callinan, Kambites.

(Working Groups which work under a Committee will be reviewed at the next Committee meeting)

TC1882 Appoint Members to external groups as representatives:

Stonehouse Allotment Tenants Association - Cllrs. Atkinson, Gibbs

Citizens Advice Bureau - Cllr. Kambites

Cotswold Canals Western Executive Committee - Cllrs. Powell, Watt

Stonehouse Community Partnership - Cllrs. Baker, Byrne. (Clerk to ask if two representatives acceptable).

Stonehouse School Trustees - Cllr. Swain

Doverow Hill Trust - Cllr Watt, Cllr. Callinan (Clerk to find out if two representatives acceptable)

Chartered Parishes - Cllr. Jackson

Standish Partnership - Cllr. Curtis
Parish Cluster Group - Cllrs. Byrne, Gibbs

TC1883 To determine the time and place of ordinary meetings of the full Council up to and including the next Annual Meeting of full Council.

The list of meetings was approved with the addition of Development Control Panel and Regeneration and Environment Committee meetings on 10th December 2018.

Ordinary Business Session

TC1884 Adjournment for Public Participation

There was no requirement for an adjournment.

TC1885 To receive reports from the Chair of Town Council/town councillors

Cllr. Watt reported that there was a Sports Active Day on Laburnum Field on Saturday 27th May. Cllr. Powell reported that most of the In Bloom planting had been carried out. In Bloom finances were healthy due to success of table top sales in the Town Hall and Bloomers Café. Lamppost flowers are due to arrive early on 26th May.

TC1886 To receive and request Reports from County/District councillors

Cllr. Ross reported that it was good to see the Town Hall being used for the table top sales and café. She congratulated Cllr. Powell on being voted Chair of the District Council. Cllr. Ross continues as Chair of the Housing Committee and reported that Stroud District is top in the South West for homelessness prevention work with low use of temporary accommodation. She advised that she would not support or oppose the Town Council's application for housing at Oldends Lane and that there is the greatest need for two bed, then one bed properties, rather than three bed. She commented that the meeting had been rather hard to follow and that the skill requirements in revised Co-option policy may be off putting to potential councillors.

Cllr. Powell reported that he will be attending the Queens Garden Party on 6th June with his daughter in law.

TC1887 To agree bank reconciliation to end of April 2017 and agree accounts for payment May 2017

Cllr. Baker proposed that the Council agree the bank reconciliation, with a balance of £97,580.83, to the end of April 2017; Cllr. Powell seconded. All in favour.

Cllr. Baker proposed that the Council agree accounts for payment, May 2017, of £60,309.41; Cllr. Stephens seconded. All in favour.

TC1888 Date of Next Meeting

10th July 2017
