



MINUTES (subject to agreement at the next Town Council Meeting) of the **ANNUAL MEETING** of the **TOWN COUNCIL** held at 7pm on 20th May 2019 in the Town Hall, High Street, Stonehouse GL10 2NG.

Present: Councillors, Deborah Curtis, Mike Davis, Neil Gibbs, John Parker, Sally Pickering, Jennie Smith, Theresa Watt

In attendance: District Councillors Gary Powell and Mattie Ross, a resident, Committee Clerk Rachel Russell.

Attendees were reminded that the Proceedings of this meeting may be recorded, filmed or photographed but that any person requiring such a record is asked to give polite notice at the start of the meeting.

TC 2158 To elect a Chair/Town Mayor for 2019/20

Cllr Neil Gibbs was elected as Chair/Town Mayor for 2019/20. Proposed by Cllr. Pickering, seconded by Cllr Davis. All in favour.

Cllr. Gibbs thanked Cllr. Watt for her four years of service as Chair/Town Mayor.

TC 2159 To receive the Chair/Town Mayor's declaration of acceptance of office.

The Chair/Town Mayor signed a declaration of acceptance of office.

TC 2160 To elect a Deputy Chair/Deputy Mayor for 2019/20

Cllr Carol Kambites was elected as Deputy Chair/Deputy Mayor for 2019/20. Proposed by Cllr. Watt, seconded by Cllr. Gibbs. All in favour.

TC 2161 To receive the Deputy Chair/Deputy Mayor's declaration of acceptance of office.

As Cllr. Kambites was not present, it was agreed that her declaration of acceptance of office could be signed and received at the next meeting of the full Town Council.

TC 2162 To receive apologies

Apologies were received from Cllrs. Gwen Atkinson, Tim Jackson, Carol Kambites, Pam Swain, David Thorpe, District Cllr. Chris Brine and Gill Jennings, Town Clerk.

TC 2163 To receive declarations of interest

There were no declarations of interest. All Councillors present whose current Declaration of Interest form was signed before 2019 completed new forms at the request of Stroud District Council.

TC 2164 To approve the minutes of the Town Council meeting of 8th April 2019

The minutes of 8th April 2019 were approved as a true record. Proposed by Cllr. Pickering, seconded by Cllr. Curtis. Five in favour, two abstentions.

TC 2165 To receive the minutes of the Town Environment Committee meeting of 29th April 2019

The minutes were noted.

1. To consider a recommendation at E12 that Stroud District Council are asked to agree the proposed additions as minor alterations to the Stonehouse Neighbourhood Development Plan

It was resolved to carry out the following recommendation: That Stroud District Council are asked to agree the following additions as minor alterations to the Stonehouse Neighbourhood Development Plan:

a) Add the following text to the Justification for Policy ENV5: “Canal side sites, including the site of the former Ship Inn and sites at Wharfdale Way, offer the opportunity to provide amenities for canal users, residents and visitors and have the potential to assist with tourism and regeneration by linking the canal to the town.”

Add the following text to (ii) of the list of Priority Environment Projects: “for example canal side sites, including the site of the former Ship Inn.”

Proposed by Cllr. Pickering, seconded by Cllr. Watt. All in favour.

TC 2166 To receive the minutes of the Town Business Committee meeting of 13th May 2019 and consider any recommendations.

The minutes were noted. Regarding B/7/1, no further amendments to the terms of the lease with Gloucestershire County Council Libraries for Town Hall premises outlined in a letter from the Town Council of 4th February 2019 were proposed.

TC 2167 To review and adopt Standing Orders and Financial Regulations Current Standing Orders, reviewed and adopted at Town Council meeting of 4th March 2019, and Financial Regulations, reviewed at Town Council meeting of 22nd October 2018, were agreed to be fit for purpose and adopted.

TC 2168 To review Scheme of Delegation to Officers Policy Working Group to review the Scheme of Delegation to Officers as revision required due to adoption of new Committee structure.

TC 2169 To review Terms of Reference for Committees No changes proposed to Terms of Reference for Committees as agreed at Town Council meeting of 22nd October 2018.

TC 2170 To review membership of committee and appoint members to:
Town Business Committee
Town Environment Committee

Membership of committees agreed as follows:

Town Business Committee: Cllrs. Binns, Davis, Gibbs, Pickering, Parker, Swain, Watt.

Town Environment Committee: Cllrs. Atkinson, Curtis, Jackson, Kambites, Smith, Thorpe.

TC 2171 To review membership of working groups and appoint members to:

Members were appointed to working groups as follows:

Human Resources Sub Committee: Cllrs. Gibbs, Kambites, Jackson and Pickering

Events: Cllrs. Binns, Davis, Kambites, Watt

Business Networking: Cllrs. Kambites, Thorpe, Watt

Recreation: Cllrs. Atkinson, Binns, Curtis, Gibbs, Swain

Climate Change Action Group: Cllrs. Curtis, Parker, Pickering, Smith

(previously Environmental):

Youth: Cllrs. Binns, Smith, Swain, Watt

Communications: Cllrs. Binns, Curtis, Smith, Thorpe

Transport & Highways: Cllrs. Atkinson, Parker, Smith

(previously Traffic)

Currently, Jayne Bailey, Communications and Customer Services Officer, is a staff member of the Business Networking, Communications, Events and Climate Change Action working groups.

TC2172 To appoint members to external groups as representatives

Members were appointed as representatives as follows:

Stonehouse Allotment Tenants Association: Cllrs. Atkinson and Gibbs
Cotswold Canals Connected: Cllr. Watt
(formerly Cotswold Canals Western Executive Committee)
Stonehouse Community Partnership: Cllr. Pickering
Stonehouse School Trustees Cllr. Swain
Doverow Hill Trust: Cllr. Gibbs, Chair/Town Mayor
Chartered Parishes: Cllr. Jackson
Parish Cluster Group: Cllrs Atkinson and Gibbs
Ship Inn Project Stonehouse (SHIPs): Cllr. Curtis

Standish Partnership:

Cllr. Curtis has not received any communication from the Standish Partnership for some time; partnership may have been disbanded.

Stonehouse Community Association:

Cllr. Binns offered to be a contact for the Community Centre.

Opportunities Stonehouse:

Committee Clerk to contact regarding sending a Town Council representative.

TC 2173 To consider changes to dates of meetings of Committees up to August 2019

It was agreed to move Town Business Committee meeting from 17th June to 24th June and Town Environment Committee meeting from 24th June to 1st July. Proposed Cllr. Watt, seconded Cllr. Pickering. All in favour.

TC 2174 To resolve that the Council meets the eligibility conditions required for it to use the General Power of Competence

It was resolved that the Council continues to meet the eligibility conditions required for it to use the General Power of Competence. Proposed Cllr. Curtis, seconded Cllr. Watt. All in favour.

TC 2175 To confirm the appointment of an internal auditor

The appointment of GAPTC as internal auditor was approved. Cllr. Pickering proposed, Cllr. Smith seconded. All in favour. Internal auditor originally appointed was unable to carry out the audit.

TC 2176 To review the Council's Risk Assessment.

The Risk Assessment 2019 circulated before the meeting was approved. Cllr. Watt proposed, Cllr. Davis seconded. All in favour. Cllr. Watt thanks Richard Lacey, Locum Clerk, for preparing the risk assessment.

TC 2177 To approve arrangements for insurance cover in respect of all insurable risks.

It was resolved to renew the insurance policy with the existing insurers for one year, with a Public Liability limit of indemnity of £15 million and to allocate the maximum premium payment recommended in the Stonehouse Town Council Insurance Review 2019 report. Proposed Cllr. Pickering, seconded Cllr. Davis. All in favour. Cllr. Watt thanked Richard Lacey, Locum Clerk, for conducting an insurance review.

T C2178 To appoint councillors to an Internal Audit panel to review internal controls at the end of each quarter as required by Financial Regulations

Internal Audit Panel: Cllrs. Pickering, Davis and Thorpe

TC 2179 To review the bank mandate for the Council's bank account and agree cheque signatories

The mandate was reviewed and the following Councillors were approved to remain as cheque signatories to authorise payments; Cllrs. Curtis, Kambites, Swain and Watt. Proposal to remove Elizabeth Lawrence, retired officer, as a cheque signatory and add Rachel

Russell, Committee Clerk as a cheque signatory was approved. Proposed Cllr. Pickering, seconded Cllr. Curtis. All in favour.

TC 2180 To agree to addition of a member of Council staff as a Service Administrator for electronic banking

The addition of Rachel Russell as a Service Administrator for electronic banking was approved. Proposed Cllr. Watt, seconded Cllr. Curtis. All in favour.

TC 2181 To review the council's and/or staff subscriptions to other bodies
Subscriptions were reviewed and approved, subject to budget allowing, as follows: GAPTC, GRCC, Canals Trust, GPFA, FIT, Woodlands Trust, Parish Online, SLCC.

TC2182 To review the council's policies, procedures and practice in respect of its obligations under freedom of information and data protection legislation.

The Council's procedures policies and practices were reviewed and no changes were proposed

TC2183 To confirm the appointment of a Locum Responsible Financial Officer
Jeni Marshall was unable to continue as Locum RFO due to increased work commitments. The appointment of Irena Litton as Locum Responsible Financial Officer at GAPTC rates was confirmed. Proposed by Cllr. Pickering, seconded by Cllr. Binns. All in favour.

Ordinary business section

TC2184 Adjournment for Public Participation

There was no call for an adjournment.

TC2185 To receive reports from Chair of Town Council and town councillors
Cllr Curtis had attended a meeting of SHIPs during which they were finalising their feasibility report.

TC2186 To receive and request reports from County and District Councillors

District Cllr. Ross reported that:

- she was re-elected Chair of the Community Services and Licencing Committee and District Councillor Powell retained the Chair of Council role.
- A peer review recommended closer working with parish and town councils.
- Chief Executive will visit Stonehouse on 29 May and the Chair and Vice Chair of the Town Council have been invited to meet her after her walkabout.
- Ecotricity gave an impressive presentation on their stadium proposal to the District Council. District Councillors met with SHIPs and agreed they had some good ideas.

District Cllr Ross requested a copy of the Town Council's application for the SDC Tourism Grant; also the date of the next Youth Working Group meeting to attend to discuss Stroud District Council's Youth Policy.

District Cllr. Powell reported that:

- Highways England have paid £4 million to negotiate Whitminster roundabout site.
- Railtrack have surveyed bridge at Ocean and may bring forward this site from 2024 to fit in with other works on the line.

Cllr. Powell is disappointed that the SHIPS feasibility report suggests District Councillors agree with all that SHIPs said in their meeting. He advised that there is a need for housing and there had been no word from Town Council on the possibility of a land swap re the Ship Inn site.

Cllr. Parker left the meeting.

TC2187 To consider an application for co-option to the casual vacancy.

Kevin Parsons was co-opted as a member of the Town Council. Proposed Cllr. Gibbs. Seconded Cllr. Pickering. All in favour.

TC2188 To receive co-opted councillor's Declaration of Office.
Cllr. Parsons signed a Declaration of Acceptance of office.

TC2189 Finance

1. To consider and approve cheque payments to date.

Cheque payments to 20th May were approved. Proposed Cllr. Watt, seconded Cllr. Davis. All in favour.

2. To consider and approve financial information to date.

Committee expenditure against budget to 31 March 2019 and a bank reconciliation for the financial year ending 31st March 2019, both prepared by the Locum RFO, were approved. Proposed Cllr. Gibbs, seconded Cllr. Watt. All in favour.

TC2190 Date of next meeting -10th June: Annual Statement of Accounts and Governance Statement

Public Bodies (Admission to Meetings) Act 1960

The Council will by resolution exclude the public from the following items as due to the confidential nature of the business to be transacted publicity of the item would be prejudicial to the public interest. It was resolved to exclude the public.

TC2191 Staffing - Confidential

To consider recommendations from Human Resources sub committee including those made at Business Committee meeting, 13 May 2019 (B/20) and agree any actions.

Recommendation 1 from the Human Resource sub committee minutes of 9th May 2019 was approved with an additional agreement to pay a fixed amount of legal costs. Proposed Cllr. Gibbs, seconded Cllr. Curtis. All in favour.

Recommendation 2 from the Human Resource sub committee minutes of 9th May 2019 was approved with amendments which are recorded in a confidential minute.

Recommendation 3 from the Human Resource sub committee minutes of 9th May 2019 concerning changes to standard terms and conditions of employment for all staff was approved. Proposed Cllr. Smith, seconded Cllr. Watt. All in favour.

Recommendation 4 from the Human Resource sub committee minutes of 9th May 2019 concerning changes to staff roles and salary scales was approved with effect from 1st June with the addition of confirmation that staff will be entitled to the annual nationally agreed increase to the relevant salary point, the allocation of salary points within each scale for staff and the award of a permanent contract to a member of staff who had been on a temporary contract. Proposed Cllr. Smith, seconded Cllr. Gibbs. All in favour.

Recommendation 5 from the Human Resource sub committee minutes of 9th May 2019 was approved. Proposed Cllr. Watt, seconded Cllr. Curtis. All in favour.