

# Stonehouse Town Council



**MINUTES (subject to agreement at the next Town Council meeting)**  
**Of a MEETING OF THE FINANCE & STRATEGY COMMITTEE HELD ON MONDAY 13<sup>th</sup>**  
**OCTOBER 2014 AT 7PM IN THE TOWN HALL, HIGH STREET, STONEHOUSE**

**Present:**

**Simon Lewis (Convenor of Committee)**  
**Pam Swain (Deputy Convenor of Committee)**  
**Chris Brine (Chair of Town Council),**  
**Theresa Watt (Vice-Chair of Town Council)**  
**Rob Waite**

**Also Present: Town Clerk Gill Jennings**

**K1/146 TO RECEIVE APOLOGIES**

**Paul Stephens was absent from the meeting.**

**K1/147 DECLARATIONS OF INTEREST**

Members are reminded of their obligation within the requirements of the Adopted Model Code of Conduct to declare any personal or disclosable pecuniary interests where applicable.

**None declared.**

**K1/148 ADJOURNMENT FOR PUBLIC PARTICIPATION**

(Maximum of 15 minutes – Any member of the public may speak only once in respect of any business itemised on the Agenda for a maximum of 5 minutes)

**No adjournment was called.**

**K1/149 TO FORMALLY APPROVE THE MINUTES OF THE MEETING HELD ON 1<sup>ST</sup>**  
**SEPTEMBER 2014**

**The Minutes were approved as a true record**

**K1/150 TO RECEIVE A REPORT FROM THE COMMUNICATIONS WORKING GROUP**

1. To agree a Communications Policy – Presentation by Cllr Rob Waite

Councillor Waite presented a draft document, the principle of which was approved by the Committee. The Clerk is to be consulted about the document before it is brought back to the Committee for approval. B/F

2. To agree a Corporate document layout - Presentation by Cllr Rob Waite

The Committee welcomed the concept of a corporate document format which is still under development. Final document layouts will be presented to the next meeting. B/F

3. Councillors to suggest items of communication for inclusion in Press Releases, the Website, Newsletter and Social Media - Cllr Waite proposed that this agenda heading

should be added to each agenda for input from councillors. The Committee felt that councillors had the opportunity to raise items at all times by dialogue with the officers but that this item would be added to the next Town Council agenda. Councillors Watt indicated that there were more than sufficient items for inclusion in the next newsletter.

**K1/151 YOUTH MATTERS**

1. To agree costs of paint finish and installation of the ramp at the youth centre – **The Committee agreed the additional costs of £135 and £312 respectively.**

**Continued -**

## K1/151 Youth Matters (continued)

2. To receive a report from the Youth Working Group of meetings held on 16<sup>th</sup> and 18<sup>th</sup> September and to consider any financial implications – The Committee considered the reports. The damage to a laptop had been repaired with the cost met from overheads. Stonehouse Youth Partnership had made a donation of £2167.81 towards future equipment for the youth centre which the Committee agreed would be held in earmarked reserves. The Working Group had met with Cainscross Parish Council to discuss joint working with Young Gloucestershire or Youth & Community Services. The working arrangements suggested by YG seemed the most suitable and it was proposed that in Stonehouse there would be provision for a new session specifically for 11-13 year olds. The Working Group were advised by the Committee to obtain firm costs for this additional provision to bring to the next meeting. B/F
3. To receive a report from Young Gloucestershire – a report was unavailable.

## K1/152 FINANCE

1. To check and agree expenditure/receipts totals against budget headings for September 2014 and make comparisons with first half of last financial year  
**Payments £19111.92 and Receipts £117791.54 were agreed.** The first six months of the year were in accordance with budget with savings being seen in the Town Hall utilities and telephone costs.
2. To consider and agree any recommendations from the Staffing Committee – **The Committee agreed the recommendations from Staffing Committee to changes in SCP for Town Clerk and Deputy Clerk, the engagement and training of permanent grounds staff and the extension of the Neighbourhood Plan administration.**
3. To consider and discuss the 1<sup>st</sup> draft budget – The first budget draft was considered at length. Provision had to be made for the likely loss in income on the Post Office.
4. To consider officer advice regarding computer equipment and agree cost – Further to discussions with the IT supplier it seemed sensible to purchase one desk top and one laptop as the difference in price was negligible and equipment was needed for the Neighbourhood Plan administration. **The additional costs of £298 were agreed.**
5. To agree payments to date October – **Payments totalling £10362.36 were agreed.**

## K1/153 STRATEGY

1. To discuss and agree strategic plans for prioritisation in 2015-16 – The Chairs of Committee would meet to bring their committee proposals into one strategy.
2. To discuss the outcome for the Ship Inn Site following the decision of Stroud District Council and a comparison of resources provided to other towns – The Committee expressed disappointment in the decision by SDC to allow use by a petrol station on the site and were reminded by the Clerk of the funding made available to Dursley Town for their swimming pool and opportunities to Stroud Town which seemed disproportionate.

## K1/154 DATE OF NEXT MEETING

**24<sup>th</sup> November 2014**

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