



MINUTES (subject to agreement at the next Committee meeting)
of a meeting of the FINANCE & STRATEGY COMMITTEE HELD ON MONDAY 3
SEPTEMBER 2018 AT 7PM IN THE TOWN HALL, HIGH STREET, STONEHOUSE

Present:

Leigh Binns (Deputy Convenor)
John Callinan
Neil Gibbs (Vice Chairman/Deputy Town Mayor)
Pam Swain (Convenor)
Theresa Watt (Chair/Town Mayor)

Also Present: Town Clerk

Attendees are 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.

K1/509 TO RECEIVE APOLOGIES

There were no apologies. The resignation of Councillor Aldis was noted.

K1/510 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.

There were no declarations of interest.

K1/511 TO AGREE THE MINUTES OF THE 25TH JUNE 2018

The Minutes were proposed for agreement by Cllr Watt, seconded by Councillor Gibbs, all in favour

K1/512 ADJOURNMENT FOR PUBLIC PARTICIPATION

An adjournment of 15 minutes will be allowed for members of the public to raise questions on items on the agenda (3 minutes per person max)

No adjournment was called

K1/513 YOUTH SERVICES

To receive a report from the Youth Working Group, consider proposals and authorise action

The Minutes of the 25th June were circulated. Sunday Parkrun still keen to run a café at the Pod and the Working Group will draw up terms of use. Stroud DC are

setting up a Youth Forum who have asked to use the Pod. Permission was given for use free of charge. The Committee discussed the unauthorised of wi-fi and would review this if it became a problem.

K1/514 REVIEW OF DELIVERY OF THE COUNCIL STRATEGY

a) Consider how to speed up the decision process and discuss resources and costs

It was proposed by Councillor Gibbs, seconded by Councillor Callinan that the Council delivers services through two Committees from April 2019 with meetings taking place monthly over 10 months. All in favour. Draft terms of reference were agreed with the aim of developing a new strategy to take the council forward.

For Resolution

b) Review the effectiveness of working groups

The Committee agreed that the Building Facilities Working Group has finished its task. There was discussion as to whether the General Policy Working Group should step aside and allow the clerk to deliver draft policy to the Committee. Cllr Callinan proposed, Cllr Watt seconded, that the working group stay in place. This was agreed by the Committee.

K1/515 GENERAL POLICY WORKING GROUP

a) Consider revised Standing Orders for adoption by Town Council

b) Consider revised Financial Regulations for adoption by Town Council

These policies had been drafted by the Town Clerk in April 2018. They are outstanding for agreement by the working group.

K1/516 TOWN HALL

Discuss the lease terms and make a recommendation to Town Council

The Committee considered the request by GCC for a longer lease term and recommended that the maximum would be 40 years with no capital repayment clause. The purpose of use was as a staffed public library.

For Resolution

Discuss the consultation layout plan

The proposed plan which will accompany consultation questionnaires was viewed without comment.

K1/517 FINANCE

1. Agree payments and receipts against budget (June/July/August)

Proposed Cllr Watt, seconded Cllr Swain, all in favour

June Payments £18113.86 Receipts £205.07

July Payments £17026.55 Receipts £275

August Payments £22208.82

2. Receive the Internal Auditors report

The Auditors reported that everything appeared in order although they were unable to balance the petty cash due to there being no receipts presented.

3. Consider arrangements for petty cash

Due to the closure of local bank branches it was now difficult to withdraw cash. The Committee authorised the RFO to hold a debit card for the purposes of drawing petty cash.

4. Review investments

A Fixed Rate Deposit account at Barclays Bank (interest rate .30% for £100,000 investment) was authorised for the receipt of land sale proceeds.

5. Consider financial and other support to the Remembrance Day Parade

The Committee agreed to pay for a PA system for the ceremony, estimated cost £500. At the same time the Committee were advised of the closure of the RBL Women's branch and the membership difficulties faced by the RBL.

6. Post office premises costs

The Committee agreed to fund the heating and lighting costs for the period of occupation under licence.

K1/518 COMMUNICATION

1. Agree method of councillor communication by email and GDPR compliance

The Clerk gave details of costs of setting up GDPR compliant emails. Cllr Binns had also researched the matter. Further quotations to be brought to the October meeting.

2. Adopt a social media policy and appoint a moderator

With the deletion of the word "written" the policy was agreed and recommended to the Town Council for adoption. The Town Clerk to moderate content of Town Council media. The Town Council to appoint councillor administrators and arrange training.

For Resolution

3. Approve additional publications

A leaflet produced by Cllr Amor would be refined for future consultation events.

K1/519 TO CONSIDER A REPORT FROM THE EVENTS WORKING GROUP

- Receive an update on progress with Goodwill Event

Councillors reported they were booking entertainers and would draw up a schedule of events.

K1/520 COMMUNITY CONNECTORS

Discuss the delivery of this new project

Cllr Swain was progressing talks with medical practitioners about the delivery of this community service and would provide a report to the next meeting.

K1/521 ACQUISITION OF ANOTHER COMMUNITY ASSET

To agree to research this new project and allocate resources

Councillors had expressed ideas of leasing premises for community group use. Cllr Callinan and Cllr Binns to research and provide a report.

K1/522 RECEIVE THE ACCOUNTS OF THE STONEHOUSE COMMUNITY ASSOCIATION AND ANY CORRESPONDENCE

The Town Clerk gave a report on the good financial health of the association. It had been put to the association that the Town Council might have representation on the Board of Trustees or managing committee.

K1/523 DATE OF NEXT MEETING

8th October 2018

The Committee will adjourn the meeting to receive a report from the Staffing Committee Meeting of the 13th August and to make a decision on the recommendations of that Committee

K1/524 STAFFING - CONFIDENTIAL

To approve a job description and advertising costs

The Committee agreed a job description for a new member of staff and agreed to advertise the role on glosjobs and GAPTC websites.