

# Stonehouse Town Council



**MINUTES (subject to agreement at the next Committee meeting)**  
**of THE FINANCE & STRATEGY COMMITTEE HELD ON MONDAY 7<sup>TH</sup> MARCH 2016 AT**  
**7PM IN THE TOWN HALL, HIGH STREET, STONEHOUSE**

**Present:**

**Rob Waite** (Convenor of Committee)  
**Jo Byrne** (Deputy Convenor of Committee)  
**Pam Swain**  
**Tim Jackson**  
**Paul Stephens**

**Also Present:**

**Gill Jennings** Town Clerk

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**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.**

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**K1/264 TO RECEIVE APOLOGIES**

**Apologies were received from Cllr Theresa Watt**

**K1/265 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.

**Cllr Waite declared an interest in K1/270 1. And 2. (Payments to Coconut for website hosting)**

**K1/266 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)

**There was no adjournment**

**K1/267 TO FORMALLY APPROVE THE MINUTES OF THE MEETING HELD ON**  
**18<sup>TH</sup> JANUARY 2016**

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

**K1/268 COMMUNICATIONS WORKING GROUP**

1. To receive a progress report – The Group had met to discuss the content of the forthcoming newsletter and were pleased to report that there were a large number of articles.

**K1/269 YOUTH WORK**

1. To receive a report of the Youth Working Group and to consider appointing an additional council member – the Committee noted the report of the 12<sup>th</sup> February and discussed the request for a noticeboard to be affixed to the centre wall. It was preferable that this was placed on posts or attached to the pod. This might also suit the plan to produce a name sign for the pod. Groundstaff to install when both items were available.
2. To consider and agree a renewal Service Level Agreement with Young Gloucestershire  
**The Committee considered the increased costs proposed £18598. This would be met by the budget for 2016-17 £18000 (Youth provision) with the expenses of £44 per session met out of the £6500 running costs.**

## **K1/270 FINANCE**

1. To check and agree expenditure/receipts totals against budget headings for January and February and agree bank reconciliation  
**January Expenditure £9749.98 and Receipts £18466.92 were agreed**  
**February Expenditure £89487.57 and Receipts £81400.30 were agreed**  
**The bank account was reconciled to the end of February and agreed at £90361.16.**
2. To agree payments due to date – **The Committee agreed the payments to cheque no. 8169 at £4971.59.**
3. To receive Chairman's report from Pension Fund briefings and note forthcoming meetings – **The Council Chairman was not present but would report back from the meeting to be held on the 14<sup>th</sup> March.**
4. To receive a bulletin from NALC re Local Government Finance and other topics – **The Committee noted the subject matter and would support NALC's view on the withholding of Local Council Tax Support**
5. To note changes to payment of interest on bank accounts and future tax reporting – **The Committee noted that Lloyds Bank would be paying gross interest with the responsibility for tax reporting being that of the account holder.**

## **K1/271 COUNCIL POLICIES**

1. Deliberations by the General Policy Working Group have delayed the completion of the Local Council Award queries. The problem of incorrect numbering on the Financial Regulations has been rectified. The Committee are to consider and agree an amended Complaints Policy, Data Protection Policy, Council Strategy Document, Standing Orders.  
**Following an interim report to the LCAS panel regarding the progress made Quality Status had now been awarded. The Committee agreed the amended Policies listed which would be put before Council on the 21<sup>st</sup> March for Resolution.**
2. To make an annual review of risks under the Risk Management Strategy  
**The Committee made a review of risks and agreed the recommendations attached to these Minutes.**

Public Bodies (Admission to Meetings) Act 1960

The Council will by resolution exclude the public from item K1/272 due to the confidential nature of the business to be transacted and publicity of the item would be prejudicial to the public interest

## **K1/272 STAFFING COMMITTEE**

To receive a report from the Staffing Committee meeting of 29<sup>TH</sup> February 2016 and to agree any action

**The Committee considered the minutes of the Staffing Committee together with their recommendations.**

**The Committee agreed to recommend to ART Committee that groundsmen are given first aid training at a cost of £125 per person.**

**The Committee agreed to make the position of Committee Clerk permanent on 16 hours per week SCP 23. This would not be met entirely from the Regeneration Committee budget and the Committee agreed to supplement by funding from the Finance Committee administration budget.**

**The Committee agreed to the Clerk's request for HR training at a cost of £25.**

## **K1/273 DATE OF NEXT MEETING**

**18 April 2016**

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