



Minutes of a Town Business Committee held on Monday 6th February 2023 at 7.00pm at the Town Hall

Present: Councillors Mike Davis (Committee Chair), John Callinan (Committee Vice Chair), Mark Edwards, Carol Kambites, Gary Powell, Theresa Watt

In Attendance: Carlos Novoth (Clerk) and Chair of Stonehouse Town Football Club

Attendees were reminded that the Proceedings of the meeting could be filmed, photographed or recorded.

The Chair of Committee acknowledged the presence of the Chair of Stonehouse Town Football Club and suggested that he could provide an update on agenda item B/485 at this point in the meeting as there was no decisions to be made.

The Chair of STFC provided a progress update on the planned welfare facilities, as detailed in the Clerk's supporting papers, highlighting the imminent arrival of the prefabricated buildings. He commented that groundworks would soon start for the electrical supply cable from the Pavilion; he offered the town council an opportunity to link the pavilion's waste water in to the football club's proposed new sewer line running from the welfare facility to the main road. The Committee Chair thanked the Chair of the football club for his update and for the efforts made by the club to date in making such good progress.

B/475 To receive apologies

Apologies were given by Town Cllr Keith Creighton. Ward Cllr Mattie Ross also gave her apologies

B/476 To receive Declarations of Interest

There were no declarations of interest

B/477 To approve the minutes of the Business Committee meeting held on 16th Jan 2023

Committee APPROVED the minutes as a true and accurate record of the meeting

B/478 To receive the latest budget position

Cllrs raised a question in relation to the use of a Locum along with its associated cost.

Committee NOTED the latest Actual Net budget positions - Exp £297,213.76; Income £362,487.02.

B/479 To approve the latest payments list

Cllrs felt that the online payment/authorisation process on 'Edge' could be improved by ensuring that the online records were presented in the order they were inputted onto the Bank. Officers confirmed that this would be looked at once they had a view of the signatory's online screen. Cllr Kambites stated that she would look at this with the Clerk

Committee APPROVED the payments list totalling £14,826.73

B/480 To approve the printing of updated Support Stonehouse leaflets for distribution to residents

Committee APPROVED the estimated spend of £300 plus design costs for the printing of updated Warm Spaces leaflet. Distribution to be made by volunteers

B/481 To consider revised Terms of Reference for the Oldends Lane Development working group for recommendation to town council

Cllr John Callinan presented the updated version of the Terms of Reference (ToR) for the working group. It was proposed that ToR include the demolition of the old changing rooms located at the main entrance to the football ground; this was seconded and unanimously agreed. Adoption of the revised ToR with the new amendment was proposed, seconded and unanimously agreed.

Committee APPROVED the revised Terms of Reference for the Oldends Lane Development Working Group.

B/482 To consider the following council Policies for recommendation to Town Council

- **Standing Orders**

Committee Recommended approval by Town Council

- **Financial Regulations**

It was felt that the current version of the regulations would suffice for the present time but would need to be more carefully considered in light of future changes.

Committee recommended approval by Town Council

B/483 To provide an update on the review of the council's existing IT support package

Town Cllrs welcomed Officer's approach to involving Cllrs in the detailed discussions around the future development of the town council's IT support. The Clerk stated that once he felt all the relevant information was gathered he would ask for input from individual Cllrs before presenting to Council for approval. There were a number of questions about the current support service, its costs, the use of local providers etc

Committee NOTED and welcomed Officer's approach

B/484 To receive an update on the state of disrepair of the Council's Pavilion building and to consider options for its refurbishment

Officers provided an overview in addition to the information contained within the supporting papers; he highlighted that an unexpected opportunity had arisen whereby Stonehouse Football club had made an unofficial offer to undertake all the necessary repair works by members of the club who have certified trades, for the town council to waive the annual payment for the use of the football pitches and pavilion; this currently stands at £1,700. Cllrs raised a number of questions but had agreed to at least consider the proposition on the proviso that the proposal was made officially, that the work would be fully clarified in detail and would be completed to an acceptable standard, would be fully certified and would represent value for money. The Clerk raised the point that this type of arrangement would benefit both parties, specifically allowing the club to re occupy the pavilion at the earliest opportunity.

Committee asked the Clerk to pursue this option and bring it back to Business Committee or town council for a decision. In the meantime, the town council should continue to seek alternative quotes and liaise with the council's insurers.

B/485 To provide an update on the installation of the welfare facilities within the Stonehouse Town Football Club

The Chair of Stonehouse Football Club presented his update at the start of the meeting at the Committee Chair's request

B/486 To approve the Town Council's preferred finance software provider from February 23

Committee RESOLVED to accept the quotation presented by the current service provider 'Edge' on a three year contract basis totalling a cost of £3,273 plus vat

B/487 To consider the Town Council's celebration to the forthcoming King's Coronation

After much detailed discussion, Committee RECOMMENDED for town council approval setting up a new earmarked reserve of £4,000 for the Kings Coronation. It was suggested that specific proposals for the event be driven and overseen by the town council's 'Event's' working group; ideas to include providing coronation mugs for the children attending Park school, use of new bunting. It was noted that the deadline date for applying for road closures was 28th March 2023

B/488 To receive updates from the following working groups:

- **Climate Change Action Forum**
A meeting is to be held to discuss the group becoming a community run group and future pollution testing
- **Oldends Lane Development**
Once the revised Terms of Reference are to be agreed, Cllr John possible Callinan wished to encourage as many Cllrs as to take part in discussions at the first working group meeting
- **Support Stonehouse**
It was reported that both the Door and Sportily (16 children) were very successfully attracting interest from young people with their

meal programme. Other warm spaces were much quieter - St Joseph's are considering opening on Saturdays

- **Youth**

The Door experienced a high level of activity during December. The organisation is the first youth organisation in Gloucestershire to achieve the National Youth Agency's (NYA) Advance Quality Mark. The POD is soon to be used by Gloucestershire Young Carers once per week to support young people who care for family members within the community

- **Policy**

The council's Safeguarding policy is the next to be reviewed

- **Internal Audit Panel**

It was suggested that the next Internal Control Check for the fourth quarter be undertaken by Cllr Keith Terry

B/489 To note the date of the next meeting - Monday 27th February 2023