



MINUTES (subject to agreement at the next Town Council Meeting) of an **EXTRAORDINARY MEETING** of the **TOWN COUNCIL** held at 7pm on 10th June 2019 in the Town Hall, High Street, Stonehouse GL10 2NG.

Present: Councillors Gwen Atkinson, Deborah Curtis, Mike Davis, Neil Gibbs, Tim Jacson, Carol Kambites, John Parker, Sally Pickering, Jennie Smith, Pam Swain, Theresa Watt (part of meeting).

In attendance: District Councillors Gary Powell, a resident, Locum Responsible Financial Officer (RFO), Irena Litton, Deputy 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.

TC2192 To receive apologies

Apologies were received from Councillors Binns, Parsons and Thorpe.

TC2193 To receive the Deputy Chair/Deputy Mayor's declaration of acceptance of office.

The Deputy Chair/Deputy Mayor, Councillor Kambites, signed a declaration of acceptance of office.

TC2194 To receive declarations of interest

There were no declarations of interest. Councillors who had not completed an updated Declaration of Interest form were reminded to provide one.

TC2195 To approve the minutes of the Town Council meeting of 20th May 2019

The minutes of 20th May 2019 were approved as a true record. Proposed by Cllr. Watt, seconded by Cllr. Jackson. All in favour.

TC2196 To consider the Internal Auditor's Report for 2018-19

The Locum RFO summarised the recommendations in the report; actions in relation to these recommendations to be considered and agreed at the Town Business Committee meeting in July.

Regarding the Internal Auditor's recommendations and findings at section of 7.2 of her report, the Locum RFO advised that she is researching the Town Council's role on four trusts and has established the following:

Oldends Lane Recreation Ground - Town Council is a corporate trustee

Laburnum Recreation Ground - Town Council is a corporate trustee

War Memorial Trust - Trustees are Chair, Clerk and other trustees

Doverow Hill Trust - Trustees are Chair, Clerk and other trustees

TC2197 To confirm that the council has reviewed its internal controls

The Locum RFO recommended that a review of internal controls is considered at the Town Business Committee meeting in July.

TC2198 To review the Council's inventory of land and assets.

Subject to noting that there is one table in Laburnum Recreation Ground but no longer a table in the Rest Garden, the Register of Assets at 31 March 2019 was approved as correct. Proposed Cllr. Watt, seconded Cllr. Kambites. All in favour.

TC2199 To review the Council's investments as at year end March 19.

The Locum RFO recommended that a review of the Council's investments is considered at the Town Business Committee meeting in July.

TC2200 To approve year end earmarked reserves movements

The Locum RFO recommended that approval of earmarked reserves movements is considered at the Town Business Committee meeting in July.

TC2201 To approve the Annual Governance Statement April 18 - March 19 by resolution

It was resolved to approve the Annual Governance Statement which was signed by the Chair and Locum Responsible Financial Officer. Proposed Cllr. Watt, seconded Cllr. Pickering. All in favour.

TC2202 To approve the Year End Accounts April 18 - March 19

It was resolved to approve the Year End Accounts: Income and Expenditure Account and Balance Sheet for year end 31 March 2019. Proposed Cllr. Watt, seconded Cllr. Pickering. All in favour.

TC2203 To approve the Accounting Statements for the year end March 2019 by resolution (to be signed and dated by Chair) and sign the end of year bank reconciliation

It was resolved to approve the Accounting Statements for the year end 31 March 2019, which was signed and dated by the Chair and Locum RFO, and the year end bank reconciliation which was signed by the Chair. Proposed Cllr. Smith, seconded Cllr. Watt. All in favour.

TC2204 To review the bank mandate for the Council's bank account and agree cheque signatories

It was resolved to amend the proposed resolution by replacing "cheque signatories" with "bank signatories". Proposed Cllr. Jackson, seconded Cllr. Davis. All in favour.

The bank mandate was reviewed and the following Councillors were approved to remain as bank signatories: Councillors Curtis, Kambites, Swain and Watt. Proposal to remove former staff members, Gill Jennings and Elizabeth Lawrence, as bank signatories and add Rachel Russell, Deputy Clerk, as a bank signatory was approved. Proposed Cllr Curtis, seconded Cllr. Smith. All in favour.

TC2205 To review appointment of Service Administrators for electronic banking

It was resolved to remove former staff member Gill Jennings as a Service Administrator for electronic banking and add Rachel Russell, Deputy Clerk as a Service Administrator. Proposed Cllr. Pickering, seconded Cllr. Kambites. All in favour.

Cllr. Watt left the meeting.

TC2206 To confirm the appointment of a Locum Town Clerk

The appointment of Roy Balgobin as Locum Town Clerk, to receive GAPTC rate of Locum Clerk pay and travel expenses, was approved. Proposed Cllr. Pickering, seconded Cllr. Kambites. All in favour.

TC2207 To review Committee membership

It was agreed that Cllr. Parsons would join the Environment Committee, the Human Resources sub committee and the Business Networking and Transport and Highways working groups.

TC2208 Adjourment for Public Participation

A member of SHIPS informed the meeting that they were waiting for information from District Councillors.

District Councillor Powell stated the need for affordable housing for homeless people in Stonehouse.

TC2209 To receive reports from Chair of Town Council and town councillors

Cllrs. Gibbs and Kambites had met with the Chief Executive of Stroud District Council, Kathy O'Leary at a presentation by Stonehouse Court Hotel on their current planning application, after she had been to a walkabout with District Councillors around Stonehouse. There was therefore little opportunity to raise other items with Ms O'Leary although there was some time for discussion after the presentation.

Cllr. Gibbs and Kambites have arranged a meeting with the Bursar of Wycliffe College.

TC2210 To receive and request reports from County and District Councillors

District Cllr. Powell reported that the Ship Inn site was included in a report to be considered by the District's Housing Committee.

Cllr. Kambites asked for an update on the Governance Review; District Cllr. Powell was not aware of any information.

TC2211 To note correspondence received from Stroud District Council(SDC) regarding canal side sites

Correspondence dated 30 May 2019 from SDC's Head of Property Services was noted.

TC2212 To consider proposal to set up a Ship Inn site working group

It was agreed to establish a Ship Inn site working group which will report to the Town Environment Committee. Proposed Cllr. Gibbs, seconded Cllr. Davis. All in favour.

Members of the working group were agreed as Cllrs. Curtis, Gibbs, Parker and Smith, Cllr. Smith to Chair and set up first meeting. Representatives from SHIPS, Creative Sustainability and Wycliffe College to be invited. District Cllr. Powell recommended that the group meet with SDC's Head of Property Services. Cllr. Gibbs advised that SDC's Chief Executive may be willing to meet.

TC2213 To consider a fee proposal for work to meet Gloucestershire County Council transport and highways requirements in relation to Oldends Lane redevelopment planning application 19/0474/FUL

It was noted that the fee proposal circulated was dated 2017. **It was agreed to accept a quotation of £1,500 excluding VAT with an inflationary increase.** Proposed Cllr. Swain, seconded Cllr. Pickering. All in favour.

TC2214 Finance

This item was moved to after TC2203 to allow the Locum RFO to be present.

1. To consider and approve cheque payments to date.

Payments to 10th June 2019 were approved. Proposed Cllr. Kambites, seconded Cllr. Swain. All in favour.

2. To consider and approve financial information to date.

The Locum RFO advised that she was working on the 2019/20 cashbook and would be providing RFO reports including payments for approval and a bank reconciliation.

3. To consider a proposal to contribute towards the cost of paint for improvements to town infrastructure during Wycliffe Make a Difference day

It was agreed to pay £240 from the Street furniture/bus shelters budget towards paint for lampposts to be painted on the Wycliffe Make a Difference day. Proposed Cllr. Swain, seconded Cllr. Kambites. All in favour.

4. To consider and agree attendance at NALC / LGRC Local Council EXPO 21st June 2019.

No councillor wished to attend.

The Locum RFO left the meeting.

TC2215 Date of next meeting -15th July

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 from the meeting. Proposed Cllr. Pickering, seconded Cllr. Kambites. All in favour.

Cllr. Jackson left the meeting.

TC2216 Staffing - Confidential

To receive an update from Human Resources sub committee.

Cllr. Pickering gave further information, recorded in a confidential minute, regarding a report circulated before the meeting.