



**Minutes of a Town Council Meeting held on Monday 15<sup>th</sup> July 2019 at 7.00pm  
in the  
Town Hall, High Street, Stonehouse**

**Present:**

Councillors: Theresa Watt Chairman, Gwen Atkinson, Leigh Binns, Michael Davis, Deborah Curtis, Tim Jackson, John Parker, Kevin Parsons, Sally Pickering, Jennie Smith, Pam Swain, David Thorpe.

**In Attendance:**

County Councillor Lesley Williams and 4 Members of the Public

**In the absence of the Chairman and Vice Chairman the Locum Clerk called for nominations from the Members to Chair the meeting. The Council unanimously agreed to appoint Cllr Theresa Watt as its Chairman.**

**PRESENTATION**

The SHiPS community group gave a very informative presentation on potential ideas for the Ship Inn site.

**AGENDA**

**TC2225 To receive apologies**

Apologies were accepted from Carol Kambites, Neil Gibbs and District Councillor Mattie Ross.

**TC2226 To receive declarations of interest**

There were no declarations of interest.

**TC2227 To approve the minutes of the Extraordinary Town Council meeting of 24<sup>th</sup> June 2019**

The Minutes were accepted as a true and accurate record of the meeting and duly signed by the Chairman.

**TC2228 To receive brief reports and responses to questions on matters of importance to Stonehouse from County and District Councillors**

Reports were received from Cllr Lesley Williams and circulated to the Members prior to the meeting, in addition Cllr Williams advised that there is some funding available for youth support. It was also advised that grant funds are available via the County Councils Growing our Communities Fund. A comprehensive report was received from District Cllr Mattie Ross.

- TC2229 To received brief reports from the Chair and Town Councillors on external meetings attended and to receive the appropriate minutes**
- Cllr Theresa Watt reported her attendance at a recent SDC Canal Consultation Committee Meeting.
- TC2230 To receive an internal financial audit report**
- Cllr Michael Davis detailed the report and advised that the Councils accounts were in good order.
- TC2231 To receive a quarterly financial report against budget**
- The Locum RFO, Irena Litton detailed the quarterly budget comparison report. It was noted that a £500.00 donation towards "In Bloom" had not been carried forward to this financial year, the RFO agreed to investigate. The Council asked that thanks be recorded in the Minutes for all of the hard work currently being undertaken by its staff.
- TC2232 To approve payments to date as listed**
- The Council unanimously agreed to approve the payments.
- TC2233 To receive the minutes of the Town Business Committee of 24<sup>th</sup> June 2019**
- The Council received the minutes of the Town Business Committee
- TC2234 To approve the recommendation of the Town Business Committee at minute B/13 to adopt a Council Strategy 2019-2024**
- The Council unanimously agreed to adopt the Council Strategy 2019-2024 as presented.**
- TC2235 To approve the recommendation of the Town Business Committee at minute B/28 to adopt the following template and policies:**
- **Council Employment contract template**
  - **Staff Handbook**
  - **Induction Policy**
  - **Training and Development Policy**
  - **Staff Supervision and Appraisal Policy**
- The Council agreed to adopt the templates and policies as presented.
- TC2236 To receive the minutes of the Town Environment Committee of 1<sup>st</sup> July 2019**
- The Council received the minutes of the Town Environment Committee.
- TC2237 To approve the recommendation of the Town Environment Committee at minute E/27 regarding Stroud District Council's Governance Review**
- The Council unanimously agreed to approve the recommendation of the Town Environment Committee at minute E/27 regarding Stroud District Council's Governance Review.

**TC2238 To appoint a councillor to the Communications Working Group**

The Council agreed to defer this Agenda item to a future Council meeting.

**TC2239 To note appointment of new Maintenance Manager**

Cllr Sally Pickering reported that Ray Kaye has been offered the position as the Maintenance Manager with a starting date of 1 August 2019.

**TC2240 To agree arrangement for temporary cover of Groundsman post**

The Council unanimously accepted the proposal to employ the Painswick Parish Councils Apprentice, Lucas Edney for 14 hours a week on a Thursday and Friday commencing on 18<sup>th</sup> July 2019 until the staffing review has been completed.

**TC2241 To agree to provide uniforms for grounds staff**

The Council unanimously agreed to set aside up to £500.00 towards the provision of uniforms, the funding to be allocated from the Maintenance and Administration budget.

**TC2242 Date of next meeting – Monday 5<sup>th</sup> August 2019**

**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.**

The Council unanimously agreed to this resolution and the public left the meeting at this point.

**TC2243 To agree revised salary for the Maintenance Manager post.**

The Council unanimously agreed to the revised salary scales of LC13 (£22,021) to LC17 (£23,839) starting point LC13 effective upon appointment on 1 August 2019.

**Cllr John Parker arrived at this point.**

**TC2244 To receive a report and consider recommendations on proposed terms of lease of Town Hall to GCC Libraries**

Richard Lacey detailed the report which was endorsed by the Council.

**TC2245 To consider and agree terms of lease of Town Hall to GCC Libraries**

The Council were advised that the lease is still being finalised and will give it further consideration on 5<sup>th</sup> August 2019.

**There being no other business the meeting closed at 8.25 pm**