



**Minutes of a Town Business Committee
held on Monday 6th January 2020 at 7.00pm
in the Stonehouse Community Hall**

Present: Councillors: Neil Gibbs Chairman, Mike Davis, Sally Pickering, Theresa Watt, Pam Swain, Carol Kambites

In Attendance: Carlos Novoth, Town Clerk.

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

A G E N D A

B/72 To receive apologies

Apologies were received from Cllrs Leigh Binns and John Parker

B/73 Declarations of Interest

There were no declarations of interest

B/74 To approve the minutes of the Business Committee meeting held on 18th November 2019

The Minutes were approved as a true and accurate record and duly signed by the Chairman

B/75 To consider and recommend to full Town Council the Budget requirements for the Financial Year 2020/21.

The Clerk to the council provided a detailed breakdown of the proposed budget highlighting key areas of increased expenditure - these mainly included the impact of the staffing review, climate change activities, management of trees, Youth work and Grant funding in support of the community. Cost reductions were also highlighted and included the impact of the new Library within the Town Hall from April 2020 and the positive impact on the council's Youth work.

Council RESOLVED to recommend the 2020/21 proposed budget of £339,573 to full Town Council for approval.

B/76 To consider and recommend to full Town Council the Precept requirements for the Financial Year 2020/21.

Through lengthy discussion, Cllrs determined that its General Reserves met only the minimum guideline level and Allocated Reserves needed to be maintained for key future projects.

Committee therefore RESOLVED to recommend to Council that the 2020/21 proposed budget of £339,573 be funded entirely through the Council's Precept.

B/77 To note progress regarding the refurbishment of the Town Hall for co-location by the Town Council and GCC Libraries.

The Clerk to the council provided a summary of the project to date. Several project meetings had been held with GCC and Carters (Builders) and that good progress was being made; most of the building had been stripped allowing for rebuilding works to be undertaken. The proposed natural lighting aspect through the roof of the building was not possible without incurring significant costs and therefore had to be shelved; other more cost-effective ways to generate natural light have however been implemented.

The completion of the build project is anticipated to be in early April 2020.

B/78 To note review dates for Council policies and agree further action

Committee considered review dates for all its policies. The Clerk was asked to produce a review programme for the Policy Working Group (PWG) with a view to ensuring that its policies were kept suitably up to date at all times. Specific attention to be given to both the Financial Regulations and Grant Policy.

B/79 To note current Council working groups and agree further action regarding a review of their terms of reference

Cllrs considered existing groups to still be 'fit for purpose', albeit the Recreation Working Group will re commence its work once the council's planning application has been concluded.

B/80 To receive reports from Working Groups: Youth, Events

Reports were received at the meeting - both were to be forwarded to Cllrs by email

B/81 Date of next meeting: 3 February 2020

Public Bodies (admission to Meetings) Act 1960 The Committee will pass a resolution excluding the public from Item K1/440 due to the confidential nature of the business to be transacted and publicity of the item would be prejudicial to the public interest

B/82 To receive Minutes from the Human Resources sub-committee meeting of the 16 December 2019

Minutes of the HR Committee dated 16th December 2019 were received at the meeting.

Cllr Kambites confirmed that the committee considered the appraisal carried out by Councillors Gibbs and Kambites at the end of the Town Clerk's probationary period and that the Sub Committee recommended that the Town Clerk's contract be ratified.

The Future Plans were approved with the request that, with the agreement of the Town Clerk, the plan to obtain CILCA by May 2021 should read 'To obtain CILCA qualification by the end of 2020, earlier if possible'

Committee RECOMMENDS that the full Town Council ratifies the Town Clerk's contract including the position of Responsible Finance Officer (RFO)