



**Minutes of a Town Business Committee
held on Monday 2nd March 2020 at 7.00pm
in the Stonehouse Community Hall**

Present: Councillors: Neil Gibbs (Chair) Carol Kambites (Vice Chair) Mike Davis, Sally Pickering, Theresa Watt, Pam Swain, Leigh Binns

In Attendance: Carlos Novoth, Town Clerk; Member of the Public (In support of the Mayday celebrations grant application)

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

B/99 To receive apologies

Apologies were received from Cllr John Parker

B/100 Declarations of Interest

There were no declarations of interest

B/101 To approve the minutes of the Business Committee meeting held on 3rd February 2020

Cllr Pam Swain highlighted an inaccuracy with the Minutes relating to Agenda Item B/92 relating to the Council's Newsletter.

Business Committee AGREED to the following amendments to the text below (Underlined):-

Business Committee therefore AGREED the following:-

- *That the next Newsletter should contain a list of roads within the Town and a request for members of the public to volunteer as distributors*
- *That the council will continue to print and distribute the next two Newsletters in the way it currently does each year*
- *That the frequency of Newsletters should be increased and that these should be published online with a distribution of a small number of printed Newsletter to local outlets*

The Minutes along with its amendments were signed by the Vice Chair Carol Kambites (Cllr Kambites acted as Chair of the Meeting on 3rd February 2020)

The Chair was asked at this point to allow a member of the public to speak and provide a brief precis of the work she had done in support of the Mayday VE 75th Celebration Grant Application.

All present agreed. A representative of the group leading on the celebrations highlighted the key features of the event along with the current position with regards preparations. Members had raised a number of questions. The representative was thanked by the Chair and explained that she would be notified of the Committee's decision which was later to be discussed under the second bullet point of Agenda Item B/104.

B/102 To consider the latest budget position.

The Clerk presented BC with its Expenditure and Income budget positions as at the end of February. Year-end forecasts showed an estimated overspend of approx £4,000 and under achievement in income levels by approx £1,000. The current position has improved significantly during the last few months.

B/103 To receive an update on the Internal financial checks conducted in the current financial year to date

The Clerk highlighted the three internal checks made undertaken on the council's finances during the course of the year. No issues were found during these checks. The Clerk highlighted that the check criteria will be changing in the new financial year to reflect the new finance package. The Clerk thanked Cllr Davis for his work.

B/104 To consider the following Grant applications for the 2020/21 financial year

- Stonehouse Allotment Association - £1,449 + vat (£1,738.80)
Members felt they needed to support the suggested improvements to the site especially as the allotments were in the council's ownership.
Business Committee **Resolved** to approve the Grant of £1,449 plus vat, in full
- Mayday VE 75th Celebrations - £500
The organiser had during the early part of the meeting provided Members with details of the event including an update on preparations. Having raised a number of questions with the organiser, Members felt there was uncertain or less than clear responses.
Business Committee **Resolved** to pay the costs associated with the planned 'Road Closure' and 'Insurance' during the current financial year 2019/20. The Committee would also consider paying costs associated with producing the 'Memory Book' from its 2020/21 budget year but that this would necessitate a separate grant application
- Stonehouse Football Club - £1,500
Members were impressed with the improvements to the football ground, especially in light of the adversity the club had faced in recent months. From Member's recent observations, the club's members appeared to be working well together to bring about positive change. Members felt that support should be given especially in light of recent events and the fact that the council owned the ground.
Business Committee **Resolved** to approve the Grant of £1,500, in full.
- Share and Repair - £3,000
Members were impressed with the application and in particular the work that had been done by the organisation and, the benefits provided to local residents.
Business Committee **Resolved** to approve the Grant £3,000 in full

B/105 To receive the Clerk's report

The Clerk presented his report and provided an overview of each point. The Clerk suggested that Council should consider sending a electronic copy of its Newsletters to each of the businesses within Stonehouse's business parks but it would be more useful to identify the key contacts within each business - the idea would be to ask businesses to place the newsletters on their 'intranet'. This was considered to be a useful idea and one that should be raised with Cllr Kevin Parsons - the Lead Cllr for the local Business Networking initiative.

The Clerk was thanked for his useful report. The report was noted

B/106 To consider the latest review of the Council's Financial Regulations

The most up to date financial regulations provided by NALC were reviewed by the Policy Working Group and forwarded to Business Committee for consideration.

Business Committee **Recommended** Council adopt the regulations at its next Town Council meeting on 16th March 2020

B/107 To consider the latest review of the following Council Policies:

- Code of Conduct
Policy reviewed by the Policy Working Group and **Recommended** for adoption by Town Council at its next meeting on 16th March 2020
- GDPR
This policy was not discussed - no recommendations were made
- Grant Award
Policy reviewed by the Policy Working Group and **Recommended** for adoption by Town Council at its next meeting on 16th March 2020
- Risk Management
Policy reviewed by the Policy Working Group and **Recommended** for adoption by Town Council at its next meeting on 16th March 2020

B/108 To consider the list of current Direct Debits and Standing Orders

The Clerk presented his support paper and highlighted the reasons for making the changes recommended by Officers. Members thought it would be useful to include Pension and HRMC payments to the list of recommended Standing Order payment arrangements.

Business Committee **Recommended** that the revised list of Standing Order and Direct Debit payments, including suggested amendments be approved by Town Council at its next meeting on the 16th March 2020

B/109 To note progress regarding the refurbishment of the Town Hall for co-location by the Town Council and GCC Libraries.

The Clerk highlighted the useful tour of the Town Hall building in its mid-refurbished state. The Chair highlighted the fact that GCC have agreed to pay for the large 55 inch TV screen and trolley and are hoping to be able to pay for the PV display panel. The Chair also stated that STC was asked to underwrite certain IT costs of approx £840 plus vat as the equipment it was anticipating using was found not to be compatible with the

new IT infrastructure. GCC will try to accommodate the additional cost but cannot guarantee to do so at this stage.

B/110 Date of next meeting: 30th March 2020