

# Stonehouse Town Council



**MINUTES (subject to agreement at the next Committee Meeting)**  
**of a MEETING OF THE FINANCE & STRATEGY COMMITTEE HELD ON MONDAY 9<sup>TH</sup>**  
**FEBRUARY 2015 AT 7PM IN THE TOWN HALL, HIGH STREET, STONEHOUSE**

**Present:**

**Simon Lewis (Convenor of Committee)**  
**Pam Swain (Deputy Convenor of Committee)**  
**Chris Brine (Chair of Town Council)**  
**Theresa Watt (Vice-Chair of Town Council)**  
**Rob Waite**  
**Paul Stephens**

**Also Present: Town Clerk Gill Jennings**

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**Attendees were reminded that the Proceedings of this meeting may be recorded, filmed or photographed but that any person requiring such a record should inform the Chairman at the start of the meeting.**

**K1/165 TO RECEIVE APOLOGIES**

**None received**

**K1/166 DECLARATIONS OF INTEREST**

Members are reminded of their obligation within the requirements of the Adopted Model Code of Conduct to declare any personal or disclosable pecuniary interests where applicable.

**Councillor Lewis declared an interest in K1/171.7 (Treasurer SCP), K1/177 (Employer) and left the room during the discussion and vote.**

**Councillor Waite declared an interest in K1/171.1 and K1/171.4 (web hosting) and took no part in the discussion.**

**K1/167 ADJOURNMENT FOR PUBLIC PARTICIPATION**

(Maximum of 15 minutes – Any member of the public may speak only once in respect of any business itemised on the Agenda for a maximum of 5 minutes)

**No adjournment was called.**

**K1/168 TO FORMALLY APPROVE THE MINUTES OF THE MEETING HELD ON 24<sup>TH</sup>**  
**NOVEMBER 2014**

**The Minutes were approved as a correct record.**

**K1/169 TO RECEIVE A REPORT FROM THE COMMUNICATIONS WORKING GROUP**

1. To agree a Communications Policy – Further draft for consideration

**The Policy was not to hand. Cllr Waite would arrange a meeting with staff to combine training and consultation.**

**K1/170 YOUTH MATTERS**

1. To receive a report from a meeting of the Youth Working Group dated 23<sup>rd</sup> Jan 2015 and to consider a proposal for new junior session and joint working with Cainscross Parish

The YWG presented their report. Cleaning issues had been dealt with. They expressed concern at the current working arrangement with the Voice of Youth Stonehouse and did not want this to continue in the new financial year.

**Continued -**

### **K1/170 Youth Matters** (continued)

The Working Group presented a report of a meeting with Cainscross Parish Council in which it was suggested that 3 sessions per week were delivered in each parish. The days for delivery in Cainscross are being negotiated. The days for Stonehouse are Tuesday, Thursday and Friday. The contract would run from 1st April 2015 for 12 months.

Travel expenses would be invoiced monthly. Excluding these the cost per session will be £111.75 giving an annual cost of £16,762.50 for each parish.

**The Finance Committee considered this proposal and agreed that it was within budget therefore a contract would be entered into on these terms.**

#### 2. To receive a report from Young Gloucestershire

A Plan for Jan – April 2015 was circulated showing the needs and outcomes of the YG group.

This included session ideas for the next quarter together with fund-raising initiatives.

### **K1/171 FINANCE**

#### 1. To check and agree expenditure/receipts totals against budget headings for November/December 2014/January 2015

**Expenditure November £6738.47 Receipts £1461.22 checked and agreed**

**Expenditure December £15165.31 Receipts £3509.94 checked and agreed**

**Expenditure January £77090.25 Receipts £6967.76 checked and agreed**

#### 2. To consider and agree any recommendations from the Staffing Committee – The Committee agreed that the Council must put succession planning in place, also that allowance should be made for extended Neighbourhood Plan administration. Council Chairpersons to meet with staff to discuss. O/S from previous meeting.

#### 3. To review account balances, consider and agree future investment options – **The Committee were reminded that the investment in Santander had not been successful and they agreed that an investment should be made in the Co-op Bank of £50,000 to achieve 1% interest. The Clerk was asked to contact Stroud District Council for investment advice although she advised the Committee to seek independent financial advice.**

#### 4. To agree payments to date February – **Payments to chq 7868 £3763.81 were approved.**

#### 5. To receive a report from the council's internal auditors

**The report of the 28<sup>th</sup> January 2015 was circulated and there were no issues of concern.**

#### 6. To receive a report from the Funding Working Group

The Clerk reported that a funding bid would be made in conjunction with Stonehouse FC to the Football Foundation. Cllrs. Redding and Watt were exploring community building funding.

#### 7. To consider grant applications:

Stroud Visually Impaired Group have made a request for a donation of £350 towards transport costs for members activity trips – **It was agreed to make a grant of £200.**

Stonehouse Community Partnership have requested a donation of £1200 towards core running costs of their project base at 17 Springfield Business Centre – **The decision was deferred until April 2015.**

#### 8. To make a review of the Risk Assessment dated February 2014 – **The risk assessment was reviewed and updated.**

## **K1/171 Finance** (continued)

9. **To review the Council's Fixed Asset Register – The items were agreed and values reviewed following recent surveys of premises.**
10. **To agree changes to the Publications Scheme with requirements under the Transparency Act 2014 – The additional wording to the Scheme was approved.**
11. **To consider changes to the bank mandate – The Committee agreed that the Clerk should be advised of any signatories not intending to stand for re-election in order that paperwork could be prepared for removals. The Committee considered whether to relax the three signature rule for cheques but decided that this would remain.**
12. **To task the General Policy Working Group with a review to ensure Code of Conduct, Financial Regulations & Standing Orders are synchronised and up to date**  
The Working Group agreed to take on a review against the NALC Oct version of Financial Regulations.

## **K1/172 APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR**

1. To consider candidates for appointment – The Committee considered whether to use the services of GAPTC but agreed to appoint Iain Selkirk FCA to carry out the internal audit.

## **K1/173 STRATEGY**

K1/163.3 CIL Payments to Parishes – SDC have responded to say they are not sure of the process as yet. Their CILs Charging Policy is still in draft form.

## **K1/174 S137 Limit for 2015-16**

To note the limit is set at £7.36 per elector - **Noted**

## **K1/175 MATTERS OF INFORMATION**

1. Local Government Briefing Note for Employers - Noted
2. NALC Response to Local Government Finance Settlement 2015/16 - Noted
3. Minutes of a Meeting with Stonehouse Community Centre – Noted

**Committee members are asked to consider these documents and request any discussion through the Clerk.**

## **K1/176 DATE OF NEXT MEETING** 16<sup>th</sup> March 2015

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The Committee will call an adjournment to discuss:

### **K1/177 TO DISCUSS CORRESPONDENCE FROM A TENANT**

The Committee discussed the matter at length and agreed that the tenant should be released from the Lease and having considered the rent review, that rent should be secured up to 31 March 2016 at a rate of £8000 per annum plus shared outgoings. That the tenant bears the cost of finding a new tenant. That the internal fittings i.e. counter equipment are removed and the walls and floors made good. For Resolution

### **K1/178 TO REVIEW DRAFT HEADS OF TERMS - GREENSQUARE**

The Committee discussed the draft HOT and proposed amended wording to 6.2 that procurement will take account of any requirements in STC's Standing Orders. Cllr Brine proposed that STC request nomination rights with regard to tenancy. For Resolution