



MINUTES (subject to agreement at the next Committee meeting) of a meeting of the FINANCE & STRATEGY COMMITTEE HELD ON MONDAY 18TH FEBRUARY 2019 AT 7PM IN THE TOWN HALL, HIGH STREET, STONEHOUSE

Councillors Present

Leigh Binns (Deputy Convenor)
Neil Gibbs (Vice Chairman/Deputy Town Mayor)
Theresa Watt (Chair/Town Mayor)
Michael Davis
Sally Pickering

Also present

Richard Lacey (temporary admin assistant), Cllr. Carol Kambites

Attendees are 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.

K1/557 TO RECEIVE APOLOGIES

Apologies were received from Cllr Swain and Gill Jennings (Town Clerk).

K1/558 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.

There were no declarations of interest.

K1/559 TO AGREE THE MINUTES OF THE MEETING HELD ON 14TH JANUARY 2019

The Minutes were agreed as a true record. Proposed by Cllr Pickering seconded by Cllr Gibbs and carried by all those present.

K1/560 ADJOURNMENT FOR PUBLIC PARTICIPATION

An adjournment of 15 minutes will be allowed for members of the public to raise questions on items on the agenda (3 minutes per person max)

There was no call for an adjournment.

K1/561 UPDATE ON PROGRESS WITH TOWN HALL PREMISES

1. To receive a report on progress with Libraries Co-Location project.

Cllr Gibbs reported that a meeting had been held with Jane Everiss, Head of Libraries Gloucestershire County Council in the previous week at which it was understood that the conversion cost was now down to £300,000. Cllr Gibb outlined the scale of the works with the aid of the revised plans which met approval with those present.

K1/561 (continued)

The necessary works were scheduled to begin in April or May and be completed within 3 - 4 months during which time the Council would be rehoused at the premises of Location Estate Agents to enable uninterrupted work to be undertaken at the Town Hall premises. Separate meeting rooms would need to be sourced during this time possibly at the Oldend Lane Pavilion. Share and Repair had already indicated that they were completing a lease to move to alternative premises in March.

GCC Library service had advised that 2 members of their staff would, on completion of the works, be transferred to the new location with a computerised self-service facility and volunteers would be recruited to supplement staffing levels.

2. To agree a recommendation to Town Council to confirm that the library lease term will remain at 40 years irrespective of the final capital investment.
Cllr Watt proposed, Cllr Gibbs seconded and all those present resolved to Recommend to full Town Council that the library lease period should remain at 40 years.

K1/562 POLICY WORKING GROUP

1. To consider revised Co-option Policy for adoption by Town Council.
Cllr Binns (Deputy Convenor) invited Cllr Kambites to join the meeting and report on the revised co-option policy. Cllr Kambites advised of the relevant changes and in particular those relating to section 2 Eligibility for Co-Option. Cllr. Pickering proposed, Cllr. Watt seconded and all members present resolved to recommend adoption of the revised Co-option Policy to full Town Council.
2. To consider revised Standing Orders for adoption by Town Council.
Cllr Pickering reported to the meeting that whilst the document had been revised to be more user friendly the authors had ensured that all mandatory wordings had been included. The Association of Parish and Town Council wordings had been researched to ensure accuracy and relevance. Members present considered the document and Cllr Watt proposed, Cllr Gibbs seconded and all Members present resolved to recommend adoption of the policy to full Town Council.
3. To consider proposed Terms of Reference for a Human Resources Sub Committee and to agree a recommendation to Town Council regarding setting up a Human Resources Sub Committee.
Cllr Pickering spoke to the meeting in favour of creating a Human Resources Sub Committee to include all areas of the Council's workings including staff, Councillors and volunteers. Such terms of reference to include employment, wellbeing, training for staff and Councillors alike and other issues to be decided upon. Cllr Pickering proposed, Cllr Gibbs seconded and all those present resolved to recommend the formation of a Human Resources Sub Committee of the Business Committee comprising the Chair, Deputy Chair and two relevantly HR experienced others to full Town Council with membership of this Sub Committee to be agreed by full Town Council.

K1/563 FINANCE

1. Consider and approve cheque payments to date

Members present considered the list for payments as submitted an attached. Cllr Pickering proposed, Cllr Watt seconded and all those present resolved to approve the payments as stated.

2. To agree the bank reconciliation for December 2018/January 2019.
The reconciliations were not available due to the current incapacity of the Responsible Financial Officer and therefore the matter was deferred.

K1/564 COMMUNICATION

Communications Working Group - to receive update

Cllr Watt advised that the latest Stonehouse News had been printed and was now being circulated. There is to be a Working Group meeting on 22nd February.

K1/565 YOUTH SERVICES

To receive a report on a meeting with Youth Services provider.

Members present considered the October - December 2018 report from The Door and were further advised that The Door was applying for Community Grants to redecorate the Pod.

K1/566 NOMINATION OF A COMMUNITY ASSET - WOOLPACK INN

To note [approval by Stroud District Council](#) of The Woolpack Inn, Stonehouse as an asset of community value.

Members present noted this.

K1/567 BUS SHELTER-HOREMARLING ROUNDABOUT

To consider a request from Standish Parish Council for a contribution towards cost of new bus shelter and to agree Recommendation to full Town Council.

Cllr Binns (Deputy Convenor) invited Cllr Kambites to report on this matter. Cllr Kambites advised those present that this matter should have been raised at the Regeneration Committee but due to the urgent nature of a decision being required, i.e. the imminent end of the financial year, and the Committee not meeting in time this matter was being brought to the Finance & Strategy Committee. Members present accepted this reason. Cllr Kambites had spoken to the Chair of Standish Parish Council on whose land the bus shelter is to be sited about their request for financial support from Stonehouse Town Council. Members present acknowledged that the proposed site was very close to the border of the two parishes, would benefit Stonehouse residents greatly and would be a welcome addition. They, however, were concerned that the structure was costly and being wood might be subject to vandalism. Although they would have preferred the style used in the Town High Street as being more robust and cheaper than the structure proposed Members present felt that a contribution would be appropriate. Cllr Watt proposed, Cllr Pickering seconded and all Committee Members resolved to recommend to full Town Council that a contribution of £700 be made to support this project.

K1/568 CLIMATE CHANGE ACTION

To consider a paper on Climate Change action including a proposal to set up a Working Group and agree any further actions.

Cllr Pickering reported on the International Panel's Autumn statement that in 12 years, if substantial action has not been taken, it would be too late for human action to reverse climate change. A substantial network of councils was now adopting motions to acknowledge the emergency and resolving to do what they can to act accordingly. This has the result of also giving out a message to the

general public and in fact Stroud District Council are taking a lead in declaring that the District would be carbon neutral by 2030. This would be achieved by being conscious of the risk in making all policy decisions.

The Working Group would seek to put the Town Council's "house in order" by scrutinising all its actions and purchases, promoting the issues to residents and organisations and finding funds to encourage relevant schemes where possible. Cllr Gibbs proposed, Cllr Davis seconded and all Members agreed to set up the Working Group and call for volunteers to serve on this at the next full Town Council meeting.

K1/569 DATE OF NEXT MEETING

25th March 2019

Duly noted.

The public will be excluded from the following item by an adjournment called under the Public Bodies (Admission to Meetings) Act 1960

K1/570 STAFFING - CONFIDENTIAL

1. To receive a report from the Emergency Staffing Committee meeting held on 4th February 2019 and agree any further action.

Members present were appraised of the current situation regarding staffing. It was felt that the appointment of a Human Resources Sub Committee would be beneficial in supporting all Staff.

2. To consider and agree the appointments of a Locum Town Clerk and Locum RFO. **Members present received an update and expressed sympathy with the Town Clerk's current disposition. Whilst wishing a speedy recovery Members present recognised that Town Council financial matters in particular needed to be expedited to maintain good order particularly in view of the approaching year end. Members present also wished to try and minimise the amount of outstanding matters that the Town Clerk would need to deal with on her return.**

In view of the above Cllr Watt proposed, Cllr Gibbs seconded and all Members present agreed to recommend to full Town Council the appointment of a Locum RFO and Clerk where necessary.
