



MINUTES (subject to agreement at the next Committee meeting) of a meeting of the FINANCE & STRATEGY COMMITTEE HELD ON MONDAY 25TH MARCH 2019 AT 7PM IN THE TOWN HALL, HIGH STREET, STONEHOUSE

Councillors Present:

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

Also Present

Mattie Ross (Stroud District Councillor for Stonehouse Ward)
Richard Lacey (Locum Clerk)

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.

K1/571 TO RECEIVE APOLOGIES

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

K1/572 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.

None declared

K1/573 TO AGREE THE MINUTES OF THE MEETING HELD ON 18TH FEBRUARY 2019

Cllr Swain sought clarification that the reduced estimate for the work in respect of item K1/560 still represented the specification of works previously obtained. Cllr Gibbs confirmed this.

Cllr Gibbs proposed, Cllr Watt seconded and those present, with the exception of Cllr Swain who had not attended the meeting, agreed that the Minutes were a true record of the meeting.

K1/574 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)

Cllr Swain (Convenor of Committee) invited District Councillor Mrs Ross to address the meeting. District Cllr Ross advised those present that the County

Council was funding £10,000 for each District next year. As this would not be applied for through the District she wished to inform this Council that it would need to apply directly. She also advised that the strategy which funds Steve Miles is due for review next year and the Youth Forum is similarly up for review then. Any supportive correspondence from the Town Council would be welcomed.

Dist. Cllr Ross also advised those present that neither she or her ward colleagues had received any communication from SHIP and was disappointed not to have done so.

K1/575 UPDATE ON PROGRESS WITH TOWN HALL PREMISES

1. To receive a report on progress with Libraries Co-Location project and public consultation dates.

Cllr Swain advised that Jane Everiss had confirmed 1st May for the engagement process at The Town Hall (10am - 2pm) and the survey would run from Monday 1st April to Saturday 25th May 2019. A draft of the survey document had been received and would be circulated to Councillors

2. To receive an update on search for alternative premises for Town Hall staff during refurbishment.

Members present were advised that as Location had now closed there seemed to be no opportunity for re-location there but that the Tax Affairs office in the High Street seemed to be looking suitable subject to an acceptable rental sum. Other agencies would be consulted to see if the offer was reasonable.

K1/576 POLICY WORKING GROUP

1. To consider a proposal for an agenda template for recommendation to Town Council.

Members present viewed the document favourably but resolved to make the following changes following a proposal by Cllr Watt, seconded by Cllr Gibbs and carried by all present. 1) the initial wording should read "Items must be submitted to give as much notice as possible but with the minimum of 5 clear days"....continuing as before. 2) In the section Reason for Postponement/rejection the word "or" to be deleted. It was further felt that this document should be available to all on the Town Council website.

2. To consider proposed changes to Grievance Policy for recommendation to Town Council.

It was resolved to refer this to the Policy Working Group for consideration prior to further discussion by Committee and Town Council.

K1/577 FINANCE

1. Consider and approve cheque payments to date

Members present considered the list of payments. In answer to a question regarding the Hydrock Consultants invoice it was confirmed that this was an element of the planning permission resubmission. There being no further queries Cllr Watt proposed, Cllr Binns seconded and all present resolved to authorise the payments as stated.

2. To consider and approve financial information to date.

Members were advised that at present up to date financial information was not available but the Locum Responsible Financial Officer would be bringing this up to date as soon as possible. The Locum Clerk was asked to check the

insurance schedule to ensure that it was up to date for the Annual Return and go out to tender in time for this year's renewal.

3. To consider a grant application from Bandit Music Projects for £500 towards venue hire costs.
Having ascertained that there was sufficient in budget to accommodate this Cllr Binns proposed, Cllr Watt seconded and all present resolved to grant this application for £500.
4. To agree renewal of annual membership subscription to GAPTC for 1 April 2019 - 31 March 2020 at a cost of £1747.22.
Cllr Swain proposed, Cllr Binns seconded and all present agreed to renew this subscription for the year 1st April 2019 - 31st March 2020.

K1/578 COMMUNICATION

1. To receive notes of a Communications Working Group meeting of 22nd February 2019.
Members present noted these.
2. To consider a recommendation to agree a proposal for a new website provider from the Communications Working Group meeting of 22nd February 2019.
Members present examined the detailed report from the Working Group detailing the advantages and disadvantages of the 6 quotes received. After due discussion Cllr Watt proposed, Cllr Gibbs seconded and all present agreed to accept the Nettle quotation which also includes a business directory to showcase local traders. Members present were interested to know if this directory would be regularly updated to reflect movements of the traders.
The Committee wished to thank the Communications Officer Jayne Bailey for all her hard work in this respect.
3. To note the official opening of the refurbished Oldends Lane Play Area will be on Sunday 7th April.
Cllr Swain advised that the Park Run would finish by 9:20am and therefore it would be possible to advance the event to 9:30am so that those finishing the run could take part. Members present agreed this. The contractors had agreed to provide £50 towards this event and it was agreed that this be used to give participants a goody bag to take home from the event.
Members requested that invitations be sent to Cllrs, Ward Cllrs and the County Council Ward Cllr.
The Working Group had also requested another Cllr be invited to join the Group following the vacancy caused by Becky Amor's resignation.
In respect of the Red Box scheme Cllrs are to be asked to bring an item to the next full Town Council meeting for a photo opportunity to promote this.
4. To note the deadline for content for Spring issue of Stonehouse News: 19th April 2019.
Noted.

K1/579 ANNUAL TOWN MEETING - 3RD JUNE 2019

To agree format for Annual Town Meeting including whether to include Civic Awards in 2019

Members discussed the possibility of holding Civic Awards this year having realised that this was not included in the latest edition of the Stonehouse News. However, it was noted that the next edition was due in time for

nomination details to be included and therefore resolved to proceed accordingly.

A discussion was held on a possible speaker for the event and Cllr Swain was asked to contact the Youth Officer Gemma to see if the local Youth Forum could make a presentation.

Town Council staff were asked to contact last year's grant approvals to ask for a short written report detailing the use for which the grant was made. It was requested that the event be prominently advertised on the website.

K1/580 YOUTH SERVICES

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

Cllr Swain advised that she had spoken with The Door who advise that attendances were encouraging although it should be appreciated that those attending tended to "dip in and out" rather than staying for full sessions. The Key Café sessions to provide facilities to do homework and schoolwork was welcomed by Members present as was a great initiative to assist those who otherwise would struggle for some reason or other.

2. To consider requests to put a banner on fence and for a new bin.

The banner was considered by those present as desirable to advertise the facility and the opening hours. The bin request was also granted.

K1/581 ENVIRONMENTAL WORKING GROUP

To appoint members to the Environmental Working Group set up by Town Council at K1/568.

Members present noted Cllr Pickering's request to appoint Members to this group and set a first meeting. Following a proposal from Cllr Watt, seconded by Cllr Swain and agreed by all present at the next full Town Council interested Council Members would be appointed and it was also agreed that appropriate non councillors could be considered to add relevant experience to the group.

The new Working Group to set its own first meeting date.

K1/582 CORRESPONDENCE

1. To note correspondence received from St Cyr's Church regarding burial ground maintenance and agree response.

Members present noted this and asked the Locum Clerk to report on whether this was possible in current Standing Orders and Council practice and report back.

2. To note correspondence received from Stonehouse Community Association regarding a Town Council representative.

This was noted. Further advice awaited following a meeting of the Stonehouse Community Association on 28th March 2019.

K1/583 DATE OF NEXT MEETING

15th April 2019 - Council Business Committee

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

K1/584 STAFFING - CONFIDENTIAL

To consider Staffing Committee Minutes of 18 March 2019, consider recommendations and agree any actions.

Following exclusion of the public Members of the Staffing Committee considered the relevant items.
