

MINUTES (subject to agreement at the next Committee meeting)
of a meeting of the FINANCE & STRATEGY COMMITTEE HELD ON MONDAY 20th
November 2017 AT 7PM IN THE TOWN HALL, HIGH STREET, STONEHOUSE

Present:

Pam Swain (Committee Convenor)
Theresa Watt (Chair/Town Mayor)
Carol Kambites (Deputy Chair/Town Mayor)
John Callinan
Leigh Binns (Deputy Committee Convenor)

Also Present:

Town Clerk/RFO

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.

K1/428 TO RECEIVE APOLOGIES

There were no apologies to note

K1/429 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

K1/430 TO AGREE THE MINUTES OF THE 9th OCTOBER 2017

The Minutes were proposed by Cllr Watt, seconded by Cllr Kambites as a true record with one amendment K1.424 to read 27th November. All in favour

K1/431 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

K1/432 REVIEW MEMBERSHIP OF WORKING GROUPS & TO NOTE THAT A NEW INTERNAL AUDIT PANEL NEEDS APPOINTMENT

The Committee agreed that each working group should have 3 to 4 members:
Communications Working Group - Cllr Watt wanted to stand down except for editorial comment on the newsletter. Cllr Binns appointed to work alongside Cllr Curtis and one other. (B/F Town Council)

Youth Working Group - Cllr Watt, Cllr Callinan, Cllr Swain. Cllr Binns was appointed.

Events Working Group - Cllr Watt, Cllr Kambites, Cllr Binns, and one other (B/F Town Council)

Policy Working Group - Cllr Callinan, Cllr Kambites, Cllr Swain and one other (B/F Town Council)

All Working Groups would be reviewed after the next AGM to ensure there was a mix of Councillors from other Committees.

A new internal audit panel to be appointed at the Town Council meeting in December.

K1/433 TO RECEIVE MINUTES FROM THE EVENTS WORKING GROUP MEETING OF 20TH OCTOBER 2017

The Minutes were circulated. A further meeting had taken place on the 27th October. Estimated cost of the event £2300. Stalls almost fully booked.

The Working Group will review the success of the event, the lantern making exercise had been well attended.

K1/434 YOUTH SERVICES

1. To receive a report from the Youth Working Group of a meeting held on 16TH October 2017 and Youth Leader reports

The Working Group reported that YG have appointed a new permanent youth worker. A meeting is being set up with the Police Inspector to discuss previous issues.

2. Update on youth building condition

The Committee were advised that the rodent activity had ceased but will be monitored. Repairs underway on the container.

3. Update on youth grant expenditure

The Committee agreed that the balance should be spent on a new cooker and cooking equipment. Cllr Swain to investigate costs.

K1/435 TOWN HALL PREMISES

1. To receive a report from the Building Facilities Working Group of a meeting held on 14th November

GCC reported that Option C with glass panels had been costed at £400,000 and a scaled down alteration would be required to fit their budget.

S106 currently available in the region of £75000. Also developments at Leonard Stanley are to provide £58000 but Library Services were not aware of that. The total for West of Stonehouse is £245,000 payable in tranches for library provision in Stonehouse and Stroud. (GCC to save £150,000 in repair costs and possibly make £200,000 from the site)

There was some concern that GCC were asking for updated running costs of the building in order to make a percentage based offer of costs for the lease. The RFO pointed out to Councillors that this represented zero rent and merely a reimbursement of Town Council's costs and it was not income, S106 owed in future tranches might be lost to other towns if Stonehouse raced ahead with this. GCC still have a statutory duty to provide a library particularly where there is S106 funding available for that locality. (see Public Libraries and Museums Act 1964) Councillors recalled that they had pressed for £10,000 to replace the income lost from the Post Office. A meeting would be arranged to clarify.

K1/436 FINANCE

1. To check and agree expenditure/receipts totals against budget headings October

October expenditure £87834.26 and income £207215.06 agreed as correct.

2. To agree the bank reconciliation October

The bank balance of £161041.45 was noted.

3. Authorise payments November to date

Payments were authorised in the sum of £119931.27

4. Consider a draft budget for 2018-19

The Committee considered the draft budget and agreed to make increases to Administration costs, Councillor Expenses, Youth Bought Out costs.

K1/437 TO RECEIVE A REPORT FROM THE COMMUNICATIONS WORKING GROUP

1. To consider a code of practice for social media and practice of deleting out of date comments

The Committee considered a draft social media code and agreed to adjust the Communications Policy to include this. The problem of moderating Facebook comments was discussed. It was agreed that officers should delete old/unsuitable comments but a Councillor should monitor and moderate content when the officers were unavailable. Cllr Binns offered to assist with this and to provide Facebook training.

Resolution required: Council to appoint a Councillor to moderate Facebook content. (Communications Policy sct.7.)

K1/438 GENERAL DATA PROTECTION REGULATION

1. To consider the steps towards GDPR as recommended by the ICO

The Committee considered advice provided by the ICO. The Clerk will report back following training on the 4th December regarding the appointment of a DPO.

2. To receive advice notes on process prepared by the clerk and discuss proposals for data storage and disposal, relevance of child data, review of CCTV.

The Clerk provided notes on adjustments required to the current DP policy and recommendations for new procedures. It would be the responsibility of the data controller to put these in place and, working independently, a newly appointed DPO would monitor compliance. In the interim the Youth Working Group are to consider collection and processing of child data at the youth pod. The Committee were advised that the Council should make a regular review of the necessity of CCTV.

K1/439 DATE OF NEXT MEETING

15th January 2018

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

K1/440 To receive Minutes from the Staffing Committee Meeting of the 13th November 2017 and consider any recommendations

The Minutes were noted.
