



**MINUTES (subject to agreement at the next Committee meeting)**  
**of a meeting of the FINANCE & STRATEGY COMMITTEE HELD ON MONDAY 26<sup>th</sup>**  
**MARCH 2018 AT 7PM IN THE TOWN HALL, HIGH STREET, STONEHOUSE**

**Present:**

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

Also Present: Gill Jennings Town Clerk/RFO

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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.

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**K1/472 TO RECEIVE APOLOGIES**

Apologies were accepted from Cllr Callinan (holiday)

**K1/473 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

**K1/474 TO AGREE THE MINUTES OF THE 5<sup>TH</sup> MARCH 2018**

The Minutes were proposed for approval by Cllr Watt, seconded by Cllr Binns, all in favour

**K1/475 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 adjournment

**K1/476 YOUTH SERVICES**

Discuss process for handover of services and agree Service Level Agreement with The Door

The Youth Working Group had met with The Door for a check on youth premises. All was in order except for installation of new radiators in the container building. Quotations for this work would be available at the next committee meeting.

Any unused equipment (4 laptops) are to be returned to the Town Hall. Quotations for this work would be available at the next committee meeting. The Service Level Agreement was proposed for acceptance by Cllr Watt, seconded by Cllr Kambites, all in favour. The Door will make a presentation to the Youth Working Group and a further meeting will be arranged 6 weeks after the start date of 3<sup>rd</sup> April.

#### **K1/477 GENERAL POLICY WORKING GROUP**

- Receive a report from the working groups, discuss any draft policies and make recommendations

The Working Group are working on a revision of the Disciplinary Policy. GDPR in progress. The Clerk advised that there are amendments to the JPAG Practitioners Guide and she will check these against the current Financial Regulations.

- Discuss GDPR in connection with councillor correspondence

The Clerk passed on the advice that sharepoint accounts would be preferable to using outlook generic email or use of an inhouse computer. Councillors did not accept this advice and asked the Clerk to find out what other councils were doing.

#### **K1/478 TOWN HALL**

1. Discuss Option D layout and agree detail - **The layout was discussed and internal alterations agreed.**
2. Receive Premises Risk Assessment - Town Hall - The risk assessment and suggested actions were agreed. The Clerk suggested that asbestos surveys were carried out and provided costs. **The Committee agreed that the Town Hall might have a survey carried out by Glos County Council and to leave the matter in abeyance for now.**
3. Photocopier - Receive quotations for new lease term - **The Committee considered quotations from 4 companies and agreed to proceed with Prolific at £121.33 per quarter over a 5 year lease.**
4. Agree purchase of new laptop for Clerk in the next financial year - **The Committee agreed to purchase a laptop at £395 plus configuration costs £65.**

#### **K1/479 FINANCE**

1. Agree payments and receipts for February against budget  
**Payments £11968.86 and Receipts £125 were agreed as correct**

2. Authorise any payments due  
**Payments totalling £14201.32 were authorised.**

3. Receive the Council's internal audit report  
The internal audit report was circulated and noted.

4. Discuss Public Works Loan consultation (Oldends Lane development)  
In the event of a planning refusal there was the option to take out a loan of a maximum of £500,000. The annual repayment cost would be £32000 adding approx. 13% increase to the precept. There would have to be a public consultation which showed support for this increase. The cost of the project might increase to take in demolitions and disposal of waste and funds would be tightly stretched.

In the first instance it might be better to gather public reactions to the planning decision and prepare for an appeal by engaging a planning specialist. **The Committee could not make a recommendation without seeing the planning decision notice. Referred to Town Council for discussion and resolution.**

5. Consider a Grant Application from Bandit Music Project for £500 towards rehearsal costs of £16855

The Committee were aware that the Project had already received a grant in the current financial year. **Cllr Watt proposed that a further £500 be provided, Cllr Binns seconded, all in favour.**

#### K1/480 TO CONSIDER A REPORT FROM THE COMMUNICATIONS WORKING GROUP

The Working Group met on the 26<sup>th</sup> March and discussed moving the design work away from the publisher as the layout caused concern. Two further quotations were considered. **Cllr Binns proposed that JoMewCreative be engaged £350 (20pg ed) £280 (16pg ed), this was seconded by Cllr Kambites, all in favour.**

#### K1/481 TO CONSIDER A REPORT FROM THE EVENTS WORKING GROUP

Cllr Kambites gave a verbal report that the Working Group intended to proceed with Goodwill, Flower Pot Trail and an Equalities Party in the current year.

#### K1/482 GAPTC Resolutions

Consider resolutions to put forward for consideration

The Committee agreed 4 proposals:

Stonehouse Town Council is concerned about the effects of reductions in principal authority funding on service delivery. Parish and Town Councils are having to take on additional services, as principal authorities become unable or unwilling to provide them or to financially compensate the parish and town councils taking them over.

It suggests that:

GAPTC resolves to:

1 . Ask NALC to lobby the Government to provide adequate funding to principal local authorities to enable them to provide high quality local services or to financially compensate Parish and Town Councils for providing the services on a more local basis.

2. Ask NALC to lobby the Government to relax capping regimes and to guarantee freedom from capping to parish and town councils

Stonehouse Town Council is concerned that Gloucestershire County Council have not revised their grasscutting contribution rates for some considerable time and that the contribution is set at a sum per metre 2 cuts per annum without consideration of the local conditions.

It suggests that:

GAPTC resolves to:

3. Ask Gloucestershire County Council to consult parishes on local needs with a view to increasing the rates to take account of current costs and local conditions.

Stonehouse Town Council is concerned about high business rates levied on Town Halls which represents a significant part of administration costs. Whereas some Town Halls may be going concerns a great deal of space could be provided free of charge to the public for charitable purposes or works of community benefit.

It suggests that:

GAPTC resolves to:

4. Ask NALC to lobby Government to make Town Halls exempt from business rates.

**For resolution**

**K1/483 DATE OF NEXT MEETING**

14<sup>TH</sup> May 2018