

MINUTES (subject to agreement at the next Committee meeting)
Of a meeting of the FINANCE & STRATEGY COMMITTEE HELD ON MONDAY 9th
OCTOBER 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

Also Present:

Town Clerk/RFO, Cllr Gibbs

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.

K1/416 TO RECEIVE APOLOGIES

There were no apologies

K1/417 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

K1/418 TO AGREE THE MINUTES OF THE 4th SEPTEMBER 2017

Proposed for acceptance by John Callinan, seconded Theresa Watt, all in favour

K1/419 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)

No adjournment was called

K1/420 TO APPOINT A DEPUTY COMMITTEE CONVENOR

Cllr Leigh Binns was nominated by Cllr Callinan, seconded by Cllr Watts, all in favour

K1/421 TO RECEIVE MINUTES FROM THE EVENTS WORKING GROUP MEETING OF 29th SEPTEMBER 2017

The Minutes were noted. The Group were asked to provide a financial breakdown and risk assessment to the next meeting.

K1/422 YOUTH SERVICES

1. To receive a report from the Youth Working Group of a meeting held on 7th September 2017 and Youth Leader reports

The Minutes were noted and the Committee were updated with reports from Youth Leaders. The Centre is experiencing difficulties with individual's behaviour. The Centre will be closed for one week. **Councillors are to meet with Young Gloucestershire and explore solutions.**

2. Update on youth building condition and consider the cost of any replacements/repairs

Repairs to metal container ongoing. Vermin control in both buildings required.

K1/423 TOWN HALL PREMISES

1. To receive a report from the Building Facilities Working Group and consider Option C drawing

The space allocated for the library is 90 sqm which is less than the current floor space. Clerk asked what increased community value was in this and whether a business hub could be accommodated. She pointed out that the buildings were combined in the rest room area whereas there was sufficient space to make a separation. Following a lengthy discussion on layout, **Cllr Callinan proposed, Cllr Kambites seconded that a Resolution is put forward to the Town Council for Option C to be progressed, and that councillors are invited to submit comments prior to the Town Council meeting.** It was envisaged that the Town Council could request further changes to the internal layout later in the process.

2. To discuss financial outcomes and minimising risk

A summary of financial impacts to date were considered:

2015/16

Costs	7868
Income Rent	-10774
Income Other Hire	-1156
	<u>-4062</u>

2016/17

Costs	10608
Income	-13641
	<u>-3033</u>

2017/18

Costs	14200	(estimated at £17K for 2 user groups)
		(to
Income Other Hire	-300	date)
	<u>13900</u>	

The potential rental income of the Town Hall area is £14/14500 per annum.

Cllr Callinan explained that the Working Group had not had any financial offer confirmed by the County Council, also the question of improved services had not been answered. **The Committee were unable to assess the financial impact but noted the RFO's report.**

K1/424 FINANCE

1. Receive a report on sustainability of services in Stonehouse

The Committee received the RFO's report and considered it was important to explore the sustainability of services amongst other things. An internal conference would be arranged for 27th September.

2. Discuss procurement procedures

The RFO reminded councillors that they should not enter into direct negotiations with suppliers for quotations/contracts. That was a function of officers following financial regulations.

3. To check and agree expenditure/receipts totals against budget headings
September

Expenditure £9100.01, Receipts £268.40 proposed Cllr Callinan, seconded Cllr Kambites, all in favour

4. To agree the bank reconciliation September **Balance £37281.65 proposed Cllr Kambites, seconded by Cllr Watt, all in favour**
5. To consider a grant request from Cotswolds Canals Trust for any grant amount towards a new trip boat. **Cllr Callinan proposed, Cllr Watt seconded a grant of £300, all in favour**
6. To consider a grant request from Cotswold Boatmobility towards life jackets. **Cllr Kambites proposed, Cllr Watt seconded a grant of £100, all in favour**
7. To consider a grant request from Citizens Advice Bureau. Cllr Watt proposed, Cllr Kambites seconded, a grant of £2000
8. To receive a report from the council's external auditors - The RFO reported that Grant Thornton had confirmed acceptance of the Annual Accounts without comment. The notification was published on the website. The Committee thanked the RFO for her work.

K1/425 TO RECEIVE A REPORT FROM THE COMMUNICATIONS WORKING GROUP AND TO RESPOND

The Town Clerk requests that the Group ensure that website content is QS compliant and that the Communications Policy includes guidance on lines of communication and data protection.

The Communications Working Group report was noted. The Group were keen to make changes to the website and had explored quotations for typesetting the newsletter content. **The Group were asked to consider the Communication Policy wording in the context of the above but not to make a policy on Data Protection.** The Town Clerk is obtaining DP training and will report back to F & S Committee. It was agreed that the office staff should continue with website training until they have full grasp of the mechanics of the existing website but not attempt to make changes to another website provider at this time. The RFO will consider whether the typesetting quotations can be met from the newsletter budget and will advise the Committee of any overspend. The Committee noted advice on DP circulated from NALC.

K1/426 DATE OF NEXT MEETING

20th November 2017

Public Bodies (admission to Meetings) Act 1960 The Committee will pass a resolution excluding the public from Item K1/427 due to the confidential nature of the business to be transacted and publicity of the item would be prejudicial to the public interest

K1/427 To receive Minutes from the Staffing Committee Meeting of the 2 October 2017 and consider any recommendations

The Staffing Committee had been updated on appraisal/salary review dates. Staff Grievances were being dealt with. A report on actions awaited.
