

# Stonehouse Town Council



**MINUTES (subject to agreement at the next Committee Meeting)**  
**of a MEETING OF THE FINANCE & STRATEGY COMMITTEE HELD ON MONDAY 16<sup>TH</sup>**  
**MARCH 2015 AT 7PM IN THE TOWN HALL, HIGH STREET, STONEHOUSE**

**Present:**

**Simon Lewis (Convenor of Committee)**  
**Pam Swain (Deputy Convenor of Committee)**  
**Chris Brine (Chair of Town Council)**  
**Theresa Watt (Vice-Chair of Town Council)**  
**Rob Waite**  
**Also Present: Town Clerk Gill Jennings**

---

Attendees are reminded that the Proceedings of this meeting may be recorded, filmed or photographed but that any person requiring such a record should inform the Chairman at the start of the meeting.

**K1/179 TO RECEIVE APOLOGIES**

**Apologies were received from Cllr Paul Stephens**

**K1/180 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.**

**K1/181 ADJOURNMENT FOR PUBLIC PARTICIPATION**

(Maximum of 15 minutes – Any member of the public may speak only once in respect of any business itemised on the Agenda for a maximum of 5 minutes)  
**No adjournment was called.**

**K1/182 TO FORMALLY APPROVE THE MINUTES OF THE MEETING HELD ON 9th February 2015**

**The Minutes were approved as a true record**

**K1/183 TO RECEIVE A REPORT FROM THE COMMUNICATIONS WORKING GROUP**

1. To agree a Communications Policy – Further draft for consideration  
**Cllr Waite had volunteered a day of his time assisting with the updating of the website. A meeting of the Working Group had not taken place and a further councillor was required to join the group. The Committee agreed to delay this matter until after the election.**

**K1/184 YOUTH MATTERS**

1. To receive a report from the working group – The Group had met on Friday 13<sup>th</sup> March and the Minutes were not yet available.
2. Receipt of a Grant from Gloucestershire County Council – A Grant of £2000 had been awarded towards the youth leader provision for the additional junior youth group session.

**K1/185 FINANCE**

1. To check and agree expenditure/receipts totals against budget headings for February 2015 and agree bank reconciliation  
**Expenditure £7841.55 and Receipts £3017 were checked and agreed against budget totals. A slight overspend against professional fees and IT were balanced against the underspend on insurance.**

2. To consider and agree any recommendations from the Staffing Committee

**The Committee agreed to extend the contract of the Neighbourhood Plan Administrator for a further 6 months to end of September.**

**The Committee agreed to offer the Deputy Clerk a change of working arrangement.**

**The Committee tasked the Staffing Committee with programming a satisfactory succession plan taking account of the increased workload.**

**The Committee agreed that the Town Clerk should complete 1 module at Foundation Degree Level.**

3. To agree payments to date March

**Payments were agreed to date at £33926.62. A Transfer to Savings account had been made pending the opening of the new bank account. The Clerk advised that further to the ART Committee of the 9<sup>th</sup> March she had negotiated a 50% reduction in the invoice in dispute in accordance with the instructions of ART Committee. The Committee agreed that this should be added to the next payment list.**

4. Grant Applications

a. Review the Grant Making Policy – **The Policy was reviewed and agreed to keep the same. Website to be updated.**

b. Insight Gloucestershire have requested £100 towards provision of Visiting Advisor Service. **The Grant was agreed at £100.**

c. Contribution towards purchase of defibrillator equipment – Stonehouse Rotary - £500  
Cllr Brine had met with Stonehouse Rotary to discuss the matter. He recommended that the Council joint purchase the equipment with Rotary providing £300. The Committee agreed this expenditure from the Town Hall Equipment budget.

5. To receive the recommendations of the General Policy Working Group

Following their review of all Governance documents the Working Group have made recommendations for changes to the Financial Regulations. **The Committee agreed to recommend the changes to Council for adoption.**

6. Review List of Standing Orders/Direct Debits and Electronic Transfers

**The Committee agreed the payments currently made by these methods as correct.**

7. To appoint 2 New Signatories

**The Committee agreed that 2 new signatories were required but this matter would be postponed until after the election. Clerk to make arrangements to remove any invalid signatories.**

**K1/186 ELECTORAL BOUNDARY CHANGES**

Further to discussion at Regeneration & Environment Committee - To agree a response to the Electoral Boundary Changes for Stonehouse Parish – The Boundary Commission had set out a proposal to change the parish electoral arrangements so that out of the 14 councillors for Stonehouse 1 councillor would have to be elected from the new Ebley ward. **The Committee agreed that this was unnecessary as a parishioner from that ward could already stand for election and it would be preferable to keep Stonehouse as one parish ward. It might also prevent the achievement of the power of competence. For resolution.**

**K1/187 QUALITY STATUS – Local Council Award Scheme**

To discuss the three levels of the Scheme and to set up a working group to achieve the level required. To agree registration and fee payment.

**The Committee recommends the Council to aim for Quality Status and requested the Clerk to draw up an action plan for further work following the election. Cllr Waite would assist.**

### **K1/188 NEW COUNCIL INDUCTION**

To discuss training of new Councillors following the May elections

**The Committee agreed that a bespoke training session would be useful and that to reduce costs the Clerk should invite participation from neighbouring parishes.**

### **K1/189 DATE OF NEXT MEETING 20<sup>TH</sup> APRIL 2015**

---

### **K1/190 TO DISCUSS FUTURE USE OF TOWN HALL SPACE**

**To receive a report from recent library visits and discuss.**

Cllr Watt circulated a report and commended the Council to look at the opportunities a merger might present. Cllrs Waite, Swain, Redding, Gibbs and Watt had visited Painswick and Bourton on the Water libraries and were impressed by the facilities which did not take up a large floor area.

**The Committee agreed to recommend that following the election the Council tasks a working group to:**

**Revisit library consultation responses**

**Carry out a SWOT analysis**

**Create a draft internal layout plan**

**Obtain costs and capital investment sums**

**Create a Feasibility Report**

---