



## DRAFT

### Minutes of a Town Business Committee held on Monday 19th April 2021 at 7.00pm Virtual meeting held on Microsoft Teams

**Present:** Councillors: Mike Davis, Neil Gibbs (Chair) Carol Kambites (Vice Chair), Pam Swain Dave Thorpe and Theresa Watt

**In Attendance:** Carlos Novoth, Clerk

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*Attendees were reminded that the Proceedings of the meeting could be filmed, photographed or recorded.*

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**B/222 To receive apologies**

Apologies were received from Cllr. Binns and Pickering

**B/223 To receive Declarations of Interest**

There were no declarations of interest

**B/224 To approve the minutes of the Business Committee meeting held on 29<sup>th</sup> March 2021**

The minutes of 29<sup>th</sup> March 21 were **APPROVED** as a true and accurate record; they are to be signed by the Chairman at the earliest opportunity.

**B/225 To consider the latest budget position up to and including 31<sup>st</sup> March 2021**

Officers took Members presented an overview of the budget spend throughout the year. The following details were noted:

Although Covid significantly affected the council's income from its usual sources, its overall income for the year is well above what was anticipated due primarily to the use of the car park at Oldends Lane by Network Rail, increase in annual leases costs for 'Aviva' and a market town grant from Stroud District Council (the latter going into Reserves). Actual Net income, up to and including 31<sup>st</sup> March 2021, is £438,450.95.

Covid had also negatively affected the council's expenditure plans for the year resulting in overspends principally on IT and Admin Expenses, but also due to the introduction of additional staffing where additional training was required. Significant areas of underspend includes salaries (due to being unable to employ a Business Support Apprentice) and a number of areas where the council's plans had been stalled. The Council's Grants budget shows a suggested overspend but the budget line had been used to effectively

administer Local Resilience Support Grant funding from SDC to the Stonehouse Town Football Club  
Actual Net expenditure up to and including 31<sup>st</sup> March 2021 is £327,175.51

Committee **NOTED** the budget report and total income and expenditure for the 2021/22 financial year.

**B/226 To approve payments in accordance with the budget to date as listed**

Officers advised that there were two payments lists to approve at the meeting; one to close off the 2020/21 financial year (Gross £1890.19) and one for the 2021/22 financial year (Gross £9707.20).

Committee **APPROVED** both payment lists

**B/227 To provide Business Committee with an update on the repairs to Stagholt Brook**

Committee **NOTED** the actions of the Clerk in reaching an urgent decision to commit to additional much needed work on the Brook incurring expenditure of £2,490 plus vat and retrospectively **APPROVED** the expenditure

**B/228 To consider arrangements for Council meetings post 7<sup>th</sup> May 2021**

Committee **NOTED** the uncertainty around the issue and Officer's fall-back measure of securing the use of a sizeable Hall from which to run council meetings post 6<sup>th</sup> May. They recommended that the matter be raised at Town Council at its meeting on the 27<sup>th</sup> April for a decision based on the most up to date advice

**B/229 To consider scheduling a date and venue for the Annual Town Meeting - in light of current Government advice**

There was widespread discussion on this issue and irrespective of the options available, it was recognised that each one will have presented their own problems. The final decision was however based on the need to avoid meeting in public with potentially high numbers of people and so, although not ideal, a virtual meeting was agreed for the 4<sup>th</sup> May. Officers were tasked with sending out invitations to community groups and others and to promote the meeting through the council's website and social media.

Committee **AGREED** to hold the Annual Town Meeting virtually on 4<sup>th</sup> May.

**B/230 To consider engaging the Youth Working Group to support the design of the councils future Youth Service provision from April 2022**

Committee **APPROVED** the use of the Youth Working Group under its current Terms of Reference to support the design of the Council's new Youth services (from April 2022). The Youth Working Group to produce a final report to Business Committee for its meeting on 6<sup>th</sup> September 2021.

**B/231 To consider a Working Group to progress redevelopment of the community facility at Oldends Lane**

Acknowledging the concerns of key stakeholders, Committee **RECOMMENDED** Council approve the setting up of a working group to reconsider the requirements of a community facility in the area and in particular its location within Oldends Lane. Terms of reference to be agreed

**B/232 To consider amendments to the council's Data Protection Policy**

A member of the Policy working group advised the committee that the latest version was essentially based on the NALC model.

Committee **RECOMMENDED** the latest amended Data Protection Policy for Town Council approval

**B/233 To receive an update from the 'Support Stonehouse' Working Group and consider its recommendations**

Cllr Pam Swain commented that there were no new requests for additional support at this stage however, it was clear that due to the end of furlough and potential redundancies, the community continued to need support now and in the immediate future. Support Stonehouse would be having a meeting next week to discuss the way forward.

Committee **NOTED** the verbal report. It was agreed to remove this issue as a standing item in future meetings with the option of its reinstatement as and when necessary.

**B/234 To receive the Clerk's report**

Cllr Carol Kambites requested that when the council receives the promotional material on the engine idling initiative, that Members of the Climate Change Action Forum are notified and are able to advise its positioning. A question was raised about whether it was an offence for the owner of a standing vehicle to keep the engine idling; the Clerk said he would confirm the position.

Committee **NOTED** the Clerk's report

**B/235 To consider the date of next meeting, currently scheduled for Monday 10th May**

Committee **RECOMMENDED** that Town Council approve the cancellation of the Business Committee scheduled for 10<sup>th</sup> May '21 owing to the fact that it would be taking place before the Annual meeting of the Council on the 17<sup>th</sup> May where crucially the new Chair of Council would be appointed.

***Public Bodies (Admission to Meetings) Act 1960***

***The Council will by resolution exclude the public from the following items as due to the confidential nature of the business to be transacted publicity of the item would be prejudicial to the public interest.***

**B/236 To consider recommendations of the HR Sub Committee**

Recommendations made by Business Committee to Town Council are based on recommendations made by HR Sub Committee with reference to its Meeting on Friday 16<sup>th</sup> April '21 at 7pm (Virtual Meeting using Microsoft Teams). The following HR Sub Committee referenced recommendations and the Business Committee Responses are as follows:-

- HR Sub Committee Recommendation 6(1) - Business Committee **RECOMMENDED** approval by Town Council
- HR Sub Committee Recommendation 6(2) - Business Committee **RECOMMENDED** approval by Town Council

- HR Sub Committee Recommendation 8 - Business Committee  
RECOMMENDED approval by Town Council