

**MINUTES OF PROCEEDINGS OF THE FINANCE & STRATEGY COMMITTEE MEETING HELD ON MONDAY 28<sup>TH</sup> JUNE 2010 IN THE TOWN HALL, HIGH STREET, STONEHOUSE**

**Present:** Councillors S Lewis (Convenor of Committee)  
Mrs M Ross (Chair of Town Council)  
C Brine (Vice Chair of Town Council)  
Mrs T Watt

**In Attendance:** Councillors V Kempt  
G Powell (part)  
Mrs E Lawrence (Deputy Clerk)

**Apologies:** Councillor Mrs P Swain

**G1/11 DECLARATIONS OF INTEREST**

Members are reminded of their obligation, within the requirements of the Adopted Model Code of Conduct, to declare any personal or prejudicial interests where applicable.

**No requests were received for declarations of interest to be recorded.**

**G1/12 TO APPROVE THE MINUTES OF THE COMMITTEE MEETING HELD ON 17<sup>TH</sup> MAY 2010**

The Minutes of the Committee meeting held on 17<sup>th</sup> May 2010 are circulated herewith for approval.

**Following consideration, Members present approved the Minutes as recorded.**

**G1/13 UPDATE OF MATTERS ARISING FROM PREVIOUS MINUTES**

**a) Progress Check on Previously Agreed Committee Actions**

An updated progress check list is enclosed for Members' information.

**Members present discussed the progress of previously agreed Committee actions and agreed amendments where necessary – see enclosed list for information.**

**b) Town Council Communication Strategy**

**Re: Minute Nos. G1/05(b) of 17.5.10; F1/71 of 20.4.10; F1/58(b) of 22.2.10**

**i) Town Council Surgery**

Members will recall that the next Town Council Surgery is to be held on 10<sup>th</sup> July 2010 on the Town Green. If the marquee is to be erected then a Work Party will need to be arranged.

Members may also be interested in the new "One Stop Shop" fronted by Gloucestershire Constabulary and designed to be used by local groups on a rota basis in support of the community. Members may wish to discuss the desirability/practicality of using this rota to provide on-going Surgeries.

**Members present discussed the arrangements for the Town Council Surgery and agreed that on this occasion they would use a gazebo which can be more easily erected. If the weather should not be suitable then the Surgery will be held in the Town Hall as before.**

**G1/13 Update of Matters Arising** (continued)

**B) Town Council Communication Strategy** (continued)

The Deputy Clerk was requested to e:mail all Members to ascertain their availability to attend.

With regard to the One Stop Shop Members present agreed that this project should be supported and look forward to seeing how this develops. Members present also agreed that it could be very beneficial for nearby residents if the Town Council were to hold periodic Surgeries at the proposed venue and would be willing to consider this when more details became available.

**ii) Review new method of recording visitors to Town Hall/office administration actions.**

Following an initial review by Councillor Mrs Ross, Members may wish to discuss the revised format.

Members present were shown the revised format which it was felt would provide a more detailed method of recording visitors to the Town Hall, telephone calls, email communications and actions taken where applicable.

Members present noted the format and felt that it met the requirements.

**iii) Annual Town Meeting Review**

Members may wish to review the structure of this meeting and also the Civic Awards nominations and judging.

Members present unanimously agreed that the structure for this year's meeting was very successful. The introduction of the information leaflet, the presentations by grant recipients and the refreshments were all considered to be an excellent addition to the Meeting.

Following further discussion on the Civic Awards, the process for nominations and judging etc Members present agreed that it would be beneficial to form a small Working Party to carry out a review of both the structure of the Annual Town Meeting and the Civic Awards.

As part of the Town Council's Communication Strategy one Member sought the opportunity to raise the progress of the next edition of the Stonehouse News. With the permission of the Convenor Members present discussed concerns about the production of articles and photographs plus required delivery deadlines to ensure adequate publicity of the forthcoming Horticultural Show and Summer Jolly.

Following further discussion the Deputy Clerk was requested to contact Mr Dickson to ascertain the current situation.

**c) Town Council – Quality Council Status**

**Re: Minute Nos. G1/05(c) of 17.5.10; F1/72(c) of 20.4.10; F1/58(c) of 11.1.10; F1/35 of 12.10.09; F1./27 of 24.8.09; F1/18 of 20.7.09; F1/05 of 8.6.09; E1/245(d) of 20.4.09**

In accordance with previous Minutes, Councillor Lewis (Convenor of Committee) and the Town Clerk have met to discuss the first stage of the accreditation process and in particular the Communications Strategy. Councillor Lewis will report accordingly.

## **G1/13 Update of Matters Arising (continued)**

### **C) Town Council - Quality Status (cont'd)**

**Councillor Lewis (Convenor of Committee) reported that both he and the Town Clerk were working through their way through the required processes. There are, however, some points that require clarification and contact is being made with the National Association of Local Councils to obtain more details. The Committee will be kept informed of any progress.**

### **d) Youth Strategy**

**Re: Minute No. G1/05(d) of 17.5.10; F1/72(e) of 20.4.10; F1/58(e) of 22.2.10; F1/50(e) of 11.1.10; F1/42(f) of 23.11.09**

The Town Clerk has received a communication from Lyn Speak (Gloucestershire County Council Youth Services) and the Committee will be updated accordingly.

**Members present were informed of the content of the e:mail communication from Lyn Speak. This indicated that whilst the project is progressing she was unable to share any detailed information at this stage – she would, however, make further contact just as soon as more specific details became available.**

**Members noted this but remained disappointed with the lack of progress.**

### **e) Garden Waste Sacks**

**Re: Minute No. G1/09 of 17.5.10**

This matter has now been considered by all three Standing Committees who agree that cessation of sales of garden waste sacks should take place. Timing varies between (a) following exhaustion of current supplies and (b) 31<sup>st</sup> October 2010 following due notification in Newsletters advising of alternative suppliers. Members may wish to discuss.

**Following consideration of the views of all three Committees Members present Resolved to Recommend to full Town Council that the sale of garden waste sacks should cease on 31<sup>st</sup> October 2010. This will be enable adequate notice to be given to local residents.**

### **f) Sale of Briquettes**

Following earlier discussion a report has been received from Wood U Waste which highlights the benefits of the scheme. Members may wish to discuss.

**Members present had been circulated with a copy of the report from Wood U Waste and agreed that this was a valuable scheme. Following discussion it was Resolved to Recommend to full Town Council that the sale of the briquettes should be undertaken. Consideration will need to be given as to how best to support the community with any profits made from the sales.**

## **G1/14 ACQUISITION OF LAND**

Members may wish to consider whether the Town Council should pursue the acquisition of an area of land within the town centre vicinity that has recently become available for purchase by auction on 15<sup>th</sup> July 2010. (All Members are invited to attend and comment.)

**Following a full discussion on this matter it was proposed by Councillor Mrs Ross (Chair of Town Council) that an Extraordinary Meeting of the Town Council should be called to enable all Members an opportunity to express their views. The proposal was seconded by Councillor Brine and agreed by all Members present.**

## **G1/14 Land Acquisition (continued)**

It was Resolved that the Extraordinary Meeting should take place on Monday 12<sup>th</sup> July 2010 at 7pm in the Town Hall. Councillor Mrs Ross emphasised the need for every Member to attend to put forward their comments as this matter could have potential financial implications for the Town Council.

## **G1/15 TOWN COUNCIL FACILITIES**

The newly formed Working Group have held their first meeting and a report is enclosed for Members' information.

Having been circulated with a copy of the Working Group's report, Members present discussed how best to move forward with the proposals for the Town Hall premises. Following further consideration Members present Resolved to that a Building Surveyor should be appointed to advise on alterations to provide additional office/storage areas.

## **G1/16 TOWN COUNCIL ACCOUNTS**

### **a) Accounts Requiring Authorisation**

A list of accounts that require authorisation for payment is enclosed for Committee consideration.

**Following consideration Members present Resolved to approve the list of payments.**

### **b) Income Receipts**

A copy of the latest income details is enclosed for Members' information.

**Members present noted this information.**

### **c) Rolling Totals 2010/2011**

A copy of the latest expenditure details is enclosed for Members' information.

**Members present noted this information.**

## **G1/17 GRANT APPLICATION REQUEST**

An application for grant funding has been received from Stonehouse Day Centre requesting financial assistance towards the cost of a day trip for its members.

**Members present Resolved to Recommend to full Town Council that a grant of £250 be awarded to Stonehouse Day Centre. It was also Resolved that, subject to approval of the grant, the recipient should be made aware that they will be required to attend the 2011 Annual Town Meeting to report on how the funds were spent.**

## **G1/18 GLOUCESTERSHIRE ASSOCIATION OF PARISH & TOWN COUNCILS**

As Members were informed at the Town Council meeting held on 7<sup>th</sup> June 2010 the Town Council is invited to consider submitting a Resolution for debate at the Annual General Meeting of the GAPTC which is to be held on 14<sup>th</sup> October 2010. Resolutions must be made in writing and received in their office by 30<sup>th</sup> July 2010.

**Following consideration Members present Resolved to Recommend to full Town Council that the following Resolution should be submitted:**

**G**

**G1/18 Gloucestershire Association of Parish & Town Councils** (continued)

**“There should be appropriate voting representation proportionate to the size of each Parish and its membership fees.”**

**G1/19 STAFFING**

The Working Group met on 24<sup>th</sup> May 2010 and 21<sup>st</sup> June 2010. A report is enclosed.

**Member present discussed the content of the Working Group’s report including the reduced opening hours of the Town Hall. Members present offered no further comments on this particular matter.**

**There being no further business the meeting closed at 8.40pm.**

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