



**MINUTES (subject to agreement at the next Committee meeting)**  
**of a meeting of the FINANCE & STRATEGY COMMITTEE HELD ON MONDAY 25 JUNE**  
**2018 AT 7PM IN THE TOWN HALL, HIGH STREET, STONEHOUSE**

**Present:**

Cllr John Aldis

Leigh Binns

John Callinan

Neil Gibbs

Pam Swain

Theresa Watt (Chair/Town Mayor)

Also Present: Town Clerk

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Attendees were 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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**K1/497 TO RECEIVE APOLOGIES**

There were no apologies

**K1/498 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

**K1/499 TO APPOINT A COMMITTEE CONVENOR**

Cllr Swain proposed by Cllr Callinan, seconded by Cllr Watt, all in favour

**K1/500 TO APPOINT A DEPUTY COMMITTEE CONVENOR**

Cllr Binns proposed by Cllr Callinan, seconded by Cllr Watt, all in favour

**K1/501 TO AGREE THE MINUTES OF THE 14<sup>TH</sup> MAY 2018**

Cllr Binns proposed to agree the Minutes as a true record, seconded by Cllr Callinan, all in favour

**K1/502 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)

Cllr Binns read out a statement from Parkrun that they were willing to run a refreshment kiosk from the youth centre on a trial basis as this had been requested by parents attending the Junior parkrun.

### **K1/503 YOUTH SERVICES**

- a) To agree to write-off loss of 4 laptops - The laptops had been returned to the council but were not considered to be of use. Cllr Callinan proposed, Cllr Watt seconded that they be written off from the council's list of assets.
- b) Discuss reports received from The Door and consider building security issues. A report was given by the Youth Working Group on behavioural issues which were being controlled within strict boundaries. PCSOs are attending and responding to calls. The Committee agreed that it would assist the leaders if a new internal lock was fitted to the front door.
- c) Discuss proposal to run a refreshment kiosk from youth centre

Cllr Binns offered to keep a diary of bookings and suggested that there were enough groups showing interest to provide regular attendance. The Committee discussed the matter. Cllr Swain proposed, Cllr Callinan seconded to allow use of the youth centre on Saturdays and Sundays provided there was a named keyholder and terms of use for a 6 month trial period. Youth Working Group to draw up terms of use.

### **K1/504 GENERAL POLICY WORKING GROUP**

- a) Consider revised Health & Safety Policy for adoption by Town Council  
Cllr Watt proposed recommendation of a revised Health & Safety Policy for adoption, Cllr Callinan seconded, all in favour **For Adoption by Resolution**  
The following policies require further work by the General Policy Working Group:
  - b) Consider revised Standing Orders for adoption by Town Council
  - c) Consider revised Financial Regulations for adoption by Town Council
  - d) Consider revised Data Protection Policy for adoption by Town Council

### **K1/505 TOWN HALL**

Discuss temporary accommodation, clearance of unnecessary items, risk to the working environment

The Clerk had investigated the possibility of office space at the Community Centre. The Committee room seemed to be available. The Clerk felt that the office would benefit from shedding unwanted items and the Committee agreed that Councillors should be involved in this and a skip should be hired. Confidential papers to be shredded. The Committee acknowledged that the working environment was suffering whilst the co-location project was in limbo.

### **K1/506 FINANCE**

1. Agree payments and receipts against budget (May)  
Proposed for agreement Cllr Watt, seconded by Cllr Callinan, all in favour  
**£15828.88 payments £75 receipts**
2. Receive the Independent Internal Auditors report  
The Auditors report was noted. There were no issues of concern.
3. Agree payments to date in June  
**Payments totalling £23758.91 were agreed**
4. Consider arrangements for banking receipts

Lloyds Bank were now offering the option to pay in receipts by mobile phone. Councillors expressed a preference in using the post office service.

5. Review investments

**The Committee agreed to bring all accounts up to £85K limit. The Committee acknowledged the current risk of balances at Lloyds.**

6. Consider projected outgoings for 2019-20 and discuss the risk

**The Committee acknowledged there was a risk of needing to increase the precept by at least 4% purely due to youth services and temporary accommodation. The Committee felt that this was acceptable.**

7. Agree to write off any bad debts/unpresented cheques

**Cllr Watt proposed, Cllr Swain seconded to write off £116 bad debts and to write in £73.60 unpresented cheques. All in favour.**

**K1/507 TO CONSIDER A REPORT FROM THE COMMUNICATIONS WORKING GROUP**

A meeting had not been held. The Working Group will convene to look at a social media policy and quotes for councillor emails.

**K1/508 TO CONSIDER A REPORT FROM THE EVENTS WORKING GROUP, agree any expenditure and receive advice on insurance requirements**

Cllr Watt reported that Equaliteas event would take place on the Town Green at the weekend and on the 7/8 July there would be a Flower Sculpture Trail. Goodwill event was progressing but there was a need of a children's entertainer.

**K1/509 DATE OF NEXT MEETING**

3<sup>rd</sup> September 2018