



# Stonehouse Town Council

## MINUTES (subject to agreement at the next Committee meeting) OF A MEETING OF THE FINANCE & STRATEGY COMMITTEE HELD ON MONDAY 23<sup>RD</sup> JUNE 2014 AT 7PM IN THE TOWN HALL, HIGH STREET, STONEHOUSE

### Present:

Councillors Chris Brine (Chair of Town Council), Theresa Watt (Vice-Chair of Town Council), Simon Lewis, Rob Waite, Paul Stephens (part)

Also Present: Liz Lawrence, Deputy Town Clerk

Councillor Chris Brine took the Chair and opened the meeting.

### K1/125 TO RECEIVE APOLOGIES

Apologies for absence were received from Councillor Pam Swain.

### K1/126 TO APPOINT A COMMITTEE CONVENOR

Councillor Simon Lewis was nominated, and following agreement, appointed as Committee Convenor for the civic year 2014/15.

Councillor Simon Lewis then took the Chair for the remainder of the meeting.

### K1/125 COMMITTEE CONVENOR

In her absence, Councillor Pam Swain was nominated, and following agreement, appointed as Committee's Deputy Convenor for the year 2014/15.

### K1/128 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.

Councillor Rob Waite declared a possible interest in K1/134 (account payments) and also K1/135 (item 5).

### K1/129 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)

There were no member of the public present.

### K1/130 TO FORMALLY APPROVE THE MINUTES OF THE MEETING HELD ON 12<sup>TH</sup> MAY 2014

The Minutes of the Committee meeting held on 12<sup>th</sup> May 2014 were approved as a correct record.

### K1/131 TO REVIEW MEMBERSHIP & REMIT OF WORKING GROUPS

General Policy Working Group:

Membership to continue with Councillors Theresa Watt, Pam Swain and Simon Lewis.

Remit: continue periodically reviewing and revising where necessary Council policies.

Communications Working Group

Membership to continue with Councillors Theresa Watt, Pam Swain, Rob Waite plus Deputy Town Clerk and also voluntary Newsletter involvement from Jim Dickson and Vicky Walker.

Remit: Ensure cohesion between Newsletter, website, social media and P.R. Also to consider compliance with Quality Council status, Data Protection, FOI.

## K1/131 Working Groups (continued)

Building Facilities Group

**Membership – Councillors Chris Brine, Simon Lewis, Roger Govier, Theresa Watt and Rob Waite.**

**Remit: To continue with over-seeing management/disposals/acquisitions of Town Council premises as directed by Town Council.**

Youth Group

**Membership to continue with Councillors Theresa Watt, Pam Swain, John Aldis and Anthony Howarth – plus invitation to join to be issued to newly appointed PSALMS youth worker.**

**Remit: To continue engaging with youth and support projects.**

## K1/132 TO CONSIDER CHANGES TO THE TOWN HALL TO INCREASE HIRE AND SERVICES

To receive plans of changed layout – if available.

**Councillors Brine and Lewis reported that the Group were continuing to pursue alternative designs for appropriate enhancements to the existing Town Hall areas to provide a suitably sized room that can be hired for Exhibitions, meetings etc. The Group had recently met with a design consultant and hope to have proposals and costs available at the next Committee.**

To agree purchase of a Trophy cabinet

**Members agreed that this matter should be given further consideration when costs and cabinet styles were available. In the meantime a suggestion that a suitable cabinet may be stored in the Stagholt premises will be investigated.**

## K1/133 YOUTH MATTERS

1. To agree a Service Level Agreement with Young Gloucestershire at £105 per session to end of March 2015.  
**Following consideration Members present agreed to accept the Young Gloucestershire Service Level agreement for the period 1<sup>st</sup> August to 31<sup>st</sup> December 2014 – with an option to extend the Agreement by 3 months to 31<sup>st</sup> March 2015. The Agreement will provide 2 youth workers attending 2 sessions on two nights per week at a cost of £105 per session.**
2. To review running costs of centre to date and to agree maintenance contract for CCTV equipment from Sept 2014  
**Members present requested a more detailed breakdown of the running costs but Resolved to proceed with the quotation from Scott Total Security for the maintenance of the CCTV equipment with effect from September 2014.**
3. To agree payment of 5<sup>th</sup> Valuation  
**Members Resolved to approve the payment of the 5<sup>th</sup> valuation as presented.**
4. To agree costs of repairs to vandalised exterior of youth building  
Encasing Live Cable on Pod £390 + VAT (Worked completed due to H & S issues)  
Encasing Guttering Down Pipes £290 + VAT  
Encasing Meter Box £410 + VAT  
**Members present Resolved to approve the listed repairs and costs, however, expressed their disappointment that these items had not been included in the original specification.**

## K1/133 Youth Matters (continued)

Councillor Paul Stephens joined the meeting at this point offering his apologies for late attendance.

5. To discuss matters raised in Working Group reports of 27<sup>th</sup> May.

**Councillor Theresa Watt also reported:**

**(a) that a further enquiry for the use of the youth facilities had been received from the Manager of a small group of 18-24 year olds, with special needs, possibly from September. They would also like to hold one or two events during the school holidays.**

**Following discussion, Members present agreed that they would be willing to approve the request provided the criteria set for the use of the building is fully met.**

**(b) an enquiry has been made about the feasibility of opening a Tuck Shop from the youth centre during the school holiday periods. Members present agreed that in principle they would be prepared to support this subject to the existing users, i.e. Youth Gloucestershire, Psalms Youth Group and the Youth Forum, being the main organisers in the first instance.**

6. To discuss enrolment on 2 half-day workshops on curriculum planning for youth clubs and projects at £60 per delegate.

**This information was noted.**

7. To agree costs of fire exit ramp to youth centre

**Costs for the supply and installation were still awaited.**

## K1/134 FINANCE

1. To check expenditure/receipts totals against budget headings for May 2014

**The information presented was noted.**

2. To agree payments to date (June)

**Having declared an interest at the beginning of the meeting Councillor Rob Waite took no part in any discussion or decision on this item.**

**Following consideration the payments as listed were agreed.**

3. To revisit a grant application from Cotswold Canals Knowledge for £150 towards mural costs.

**Having reconsidered the additional information provided Members present Resolved to support the grant request for £150. A representative from Cotswolds Canals Knowledge will be invited to attend the 2015 Annual Town Meeting to share details of how the grant was utilised.**

4. To consider a request for a contribution to the Warden Scheme 14/15 £1000

**Members present Resolved to continue financial support to the Warden Scheme for 2014/15 at a cost of £1000.**

5. To consider support to Lunch Club for 14/15 covering the cost of hall hire

**Members present Resolved to continue the financial support for the Lunch Club through the payment of monthly invoices submitted by the Community Centre for the hire of the room.**

Public Bodies (Admission to Meetings) Act 1960

The Council will by resolution exclude the public from item K1/135 due to the confidential nature of the business to be transacted and publicity of the item would be prejudicial to the public interest.

Continued -

### **K1/135 STAFFING COMMITTEE REPORT**

To receive a report of the Staffing Committee and to agree any financial/policy considerations.  
**The Minutes of the Staffing Committee meeting held on 16<sup>th</sup> June 2014 were noted.**

**Following discussion Members present Resolved:**

- (a) Item 4 - That the hours for the contract groundsman be increased until the end of September 2014 at the discretion of the Town Clerk. However, Members stressed the need to ensure efficient use of existing equipment is undertaken.**

**(N.B. Having declared an interest at the beginning of the meeting Councillor Rob Waite left the room whilst consideration of Item 5 – Website Administration was discussed.)**

**(b) Item 5 –**

- (i) That Hostpipe be employed at a cost of £60 per hour to provide appropriate website training for both of the Town Council's administration staff. Members also Resolved that it would be beneficial for the NDP Administrator and the local resident, who had recently volunteered to assist with the production of the Stonehouse News, to also be included in the training.**
- (ii) That a draft Communications Policy should be produced to include website, social media and PR management – Communications Working Group to discuss criteria.**

**Councillor Rob Waite returned to the meeting.**

**Item 6 – Pension Provision, Members present noted the information relating to the new regulations due to come into effect in October 2016. It was Resolved that appropriate provision will need to be allocated in the 2015/16 budget allocations.**

**Item 7 – Membership of the Staffing Committee for 2014/15: Agreed as Councillor Chris Brine (Chair of Council), Theresa Watt (Vice Chair of Council), John Aldis (Convenor of A.R.T. Committee) and Pam Swain (Deputy Convenor of Finance & Strategy Committee)**

### **K1/136 DATE OF NEXT MEETING**

**1 September 2014**

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