

Stonehouse Town Council



MINUTES (subject to agreement at the next Committee meeting)
of a meeting of THE FINANCE & STRATEGY COMMITTEE HELD ON MONDAY 8TH JUNE
2015 AT 7PM IN THE TOWN HALL, HIGH STREET, STONEHOUSE

Present:

Pam Swain (Vice Chair/Deputy Town Mayor)

Rob Waite

Jo Byrne

Paul Stephens

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.

K1/200 TO RECEIVE APOLOGIES

Apologies were accepted from Theresa Watt

K1/201 To APPOINT A COMMITTEE CONVENOR

Pam Swain proposed, Paul Stephens seconded, Rob Waite was appointed by unanimous vote.

K1/202 TO APPOINT A DEPUTY CONVENOR

Rob Waite proposed, Paul Stephens seconded, Jo Byrne was appointed by unanimous vote

K1/203 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.

None declared

K1/204 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

K1/205 TO FORMALLY APPROVE THE MINUTES OF THE MEETING HELD ON 20TH APRIL 2015

The Minutes were approved as a true record.

K1/206 COMMUNICATIONS

1. To receive a report from the Working Group and recommend adoption of the Policy
A report was circulated, the Group intended to upgrade the CMS platform and make improvements to the website content. **The Communications Policy was approved and Council would be asked to adopt. For Resolution.**

2. To appoint a new Working Group & confirm remit – **Jo Byrne, Rob Waite, Theresa Watt were appointed.** It was suggested that John Jeynes would be asked to join the group. Jo Byrne would broach this idea with him. The Group will continue to ensure website and newsletter content is appropriate and up to date, operate the Council's facebook page, and draw up press releases.

K1/206 Communications (continued)

3. **Council branding was discussed and a new letterhead and Council brand was approved.**

Jo Byrne to provide templates to Deputy Clerk and ensure they are software compatible.

K1/207 YOUTH WORK

1. To appoint a new Working Group and confirm remit

Pam Swain, Theresa Watt were appointed to work with representatives of youth groups to ensure smooth running of the youth centre services and maintain standards. This year, they would in particular engage with the young people to encourage respect for the environment.

2. To discuss repairs required to Youth Centre security systems

The shutter casings were being damaged by vandalism and a quote would be obtained for repairs.

3. To discuss Stroud District Council's youth & community service use of Youth Centre

The Working Group had some reservations about past service and would meet with the new youth leader and explain expectations.

K1/208 GENERAL POLICY WORKING GROUP

1. To appoint a new Working Group and confirm remit

Jo Byrne, Theresa Watt and Pam Swain were appointed to make an annual review of policy documents.

K1/209 CAB CONSULTATION

The Council have been asked to comment on a consultation about Trustee accountability

The Committee were concerned that the consultation documents seemed to acknowledge the difficulty of impartiality of councillor trustees who were from funding councils and **agreed that it would be better if trustees were selected from non-funding bodies.**

K1/210 FINANCE

1. To check and agree expenditure/receipts totals against budget headings for April & May 2015 and bank reconciliation

The Committee agreed the expenditure for April £10640.34 and May £91447.99 and income April £185774.20 and May £1142 and agreed the current account balance

2. To agree payments due to date – **Payments to cheque no. 7968 £6177.02 were agreed.**
3. Grant Applications:

To consider a grant request from Stonehouse Community Partnership £500 – **the Committee agreed to make a donation towards arts materials for the Arts Festival**; Itchy Feet Dance Group £500 – this application was considered but the Committee felt there was insufficient detail about the Group's funding strategy and competition entry to agree a donation.

4. To agree the purchase of additional email accounts & IT equipment £284.40

The purchase of a councillor email account was agreed together with a new router.

5. Councillor training – to consider the cost of £300 for bespoke training against budget

The Committee agreed the expenditure. Other Councils would be invited to participate to share costs.

6. To note the Council's staging date for Pension Automatic Enrolment is 1st October 2016 and to appoint a nominated contact

Theresa Watt was appointed.

K1/211 QUALITY STATUS – Local Council Award Scheme

To confirm application and payment of fee – **The Clerk had registered the Council with NALC and on receipt of the application form was authorised to pay the fee.**

K1/212 DATE OF NEXT MEETING

20th July 2015

Public Bodies (Admission to Meetings) Act 1960

The Council will by resolution exclude the public from item K1/213 due to the confidential nature of the business to be transacted and publicity of the item would be prejudicial to the public interest.

K1/213 TOWN HALL PREMISES

1. Business case for change

The Committee considered a letter from Post Office Ltd. There had been no further information from Glos County Council regarding the library. Clerk to follow up. Committee to consider better use of the town hall space.
