

# Stonehouse Town Council



**MINUTES (subject to agreement at the next Committee meeting)**  
**OF A MEETING OF THE FINANCE & STRATEGY COMMITTEE HELD ON MONDAY 24<sup>TH</sup>**  
**FEBRUARY 2014 AT 7PM IN THE TOWN HALL, HIGH STREET, STONEHOUSE**

**Present:**

Theresa Watt (Convenor of Committee)  
Pam Swain (Deputy Convenor of Committee)  
Chris Brine (Chairman Town Council)  
Simon Lewis (Vice Chairman Town Council)  
Paul Stephens  
Vicky Redding

Also Present: Town Clerk Gill Jennings

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**K1/90 TO RECEIVE APOLOGIES**

There were no apologies recorded

**K1/91 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 Simon Lewis declared an interest in K1/95.3 as a member of Stonehouse Community Partnership and left the room during discussions and decision.**

**K1/92 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 participation.**

**K1/93 TO FORMALLY APPROVE THE MINUTES OF THE MEETING HELD ON 20<sup>TH</sup>**  
**JANUARY 2014**

The Minutes were approved as a correct record. The Committee noted that Brian Hennell had in fact passed away and asked that his name was deleted from the minutes.

**K1/94 TO CONSIDER CHANGES TO THE TOWN HALL TO INCREASE HIRE &**  
**SERVICES**

- To consider plans and costs for interview rooms for CAB – This item was passed to Building Facilities Group for their consideration. Councillor Brine mentioned that he had been approached by the Royal British Legion who were also looking for space for outreach work.

Councillor Redding asked that the Group considers the Town Council's needs and income as a priority.

- In light of 2 criminal damage incidents to consider security measures – The Committee were concerned that staff security was compromised by the two recent incidents and agreed that the Building Facilities Group should look at a shared alarm system and cctv. **The Committee agreed to proceed without delay in replacing the back door. Costs of a steel door estimated at approximately £1500 subject to survey were approved and the Clerk authorised to proceed with the purchase.**

## **K1/95 FINANCE**

1. To check expenditure/receipts against budget headings (January) and bank reconciliation  
**The Committee agreed the expenditure £61138.07, Income £36876.90 and bank reconciliation to 31<sup>st</sup> January as correct.**

2. To agree payments to date (February)

**Payments were authorised in the sum of £38027.00**

The Clerk advised the Committee that quite unexpectedly Stroud District Council had credited the Council with the Local Council Tax Support for 2013-14. The payment had been received that morning. This income had not been budgeted for and the Committee agreed to recommend to the Town Council that it holds this amount in reserves to discount future budgets to keep the precept down. **For Resolution**

Councillor Brine advised the Committee that District were looking to devolve some of their services to parishes.

3. To consider grant applications from Arthritis Research UK & Stonehouse Community Partnership

The Committee considered a request for funding from Arthritis Research but felt the application did not fit the funding criteria.

**Councillor Lewis withdrew from the meeting. The Committee considered the application from Stonehouse Community Partnership for £2000 towards the provision of 50 taster Arts workshops. It was mentioned that there might be an opportunity for the Neighbourhood Plan Group to piggy-back some workshops with community engagement.**

**Councillor Watt proposed, Councillor Stephens seconded that funding is vired from savings made under the insurance budget heading to ensure support during this financial year. The Committee agreed to provide funding support in the sum of £2000 (LGA 1972 s.145)**

4. To review Financial Regulations

**The Financial Regulations were updated and amended for presentation to Council on 10<sup>th</sup> March for adoption at its meeting on 22<sup>nd</sup> April.**

5. To receive confirmation from Town Council auditors that quarterly audits have been carried out in 2013-14

**Council internal auditors confirmed that quarterly audits had been carried out.**

6. To agree an updated risk assessment

An updated risk assessment to include the youth centre was agreed. **The Committee recommends that the ART Committee reviews the risk assessment of the youth centre at its next meeting to ensure risk is being managed.**

7. To confirm that internal controls are adequate

**The Committee confirmed that the internal controls were adequate.**

### **K1/96 S106 MONIES FROM EMPLOYMENT LAND**

To discuss response received from Stroud District Council and provisions made in the Draft Local Plan .

SDC advised that the criteria for S106 from the 2007 Local Plan had changed. At Stroudwater Business Park S.07/2204/Ful – the contribution of £12,000 for transport infrastructure was paid direct to GCC in 2008 and the other obligation for a footpath link was undertaken by the developer.

The undeveloped part of EA9 is a draft allocation (Site allocations policy SA2) in the emerging Local Plan 2014, and development of this site will provide contributions towards the reopening of the Stonehouse (Bristol line) railway station. In addition paragraph 3.21 states that contributions will be sought to improve connectivity of the site to the wider local area and towards the reopening of the Stonehouse (Bristol line) railway station on land safeguarded adjacent to the Stroudwater Industrial Estate for this use.

**The Committee discussed the need to keep Ward Councillors informed of Town Council aspirations so that valid contributions could be made towards infrastructure seen as a priority for the town. The Neighbourhood Plan Group needed to pay particular attention to CILS and Development Control Panel to S106.**

### **K1/97 COMMUNICATIONS WORKING GROUP**

**The report of a meeting held on the 7<sup>th</sup> February was circulated and noted. The Working Group would provide a recommended charging policy for consideration by Finance & Strategy at its next meeting. Editions would be produced quarterly whilst awaiting an update on Quality Status criteria.**

### **K1/98 POLICY WORKING GROUP**

Reports from meetings held on 29<sup>th</sup> January and the 19<sup>th</sup> February were circulated and noted. The Group had arranged the structure of the training event to be held on 3<sup>rd</sup> March. The Group was in the process of reviewing committee responsibilities and had discussed the formation of a new Youth Committee but agreed that ART Committee should set a new remit for the Working Group. The Group had considered changes to the Civic Awards making recommendations for 4 categories.

**The Committee agreed to proceed with awards for:**

**Person making an outstanding contribution to Stonehouse**

**The Vicky Wakefield-Heath Youth Award for 2014 (under 25 yrs)**

**The Stonehouse Business of the Year Award**

**The Stonehouse Community Group Award**

**And that the Clerk proceeds with the purchase of a cup £170 and small medals £20 for Youth Award which the Chairman agreed to fund from his allowance.**

### **K1/99 STAFFING COMMITTEE REPORT**

To agree any actions arising from the Staffing Committee Meeting of 20<sup>th</sup> February 2014

The Committee agreed the recommendations from the Staffing Committee:

The appointment of a Neighbourhood Plan Administrator

To increase the Deputy Clerk's pay to SCP25 from 1<sup>st</sup> April 2014.

### **K1/100 DATE OF NEXT MEETING**

**7 APRIL 2014**

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