



**MINUTES (subject to agreement at the next Committee meeting)**  
**of a meeting of THE FINANCE & STRATEGY COMMITTEE HELD ON MONDAY 3<sup>rd</sup> OCTOBER 2016**  
**AT 7PM IN THE TOWN HALL, HIGH STREET, STONEHOUSE**

**Present:**

Jo Byrne (Committee Convenor)

John Callinan

Pam Swain (Vice Chairman/Deputy Town Mayor)

Theresa Watt (Chairman/Town Mayor)

**Also Present:**

Gill Jennings Town Clerk

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Attendees are 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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**K1/313 TO RECEIVE APOLOGIES**

Apologies were accepted from Paul Stephens (holiday)

**K1/314 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 Byrne declared an interest in K1/321.2 (recipient of payment - Neighbourhood Plan) and K1/321.4 (member of Stonehouse Community Partnership)

**K1/315 ADJOURNMENT FOR PUBLIC PARTICIPATION**

No adjournment was called

**K1/316 TO FORMALLY APPROVE THE MINUTES OF THE MEETING HELD ON 25 JULY 2016**

The Minutes were approved as a true record with one addition of Cllr Byrne's declaration of interest in payments.

**K1/317 TO RECEIVE A REPORT FROM THE YOUTH WORKING GROUP**

The Club have been awarded £3350 from the Youth Development Grant to fund a new sign, a youth shelter, new sofas and some arts and craft materials.

The Club has also been awarded £1000 from the Youth Activities Grant to cover three trips during the next school year. Funds will be received by the Town Council for administration.

The Working Group reported they had met on the 9<sup>th</sup> September with representatives of youth groups. Improvements to pod including a new sign were agreed. Another grant application for a skate jam will be submitted. Reports received from Psalms, Youth Forum and Young Gloucestershire. Working Group undertook to check first aid supplies at each meeting. **Big Music Project** have requested use of the pod for music sessions 6.30pm - 7.30pm October-Christmas - this was agreed by the Committee subject to a risk assessment.

Communications working group were asked to promote youth activities and to create a webpage for use by the Youth Centre.

### **K1/318 TO CONSIDER REGULAR HIGH STREET EVENTS**

To receive a report from the Events Working Group

Cllr Byrne reported that the group met on 9<sup>th</sup> September and agreed that the first phase would focus on Events on the Green without expenditure and Winter events such as table top sales in the town hall with pitch fees followed by exhibitions or craft fairs. A photography competition might be the first event. Laburnum Playing Field would lend itself to car boot sales from April - September. Children's activities such as story time might be introduced but would involve a charge. The flower pot trail will be extended. The second phase might require funding and would need linking with the Neighbourhood Plan objectives.

**The Committee agreed with these proposals.**

### **K1/319 TO CONSIDER A REPORT FROM THE COMMUNICATIONS WORKING GROUP**

Promotion of facilities, review of Facebook, review of Town Guide/footpath maps:

The working group met on the 9<sup>th</sup> September and agreed the content of the Stonehouse Newsletter. There were as usual a large number of articles to be crammed onto pages.

The Working Group discussed better promotion of In Bloom success with a banner displayed at the station. The working group discussed ways to promote facilities and would tie in with Recreation Working Group on this. The Group had discussed better promotion of the Cotswold Way and were asked to review footpath maps and create a new supply.

**The Committee discussed the monitoring and moderation of Facebook content under the Communications Policy and agreed that the Policy needed review.**

### **K1/320 CIVIC PRIDE**

To consider purchase of a Mayoral board

The clerk suggested that some of the history of the parish/town council might be captured with a display of photographs and a mayoral board. Costs of a board would be in the region of £320 for a Perspex board or £720 plus engraving costs for an oak board.

**The Committee were not overly enthusiastic but will consider this when setting the budget.**

### **K1/321 FINANCE**

1. To check and agree expenditure/receipts totals against budget headings  
July/August/September

**July Payments £84110.40 Receipts £13614.87 were agreed against budget**

**August payments £14100.97 Receipts £1296 were agreed against budget**

**September payments of £21749.10 were agreed**

2. To agree payments due October - there were no payments to agree. **The Committee agreed the bank reconciliation to end of August £10717.87**

3. To consider grant application from Stonehouse History Group £1500 for information boards  
**The Committee agreed the information boards provided interest in the town and agreed a Grant of £1200**

4. To consider grant application from Stonehouse Memory Link £117.60 for promotion materials - **The Committee agreed a grant of £117.60**

5. Update on investments and required action - The Clerk reported that the Cooperative Bank had taken 3 months to set up the account and following a complaint had provided £50 in compensation. Nat West were continuing with their checks. All banks had reduced their interest rates and were making it harder to find savings accounts. **A large balance resulted in the arrival of the precept and a further investment of £75000 would be recommended to Town Council. For Resolution**

6. Agree Clerk's attendance at SLCC roadshow on 23<sup>rd</sup> November £69 - **The Committee agreed this expenditure**

7. To receive feedback from Councillor Training meeting and to note that 2 places were wasted due to lack of notice by Councillors. Cllr Byrne reported that the training had offered some value but would have been better at the beginning of the term in office and would therefore have suited newer councillors.

8. To receive the Council's internal auditors report for April-June. The internal audit report was circulated and queries were answered by the Clerk.

**K1/322 REVIEW OF NEIGHBOURHOOD WARDEN SERVICES (Cllr Jo Byrne)**

Cllr Byrne requested this item on the agenda as she had concerns that the warden reports were lacking in some detail and it was not clear how incidents were being reported or resolved. The Committee were made aware that one of the wardens had now left, that there was a lack of support to local events and agreed that it would be helpful if a catch-up meeting was arranged with the Clerks to discuss better service.

**K1/323 STONEHOUSE COMMUNITY CENTRE**

To receive the Report and Accounts for Year Ended 31 Mar 16 - These documents were noted.

**K1/324 DATE OF NEXT MEETING**

14<sup>th</sup> November 2016 (draft budget/report from General Policy Working Group)

Public Bodies (admission to Meetings) Act 1960. The Committee passed a resolution excluding the public from Item K1/325 & K1/326 due to the confidential nature of the business to be transacted and publicity of the item would be prejudicial to the public interest

**K1/325 LEGAL MATTER**

1. Post Office - Update on legal process and accommodation in general

A Deed of Release is being drawn up by solicitors. The Committee were made aware of the possible difficulties arising from the removal of the counter screens. It was inevitable that these would have to be dealt with to attract a new tenant and despite the clerk's advice that the agreement was already generous it would be recommended to Town Council that an in lieu payment might be accepted so that restructure works are carried out to the Council's satisfaction rather than put this obligation on the outgoing tenant. For Resolution

A potential interest in the Freehold of the town hall section of the building was discussed. The Committee agreed that this would not serve any purpose in capital gain to the town council in that investments were poor and bricks and mortar a safer option. Concern was expressed that there would be no long term guarantee as to the future of the building as a public service. However, this would need discussion by the Town Council and also the proposed use of the building needed agreement. For Resolution

**K1/326 To receive Minutes from the Staffing Committee Meeting of the 26<sup>th</sup> September and consider any recommendations**

The Committee noted that due to extra projects added by the Regeneration Committee and lengthy process of the Neighbourhood Plan there would be an overspend on administration. The Committee agreed that this was unavoidable and would have to be made up from the Finance & Strategy budget. The Committee also noted that 2 members of the staff chose to be admitted to the NEST pension scheme.

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