



5th May 2020

NOTICE OF VIRTUAL MEETING

A MEETING OF COUNCIL **will be held on** Tuesday, 12th May 2019 at 7.30pm, **to conduct the following business:**

Helen Bojaniwska
Town Clerk

The meeting will be held via the Zoom meeting platform: <https://www.zoom.us/join>

To attend the meeting please use ID **952 8049 1437** – password **458573**.

For more information about attending Council meeting via Zoom please refer to the guidance on our website at: <https://www.stroudtown.gov.uk/uploads/taking-part-in-an-stc-zoom-meeting-april-2020.pdf>

AGENDA

1. To receive apologies
2. To receive declarations of interest or requests for dispensations
3. To approve the minutes of the meeting of 9th March 2020 previously circulated
4. To approve the minutes of the Extraordinary meeting of 9th March 2020 previously circulated
5. To receive the Mayor's remarks
6. To receive questions from members of the public
7. To receive any verbal reports from District and County Councillors
8. To receive the Clerk's Report (for information only)
9. To approve procedures for holding Council and Committee meetings remotely
10. To review and adopt updated Financial Regulations as recommended by the Finance and Policy Committee
11. To review and adopt an updated Equality Policy as recommended by the Finance and Policy Committee
12. To approve a new Co-option Policy and procedures
13. To approve temporary changes to delegations
14. To receive reports on decisions made by Town Clerk under delegated authority
15. To receive a report on issues relating to access to Public Footpath 83 at Swifts Hill Triangle

**** Members of the public are welcome to attend ****

Clerk's report for Council 12/5/2020

Staff

Staff have all responded superbly to our changed working environment. We are keeping in touch through a lively WhatsApp group, which is helping keep spirits up. We will be holding our normal weekly team meetings on Zoom.

All staff are well, but a few have been instructed to stay at home because of pre-existing health issues.

We completed a selection process for a replacement Project Officer some weeks ago and have offered the position to someone, but with a deferred start date.

Our new Financial Administrator starts on 11th May and will have a handover period with our interim to learn the ropes.

Staff not able to do any work at home have been asked to use their time for reading or online learning relevant to their roles.

Services

The office is closed and staff and contractors are all working at home. We can be contacted by email or phone on the office number during normal working hours (calls can now be received remotely by office staff). We visit the office on alternate days to pick up the post and do things like alarm checks. Systems have been put in place to enable staff to access everything they need remotely.

Green spaces team tasks have been reduced to those that can be accomplished with appropriate social distancing. Grass cutting has resumed, either by our staff or regular contractors.

All activities have been risk assessed, with support from our H&S contractors.

Community response

We are attending regular Skype meetings with the local Community Safety Partnership.

We are also keeping in touch with key community organisations and residents' groups. Some staff are helping with community support: delivering food, prescriptions etc.

A special edition of our newsletter which will go out w/c 18th May to every household, focusing on where people can get help and support.

Stroud District Council are sending us requests for help and offers of support in areas not covered by community groups. We are matching up volunteers with people needing help.

The Sub Rooms and Lansdown Hall have both closed – we are keeping in touch with staff and trustees.

Communications

We are sharing official updates and information on our website and social media and contributing to the community Facebook group.

Kevin has been filming messages to the community which are on the Mayor of Stroud Facebook page.

Elections

The elections planned for May have been postponed for a year, which means councillors' term of office is extended to May 2021. We have now received instructions on how any casual vacancies may be filled in the meantime, which will be circulated to members.

Helen Bojaniwska
Town Clerk
6/5/2020

STROUD TOWN COUNCIL – PROCEDURES AND GUIDANCE FOR ZOOM MEETINGS FOR CHAIRS AND COUNCIL OFFICERS

SETTING UP ZOOM MEETINGS

The Town Clerk or other delegated officers will be responsible for hosting Zoom meetings.

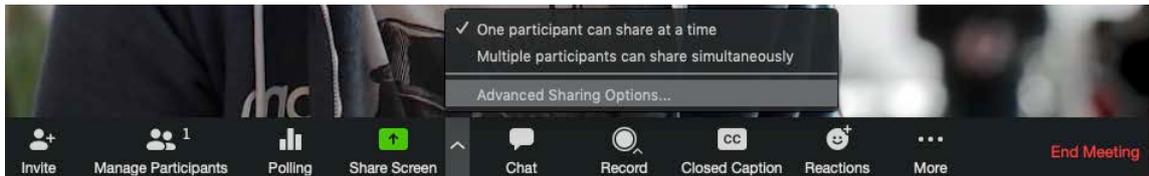
A unique meeting ID will be created for each Council or Committee meeting using the Council’s Zoom account. (Do not use your personal ID.)

A unique password will be required for each Council or Committee meeting

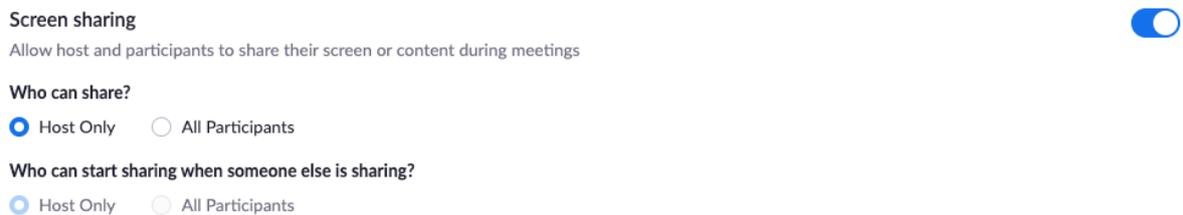
Waiting room will be enabled for all meetings.

STARTING ZOOM MEETING

Before allowing anyone to join the meeting the host will prevent participants from screen sharing, by using the host controls at the bottom, click the arrow next to Share Screen and then Advanced Sharing Options.



Under “Who can share?” choose “Host Only” and close the window.



DURING THE MEETING

Chairing

The regular Committee Chair (or in their absence, their Deputy) will chair the meeting. The Chair will read out a set of instructions at the start of the meeting.

Debate

To assist with orderly debate the Chair will:

- Ask everyone to mute themselves when not speaking - this helps keep background noise to a minimum which will improve everyone’s ability to hear the debate. (The host can enforce this if required.)
- Ask everyone to state their name before they start speaking so that it is always clear who is speaking.

If everyone is able to join by video they should raise their hands when they wish to speak. If some people cannot join by video the chair may adopt any of the following approaches, depending on how many people are participating and their familiarity with Zoom:

- ask people to state clearly when they would like to speak. (The risk with this is that people may wish to speak at the same time and so speak over one another, but in a small group this may be manageable.)

or

- ask people to use the voting buttons on Zoom

or

- read from a list of councillors' names and ask them in turn if there is anything they wish to say or ask. (This may take more time but allows for a more controlled approach, especially for meetings involving more people.)

Keeping track of who is 'present'

It may be the case that some individuals have technical issues that mean that they 'leave' the meeting, for example their internet connection means that they are cut off. In Zoom it is easy to see who is present. If Councillors accidentally drop out of the meeting it may be necessary to do a quick 'roll call' before each item to enable the Clerk to accurately minute who was present and ensure that a quorum is maintained.

Voting

It is important to make sure that every vote, whether visually or by telephone, is clear and unambiguous.

If everyone is joining by video: councillors will raise their hands to vote as in a physical meeting (or potentially use the Zoom voting facility).

If it is not possible to see everyone: the Chair will do a roll call of councillors' names and ask them to state their vote.

If necessary the Chair or clerk may read back the votes of the council so that everyone is sure their vote has been recorded correctly.

Behaviour and conduct

The required standards of behaviour and discussion are the same whether in remote or face-to-face meetings. These are difficult times and people may be worried about their health or family members, they may be frustrated being isolated at home, and there may be challenges with using new technology particularly if there are technical difficulties.

Everyone in the meeting will need to be respectful and compassionate towards one another, emotions may be higher than usual, but that only makes it more important that everyone approaches the meeting with respect and in the spirit of the council's Code of Conduct.

Disruption

Standing Order 2 deals with people disrupting meetings. In a Zoom meeting if a motion is approved (in accordance with Standing Order 2b), that a person be no longer heard or be excluded from the meeting, the meeting host will remove them from the meeting.

To remove someone from the meeting:

From the **Participants** menu, mouse over a participant's name. Several options will appear, Click **Remove** to eject someone from the meeting.

Declarations of interest

If, having declared an Interest, a councillor is required under the Council's Code of Conduct to leave a meeting the host will remove them from the meeting and readmit them when the item has been concluded. (The Council's Zoom account settings have been set up to enable this.)

Public Participation

Council meetings must still be advertised and the public have a right to attend in accordance with normal standing orders which state that:

“Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda”.

If members of the public are in attendance the Chair should read out the prepared statement at the beginning of the meeting to explain how the meeting will run and how and when people can speak. This will help manage expectations.

To help facilitate public questions meeting agendas will include a note asking members of the public to submit questions in advance, but it will still be permissible to ask questions at the meeting.

The Chair or Clerk should take a note who from the public wishes to speak, to ensure that no one is missed out.

Members of the public are normally only permitted to speak during public questions or at the invitation of the meeting. It is likely that people will follow the rules of the meeting as they usually do, but Zoom does provide the option of muting meeting participants if necessary, to ensure that everyone can hear the discussion. (See also Disruption.)

Confidential items

If parts of the agenda are confidential and a resolution is expected to be passed to exclude the press and the public, these items will be placed at the end of the agenda. The main Zoom meeting will be closed before the confidential item begins and a new closed meeting will commence. A separate meeting invitation will be sent only to Councillors and Council staff required to attend, with a different meeting ID and password that is not shared with the public. A note will be included on the agenda to explain this.

Minutes

Minutes will be taken in the normal way and agreed at the next meeting and then retrospectively signed at the next face-to-face meeting.

STROUD TOWN COUNCIL MODEL FINANCIAL REGULATIONS

Contents

1. General.....	2
2. Accounting and audit (internal and external).....	4
3. Annual estimates (budget) and forward planning	5
4. Budgetary control and authority to spend	5
5. Banking arrangements and authorisation of payments	6
6. Instructions for the making of payments	7
7. Payment of salaries.....	10
8. Loans and investments	11
9. Income.....	11
10. Orders for work, goods and services.....	12
11. Contracts.....	12
12. Payments under contracts for building or other construction works.....	14
13. Stores and equipment.....	14
14. Assets, properties and estates	14
15. Insurance	15
16. Charities	15
17. Risk management.....	16
18. Suspension and revision of Financial Regulations.....	16

These Financial Regulations were adopted by the council at its meeting held on #####.

1. General

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful [K1]breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO:
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £25,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils - a Practitioners' Guide (England) issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council Finance and Policy Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the financial decision making, management or control of the council
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

- 3.1. Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than October, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and Policy Committee and the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Clerk for any items below £25,000.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of the Clerk or within the Environment Committee budget, the Green Spaces Manager, having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000[K2]. The Clerk shall report such action to the Mayor as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances.

For this purpose "material" shall be in excess of 25% of the budget.

- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. The council shall seek credit references in respect of members or employees who act as signatories[K3].
- 5.2. The RFO shall prepare a schedule of payments made since the previous meeting, forming part of the Agenda for the Meeting and present the schedule to the Finance and Policy Committee for approval. The committee shall review the schedule for compliance and, having satisfied itself shall authorise the payments by a resolution of the Finance and Policy Committee. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO, or in his/her absence, the Green Spaces Manager or Deputy Clerk, to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council. Invoices certified by an officer other than the RFO shall be examined by the RFO as soon as possible thereafter.

5.4. The Finance Administrator shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The Finance Administrator shall take all steps to pay all invoices submitted, and which are in order within 30 days.

5.5. The Clerk shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the RFO certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Finance and Policy Committee;

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance and Policy Committee; or

c) fund transfers within the councils banking arrangements up to the sum of £250,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance and Policy Committee.

5.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which the Finance and Policy Committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Finance and Policy Committee.[K4]

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and/or made.[K5]

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 [K6] shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be checked by the RFO.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of the Finance and Policy Committee.
- 6.4. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.[K7]
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6 Cheque signatories will be the Mayor, Deputy Mayor and Chairs of Committees together with other council members as required.
- 6.6. Cheques or orders for payment can be presented for signature by two members at any time or at a council or committee meeting (including immediately before or after such a meeting).
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.[K8]
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. Payments for salaries will be made by BACS, provided that the instructions for each payment, signed by the clerk, are retained and any payments are reported to council as made. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chair of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of

the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk, Deputy Clerk and Financial Administrator [K9] shall be appointed as the Service Administrators. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the RFO. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk, Deputy Clerk and Green Spaces Manager [K10] and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance and Policy Committee. Transactions and purchases made will be reported to the Finance and Policy Committee and authority for topping-up shall be at the discretion of the Finance and Policy Committee.
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to approval for use by the Clerk, Deputy Clerk and Green Spaces Manager [K11] and shall be subject to automatic payment in full at each month-end. Reporting of such payments will be made as per regulations 4.1 and 4.2. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.22. The Financial Administrator may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

- a) The Financial Administrator shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

6.23. The Clerk and Deputy Clerk [K12] are authorised to sign a cheque to the value of £500 in an emergency to provide petty cash.

6.24. In cases of an emergency or extreme risk to the delivery of council services, the Town Clerk may authorise revenue expenditure on behalf of the council which, in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The Clerk shall report such action to the Finance and Policy Committee as soon as practicable thereafter.

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Personnel Committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

- 8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chair of the council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).
- 8.9. In an emergency, the Clerk, in consultation with two members from the following four, the Mayor, Deputy Mayor, Chair or Deputy Chair of the Finance and Policy Committee, is authorised to transfer funds quickly to an account in the council's name with another institution, should they deem it necessary or prudent to do so.

9. Income

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

- 9.4. Any sums found to be irrecoverable and any bad debts greater than £2,500 shall be reported to the council and shall be written off in the year. The Finance and Policy Committee are authorised to write off any bad debts of £2,500 or less.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).^[K13]

10. Orders for work, goods and services

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO and Green Spaces Manager.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

- 11.1. Procedures as to contracts are laid down as follows:

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
- i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors, engineers, grave diggers and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Mayor and Deputy Mayor of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².^[K14]
- c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.^[K15]
- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g) If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- h) Any invitation to tender issued under this regulation shall be subject to Standing Orders, ⁴18 (a) – (i) and shall refer to the terms of the Bribery Act 2010.

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

⁴ Based on NALC's Model Standing Order 18d ©NALC 2018

i) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £8,000 the Clerk shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

j) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

k) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

l) The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

12. Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO and Green Spaces Manager shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents

payable and purpose for which held in accordance with Accounts and Audit Regulations.

- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO will arrange for the cover of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Finance and Policy Committee.

16. Charities

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.[K16]

17. Risk management

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. Suspension and revision of Financial Regulations

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.



Stroud Town Council Equality and Diversity Policy

Introduction

Stroud Town Council is committed to encouraging equality and diversity and eliminating unlawful discrimination within the Council (including staff, councillors, volunteers and contractors) and in the delivery of its service to the public.

We aim to treat people with respect and we will encourage all staff, councillor, volunteers and contractors to give their best and treat each other and members of the public with respect.

Context

This policy is written in line with the Equality Act 2010 which protects individuals from discrimination on the basis of the following **protected characteristics**;

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Sex (gender)
- Pregnancy and maternity (a protected characteristic separate to sex)
- Race
- Religion or belief
- Sexual orientation

The aim of this policy is to provide a framework for delivering our services and in our governance and employment conditions, recruitment practices and in training or other developmental opportunities:

- Providing equality, fairness and respect for all
- Not unlawfully discriminating in relation to the Equality Act 2010 protected characteristics
- Opposing and avoiding all forms of unlawful discrimination.

Policy

The Council will:

- Encourage equality and diversity - this is good and proper practice and helps us to make the most of skills and deliver our services well
- Create a service-delivery and working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and contributions are recognised and valued. This commitment includes training staff and councillors about their rights and responsibilities under this policy.

- Ensure that all staff understand that they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.
- Make opportunities for training, development and progress available to all staff and councillors, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation
- Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)
- Review employment practices and procedures when necessary to ensure fairness, and to update them and the policy to take account of changes in the law
- Deal with acts of bullying, harassment, victimisation and unlawful discrimination as misconduct under the organisation's grievance and/or disciplinary procedures, in relevant circumstances and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice in the case of staff. The Council reserves the right to take steps to protect staff in cases of inappropriate behaviour to them, including by councillors and members of the public. In the case of councillor misconduct in this respect, complaints will be made to the District Council Monitoring Officer, under the Council's Code of Conduct.

Notes

Sexual harassment may amount to both an employment rights/Code of Conduct and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

The Council has a separate Complaints Procedure.

Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Relevant legislation and guidance documents

Legislation
Equalities Act 2010
The Human Rights Act 1998

NALC Legal Topic Notes and Guidance

LTN/ref.	Title	Relevance
3	The powers of a parish meeting in a parish without a separate parish council	Explains the other statutory duties which parish meetings are subject to.
5	Parish, town and community meetings	Confirms the requirement to make reasonable adjustments to enable disabled persons' access to and participation in council meetings.
18	The Human Rights Act 1998	Explains protection provided by the 1998 Act.
22	Disciplinary & Grievance Arrangements	Sets out arrangements for dealing with employment issues
E06-06	The Employment Equality (Age) Regulations 2006	Explains statutory procedure for dismissal of an employee based on default retirement age (DRA).
E01-11	The abolition of the default retirement age	Confirms employers will not be able to issue any notifications for compulsory retirement using the DRA procedure from 6 April 2011
E03-11	The abolition of the default retirement age update	Gives guidance in respect of councils' notice to retire an employee using DRA procedure between 1 and 5 April 2011.

Stroud Town Council Procedure for Conducting Co-options

a) Casual Vacancies

On confirmation from Electoral Services that a casual vacancy must be filled by co-option, the Clerk will advertise on the Council's website and noticeboards notifying there is a vacancy with the reason for it and confirming there is to be a co-option.

The advertisement must also state the rules for eligibility and direct interested parties to write to the Clerk confirming their eligibility to sit on the Town Council, including a short statement explaining the reasons they want to become a Town Councillor.

There will be a deadline for responses of not less than 3 weeks from the date of the advertisement. The date of the meeting when the co-option is to be made will be stated in the advertisement.

Nominees must be made aware that canvassing of Council members will disqualify them from standing for the vacancy.

At the Meeting

At the Council meeting when the co-option takes place, each nominee will be invited to speak for up to 3 minutes. When all the nominees have spoken the Chair shall seek proposers and seconders for each nomination (whether or not they have spoken) and the vote will follow. The voting process will follow standing order 8(a) below. In order to be co-opted onto the Council, the candidate must receive an absolute majority of the vote of those present and voting.

b) After the full Town Council Elections

In the event of vacancies following the close of nominations for the full Parish Council elections, the Clerk shall follow the above procedure to fill the vacancies and the co-option(s) will take place at the first possible Town Council meeting.

Standing Order 8a: Voting on Appointments

Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairperson of the meeting.

EMERGENCY DELEGATIONS AND DIRECTIONS FOR HOLDING COMMITTEE MEETINGS

DELEGATIONS TO CLERK

The Clerk to continue to operate under Financial Regulation 6.23 emergency expenditure, with regard to any expenditure necessitated by the coronavirus pandemic to maintain the Council's operations.

Expenditure of unspent grant funds from the 2019-2020 budget, to be used to support the community response to the crisis in consultation with members of the Community Committee, either by email or informal virtual meetings. (This is an extension to the delegation agreed by the Finance and Policy Committee on 16/3/2020)

DIRECTIONS FOR COMMITTEE MEETINGS

Virtual meetings will be held on the dates planned on the civic calendar.

Priority will be given to any urgent matters or issues regarding community support relating to the coronavirus pandemic. Priorities for Council/Committee agenda items:

FULL COUNCIL	Approve urgent recommendations from Committees or any matters that require full council sign off, e.g. annual return.
REGENERATION	Start planning for recovery – will require attendance of co-opted members, especially SDC and business groups.
	Progress any projects that can be worked on remotely – e.g. NDP review consultations, A419 consultation.
FINANCE AND POLICY	Authorise payments
	Financial monitoring and risk assessments
COMMUNITY	Approve regular grant applications <i>(Covid-19 grants to continue under delegation to Clerk in consultation with committee members to allow speedy processing – see above)</i>
	Monitoring of community support/volunteering
ENVIRONMENT	Any urgent matters, e.g. relating to burials or health and safety
CONSULTATIONS AND HIGHWAYS	Any major or controversial applications where there is significant public interest. Otherwise continue under delegation to Clerk in consultation with committee members.
PERSONNEL	Any urgent matters

Decisions by Town Clerk under emergency delegations

General Financial

Inferred renewal of Service Level Agreement to Citizens Advice Bureau (was included in budget, but not formally approved by committee).

New procedures for financial processing remotely.

Grants approved in consultation with members of Community Committee

General grants

Stroud Nature – use of £1,000 out of £2,000 grant already paid for Stroud Nature festival for virtual nature resources and consultation

Wild Stroud - £500 from small grants fund.

Covid-19 grants

Allsorts £1,000 – subject to receipt of application form

Play Gloucestershire – play bags to be circulated to families in Stroud - £500

Burials

Agreement to accept a letter from Funeral Director confirming family approval for a burial in lieu of written permission from ERB holder who was ill in hospital with Covid-19 and unable to sign paperwork.

Additional expenditure related to emergency

Purpose	Cost (net of VAT)
Purchase of 100m rope for use in lieu of normal webbing for burials	£115.00
Purchase of planks for use in lieu of shoring for burials to increase capacity for burials	£183.50
Purchase of face masks	£19.55
Retrofit pop-over on website	£50.00
Zoom subscription	£11.99 per month
Extension of Ubico contract to include bin emptying at BG and St Lawrence churchyard. (GS Assistant not working)	£35 per week
Ten postie-mates (tools for delivering leaflets safely through letterboxes)	£128.34

Comments on Planning Applications made under delegation to the Clerk in consultation with members of the Consultations and Highways Committee March and April 2020

Planning Application No.	Location	Details	Comments
S.20/0155/ADV	Dirleton House, Cainscross Road	4x free-standing signs	No observations
S.20/0400/HHOLD	14 Burford Drive	Two-storey extension, porch and associated works. Retrospective consent for a pergola, gazebo and hard landscaping/retaining works	We OBJECT to this application on the grounds that the elevation of the land creates an invasion of privacy to the neighbours. We are also concerned that there is no detail about how the raised height of the land is being retained and secured against encroachment to the highway that is at the rear of the property. The Planning Statement only seems to concern itself with the impacts within the boundary of the property and not beyond. For this reason we would recommend this application is called in.
S.20/0465/LBC	Units 6 To 9, Salmon Springs Trading Estate, Painswick Road	Interior refurbishment of existing office	No observations
S.20/0356/HHOLD	8 Summer Close	Front extension, Side extension and external stair lift and path with 1:5 gradient	No observations
S.20/0467/HHOLD	8 Upper Dorrington Terrace, Field Road	Single storey rear extension and rebuild of garden steps	No observations
S.20/0502/HHOLD	The Briars, Mill Farm Drive, Paganhill	Demolition of conservatory, construction of single storey rear extension & internal alterations	No observations
S.20/0170/FUL	Land At 102, Slad Road	Proposed single dwelling house with separate single storey workshop.	OBJECT -We have concerns about access to the site for construction and the potential for the development to exacerbate existing problems with on street parking.
S.20/0442/TCA	27 Middle Street	Trees in a Conservation Area Description: T1&T2: 2x Yew (small) - fell, T3: 1 x Silver birch (single stem) - Crown reduce by 3m from tips of branches, T4: 1x Silver birch (multistemmed) - Crown reduce by 3m from tips of branches	No observations

Planning Application No.	Location	Details	Comments
S.20/0553/TCA Location:., Stroud. Application Type: Trees in a Conservation Area Description:	Flat 5, The Castle, Castle Street	(1) 3 Lime trees at the front- Remove epicormic growths on their main stems up to the first main branches, prune to clear the building by at least 2.0m, remove significant deadwood throughout their crowns and prune to clear the overhead wire. (2) Yews overhanging the front wall. Crown raise on the road side to approximately 5.5m. (3) Golden Macrocarpa over hanging Spring Lane. Trim back as hard as practicable without spoiling on the lane side. (5)Catalpa. Reduce its spread over the lawn to leave it with a radial crown spread of not more than 5.0m and shape leaving the overall height untouched.	No observations
S.20/0539/FUL	The Culls, Wick Street	Conversion of existing stable block into ancillary accommodation	No observations
S.20/0700/LBC	Hillside House, Middle Hill	Demolish existing outbuilding & replace with 2 storey extension	No observations
S.20/0625/ADV	4 King Street	Replacement of 1no. existing external ATM sign with 1no. new external ATM sign.	No observations
S.20/0630/LBC	Flat 5, The Old Mill, Bowbridge Lock	Lime plastering to gable ends. Insulating and plastering roof slopes.	Support - good practice
S.20/0611/HHOLD	Trinity House, Trinity Road	Conversion of existing brick outhouse to a family annex.	Support this application. Good to make it fully accessible with wet room if possible.
S.20/0540/LBC	The Culls, Wick Street	Conversion of existing stable block into ancillary accommodation.	Support with the same SDC conditions as the 2016 application. Sympathetic proposal.
S.20/0391/TCA	Stroud Valley Scouting Centre, Hollow Lane	Description: Sycamore (T1) - prune overhanging branches, Lime (T2) – prune overhanging branches	Support ongoing improvements
S.20/0459/FUL	54 London Road	Increase window openings to rear.	Support – proposed flats will be hugely improved by this alteration.

Planning Application No.	Location	Details	Comments
S.20/0622/LBC	The Brunel Goods Shed, Station Road	Proposal of nine shipping container studios. Raised walkway to provide access to the six cantilevering above. Extension of terrace. Proposed Railway Wagon.	<p>Support - this will support the local economy and retain employment and visitors close to the heart of Stroud.</p> <p>Query the footprint of the Goods Shed back area (shown clearly in photo 4 of the 0621 application) will cause a parking pinch point which needs discussing with Bransby Wilson who manage that section of the car park.</p> <p>Additional comments: This is a positive attribute for the town and could be a catalyst for further changes at the station site. It is really important that we mention the NDP aspirations for the station. In many of their documents SVA reference the NDP and the Station Masterplan and allude to the other improvements this development could help to bring.</p> <p>We suggest that improved walkways and surfacing should be considered through the station car park site to and around the Goods Shed.</p> <p>The proposal to try to incorporate a shared cycle/pathway around Brunel Mall would not be affected by the current siting of the containers. A couple of routes have been sketched from the railway land to the station for pedestrians and cyclists taking account of this project when SVA were first considering it. They have used these pictures of pedestrian cycle access in their Access statement to show the potential for improved access and pedestrian permeability.</p>
S.20/0640/LBC	The Office, Lodgemore Mills, Lodgemore Lane	Refurbishment of Board Room.	No observations

Planning Application No.	Location	Details	Comments
S.20/0621/FUL	The Brunel Goods Shed, Station Road	Proposal of nine shipping container studios. Raised walkway to provide access to the six cantilevering above. Extension of terrace. Proposed Railway Wagon.	<p>Support - this will support the local economy and retain employment and visitors close to the heart of Stroud.</p> <p>Query the footprint of the Goods Shed back area (shown clearly in photo 4 of the 0621 application) will cause a parking pinch point which needs discussing with Bransby Wilson who manage that section of the car park.</p> <p>Additional comments: This is a positive attribute for the town and could be a catalyst for further changes at the station site. It is really important that we mention the NDP aspirations for the station. In many of their documents SVA reference the NDP and the Station Masterplan and allude to the other improvements this development could help to bring.</p> <p>We suggest that improved walkways and surfacing should be considered through the station car park site to and around the Goods Shed.</p> <p>The proposal to try to incorporate a shared cycle/pathway around Brunel Mall would not be affected by the current siting of the containers. A couple of routes have been sketched from the railway land to the station for pedestrians and cyclists taking account of this project when SVA were first considering it. They have used these pictures of pedestrian cycle access in their Access statement to show the potential for improved access and pedestrian permeability.</p>
S.20/0624/FUL	29 Lansdown	Change of use for upper and lower ground floor from A2 to C3. Two storey extension. External works to front site boundary. Erection of railings and masonry piers.	The long term use of the cut through needs checking if PROW.
S.20/0695/ADV	McDonalds Restaurants Ltd, Merrywalks,	Installation of 4 no. digital freestanding signs and 1 no. 15" digital booth screen	No observations

Planning Application No.	Location	Details	Comments
S.20/0691/HHOLD	9 Folly Lane	Proposed Extensions and alterations to existing house together with new garage (re-submission of S.19/2217/HHOLD)	No observations
S.20/0400/HHOLD	14 Burford Drive	Two-storey extension, porch and associated works. Retrospective consent for a pergola, gazebo and hard landscaping/retaining works (revised plans received 17/04/2020 - retrospective pergola and alterations to the landscaping omitted)	We reiterate our previous objection. The removal of the pergola from the plan does not address the issue raised. We are very concerned about this application as the original house seems to have so many problems with subsidence and potentially asbestos in the garage. This should be referred to building control to check viability and ask for an asbestos report.
S.20/0683/FUL	57 London Road	External alterations	We would like to see more sympathetic renovation which keeps the pillars (with a limewash) in their shabby chic state and preferably keep the upstairs single window because it has an individualistic look. We would also like to know whether anything else unusual is found on removal of the cladding as no-one knew about the pillars.
S.20/0684/FUL	Land At Bath Place, Cheapside	Proposed development for 47 dwellings, retail units, associated parking and alterations to facilitate the conversion of the former canal warehouse. Resubmission from S.18/2538/FUL.	Defer
S.20/0685/LBC	Land At Bath Place, Cheapside	Proposed development for 47 dwellings, retail units, associated parking and alterations to facilitate the conversion of the former canal warehouse	Defer