

15th March 2021



**To Members of the Finance and Policy Committee**

You are hereby summoned to a remote meeting of the Committee to be held on **Monday, 22<sup>nd</sup> March 2021**, at **7.30pm** to conduct the following business.

A handwritten signature in black ink, appearing to read "Helen", is placed over a light grey grid background.

Helen Bojaniwska  
Town Clerk

The meeting will be held via the [Zoom meeting platform](#)

To attend the meeting please follow this [link](#) or use ID **865 1101 8573** – password **finance** or **8124165**

For more information about attending Council meeting via Zoom please refer to the [guidance on our website](#)

**AGENDA**

1. To receive apologies
2. To receive declarations of interest or requests for dispensations
3. To answer questions from the public
4. To approve the minutes of the meetings of the Finance and Policy Committee on 18<sup>th</sup> January 2021 and 25<sup>th</sup> February 2021, previously circulated
5. To approve payments from January and February 2021
6. To receive a budget monitoring report to end February 2021
7. To approve terms and conditions for debit and fuel card usage
8. To review the Council's Risk Assessment
9. To review the Council's Statement on Community Engagement

*Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, sexual orientation, faith, marital status and disability); Crime and Disorder (Section 17); Health and Safety; and Human Rights.*

<b>Date</b>	<b>Reference</b>	<b>Payee Name</b>	<b>£ Total</b>	<b>Transaction Detail</b>
06/01/2021	Direct Debit	SGW Payroll Ltd.	63.3	Payroll costs December
07/01/2021	Direct Debit	ALL Star Business Solutions	157.47	Purchase Ledger Payment
14/01/2021	BACS	Alan Price	4,020.00	Grave Digging
14/01/2021	BACS	All Done and Dusted	76.8	Office Cleaning December
14/01/2021	BACS	Boston Seeds Ltd	142.28	Various Bulbs
14/01/2021	BACS	BrightHR England	432	HR Software
14/01/2021	BACS	CBRE Limited	600	Project Mnage Lansdown Hall
14/01/2021	BACS	CONSORTIUM	64.22	TOTT Various Xmas
14/01/2021	BACS	DCK Accounting Solutions Ltd	234	VAT Preperation 2020 Accounts
14/01/2021	BACS	Abingdon Health	69	Phytophthora Test Kits
14/01/2021	BACS	ITEC Support Ltd	1,395.56	Headset
14/01/2021	BACS	JAMES & OWEN LTD	120.83	Printer Cartridge & Laminates
14/01/2021	BACS	Lister Wilder	1,296.00	Service of Kubota RTV900
14/01/2021	BACS	Nadja Gajadharsingh	400	Fundraising Services December
14/01/2021	BACS	Frontier Agriculture Ltd	107.16	Ecoplugs & Roundup
14/01/2021	BACS	Smiths (Gloucester) Ltd	32.57	Recycling Libby's Drive
14/01/2021	BACS	Stroud Alarms Fire and Securit	76.2	Call Out to Depot 3.12
14/01/2021	BACS	Thirsty Work Ltd.	3.71	Water Cooler Thanet House
14/01/2021	BACS	Dawn Wood	253.55	Ben Wood Newsletters
14/01/2021	BACS	Glos Breastfeeding	500	MOBS Stroud Covid Grant
14/01/2021	BACS	Nelson Trust	500	Covid 19 Grant
15/01/2021	Direct Debit	Stroud District Council	1,021.00	Rates Depot and Cemetery
15/01/2021	Direct Debit	PAYROLL	17,136.46	Payroll January
19/01/2021	Direct Debit	Omega	30	Software License
22/01/2021	Direct Debit	Stroud District Council	749	Rates Thanet House
25/01/2021	Direct Debit	Ecotricity	119.68	Electricity - Depot
25/01/2021	Direct Debit	Ecotricity	71.24	Electricity - Thanet House
25/01/2021	Direct Debit	Ecotricity	70.41	Gas - Thanet House
25/01/2021	Direct Debit	Lister Unified Communications	57.07	Phone Charges Depot
26/01/2021	Direct Debit	EE Ltd	70.78	Mobile Phones
26/01/2021	Debit Card	Currys Online	29.99	Webcam - EO
29/01/2021	Direct Debit	Konica Minolta Business Soluti	89.14	Purchase Ledger Payment
29/01/2021	Debit Card	UKPOS.com	119.04	2 A-frame blackboards

<b>Date</b>	<b>Reference</b>	<b>Payee Name</b>	<b>£ Total</b>	<b>Transaction Detail</b>
01/02/2021	DD1	SGW Payroll Ltd.	61.32	Payroll Processing January
02/02/2021	DD2	Water Plus Ltd.	50.24	Purchase Ledger Payment
04/02/2021	BACS1	Childs and Sulzmann Ltd.	1,956.00	Thanet House Refurb
04/02/2021	BACS2	Eight Associates	1,440.00	Energy Analysis
04/02/2021	BACS3	GlosJobs	51.6	Ranger Job Advert
04/02/2021	BACS4q	Greenfields Garden Services Lt	390	Play area repairs
04/02/2021	BACS5	Heath and Wiltshire Ltd	72	Graffiti Remove Daisybank
04/02/2021	BACS6	Haymarket Media Group Ltd	1,014.00	Recruitment Advert
04/02/2021	BACS7	Heath & Sons Building Co.	6,568.83	Various building work
04/02/2021	BACS8	ICCM	162	Traing for SG March 23.24
04/02/2021	BACS9	P Gadd Plumbing & Heating Ltd	60	Fix Leaking Radiator Thanet House
04/02/2021	BACS10	Redland Tree Services	780	Tree Surgery various
04/02/2021	BACS11	Smiths (Gloucester) Ltd	18.6	Recycling Depot
04/02/2021	BACS12	Somerset County Council	63.6	December Difusion Tubes
04/02/2021	BACS13	Thirsty Work Ltd.	3.71	Water Cooler rental
04/02/2021	BACS14	Wheatley Printers Ltd.	702	Newsletter Printing
04/02/2021	BACS	Gloucestershire LG	6,404.08	Pension Jan
04/02/2021	BACS	HMRC	5,301.52	Student Loan PAYE/NIC
04/02/2021	BACS	Rachael Mitchell	68.81	TOTT's expenses
04/02/2021	BACS	Royal Mail PLC	271.12	Newsletter Delivery
04/02/2021	BACS	Stroud Valley Comm Car Group	250	CRF Grant (SVCCG)
04/02/2021	BACS	Stroud Valley Canal Company	5,000.00	Grant for Mudhopper
04/02/2021	BACS	The Long Table	547	Covid 19 Grant
04/02/2021	BACS	WSP Solicitors	750	Legal Fees - Fennels View Land
08/02/2021	DD	ALL Star Business Solutions	112.65	Fuel - Green Spaces Jan
08/02/2021	Debit Card	Land Registry	6	Register and Title Plan
11/02/2021	Debit Card	123RF	11.99	Domain 1yr - stroudtowncan.org
11/02/2021	Debit Card	Land Registry	3	Title Deeds
15/02/2021	BACS	Payroll	17,373.08	Payroll Feb
16/02/2021	Debit Card	DVLA Vehicle Tax	165	12 months tax for WX12 EBM
16/02/2021	Debit Card	CCR Motor Co	107.86	2 x Keys Mitsubishi DS11 LGW
22/02/2021	DD	Stroud District Council	749	Rates - Thanet House
24/02/2021	DD!!	Lister Unified Communications	68.3	Phone calls depot
24/02/2021	DD2	SGW Payroll Ltd.	61.32	Payroll Processing February
25/02/2021	DD1	Ecotricity	119.68	Electricity Libby's Dr Jan
26/02/2021	BACS1	Alan Price	2,680.00	Grave Digging Jan/Feb
26/02/2021	BACS2	Thrupp Tyre Company Ltd.	240	Repair & replace puncture tyre
26/02/2021	BACS3	Childs and Sulzmann Ltd.	1,080.00	TH - RIBA Sage 1 - Concept Document
26/02/2021	BACS4	Cotswolds Conservation Board	1,200.00	Sponsor & Host Kingfisher
26/02/2021	BACS5	David Kaspar Fruit Trees	430	16 Apple & 1 Pear tree - 20 stakes
26/02/2021	BACS6	DENIS BROWN & SON	9	Decking screws
26/02/2021	BACS7	Nadja Gajadharsingh	200	Fundraising Services January
26/02/2021	BACS8	Sunbelt Rentals Ltd	3,959.42	London Rd Closure Jan 23
26/02/2021	BACS9	ITEC Support Ltd	588.27	IT and Internet support
26/02/2021	BACS10	Mount Pleasant Trees	75.6	Various Trees
26/02/2021	BACS11	NALC	38.93	Leaders Talk - 23.2.21 KM
26/02/2021	BACS12	National Federation of Cemeter	10	Annual Subscription

<b>Date</b>	<b>Reference</b>	<b>Payee Name</b>	<b>£ Total Transaction Detail</b>
26/02/2021	BACS13	Royal Mail Group PLC	1,549.24 Collect & Deliver Newsletter
26/02/2021	BACS14	SLCC Enterprises Ltd	10 Int Women's Day Lunch KM 8.3
26/02/2021	BACS 15	Stroud Alarms Fire and Securit	72 Call out Depot
26/02/2021	BACS16	Stroud Electrical Services (UK	78 Park Gardens Street lighting
26/02/2021	BACS17	WSP Solicitors	330 Prof Services s.25 notice OH
26/02/2021	DDR	Omega	30 Software
26/02/2021	BACS	Gloucestershire LG	6,404.08 Pensions Feb
26/02/2021	BACS	HMRC	5,244.32 Student Loan PAYE/NI Feb
26/02/2021	BACS	Stroud Middle of The Hill RA	500 Covid 19 Grant
26/02/2021	DD2	Ecotricity	59.41 Gas Thanet Ho Jan
26/02/2021	DD3	Ecotricity	71.24 Electricity Thanet Ho Jan
26/02/2021	DD4	EE Ltd	72.43 Mobile Phones Depot Feb

**STROUD TOWN COUNCIL**  
**Finance & Policy Committee**

**BUDGET MONITORING REPORT FEBRUARY 2020**

**Expenditure**

<b>Central Services</b>	<b>Budget 2020</b>	<b>Spent YTD</b>	<b>Balance 2020</b>
Employment Costs	232,034	216,653	15,381
Staff training	2,500	3,935	- 1,435
Staff travel expenses	1,000	- 215	1,215
Waste and Recycling	300	277	23
Health Safety Security(cleaning)	2,750	3,963	- 1,213
Consumables	500	131	369
Stationery Office	700	345	355
Tel./Post/Communications	2,000	1,863	137
Subscriptions/publications	4,600	4,947	- 347
Printing/copying	850	291	559
Office equipment hire/lease	2,000	3,863	- 1,863
Computer/payroll/accounts	3,000	5,139	- 2,139
HR support	1,350	1,854	- 504
Accountancy Services	1,700	2,978	- 1,278
Audit Fees	1,600	-	1,600
Conference fees	1,000	-	1,000
Insurance,public,employers,buildings	4,110	4,595	- 485
Carbon auditing	6,000	-	6,000
Legal Expenses	-	381	
<b>Total</b>	<b>267,994</b>	<b>251,000</b>	<b>16,994</b>

**Expenditure**

<b>Civic</b>	<b>Budget</b>	<b>Spent</b>	<b>Balance</b>
Councillors' training/expenses	1,500		1,500
Chairman's allowance	1,500	1,426	74
Hospitality/meetings/twinning	1,000		1,000
Communications contract	8,900	6,975	1,925
Publications, website etc.	3,000	5,414	- 2,414
Elections	9,000	141	8,859
Awards	250		250
Agency Staff Recharge	-	-	-
<b>Total</b>	<b>25,150</b>	<b>13,956</b>	<b>11,194</b>

**Income**

<b>Central Services</b>	<b>Budget</b>	<b>Received</b>	<b>Balance</b>
Interest	2,200	1,016	1,184
Grants			-
Use of reserves			-
Miscellaneous Income/sale of assets	-	1,204	- 1,204
<b>Precept</b>	<b>265,794</b>	<b>265,794</b>	<b>-</b>
<b>Total</b>	<b>267,994</b>	<b>268,014</b>	<b>- 20</b>

**Income**

<b>Civic</b>	<b>Budget</b>	<b>Received</b>	<b>Balance</b>
<b>Precept</b>	<b>17,494</b>	<b>17,494</b>	<b>-</b>
Use Of Reserves	7,656		7,656
<b>Total</b>	<b>25,150</b>	<b>17,494</b>	<b>7,656</b>

**Expenditure**

<b>Thanet House</b>	<b>Budget</b>	<b>Spent</b>	<b>Balance</b>
Legal Expenses		275 -	275
Maintenance	10,000	450	9,550
Rates (10 month payments)	7,200	6,736	464
Utilities	2,250	1,288	962
Repairs to flats	2,000	1,082	918
Building Project Fees	-	5,230	- 5,230
TF to other funds			-
<b>Total</b>	<b>21,450</b>	<b>15,061</b>	<b>6,389</b>

**Expenditure**

<b>Lansdown Hall</b>	<b>Budget</b>	<b>Spent</b>	<b>Balance</b>
Lansdown Hall - building insurance	652	525	127
Lansdown Hall - loan repayments	19,763	19,763	-
Lansdown Hall - maintenance/works	176,085		176,085
Lansdown Hall - fees	12,834	2,905	9,929
Health Safety Security	150		150
<b>Total</b>	<b>209,484</b>	<b>23,193</b>	<b>186,291</b>

**Expenditure**

<b>Subscription Rooms</b>	<b>Budget</b>	<b>Spent</b>	<b>Balance</b>
Building insurance	1,459	1,292	167
Building works/equipment	250,000	11,823	238,177
Consultancy/Misc Staff Costs	-		-
<b>Total</b>	<b>251,459</b>	<b>13,115</b>	<b>238,344</b>

**FINANCE AND POLICY COMMITTEE TOTAL**

<b>Expenditure</b>	<b>Budget</b>	<b>Spent</b>	<b>Balance</b>
Central Services	267,994	251,000	16,994
Civic	25,150	13,956	11,194
Thanet House	21,450	15,061	6,389
Lansdown Hall	209,484	23,193	186,291
Subscription Rooms	251,459	13,115	238,344
<b>TOTAL FINANCE &amp; POLICY</b>	<b>775,537</b>	<b>316,325</b>	<b>459,212</b>

**Income**

<b>Thanet House</b>	<b>Budget</b>	<b>Received</b>	<b>Balance</b>
Rents	6,615	6,615	-
Use of reserves	10,000		10,000
Precept	4,835	4,835	-
<b>Total</b>	<b>21,450</b>	<b>11,450</b>	<b>10,000</b>

**Income**

<b>Lansdown Hall</b>	<b>Budget</b>	<b>Received</b>	<b>Balance</b>
Grants	121,916		121,916
Use of reserves	67,003		67,003
Precept	20,565	20,565	-
<b>Total</b>	<b>209,484</b>	<b>20,565</b>	<b>188,919</b>

**Income**

<b>Subscription Rooms</b>	<b>Budget</b>	<b>Received</b>	<b>Balance</b>
Subscription Rooms donations	-		-
Grants	250,000	11,873	238,127
Precept	1,459	1,459	-
<b>Total</b>	<b>251,459</b>	<b>13,332</b>	<b>238,127</b>

<b>Income</b>	<b>Budget</b>	<b>Received</b>	<b>Balance</b>
Central Services	267,994	268,014	- 20
Civic	25,150	17,494	7,656
Thanet House	21,450	11,450	10,000
Lansdown Hall	209,484	20,565	188,919
Subscription Rooms	251,459	13,332	238,127
<b>TOTAL FINANCE COMMUNITY&amp;PC</b>	<b>775,537</b>	<b>330,855</b>	<b>444,682</b>

**Community Committee****Expenditure**

<b>Arts and Culture</b>	<b>Budget</b>	<b>Spent</b>	<b>Balance</b>
Lansdown Hall and Gallery grant	5,000	5,000	-
Arts and culture grants	9,000	1,500	7,500
Arts and culture strategy	10,000		10,000
<b>Total</b>	<b>24,000</b>	<b>6,500</b>	<b>17,500</b>

**Expenditure**

<b>Community</b>	<b>Budget</b>	<b>Spent</b>	<b>Balance</b>
Citizens' Advice Bureau grant	5,000	5,000	-
External C19 Grant Expenditure	-	576	576
Allsorts SLA	3,000	3,000	-
Marah Trust	5,000	5,000	-
Small Community Grants	8,000	500	7,500
Neighbourhood / Town	2,000		2,000
Youth Provision/coaching/Youth Projects	16,668	6,468	10,200
Community Support Fund	8,000	7,000	1,000
Ward specific projects	3,000	690	2,310
Gardening support SLA	3,000	1,592	1,408
Homestart	3,000	3,000	-
Uplands Care Services (AKA Lilian Faithful) Grant	3,000	3,000	-
Covid 19 Grants	11,710	7,093	4,617
Climate change grants	10,000		10,000
TF from other funds	5,000		5,000
Community Safety	10,000		10,000
<b>Total</b>	<b>96,378</b>	<b>41,767</b>	<b>54,611</b>

**COMMUNITY COMMITTEE TOTAL**

<b>Expenditure</b>	<b>Budget</b>	<b>Spent</b>	<b>Balance</b>
Arts and Culture	24,000	6,500	17,500
Community	96,378	41,767	54,611
<b>TOTAL COMMUNITY COMMITTEE</b>	<b>120,378</b>	<b>48,267</b>	<b>72,111</b>

**Income**

<b>Arts and Culture</b>	<b>Budget</b>	<b>Received</b>	<b>Balance</b>
<b>Precept</b>	<b>24,000</b>	<b>24,000</b>	<b>-</b>
			-
			-
<b>Total</b>	<b>24,000</b>	<b>24,000</b>	<b>-</b>

**Income**

<b>Community</b>	<b>Budget</b>	<b>Received</b>	<b>Balance</b>
<b>Precept</b>	<b>84,668</b>	<b>84,668</b>	<b>-</b>
<b>Covid 19 funds from reserves</b>	<b>11,710</b>		
Grants	-		
<b>Total</b>	<b>96,378</b>	<b>84,668</b>	<b>11,710</b>

**Summary**

<b>Income</b>	<b>Budget</b>	<b>Received</b>	<b>Balance</b>
Precept	24,000	24,000	-
Town and Culture	96,378	84,668	11,710
<b>TOTAL FINANCE COMMUNITY&amp;PC</b>	<b>120,378</b>	<b>108,668</b>	<b>11,710</b>

**Regeneration Committee****Expenditure**

<b>Town Centre/Regeneration</b>	<b>Budget</b>	<b>Spent</b>	<b>Balance</b>
Christmas lights erect	8,000	6,844	1,156
Town Centre Project/cleanliness	4,500	10,512	- 6,012
NDP projects	89,500	18,040	71,460
Equipment Maintenance	630	60	570
Road safety/Wallbridge Project		331	- 331
Site Materials	1,200		1,200
Legal Expenses	-	750	- 750
<b>Regeneration Committee Total</b>	<b>103,830</b>	<b>36,537</b>	<b>67,293</b>

**Consultations and Highways Committee****Expenditure**

<b>CONSULTATIONS</b>	<b>Budget</b>	<b>Spent</b>	<b>Balance</b>
Planning consultancy	9,000		<b>9,000</b>
Tf to other funds			-
Road Safety	10,000		<b>10,000</b>
<b>Consultations and Highways Committee Total</b>	<b>19,000</b>	-	<b>19,000</b>

**Income**

<b>Town Centre/Regeneration</b>	<b>Budget</b>	<b>Received</b>	<b>Balance</b>
Community Infrastructure Levy	500		500
Grants	17,000	750	16,250
Use of reserves	72,000		72,000
Precept	14,330	14,330	-
Grant -Cycling project		300	- 300
<b>Total</b>	<b>103,830</b>	<b>15,380</b>	<b>88,450</b>

**Income**

<b>CONSULTATIONS</b>	<b>Budget</b>	<b>Received</b>	<b>Balance</b>
Use of reserves	9,000		9,000
Precept	10,000	10,000	-
			-
<b>Total</b>	<b>19,000</b>	<b>10,000</b>	<b>9,000</b>



**Expenditure**

<b>ENVIRONMENT COMMITTEE</b>	<b>Budget</b>	<b>Spent</b>	<b>Balance</b>
Staff cost	127,802	109,405	18,397
Training	3,000	1,975	1,025
Travel/expenses	200	6	194
Rates	9,149	10,212	- 1,063
Rent (new Depot)	10,000	10,000	-
Health safety security	3,000	3,474	- 474
Utilities	3,000	1,993	1,007
Consumables(inc office equip)	800	581	219
Tel/post/communications	2,000	1,816	184
Insurance/Legal expenses/Consultancy	2,000	18	1,982
Site materials	7,400	6,247	1,153
Small tools and equipment	2,750	1,874	876
Equipment hire/lease	1,500	183	1,317
Equipment maintenance	1,000	1,515	- 515
Fuel and Oil	1,400	1,527	- 127
Vehicle maint./MOT/Tax	4,300	3,031	1,269
Carbon Auditing	4,000	1,889	2,111
Planting	12,500	13,967	- 1,467
Contracted grass maintenance	14,350	13,379	971
Green spaces projects	28,500	114	28,386
Stroud Valleys Project	1,000	250	750
Graffiti removal / vandalism	800	498	302
Contingencies/liabilities	4,000		4,000
Contracted infrastructure	13,500	8,195	5,305
Contracted grave digging	16,000	15,220	780
Contracted waste management	8,000	7,557	443
Contracted play equip works	25,000	1,002	23,998
Contracted tree reports&works	3,000	1,535	1,465
Community Engagement	1,800	10	1,790
Loan repayments	15,484	7,743	7,741
Sims Clock	-	1,476	- 1,476
<b>Total Environment Committee</b>	<b>327,235</b>	<b>226,692</b>	<b>102,019</b>

**Income**

<b>ENVIRONMENT COMMITTEE</b>	<b>Budget</b>	<b>Received</b>	<b>Balance</b>
Burials	35,000	25,124	9,876
s.106			-
Grants		974	- 974
Wayleaves	0	41	- 41
Sales of assets	-		-
Transfer to reserves re Carbon offset	4,000		4,000
Use of reserves	3,500		3,500
<b>Precept</b>	<b>292,735</b>	<b>292,735</b>	<b>-</b>
<b>Total Green Spaces</b>	<b>335,235</b>	<b>318,874</b>	<b>16,361</b>

<b>COMMITTEE TOTALS</b>			
<b>Expenditure</b>	<b>Budget</b>	<b>Spent</b>	<b>Balance</b>
Total Finance & Policy	775,537	316,325	459,212
Total Community	120,378	48,267	72,111
Total Regeneration	103,830	36,537	67,293
Total Consultations	19,000	-	19,000
Total Environment	327,235	226,692	102,019
<b>Total Expenditure</b>	<b>1,345,980</b>	<b>627,821</b>	<b>719,635</b>

<b>Income</b>	<b>Budget</b>	<b>Received</b>	<b>Balance</b>
Total Finance & Policy	775,537	330,855	444,682
Total Community	120,378	108,668	11,710
Total Regeneration	103,830	15,380	88,450
Total Consultations	19,000	10,000	9,000
Total Environment	<b>335,235</b>	<b>318,874</b>	<b>16,361</b>
<b>Total Income</b>	<b>1,353,980</b>	<b>783,777</b>	<b>570,203</b>

<b>RESERVES</b>	<b>b fwd</b>	<b>Movement</b>	<b>Balance</b>
	<b>31.03.2020</b>		
General Fund	284,958		
Cemetery fund	14,000		
NDP Project	118,179		
Elections	7,326		
Canal Fund	11,466		
Thanet House Mntnce	8,886		
Opportunity Fund	5,000		
Equipment Renewal	3,005		
Chapel Works/Storage	8,691		
Wallbridge Project	4,994		
Xmas Lights	2,903		
Walls project	35,850		
Carbon Reduction projects	5,000		
Town Centre	9,000		
Planning Contingency Fund	9,000		
Defibrillator	2,295		
Footpath projects	1,000		
Lansdown Hall	100,570		
Covid 19 Community Support	11,710		
Total reserves	643,833		
Current Year Fund	45,139		
<b>Total</b>	<b>688,972</b>	<b>0</b>	<b>0</b>

<b>Income totals</b>			
Rents	6,615	6,615	-
Wayleaves			-
s.106	-	41	- 41
Community Infrastructure Levy	500	-	500
Sale of assets		1,204	- 1,204
Sponsorship/donations	-		-
Grants received	388,916	13,897	375,019
Cemetery income	35,000	25,124	9,876
Interest	2,200	1,016	1,184
Tfr To Other Funds ( Carbon Neutral)			-
Use of reserves	169,159	-	169,159
Covid 19 Grants - from reserves	11,710		
Precept	735,880	735,880	-
<b>TOTAL INCOME</b>	<b>1,349,980</b>	<b>783,777</b>	<b>566,203</b>

## REPORT ON BUDGET VARIANCES

Cost codes likely to be significantly under or overspent by the end of the financial year

Expenditure	Budget 2020-21	Expenditure to end Feb 2021	Variance £	Variance %	Explanation
Staff training (office)	2,500	3,935	-1,435	57.4%	3 new members of staff recruited and trained
Health Safety Security(cleaning)	2,750	3,963	-1,213	44.1%	External cleaner
Office equipment hire/lease	2,000	3,863	-1,863	93.2%	Purchase of 5 laptops to support working from home
Computer/payroll/accounts	3,000	5,139	-2,139	71.3%	Additional IT support and software for home working
Accountancy Services	1,700	2,978	-1,278	75.2%	Additional expenditure on interim finance administration service
Publications, website etc.	3,000	5,414	-2,414	80.5%	Additional publications delivered providing COVID-19 information
Small Community Grants	8,000	500	7,500	-93.8%	Demand suppressed by COVID-19. Will be rolled over to 2021-22
Arts and culture grants	9,000	1,500	7,500	-83.3%	Demand suppressed by COVID-19. Will be rolled over to 2021-22
Youth Provision/coaching/Youth Projects	16,668	6,468	10,200	-61.2%	Play Rangers service suspended by COVID-19
Community Support Fund	8,000	7,000	1,000	-12.5%	Demand suppressed by COVID-19. Will be rolled over to 2021-22
Covid 19 Grants	11,710	7,093	4,617	-39.4%	Will be rolled over to 2021-22
Town Centre Project/cleanliness	4,500	10,512	-6,012	133.6%	Includes traffic management costs to be recharged to SDC
NDP projects	89,500	18,040	71,460	-79.8%	Activity delayed by COVID-19
Travel/expenses	200	6	194	-97.0%	Limited travel due to COVID-19
Carbon reduction projects	4000	1889	2111	-52.8%	Activity delayed by COVID-19
Stroud Valleys Project	1000	250	750	-75.0%	Activity delayed by COVID-19

# STROUD TOWN COUNCIL

## DEBIT AND FUEL CARD USAGE: TERMS & CONDITIONS

### 1. General Usage

Debit and fuel cards are issued by the Town Clerk to authorised personnel and they are responsible for, and must comply with the following:

- Once cards are issued to the staff member, they become their responsibility and must be kept securely to ensure that other persons are unable to have access to the card.
- Personal Identification Numbers (PINs), if applicable, must be kept separately to the card and again the staff member is responsible for the confidentiality and security of this.
- PINs and/or cards must not, under any circumstances, be given to any other person, including members of staff. The only exception to this will be in cases when the card has been requested by the Town Clerk. The card must immediately be returned upon such a request.

### 2. Transaction and spend limits

#### Debit cards:

Officer	Cardholder spend limit	Transaction value limit
<b>Town Clerk</b>	£10,000*	£10,000*
<b>Deputy Clerk</b>	£10,000*	£10,000*
<b>Green Spaces Manager</b>	£1,000	£500
<b>Assistant Clerk</b>	£1,000	£500

#### Fuel cards:

Credit limit £300

### 3. Lost & Stolen Cards & PIN Numbers

Card holding members of staff are responsible for immediately reporting any suspicions of misuse and loss or theft of any card or PIN. Such reports must be made immediately and directly to the Town Clerk or in their absence the Deputy Clerk.

#### Debit Cards

- In the event of the absence of the Town Clerk or Deputy Clerk, lost and stolen debit cards must be immediately reported directly to the card provider (currently Lloyds Bank on **0800 096 9779** (lines open 24 hours)). You will need to provide your name as it appears on the card together with the full card number on the front of the card together with the sort code and account

number. The Town Clerk must also be advised of this action as soon as possible.

- If a staff member believes that their debit card PIN has been compromised but the card is still secure, they will be responsible for immediately changing the PIN at a cash point and reporting the matter to the Town Clerk or RFO as soon as possible.

### **Fuel Cards**

- In the event of the absence of the Town Clerk or Deputy Clerk, lost and stolen fuel cards must be immediately reported directly to the card provider (currently AllStar on **0370 419 5165** and quote our account number **\*\*\*\*\*667**). You will need to provide your name as it appears on the card together with the full card number on the front of the card. The Town Clerk or RFO must also be advised of this action.

## **4. Reporting Expenditures/ Weekly Returns**

### **Debit Cards**

- Debit card holding members of staff must retain all receipts and submit them to the Financial Administrator on a weekly basis.
- Any expenditures in excess of £100 (excluding VAT) must be accompanied by a Purchase Order before the expenditure is implemented. The card holding member staff may be held liable for any expenditure in excess of £100 which has not been authorised in advance.

### **Fuel Cards**

- Fuel card holding members must retain all receipts and submit them to the Financial Administrator on a weekly basis.

## **5. Failure To Comply**

The cards remain the property of Stroud Town Council and, as previously advised, authorised members of staff issued with cards and PINs are responsible for them and must adhere to the above conditions of use. Failure to comply with the above conditions, will lead to disciplinary proceedings being taken and the staff member may be held accountable to cover the cost of any loss due to misuse and/or non-compliance.

By signing this document, you are accepting the above terms and conditions of usage:

Signature .....

Name .....

Date .....

**Approved by Stroud Town Council – 22<sup>nd</sup> March 2021**

RISK ASSESSMENT AND MANAGEMENT REVIEW March 2021

RISK RATING	Severity	Column1	Column2
Likelihood	1	2	3
1	1	2	3
2	2	4	6
3	3	6	9

Area	Risk	LEVEL BEFORE likelihood	LEVEL BEFORE severity	OVERALL RATING	Action to reduce risk to as low as reasonably practicable	LEVEL AFTER likelihood	LEVEL AFTER severity	OVERALL RATING3	2021 updates
Assets	Accidental damage to physical assets - cost of repair and replacement	2	3	6	Building and contents insurance reviewed annually. Value increased annually by inflation. 28/04/14: Council reviewed and approved decision not to insure play equipment. Building insurance values reviewed by qualified surveyor 2016. Subscription Rooms was added 28/3/2019 and a building valuation was completed to establish rebuilding cost as required by insurance company.	1	2	2	Subscription Rooms was added 28/3/2019 and a building valuation was completed to establish rebuilding cost as required by insurance company.
Assets	Insecurity of buildings, equipment etc.	3	2	6	Office and depot alarmed. Equipment kept secure when on site. Business continuity plan adopted 2015.	1	2	2	Intruder alarm at Thanet House connected to monitoring system to provide additional protection when unoccupied. ACTION: Business continuity plan to be updated
Assets	Inadequate maintenance of buildings	2	2	4	Thanet House re-surveyed in 2011. Urgent work done. Further works carried out in 2013-14; Budget provision made for regular maintenance. Lansdown Hall (under management of working group) closely monitored and repairs carried out as necessary. Sheds,shelters inspected at least annually. Records of maintenance kept on file. Survey of Thanet House commissioned January 2016.	1	1	1	
Assets	Property rights	1	3	3	Dispute with neighbour regarding access for maintenance and license for services at Thanet House potential impact on value and saleability of property. Court action not required.	1	2	2	
Assets	Inadequate maintenance of boundary walls	3	3	9	Walls surveyed in 2017. Significant works required. Tenders for works going out 2018 and Public Works Loan sought to enable work to go ahead.	1	2	2	Contracts placed but not yet completed - final works to be completed Spring 2020. A register of walls and repairs including dates of next inspections in being developed. ACTION: complete register of walls and repairs
Assets	Asset transfers	3	3	9	Potential for acquisition of additional financial and legal liabilities in connection with the transfer of assets from other councils. Depending on the type of asset suitable and appropriate advice and reports sought from, for example: structural engineers, health and safety and HR advisors, solicitors, accountants and insurers.	1	2	2	
Assets	Tenants	1	3	3	<b>Risk of financial failure of tenants of community buildings (Lansdown Hall and the Subscription Rooms) resulting in early termination of leases. There could be a need to take urgent possession of the properties and ensure their safety and security.</b>	1	2	2	<b>NEW COVID-19 has placed significant financial pressure on community organisations that have had to close to the public. Government support many not be enough to keep them solvent.</b>
Data protection	Breach of data protection legislation. (New	3	2	6	Potential fines for breaches of data protection legislation. Deputy Clerk attended training. GDPR policies adopted.	2	2	4	
Finance	Banking failure	1	3	3	Current account banking with Lloyds TSB; Deposit moved to Nationwide after advice. Additional account opened 2016 with PSDF.	1	2	2	
Finance	Consequential loss	2	3	6	Insurance cover to provide new working space. Important records in fireproof safe. Minutes from 1990 to 1999 forwarded to County Records. Minutes from 1999 to 2003 have been copied to disc. Back-up system for documents from 2003 to date. Minutes converted to pdf at the end of each year. Business continuity plan adopted 2015	1	3	3	ACTION: Business continuity plan to be reviewed.
Finance	Loss of cash (fidelity insurance)	1	2	2	Cover at £250,000 reviewed annually. Increased to £1m 2017	1	1	1	
Finance	Dishonesty or errors in financial procedures	1	3	3	Authorisation of payments separated from execution. Purchase Order system. Two cllr signatures on cheques. Transaction limit on debit card use. Quarterly Cllr review of procedures. Independent internal auditor appointed annually.	1	2	2	Electronic payments and suitable policies and procedures are now in place.
Finance	Lack of compliance with Customs and Excise	2	2	4	Included in computer accounting package. Advice of specialised accountant available when needed.	1	1	1	
Finance	Inadequate budgeting pre-precept	2	2	4	Budget setting process approved in advance by Council each year; Finance Committee scrutiny of draft budget followed by final approval at Council. Precept derived from this.	1	1	1	
Finance	Unauthorised borrowing	1	2	2	Previous through PWLB. All loans require authorisation of Council	1	1	1	
Finance	Lack of proper independent internal audit	1	2	2	Annual appointment approved by Council.	1	1	1	
Finance	Loss of accounting records	1	3	3	Off site automatic back-up.	1	2	2	
Finance	Inadequate Standing Orders and Financial Regulations	1	1	1	Regular review by F&P Committee .Financial Regulations reviewed at F&P March 2020 to reflect new model document.	1	1	1	Financial Regulations to be updated reviewed at Council April 2021 to reflect changes to model document.

Finance	Inadequate monitoring of expenditure	2	3	6	Monthly accounts prepared; reviewed every two months at Finance Committee	1	2	2	
Finance	Payments not legally compliant	1	2	2	Clerk advises. NALC helpline available	1	1	1	
Finance	Improper use of grants and S137	1	2	2	Clerk advises. NALC helpline available. Power of Competence from 10th Sept 2012. GPC renewed June 2020	1	1	1	
Finance	Improper management of investment	1	2	2	Clerk and Financial Administrator decide on amount and maturity of Lloyds TSB Treasury Deposits according to cash requirements. Strategy revised in November 2008 in response to banking crisis. Rolling investment account at NWBS. Authority to transfer funds in an emergency given to Clerk in consultation with specific councillors. Updated investment strategy adopted at Council May 2018. Current investments regularly reported to F&P Committee.	1	1	1	
Finance	Impact of economic downturns on investments	1	3	3	Risk to Council's investment capital of negative interest rates. Clerk to review investments monthly and move funds if necessary in line with Investment Strategy.	1	2	2	NEW CCLA have reported potential for negative interest rates in the wake of the COVID-19 pandemic.
Finance	Access to Council funds for emergency expenditure	1	3	3	Debit cards issued to Clerk, Deputy Clerk, Green Spaces Manager and Assistant Clerk, with varying expenditure limits to support emergency payments to protect council assets or services, in accordance with Financial Regulations	1	1	1	Additional card to be provided for Community Development Officer
Liability	Damage/injury to third party, property or individuals	3	3	9	Retained Health and Safety consultants, fulfilling 'competent person' role. Regular review of risk assessments. H&S review at meeting for all staff annually. Inspection records (trees, play areas, memorials) kept. Christmas light strain and electrical testing annually. Damage/danger reporting protocol for groundstaff. Accident reporting protocol for all staff. RoSPA safety inspections and risk assessments for play areas. Public liability insurance to include volunteers. H&S Working Group established 2016.	2	3	6	2020 Panic alarm installed at Thanet House to enable front of house staff to summon police in an emergency.
Liability	Compensation to employees	1	3	3	Employer's liability insurance in place.	1	1	1	
Liability	Lack of compliance with employment law	2	2	4	Retained HR consultants and legal support in place.	2	1	2	
Liability	Lack of compliance with HMRC	1	2	2	HMR advice checked through website. Independent internal auditor checks. Advice from NALC accountant when needed	1	1	1	
Liability	Failure to ensure safety of staff and visitors	1	3	3	Fire notices; exits clearly signed; fire risk assessments at recommended intervals; evacuation procedure agreed; fire drills; detection and fire-fighting equipment reviewed annually; other risk assessments under regular review	1	1	1	Fire risk assessment for Thanet House, including flats reviewed 2018. Action: depot to be revised 2020
Liability	Failure to ensure safety of depot and Ground Staff	2	3	6	H&S risk assessments; Fire risk assessment; Protective clothing. Appropriate equipment and training.	1	2	2	
Legal	Acting outside legal powers	2	3	6	Clerk and Deputy Clerk attends regular training/updates and advices. Advice available from NALC via membership of GAPTC; and SLCC.	1	2	2	
Legal	Inadequate reporting through minutes	1	1	1	Draft minutes produced within two weeks. Circulated to members, media and posted on the website. Approved at next meeting.	1	1	1	
Legal	Inadequate document control	1	2	2	Minutes up to 1999 to be forwarded to County Records. From 1999 to 2003 to be digitally recorded and then originals forwarded to County Records. From 2003 to date to be backed up and stored off site. Deeds and other documents, including burial records, are held in the fireproof safe.	1	1	1	
Legal	Inadequate protection of data	2	3	6	Correspondence filed under 'parishioners'. Burial records updated regularly. Complaints about any matters in complaints file on computer in date order, accessible for purpose of follow up by staff only. Electoral Roll and other names and addresses securely stored with authorised access only. Privacy statement on website. GDPR policies adopted 2018.	1	2	2	
Councillor Propriety	Code of Conduct violations	1	2	2	SDC model Code of Conduct adopted 10/09/12; Copies supplied to all councillors; DPIs notified to SDC and available on STC website; declaration of interests is standing item on every agenda. Revised Code of Conduct adopted 2015 and reviewed in 2018. Updated process for handling complaints adopted October 2018 in response to Ledbury case.	1	1	1	
Councillor Propriety	Acceptance of improper gifts and hospitality	1	2	2	Register for hospitality/gifts established. Model policy adopted. Registration of interests standing item on every council meeting agenda.	1	1	1	
Other	Infectious disease (e.g. coronavirus)	1	3	3	Follow NHS advice and provide necessary supplies, e.g. hand sanitiser if required. Systems are in place so that staff are able to work at home where feasible.	1	2	2	
Other	Absence of Clerk	2	2	4	Deputy Clerk to undertake role with support of Councillors. Deputy Clerk employed April 2017	1	1	1	2020 Key Personnel cover added to insurance policy to cover Town Clerk. Capital Sum £100,000 Weekly Sum £500 for up to 10 weeks and £100 per week thereafter. Accident and Assault Cover
Other	Absence of Green Spaces Manager	2	2	4	Short term (4-6 weeks): A member of the team can 'act up'. Long-term: cover can be provided on contract or using agency staff.	1	1	1	

Other	This document becomes out of date	1	2	2	Review annually at Council.	1	1	1	<b>ACTION Review at F&amp;P 22nd March 2021, and recommend to Council 19 April 2020</b>
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Review dates |

- 28/04/2014
- 02/03/2015
- 01/02/2016
- 30/01/2017
- 07/02/2018
- 18/03/2019
- 16/03/2020
- 22/03/2021



## **STROUD TOWN COUNCIL**

### **Community Engagement Statement of Intent**

This statement sets out our approach to engaging with the community.

#### **Aims and Objectives**

The Council's intention is to continue its policy of seeking community involvement so that its decision-making considers the wishes of the community. This statement complements the town council's five year Strategy and [Action Plan](#), both of which can be found on the town council website.

#### **How we define the community**

Anyone who lives, works on a paid or voluntary basis, visits or is educated in Stroud is important to us.

Community may be a group of people with:

- a common interest-lobby groups, community associations
- a place - such as Uplands, Paganhill or the Top of Town
- an identity - a social identity, e.g., age, gender, ability, faith, ethnicity
- a concern - community activists and specific interest groups
- a customer - user or potential user of local services

#### **Provision of Information to the community**

We provide bi-annual newsletters delivered to each resident; four newsletters a year posted on noticeboards and distributed to subscribers by email; a regularly updated website and social media; an office window for notices and regular news items for the media.

#### **Opportunities for Community Involvement**

The office is open to the public each weekday morning and the telephone number and email addresses for the Clerk and all Councillors are published. Contact can also be made through the website using a simple contact form. Additionally, the Mayor holds a regular 'surgery' in the town centre. The annual Town Meeting offers the opportunity for parishioners to raise issues. Public consultations take place on specific topics in line with the council's five year strategy and action plan.

It is important to recognise that there are many elements to the communities in Stroud, many people have opposing views. The Town Council welcomes the opportunity to work with as many members of our community as possible, ensuring that all are considered in the decision-making process.

#### **Opportunities for Formal Representations to Council**

Our meetings are open to the public and opportunity for parishioners to make representations and ask questions is given at each meeting of the council and each of the committees. Requests in writing for issues to be investigated are referred to the relevant committee.

## Involvement in Partnerships

We value the opportunity to work closely with partners and are active with other organisations, sharing information and good practice, for the benefit of the town.

- Stroud District Council
- Gloucestershire County Council
- Stroud MP Siobhan Bailey
- Gloucestershire Association of Parish and Town Councils
- Environment Agency
- Gloucestershire Constabulary
- Residents' and Community Associations
- Allotments Associations
- Action for Market Towns
- Transition Towns movement
- Stroud in Bloom
- Stroud Chamber of Trade and Commerce
- Federation of Small Businesses
- Society of Local Council Clerks
- Stroud Valley Youth Forum
- Stroud Youth Strike
- Community Safety Partnership
- Tourism Forum
- Festivals Forum
- Neighbouring parish councils

## Role of Council Members and Officers

Members and officers will engage with the community in responding to specific enquiries and through involvement in research/consultation.

In 2018, the Town Council received a Community Grant from the Gloucestershire County Council 'Growing Our Communities' fund which was used to create the role of a Community Development Officer. This role was created to support people in Stroud to bring about social change, improve the quality of life in their local area and shape their own futures, working with individuals and community groups in Stroud to inspire and empower them to:

- identify their assets, needs, opportunities, rights and responsibilities
- plan what they want to achieve and take appropriate action
- develop activities and services to generate aspiration and confidence.

The role is about bringing people together and acting as a link between our community and a range of public and voluntary sector providers. The priorities are:

- addressing inequality, particularly in communities perceived to be culturally, economically or geographically disadvantaged
- stimulating community projects which address social isolation and loneliness
- addressing community safety concerns relating to antisocial behaviour; alcohol and drug misuse; and homelessness
- promoting healthy lifestyles, for example: active travel (walking and cycling to work and school); community gardening; play, sport and exercise.
- raising aspirations for young people.

In the early stages of this role work is targeted in two specific areas (Top of Town (Slade ward), and Farmhill and Paganhill), which were identified, in consultation with our county councillor, as areas with relatively high levels of deprivation relating to income and crime and disorder (Indices of Deprivation 2015). The work in these wards will be used to test and refine the methodology before it is rolled out to other areas in the town.

### Upcoming Community Engagement Projects (2021-24)

- Proposed refurbishment of Thanet House (public works loan)
- Play equipment refresh at The Leazes
- Neighbourhood Development Plan review
- Golden Valley Route

This list is reflected in the Town Council's Action Plan.

### Contact Details

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