

12<sup>th</sup> January 2022



### To Members of Council

You are hereby summoned to a MEETING OF COUNCIL to be held on **Monday, 17<sup>th</sup> January 2022 at 7.30pm** at St Laurence Church Hall, The Shambles, Stroud, GL5 1AP to conduct the following business.

Helen Bojaniwska  
Town Clerk

**COVID-19 PRECAUTIONS - please see attached risk assessment and instructions for attendance at this meeting.**

### AGENDA

1. To receive apologies
2. To receive declarations of interest or requests for dispensations
3. To receive any additional declarations of interest or requests for dispensations
4. To approve the minutes of the meeting of 8<sup>th</sup> November 2021 previously circulated
5. To receive the Mayor's remarks
6. To receive questions from members of the public
7. To receive brief verbal reports from District and County Councillors
8. To receive the Clerk's Report (for information only)
9. To approve payments from October, November and December
10. To receive a report on a draft Communications Strategy
11. To consider a report on staffing requirements
12. To approve the budget for 2022-23
13. To approve the precept for 2022-23
14. To consider an opportunity to formalize a public path on Council land at The Long Ground
15. To authorise additional signatories for online bank payments
16. To receive Working Group reports, previously circulated, as follows:

Personnel:	9 <sup>th</sup> September, 24 <sup>th</sup> September, 5 <sup>th</sup> January 2022
Consultations & Highways:	22 <sup>nd</sup> November 2021 and 4 <sup>th</sup> January 2022
Environment:	30 <sup>th</sup> November 2021
Community:	6 <sup>th</sup> December 2021
Regeneration:	8 <sup>th</sup> December 2021
Finance and Policy:	13 <sup>th</sup> December 2021

17. To resolve in view of the confidential nature of the business to be transacted, that the press and public be excluded from the remainder of the meeting
18. To receive a report from the office accommodation working group

*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.*

## **ITEM 7**

Updates from County and District Councillors

### **AUTHOR**

Various

### **CONSULTEES**

N/A

### **FOR MEETING**

Council

### **DATE**

17<sup>th</sup> January 2021

### **RECOMMENDATION**

For information only

### **REPORTS**

David Drew:

Sorry not to see you all in person given I was away for the last meeting. I'll keep my report to headlines because your time will be short.

Health Committee - clearly with the huge increase in numbers suffering from Covid no one knows where this will end. 1 in 6 people have now been diagnosed with it. Though numbers in hospital beds has stabilised it is unclear whether Omicron will lead to a spike in long Covid. The vaccination strategy continues to be the real success but numbers of younger people taking up jabs continues to lag behind. The pressure of NHS staff remains enormous and some of you will have read about the disparaging remarks of some staff at GRH especially in A & E. This is something that will have to be addressed. Locally the NHS here is trying to mitigate the confusing message on how to continue to bear down on Covid from central government.

Road Safety etc - I am still working on ideas to lessen the speeding problems at key roads, especially Slad Rd, Painswick Rd and Bisley Old Rd. As some of you will know we are about to be faced by major disruption on Bisley Rd for a new water main and Nelson/Middle and Acre Streets for sewerage work. I've undertaken site visits and asked to try to keep disruption to a minimum though with other road closures/openings because of telecommunications work in particular this will be difficult.

Children Services - We are still awaiting the long overdue Ofsted visit to investigate whether there have been improvements in a failing service. This is disgraceful! Overall there are difficult situations in a number of our schools because of Covid. One good bit of news is that the County Council is looking to reintroduce Family Hubs (having shut down the Children Centre Networks!)

Recent motions to Council - Important recent motions on climate change and domestic violence both initiated by Opposition Groups and supported across the Chamber with some modifications.

Council budget-making - This is taking place over the next month and any one can bring forward their suggestions on-line at the GCC website. Please copy me in to your ideas do I can also feed these in.

Levelling Up Fund discussions - I'm sure others will raise this so I will just say that work is taking place to submit a bid for Stroud Town of approximately £20m.

Case work - I get a shady number of contacts. Though not the volume of a District Councillor, some cases particularly around child protection issues can be both complex and hard to solve. Sadly the number of children going into care during Covid and other factors such as cuts in services and welfare help has risen steadily so that we are now at the highest ever number of children.

Adult Care - Again the problem facing the NHS is exacerbated by what is happening to social care. The biggest issue now is shortage of staff caused by illness but also by numbers leaving. I'm involved in a local charity which is facing acute staff shortages having to backfill with agency workers which is a part of the problem as many are again choosing to go along this route rather than stay in permanent jobs. The new government money it is thought will be largely swallowed by the NHS and is seen to have again missed the point of what is wrong with our care services.

David Drew

County Councillor for Stroud Central

## **LEGAL IMPLICATIONS**

N/A

## **FINANCIAL AND STAFFING IMPLICATIONS**

N/A

## **EQUALITY IMPLICATIONS**

N/A

## **CO2 IMPLICATIONS**

N/A

## **DECISION**

# Clerk's report for Council 8/11/2021

## Councillor training

Councillors are reminded that recordings of all the training sessions held since May are available on SharePoint.

## Recruitment update

After readvertisement the Community Development Officer post has now been filled. I look forward to introducing the new officer in early February.

## Update on Funding bids

The achievement of many of our planned projects is dependent on securing external funding. Several different bids are in progress at the moment – an update is provided below:

Welcome Back Fund – *a government fund, administered by Stroud District Council.* Funding approved for traffic management costs associated with the closure of London Road for the Farmers' Market until March 2021 and events in King Street. Support for the Stroud Seatey was approved, and a Marshall appointed. Councillors are supporting this project by organising musicians and promoting on social media. Funding for tourism support is being used by Stroud District Council. Further ideas are being explored.

Levelling Up Fund – *supporting Stroud District Council to develop a bid for town centre regeneration.* Work is progressing and will be reported to the Regeneration Working Group. This could potentially include projects at Lansdown Hall and the Sub Rooms.

Subscription Rooms A report was presented to the F&P Working Group on 13/12/2021

National Model Design Code: Phase 2 pilots – *an expression of interest has been submitted to potentially be one of ten places funded to develop exemplar local design codes. If selected this funding will support our ongoing review of the NDP (Neighbourhood Development Plan).* No news – presumably applications are still being reviewed.

Zero Carbon Public Estate fund – *SDC's successful bid in partnership with One Public Estate Gloucestershire provides £200,000 to explore how to rationalise, repurpose and retrofit sites.* An update meeting will be held later this month.

## Gloucestershire County Council street parking review

Thank you to councillors who attended workshops. We are awaiting the outcome from Gloucestershire County Council officers. In the meantime, the Regeneration Working Group have recommended that we commission our own review taking a holistic approach to all parking requirements and spaces in the town centre.

## Street Spaces study

Gloucestershire County Council are using the report to inform designs for potential incorporation in the Levelling Up Fund bid.

## Covid-19 risk assessment

In view of the recent surge in cases in Stroud no changes to the assessment for Council and Committee meetings is proposed. Councillors are again kindly requested to please wear masks. District and County Councillors have been asked to submit their Council reports in writing to cut down the length of the meeting.

Sadly, we have had some new COVID-19 infections, but thankfully those affected have made a good recovery. In line with government advice those staff who can are now working from home again.

The annual Christmas meal was postponed and will be rearranged when conditions allow.

Helen Bojaniwska  
Town Clerk  
11<sup>th</sup> January 2022

Payments October 2021

Stroud Town Council Payments October 2021

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/10/2021	Royal British Legion Poppy Sho	5959	£21.98	Remembrance wreath
01/10/2021	DCK Accounting Solutions Ltd	9849	£246.00	Preparing VAT calc
01/10/2021	Lister Wilder	1432	£97.87	Keys and fobs
01/10/2021	SLCC Enterprises Ltd	3842	£360.00	Locum fees august
01/10/2021	Somerset County Council	21518	£63.60	Nox tubes august
01/10/2021	Stroud Alarms Fire and Securit	45920	£245.40	Replace bellboxes
01/10/2021	Stroud Office Supplies Ltd	87882	£34.73	Office supplies
01/10/2021	Thrupp Tyre Company Ltd.	3538	£65.00	New tyre renault
01/10/2021	Travis Perkins Trading Co Ltd.	BBP282	£62.64	Site materials
01/10/2021	Travis Perkins Trading Co Ltd.	BBP301	£11.60	Site materials
01/10/2021	Travis Perkins Trading Co Ltd.	BBP556	£48.73	Site materials
01/10/2021	T.W.HAWKINS & SONS	1462	£411.12	Contract mowing 7/7 - 31/8
01/10/2021	SDC	DD	£291.49	Council tax 58a/b
04/10/2021	Association of Accounting Tech	8992	£50.00	AAT membership S Dyte
05/10/2021	PortalPlanQuest Ltd	52v1	£490.00	Planning app fee
07/10/2021	Allstar Business Solutions Ltd	4026	£190.57	Fuel charges Sept
12/10/2021	TOWN CLERK IMPREST	Imprest	£1,000.00	Tfr bus to imprest
15/10/2021	SDC	DD	£1,068.00	Rates Cemetery/Libbys Drive
15/10/2021	Payroll	DD	£19,729.07	Payroll
15/10/2021	LGPS	BACS	£6,141.24	Oct Payroll-Pension
15/10/2021	HMRC	BACS	£5,447.39	Oct Payroll-PAYE
18/10/2021	Canva Pty Ltd	5914	£99.99	Subscription to Canva Pro
18/10/2021	J Parker Dutch Bulbs WS Ltd	4793	£341.32	Plants
18/10/2021	2commune Ltd	3407	£522.00	Website hosting/support/licenc
18/10/2021	All Done and Dusted	5676	£115.20	Cleaning at Thanet House
18/10/2021	BAILEY PARTNERSHIP	6188	£528.00	Project mgmt
18/10/2021	BPE Solicitors LLP	7716	£3,420.00	Professional charges
18/10/2021	BrightHR England	282	£362.88	Provision of services
18/10/2021	Childs and Sulzmann Ltd.	3293	£3,024.00	Thanet House refurbishment
18/10/2021	DENIS BROWN & SON (Nailsworth)	12020	£55.06	Site materials
18/10/2021	Down to Earth Stroud	0721A	£225.60	Gardening assistance July
18/10/2021	Down to Earth Stroud	0821A	£333.00	Gardening assistance Aug
18/10/2021	Down to Earth Stroud	0921A	£186.00	Gardening assistance Sept
18/10/2021	EDF Energy	644	£34.05	Electricity 58b Thanet House
18/10/2021	HHGL Limited	9787	£45.40	Store purchases
18/10/2021	ICCM	13981	£324.00	Online training
18/10/2021	ITEC Support Ltd	3344	£519.63	IT Support
18/10/2021	Locking Hill Surgery	1165	£50.00	Letter re REDACTED
18/10/2021	Nadja Gajadharsingh	121	£1,220.00	Fundraising services Sept
18/10/2021	Nailsworth Garden Machinery	53108	£60.00	Battery trimmer repairs
18/10/2021	SAFPRO INDUSTRIAL SUPPLY	5616	£59.94	Safety boots
18/10/2021	SLCC Enterprises Ltd	3871	£246.00	Job advert services
18/10/2021	SLCC Enterprises Ltd	3888	£648.00	Locum fees Sept
18/10/2021	Smiths (Gloucester) Ltd	1582	£18.00	Recycling containers rental
18/10/2021	Stroud Electrical Services (UK	6318	£59.82	Replaced boiler back box
18/10/2021	Stroud Parish Churches	507	£105.00	Venue hire St Laurence hall
18/10/2021	Sunbelt Rentals Ltd	5315	£1,529.36	London Road closure Sept
18/10/2021	Thirsty Work Ltd.	5196	£40.74	Rental charges Thante House
18/10/2021	Hughes&Salvidge Holdings Ltd T	6183	£268.80	Skip exchange
18/10/2021	Water Plus Ltd.	6851	£36.87	Water charges Libbys Drive
18/10/2021	Dr E N Johnson	TRANSFER	£135.41	TOTTS reimbursement
19/10/2021	Home Bargains	5328	£3.99	Disposable masks
19/10/2021	Renault Finance	5152OCT	£30.00	Battery for Renault
22/10/2021	Wilko	1388	£12.00	Hand gel
22/10/2021	Osborne Books Ltd	6331	£30.70	Adjustment on SLINV21_136331
22/10/2021	BLT Direct Ltd	9448	£56.08	Fluorescent 18 watt bulbs
22/10/2021	HMRC	BACS	£213.43	HMRC Underpayment September
22/10/2021	SDC	DD	£624.00	Rates Thanet House

Payments October 2021

<b>Date Paid</b>	<b>Payee Name</b>	<b>Reference</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
22/10/2021	HMRC	TRANSFER	£213.43	HMRC
22/10/2021	HMRC	TRANSFER	-£213.43	HMRC
25/10/2021	Ecotricity	1784	£33.11	Electricity charges Libbys Dri
25/10/2021	Ecotricity	6471	£138.88	Electricity LLS Thanet House
25/10/2021	Lister Unified Communications	5739	£56.52	Mobile call charges sept
26/10/2021	EE Ltd	1738	£71.59	Mobile phone charges
29/10/2021	Konica Minolta Business Soluti	8149	£89.14	Photocopier charges

**Stroud Town Council Payments November 2021**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Reference</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
01/11/2021	SGW Payroll Ltd.	5912	63.30	Payroll month 7
01/11/2021	SDC	DD	339.22	Council Tax 58a/b
05/11/2021	Autopa Ltd	3854	118.62	Galvanised hinged post
05/11/2021	David Austin Rose Ltd	8872	63.45	Plants
05/11/2021	JAMES & OWEN LTD	17836	45.33	Stationary office supplies
05/11/2021	Kingsdown Nurseries	74293	327.54	Plants
05/11/2021	Lister Unified Communications	544-LIS	10.80	Handset unlock
05/11/2021	Sunbelt Rentals Ltd	506	432.02	Road closure King Street
05/11/2021	Somerset County Council	21577	63.60	Nox tube analysis
05/11/2021	Wheatley Printers Ltd.	3291	516.00	About Town Newsletters x7000
05/11/2021	MHCG	BACS	440.00	Grant payment
05/11/2021	MHCG	BACS	70.00	Grant payment
05/11/2021	St Laurence Church	BACS	1,000.00	Christmas tree festival grant
05/11/2021	REDACTED	BACS	179.10	Newsletter deliveries
05/11/2021	Stroud Goodwill	BACS	2,000.00	Lantern festival grant
08/11/2021	Stroud Subscription Rooms Trus	300	120.00	Tickets - Merlin Sheldrake
08/11/2021	Allstar Business Solutions Ltd	1770	214.50	Fuel
15/11/2021	Emorsgate Seeds	7723	99.53	Seeds
15/11/2021	SDC	DD	1,068.00	Rates Cemetery/Libbys
15/11/2021	Payroll	DD	17,967.88	Payroll
18/11/2021	Countrywide Grounds Maintenanc	532	1,134.00	Ground maintenance cemetery
18/11/2021	GAPTC	7091	50.00	Better Councillor training
18/11/2021	ITEC Support Ltd	3441	455.67	IT services
18/11/2021	JAMES & OWEN LTD	17920	92.74	Stationary supplies
18/11/2021	Lansdown Road Motors Ltd	43163	63.60	Service Renault
18/11/2021	Lister Wilder	2532	71.10	Fitment of loader Kubota
18/11/2021	Lister Wilder	2533	732.62	Clerical error overpaid £9
18/11/2021	The Nursery at Miserden	1001	239.96	Plants and compost
18/11/2021	The Nursery at Miserden	1002	149.98	Plants and compost
18/11/2021	The Nursery at Miserden	1003	138.98	Plants and compost
18/11/2021	Nadja Gajadharsingh	122	180.00	Funraising services October
18/11/2021	O'Brien & Price	29	1,326.00	Inspection of stonework
18/11/2021	Paganhill Community Group CIC	19	250.00	Vouchers for survey
18/11/2021	SAFPRO INDUSTRIAL SUPPLY	8825	136.51	Clothing
18/11/2021	GeoXphere Ltd	4	270.00	Annual subscription
18/11/2021	Lighthouse Charity Consulting	1	250.00	Fundraising consultancy
18/11/2021	SLCC Enterprises Ltd	3910	246.00	Job advertising
18/11/2021	SLCC Enterprises Ltd	936-1	90.00	Conference
18/11/2021	Smiths (Gloucester) Ltd	4862	18.60	Recycling October
18/11/2021	STL Gloucester Ltd	4.21.22	540.00	Cherry picker hire
18/11/2021	Streets Reimagined Ltd	C01D	480.00	Refining report
18/11/2021	Sunbelt Rentals Ltd	3645	1,770.87	Road closure London Road
18/11/2021	Thirsty Work Ltd.	4190	4.80	Rental charges Oct-Nov
18/11/2021	Veriphy Ltd	2289	4.20	Credit screen
18/11/2021	REDACTED	BACS	176.22	Newsletter deliveries
18/11/2021	REDACTED	BACS	133.56	Newsletter deliveries
18/11/2021	REDACTED	BACS	110.70	Newsletter deliveries
18/11/2021	REDACTED	BACS	84.60	Newsletter deliveries
18/11/2021	REDACTED	BACS	82.44	Newsletter Deliveries
18/11/2021	REDACTED	BACS	88.20	Newsletter deliveries
18/11/2021	LGPS	BACS	6,141.24	LGPS Oct
18/11/2021	LGPS	BACS	- 6,141.24	LGPS Oct entered in error
19/11/2021	Renault Finance	5152NOV	30.00	Battery charges - Renault
22/11/2021	SDC	DD	624.00	Rates Thanet House
23/11/2021	Lister Unified Communications	6806	102.59	Mobile phone charges - Oct
23/11/2021	Ecotricity	634	145.29	Electricity - LLS Thanet House
24/11/2021	Ecotricity	2973	120.08	Electricity - Libbys drive
24/11/2021	Ecotricity	3023	202.74	Electricity - Thanet House

26/11/2021	EE Ltd	3536	11.54	Mobile phone charges - Nov
29/11/2021	The Plastic Card Factory	3736	42.11	Staff ID cardds
29/11/2021	Facebook Ireland Ltd	FCR2	20.00	Recruitment CDO
29/11/2021	SGW Payroll Ltd.	7692	65.28	Payroll Month 8
29/11/2021	SGW Payroll Ltd.	7936	30.00	Payroll charges
29/11/2021	Konica Minolta Business Soluti	47692	45.50	Photocopier charges

## Stroud Town Council Payments December 2021

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/12/2021	Facebook Ireland Ltd	BDR2	20.00	CDO job advert
01/12/2021	Arien Designs	7101	3960.00	Oak posts for welcome signs
01/12/2021	ERMIN PLANT LTD	7090	63.90	Hand saw/gloves
01/12/2021	GAPTC	7116	25.00	Chairmanship skills
01/12/2021	GlosJobs	2345	56.40	Advertising com dev officer
01/12/2021	ITEC Support Ltd	8991	564.00	Intel core PC
01/12/2021	JobLadder Ltd	7893	210.00	Advertising com dev officer
01/12/2021	Nailsworth Garden Machinery	3604	216.90	Various GS equipment
01/12/2021	SLCC Enterprises Ltd	3938	270.00	Locum fees KH
01/12/2021	Somerset County Council	234	63.60	Nox tube analysis Feb 2021
01/12/2021	STL Gloucester Ltd	21.22	157.50	Install hanging baskets
01/12/2021	Stroud Alarms Fire and Securit	6684	72.00	Alarm call out
01/12/2021	Travis Perkins Trading Co Ltd.	V758	6.68	Plasson straight coupling
01/12/2021	Hughes&Salvidge Holdings Ltd T	8309	238.80	5 yard skip
01/12/2021	SDC	DD	374.63	Rates Thanet House flats
01/12/2021	A R Lomberg	BACS	80.00	Manure from Horns Road Farm
01/12/2021	Glos LGPS	BACS	5893.54	Pensions
01/12/2021	High Sheriff Glos	BACS	100.00	Donation
01/12/2021	HMRC	BACS	5484.89	PAYE/NIC Nov
01/12/2021	REDACTED	BACS	109.62	Newsletter deliveries
01/12/2021	REDACTED	BACS	100.44	Newsletter deliveries
03/12/2021	Facebook Ireland Ltd	FCR2	20.00	CDO job advert
03/12/2021	TOWN CLERK IMPREST ACCOUNT	Top up	1000.00	Top up Clerk's Account
06/12/2021	Ecotricity	3343	33.13	Electricity LLS Thanet Jul-Nov
07/12/2021	Allstar Business Solutions Ltd	3830	158.30	Fuel
08/12/2021	BannerBuzz UK	7872	68.83	Banner for Stroud Seatory
09/12/2021	Waitrose & Partners	1654	480.00	Staff Christmas gift cards
10/12/2021	Oxfam Shop	800	7.98	Mayor's Christmas cards
14/12/2021	Ecotricity	7144	146.18	Gas Thanet Nov
15/12/2021	SDC	DD	1068.00	Rates cemetery and depot
15/12/2021	PWLB	DD	9881.45	PWLB
15/12/2021	Payroll	DD	16756.48	Payroll Dec
17/12/2021	Astralsound	2352	156.00	Hire PA system and operator
17/12/2021	BAILEY PARTNERSHIP	6584	495.00	Project management pre contrac
17/12/2021	BPE Solicitors LLP	8945	429.00	Prof charges re Subs stonework
17/12/2021	Breakthrough Communications	290	2007.00	Communications strategy/social
17/12/2021	Chubb Fire & Security Ltd.	5126	163.38	Fire safety service
17/12/2021	Countrywide Grounds Maintenanc	6530	1134.00	Ground maintenance cemetery
17/12/2021	Down to Earth Stroud	1021A	252.00	Gardening assistance Oct
17/12/2021	ERMIN PLANT LTD	9170	142.26	Tools
17/12/2021	ERMIN PLANT LTD	9171	17.71	Tools
17/12/2021	HHGL Limited	9948	122.25	GS site materials
17/12/2021	ITEC Support Ltd	3541	588.47	IT services
17/12/2021	MK Illumination UK Ltd	25955	375.36	Xmas lights
17/12/2021	Nadja Gajadharsingh	124	440.00	Fundraising services Nov
17/12/2021	SLCC Enterprises Ltd	4029	144.00	Locum fees K Houlihan Nov

17/12/2021	SLCC Enterprises Ltd	6828-1	464.00	Membership fee
17/12/2021	Smiths (Gloucester) Ltd	8135	18.00	Bin/mixed recycling
17/12/2021	Somerset County Council	1636	63.60	Nox tubes analysis
17/12/2021	Sunbelt Rentals Ltd	2558	3541.72	London Road closure Nov
17/12/2021	Thirsty Work Ltd.	3895	4.80	Rental charges
17/12/2021	Travis Perkins Trading Co Ltd.	W408	10.39	Black bitumen macadam
17/12/2021	Hughes&Salvidge Holdings Ltd T	9499	268.80	Skip exchange
17/12/2021	Glos LGPS	BACS	5500.99	Pensions Dec
17/12/2021	HMRC	BACS	5028.52	PAYE/NIC Dec
17/12/2021	HMRC	BACS	4.00	PAYE/NIC Oct
17/12/2021	Sladebank Woods CIC	BACS	880.00	Grant payment
20/12/2021	DVLA	BACS	275.00	Vehicle tax DS11 LGW
20/12/2021	Renault Finance	5152DEC	30.00	Battery for Renault
20/12/2021	DVLA	BACS	275.00	Vehicle tax DS11 LGW
20/12/2021	DVLA	BACS	-275.00	DVLA Correction
22/12/2021	SDC	DD	624.00	Rates Thanet House
23/12/2021	Water Plus Ltd.	3769	45.88	Water charges Thanet House
23/12/2021	Ecotricity	8948	71.22	Electricity LLS Thanet Nov-Dec
23/12/2021	Lister Unified Communications	7871	97.27	Mobile phone charges
23/12/2021	Ecotricity	5292	127.41	Electricity Thanet Nov
23/12/2021	Ecotricity	4936	367.43	Electricity Libbys Drive Nov
24/12/2021	SGW Payroll Ltd.	9819	63.30	Payroll month 9
24/12/2021	Ecotricity	1706	194.13	Electricity LLS Thanet Nov-Dec
29/12/2021	Digdat	4628	30.00	Water and sewage maps for Subs
29/12/2021	Water Plus Ltd.	362	16.59	Water charges cemetery
29/12/2021	EE Ltd	6639	35.80	Phone charges
31/12/2021	Ecotricity	7660	61.98	Gas Thanet

# Communications Strategy update

## **AUTHORS**

Town Clerk

## **CONSULTEES**

Deputy Clerk

Finance and Policy Working Group

Personnel Working Group

## **FOR MEETING**

Council 17<sup>th</sup> January 2022

## **RECOMMENDATION**

The Finance and Policy Working Group recommend to Council that a provisional figure for a new Communications and Community Engagement post should be included in the draft 2022-23 budget.

The Personnel Working Group recommend to Council that a project group should be established to lead on the Communications Strategy: refining the content and Action Plan, and working through the finer details of a new role and how it would relate to the existing Communications Contract and the Stroud Town CAN (Community Action Network).

Clerk/RFO's recommendation – set a provisional budget of £22,454 inclusive subject to further analysis by the proposed project group.

## **REPORT**

The Finance and Policy Working Group agreed at their meeting 6<sup>th</sup> September 2021 to engage Breakthrough Communications to develop a Communications and Engagement Strategy and deliver a Social Media Workshop for staff.

Following a preliminary meeting with officers the consultants conducted a Council-wide survey and facilitated two workshops which officers and elected Members attended. Their draft Strategy document (copy attached) was presented to the Finance and Policy Working Group at their meeting on 13<sup>th</sup> December 2021. The relevant meeting notes are copied in [Appendix 1](#) for information.

In summary the Clerk explained the rationale for further investment in Communications work and its strategic importance. There was general support for improving communications, but some councillors were concerned about the cost implications. It was felt that further work would be required to establish how much the introduction of a Communications Officer would help to relieve workload pressures on other staff and what the budget implications would be. The WG asked the Personnel Committee to look at staff costs and include a provisional figure in the draft 2022-23 budget.

Councillors were requested to submit any specific comments about the draft Strategy but none have been received at the time of writing.

The Personnel Working Group then met on 5th January 2022 to consider the request from the Finance and Policy Working Group to look at potential staff costs. A report was presented including a draft budget for a new post. Meeting notes are copied in [Appendix 2](#) for information.

In summary: the Clerk presented a report on the need for additional staff resources proposing two new posts: including a new Communications and Engagement Officer and set out in detail the rationale for this additional resource.

The report identified a significant mismatch between the level of staff available and the Council's aspirations to deliver and support projects; the detrimental impact of understaffing on team morale and wellbeing; imminent opportunities to secure government funding to deliver major infrastructure projects; continued pressure from other areas of local government to pass on additional work and projects; a new direction and urgency required to deliver projects to support recovery from Covid-19; and the need to consider replacement of the Nature Recovery & Climate Action Officer post as the 12 months pilot had ended.

The Working Group were uncertain about the need for the role, the responsibilities and what level it would operate at, so did not agree a budget recommendation, but did agree a recommendation about the establishment of a project group to lead on the Communications Strategy: refining the content and Action Plan where necessary, working through the finer details of a new role and how it would relate to the existing Communications Contract and the Stroud Town CAN (Community Action Network).

Work is still required on the future structure of Stroud Town CAN following a review in the Autumn. This will be progressed when staff resources allow.

The total cost of the discontinued Nature Recovery & Climate Action Officer pilot post has been left in the draft 2022-23 staff budget in anticipation of this being repurposed to provide further support to the CAN, but in a different form. There is an opportunity to repurpose some or all of this budget for a Communications and Engagement Officer post.

The existing Communications Contractor has given valuable feedback on the Communications Strategy and kindly offered to support its development.

## **LEGAL IMPLICATIONS**

No specific implications.

## **FINANCIAL AND STAFFING IMPLICATIONS**

The report to the Personnel WG suggested a budget for a relatively junior Communications and community engagement post for 21 hours per week at Scale Point range 10 – 14; £21,322 to £23,080 (2021-22 pay award pending); reporting to the Deputy Clerk. The role would support: projects, social media – scheduled campaigns and responsive work, and volunteer recruitment.

Depending on the 2021 and 2022 pay awards, the estimated annual cost of this post at the mid-point of the scale would be between £16,285 and £17,964 including employers NI and Pension costs.

It has however been suggested that in order to be effective and relieve workload pressure on other staff the post should be at a higher level and with a more substantial salary, potentially up to £40,000 FTE. Research on recruitment websites suggest a similar post in the private sector would normally command a salary of c£30,000 FTE. It is therefore recommended that a provisional budget of £22,454 inclusive is approved by the Council.

### **EQUALITY IMPLICATIONS**

When considering commissioning the Communications Strategy the Finance and Policy WG were mindful of the need to resolve concerns about how to reach residents who are excluded from our normal communications.

### **CO2 IMPLICATIONS**

Stroud Town CAN is an essential part of the Council's strategy relating to climate change so any working relating to community engagement regarding this will have a direct, but unmeasurable, impact.

The draft Strategy also explores opportunities to make better use of online engagement as opposed to face-to-face, which has implications for personal travel carbon costs.

HB

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## **Appendix 1**

### **From Finance and Policy WG meeting notes 13/12/2021**

#### **“Draft Communications Strategy**

The Working Group considered a draft Communications Strategy prepared by Breakthrough Communications, following research on the Council’s existing communications work and workshops with officers and councillors.

The Clerk explained the rationale for further investment in Communications work and its strategic importance. Cllr Parkes was keen for there to be an in-house communications staff resource to support strategic planning, provide transparency on the council’s spending and to enable the Council to set the agenda on communications rather than acting responsively. Cllr Davies also expressed support and raised a concern that the Council is not currently getting a strong enough message out to the public about the work being done.

In further discussion there was general support for improving communications, but some councillors were concerned about the cost implications. It was felt that further work would be required to establish how much the introduction of a Communications Officer would help to relieve workload pressures on other staff and what the budget implications would be. There was also a request for the communications action plan to include a guide on messaging for councillors.

#### **Actions:**

It was **agreed** to ask the Personnel Committee to look at staff costs and include a provisional figure in the draft 2022-23 budget.

## **Appendix 2**

### **From Personnel WG meeting notes 5th January 2022**

#### **“Report on additional staff resources**

A report proposing two new posts: a Communications and Engagement Officer and an additional Administration Assistant had been circulated. This followed on from a report previously presented at the meeting on 5<sup>th</sup> July 2021.

The report identified a significant mismatch between the level of staff available and the Council’s aspirations to deliver and support projects; the detrimental impact of understaffing on team morale and wellbeing; imminent opportunities to secure government funding to deliver major infrastructure projects; continued pressure from other areas of local government to pass on additional work and projects; a new direction and urgency required to deliver projects to support recovery from Covid-19; and the need to consider replacement of the Nature Recovery & Climate Action Officer post as the 12 months pilot had ended.

In addition, the Finance and Policy WG had considered a draft Communications Strategy at their meeting on 13<sup>th</sup> December 20201 and requested that the Clerk report to the Personnel Committee on how much the introduction of a

Communications Officer would help to relieve workload pressures on other staff and what the budget implications would be.

The Clerk's report addressing the above issues and a draft job description for a Communications and Engagement Officer were discussed at length. The Clerk and Deputy Clerk responded to questions about the need for the post, how it would relate to support and funding for the Stroud Town CAN (Community Action Network), and the impact on the existing Communications Contract.

The Working Group were uncertain about the need for the role, the responsibilities and what level it would operate at. As a result the Working Group did not agree a budget recommendation.

The Working Group did, however, **agree** to recommend to Council that a project group should be established to lead on the Communications Strategy: refining the content and Action Plan, and working through the finer details of a new role and how it would relate to the existing Communications Contract and the Stroud Town CAN (Community Action Network).

**Action:** The Clerk was asked to develop some budget options for consideration at the Council meeting on 17<sup>th</sup> January."

# REPORT ON STAFF REQUIREMENTS

## AUTHOR

Town Clerk

## CONSULTEES

Personnel Working Group

## FOR MEETING

Council 17<sup>th</sup> January 2022

## RECOMMENDATION

Approve the creation of a new Administration post for immediate recruitment.

## REPORT

### **Background**

This report follows on from reports presented to the Personnel Working Group meetings on 5/7/2021 and 5/1/2022, which originally accompanied a presentation by the Clerk concerning staff workload issues.

Growing workload has led to a need to revisit some areas of the Council's staffing. In particular this has been driven by the following factors:

- significantly mismatch between the level of staff available and the Council's aspirations to deliver and support projects, especially with regard to Nature Recovery & Climate Action
- detrimental impact of understaffing on team morale and wellbeing – which continues to deteriorate
- detrimental impact of understaffing on staff mental and physical health (see [Legal Implications](#) section below)
- imminent opportunities to secure government funding to deliver major infrastructure projects in partnership with Stroud District Council and other stakeholders, e.g. Levelling Up fund, which is now consuming almost all of the Project Officer's time and at least 25% of the Clerk's
- continued pressure from other areas of local government to pass on additional work and projects
- new direction and urgency required to deliver projects to support recovery from Covid-19
- need to consider replacement of Nature Recovery & Climate Action Officer post as the 12 months pilot has now ended.

Reports to the Personnel Working Group have focused on ensuring that the Council has the right staff in place to deliver its statutory obligations and respond to significant demand for project and community engagement work.

The outcome of discussions regarding communications and community engagement are the subject of a separate report (agenda item 10).

The current staff structure is detailed in [Appendix 1](#).

## Project management and administration

From 2019 staff review carried out by LGRC:

“It is also worth noting the large volume of projects that the Council has identified and wishes to progress as set out in the new strategy, Neighbourhood Development Plan (NDP), cultural strategy and potential future asset transfers. It appears the current ambition of the Council in terms of volume of projects is beyond the capacity of a single project role to move them all forward. The Council needs to confirm the number and priority of the projects identified and assess current timescales; it may consider that additional project officer resource may be required to progress these projects at an acceptable rate and to assist the project manager. A new part-time project officer role could be created to support the project management and ensure a greater range of projects could be progressed and further related fundraising undertaken.”

Whilst staffing numbers have grown a little since the first review in 2016 the current staffing level relating to projects remains low in proportion to the volume of projects planned. The budget for project staff equates to a Full Time Equivalent (FTE) of 2.2, which includes the Community Development Officer post at 30 hours, which is effectively operating a single project. See [Appendix 2](#) for a breakdown.

Since the staff team was expanded in 2016 the volume of administration work has naturally increased because:

- project activity has grown exponentially,
- the council has a higher profile, and
- when significant new opportunities arise, for example the Levelling Up Fund, which represent golden opportunities to deliver on the Council’s strategic objectives, staff resources have been diverted to capitalise on them, but this impacts availability to deliver the projects already in hand.
- increasingly active councillors are driving demand for new activities, for example:
  - Stroud CAN
  - Community development work
  - multiple projects arising from the NDP
  - Climate emergency declaration
  - Covid-19 response (hopefully temporary).

Delivering projects during Covid-19 restrictions has been difficult, but it is clear that a significant proportion of the work required is administrative rather than the

management and delivery of projects, and there is a shortage of staff available to do these tasks. Current administration staff are fully occupied with their regular duties, including administration of Council meetings and procedures, public enquiries, cemetery administration and office management.

This means that more senior officers (Clerk, Deputy Clerk, Green Spaces Manager), are spending valuable time on basic admin tasks relating to projects they are delivering, e.g. organising meetings, writing meeting notes, which could be handled by a less senior post, but there is no spare capacity for existing admin staff to take on this work. This is not a good use of public funds.

### **Nature Recovery & Climate Action Officer**

The Council created the post of Nature Recovery & Climate Action Officer as a one-year pilot from November 2020. It became clear that the functions required to support the CAN are more to do with administration, communications and community engagement than project management. Some useful progress has been made on reshaping the CAN, but this has not yet been finalised.

### **Volume of projects**

The Council has continued adding project work to the “large volume of projects” identified in the 2019 report, as demonstrated in the Action Plan presented to the Finance and Policy WG on 13/12/21.

The Finance and Policy Working Group discussed a 5-year Action Plan, which was designed to spread project workload over a longer timeframe.

Unfortunately the work on reviewing the Council’s Strategy, and therefore the linked Action Plan, has been delayed by the requirement for further discussion about the Communications Strategy, which logically should be included in the Strategy before it is brought back to Council for approval.

The Finance and Policy Working Group have also discussed and proposed a new responsibility for the F&P Committee acting in a “Project Office” role, monitoring progress and prioritising projects, which will help, as long as there is a recognition of the need to match project volume with staff availability.

Additional administration support is still also urgently needed across all project work. Having highly skilled staff earning relatively high salaries, doing basic administration tasks, does not represent good value for council tax payers, and is demoralising and frustrating for the staff involved. There is a risk that resignations or sickness absences will follow if this issue is not addressed.

### **New post**

The Personnel Working Group (5/1/2022) provisionally recommended the creation of a new Administration post, subject to more detail being provided on the justification for the post and a job description. This report is intended to justify the need, particularly in terms of the impact of understaffing on staff mental and physical health. Without going into personal details, health issues related to workplace stress are apparent.

The attached job description ([Appendix 3](#)) is based on an existing administration post, updated to recognise changes in other roles and extended to include specific responsibilities relating to projects. The new post would report to the Deputy Clerk. A potential revised structure is included in [Appendix 4](#), but this will be subject to separate discussions regarding Communications and Community Engagement staffing.

## LEGAL IMPLICATIONS

The Health & Safety at Work etc Act 1974 requires employers to secure the health (including mental health), safety and welfare of employees whilst at work and, amongst other things, provide a safe place of work; ensure safe systems of work and provide information and training.

In addition, under The Management of Health & Safety at Work Regulations 1999, employers are required to carry out a suitable and sufficient assessment of the health and safety risks to which their employees are exposed whilst they are at work. This includes the requirement to assess the risk of stress-related ill health arising from work activities and to take measures to control the identified risk<sup>1</sup>.

The H&S Executive identify 6 main causes of workplace stress: “demands, control, support, relationships, role and change.” There are currently issues with demands (staff not being able to cope with the demands of their jobs) and support, which the creation of this post would help to address<sup>2</sup>.

## FINANCIAL AND STAFFING IMPLICATIONS

The additional staff costs for this proposed post, based on a 21 hours/week contract would be £14,626 include employer’s NI and Pension contributions.

## EQUALITY IMPLICATIONS

The Council is legally bound by the public sector equality duty to prevent and eliminate discrimination, establish and promote equality and equal opportunities, and foster good relations between people with different protected characteristics.

## CO2 IMPLICATIONS

No direct benefits, but having additional capacity would potentially support the delivery of projects linked to the Council’s objectives relating to carbon reduction and biodiversity.

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<sup>1</sup> Work-Related Stress: A Guide <https://www.hse.gov.uk/stress/assets/docs/eurostress.pdf>

<sup>2</sup> Work-related stress and how to manage it: causes of stress at work – HSE  
<https://www.hse.gov.uk/stress/causes.htm>

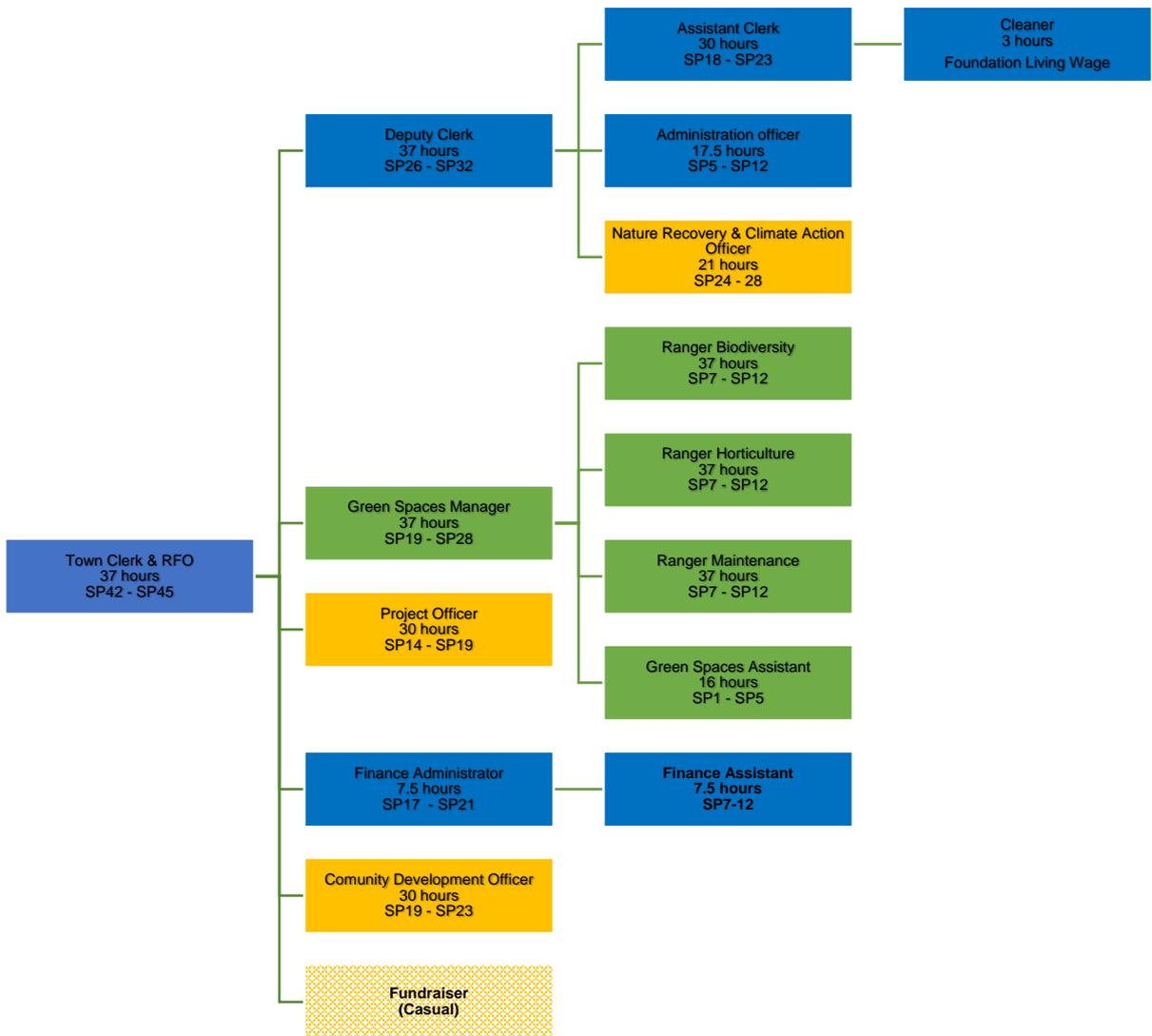
## Appendix 1 Current staff structure

The diagram below has been colour coded to show the main working areas. Blue – office and admin; Yellow – projects, Green – Green Spaces.

It should be noted, however, that the Town Clerk, Deputy Clerk, and Green Spaces Manager are also involved in leading much of the project work.

The chart has been updated to include the following changes:

- Community Development Officer increased from 24 to 30 hours per week.
- Finance work now two posts.
- Nature Recovery and Climate Action Officer – pilot ended, but still included because the post is under review
- Fundraiser (casual) included



## Appendix 2 Breakdown of staff hours and budgets

Area	Hours per week*	FTE	Draft budget 2022 (1%) including salaries, NI and pension
Office management and admin	140	3.8	£171,838
Green Spaces	51	4.4	£129,772
Project work*	81	2.2	£81,725
<b>TOTAL</b>	<b>21</b>	<b>10.3</b>	
			<b>£387,590</b>

If holidays are taken into account the actual hours worked are only 86%-87% of the total, depending on length of service.

## Appendix 3

### **Projects and Administration Assistant JOB DESCRIPTION**

**Principal Purpose:** To contribute to the efficient running of a proactive, community minded Town Council by providing administrative support to staff and members, engaging with the public and playing an active part in the improvement of its work and development of projects.

**Reporting to:** The Deputy Clerk

**Based at:** Thanet House, 58 London Road, Stroud, Glos. GL5 2AD

#### **Specifically, this role will involve:**

##### Office administration

On a daily basis, opening, recording, responding to or distributing incoming physical mail and email and processing outgoing mail.

Administrative support for the Council's grant programme

Administrative support to ensure any actions allocated by committees are completed and reported in a timely manner

Administrative support for regular review and updating of the Council's policies and procedures

Administrative support with HR tasks and record keeping

##### Project administration

Scheduling meetings and distributing relevant documents to stakeholders

Note taking in meetings including accurate records of actions and distribution of notes to stakeholders

Administrative support for projects to ensure target dates are met within budget

Administrative support for the Council's project team (Town Clerk, Deputy Clerk, Projects Officer and Green Spaces Manager), including diary management and file maintenance

Liaison with stakeholders to ensure clear communication regarding all aspects of projects and KPI's.

##### Community Engagement

Ensuring the provision of helpful, prompt and friendly responses to enquiries, both in person and via telephone and email.

Keeping public notices up to date and maintaining the office display windows and literature carousel.

Support for the organisation of civic events including: Annual Town Meeting, public consultation events and armistice/remembrance services.

Support for the day-to-day maintenance and updating of the Council's website and social media accounts

#### Data and Records

Administration of the Council's filing and archive database, both physical and electronic, ensuring data is retained in line with GDP Regulations

#### Services to members and officers

Ensuring agendas and minutes are distributed in a timely fashion and that office copies and official records of meetings are maintained

Acting as personal assistant to the Town Clerk, Deputy Clerk, Mayor and Deputy Mayor, to include managing diaries and correspondence with parishioners

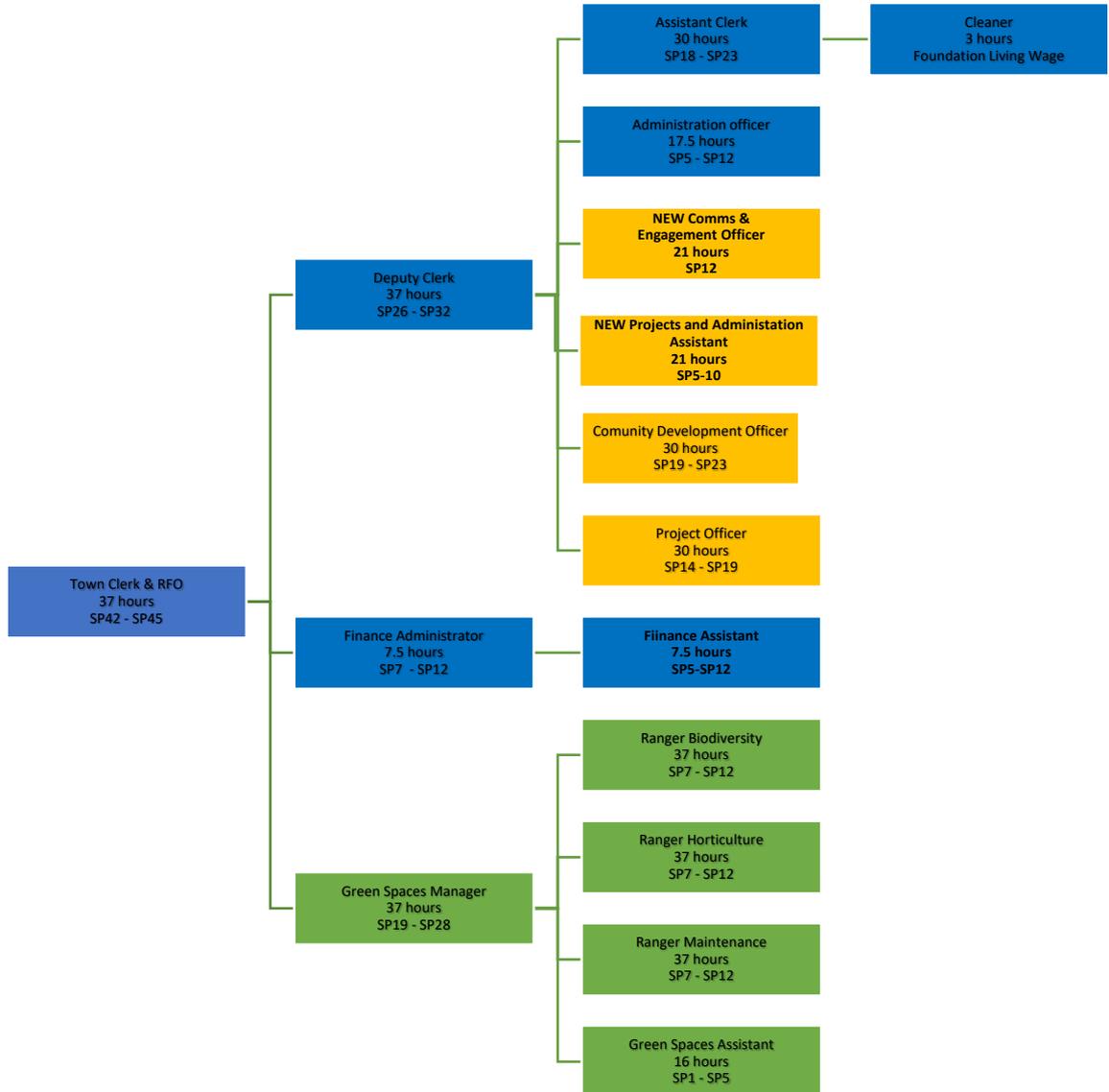
#### Any other task that may be reasonably requested from time to time

**Hours of Work:** 21 hours per week, Monday to Friday (can be split over five days but must include Friday)

**Holidays:** 22 days per annum increasing to 25 days after 5 years continuous service, plus bank holidays (pro rata)

**Salary:** NJC Scale 5-10

# Appendix 4 revised staff structure



# 2022-23 budget report

## AUTHOR

Town Clerk

## CONSULTEES

Committees: Personnel, Regeneration, Environment, Community and Finance and Policy

## FOR MEETING

Council 17<sup>th</sup> January 2021

## RECOMMENDATION

Approve draft budget and precept requirement, including additional staff resources as detailed in separate reports and tables, including additional staff resources.

Increase cemetery fees by 2% from 1<sup>st</sup> April 2022.

## REPORT

To be read in conjunction with Budget tables attached.

### **2021–2022 Budget**

Budget pages 2 to 6 show the budget for this year, expenditure and income to the end of September and predicted outturn for the end of the financial year 31/3/2022)

If repairs to stonework at the Subscription Rooms go ahead before the end of the year a deficit of £15,915 (expenditure-income) is predicted at year end. This will impact on the general reserve, but it will remain within tolerable levels.

### **2022–2023 Budget** (see budget pages 1 to 14)

#### Expenditure

##### *Salaries (office and green spaces team)*

The Personnel Committee reviewed the whole staff budget at the meeting on 5<sup>th</sup> January 2022. The draft budget is based on the staff that are already in place or due to join the Council before 1<sup>st</sup> April 2022. It also includes the cost of the CAN Project Officer post pending further discussion on new staff roles and ongoing support for the CAN.

The staff budget assumes that the 2021-22 pay settlement will be based on the employers' "final" offer of 1.75%

It is calculated on a 1% increase in 2022-23, but this may be higher. The impact of potential increases of 2% and 3% are set out in table on page 1.

#### *Pensions*

The Employers' contribution rate has reduced from 22.4% to 21.1%. An actuarial valuation of the Gloucestershire LGPS pension scheme was carried out in 2019 and the rates for 3 years from 2020 were confirmed.

#### *Additional staff*

See separate reports. Cost implications are set out on page 14 of the budget tables.

#### *Service level agreements*

The agreements have all been reviewed by the Community Committee.

#### Income

##### *Fees and charges*

Cemetery fees – it is recommended that current fees are increased by 2% - the same level as SDC.

##### *Grants*

See the Projects sheets (pages 9-11) for more information on where grants will be sought to fund project work.

##### *Precept*

The tax base has now been confirmed at 4361.3, an increase of 1.59% compared to the current year.

The draft budget results in a precept of £770,671 or £176.71 per Band D property, an increase of 1.85% or 6p per week.

Assuming that the recommendations regarding additional staff resources are approved, with no reduction in the budget for CAN support the resulting budget would be £807,751 or £185.21 per Band D property, an increase of 6.75% or 22p per week.

If the Council wishes to reduce the overall expenditure budget it should be noted that each 1% reduction equates to £7,706.

Projects (see Projects worksheets – pages 9-11 and summary – page 8)

#### ***Thanet House works projects***

Planning and listed building permissions are in place for refurbishment, but this is on hold pending potential relocation. The Office working groups are exploring options – see separate report to Council. A budget is included for either interim works to Thanet House or potential relocation costs.

#### ***NDP review***

The Regeneration Committee will be working on a review of the NDP (postponed from 2021), estimated at £10,000 to include the cost of community

consultation and external consultancy. It is anticipated that a £10,000 Locality grant will be available to support this – an application will be made in the new year.

### ***NDP projects***

This budget is mainly funded from reserves. Planned projects/costs include:

- Street Spaces - work arising from 2021 report.
- Golden valley project website license
- Match funding for new projects (e.g. Levelling Up Fund)
- Sub Rooms forecourt (in development – potentially included in Levelling Up Fund bid.
- Pollution monitoring - Nox tube analysis and a consultant report - update on new data

### ***Road Safety***

An underspend is anticipated at year end. It is recommended that this money is placed in an earmarked reserve to fund any future projects.

### ***Environment Projects and Play equipment updates***

The Environment Committee have a long-term programme for the planned replacement and improvement of play equipment at the Council's playgrounds. New equipment at the Leazes which is being partly funded by a s106 contribution is due to be delivered in the next few months.

Some other Environment Committee projects have been delayed – the draft budget makes provision of unspent project and play equipment funds being placed in reserve at the end of the year for use in 2021-22.

Planned works for 2022-23 include:

- Play equipment updates
- Long Ground riverbank and bog
- Interpretation and signage
- Fennels View improvements
- Accessibility improvements

### ***Lansdown Hall***

Planning and listed building consent has been secured for a further phase of improvements to the Hall, including a new entrance from Bank Gardens, improved bar and toilets, lighting and railings in Bank Gardens. Some ventilation improvements have been completed and the Green Spaces team are working on a project to install the railings.

The budget for the main building project includes a challenging target for fundraising from grants (£118,643), with the balance of £61,377 being met from reserves, which were originally funded by a public works loan. No budget is included for 2022 apart from the cost of a fundraiser, which is included in staff

budget. There is potential for this project to be included in the Levelling Up Fund, but if successful delivery would be in 2023-24.

#### *Covid Recovery Fund*

In 2020 the Community Committee requested that any underspends from grant budgets be added to the Covid support reserve and made available to support community recovery in the coming year. It is projected that £18,175 will remain in the reserve at year end, so it is proposed that the majority of this fund is used to support the Small Grants and Community Support fund budgets in 2022-23.

#### *Lost Ways and footpaths projects*

£1,000 is available in an earmarked reserve. This has been included in the budget to support volunteer expenses working on applications for public rights of way to be included on the definitive map before the 1st January 2026 deadline.

#### *Subscription Rooms*

Experience has shown that the majority of the grants available to support development at the Sub Rooms are open to applications to the Trust, rather than the Council, so no budget is included for capital projects. This does not preclude the Council from applying for funding should an opportunity arise.

In the Community Committee budget allowance was made for the potential creation of an SLA to cover the costs of:

- freelance fundraiser £7,680
- current volunteer co-ordinator £10,000 (previously funded from Cultural Strategy budget)
- a contribution to project management costs £5,000

The committee working group noted some concern that the cost of the proposed SLA would be far higher than all others the Council gives and noted that their preference to offer an SLA at a similar level to others given by the Council with additional funds approved on a case-by-case basis.

The Committee did however recommend the draft budget to the Finance and Policy Working Group including these sums, so whilst there needs to be further discussion about the format for delivering this expenditure, the costs have been retained in the draft budget.

## **LEGAL IMPLICATIONS**

A local council, as a 'local precepting authority', has power to issue a precept for each financial year on the principal council in which the local council is situated in accordance with the provisions of s. 41, LGFA 1992.

The precept must state the local council's council tax requirement (as calculated under s. 49A) for the forthcoming financial year, and such amount is payable by the billing authority in respect of the precept for that financial year.

The council tax or budget requirement is the difference between the council's expenditure and income. Stroud District Council ask local councils to submit their precept request by the end of January.

## FINANCIAL AND STAFFING IMPLICATIONS

Financial implications covered in report.

Staffing implications – see separate reports on additional staff recommendations.

## EQUALITY IMPLICATIONS

The Council is legally bound by the public sector equality duty to prevent and eliminate discrimination, establish and promote equality and equal opportunities, and foster good relations between people with different protected characteristics.

## CO2 IMPLICATIONS

The carbon reduction budget previously included provision for reducing the carbon footprint of Thanet House and that is the focus of spending this year. The carbon audit identified potential carbon savings from improvements to Thanet House of 4,806 kg/year, but more detailed analysis of any works will be required.

Many other areas of the budget have the potential to contribute to carbon reduction in the town, including:

- Carbon reduction grants
- Environment Committee community projects
- Supporting the Stroud Town CAN (mainly staff costs)

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PROJECTS

Thanet House works projects				
<b>2021-22</b>				
Expenditure	Centre	Code	Budget	Projected year end
Maintenance	104	4036	25,000	5,000
Flats maintenance	104	4058	20,000	250
Carbon reduction projects	104	4064	10,000	-
Consultancy	104	4059	5,000	3,213
<b>TOTAL</b>			<b>60,000</b>	<b>8,463</b>
<b>Reserve movement year end</b>				
Opening balance 954				
Income - expenditure 13,651 add to Thanet House reserve				
Balance carried forward <b>14,605</b>				
<b>2022-23</b>				
Expenditure	Centre	Code	Budget	Funded by
Maintenance	104	4036	35,000	Reserve and precept
Flats maintenance	104	4058	-	
Carbon reduction projects	104	4064	20,000	Grants
Consultancy	104	4059	5,000	Reserve and precept
<b>TOTAL</b>			<b>60,000</b>	
<b>Income</b>				
Income	Centre	Code	Budget	Projected year end
Use of reserves	105	4998	17,886	0
Grants	105	1077	20,000	0
Precept	105	1176	22,114	22,114
<b>TOTAL</b>			<b>60,000</b>	<b>22,114</b>
<b>Reserve carried forward 0</b>				

NDP REVIEW AND PROJECTS				
<b>2021-22</b>				
Expenditure	Centre	Code	Budget	Projected year end
NDP WG projects	108	4216	49,364	22,544
NDP Review	108	4217	20,000	2,000
Pollution monitoring	108	new	636	4,661
<b>TOTAL</b>			<b>70,000</b>	<b>29,205</b>
<b>Reserve movement year end</b>				
Opening balance 100,086				
use of reserve - 25,682 deduct from to reserve				
Balance carried forward <b>74,404</b>				
<b>2022-23</b>				
NDP projects	Centre	Code	Budget	Funded by
Street Spaces work	108	4216	12,000	reserve
Golden valley project website	108	4216	16	reserve
Match funding for new projects	108	4216	12,984	reserve
Sub Rooms forecourt				precept, grant, reserve, and CIL
	108	new	50,000	
		SUBTOTAL	<b>75,000</b>	
<b>NDP review</b>	108	4217	-	
Commonplace license renewal			2,000	
Communications and engagement			8,000	
		SUBTOTAL	<b>10,000</b>	grant
<b>Pollution monitoring</b>	108	new		
Nox tube analysis			661	
Consultant report - update on new data			500	
		SUBTOTAL	<b>1,161</b>	precept
		<b>TOTAL</b>	<b>86,161</b>	
<b>Income</b>				
Income	Centre	Code	Budget	Projected year end
Use of reserves	105	4998	59,500	25,682
Grants	105	1077	10,000	-
CIL			500	3,523
<b>TOTAL</b>			<b>70,000</b>	<b>29,205</b>
<b>Reserve carried forward 39,404</b>				

ROAD SAFETY				
<b>2021-22</b>				
Expenditure	Centre	Code	Budget	Projected year end
Road safety working group projects	503	4136	5,000	500
<b>TOTAL</b>			<b>5,000</b>	<b>500</b>
<b>Reserve movement year end</b>				
Opening balance 0				
use of reserve 4,500				
Balance carried forward <b>4,500</b>				
<b>2022-23</b>				
Expenditure	Centre	Code	Budget	
Road safety working group projects	503	4136	4,500	
<b>TOTAL</b>			<b>4,500</b>	
<b>Income</b>				
Income	Centre	Code	Budget	Projected year end
precept	105	1077	5,000	5,000
<b>TOTAL</b>			<b>5,000</b>	<b>5,000</b>
<b>Reserve carried forward -</b>				

Play equipment updates									
2021-22									
Expenditure	Centre	Code	Budget	Projected year end	Income	Centre	Code	Budget	Projected year end
Play equipment updates	316	4074	25,000	30,000	Use of reserves	105	4998	3,212	-
<b>TOTAL</b>			<b>25,000</b>	<b>30,000</b>	Precept	105	1077	21,788	21,788
					s106	105	1006	-	8,889
					<b>TOTAL</b>			<b>25,000</b>	<b>30,677</b>
<b>Reserve movement year end</b>					Opening balance 24,324				
					Income - expenditure - 677 Add to reserve				
					Balance carried forward <b>25,001</b>				
2022-23									
Expenditure	Centre	Code	Budget		Income	Centre	Code	Budget	
Play equipment updates	316	4074	19,982		Use of reserves	105	4998	9,982	
<b>TOTAL</b>			<b>19,982</b>		s106	105	1006	10,000	
					<b>TOTAL</b>			<b>19,982</b>	
					<b>Reserve carried forward 15019</b>				

Environment projects																													
2021-22																													
Expenditure	Centre	Code	Budget	Projected year end	Income	Centre	Code	Budget	Projected year end																				
Parliament Street wall repairs	316	4078	15,000	15,000	Use of reserves (Env Projects)	105	4998	24,886	24,886																				
Bank Gardens railings	316	4078	20,000	20,000	precept	105	1077	10,114	10,114																				
<b>TOTAL</b>			<b>35,000</b>	<b>35,000</b>	<b>TOTAL</b>			<b>35,000</b>	<b>35,000</b>																				
<b>Reserve movement year end</b>					<table border="0"> <tr> <td></td> <td>Env Projects</td> <td>Chapel/depot</td> <td></td> <td></td> </tr> <tr> <td>Opening balance</td> <td>28,386</td> <td>8691</td> <td></td> <td></td> </tr> <tr> <td>use of reserve</td> <td>24,886</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>Balance carried forward</td> <td><b>3,500</b></td> <td><b>8,691</b></td> <td></td> <td></td> </tr> </table>						Env Projects	Chapel/depot			Opening balance	28,386	8691			use of reserve	24,886	0			Balance carried forward	<b>3,500</b>	<b>8,691</b>		
	Env Projects	Chapel/depot																											
Opening balance	28,386	8691																											
use of reserve	24,886	0																											
Balance carried forward	<b>3,500</b>	<b>8,691</b>																											
2022-23																													
Expenditure	Centre	Code	Budget		Income	Centre	Code	Budget																					
Long Ground river bank and bog	316	4078	10,000		Use of reserves (Env Projects and Chapel fund)	105	4998	12,191																					
Interpretation	316	4078	26,000		precept	105	1077	34,809																					
Fennels View	316	4078	1,000		<b>TOTAL</b>			<b>47,000</b>																					
Accessibility improvements	316	4078	10,000																										
<b>TOTAL</b>			<b>47,000</b>		<table border="0"> <tr> <td></td> <td>Env Projects</td> <td>Chapel/depot</td> <td></td> <td></td> </tr> <tr> <td><b>Reserves carried forward</b></td> <td>-</td> <td>-</td> <td></td> <td></td> </tr> </table>						Env Projects	Chapel/depot			<b>Reserves carried forward</b>	-	-												
	Env Projects	Chapel/depot																											
<b>Reserves carried forward</b>	-	-																											

Lansdown Hall works projects					MAIN PROJECT POSTPONED UNTIL 2023				
2021-22									
Expenditure	Centre	Code	Budget	Projected year end	Income	Centre	Code	Budget	Projected year end
Lansdown Hall fees	109	4143	3,935	2,000	Use of reserves	105	4998	61,377	5,999
Lansdown Hall maintenance/project	109	4144	176,085	3,999	Grants	105	1077	118,643	-
<b>TOTAL</b>			<b>180,020</b>	<b>5,999</b>	<b>TOTAL</b>			<b>180,020</b>	<b>5,999</b>
<b>Reserve movement year end</b>					Opening balance 96,910				
					use of reserve 5,999 deduct from to reserve				
					<b>Reserve carried forward 90,911</b>				
2022-23									
Expenditure	Centre	Code	Budget		Income	Centre	Code	Budget	
Bank Gardens lighting	109	4143	1,000		Use of reserves	105	4998	10,000	
	109	4144	9,000		<b>TOTAL</b>			<b>10,000</b>	
<b>TOTAL</b>			<b>10,000</b>		<b>Reserve carried forward 80,911</b>				

**Covid recovery fund**

2021-22	Centre	Code	Budget	Projected year end
Grants and projects to support Covid recovery	107	4171	13,710	2,000
<b>TOTAL</b>			<b>13,710</b>	<b>2,000</b>

Income	Centre	Code	Budget	Projected year end
Use of reserves	105	4998	13,710	2,000
<b>TOTAL</b>			<b>13,710</b>	<b>2,000</b>

**Reserve movement year end**

Opening balance 20,175  
 use of reserve 2,000  
 Balance carried forward **18,175**

**2022-23**

Expenditure	Centre	Code	Budget	Funded by
Community Support Fund	107	4146	8,000	Reserve and precept
Small Grants Fund	107	4060	8,000	Reserve
Grants and projects to support Covid recovery	107	4171	5,000	Reserve
<b>TOTAL</b>			<b>21,000</b>	

Income	Centre	Code	Budget
Use of reserves	105	4998	18,175
Precept	105	1077	2,825
<b>TOTAL</b>			<b>21,000</b>

**Reserve carried forward 0**

**Lost Ways and footpaths projects**

2021-22	Centre	Code	Budget	Projected year end
Redesign and printing of WASWAY	107	4067	-	1,067
<b>TOTAL</b>			<b>-</b>	<b>1,067</b>

Income	Centre	Code	Budget	Projected year end
Use of reserves	105	4998	-	1,000
General reserve				67
<b>TOTAL</b>			<b>-</b>	<b>1,067</b>

**Reserve movement year end**

Opening balance 1,000  
 use of reserve 1,000  
 Balance carried forward -

**2022-23**

Expenditure	Centre	Code	Budget
Support for Lost Ways volunteers	107	4067	250
<b>TOTAL</b>			<b>250</b>

Income	Centre	Code	Budget
precept	105	1077	250
<b>TOTAL</b>			<b>250</b>

**Reserve carried forward -**

# Proposal to formalize a public path on Council land

## **AUTHORS**

Town Clerk

## **CONSULTEES**

None

## **FOR MEETING**

Council 17<sup>th</sup> January 2022

## **RECOMMENDATION**

That the Council enters into a Section 25 Agreement with Gloucestershire County Council under the Highways Act 1980 for the path identified in blue on the map attached.

## **REPORT**

A request has been received to formalize a footpath at the Long Ground as shown in blue on the plan attached. The main route through the site between Cainscross Road and Tesco's is already registered, but this short section is not. This route provides a valuable pedestrian link to the footpath from Gannicox Road. Proactively dedicating the route will create less administrative burden for Gloucestershire County Council allowing them to focus on more contentious applications.

## **LEGAL IMPLICATIONS**

Section 25 of the Highways Act 1980 makes provision for the creation of a new public footpath by agreement between the landowner and the highway authority.

The process requires a signed declaration by the landowner(s) to the effect that they are dedicating a footpath (as agreed by the relevant authority). Prior to making an agreement there is a requirement to consult the other council affected and to ensure that the path to be created, and subsequently dedicated as a public right of way, meets the requirements of the highway authority. Once the agreement is made, the fact has to be advertised through publication of a notice in at least one local newspaper.

Adding the route to the definitive map will provide protection from being extinguished on 1 January 2026 under the terms of Sections 25 and 26 of the CROW Act 2000.

## **FINANCIAL AND STAFFING IMPLICATIONS**

Minimal staff time to liaise with Gloucestershire County Council, who will prepare the necessary paperwork.

## **EQUALITY IMPLICATIONS**

None

## **CO2 IMPLICATIONS**

None.

HB 11/1/2022