

STROUD TOWN COUNCIL  
**Minutes of the meeting of COUNCIL**  
**15<sup>th</sup> May 2023 at 7.30pm**  
**Congregational Church Hall, Bedford Street, Stroud**

**Present**

Cllrs Shyam Ananthan, Geoffrey Andrews, Kevin Cranston, Tony Davey, Laurie Davies (from item 9), Mick Fealty, Susan Fenton, Mark Graham (from item 9), Rob Green, Camilla Hale, Adrian Oldman, Stella Parkes (Chair), Lucas Schoemaker, Naomi Seffar, Megan Sheer and Louisa Stinton.

**In attendance**

Helen Bojaniwska (Town Clerk), Kate Montgomery (Deputy Clerk), Marianne Sweet (STC Communications)

**Absent**

None

**1. Election of Mayor for the year 2022/23**

Cllr Stella Parkes was elected.

**2. Mayor's declaration of acceptance of office**

Cllr Parkes signed her declaration.

**3. Election of Deputy Mayor for the year 2022/23**

Cllr Camilla Hale was elected.

**4. Deputy Mayor's declaration of acceptance of office**

Cllr Hale signed her declaration.

**5. To receive apologies**

Apologies were received from Cllrs Liz Child and Mike Elliott (both personal).

**6. To receive declarations of interest or requests for dispensations**

No interests were declared. There were no requests for dispensations.

**7. Minutes of the meeting of 24<sup>th</sup> April 2023**

The minutes of the Council meeting on **24<sup>th</sup> April 2023** were **approved** by the members present.

**8. Mayor's remarks**

The Mayor thanked councillors for re-electing her and for their support for the town and the community hubs, during a difficult year, in which many residents were struggling with the cost-of-living crisis.

**9. Questions from members of the public**

No questions were received.

Gloucestershire County Councillor David Drew answered questions about the recent residential parking review. It was noted that much needed town centre road resurfacing,

had been postponed until 2024, but potholes should still be filled. Councillors were asked to copy Cllr Drew in when reporting potholes.

Councillors Davies and Graham joined the meeting.

Cllr Schoemaker reported that Stroud District Council had condemned new anti-immigration laws. Cllr Davies confirmed that Stroud District Council had agreed to transfer management of the Chapels of Rest at Stroud Cemetery to Stroud Preservation Trust.

The meeting was briefly suspended while Council dispersed for photographs.

#### **10. Clerk's Report**

The Clerk's report was noted. The Clerk was asked whether it was likely that Council staff might join in if strikes were called by local government unions. The Clerk was unable to confirm whether any of the Council staff belong to the relevant unions.

Cllr Oldman gave an update on the report relating to the Octagon, home of Paganhill Community Group, which been required to close after the building was declared unsafe due to issues with the internal and external roofs. He confirmed that a survey had thankfully revealed no asbestos on site. Roof repairs and electrical testing would be needed before the building can reopen, which would hopefully be completed in 3-4 weeks.

#### **11. Review of delegation arrangements**

The Council **agreed** to continue with the current delegation arrangements, but the Subscription Rooms and Road Safety Working Groups were asked to review their terms of reference and report back with recommendations to Council and the Consultations and Highways Committee respectively.

**Action:** review Terms of Reference as above

#### **12. Appointment of members to Committees, election of Chairs and Deputy Chairs**

The following members, Chairs and Deputy Chairs were **elected**.

##### Consultations and Highways Committee

Shyam Ananthan, Geoffrey Andrews, Tony Davey (Deputy Chair), Mike Elliott, Mick Fealty, Camilla Hale (Chair), Adrian Oldman, Stella Parkes

##### Environment Committee

Liz Child, Mike Elliott, Sue Fenton, Mark Graham (Chair), Rob Green (Deputy Chair), Naomi Seffar, Megan Sheer

##### Regeneration Committee

Geoffrey Andrews, Liz Child, Kevin Cranston (Chair), Tony Davey, Mick Fealty, Camilla Hale, Adrian Oldman, Stella Parkes (Deputy Chair)

##### Community Committee

Geoffrey Andrews, Laurie Davies (Chair), Sue Fenton (Deputy Chair), Mark Graham, Adrian Oldman, Naomi Seffar, Megan Sheer, Louisa Stinton

##### Personnel Committee

Sue Fenton, Stella Parkes, Louisa Stinton (Chair)

### Appeals

It was **agreed** to appoint members if the Committee was required to meet.

### Finance and Policy

Shyam Ananthan, Kevin Cranston (Deputy Chair), Laurie Davies, Mark Graham, Rob Green, Camilla Hale, Stella Parkes, Lucas Schoemaker (Chair)

### **13. Appointment of members to working groups:**

The follow members were **elected**.

#### Lansdown Hall

Camilla Hale, Stella Parkes, Lucas Schoemaker, Louisa Stinton

#### Subscription Rooms

Geoffrey Andrews, Sue Fenton, Camilla Hale, Adrian Oldman, Louisa Stinton

#### Road Safety

Mick Fealty, Lucas Schoemaker, Megan Sheer

#### Office

Geoffrey Andrews, Tony Davey, Arian Oldman, Stella Parkes, Lucas Schoemaker

### **14. Appointment of members as representatives on external bodies**

The following representatives were **appointed**.

Canals Consultative Group: Kevin Cranston

Community Safety Partnership: Tony Davey

Cycling groups: Adrian Oldman

GAPTC: Liz Child

Hospital League of Friends: Camilla Hale, Naomi Seffar

Stratford Park Management Group: Mark Graham

### **15. Allocation of specialist interests to individual councillors**

The following specialist interests were appointed.

Allotments: Sue Fenton

Business and economy: Tony Davey, Adrian Oldman

Children, play, young people and families: Shyam Ananthan, Louisa Stinton

Climate and Nature emergency: Liz Child, Sue Fenton, Adrian Oldman, Louisa Stinton

Equality and diversity: Shyam Ananthan, Laurie Davies

Health and wellbeing: Louisa Stinton

Heritage: Sue Fenton, Adrian Oldman, Louisa Stinton

**16. Approval of year-end earmarked reserves movements**

The list of movements was **approved**.

**Action:** The Clerk was asked to report back on planned use of the Chapel reserve and to evaluate whether the planning reserve was sufficient.

**17. Approval of the Annual Governance Statement 2022/23**

The Annual Governance Statements for the Annual Governance and Accountability Return were **approved** and signed by the Mayor and Clerk.

**18. Detailed Accounting Statement for 2022/23**

Detailed accounting statements for 2022/23 were reviewed and **approved**. The Council expressed thanks to all of the finance staff for their diligent work over the past year.

**19. Approval of the Annual Accounting Statement 2022/23**

The Annual Accounting Statements for 2022/23 for the Annual Governance and Accountability Return were **approved** and signed by the Mayor.

**20. Notice of Public Rights**

It was noted that the dates for public inspection of the unaudited accounts would be from 5<sup>th</sup> June 2023 to 14<sup>th</sup> July 2023 and the notice was **approved**.

**21. Review and Adopt updated Standing Orders**

The Clerk recommended some minor changes. It was **agreed** to: change the location for Council meetings from Thanet House to: "a suitable, accessible building in Stroud parish"; amend the requirement for membership of the Consultations and Highways Committee to state that membership should "ideally" include members from each ward; and remove the requirement that Stroud District Council's representative on the Regeneration Working Group must represent one of the Stroud town wards.

Standing Orders updated as above were **approved**.

**Action:** Clerk to update and circulate updated Standing Orders

**22. To review the Council's inventory of land and other assets**

The report was noted.

**Action:** Clerk to check the value listed for the mayoral pendant

**23. Review the council's and/or staff subscriptions to other bodies**

Cllr Cranston explained the history of Mayors for Peace.

The current subscriptions were **approved**.

**Actions:** Clerk to ensure that relevant communications from the bodies listed are circulated to Councillors with the weekly bulletin. Clerk to report to the Finance and Policy Working Group on the different subscriptions and how much they cost.

**24. Review the council’s expenditure under the General Power of Competence**

The expenditure was noted.

**25. Appoint four councillors to undertake quarterly reviews of internal controls**

Cllrs Ananthan, Andrews, Hale and Sheer were **appointed**.

**26. Review the bank mandate and list of card holders**

The bank mandate and list of card holders were **approved**.

**Action:** Reapply for Cllr Andrews to be an online signatory

**27. Review of annual tasks not already covered on the agenda**

It was noted that some tasks had recently been completed and the Clerk’s recommendations regarding completion of the remaining items, as set out in Appendix 1 were **approved**.

**Actions:** Finance and Policy Working Group to review the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation and the Council’s policy for dealing with the press/media.

**28. Committee reports**

The following reports, previously circulated, were received.

Consultations and Highways Committee 17<sup>th</sup> April 2023

Regeneration Working Group 27<sup>th</sup> April 2023

The meeting ended at 9.20 pm.

Chair.....

Date.....

## Appendix 1

TASK	RECOMMENDATION
Review of delegation arrangements to committees, sub-committees, staff and other local authorities;	Delegations to staff are documented in job descriptions. There are no delegations to other local authorities.
Appointment of any new committees in accordance with standing order 4;	No new committees recommended
Review and adoption of appropriate financial regulations;	Financial Regulations – no changes recommended. (Last reviewed: November 2020)
Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.	Not applicable
Confirmation of arrangements for insurance cover in respect of all insurable risks;	Finance and Policy WG reviewed 02/06/2022 Insurance renewal of main policy undertaken June 2022 with no changes recommended
Review of the Council's complaints procedure;	No changes recommended. (Last reviewed: February 2022)
Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also <i>standing orders 11, 20 and 21</i> );	Outstanding – F&P Committee to review and report back to Council
Review of the Council's policy for dealing with the press/media;	Outstanding – F&P Committee to review and report back to Council
Review of the Council's employment policies and procedures;	No changes recommended. Personnel Handbook reviewed and approved with Dignity at Work addition 7/3/2022
Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.	Approved by Council 23/4/2023