

STROUD TOWN COUNCIL
**Minutes of the meeting of the
Finance and Policy Committee
14th December 2020**

Present

Councillors Simon Arundel, Kevin Cranston, Rob Green, Stella Parkes, Margaret Poulton, Alan Sage (Chair) and Lucas Schoemaker

Absent

Cllr John Marjoram

In attendance

Helen Bojaniwska (Town Clerk)

1. Apologies

Apologies were received from Cllr Chas Townley (personal)

2. Declarations of interest or requests for dispensations

There were no declarations of interest or requests for dispensations.

3. Questions from the public

There were no questions.

4. Minutes of previous meeting

The minutes of the meeting of the Finance and Policy Committee of 28th September 2020 were **approved** by those present and will be signed as a correct record by the Chair at the earliest opportunity.

5. Authorisation of payments

The clerk explained payments relating to gravedigging, equipment purchases and HMRC. It was **resolved** to authorise payments listed in **Appendix A** from September to November 2020.

6. Budget Monitoring

The budget monitoring report to end of October 2020 was noted.

7. Refurbishment of Thanet House

The Committee considered a feasibility study by Childs and Sulzman Architects whose brief had been to develop designs for expanding the council's use of the building to include the upper floors, which are currently flats, in order to accommodate an expanded staff team and create a better space for council and community meetings. The brief also included a requirement to explore opportunities to improve the carbon footprint of the property.

Initial cost estimates had been provided, but it was noted that more detailed costings would be required before approving a budget for the project, and some items had yet to be costed. The Clerk reported that costs relating to works and equipment to improve the carbon footprint, for example LED lighting, double glazing, insulation and air source heat pumps could potentially qualify from a grant from the Public Sector Decarbonisation Scheme, but the deadline for applications was 11th January 2021. It was **agreed** that the Clerk should prepare and submit an application for any qualifying expenditure in anticipation of agreement from full Council to proceed. It was noted that some elements, e.g. LED lighting could be progressed independently of the wider project progressing.

Members were generally impressed by the design, which they felt had addressed all of the requirements specified in the brief and feedback provided by staff and councillors on preliminary drawings. It was noted that the council chamber would provide a valuable private meeting space for community groups when not in use for council meetings.

There was some discussion about the layout of workspaces and the reception desk, but it was noted that these were minor details that could be adjusted at a later date.

Accessibility to upper floors was considered. It was noted that it would be very difficult to accommodate a lift, but this area would not normally be open to the public. It was noted that the ground floor could accommodate any staff who might not be able to use the stairs.

Consideration was given to the relative costs of staying in Thanet House or moving to new premises. It was noted that a town centre property for which an unsuccessful offer had previously been made was now back on the market.

It was **agreed** to recommend the feasibility study to Council, but the Clerk was asked to develop more detailed costings comparing the cost to relocating, including potential energy savings, for presentation to Council at the next meeting on 11th January 2021, with a view to making a final decision in March 2021.

Action: Clerk to report to Council

8. Draft budget for 2021-22

The Clerk's written report on the draft budget was noted. In particular it was noted that as a result of the Covid19 pandemic there could be a significant change to the tax base, which had yet to be confirmed by Stroud District Council.

The Clerk explained planned capital projects and reported that a potential saving had subsequently been identified because of likely underspends on Environment Committee budgets in the current year. The balance of the budget at year end could be placed in earmarked reserves for use in 2021-22, reducing the impact on the precept.

The Committee **agreed** to recommend the draft budget to Council, including the change to the Environment Committee recommended by the Clerk. The Committee

asked the Clerk to set out potential budget reduction scenarios more clearly and include pie charts in the report to Council.

Action: Clerk to present draft budget to Council

9. Tourism support

As requested by the Regeneration Committee the Committee considered a report from the Town Clerk and Stroud Tourism Forum on a proposal to support the establishment of a Tourism Officer post in partnership with the Stroud Tourism Forum for a trial period of one year.

The Committee **agreed** to offer a grant of £5,000 on the understanding that this would be a one-off payment, rather than an ongoing commitment. The Clerk was asked to clarify the employment and contractual arrangements with the Forum.

Action: Clerk to organise payment and confirm contractual arrangements.

10. Grant application for Stroud Film Festival

The Committee considered an application for a grant from the Arts and Culture Fund on behalf of the Community Committee, which had missed their recent meeting due to administrative error.

It was **agreed** to award a grant of £500. The Clerk was asked to seek the festival organisers' views on the potential for open air cinema screenings at future festivals.

Action: Clerk to organise payment and ask about open air cinema
The meeting closed at 21.00pm.

Chair

Date

Appendix A – payments September to November 2020

Date Paid	Reference	Transaction Detail	Total	Payee Name
03/09/2020	Debit Card	Post Office Shop	14.56	Eye Wash & Pads for Depot
03/09/2020	Debit Card	PASS Ltd	107.40	Recalibration PAT Tester
07/09/2020	DD	Public Works Loan	7742.53	Public Works Loan
07/09/2020	DD	ALL Star Business Solutions	159.37	August - Fuel Green Spaces Vehicles
08/09/2020	BACS	Alan Price	2680.00	Grave Digging August
08/09/2020	BACS	Mr A.S. Clayton T/As Alpha Loc	125.88	Repair of Kangoo Door Lock
08/09/2020	BACS	Countrywide Grounds Maintenance	1134.00	Cemetery Grass Cutting 26 August
08/09/2020	BACS	Cycle-Works Ltd	397.44	Cycle Racks
08/09/2020	BACS	ERMIN PLANT LTD	12.00	Leather Gloves
08/09/2020	BACS	ITEC Support Ltd	586.47	IT Support September
08/09/2020	BACS	KJS ACCOUNTANTS	440.00	Accounts Services/Training August
08/09/2020	BACS	The Nursery at Miserden	54.00	Herbs
08/09/2020	BACS	MK Illumination UK Ltd	246.05	Christmas Lights
08/09/2020	BACS	Rialtas Business Solutions Ltd	878.40	Annual Omega License
08/09/2020	BACS	SLCC Enterprises Ltd	60.00	National Conf - HB/KM 12-16 October
08/09/2020	BACS	Smiths (Gloucester) Ltd	56.76	Recycling Libby's Drive
08/09/2020	BACS	Somerset County Council	63.60	Air Quality Analysis July 20
08/09/2020	BACS	Stroud Electrical Services (UK	208.68	Fan for Thanet House
08/09/2020	DD	Thirsty Work Ltd.	28.43	Water Cooler/Sanitiser August/September
08/09/2020	BACS	Mrs Janet Knee	450.00	Weekend Cemetery Opening and Closing
08/09/2020	BACS	Glos LG	6316.42	Pension August
09/09/2020	DD	Konica Minolta Business Soluti	3.80	Copying/Printing
09/09/2020	BACS	Lister Unified Communications	160.80	Samsung A20 Mobile Phone
15/09/2020	DD	Stroud District Council	1021.00	Rates-Depot and Cemetery
15/09/2020	DD	Payroll Bacs	18859.11	September Payroll
17/09/2020	DD	Water Plus Ltd.	11.79	Purchase Ledger Payment
18/09/2020	Debit Card	Stroud District Council	62.00	Plan Application Fee - Church
21/09/2020	DD	Omega	30.00	Monthly Charge Accounting Software
21/09/2020	BACS	HMRC	4896.54	PAYE and Student Loan
21/09/2020	BACS	Lansdown Road Motors Ltd	45.00	MOT - March 20 Kangoo
21/09/2020	BACS	Redland Tree Services	720.00	Tree Surgery - Various
22/09/2020	DD	Stroud District Council	749.00	Rates - Thanet House
23/09/2020	DD	Ecotricity	22.33	Gas - Thanet House
23/09/2020	DD	Lister Unified Communications	55.62	Depot Call Charges August
23/09/2020	DD	Ecotricity	140.54	Electricity Thanet House
23/09/2020	Debit Card	123RF	11.99	Annual hosting for domain-goldenvalleyroute.net

Date Paid	Reference	Transaction Detail	Total	Payee Name
25/09/2020	DD	SGW Payroll Ltd.	61.32	Year End Payroll Processing
25/09/2020	DD	Ecotricity	119.68	Electricity - Libby's Drive
25/09/2020	BACS	ERMIN PLANT LTD	37.58	Radiodetection Cat 4 Cable
25/09/2020	BACS	GHL Industrial Door Services	72.00	Service - Roller Door Depot
25/09/2020	BACS	GlosJobs	51.60	Job Advertisement Nat. Recov & CAO
25/09/2020	BACS	Nadja Gajadharsingh	440.00	August Fundraising Services
25/09/2020	BACS	S.P.Electrical (Stroud) Limite	72.00	Disconnect Elec in Phone
25/09/2020	BACS	SLCC Enterprises Ltd	114.00	Excel Document Webinar HB/KM/SD
25/09/2020	BACS	Travis Perkins Trading Co Ltd.	101.64	10 Bags of Concrete
25/09/2020	BACS	Wybone Ltd	254.72	80 Ltr Hands Free Sackholder
25/09/2020	BACS	Chalford Building Supplies Ltd	71.40	10 bags of Concrete
28/09/2020	DD	EE Ltd	72.98	Greenspaces Mobiles Sept
30/09/2020	Debit Card	Buck and Hickman	37.62	Paint for Remembrance Day
30/09/2020	Debit Card	Nylon Fasteners Ltd	78.65	Clips for Road Signs & Cableties
05/10/2020	Debit Card	Freestyle Designs Ltd	86.88	Signage
07/10/2020	DD	ALL Star Business Solutions	167.35	Fuel Depot Vehicles September
08/10/2020	BACS	Centrewire Ltd	615.60	Woodstock Kissing Gate loser
08/10/2020	BACS	Chalford Building Supplies Ltd	7.12	Concrete Red Solid Brick
08/10/2020	BACS	J S Whittaker T/A Colors	820.00	Summer Planting and Maintenance
08/10/2020	BACS	Countrywide Grounds Maintenance	2268.00	Grass Cutting - Cemetery September
08/10/2020	BACS	GAPTC	15.00	Budget & Precept Setting Seminar
08/10/2020	BACS	Hailey Wood Sawmill Ltd	927.42	Fencing
08/10/2020	BACS	Cotton Roots	172.26	Polo Shirts - Green Spaces
08/10/2020	BACS	ITEC Support Ltd	591.93	IT Services
08/10/2020	BACS	Intelligent Facility Solutions	554.88	Covid Hand Sanitiser Stations
08/10/2020	BACS	KJS ACCOUNTANTS	250.00	Accountancy Services Sept 20
08/10/2020	BACS	MK Illumination UK Ltd	1666.63	Xmas Lights 2019
08/10/2020	BACS	Romneya Robertson	25.00	Welcome To Stroud Artwork
08/10/2020	BACS	Smiths (Gloucester) Ltd	18.00	Recycling - Libby's Drive
08/10/2020	BACS	Somerset County Council	63.60	Diffusion Tubes Aug 20
08/10/2020	BACS	Stroud Alarms Fire and Securit	858.90	Programme 2xGalaxy Fobs
08/10/2020	BACS	Thirsty Work Ltd.	16.07	Water Cooler Rental -TH
08/10/2020	BACS	Travis Perkins Trading Co Ltd.	183.27	Ready Mixed Concrete
08/10/2020	BACS	Wheatley Printers Ltd.	285.00	10 x Correx Boards
08/10/2020	BACS	Working Planet Ltd	454.80	Job Advert - NRCAO
08/10/2020	BACS	HMRC	5893.66	PAYE/Student Loan- September
08/10/2020	BACS	Glos LG	7021.43	Pensions - September
12/10/2020	BACS	Lloyds Bank	400000.00	Fixed Deposit - 4 months
12/10/2020	BACS	Lloyds Bank	100000.00	Fixed Term Deposit - 2 months
13/10/2020	Debit Card	Screwfix	25.29	Security Screws
14/10/2020	Debit Card	Arbortec Forestwear	56.04	Grippy Gloves

Date Paid	Reference	Transaction Detail	Total	Payee Name
14/10/2020	Debit Card	Sign Trade Supplies	99.86	Post Clips
15/10/2020	BACS	Stroud District Council	1021.00	Rates - Depot and Cemetery
15/10/2020	BACS	Payroll	17074.47	October Payroll
16/10/2020	Debit Card	The Poppy Shop	21.98	Wreath for Remembrance Sunday
19/10/2020	DD	Water Plus Ltd.	30.01	Water - Cemetery
19/10/2020	DD	OMEGA	30.00	Monthly Software License
19/10/2020	Debit Card	Amazon EU	263.09	Various TOTT order
20/10/2020	Debit Card	St John Ambulance	360.00	First Aid Course MD/KM
20/10/2020	Debit Card	Ikea Ltd	14.00	Play equip TOTT
20/10/2020	Debit Card	Early Years Resources	421.85	TOTT Tables and Trays
22/10/2020	BACS	2commune Ltd	522.00	Web hosting/domain for STHS
22/10/2020	BACS	All Done and Dusted	115.20	Office Cleaning September
22/10/2020	BACS	Chubb Fire & Security Ltd.	98.88	Hydrospray Extinguisher
22/10/2020	BACS	CONSORTIUM	66.99	Stationary
22/10/2020	BACS	Damselfly Communications Ltd	2275.00	Media Consultancy June - September
22/10/2020	BACS	DENIS BROWN & SON	119.33	Site Materials
22/10/2020	BACS	Discovery Timber Play Ltd	384.00	Replace monkey bars - Daisybank
22/10/2020	BACS	Down to Earth Gloucestershire	291.60	Gardening Scheme August/September
22/10/2020	BACS	ERMIN PLANT LTD	42.66	Hydraulic Breaker JCB Hire
22/10/2020	BACS	ITEC Support Ltd	807.48	Dell Laptop for AR
22/10/2020	BACS	JAMES & OWEN LTD	216.22	Print Cartridge/Tape
22/10/2020	BACS	Nadja Gajadharsingh	700.00	Fundraising Services September
22/10/2020	BACS	Polybags Ltd	344.28	Heavy Duty 200 Sacks
22/10/2020	BACS	Precision	33.00	Sevicing Sims Clock
22/10/2020	BACS	Premier Paper Group Ltd	138.00	Office Paper
22/10/2020	BACS	SAFPRO INDUSTRIAL	135.90	Gloves/Disinfectant etc
22/10/2020	BACS	Stroud Alarms Fire and Securit	581.79	Additions to Intruder Alarm
22/10/2020	BACS	Travis Perkins Trading Co Ltd.	79.38	Lawn Scarifier Hire
22/10/2020	BACS	T.W.HAWKINS & SONS	967.80	Contract Mowing Uplands
22/10/2020	BACS	Hughes&Salvidge Holdings Ltd	268.80	Skip Exchange
22/10/2020	BACS	Wheatley Printers Ltd.	1104.00	Newsletter Printing
22/10/2020	BACS	Stroud District Council	749.00	Thanet House Rates
22/10/2020	BACS	Glos LG	6297.32	Pension October
22/10/2020	BACS	HMRC	4921.89	PAYE
22/10/2020	BACS	Markel Insurance	209.44	Insurance for Top of Town Tots
22/10/2020	BACS	Paganhill Community Group	500.00	Covid 19 Grant
22/10/2020	BACS	Mr BL & LE Higgins	17.40	Top of Town Tots Expenses
22/10/2020	BACS	Stroud Book Festival	1000.00	Arts/Culture Grant
23/10/2020	DD	Lister Unified Communications	56.52	Depot Phone Calls Sept
23/10/2020	DD	SGW Payroll Ltd.	61.32	Month 7 Payroll Fees
23/10/2020	Debit Card	Argos	173.95	Gazebo for TOTT

Date Paid	Reference	Transaction Detail	Total	Payee Name
23/10/2020	Debit Card	Sign Trade Supplies	11.94	Delivery for INV211338 - Post Clips
26/10/2020	DD	EE Ltd	72.43	Mobile Phones
27/10/2020	DD	Ecotricity	28.02	Gas - Thanet House
27/10/2020	DD	Ecotricity	115.84	Electricity Depot Sept
28/10/2020	DD	Konica Minolta Business Soluti	89.14	Quarterly Printer/Copier hire
29/10/2020	DD	Ecotricity	48.29	Electricity Thanet House Sept
02/11/2020	Debit Card	The Woodland Bulb	89.95	Bulbs
06/11/2020	Debit Card	MyPostShop.com	403.99	Stamps
09/11/2020	DD	ALL Star Business Solutions	172.33	Green Space Vehicles Fuel October
13/11/2020	BACS	Payroll Bacs	18420.22	Payroll November
16/11/2020	DD	Stroud District Council	1021.00	Depot and Cemetery Rates
17/11/2020	BACS	O'Brien & Price	204.00	Structural Advice re railings
17/11/2020	BACS	2commune Ltd	180.00	Host/Domain for stroudtown.gov
17/11/2020	BACS	All Done and Dusted	115.20	Office Cleaning Thanet House October
17/11/2020	BACS	CBRE Limited	600.00	Lansdown Hall - Project Management
17/11/2020	BACS	Green-Tech Limited	1053.00	Various Gardening Supplies
17/11/2020	BACS	Greenway Training	1176.00	Chainsaw Course MD/MA
17/11/2020	BACS	Henry Squire & Sons Ltd	279.85	Padlocks Keyed Alike x12
17/11/2020	BACS	ITEC Support Ltd	589.84	It Services - Broadband Nov
17/11/2020	BACS	Nadja Gajadharsingh	680.00	Fundraising Services October
17/11/2020	BACS	KJS ACCOUNTANTS	250.00	Accountancy Services October
17/11/2020	BACS	PKF Littlejohn LLP	1920.00	Governance and Accountability Year End 2020
17/11/2020	BACS	SLCC Enterprises Ltd	180.00	Virtual Practitioners Conference HB
17/11/2020	BACS	Smiths (Gloucester) Ltd	208.68	Recycling Thanet House and Depot December to October
17/11/2020	BACS	Somerset County Council	63.60	Air Samples September
17/11/2020	BACS	Stone BCI Ltd	4179.84	Wall repairs -BOR/Spider Lane
17/11/2020	BACS	Tudor (UK) Ltd t/a Tudor Envir	679.10	Battery for Chainsaw
17/11/2020	BACS	Thousand Word Media Ltd	540.00	Filming of Rememberance Service
17/11/2020	BACS	Thirsty Work Ltd.	3.71	Cooler Rental
17/11/2020	BACS	Sunbelt Rentals Ltd	1707.19	Traffic Manage London Rd
17/11/2020	BACS	Stroud Alarms Fire and Securit	56.40	Galaxy Fobs for Alarm
17/11/2020	BACS	Alan Price	3350.00	Gravedigging
17/11/2020	BACS	Cotton Roots	245.46	Green Spaces Clothing
17/11/2020	BACS	GeoXphere Ltd	270.00	Annual Subs - Parish Online
17/11/2020	BACS	H Jacques	81.07	Newsletter Delivery
17/11/2020	BACS	LA FARRUGIA	109.23	Newsletter Delivery
17/11/2020	BACS	Portal Plan Quest	259.00	Planning Application - LH
19/11/2020	DD	Omega	30.00	Omega Nov
19/11/2020	Debit Card	Henry Squire & Sons Ltd	60.43	Stronghold Padlock

Date Paid	Reference	Transaction Detail	Total	Payee Name
20/11/2020	Debit Card	Shaws & Sons	169.20	Declaration of Acceptance of Office Book
23/11/2020	DD	Stroud District Council	749.00	Rates Thanet House
23/11/2020	DD	Lister Unified Communications	56.11	Phone Charges October
26/11/2020	DD	Ecotricity	39.02	Electricity - Thanet House
26/11/2020	DD	SGW Payroll Ltd.	61.32	Payroll November
26/11/2020	DD	EE Ltd	71.88	Mobile Charges - Depot
26/11/2020	DD	Ecotricity	119.68	Credit Elec - Thanet House