

STROUD TOWN COUNCIL
**Minutes of the meeting of the
Finance and Policy Working Group
14th February 2022**

Present

Councillors Kevin Cranston, Rob Green (from item 6), Camilla Hale, Stella Parkes and Lucas Schoemaker (Chair)

Absent

None

In attendance

Helen Bojaniwska (Town Clerk)

1. Apologies

Apologies were received from Cllr Laurie Davies (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 Working Group of 13th December 2021 were noted and will be approved by the Committee at the next opportunity.

5. Clerk's report

The Clerk's report was noted.

6. Authorisation of payments

The working group reviewed payments listed in **Appendix A** from January 2022.

Cllr Green joined the meeting.

The Clerk answered questions relating to payments to Play Gloucestershire and Ecotricity, and the purchase of a standing desk.

Actions:

Clerk to review monitoring arrangements for contract with Play Gloucestershire.

The Working Group **recommended** that the payments be approved by Full Council at the next meeting.

7. Budget Monitoring

The budget monitoring report to end of October 2021 was noted. Cllr Hale reported that her recent internal audit had included an examination of budget variances.

8. Petition to allow local council to meet remotely

It was unanimously **agreed** to support the petition.

Actions: issue a public statement expressing support for a petition to amend legislation to enable local councils to meet remotely and send an open letter to Siobhan Baillie MP.

9. Review of Risk Assessment

The working group were happy with the level mitigation measures included in the assessment. The risk rating for an item relating to Data Protection was reviewed and the score reduced.

Action: It was **agreed** to recommend approval of the updated Risk Assessment to Council.

10. Review of Complaints policy

The Working Group reviewed the policy and suggested the inclusion of an additional commitment to acknowledge receipt of complaints within 5 days of receipt. The Clerk was asked to reword paragraph 3.2 relating to Code of Conduct complaints to make it clearer and to add text to paragraph 9 "if the complainant wants to continue".

Action: It was **agreed** to recommend approval of the updated Complaints policy to Council.

11. Review of Publication Scheme

The Working Group reviewed the scheme. No changes were required.

Action: It was **agreed** to recommend approval of the updated Publication Scheme to Council.

12. Feedback on Local Council Award Scheme application

The Working Group felt that the observations made were reasonable and noted progress made on addressing the panel's recommendations.

13. Contracts for masonry repairs at the Subscription Rooms

The Working Group recognised the good work that the Council's project managers had done on procuring suitable contractors.

The Working Group discussed publicity relating to the work and felt that this should focus on the need to address safety issues and the long-term benefits of securing the masonry before it deteriorates further. It was noted that many local properties of a similar age and construction had recently experience damage caused by stone shearing off.

Action: It was **agreed** to recommend to the Clerk approval of contracts for scaffolding and professional fees, and to delegate the final decision on the masonry

contract to the Clerk in consultation with the Council's project managers and the Chair of the Working Group.

14. Request for permission to refurbish and make alterations to the ballroom windows at the Subscription Rooms

It was **agreed** to recommend to the Clerk that permission is granted to the Stroud Subscription Rooms Trust to refurbish and make alterations to the windows in the ballroom and install decking on the balcony at the Subscription Rooms.

15. Review list of actions from previous meetings

The Working Group reviewed a list of actions and recommended either cancellation or continuation. It was noted that some had been superseded by later decisions. A full list is included in **Appendix 2**.

The meeting closed at 20.40pm.

Chair

Date

Appendix A – payments January 2022

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
04/01/2022	SDC	DD	374.00	Rates 58a and 58b
04/01/2022	Facebook Ireland Ltd	FCR2	9.92	Job advert CDO
07/01/2022	Allstar Business Solutions Ltd	9373	253.83	Fuel charges
10/01/2022	Dale Camps	BACS	17.63	Travel expenses
10/01/2022	A&P Facilities Ltd	1553	360.00	Key holding Libbys Drive
10/01/2022	Alan Price	1098	2010.00	Grave diggings fees Nov
10/01/2022	Cotswold Vale Refrigeration Lt	5992	78.00	Testing air conditioning
10/01/2022	Cotswold Vale Refrigeration Lt	6060	78.00	Air conditioning check
10/01/2022	Damselfly Communications Ltd	1221	2245.00	Media consultancy
10/01/2022	DENIS BROWN & SON (Nailsworth)	2083	42.19	Site materials
10/01/2022	EDF Energy	644B	0.11	Final electricity 58b
10/01/2022	E.ON	8990	194.02	Final electricity 58a
10/01/2022	ERMIN PLANT LTD	2932	61.56	Manual post puller
10/01/2022	HHGL Limited	9999	21.50	Compact socket set
10/01/2022	JAMES & OWEN LTD	7998	111.84	Stationery
10/01/2022	MIW Water Cooler Experts	5911	150.00	Sanitisation water dispenser
10/01/2022	Nadja Gajadharsingh	127	280.00	Fundraising services Dec
10/01/2022	Play Gloucestershire	212	3745.44	After school play sessions
10/01/2022	Somerset County Council	2696	63.60	Nox tubes Nov
10/01/2022	Thirsty Work Ltd.	3140	4.80	Water cooler rental charges
10/01/2022	Travis Perkins Trading Co Ltd.	Z051	12.66	Site materials
10/01/2022	Top of Town Toddlers	1	1000.00	Transfer of funds held
12/01/2022	NALC	3039	38.93	Levelling up the Environment
14/01/2022	Payroll	DD	17719.60	Payroll Jan
17/01/2022	Ecotricity	6887	206.91	Gas Thanet House
17/01/2022	SDC	DD	1068.00	Rates cemetery and Libby's
17/01/2022	Amazon EU	7884	29.99	Pavement display A-

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
				board
18/01/2022	Value Products Ltd	6053	15.12	No dogs in playground sign
18/01/2022	Value Products Ltd	8239	35.28	No dogs in playground signs
19/01/2022	Renault Finance	5252JAN	30.00	Battery hire for Renault
20/01/2022	Haymarket Media Group Limited	6404	315.00	Horticulture Week 1 year sub
20/01/2022	HHGL Limited	15	31.80	Gardening gloves
20/01/2022	ITEC Support Ltd	3644	524.41	IT services
20/01/2022	LeopardPress.com	8629	155.56	Purchase order books x5
20/01/2022	Lister Wilder	4440	228.90	Starting fault on Kubota
20/01/2022	National Federation of Cemeter	2082	10.00	Subscription 2022
20/01/2022	Smiths (Gloucester) Ltd	1425	18.60	Recycling rental Libbys
20/01/2022	Stroud Alarms Fire and Securit	7270	102.00	Out of hours call out Libbys D
20/01/2022	Stroud Parish Churches	637	85.00	Church hall hire Jan
20/01/2022	Stroud Parish Churches	641	315.00	Church hall hire meetings 2021
20/01/2022	LGPS	BACS	5659.56	Pensions Jan
20/01/2022	HMRC	BACS	5054.72	PAYE/NIC Jan
24/01/2022	SGW Payroll Ltd.	1665	65.28	Payroll month 10
24/01/2022	SDC	DD	624.00	Rates Thanet House
25/01/2022	Ecotricity	5366	390.90	Electricity Libbys Drive
25/01/2022	Ecotricity	5386	128.44	Electricity Thanet House
25/01/2022	Ecotricity	5907	73.62	Electricity Thanet LLS
25/01/2022	Lister Unified Communications	8958	97.18	Mobile phone charges
25/01/2022	Ecotricity	5375	74.92	Electricity Thanet House
25/01/2022	Ecotricity	5911	200.49	Electricity LLS Thanet House
26/01/2022	EE Ltd	6687	35.80	Mobile phone charges
26/01/2022	Fully Europe BVBA	728	752.99	Standing desk
28/01/2022	Konica Minolta Business Soluti	9933	89.14	Photocopier

Appendix 2

Meeting	Civic year	Date	Action	Who?	Status	Completed
FCP	2017/18	19/03/2018	facilitate discussions with Stroud District Council and the Cotswold Canals Trust and help promote canal-side safety messages.	Clerk	Not started	Cancelled
FCP	2018/19	19/11/2018	Accessibility Guide for town centre (Cllr Green to assist)	Clerk	In progress	Review for Levelling Up Fund projects. Contract out if possible. Involve Chamber.
FCP	2018/19	18/03/2019	9. Approach local businesses to seek tech support on assessment of impact to carbon reduction fund	Clerk	Not started	Cancel – to be covered by work for CAN.
FCP	2019/20	14/10/2019	Draft environmental survey for new and existing suppliers	Deputy Clerk	Not started	Retain
FCP	2019/20	14/10/2019	SVA grant delegated to Clerk	Clerk	In progress	Cancel
FCP	2019/20	18/11/2019	Report on CO2 implications of LH works	Clerk	In progress	Cancel
FCP	2019/20	18/11/2019	Keep carbon budget under review	Clerk	In progress	Cancel – done automatically as part of budget process.
F&P	2019/20	16/03/2020	research the potential inclusion of “economic disadvantage” as an equality issue.	Clerk	Not started	Cancel – hard to define and now addressed by Council investment in Community Development work.
F&P	2020/21	18/01/2021	investigate options for opening a new account with another bank or building society to spread the risk and improve returns, and/or moving some funds into the existing Nationwide account.	Clerk	Not started	In progress
F&P	2020/21	23/03/2021	organise deposition of burial register with Archives	Clerk	In progress	In progress by Assistant Clerk.
F&P	2020/21	23/03/2021	organise Cyber Insurance	Clerk	Not started	In progress

Meeting	Civic year	Date	Action	Who?	Status	Completed
F&P	2021/22	13/12/2021	Submit specific comments regarding the draft communications strategy	Councillors	In progress	Cancel – working group now progressing
F&P	2021/22	13/12/2021	Amend council's strategy as per comments from meeting and recommend approval to Council	Clerk	In progress	In progress
F&P	2021/22	13/12/2021	Recommend approval of 5 year action plan to Council	Clerk	In progress	In progress
F&P	2021/22	13/12/2021	Refer question regarding wording of bullying and harrassment policy back to Civility and Respect Group and then recommend to Council for approval	Clerk	In progress	Seek advice from Worknest.
F&P	2021/22	14/02/2022	Review monitoring arrangements for contract with play Gloucestershire.	Deputy Clerk	Not started	
F&P	2021/22	14/02/2022	Issue public statement supporting petiton to allow the council to meet remotely, and send open letter to Siobhan Baillie MP	Clerk	Not started	
F&P	2021/22	14/02/2022	Recommend approval of updated risk assessment, complaints policy, and publication scheme to council.	Clerk	Not started	
F&P	2021/22	14/02/2022	Decision on masonry contract delegated to Clerk, in consultation with project managers and chair of Working Group	Clerk	Not started	