

STROUD TOWN COUNCIL  
**Minutes of the meeting of the  
Finance and Policy Committee  
18<sup>th</sup> January 2021**

**Present**

Councillors Simon Arundel, Kevin Cranston, Camilla Hale, Alan Sage (Chair) and Lucas Schoemaker

**Absent**

Cllrs John Marjoram and Chas Townley

**In attendance**

Helen Bojaniwska (Town Clerk)

**1. Apologies**

Apologies were received from Cllrs Rob Green and Stella Parkes (both 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 14<sup>th</sup> December 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**

It was **resolved** to authorise payments listed in **Appendix A** from December 2020.

**6. Budget Monitoring**

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

**7. Appointment of internal auditor**

It was **resolved** to appoint Gloucestershire Association of Parish and Town Councils to provide internal audit services for 2020-21.

**Action:** Clerk to make arrangements for audit.

**8. Report on Investments**

The Clerk presented a report on the Council's investment accounts. It was noted that some funds are paying much lower returns than previous year as a result of the prevailing economic situation. The Clerk advised that investments are expected to fulfil requirements about security, liquidity and yield in accordance with statutory

guidance and the Council's Investment Strategy requires investments to be held with A-rated institutions.

**Action:** Clerk to 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.

### **9. Risk assessment**

The Committee reviewed an updated risk assessment. It was noted that the Council's insurance does cover volunteers. The Clerk reported that cyber insurance was being investigated.

The Clerk confirmed that the registers for Stroud Cemetery are stored in a fire safe, but it might be possible to transfer the very old ones to Gloucestershire Archives.

The Clerk confirmed that a risk assessment had been prepared for the Council's play areas in accordance with government COVID-19 guidance. It was noted that council staff had been provided with training and equipment to support the use of display screen equipment at home.

**Action:** Clerk to check whether Council laptops are encrypted. Investigate potential transfer of cemetery registers to Gloucestershire Archives.

### **10. Variable direct debits**

The Committee reviewed a list of the Council's variable direct debit payments. No changes were required.

### **11. Internal audit checks by councillors**

It was noted that no checks had been completed so far, but two councillors had volunteered to do checks this month. Cllr Schoemaker also volunteered.

### **12. Conclusion of 2019-2020 audit**

The external auditors report was noted.

The meeting closed at 20.10pm.

Chair .....

Date .....

## Appendix A – payments December 2020

Date Paid	Reference	Transaction Detail	Total	Payee Name
01/12/2020	BACS	Countrywide Grounds Maintenance	2,268.00	Cemetery Grass Cut Nov 4th
01/12/2020	BACS	CONSORTIUM	81.72	TOTT & Office Supplies
01/12/2020	BACS	DENIS BROWN & SON	39.60	Wooden Fence Posts
01/12/2020	BACS	GLASDON UK LTD	525.86	Chieftain Bin and Keys
01/12/2020	BACS	G.R. Fasteners & Eng Supplies	21.26	Washers, bolts and nuts
01/12/2020	BACS	iHASCO	120.00	Additional Course License
01/12/2020	BACS	ITEC Support Ltd	1,680.00	Dell Laptops
01/12/2020	BACS	Mount Pleasant Trees	603.78	Trees
01/12/2020	BACS	O'Brien & Price	816.00	Wall repair consultancy
01/12/2020	BACS	Outsource Safety Limited	420.00	Fire RA for Libby's Drive
01/12/2020	BACS	SLCC Enterprises Ltd	423.00	Principal Membership HB
01/12/2020	BACS	T.W.HAWKINS & SONS	387.12	Contract Mowing Uplands
01/12/2020	BACS	Travis Perkins Trading Co Ltd.	207.08	Plywood/Macadem
01/12/2020	BACS	The Door	500.00	Covid 19 Grant
01/12/2020	BACS	Caroline Jaine	237.05	Newsletter Deliveries
01/12/2020	BACS	HMRC	5,351.93	PAYE / Student Loan
03/12/2020	Debit Card	St John Ambulance	180.00	First Aid Course EO
07/12/2020	DD	ALL Star Business Solutions	151.17	Green Spaces Vehicle Fuel November
07/12/2020	BACS	Stroud Goodwill Event	2,000.00	Community Support Grant
11/12/2020	Debit Card	Post Office Counter	510.00	Covid 19 Grant- Kids Stuff Vouchers
11/12/2020	Debit Card	Tesco Ltd	50.00	TOTT/Tesco Gift Cards
11/12/2020	Debit Card	Tesco Ltd	50.00	TOTT/Tesco Gift Cards
11/12/2020	Debit Card	Tesco Ltd	100.00	TOTT/Tesco Gift Cards
15/12/2020	DD	Public Works Loan	9,881.45	Loan Repayment - Lansdown Hall
15/12/2020	DD	Payroll BACS	18,196.33	December Payroll
16/12/2020	Debit Card	Waitrose	270.00	Staff Xmas Vouchers
17/12/2020	Debit Card	Sunshine	30.00	Staff Xmas Voucher
18/12/2020	Debit Card	Land Registry	6.00	Title Plans
18/12/2020	Debit Card	Land Registry	6.00	Title Deeds and register
21/12/2020	DD	RBS - Omega	30.00	Omega Software Fees December
22/12/2020	DD	Stroud District Council	749.00	Rates - Thanet House
23/12/2020	DD	Stroud District Council	1,021.00	Rates - Depot and Cemetery
23/12/2020	BACS	Glos LG	6,700.34	Pension November
23/12/2020	BACS	Glos LG	6,700.34	December Pension
23/12/2020	BACS	HMRC	5,351.33	NIC and Student Loan
23/12/2020	BACS	Isabel Kellaway	40.99	TOTT Expenses
23/12/2020	BACS	Mr B & Mrs L Higgins	15.99	TOTT Expenses
23/12/2020	BACS	Paganhill Community	500.00	Ward Grant

Date Paid	Reference	Transaction Detail	Total	Payee Name
23/12/2020	BACS	Stroud District Foodbank	150.00	Xmas donation staff
23/12/2020	BACS	Stroud Film Festival	500.00	Arts/Culture Grant
23/12/2020	DD	Lister Unified Communications	56.11	Call Charges
23/12/2020	BACS	All Done and Dusted	76.80	Thanet House Cleaning November
23/12/2020	BACS	Damselfly Communications Ltd	2,225.00	Media Consultancy Sept to Dec
23/12/2020	BACS	Down to Earth Gloucestershire	408.00	Gardening Assist Oct/Nov
23/12/2020	BACS	ERMIN PLANT LTD	82.22	Mask and Fitting PB
23/12/2020	BACS	ESW Hire & Contracting	1,092.00	Mowing and grass collection
23/12/2020	BACS	Footprint Interpretation	1,500.00	Stroud Signage Project
23/12/2020	BACS	Gloucestershire Enterprise Ltd	246.00	Project 2010 Course - AR
23/12/2020	BACS	Hat and Stick Ltd	360.00	Staff Christmas Meal
23/12/2020	BACS	Honey Brothers Ltd	1,776.05	Battery Winch Kit
23/12/2020	BACS	ITEC Support Ltd	597.33	Broadband, IT Services
23/12/2020	BACS	Lansdown Road Motors Ltd	45.00	MOT Quadbike
23/12/2020	BACS	Precision	26.00	Sims Clock November
23/12/2020	BACS	Nadja Gajadharsingh	520.00	Fundraising Services November
23/12/2020	BACS	Nailsworth Garden Machinery	117.50	Trimmer Line
23/12/2020	BACS	Review it with Drewett	120.00	The Octagon - Audit Recommendation
23/12/2020	BACS	SAFPRO INDUSTRIAL SUPPLY COMPANY	45.00	Hooded Sweatshirt
23/12/2020	BACS	Smiths (Gloucester) Ltd	18.00	Recycling Depot
23/12/2020	BACS	Somerset County Council	63.60	Air Quality Sampling October
23/12/2020	BACS	Somerset County Council	63.60	Diffusion Tubes November
23/12/2020	BACS	Stroud Alarms Fire and Security	85.20	Alarm Call Out Depot
23/12/2020	BACS	Stroud Valleys Project	250.00	Bisley Rd Cemetery Work
23/12/2020	BACS	Sunbelt Rentals Ltd	1,988.69	London Road Sat closing November
23/12/2020	BACS	The Bush Consultancy Ltd	1,620.00	Prep LH & BG FP & LBC Application
23/12/2020	BACS	Thirsty Work Ltd.	3.71	Water Cooler Thanet House
23/12/2020	BACS	Travis Perkins Trading Co Ltd.	77.09	Ready Mixed Concrete
23/12/2020	BACS	Hughes&Salvidge Holdings Ltd	268.80	Exchange of Yard Skip
23/12/2020	BACS	Wotton Tree Consultancy	450.00	Tree Survey Bank Gardens
23/12/2020	BACS	X2Connect Ltd	149.76	Signs & Paint
23/12/2020	BACS	York Survey Supply Centre Ltd	244.39	300mm Ground Mark
24/12/2020	Debit Card	DVLA Vehicle Tax	265.00	12 months Road Tax DS11 LGW
29/12/2020	DD	Water Plus Ltd.	12.28	Purchase Ledger Payment

<b>Date Paid</b>	<b>Reference</b>	<b>Transaction Detail</b>	<b>Total</b>	<b>Payee Name</b>
<b>29/12/2020</b>	DD	Ecotricity	22.31	Gas - Thanet House - December
<b>29/12/2020</b>	DD	Ecotricity	69.04	Elec - Thanet House - December
<b>29/12/2020</b>	DD	EE Ltd	72.43	Mobile Phones Dec
<b>29/12/2020</b>	DD	Ecotricity	115.84	Electricity - Libby's Drive
<b>31/12/2020</b>	DD	Konica Minolta Business Soluti	33.68	Printer/Photocopier Thanet