

STROUD TOWN COUNCIL  
**Minutes of the meeting of the  
Finance and Policy Committee  
1<sup>st</sup> June 2020**

**Present**

Councillors Alan Sage (Chair), Kevin Cranston, Rob Green, Margaret Poulton, Lucas Schoemaker and Chas Townley

**Absent**

Cllrs Steve Dechan and John Marjoram

**In attendance**

Helen Bojaniwska (Town Clerk)

**1. Apologies**

Apologies were received from Cllr Simon Arundel.

**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 16<sup>th</sup> March 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 March and April 2020.

**6. Budget Monitoring**

The budget monitoring report to end of April 2020 was noted. The Clerk answered questions about the layout of the report. The Clerk was asked to check whether the Council was eligible for business rate relief through the government scheme to help businesses through the Coronavirus pandemic.

**Action: HB**

**7. Internal auditor's report**

A report from the council's Internal Auditor was noted.

## 8. Temporary systems to enable remote financial administration

Systems put in place to enable financial administration remotely, by staff working from home, were **approved**.

## 9. Earmarked reserves

It was **resolved** to recommend to Council year-end earmarked reserves movements as detailed in **Appendix B**.

## 10. Accounts for 2019–20

It was **resolved** to recommend to Council draft accounting statements for 2019–20.

## 11. Office relocation

The Clerk reported on a viewing of premises in Nelson Street, Stroud. It was noted that a Change of Use application would probably be required to enable the building to be used as the Council's offices.

The Committee identified a number of positive aspects to the property, which it was felt would provide much better accommodation for Council staff and meetings, with a good space for community use. It was felt that if the office was relocated to this site, a Council presence should also be maintained in the town centre, potentially in a small information centre, run by volunteers. The building itself was thought to be in good condition, but would probably require work to improve its carbon footprint. It was noted that there would be potentially to insert a second floor above part of the building if additional accommodation were required in future.

Access from the town centre was generally thought to be a weakness of the property, because of the hill and narrow pavements, but it was noted that disabled parking could easily be accommodated in the car park.

The Clerk was asked to: produce detailed budgets for purchasing the property and any required modifications, funded either by selling, or renting out Thanet House; research the potential for accommodating the Green Spaces depot on the site; and investigate planning requirements. Subject to the outcome of this work it was **agreed** to report to Council a recommendation to pursue purchase of the property.

**Action: HB**

## 12. Protocol for Death of a Senior Royal

The Committee **approved** a protocol to be followed in the event of the death of a senior royal, subject to a few minor modifications.

**Action: HB**

The meeting closed at 20.39pm.

Chair .....

Date .....

## Appendix A – payments March 2020 to April 2020

Date Paid	Ref	Transaction Detail	Total	Payee Name
02/03/2020	10718	Cemetery gate - March 20	£100.00	Mrs.J.Knee
03/03/2020	10719	Site materials	£29.57	STC
03/03/2020	10719	Materials	£9.32	STC
03/03/2020	10719	Postage	£1.50	STC
03/03/2020	10719	SN&J	£3.20	STC
03/03/2020	10719	Milk, Coffee	£25.98	STC
09/03/2020	D/D	PWLB -Wall loan repayment	£7,742.53	Public Works Loan
09/03/2020	D/D	Diesel 59.89L	£60.84	Allstar
09/03/2020	D/D	Electricity 19.Nov.19-19.02.20	£454.51	SSE Southern Electric
10/03/2020	10720	PAYE/NICs-March	£5,064.44	HMRC
10/03/2020	10720	St.Loan-March	£7.00	HMRC
11/03/2020	10721	GAPTC-annual subscription	£3,205.42	GAPTC
12/03/2020	13872	A4 paper	£138.00	Premier Paper Group Ltd
12/03/2020	13873	Seasonal Illuminations-E.on	£59.06	E.ON
12/03/2020	13874	Drill Bit	£74.65	HHGL Limited
12/03/2020	13875	IT services-March 2020	£455.80	ITEC Support Ltd
12/03/2020	13876	Stationery	£12.98	JAMES & OWEN LTD
12/03/2020	13877	Site materials	£223.80	Fenland Leisure Products Ltd
12/03/2020	13878	Accessibility Access -Bank Gar	£180.00	Christian Drewitt
12/03/2020	13879	Annual Intruder Maint.	£924.96	Stroud Alarms Fire and Securit
12/03/2020	13880	Fundraising services-February	£420.00	Nadja Gajadharsingh
12/03/2020	13881	Grave digging	£1,650.00	Teleshore Ltd
12/03/2020	13882	Bottled water	£22.25	Thirsty Work Ltd.
12/03/2020	13883	6 Yard Skip	£264.80	Hughes&Salvidge Holdings Ltd T
12/03/2020	D/D	Gas Invoice 01.11.19-31.01.20	£282.96	Total Gas&Power
12/03/2020	10722	Stone BCI Ltd.-wall repairs	£1,498.70	Stone BCI Ltd.
13/03/2020	D/D	Payroll - March 20	£17,050.19	Payroll
13/03/2020	D/D	Pensions LGPS - March 20	£6,228.66	Payroll
17/03/2020	10723	3 months media consultancy	£2,225.00	Damselfly Communications Ltd
17/03/2020	10724	Creating Accessible Word	£42.00	SLCC Enterprises Ltd
19/03/2020	D/D	Hire agreement-battery	£30.00	RCI Financial Services Ltd
25/03/2020	D/D	Water supply	£23.27	Water Plus
25/03/2020	D/D	Payroll-March 20	£49.45	SGW Payroll
26/03/2020	D/D	Call charges-Feb.20	£19.58	Lister Comms Ltd.
26/03/2020	D/D	Call charges-Feb.20	£44.00	Lister Comms Ltd.
26/03/2020	D/D	Calls charges Feb-March	£62.78	EE phone Ltd.
27/03/2020	D/D	Gas Invoice 01.11.19-31.01.20	£283.60	Total Gas&Power
04/03/2020	D/CARD	Drill	£200.48	Power Tools UK
04/03/2020	D/CARD	DBS check	£60.00	GCC
19/03/2020	D/CARD	Zoom	£14.39	Zoom
27/03/2020	D/CARD	Rope	£122.50	Ropes Direct
07/04/2020	DD	ICO Subs 20-21	£55.00	ICO
07/04/2020	DD	Fuel -	£117.77	Allstar
15/04/2020	DD	Rates Inst Cemetery/ Libbys dr	£1,022.77	Stroud DC
15/04/2020	BACS	Payroll BACS / Net wages/ Pens	£17,114.01	Payroll BACS
15/04/2020	BACS	Payroll BACS / Net wages/ Pens	£6,228.13	Payroll BACS
15/04/2020	DD	Water	£67.83	Water Plus Ltd.
17/04/2020	FPO	Host domain shapingtheheartstd	£162.00	2commune Ltd
17/04/2020	FPO2	Grave digging	£1,340.00	Alan Price
17/04/2020	FP04	Project services	£1,360.80	CBRE Limited
17/04/2020	FP06	Ground maintenance-March	£1,134.00	Countrywide Grounds Maintenanc
17/04/2020	FP07	Supply Plum Tree	£25.00	David Kaspar
17/04/2020	FP08	Site materials	£66.82	DENIS BROWN & SON (Nailsworth)
17/04/2020	FP09	Gardening assistance	£23.40	Down to Earth Gloucestershire
17/04/2020	FP010	Ellis Whittam Insurance HR	£144.30	Ellis Whittam Limited
17/04/2020	FP011	Helth & Safety	£975.00	G & E Automatic Equipment Ltd
17/04/2020	FP012	Grass mat	£443.76	GB Sport & Leisure UK Ltd.

17/04/2020	FPO13	Site materials	£709.30	Hailey Wood Sawmill Ltd
17/04/2020	FPO14	Planting	£18.00	HHGL Limited
17/04/2020	FPO16	ADSL & FTTC 01-04 - 30/04/20	£457.90	ITEC Support Ltd
17/04/2020	FPO17	Intern. Polio Day-Lighting	£300.00	Jack Wimperis
17/04/2020	FPO20	Provision of perennials	£371.00	The Nursery at Miserden
17/04/2020	FPO21	Lease for Libby's Drive 20/21	£10,000.00	Mrs Patricia Phipps
17/04/2020	FPO22	Fundraising services-March	£660.00	Nadja Gajadharsingh
17/04/2020	FPO23	Hedge flailing	£624.00	Patrick Lorenzen
17/04/2020	FPO24	Play sessions Jan-March20	£3,291.88	Play Gloucestershire
17/04/2020	FPO25	Accessibility town	£1,040.00	Christian Drewitt
17/04/2020	FPO26	Frame for History Board	£72.00	RG Grant Specialist Welding Lt
17/04/2020	FPO27	Health&Safety	£23.46	SAFPRO INDUSTRIAL SUPPLY COMPA
17/04/2020	FPO28	SmartWater annual renewal	£450.00	SmartWater Technology Limited
17/04/2020	FPO29	Container rental	£31.37	Smiths (Gloucester) Ltd
17/04/2020	FPO30	Diffusion Tubes Analysis	£63.60	Somerset County Council
17/04/2020	FPO31	Small tools	£334.99	Teleshore Ltd
17/04/2020	FPO32	Bottled water	£28.43	Thirsty Work Ltd.
17/04/2020	FPO33	Replace street lights	£1,225.08	TMR Electrical Services Ltd
17/04/2020	FPO35	Empt Dog Bins01.04.20-31.03.21	£7,200.00	Ubico Limited
17/04/2020	FPO36	Site materials	£148.99	York Survey Supply Centre Ltd
17/04/2020	FPO37	Hire trailer & tracked chipper	£307.94	ERMIN PLANT LTD
17/04/2020	FPO38	Site materials	£105.26	ERMIN PLANT LTD
17/04/2020	BACS	Allsorts Glos SLA	£3,000.00	Allsorts Gloucester SLA
17/04/2020	FPO05	CAB SLA 2020	£5,000.00	Citizens Advice
17/04/2020	FPO15	Home Start Stroud Grant	£3,000.00	HOME-START STROUD
17/04/2020	FPO18	Landsdown Hall & Gallery SLA	£5,000.00	LANDSDOWN HALL AND GALLERY
17/04/2020	FPO34	Motor Fleet renewal - 8.04.20	£1,636.28	Towergate Insurance Brokers
17/04/2020	FPO	Redraw Council Logo-website	£210.00	2commune Ltd
17/04/2020	FPO1	Installation fee	£60.00	2commune Ltd
17/04/2020	BACS	Lilian Faithfull Grant(uplands	£3,000.00	Lilian Faithful
17/04/2020	DD03	Water supply - Libby's Drive	£39.64	Water Plus Ltd.
20/04/2020	DD04	Water supply - Park Grdns	£54.05	Water Plus Ltd.
20/04/2020	DD	RCI Fin Services - Omega - pos	£30.00	RCI Fin Serv
21/04/2020	FPO40	Equipment hire	£55.08	ERMIN PLANT LTD
22/04/2020	FPO41	Marah Trust Grant	£5,000.00	MARAH TRUST
22/04/2020	FPO39	J C Knee Cemetery opening	£100.00	J C Knee
23/04/2020	DD05	Call Charges to 31st March 202	£75.54	Lister Unified Communications
27/04/2020	DD	EE Limited	£62.20	EE Limited
30/04/2020	DD	Amend for VAT	£59.34	SGW Payroll Ltd.
30/04/2020	DD	P/Ledger Electronic Payment	£1.98	SGW Payroll Ltd.
20/04/2020	CD9643	Zoom Monthly Charge	£14.39	Zoom Video Communications Inc
29/04/2020	DEB	Postie Mates	£128.34	David Meacock

## Appendix B Earmarked reserves year–end movements

### Schedule of Other Earmarked Reserves

EARMARKED RESERVES	Code	Balance at 01/04/2019 £	Contribution to reserve £	Contribution from reserve £	Balance at 30/03/2020 £
Equipment Renewal	321	6,005		(3,000)	3,005
Opportunity Fund	324	-	5,000		5,000
Cemetery	325	34,000		(20,000)	14,000
New Cemetery Feasibility	326	-			-
Wallbridge Project	328	4,994			4,994
Vehicle Activated Sign	329	-			-
Asset Transfer Dowry	330	-			-
Xmas Lights	332	2,903			2,903
Walkways and Transport	333	-			-
Elections	334	4,656	2,670		7,326
Neighbourhood Development	335	-			-
Brunel Goods Shed	336	-			-
Ward Projects	337	-			-
Canal	338	11,466			11,466
Lansdown Hall	339	117,293		(16,723)	100,570
Footpath Survey Work	340	-			-
Community Support	341	-			-
Thanet House Maintenance	342	18,732		(9,846)	8,886
Chapel Works & Storage Bays	343	8,691			8,691
Youth Voice Fund	344	-			-
Daisy Bank Sand	355	-			-
Footpaths Project	346	1,000			1,000
Gardening Support Scheme	347	-			-
Trinity Pocket Park Project	348	-			-
Town Centre	349	9,000			9,000
Planning Contingency Fund	350	9,000			9,000
NDP Projects	351	50,469	67,710		118,179
Defibrillator	352	2,295			2,295
Wall Projects	353	130,780		(94,930)	35,850
Community Dev Projects	354	10,000		(10,000)	-
Covid19 Community Support	381		11,710		11,710
Carbon Reduction Projects	382		5,000		5,000
<b>TOTAL EARMARKED RESERVES</b>		<b>421,284</b>	<b>92,090</b>	<b>(154,499)</b>	<b>358,875</b>