

STROUD TOWN COUNCIL
**Minutes of the meeting of the
Finance and Policy Committee
22nd March 2021**

Present

Councillors Simon Arundel, Kevin Cranston, Rob Green, Camilla Hale, Stella Parkes, 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 meetings of the Finance and Policy Committee of 18th January 2021 and 25th February 2021 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 January and February 2021.

Action: Clerk to provide more information about a payment for IT equipment.

6. Budget Monitoring

The budget monitoring report to end of February 2021 was noted.

7. Terms and Conditions for Debit and Fuel Card Usage

Subject to two minor changes to a draft document, Terms and Conditions for staff use of debit and fuel cards were approved.

Action: Clerk to organise distribution and signature by all staff issued with debit or fuel cards.

8. Risk assessment

The Committee reviewed and updated the Council’s risk assessment and made some changes to the risk rating, description and mitigation measures in relation to the Council’s assets. Cyber risks were also added.

It was noted that the assessment should be reviewed in response to any significant changes, for example taking on new assets or services. It was noted that the latest dates for fire risk assessments should be added.

It was **agreed** to deposit historic burial registers with Gloucestershire Archives and take out Cyber insurance.

It was **agreed** to recommend the updated assessment to Council for approval.

Actions: Clerk to organise deposition of burial register with Archives. Clerk to organise Cyber Insurance.

9. Statement on Community Engagement

The Committee discussed the updated document at length and recommended significant changes to the approach towards engagement to make the statement more relevant to the Council’s adopted strategy.

Action: redraft statement when staff capacity allows.

The meeting closed at 20.25pm.

Chair

Date

Appendix A – payments January 2021

Date Paid	Reference	Transaction Detail	Total	Payee Name
06/01/2021	Direct Debit	SGW Payroll Ltd.	63.30	Payroll costs December
07/01/2021	Direct Debit	ALL Star Business Solutions	157.47	Purchase Ledger Payment
14/01/2021	BACS	Alan Price	4,020.00	Grave Digging
14/01/2021	BACS	All Done and Dusted	76.80	Office Cleaning December
14/01/2021	BACS	Boston Seeds Ltd	142.28	Various Bulbs
14/01/2021	BACS	BrightHR England	432.00	HR Software
14/01/2021	BACS	CBRE Limited	600.00	Project Mnage Lansdown Hall
14/01/2021	BACS	CONSORTIUM	64.22	TOTT Various Xmas
14/01/2021	BACS	DCK Accounting Solutions Ltd	234.00	VAT Preparation 2020 Accounts
14/01/2021	BACS	Abingdon Health	69.00	Phytophthora Test Kits
14/01/2021	BACS	ITEC Support Ltd	1,395.56	Headset
14/01/2021	BACS	JAMES & OWEN LTD	120.83	Printer Cartridge & Laminates
14/01/2021	BACS	Lister Wilder	1,296.00	Service of Kubota RTV900
14/01/2021	BACS	Nadja Gajadharsingh	400.00	Fundraising Services December
14/01/2021	BACS	Frontier Agriculture Ltd	107.16	Ecoplugs & Roundup
14/01/2021	BACS	Smiths (Gloucester) Ltd	32.57	Recycling Libby's Drive
14/01/2021	BACS	Stroud Alarms Fire and Securit	76.20	Call Out to Depot 3.12
14/01/2021	BACS	Thirsty Work Ltd.	3.71	Water Cooler Thanet House
14/01/2021	BACS	Dawn Wood	253.55	Ben Wood Newsletters
14/01/2021	BACS	Glos Breastfeeding	500.00	MOBS Stroud Covid Grant
14/01/2021	BACS	Nelson Trust	500.00	Covid 19 Grant
15/01/2021	Direct Debit	Stroud District Council	1,021.00	Rates Depot and Cemetery
15/01/2021	Direct Debit	PAYROLL	17,136.46	Payroll January
19/01/2021	Direct Debit	Omega	30.00	Software License
22/01/2021	Direct Debit	Stroud District Council	749.00	Rates Thanet House
25/01/2021	Direct Debit	Ecotricity	119.68	Electricity - Depot
25/01/2021	Direct Debit	Ecotricity	71.24	Electricity - Thanet House
25/01/2021	Direct Debit	Ecotricity	70.41	Gas - Thanet House
25/01/2021	Direct Debit	Lister Unified Communications	57.07	Phone Charges Depot
26/01/2021	Direct Debit	EE Ltd	70.78	Mobile Phones
26/01/2021	Debit Card	Currys Online	29.99	Webcam - EO
29/01/2021	Direct Debit	Konica Minolta Business Soluti	89.14	Purchase Ledger Payment
29/01/2021	Debit Card	UKPOS.com	119.04	2 A-frame blackboards

Appendix B – payments February 2021

Date Paid	Reference	Transaction Detail	Total	Payee Name
01/02/2021	DD1	SGW Payroll Ltd.	61.32	Payroll Processing January
02/02/2021	DD2	Water Plus Ltd.	50.24	Purchase Ledger Payment
04/02/2021	BACS1	Childs and Sulzmann Ltd.	1,956.00	Thanet House Refurb
04/02/2021	BACS2	Eight Associates	1,440.00	Energy Analysis
04/02/2021	BACS3	GlosJobs	51.60	Ranger Job Advert
04/02/2021	BACS4q	Greenfields Garden Services Lt	390.00	Play area repairs
04/02/2021	BACS5	Heath and Wiltshire Ltd	72.00	Graffiti Remove Daisybank
04/02/2021	BACS6	Haymarket Media Group Ltd	10,14.00	Recruitment Advert
04/02/2021	BACS7	Heath & Sons Building Co.	6,568.83	Various building work
04/02/2021	BACS8	ICCM	162.00	Traing for SG March 23.24
04/02/2021	BACS9	P Gadd Plumbing & Heating Ltd	60.00	Fix Leaking Radiator Thanet House
04/02/2021	BACS10	Redland Tree Services	780.00	Tree Surgery various
04/02/2021	BACS11	Smiths (Gloucester) Ltd	18.60	Recycling Depot
04/02/2021	BACS12	Somerset County Council	63.60	December Difusion Tubes
04/02/2021	BACS13	Thirsty Work Ltd.	3.71	Water Cooler rental
04/02/2021	BACS14	Wheatley Printers Ltd.	702.00	Newsletter Printing
04/02/2021	BACS	Gloucestershire LG	6,404.08	Pension Jan
04/02/2021	BACS	HMRC	5,301.52	Student Loan PAYE/NIC
04/02/2021	BACS	Rachael Mitchell	68.81	TOTT's expenses
04/02/2021	BACS	Royal Mail PLC	271.12	Newsletter Delivery
04/02/2021	BACS	Stroud Valley Comm Car Group	250.00	CRF Grant (SVCCG)
04/02/2021	BACS	Stroud Valley Canal Company	5,000.00	Grant for Mudhopper
04/02/2021	BACS	The Long Table	547.00	Covid 19 Grant
04/02/2021	BACS	WSP Solicitors	750.00	Legal Fees - Fennels View Land
08/02/2021	DD	ALL Star Business Solutions	112.65	Fuel - Green Spaces Jan
08/02/2021	Debit Card	Land Registry	6.00	Register and Title Plan
11/02/2021	Debit Card	123RF	11.99	Domain 1yr - stroudtowncan.org
11/02/2021	Debit Card	Land Registry	3.00	Title Deeds
15/02/2021	BACS	Payroll	17,373.08	Payroll Feb
16/02/2021	Debit Card	DVLA Vehicle Tax	165.00	12 months tax for WX12 EBM
16/02/2021	Debit Card	CCR Motor Co	107.86	2 x Keys Mitsubishi DS11 LGW
22/02/2021	DD	Stroud District Council	749.00	Rates - Thanet House
24/02/2021	DD!!	Lister Unified Communications	68.30	Phone calls depot
24/02/2021	DD2	SGW Payroll Ltd.	61.32	Payroll Processing February
25/02/2021	DD1	Ecotricity	119.68	Electricity Libby's Dr Jan
26/02/2021	BACS1	Alan Price	2,680.00	Grave Digging Jan/Feb
26/02/2021	BACS2	Thrupp Tyre Company Ltd.	240.00	Repair & replace puncture tyre
26/02/2021	BACS3	Childs and Sulzmann Ltd.	1,080.00	TH - RIBA Sage 1 - Concept Document
26/02/2021	BACS4	Cotswolds Conservation Board	1,200.00	Sponsor & Host Kingfisher

Date Paid	Reference	Transaction Detail	Total	Payee Name
26/02/2021	BACS5	David Kaspar Fruit Trees	430.00	16 Apple & 1 Pear tree - 20 stakes
26/02/2021	BACS6	DENIS BROWN & SON	9.00	Decking screws
26/02/2021	BACS7	Nadja Gajadharsingh	200.00	Fundraising Services January
26/02/2021	BACS8	Sunbelt Rentals Ltd	3,959.42	London Rd Closure Jan 23
26/02/2021	BACS9	ITEC Support Ltd	588.27	IT and Internet support
26/02/2021	BACS10	Mount Pleasant Trees	75.60	Various Trees
26/02/2021	BACS11	NALC	38.93	Leaders Talk - 23.2.21 KM
26/02/2021	BACS12	National Federation of Cemeter	10.00	Annual Subscription
26/02/2021	BACS13	Royal Mail Group PLC	1,549.24	Collect & Deliver Newsletter
26/02/2021	BACS14	SLCC Enterprises Ltd	10.00	Int Women's Day Lunch KM 8.3
26/02/2021	BACS 15	Stroud Alarms Fire and Securit	72.00	Call out Depot
26/02/2021	BACS16	Stroud Electrical Services (UK	78.00	Park Gardens Street lighting
26/02/2021	BACS17	WSP Solicitors	330.00	Prof Services s.25 notice OH
26/02/2021	DDR	Omega	30.00	Software
26/02/2021	BACS	Gloucestershire LG	6,404.08	Pensions Feb
26/02/2021	BACS	HMRC	5,244.32	Student Loan PAYE/NI Feb
26/02/2021	BACS	Stroud Middle of The Hill RA	500.00	Covid 19 Grant
26/02/2021	DD2	Ecotricity	59.41	Gas Thanet Ho Jan
26/02/2021	DD3	Ecotricity	71.24	Electricity Thanet Ho Jan
26/02/2021	DD4	EE Ltd	72.43	Mobile Phones Depot Feb