

STROUD TOWN COUNCIL  
**Minutes of the meeting of the  
Finance and Policy Committee  
28<sup>th</sup> September 2020**

**Present**

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

**Absent**

None

**In attendance**

Helen Bojaniwska (Town Clerk)

**1. Apologies**

Apologies were received from Cllrs Simon Arundel and Margaret Poulton

**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 1<sup>st</sup> June 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 May to August 2020.

**6. Budget Monitoring**

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

A question was raised about repairing arson damage to the shelter in Park Gardens. The Clerk confirmed that the shelter is not insured. The Clerk was asked to clarify expenditure in the training budget.

**Action:** Clerk - review expenditure in the training budget and report back to committee members.

**7. Thanet House refurbishment**

The Clerk reported on meetings with OpenHouse and the architect. There was a general discussion about the potential timescale and phasing of any works. The

Clerk confirmed that a report would be presented at the next full Council meeting in November.

**Action:** Clerk – explore potential finance options for works and check whether a property which the Council had previously tried to purchase was back on the market.

The meeting closed at 20.05pm.

Chair .....

Date .....

## Appendix A – payments May 2020 to August 2020

Date Paid	Reference	Transaction Detail	Total	Payee Name
05/05/2020	DD	Payroll Charges April	£59.34	SGW Payroll Ltd
05/05/2020	BACS	Payroll Charges May	£59.34	SGW Payroll Ltd.
07/05/2020	DD	ALLSTAR	£88.54	ALLSTAR
07/05/2020	BACS	Diesel and Petrol April 2020	£82.54	ALL Star Business Solutions
07/05/2020	BACS	Grant to Wild Stroud	£500.00	Stroud Valleys Project
07/05/2020	BACS	Cooler rental 23/04-23/05 20	£3.71	Thirsty Work Ltd.
07/05/2020	BACS	Mixed Recycling Libbys Drive	£15.00	Smiths (Gloucester) Ltd
07/05/2020	BACS	Fundraising Services April 20	£960.00	Nadja Gajadharsingh
07/05/2020	BACS	OpenLicence Annual Fee	£1,500.00	iHASCO
07/05/2020	BACS	ICCM - Membership 2020/21	£95.00	ICCM
07/05/2020	BACS	Apr 20 Interim Finance duties	£825.00	KJS Accountants
07/05/2020	BACS	2020 Year End close on Omega	£474.00	DCK Accounting Solutions Ltd
07/05/2020	BACS	Gravedigging	£670.00	Alan Price
07/05/2020	BACS	Gas Thanet hse 31.01-30.04.20	£196.96	Total Gas and Power
07/05/2020	BACS	Support Grant - 2nd Payment	£1,000.00	Stroud Co CIC
07/05/2020	BACS	NALC - Subscription 2020/21	£17.00	NALC LCR
11/05/2020	Debit Card	Cable Ties	196.44	Cableties UK Ltd
15/05/2020	DD	Rates - Cemetery	£701.43	Stroud District Council
15/05/2020		Rates - Depot	£319.57	
15/05/2020	DD	Payroll May 2020	£21,251.08	Payroll
15/05/2020		Pension May 2020		
19/05/2020	DD	License Fee - Omega	£30.00	OMEGA
19/05/2020	TFR	Top Up	£1,000.00	TOWN CLERK IMPREST ACCOUNT
19/05/2020	Debit Card	Video Calling - June	14.39	Zoom Video Communications
20/05/2020	Debit Card	Floor Stencils	91.8	Screenprint & Display Ltd
26/05/2020	DD	Mobile Phones Greenspaces Team	£70.78	EE Limited
26/05/2020	DD	Phone - Libbys Dr	£75.54	Lister Unified Communications
26/05/2020	Debit Card	Stamps for Newsletter	260	Royal Mail
01/06/2020	DD	Payroll services June	£59.34	SGW Payroll Ltd.
08/06/2020	DD	Fuel May	£59.28	ALL Star Business Solutions
08/06/2020	bacs	Scaffold Board	£220.20	Chalford Building Supplies Ltd
08/06/2020	Debit Card	Lockdown Heroes Certificates	21.6	123RF
09/06/2020	Debit Card	Annual Video Conferencing (2 accounts)	283.12	Zoom Video Communications
10/06/2020	BACS	Cemetery - Grass Cutting April	£2,268.00	Countrywide Grounds Maintenance
10/06/2020	BACS	Cemetery - Grass Cutting May	£2,268.00	Countrywide Grounds Maintenance
10/06/2020	BACS	Year End Accounts 19.20	£630.00	DCK Accounting Solutions Ltd
10/06/2020	BACS	Gardening Support SLA	£407.40	Down to Earth Gloucestershire
10/06/2020	BACS	Combined Services Year 3	£3,240.00	Ellis Whittam Limited

10/06/2020	BACS	Elec Libby Dr 6/9/19 to 29/5/20	£789.92	Ecotricity
10/06/2020	BACS	Second Stage STC Signage	£1,800.00	Footprint Interpretation
10/06/2020	BACS	Internet / Phone / IT Support June	£467.94	ITEC Support Ltd
10/06/2020	BACS	Accountancy/Training	£1,292.50	KJS ACCOUNTANTS
10/06/2020	BACS	Tots Stay and Play	£45.00	Pata (UK)
10/06/2020	BACS	AIPC01 - Annual Inspection Playground Equipment	£427.80	Playsafety Ltd
10/06/2020	BACS	Craft Materials	£243.62	CONSORTIUM
10/06/2020	BACS	Air Samples Mar & May 20	£127.20	Somerset County Council
10/06/2020	BACS	Alarms - Service TH	£44.28	Stroud Alarms Fire and Securit
10/06/2020	BACS	Alarm Service TH	£88.56	Stroud Alarms Fire and Securit
10/06/2020	BACS	Grave Digging 22.05.20	£550.00	Teleshore Ltd
10/06/2020	BACS	Newsletter Printing Spring	£516.00	Wheatley Printers Ltd.
10/06/2020	BACS	Road Paint Marker	£89.70	York Survey Supply Centre Ltd
10/06/2020	BACS	Cartoon for Newsletter	£300.00	Zed in the Clouds
10/06/2020	BACS	Cycle Project	£1,440.00	Witteveen + Bos UK Ltd
10/06/2020	BACS	Payroll adjustment	£13.56	Payroll
15/06/2020	DD	June 2020 Net Pay Control	£23,473.35	Payroll
15/06/2020	DD	June 2020 Net Pension		
15/06/2020	DD	Rates - Cemetery	£701.43	Stroud District Council
15/06/2020	DD	Rates - Depot	£319.57	
15/06/2020	DD	Copier Services	£167.17	Konica Minolta Business Soluti
15/06/2020	DD	Elec Libby Dr 6/9/19 to 29/5/20	£789.82	Ecotricity
15/06/2020	BACS	Lansdown Hall Loan Repayment	£9,881.45	Public Works Loan
15/06/2020	Debit Card	Black Respect Armbands	49.17	Amazon EU
17/06/2020	BACS	Hex Head Coach Screws	£20.92	Chalford Building Supplies Ltd
17/06/2020	BACS	Summer Maint, Planting, Storage	£4,300.00	J S Whittaker T/A Colors
17/06/2020	BACS	Banner	£210.00	CR SIGNS
17/06/2020	BACS	Media Consultancy March - June	£2,225.00	Damselfly Communications Ltd
17/06/2020	BACS	SLCC Annual Membership - Deputy Clerk	£227.00	SLCC Enterprises Ltd
17/06/2020	BACS	Phone and IT Support May 20	£472.41	ITEC Support Ltd
17/06/2020	BACS	Fundraising Services May	£360.00	Nadja Gajadharsingh
17/06/2020	BACS	Gate Closer and Bracket	£163.20	Slamproof Ltd
17/06/2020	BACS	Recycling May	£21.60	Smiths (Gloucester) Ltd
17/06/2020	BACS	Topsoil and Compost	£240.00	Soils (HS) LTD
17/06/2020	BACS	Cooler Rental May.June	£3.71	Thirsty Work Ltd.
17/06/2020	BACS	Newsletter Delivery	£110.88	-
17/06/2020	BACS	Newsletter Delivery	£114.95	-
17/06/2020	BACS	Newsletter Delivery	£128.26	-
17/06/2020	BACS	Newsletter Delivery	£226.05	-
17/06/2020	BACS	Newsletter Delivery	£81.95	-
17/06/2020	BACS	PAYE/NAT INS April	£4,961.22	HMRC
17/06/2020	BACS	PAYE/NAT INS/STU		
17/06/2020	BACS	LOANS April		
17/06/2020	BACS	PAYE/NAT INS MAY	£4,176.36	HMRC
17/06/2020	BACS	STU LOAN MAY		
17/06/2020	Debit Card	Cotton Thread	91.46	Amazon EU
19/06/2020	DD	Monthly License	£30.00	Omega

19/06/2020	Debit Card	Asus Laptotp Covid 19	199.99	Amazon EU
19/06/2020	Debit Card	Laptop - covid 19	199.99	Amazon EU
22/06/2020	DD	Electricity Thanet Ho. to June	£451.99	Scottish Southern Electric
22/06/2020	DD	Thanet House Rates	£744.00	Stroud District Council
22/06/2020	Debit Card	Dettol Cleaning Wipes	40.97	Costco
23/06/2020	DD	Phonecall Charges Depot May 2020	£75.54	Lister Unified Communications
26/06/2020	DD	Mobile Phones Greenspaces Team June	£76.78	EE Ltd
26/06/2020	Debit Card	Printer - Emily	40	HP UK
29/06/2020	BACS	Electricity Libbys Dr 2-24.06	-£361.11	Ecotricity
03/07/2020	Debit Card	Annual Subscription	408	Survey Monkey Europe
07/07/2020	DD	Water Supply Cemetary	£17.61	Water Plus Ltd.
07/07/2020	DD	Fuel - June 20	£132.21	ALL Star Business Solutions
07/07/2020	BACS	Gardening Assist Scheme May	£337.80	Down to Earth Gloucestershire
07/07/2020	BACS	16 Correx Boards	£228.00	Wheatley Printers Ltd.
07/07/2020	BACS	Playgroud Posters	£50.00	Romneya Robertson
07/07/2020	BACS	Grab Hire	£240.00	Soils (HS) LTD
07/07/2020	BACS	Exchange of 6 Yard Skip	£268.80	Hughes&Salvidge Holdings Ltd
07/07/2020	BACS	POS items for Thanet House	£60.72	JAMES & OWEN LTD
07/07/2020	BACS	Planters	£7,200.00	Blooming Baskets
07/07/2020	BACS	Newsletters Farmhill	£26.07	-
07/07/2020	BACS	Newsletter	£15.73	-
07/07/2020	BACS	PAYE	£4,934.43	HMRC
07/07/2020	BACS	Covid 19 Grant	£500.00	Paganhill Community Group
07/07/2020	BACS	Covid 19 Grant	£500.00	Play Glos
09/07/2020	Debit Card	Payment in error to Amazon SG	13.45	Amazon
10/07/2020	DD	Payroll Re run June	£30.00	SGW Payroll Ltd.
10/07/2020	DD	Payroll Processing June	£61.32	SGW Payroll Ltd.
10/07/2020	DD	Water Supply Thanet	£68.77	Water Plus Ltd.
13/07/2020	BACS	Finance - Training and Admin	£1,400.00	KJS ACCOUNTANTS
13/07/2020	BACS	Wireless Keyboard and Mouse	£757.71	ITEC Support Ltd
15/07/2020	BACS	Rates - Libbys Drive/Cemetery	£1,021.00	Stroud District Council
15/07/2020	BACS	Payroll July	£18,075.63	Payroll
16/07/2020	Debit Card	Book of Condolence	103.2	Shaws Funeral Products
17/07/2020	DD	Cemetery Water	£32.22	Water Plus Ltd.
20/07/2020	DD	Park Gardens Water	£61.18	Water Plus Ltd.
20/07/2020	BACS	Omega License July	£30.00	Omega
20/07/2020	Debit Card	Laptop Covid Grant	199.99	Amazon
20/07/2020	Debit Card	Asus Laptop - Covid 19	199.99	Amazon EU
22/07/2020	DD	Rates Thanet House	£749.00	Stroud District Council
23/07/2020	DD	July Depot Electricity	£27.04	Ecotricity
24/07/2020	DD	Depot Phone Charges June	£86.74	Lister Unified Communications
24/07/2020	DD	Photocopier/Prin Thanet House	£89.14	Konica Minolta Business Soluti
24/07/2020	BACS	Grass Cut Cemetery	£1,134.00	Countrywide Grounds Maintenance
24/07/2020	BACS	Hand Gel - Blue paper roll	£220.40	CONSORTIUM
24/07/2020	BACS	Trailer Hire 9/7	£60.00	COTSWOLD TRAILERS

24/07/2020	BACS	Gardening Assist Scheme June	£311.24	Down to Earth Gloucestershire
24/07/2020	BACS	Screws/Washers	£4.32	G.R. Fasteners & Eng Supplies
24/07/2020	BACS	Clerk Finance Training - Finance Administrator	£20.00	GAPTC
24/07/2020	BACS	Monthly IT Fees	£827.20	ITEC Support Ltd
24/07/2020	BACS	Finance - Training and Admin	£30.00	KJS ACCOUNTANTS
24/07/2020	BACS	MOT DS11LGW	£567.26	Lansdown Road Motors Ltd
24/07/2020	BACS	Fixing on site WX61GHH	£228.90	Lister Wilder
24/07/2020	BACS	Fundraising Services June	£680.00	Nadja Gajadharsingh
24/07/2020	BACS	3 x Stihl Battery	£1,736.00	Nailsworth Garden Machinery
24/07/2020	BACS	Apr-Jun Virtual Play Rangers	£3,468.00	Play Gloucestershire
24/07/2020	BACS	Covid 19 Road Sign Artwork	£20.00	Romneya Robertson
24/07/2020	BACS	Recycling - Libbys Drive June	£18.00	Smiths (Gloucester) Ltd
24/07/2020	BACS	Water Cooler Rental	£3.71	Thirsty Work Ltd.
24/07/2020	BACS	Rawbolt Loosebolt	£12.94	Travis Perkins Trading Co Ltd.
24/07/2020	BACS	2 x Credit Screen	£8.40	Veriphy Ltd
24/07/2020	BACS	PAYE & NIC	£4,688.66	HMRC
27/07/2020	DD	July Mobile Phones Depot	£72.43	EE Ltd
28/07/2020	Debit Card	Castor Wheels for Trolley - Sub Rooms	21.98	Amazon EU
28/07/2020	Debit Card	Mixer Flight Case Sub Rooms	324.6	NSP Direct Ltd
30/07/2020	BACS	Reversal of Amazon Error	£13.45	-
31/07/2020	DD	Payroll July	£61.32	SGW Payroll Ltd.
05/08/2020	BACS	Gravedigging July	£670.00	Alan Price
05/08/2020	BACS	Private Parking Signs	£53.34	Archer Signs & Panels Ltd
05/08/2020	BACS	2 Bolt Locks for Depot	£105.60	Mr A.S.Clayton T/As Alpha Lock
05/08/2020	BACS	Socket Cap, tape measure - site materials	£19.60	G.R. Fasteners & Eng Supplies
05/08/2020	BACS	Accountancy Services and Training July 20	£907.50	KJS ACCOUNTANTS
05/08/2020	BACS	Sub Room Electronic Equipment	£12,035.11	Leap Audio Ltd
05/08/2020	BACS	Supply Eco 7 timer Flat b Thanet House	£1,081.83	Shire Training Workshops Ltd
05/08/2020	BACS	No Racism Here - design & writing	£400.00	Rider Shafique
05/08/2020	BACS	Heavy Duty Chest	£1,680.00	Richardson Shelving
05/08/2020	BACS	VAT Training J Aburrow	£42.00	SLCC Enterprises Ltd
05/08/2020	BACS	Duty of Care TH & LD	£120.00	Smiths (Gloucester) Ltd
05/08/2020	BACS	Grab Hire Load - Cemetery Top Soil	£504.00	Soils (HS) LTD
05/08/2020	BACS	Diffusion Tubes MAY 1	£63.60	Somerset County Council
05/08/2020	BACS	6 Lock Keys	£31.78	Wybone Ltd
05/08/2020	BACS	Electronic Equipment Sub Rooms	£1,089.60	Stage Depot Ltd
05/08/2020	BACS	Outdoor youth work 14/7	£3,000.00	THE DOOR YOUTH PROJECT
05/08/2020	BACS	Pension July	£6,587.60	Glos LG
06/08/2020	BACS	Cemetery Grass Cutting July 3 & 21	£2,268.00	Countrywide Grounds Maintenance
06/08/2020	BACS	Bike Rack - Stroud Station	£15,600.00	First Greater Western Railway
06/08/2020	BACS	IT Support and Phone Services	£602.70	ITEC Support Ltd

06/08/2020	BACS	2 x Machined Oak	£90.00	Cranham Lodge Sawmill
06/08/2020	BACS	New Drive Belt for Grillo MD24	£272.96	Lister Wilder
06/08/2020	BACS	Fundraising Services July	£700.00	Nadja Gajadharsingh
06/08/2020	BACS	Covid 19 Road Sign Artwork	£40.00	Romneya Robertson
06/08/2020	BACS	Diffusion Tubes June	£63.60	Somerset County Council
06/08/2020	BACS	Cooler Rental August	£3.71	Thirsty Work Ltd.
06/08/2020	BACS	2 x Banners	£1,428.00	Wheatley Printers Ltd.
06/08/2020	BACS	Road Marking Paint	£95.52	York Survey Supply Centre Ltd
06/08/2020	BACS	Annual Insurance	£6,529.03	Zurich Municipal
06/08/2020	BACS	July Fuel	£249.37	ALL Star Business Solutions
10/08/2020	DD	Electricity Thanet House	£233.50	Southern Electric
10/08/2020	Debit Card	Gang Sockets - Sub Rooms	£33.26	Combined Prociission Components
13/08/2020	Debit Card	Copy of Deeds	£3.00	Land Registry
13/08/2020	Debit Card	Park Gardens Deeds	£6.00	Land Registry
14/08/2020	DD	August Payroll	£17,258.96	Payroll
14/08/2020	BACS	Refund Right of Burial	£196.00	-
17/08/2020	BACS	Gas Supply	£105.05	Total Gas and Power
17/08/2020	DD	Rates - Depot/Cemetery	£1,021.00	Stroud District Council
19/08/2020	DD	Software License	£30.00	Omega
24/08/2020	BACS	Deep clean of Thanet House	£163.20	All Done and Dusted
24/08/2020	BACS	Fire Extinguishers etc TH	£94.28	Chubb Fire & Security Ltd.
24/08/2020	BACS	Grave Prep Fees Baby Reburial	£400.00	W.S. Trenhaille Funeral Direct
24/08/2020	BACS	Gardening Help Scheme	£153.76	Down to Earth Gloucestershire
24/08/2020	BACS	Dell Vostro Laptop	£555.97	ITEC Support Ltd
24/08/2020	BACS	Theatre Equip set up Sub Rooms	£450.00	Ned Gibbons
24/08/2020	BACS	Membership of Allotment Association	£66.00	THE NATIONAL SOCIETY OF ALLOTMENTS
24/08/2020	BACS	Sub Rooms Cables	£142.46	Stage Depot Ltd
24/08/2020	BACS	5 pack zinc plated bolts	£63.04	Travis Perkins Trading Co Ltd.
24/08/2020	BACS	Yellow Box Marking - Threadneedle Street	£480.00	WJ South West Limited
24/08/2020	BACS	Covid 19 Grant Access Bike	£600.00	Access Bike
24/08/2020	BACS	Help for Water Bill after leak	£100.00	Bisley Old Road Allotments
24/08/2020	DD	Rates - Thanet House	£749.00	Stroud District Council
25/08/2020	Debit Card	Fire Safety Equipment for Depot	£47.48	Fire Protection Shop
26/08/2020	BACS	August 20 Mobile Bill	£71.33	EE Ltd
26/08/2020	Debit Card	Safety Signs Depot	£78.99	Viking Signs
27/08/2020	DD	August Payroll	£59.34	SGW Payroll Ltd.

## Appendix B Earmarked reserves year–end movements

### Schedule of Other Earmarked Reserves

<b>EARMARKED RESERVES</b>	<b>Code</b>	<b>Balance at 01/04/2019 £</b>	<b>Contribution to reserve £</b>	<b>Contribution from reserve £</b>	<b>Balance at 30/03/2020 £</b>
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>