

STROUD TOWN COUNCIL  
**Minutes of the meeting of the  
Finance and Policy Working Group  
6<sup>th</sup> September 2021**

**Present**

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

**Absent**

Cllr Davies

**In attendance**

Helen Bojaniwska (Town Clerk)

**1. Apologies**

None received.

**2. Declarations of interest or requests for dispensations**

There were no declarations of interest or requests for dispensations.

**3. Delegation to Clerk**

The Working Group noted delegation arrangements approved by Full Council.

**4. Questions from the public**

There were no questions.

**5. Minutes of previous meeting**

The minutes of the meeting of the Finance and Policy Committee of 7<sup>th</sup> June 2021 were noted and will be approved by the Committee at the next opportunity.

**6. Authorisation of payments**

The working group reviewed payments listed in **Appendix A** from May and **Appendix B** from June 2021. The Clerk provided clarification on a subscription to Commonplace. The Working Group **recommended** that the payments be approved by Full Council at the next meeting.

**Action:** The Working Group asked the Clerk to report at the next meeting on fundraising work for the Subscription Rooms including the annual cost.

**7. Budget Monitoring**

The budget monitoring report to end of June 2021 was received.

**8. Community engagement and communications**

The Clerk presented a report on a potential commission to review the Council's Community Engagement and Communications work and provide social media

training. The Working Group **recommended** that the Clerk progress this work based on a quotation provided by Breakthrough Communications.

**Action:** The Clerk was asked to ensure that the review focuses on a broad range of all relevant activities, explores opportunities to reach a younger audience and includes discussion of how the Council can enable other organisations to communicate better. The Working Group asked for a schedule of the work and for some examples of good practice from similar councils.

**9. Thanet House update**

The Clerk reported that progress had been slow on applying for Listed Building Consent, but this had been chased up. Some minor changes to the plan had been requested to provide for access to the flat roof. Following a couple of break-ins the intruder and fire alarms had been extended to include the upper floors.

**10. Presentation on Doughnut Economics**

The Clerk gave a presentation on “Doughnut Economics” and the Working Group discussed its potential use as a tool for prioritizing the Council’s project work and staffing. The Working Group also looked at the [Impact Community Carbon Calculator](#).

**Action:** Clerk to circulate presentation notes to enable councillors to research further.

The meeting closed at 20.40pm.

Chair .....

Date .....

## Appendix A – payments May 2021

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
04/05/2021	Ellis Whittam Limited	4985	£3,240.00	One year consultancy
04/05/2021	Ellis Whittam Limited	4986	£285.36	Insurance Apr 21 - Mar 22
04/05/2021	GAPTC	CSUM	£3,138.57	Annual Membership Subscription
04/05/2021	Haymarket Business Media Ltd	SUB21	£250.00	Horti Weekly Sub
04/05/2021	WSP Solicitors	CWSP	£500.00	Fennells View Land Transfer
04/05/2021	Wotton Tree Consultancy	738	£150.00	Tree report - cemetery
04/05/2021	Working Planet Ltd	6305	£454.80	GSM Recruitment Ad
04/05/2021	Travis Perkins Trading Co Ltd.	3624	£22.38	Site Materials
04/05/2021	Stroud Alarms Fire and Securit	953/470	£360.00	Cabling underground Depot
04/05/2021	SAFPRO INDUSTRIAL SUPPLY	386/440	£440.64	PPE and uniform - new ranger
04/05/2021	Playsafety Ltd	4387	£427.80	Annual Play Checks
04/05/2021	Mount Pleasant Trees	645	£19.80	Hornbeam reduction
04/05/2021	Lansdown Road Motors Ltd	1332	£217.75	MOT for Kangoo
04/05/2021	Edwards Engineering Ltd	7899	£375.90	Standpipe for Cemetery
04/05/2021	Mrs Patricia Phipps	22PP	£10,000.00	Rent for Libbys Drive Depot
04/05/2021	KJS ACCOUNTANTS	10	£1,003.00	Accountancy Services
04/05/2021	JAMES & OWEN LTD	166	£117.06	Stationary
04/05/2021	ITEC Support Ltd	2913	£591.72	IT Support and Broadband
04/05/2021	ICCM	4370	£95.00	Annual Membership
04/05/2021	HHGL Limited	4231	£555.06	Multiple Invs
07/05/2021	ALL Star Business Solutions	8167	£162.07	Fuel
07/05/2021	Travis Perkins Trading Co Ltd.	B038	£43.02	PLASSON COMPRESSION/pipe liner
07/05/2021	Ubico Limited	2325	£8,640.00	Dog bin emptying yearly charge
11/05/2021	Paganhill Community	4146	£1,800.00	Grant
13/05/2021	PAYROLL	PAYROLL	£16,686.11	MAY PAYROLL
13/05/2021	HMRC	HMRC	£5,545.87	HMRC MAY
13/05/2021	GLOUCESTERSHIRE LG	PENSION S	£6,776.00	GLOUCESTERSHIRE LG
14/05/2021	Streets Reimagined Ltd	C01A	£4,800.00	Consultancy Street Spaces project
14/05/2021	Countrywide Grounds Maintenance	1982	£2,268.00	Cemetery Cuts 13th & 29th Apr

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
14/05/2021	COMMONPLACE DIGITAL LTD	155	£2,400.00	NDP Subscription Fee
14/05/2021	CONSORTIUM	383	£46.36	Office Stationery
14/05/2021	DCK Accounting Solutions Ltd	9648	£1,104.00	Accounting Services
14/05/2021	Nailsworth Garden Machinery	Nailsworth	£193.10	Machinery
14/05/2021	DENIS BROWN & SON (Nailsworth)	1880	£58.80	Timber
14/05/2021	ERMIN PLANT LTD	6558	£38.02	Chisel Crowbar
14/05/2021	ITEC Support Ltd	2985	£593.85	IT Support, calls, broadband
14/05/2021	JAMES & OWEN LTD	8645	£32.49	Office Stationery
14/05/2021	Konica Minolta Business Soluti	9516	£37.72	Printing
14/05/2021	MIW Water Cooler Experts	9016	£150.00	Sanitisation of water fount
14/05/2021	Smiths (Gloucester) Ltd	3845	£38.46	Waste collection Libbys Dr
14/05/2021	Thirsty Work Ltd.	8639	£3.71	Drinking Water Thanet Hse
14/05/2021	Allsorts Gloucestershire	4121	£3,000.00	Grant Funding
14/05/2021	Citizens Advice Bureau	4080	£5,000.00	Grant Funding
14/05/2021	Veriphy Ltd	8768	£4.20	Credit screen
14/05/2021	Hughes & Salvidge Holdings Ltd T	8744	£268.80	Exchange of 6 Yard Skip
14/05/2021	Ellis Whittam Limited	5867	£450.00	Pre-Placement Medical with OHA
14/05/2021	A E Evans Ltd	365	£887.28	Group swing seat
14/05/2021	Blooming Baskets	2168	£7,388.40	Refill baskets and troughs
14/05/2021	EESI LTD	7007	£196.49	Heating service and gas safety
14/05/2021	ERMIN PLANT LTD	9057	£70.34	GS equipment various
14/05/2021	Free Range Designs Ltd	6993	£1,207.00	Stroud Signage Project 1/3
14/05/2021	GlosJobs	444	£51.60	Job vacancy finance admin
14/05/2021	Storm Board LLP	1176-B	£960.00	Community Notice Boards
14/05/2021	Homestart	4139_HS	£3,000.00	Homestart Grant
14/05/2021	Lansdown Hall	4125_LH	£500.00	Grant to Lansdown Hall
14/05/2021	Marah Trust	4084_MT	£5,000.00	Grant Marah Trust
14/05/2021	Stroud Preservation Trust	4146_SPT	£500.00	Grant
14/05/2021	Lansdown Hall	4125_GRANT	£4,500.00	Grant (4,500 total grant 5,000)
14/05/2021	Free Range Designs Ltd	0764/	£1,100.00	Gypsy Caravan Compost WC
14/05/2021	Lilian Faithfull	FPO	£3,000.00	Grant
14/05/2021	Ellis Whittam Limited	24986	-£1.80	Insurance
15/05/2021	Nadja Gajadharsingh	110	£500.00	Fundraising services

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
15/05/2021	Gloucester Locksmiths Ltd	8131	£24.00	Emergency lock replacement
15/05/2021	Sunbelt Rentals Ltd	8170	£1,770.86	Road closure London Road
15/05/2021	SGW Payroll Ltd.	8173	£63.30	Payroll services
17/05/2021	SDC	DD	£1,068.00	Business Rates
17/05/2021	SDC	DD	£624.00	SDC
18/05/2021	Renault Finance	5152	£30.00	Battery Lease Van
25/05/2021	Ecotricity	49391	£122.01	Utilities Libbys Drive
25/05/2021	Ecotricity	52716	£48.33	Thanet House Electricity
25/05/2021	Ecotricity	3686	£72.94	Thanet House -
25/05/2021	Lister Unified Communications	ST8117	£56.40	Call charges
26/05/2021	EE Ltd	961	£72.17	Mobile phones
26/05/2021	Greenway Training	2430	£216.00	LANTRA Training Course SM
26/05/2021	McAllister Masonry Limited	3654	£162.00	Stonemason works
27/05/2021	Historic Towns and Villages Fo	9612	£50.00	Climate change webinar Camilla
27/05/2021	Polybags Ltd	2826	£251.50	Refuse sacks
27/05/2021	SAFPRO INDUSTRIAL SUPPLY	7153	£54.00	Mascot Manheim Trouser
27/05/2021	Somerset County Council	1040	£63.60	Pollution tube analysis
27/05/2021	Travis Perkins Trading Co Ltd.	215	£11.67	Site materials
27/05/2021	Travis Perkins Trading Co Ltd.	737	£7.46	Drainage gully grating
27/05/2021	University of Bristol	4741	£1,690.00	RHS Level 2 training
27/05/2021	GLOUCESTERSHIRE Ig	PEN 05	£5,629.95	PENSIONS
27/05/2021	HMRC	HMRC 05	£4,908.33	PAYE/NI May
27/05/2021	SLCC Enterprises Ltd	4956	£262.00	SLCC Membership Deputy Clerk
27/05/2021	Gloucester Theatre Company	4171/GTC	£650.00	Covid Grant

## Appendix B – payments June 2021

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/06/2021	Renault Finance	621	£30.00	Battery lease van
03/06/2021	Land Registry	26781	£3.00	Title Plan
07/06/2021	SGW Payroll Ltd.	STR002	£30.00	Payroll re-run charge
07/06/2021	SGW Payroll Ltd.	STR002/1	£61.32	Payroll processing
07/06/2021	ALL Star Business Solutions	164667	£137.76	Fuel Card
08/06/2021	Zoom	7969	£287.76	Zoom Annual Subscription
09/06/2021	Land Registry	34199	£6.00	Title Plan and View
11/06/2021	Amazon	5502	£48.99	Shelving Units
15/06/2021	Alan Price	1046	£1,340.00	Grave Digging Fees
15/06/2021	Avelec Solutions Ltd	616	£566.54	Service Visit
15/06/2021	BAILEY PARTNERSHIP	105503	£1,056.00	Project Management
15/06/2021	J S Whittaker T/A Colors	5503	£2,000.00	Planting and maintenance
15/06/2021	CONSORTIUM	4917	£31.25	Centrefeed Dispenser
15/06/2021	Countrywide Grounds Maintenance	5432	£2,268.00	Grounds Maintenance
15/06/2021	Damselfly Communications Ltd	621	£2,225.00	Media consultancy
15/06/2021	Greenway Training	2509	£138.00	First Aid training
15/06/2021	ITEC Support Ltd	3057	£598.13	IT Services
15/06/2021	KJS ACCOUNTANTS	stc011	£855.00	Interim Finance Role
15/06/2021	Konica Minolta Business Soluti	2298	£89.14	Bizhub
15/06/2021	Nadja Gajadharsingh	1112	£960.00	Fundraising services May
15/06/2021	Nailsworth Garden Machinery	51176	£18.50	Repair to brushcutter
15/06/2021	Roberts & Jones Mechanical Ser	4618	£4,609.38	Ventilation system
15/06/2021	SAFPRO INDUSTRIAL SUPPLY	498239	£108.00	Safpro
15/06/2021	SLCC Enterprises Ltd	133578	£220.80	Job Advertising Services
15/06/2021	SLCC Enterprises Ltd	1784	£144.00	Staff Training-Comms
15/06/2021	SLCC Enterprises Ltd	2306	£90.00	Staff training-Leadership in a
15/06/2021	SLCC Enterprises Ltd	2307	£90.00	Leadership in action
15/06/2021	Smiths (Gloucester) Ltd	49267	£138.60	Waste Collection Services
15/06/2021	Somerset County Council	21134	£63.60	Analysis of diffusion tubes
15/06/2021	Sunbelt Rentals Ltd	2071	£579.00	Bank Gardens Traffic Management
15/06/2021	Sunbelt Rentals Ltd	5855	£1,690.37	Farmers Market Stroud
15/06/2021	Thirsty Work Ltd.	6452	£3.71	Rental Charges
15/06/2021	Veriphy Ltd	91138	£4.20	Credit screening
15/06/2021	Zurich Municipal	55357	£6,648.57	Annual Insurance

<b>Date Paid</b>	<b>Payee Name</b>	<b>Reference</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
15/06/2021	N D Weaver	13.21.22	£180.00	Callout to Lansdown building -
15/06/2021	Payroll	PAYROLL	£17,749.61	June Payroll
15/06/2021	Paganhill Community	EFT P/HILL	£1,200.00	Grant
15/06/2021	SDC	DD SDC	£1,068.00	Bus Rates Libbys Drive and Cem
15/06/2021	Public Works Loan Board	DD PWLB	£9,881.45	Loan Repayment
15/06/2021	KJS ACCOUNTANTS	1011-1	£0.50	Correct invoice 855.5
22/06/2021	Water Plus Ltd.	11632	£13.41	Water supply Thanet House
22/06/2021	Lister Unified Communications	56.52	£56.52	Mobiles Comms
22/06/2021	SDC	BUS RATES	£624.00	Business Rates-Thanet House
24/06/2021	Ecotricity	5087	£132.44	Electricity - Libbys Drive
24/06/2021	Ecotricity	5126	£79.33	Electricity Thanet House
24/06/2021	EE Ltd	3015	£71.59	Mobile Services