

STROUD TOWN COUNCIL
**Minutes of the meeting of the
Finance and Policy Working Group
7th June 2021**

Present

Councillors Laurie Davies, Rob Green, Camilla Hale, Stella Parkes and Lucas Schoemaker (Chair)

Absent

None

In attendance

Helen Bojaniwska (Town Clerk)

1. Apologies

Apologies were received from Cllr Kevin Cranston (personal).

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 22nd March 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 April 2021 and **recommended** that they be approved by Full Council at the next meeting.

7. Budget Monitoring

The budget monitoring report to end of May 2021 was received. It was noted that some payments related to June 2021, for example payroll, and that this would be corrected in the next report.

The Clerk was asked whether a budget had been set for contingencies, for example repairs to the Subscription Rooms. The Clerk advised that any unbudgeted expenditure would have to be met from the General Reserve.

8. Insurance renewal

The Clerk reported on a review of the council’s combined policy prior to renewal on 25th June 2021. It was noted that the policy is under a 5-year long term agreement. The renewal terms were presented which included the addition of new computer equipment and removal of cover for loss of rent relating to the flats at Thanet House which was no longer required. The working group **recommended** renewal of the policy at £6,648.57 plus taxes.

9. Stonework issues at Lansdown Hall and the Subscription Rooms

The Clerk reported on problems with crumbling masonry at both buildings. It was noted that both properties are leased under full repairing leases so legally the tenant Trusts are responsible for repairs. The Clerk had assisted with organising urgent inspections and traffic management and the Council’s contracted Project Managers had been asked to assist with organising inspections and repairs. It was noted that further discussion would be needed with both Trusts on responsibility for costs incurred so far and for permanent repairs once the final costs have been established. The Working Group discussed potentially offering financial support, possibly as a long-term loan, but were not able to make a final recommendation until more is known about the extent of the works required.

10. End of lease for flats at Thanet House

The Clerk reported that the flats had been vacated and possession passed back to the Council. On inspection it had been found that the tenants OpenHouse had not fulfilled the requirements of the lease regarding maintenance and decoration. The flats had been handed back in a poor state of repair and requiring significant cleaning, redecoration and replacement of carpets.

The Clerk had obtained a quotation for a dilapidations survey to establish liability for remedying the defects, but the Working Group felt that the cost and work involved would be disproportionate, given that the Council were planning to make improvements to the building anyway. The Clerk was **recommended** to insist on OpenHouse paying for a thorough clean of the property, and for repairs to any obvious damage.

Action: HB

The meeting closed at 20.15pm.

Chair
Date

Appendix A – payments April 2021

Date	Payee Name	Reference	Total Amnt	Transaction Detail
07/04/2021	The Information Commissioner	Z21103459	£55.00	ICO renewal
07/04/2021	SGW Payroll Ltd.	STR002	£61.32	Payroll Processing
07/04/2021	ALL Star Business Solutions	64667	£141.22	Fuel
07/04/2021	Water Plus Ltd.	11632	£53.59	Water Supply
07/04/2021	Alan Price	AP	£2,010.00	Grave Digging
07/04/2021	CBRE Limited	1391	£906.00	Project Service Fees Jan / Mar
14/04/2021	Countrywide Grounds Maintenance	165938	£1,134.00	Cemetery grass cutting
14/04/2021	Edwards Engineering Ltd	7764	£1,487.70	Tower Standpipe
14/04/2021	Ellis Whittam Limited	2528	£360.00	Occupational Health Assessment
14/04/2021	Gloucester County Council	6240	£425.00	Temp Road closure
14/04/2021	Hailey Wood Sawmill Ltd	31002	£33.30	Larch Boards
14/04/2021	iHASCO	5705	£780.00	Licence 10 Training Courses
14/04/2021	Kaido Group Ltd	6330	£298.80	Kaido wellbeing challenge
14/04/2021	Nadja Gajadharsingh	108	£700.00	Fundraising Services for March
14/04/2021	NHBS Ltd	3027	£100.97	Nest Boxes
14/04/2021	NHBS Ltd	3047	£123.96	Nest and Bat box
14/04/2021	OMAR COTTLE	2915	£576.00	Repairs Stone Pill Bank Gardens
14/04/2021	Redland Tree Services	4724	£1,140.00	Bank Gardens Holm Oak tree works
14/04/2021	Royal Mail Group PLC	8672	£120.53	Postage
14/04/2021	SLCC Enterprises Ltd	8301	£108.00	Training
14/04/2021	SmartWater Technology Limited	4871	£450.00	Annual Renewal
14/04/2021	Smiths (Gloucester) Ltd	1052	£18.60	Container Rentals Glass / mixed
14/04/2021	Stroud Electrical Services (UK)	5494	£1,319.04	Various electrical works
14/04/2021	Towergate Insurance Brokers	6120	£1,889.43	Vehicle Insurance
14/04/2021	Hughes&Salvidge Holdings Ltd	5086/5	£508.80	Muck away grab lorry
14/04/2021	Glos LG	DDR	£6,444.16	Pension Contribution April 2020
14/04/2021	SDC	DD	£1,066.60	Rates/ Cemetery and depot
15/04/2021	PAYROLL	BACS	£18,227.19	April 2021 Payroll
15/04/2021	RCI Omega	DD	£30.00	Accounts software
19/04/2021	Transition Stroud	BACS	£1,305.00	Grant for STCAN website
19/04/2021	Water Plus Ltd.	867	£26.89	Water Supply
20/04/2021	Patrick Lorenzen	8118	£229.50	Hedge cutting
20/04/2021	Sunbelt Rentals Ltd	6815	£1,609.87	Traffic management
20/04/2021	Sunbelt Rentals Ltd	5436	£1,851.35	Traffic management
20/04/2021	Transition Stroud	TRANSFER	£1,305.00	Trans Stroud ST Can Grant
22/04/2021	SDC	DD	£621.00	SDC Rates
26/04/2021	Ecotricity	2716	£52.03	Electricity/gas
26/04/2021	Lister Unified Communications	ST8117	£57.83	Mobile phones
26/04/2021	SGW Payroll Ltd.	str002	£65.28	Payroll Processing

Date	Payee Name	Reference	Total Amnt	Transaction Detail
26/04/2021	Ecotricity	3686	£71.24	Electricity/gas
26/04/2021	EE Ltd	3096	£73.82	Mobile phone contracts
26/04/2021	Ecotricity	9391	£119.68	Electricity/gas
30/04/2021	Konica Minolta Business Soluti	30160	£89.14	Printer hire

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
TOTAL EARMARKED RESERVES		421,284	92,090	(154,499)	358,875