

# STROUD TOWN COUNCIL

## Minutes of the meeting of the

### Finance, Community and Policy Committee

14<sup>th</sup> October 2019

**Present:** Councillors Simon Arundel, Kevin Cranston (from item 17), Rob Green, John Marjoram and Lucas Schoemaker (Chair)

**Absent:** Cllr Dechan

**In attendance:** Helen Bojaniwska (Town Clerk), Kate Montgomery (Deputy Clerk)

#### 1. Apologies

Apologies were received from Cllrs Geoffrey Andrews (work), John Bloxsom (work), Margaret Poulton (personal) and Alan Sage (personal).

#### 2. Declarations of interest

There were no declarations of interest.

#### 3. Dispensations

There were no requests for dispensations.

#### 4. Questions from the public

There were no questions.

#### 5. Minutes of previous meeting

The minutes of the meeting of 15<sup>th</sup> July 2018 were **approved** by those present and signed as a correct record by the Chair.

#### 6. Authorisation of payments

It was **resolved** to authorise payments listed in **Appendix A** from July to September 2019.

#### 7. Budget Monitoring

The budget monitoring report to end of September 2019 was noted. The Clerk clarified that most donations for the Subscription Rooms are now being made to the Stroud Subscription Rooms Trust.

#### 8. External auditor's report for 2018–19 accounts

The report was noted. The Clerk clarified that the auditor's comment refers to an omission in receiving committee minutes by full Council. It

## ACTION

was noted that the minutes that had been missed would be received at the next full Council meeting on 21st October.

### **9. Hearing loop system**

It was **resolved** to purchase an infra-red hearing loop system for the Council office covering the meeting space and reception desk. It was noted the system could be relocated to new premises if required.

Project officer

### **10. Pollution monitoring**

It was **resolved** to purchase diffusion tubes for a short-term project monitoring pollution in the town centre, in order to evaluate the effectiveness of the products available.

Project officer

### **11. Cotswold Canals Connected Restoration Project**

It was **resolved** to sign a partnership agreement affirming the Council's support for the delivery of the Cotswold Canals Connected Restoration project in the event of a bid to the National Heritage Lottery Fund being successful.

Clerk

### **12. Carbon audit report**

The Committee discussed an audit report setting out the steps and the budget required to achieve the Council's target of being carbon neutral by 2030. It was noted that many of the actions relate to the council's property Thanet House and that some offsetting would be required to reach the target. There was some discussion about the options and timing for offsetting, including potentially woodland creation.

The Clerk reported that there are a large number of organisations and community groups working on projects and activities relevant to the Council's carbon neutral target, which could potentially be better co-ordinated.

As the Council was already reviewing its longer-term office space and depot requirements, a provisional budget of £5,000 for interim projects in 2020-21 was **agreed**, pending a decision on potential relocation. The Clerk was asked to review the financial and staffing implications of the audit and report back at the next meeting as part of budget considerations.

Clerk

It was also **agreed** to require new and existing suppliers to respond to an annual environmental survey with estimates of their CO<sub>2</sub> emissions. The Deputy Clerk was asked to draft a survey for approval at the next committee meeting.

Deputy Clerk

### **13. Potential cultural and business hub at the Goods Shed**

A request for funding from SVA for feasibility studies and the development of plans and architects' drawing for improvements to the Goods Shed was considered. The Clerk advised the Committee that the funds available are restricted to the outdoor area and could not be used for any work relating to the building.

The Committee were concerned that insufficient evidence of community engagement had been provided to demonstrate a demand for a potentially controversial project involving a listed building in a conservation area. A concern was aired about the short length of the lease remaining.

It was **agreed** to delegate to the Clerk a grant of up to £2,000 to facilitate the creation of a vision drawing for the site to enable a wider public consultation to be carried out. The Clerk was also requested to seek the views of Stroud Preservation Trust on the proposals.

Clerk

#### **14. 75<sup>th</sup> anniversary of VE Day**

It was **resolved** to offer funding through the Council's Small Grants Fund for community events to mark the 75th anniversary VE Day and to participate in the "Cry for Peace".

Clerk

#### **15. Grant application StroudCo**

The Committee considered an application from StroudCo which had been deferred at the June committee meeting.

The Clerk had subsequently met the applicants in July to discuss their research proposals in more detail. The Clerk had been satisfied that the committee's concerns had been addressed and that the research had the potential to meet the Council's decision to support local food production.

It was noted that the applicants had subsequently decided to suspend their operations until the planned research had been completed. A grant of £2,000 was **approved**, but a request for funding for crates was turned down. The grant would be paid in two instalments on production of written progress reports.

Clerk

#### **16. Reports from grant recipients**

A report from SVA had been circulated. It was noted that a grant of £500 had been paid following submission of accounts for the Berliner Zeitgeist talk.

A report from Cotswold Canals Trust regarding a grant for an accessible trip boat was tabled. Concern was expressed that the Trust had stated that the boat would be operating on the Gloucester-Sharpness canal rather than in Stroud, which had been the Council's understanding when approving the grant. The Clerk was asked to query this with the trust.

Clerk

#### **17. Grant funds available**

The balance available in the Council's grants budget was noted. The Clerk reported that the Fringe had returned £3,750 of the £5,000 grant previously paid, following a reduction in the scale of the event.

**18.Applications to the Community Support Fund**

The Clerk recommended that an application to the fund for the Goodwill evening be considered for funding from the Arts and Culture fund.

**19.Applications to the arts and culture fund**

**It was resolved** to approve payment of the following grants using the General Power of Competence.

Goodwill – £1,500. The Clerk was asked to request permission to use event photos for council publicity and tourism promotion.

Cllr Cranston joined the meeting.

Clerk

ACP – Shift event – £500 for a project to create a sculpture from a fallen tree in St Laurence churchyard.

**20.Applications to the Small Grants fund**

**It was resolved** to approve payment of the following grants using the General Power of Competence.

Christmas tree festival – £300

Wassail – £250

Clerk

TOTCA – declined. It was noted that it was unclear from the accounts provided how the organisation’s funds support the local community.

**21. Subscription Rooms**

The Clerk provided a verbal update on progress at the Subscription Rooms, focusing on the need to improve financial performance and the opportunity to recruit volunteers. It was noted that the Trustees would be presenting a report at the next Committee meeting.

**22. Minutes**

The minutes of the following meetings were received:

NDP Working Group	10th July and 11th September
Lansdown Hall Working Group	16th July and 22nd August
Concordat Parking Working Group	17th July
Concordat	29th July

The meeting closed at 9pm.

Chair .....

Date .....

## Appendix A – payments July to September 2019

Date Paid	Ref	Transaction Detail	Total	Payee Name
01/07/2019	10594	Konica Minolta June-Sep.19	£89.14	Konica Minolta
01/07/2019	10593	Bank Gardens Bottle Filler	£7,104.00	D.E.Spencer&Sons (UK) Ltd.
01/07/2019	10590	Cemetery gate - July	£100.00	Mrs.J.Knee
01/07/2019	10591	Membership renewal - Glos.PFA	£100.00	Glos.Playing Fields Ass.
01/07/2019	10592	Plants	£3,544.40	Miserden Nursery
02/07/2019	10595	Stroud Book Festival-Grant	£1,500.00	Stroud Festival CIC
02/07/2019	10596	Stroud Fringe and YardTrail - Grants	£5,500.00	Stroud Fringe CIC
02/07/2019	10597	Friends of Daisy Bank - Grant	£500.00	Friends of Daisy Bank
02/07/2019	10599	Creative Sustainability CIC	£1,737.50	Creative Sustainability CIC
02/07/2019	10599	Tourism Hub Project	£1,737.50	Creative Sustainability CIC
03/07/2019	10600	Petty cash	£100.91	STC
03/07/2019	D/CARD	Subscription renewal	£408.00	SurveyMonkey
09/07/2019	10602	PAYE/NICs -July 19	£4,681.66	HMRC
09/07/2019	10603	NSALG membership renewal	£66.00	NSALG
09/07/2019	10601	Replace carpet	£1,160.00	Arco Renovations
10/07/2019	10598	Top up	£608.21	TOWN CLERK IMPREST ACCOUNT
10/07/2019	13673	Recycled paper	£133.92	Premier Paper Group Ltd
10/07/2019	13674	Extinguisher services	£199.83	Chubb Fire & Security Ltd.
10/07/2019	13676	Site materials	£65.38	DENIS BROWN & SON (Nailsworth)
10/07/2019	13677	Gardening Assistance Scheme	£413.50	Down to Earth Gloucestershire
10/07/2019	13678	Hydraulic Unit c/w hire	£169.04	ERMIN PLANT LTD
10/07/2019	13679	Risk Assessments TH/GSP	£300.00	Enviroflo (Midlands)
10/07/2019	13680	Site materials	£339.69	GB Sport & Leisure UK Ltd.
10/07/2019	13681	Contract mowing April-June19	£580.68	T.W.HAWKINS & SONS
10/07/2019	13682	Site materials	£29.90	HHGL Ltd Accounts Receivable
10/07/2019	13683	Technical support April-June	£1,080.00	Hermetic Ltd
10/07/2019	13684	Site materials	£643.50	Hailey Wood Sawmill
10/07/2019	13685	IT support - July 19	£658.11	ITEC Support Ltd
10/07/2019	13686	Steel Goalposts	£1,004.45	Itsa Goal Posts Ltd
10/07/2019	13687	Stationery	£145.92	JAMES & OWEN LTD
10/07/2019	13688	Sanitisation and service	£149.98	MIW Water Cooler Experts

10/07/2019	13689	Play sessions	£3,291.88	Play Gloucestershire
10/07/2019	13690	A Duty of Care	£72.00	Smiths (Gloucester) Ltd
10/07/2019	13691	Site materials	£48.00	Soils (HS) LTD
10/07/2019	13692	Fundraising Services - June 19	£550.00	Nadja Gajadharsingh
10/07/2019	13693	Replace lamps	£93.34	Stroud Electrical Services (UK
10/07/2019	13694	Site materials	£81.60	Signs of Saltford
10/07/2019	13695	Grave digging	£2,200.00	Teleshore Ltd
10/07/2019	13696	Bottled water	£9.89	Thirsty Work Ltd.
10/07/2019	13675	Display board design	£234.00	Childs and Sulzmann Ltd.
10/07/2019	10604	Bus Stop cleaning-next to Tesco	£20.00	Aqueous Cleaning Solutions
10/07/2019	10605	Training course 31.07.19	£237.60	GEL
15/07/2019	D/D	Rates - July 19	£737.00	SDC
15/07/2019	D/D	Rates - July 19	£915.00	SDC
15/07/2019	D/D	Salaries and pensions - July 19	£22,355.84	Payroll
15/07/2019	10607	Rubbish&Recycling	£120.00	Ubico Ltd.
15/07/2019	10606	Top up	£408.00	TOWN CLERK IMPREST ACCOUNT
16/07/2019	10608	Window replacement	£2,700.00	DLS
16/07/2019	D/CARD	Card display stand	£88.04	Westminster Wire
17/07/2019	D/D	Water supply April-July19	£28.31	Water Plus
19/07/2019	D/D	Water supply April-July19	£54.26	Water Plus
22/07/2019	TFR	Treasury deposit	£150,000.00	Lloyds Bank
22/07/2019	10609	StroudValleyScoutGroup-Grant	£500.00	StroudValleyScoutGroup
22/07/2019	10610	Developed Design to RIBA	£3,900.00	The Bush Consultancy Ltd
24/07/2019	D/D	Payroll July 19	£59.34	SGW Payroll Ltd
24/07/2019	10611	Top-up	£637.04	TOWN CLERK IMPREST ACCOUNT
24/07/2019	D/CARD	Stamps	£549.00	Post Office Ltd.
25/07/2019	D/D	Call charges-June 19	£75.54	Lister Communications Ltd.
25/07/2019	D/CARD	First aid kits	£100.80	Medikit Ltd
26/07/2019	D/D	Calls -June 19	£72.02	EE Phone
29/07/2019	10612	Sub Rooms Trust Project Admin.	£900.00	M C Simpson
30/07/2019	10613	Hire of George Room 26.06.19	£266.40	Stroud Subscription Rooms Trus
30/07/2019	D/CARD	Penalty Charge LY14HXK	£70.00	GCC
31/07/2019	13698	Gardening Assistance Scheme	£314.50	Down to Earth Gloucestershire
31/07/2019	13700	Line marking-Uplands PF	£120.00	T.W.HAWKINS & SONS
31/07/2019	13699	Hire of CAT tool	£30.24	ERMIN PLANT LTD

31/07/2019	13702	Site materials	£87.00	Teleshore Ltd
31/07/2019	13701	Accessibility Access Review	£540.00	Christian Drewitt
31/07/2019	13697	Watering&Maintenance planting	£1,000.00	Colors
01/08/2019	10615	Petty cash	£95.60	STC
01/08/2019	10614	Cemetery gate - August 19	£125.00	Mrs.J.Knee
07/08/2019	D/D	Disel 103.86L, Unleaded 40.11L	£180.46	Allstar Business Solutions Ltd
12/08/2019	10618	P&R Heating Ltd	£720.00	P&R Heating Ltd
12/08/2019	10619	PAYE/NICs-August	£4,849.34	HMRC
12/08/2019	10620	GAPTC -CiLCA sessions	£395.00	GAPTC
13/08/2019	10621	Allsorts-10th AnniversaryAppel	£40.00	Allsorts
14/08/2019	13703	Heritage impact statement-SS	£1,500.00	Ashley Davies Architects Limit
14/08/2019	13704	Grass cutting - June 19	£4,416.00	Countrywide Grounds Maintenanc
14/08/2019	13705	Site materials	£85.45	Chalford Building Supplies Ltd
14/08/2019	13706	Site materials	£13.20	DENIS BROWN & SON (Nailsworth)
14/08/2019	13707	Gardening Assist.Scheme-July19	£238.80	Down to Earth Gloucestershire
14/08/2019	13708	Contract mowing June-August19	£387.12	T.W.HAWKINS & SONS
14/08/2019	13709	Site materials	£226.21	HHGL Limited
14/08/2019	13710	IT Services -August 19	£458.92	ITEC Support Ltd
14/08/2019	13711	Stationery	£32.59	JAMES & OWEN LTD
14/08/2019	13712	Copy & Print May-July 19	£216.16	Konica Minolta Business Soluti
14/08/2019	13713	Royal Mail response services	£40.00	Royal Mail Group Ltd.
14/08/2019	13714	LicenceHStr. 09.07.19-08.07.20	£1.00	Stroud District Council
14/08/2019	13715	Rental 240L glass bin	£31.37	Smiths (Gloucester) Ltd
14/08/2019	13716	Site materials	£108.00	Soils (HS) LTD
14/08/2019	13717	Site materials	£42.08	Travis Perkins Trading Co Ltd.
14/08/2019	13718	Grave digging	£1,100.00	Teleshore Ltd
14/08/2019	13719	Bottled water	£28.43	Thirsty Work Ltd.
14/08/2019	13720	WFT book	£20.10	Wildflower Turf Ltd
14/08/2019	13721	Stroud-Chalford Cycle project	£12,068.40	Witteveen + Bos UK Ltd
14/08/2019	10622	Letters - July	£80.00	Miss.D.Dyte
15/08/2019	D/D	Rates - August 19	£737.00	SDC
15/08/2019	D/D	Rates - August 19	£915.00	SDC
15/08/2019	D/D	Payroll and pensions - August 19	£23,000.60	Payroll
19/08/2019	D/D	Total Gas&Power 01.05-24.07.19	£83.78	Total Gas&Power

19/08/2019	D/D	Hire Agreement-battery	£30.00	Renault Finance
19/08/2019	10623	Repair works	£31,218.98	Stone BCI Ltd
19/08/2019	10623	Repair works	£6,000.00	Stone BCI Ltd
21/08/2019	10624	Top up	£720.80	TOWN CLERK IMPREST ACCOUNT
21/08/2019	10625	Expenses May-August 19	£87.53	Staff expenses
21/08/2019	D/CARD	SDC -season ticket-VN62UMK	£550.00	SDC
22/08/2019	D/D	Electricity 08.05-08.08.19	£1,163.22	Good Energy
23/08/2019	D CARD	National Windscreens-excess	£147.93	National Windscreens
27/08/2019	D/D	Call charges - July19	£76.30	Lister Communications
27/08/2019	D/D	Calls charges	£76.44	EE phone
27/08/2019	10626	Fundraising services - July 19	£740.00	Nadja Gajadharsingh
27/08/2019	D/CARD	Recalibration of Pat Tester	£107.40	PASS Ltd
28/08/2019	10627	Window replacement 2	£2,000.00	J. Laight
28/08/2019	10628	SVA - grant	£500.00	SVA
30/08/2019	D/CARD	Site materials	£162.74	Bailey Paints
02/09/2019	10632	Paper A4	£138.00	Premier Paper Group Ltd
02/09/2019	10630	Watering & maint.summer plant.	£820.00	J S Whittaker T/A Colors
02/09/2019	10633	Petty cash	£126.06	STC
02/09/2019	10629	Cemetery gate - September 19	£100.00	Mrs.J.Knee
02/09/2019	10631	Training	£180.00	Wildflower Turf Ltd
04/09/2019	10634	WWT Slimbridge-training	£384.62	Slimbridge Wetland Centre
05/09/2019	D/D	Electricity 31.05-16.08.19	£336.88	SSE Southern Electric
05/09/2019	10635	Spaniel in the Works - grant	£500.00	Spaniel in the Works
06/09/2019	D/D	Payroll	£61.32	SGW Payroll
09/09/2019	13722	Replacement handle-door	£60.00	Abacus Garage Doors & Gate Sec
09/09/2019	13723	The survey - Hearing Loop	£648.60	Avelec Solutions Ltd
09/09/2019	13724	Project services fees	£6,750.97	CBRE Limited
09/09/2019	13725	VAT Partial Exemption 31.03.19	£234.00	DCK Accounting Solutions Ltd
09/09/2019	13726	Building services consultancy	£1,200.00	King Shaw Associates
09/09/2019	13727	Plants	£666.00	J Parker Dutch Bulbs WS Ltd
09/09/2019	13728	Install LED Lamps	£890.40	TMR Electrical Services Ltd
09/09/2019	13729	Rental - August 19	£31.37	Smiths (Gloucester) Ltd
09/09/2019	13730	Fundraising services - August	£360.00	Nadja Gajadharsingh
09/09/2019	13731	Bottled water	£22.25	Thirsty Work Ltd.



09/09/2019	D/D	Diesel 59.30L;Unleaded61.59 L	£150.97	Allstar
09/09/2019	D/D	Loan payment-Wall	£7,742.53	PWLB
12/09/2019	10636	Top up	£417.67	TOWN CLERK IMPREST ACCOUNT
12/09/2019	10638	Editing-Stroud Station F.S.	£175.00	K.W.Egerton
12/09/2019	10637	PAYE/NICs-September19	£4,745.15	HMRC
13/09/2019	D/D	Payroll and pensions - September 19	£22,673.87	Payroll
13/09/2019	D/CARD	ROSPA-conference 05.12.19	£348.00	ROSPA
16/09/2019	D/D	Rates	£915.00	SDC
16/09/2019	D/D	Rates	£737.00	SDC
19/09/2019	D/D	Hire agreement-battery	£30.00	Renault Finance
25/09/2019	D/D	Water supply June-Sept.19	£47.32	Water Plus
25/09/2019	D/D	Payroll - September 19	£61.32	SGW Payroll
25/09/2019	10639	Lupopia-Carry out CO2 audit	£950.00	Lupopia
25/09/2019	10640	Annual support18-19-20	£1,179.28	The Community Heartbeat Trust
26/09/2019	D/D	Call charges - August 19	£78.35	Lister Communications Ltd
26/09/2019	D/D	Call charges - September 19	£74.90	EE phone
30/09/2019	13732	Ground maintenance - September	£1,104.00	Countrywide Grounds Maintenanc
30/09/2019	13733	Gardening assistance September	£582.00	Down to Earth Gloucestershire
30/09/2019	13734	Site materials	£119.23	GB Sport & Leisure UK Ltd.
30/09/2019	13735	Stationery	£258.01	JAMES & OWEN LTD
30/09/2019	13736	Photocopier 13.09.19-12.12.19	£89.14	Konica Minolta Business Soluti
30/09/2019	13737	Site materials	£302.70	Nailsworth Garden Machinery
30/09/2019	13738	Refuse bags	£339.24	Polybags Ltd
30/09/2019	13739	Review G&A Return 31.03.19	£1,920.00	PKF Littlejohn LLP
30/09/2019	13740	Tax digital annual fee	£70.80	Rialtas Business Solutions Ltd
30/09/2019	13741	Works at Cemetry	£1,152.00	Soils (HS) LTD
30/09/2019	13742	Council meeting 02.09.19	£222.00	Stroud Subscription Rooms Trus
30/09/2019	13743	Site materials	£255.96	Travis Perkins Trading Co Ltd.
30/09/2019	13744	Replacement Catch&Screw-Felco2	£163.96	Tudor (UK) Ltd t/a Tudor Envir
30/09/2019	13745	Skip hire	£264.80	Hughes&Salvidge Holdings Ltd T
30/09/2019	TRF	Treasury Deposit	£250,000.00	Lloyds Bank