

STROUD TOWN COUNCIL

Minutes of the meeting of the Finance, Community and Policy Committee

15th July 2019

Present: Councillors John Bloxsom (from item 8), Kevin Cranston, Rob Green, John Marjoram (from item 6), Margaret Poulton and Lucas Schoemaker (Chair)

Absent: None

In attendance: Helen Bojaniwska (Town Clerk)

1. Apologies

Apologies were received from Cllrs Geoffrey Andrews (work), Simon Arundel (work), Alan Sage (personal) and Dechan (work).

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 17th June 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 June 2019.

Cllr Marjoram joined the meeting.

7. Budget Monitoring

The budget monitoring report to end of June 2019 was noted. The Clerk was asked to review the format for the reporting of budget variances.

8. Applications to the Small Grants fund

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

ACTION

Clerk

SVA up to £500 to underwrite the cost of a “Berliner Zeitgeist in Stroud” talk on production of a report on income and expenditure relating to the event.

Clerk

Spaniel in the Works up to £500 for up to 6 places for young people aged 16-19 resident within Stroud parish on a theatre technicians training programme in connection with Stroud Theatre Festival. Payment of the grant to be conditional on the applicant providing written evidence of their risk assessment for the event and their safeguarding policy.

Clerk

Following consideration of these grants the Clerk was requested to review the Council’s grant application criteria to include consideration of the carbon footprint of proposals and to clarify the types of organisation eligible for funding.

Clerk

Cllr Bloxsom arrived during this item.

9. Review of grant Stroud Valleys Scouting & Community Centre

The Committee had previously offered match funding of £2,000 for a major building project. It was noted that this project had not attracted sufficient funding to progress and the applicants had asked for a contribution towards interim renovation costs.

A grant of £500 to purchase paint was **approved**, subject to a recommendation that the Centre seek volunteers from groups using the building for renovation works. The Committee recommended that the Centre reapply if the larger project does progress in the future.

Clerk

10. Information and tourism services

A report on the demand for both face-to-face and online information services was presented by the Clerk. It was **agreed** to conduct more research on the costs, potential partners, volunteering opportunities and range of information to be provided and report back to the next meeting. Members of the Committee also agreed to visit information centres in other towns to find out how they were set up and how they operate.

Clerk

11. Office accommodation

The Clerk presented a report on a range of options for dealing with issues relating office accommodation and meeting space, and requested that the Committee narrow down the options for further research. It was **agreed** that the current situation must be addressed. The options presented in the report were prioritised and two additional potential locations were identified.

Clerk

A budget of up to £5,000 to be met from the Thanet House reserve was **approved** for research costs, including professional advice on property prices and rental costs.

Clerk

12. Health and Safety Policy and Handbook

The Health and Safety Policy and Handbook had been reviewed by the Council's Health and Safety Advisors and no changes had been recommended. It was agreed to **approve** the documents unchanged.

Clerk

13. Cycle to work scheme

Changes to the Department for Transport guidance on cycle to work schemes were noted and a limit of £3,000 per purchase was **approved**.

Clerk

14. Earth Protector town status

Cllr Green and the Clerk reported on recent meetings concerning a proposal to develop a declaration for "Earth Protector Town" status. It was noted that good progress had been made and it had been recognized that the scheme needed to go further than simply expressing support for the introduction of an international law of ecocide. It was **agreed** that the declaration should include practical steps and undertakings for towns across the world to sign up for.

Some concern was expressed about the limits of town councils' remit regarding international law and it was felt that it would be necessary to draw a clear distinction between campaigning and local action. It was noted that an implementation budget should be considered.

There was a general discussion about the extent and nature of the actions that towns might be required to take, the distinction between ecocide and environmental crime, and the implications for rolling the scheme out worldwide, particularly in the third world, where social justice might demand a different approach.

Some changes to the draft declaration were suggested. The Committee stressed the need for the wording to be clear and unambiguous. The Clerk was requested to seek advice and to engage with potential early adopters of the status to inform further discussions with a view to bringing a draft proposal and budget to Council on 2nd September 2019. Cllr Green offered to attend further meetings if available.

Clerk

15. Subscription Rooms

The Clerk provided a verbal update on progress following the transfer for the Subscription Rooms. It was noted that decisions on several large capital grant applications had been delayed as funders had requested additional information. The Trust were organising a major event on 18th October 2019 and councillors were encouraged to attend.

16. Minutes

The minutes of the following meetings were received:

NDP Working Group

10th July 2019

The meeting closed at 9.45pm.

Chair

Date

Appendix A – payments

June 2019

| Date Paid | Ref | Transaction Detail | Total | Payee Name |
|------------|-------|-----------------------------------|------------|-----------------------------------|
| 03/06/2019 | D/D | Payroll June 19 | £59.34 | SGW Payroll Ltd |
| 03/06/2019 | D/D | Unleaded 20.81L;Diesel 117.34L | £180.64 | Simon Smith Retail Ltd |
| 03/06/2019 | 10579 | Cemetery gate-June | £125.00 | Mrs.J.Knee |
| 04/06/2019 | 10580 | EON-seasonal Illuminations | £34.13 | EON |
| 04/06/2019 | 10581 | Office door repair | £58.80 | Alpha Locksmiths |
| 04/06/2019 | 10582 | Planters | £3,509.76 | Blooming Baskets |
| 11/06/2019 | 13649 | Maintenance of planting | £3,300.00 | Colors |
| 11/06/2019 | 13650 | Grass cutting May 19 | £1,104.00 | Countrywide Grounds Maintenanc |
| 11/06/2019 | 13651 | Project services fees | £1,296.00 | CBRE Limited |
| 11/06/2019 | 13652 | 3 month media consultancy | £2,225.00 | Damselfly Communications Ltd |
| 11/06/2019 | 13653 | Gardening Assistance Scheme | £376.50 | Down to Earth Gloucestershire |
| 11/06/2019 | 13654 | QuaterlyDomesticWater services | £65.00 | Enviroflo (Midlands) |
| 11/06/2019 | 13655 | PR&Marketing Support | £900.00 | Mrs Rebecca Smith |
| 11/06/2019 | 13656 | Site materials | £250.49 | HHGL Ltd Accounts Receivable |
| 11/06/2019 | 13657 | IT Services May 2019 | £1,400.01 | ITEC Support Ltd |
| 11/06/2019 | 13658 | Stationery | £147.95 | JAMES & OWEN LTD |
| 11/06/2019 | 13659 | Property maintenance | £54.00 | Kerry Maintenance Ltd. |
| 11/06/2019 | 13660 | Samsung A40 Black | £448.80 | Lister Unified Communications |
| 11/06/2019 | 13661 | Vehicle maint. | £92.05 | Lister Wilder |
| 11/06/2019 | 13662 | Health Liability Insurance | £606.73 | Legal & General Assurance Soci |
| 11/06/2019 | 13663 | Nest box x 4 | £83.49 | NHBS Ltd |
| 11/06/2019 | 13664 | Accessibility Access Review | £420.00 | Christian Drewitt |
| 11/06/2019 | 13665 | Old town Hall Hire-14.05.19 | £45.00 | Stroud District Council |
| 11/06/2019 | 13666 | Rental 240L glass bin | £31.37 | Smiths (Gloucester) Ltd |
| 11/06/2019 | 13667 | Fundraising Services May 19 | £680.00 | Nadja Gajadharsingh |
| 11/06/2019 | 13668 | Emptying Dog Bins May19 | £500.00 | Ubico Limited |
| 11/06/2019 | 13669 | Bottled water | £34.61 | Water Well |
| 11/06/2019 | 13670 | Site materials | £585.26 | DENIS BROWN & SON (Nailsworth) |
| 11/06/2019 | 13671 | Watering can | £59.88 | ERMIN PLANT LTD |
| 11/06/2019 | 13672 | Bottled water | £51.05 | Thirsty Work Ltd. |
| 11/06/2019 | 10583 | Stamps | £164.60 | Post Office Ltd |
| 14/06/2019 | D/D | Salaries & Pensions - June 19 | £22,463.98 | Payroll |
| 17/06/2019 | D/D | Rates June 19 | £737.00 | SDC |
| 17/06/2019 | D/D | Rates - June 19 | £915.00 | SDC |
| 17/06/2019 | D/D | PWLB - Loan repayment | £9,881.45 | Public Works Loan Board |

| | | | | |
|------------|--------|-------------------------------------|------------|-----------------------|
| 17/06/2019 | TRF | Treasury deposit | £50,000.00 | Lloyds Bank |
| 18/06/2019 | 10584 | PAYE/NICs & Student loan June 19 | £4,608.82 | HMRC |
| 20/06/2019 | D/D | Electricity Feb.-May 19 | £388.24 | SSE Southern Electric |
| 05/06/2019 | D/CARD | Register & Title Plan View | £6.00 | HM Land Registry |
| 13/06/2019 | D/CARD | Diesel 57.95L | £75.28 | TESCO Pay at Pump |
| 18/06/2019 | D/CARD | Safety sign | £11.88 | Safety Signs 4 less |
| 19/06/2019 | D/CARD | Diesel 19.71L | £24.81 | TESCO Pay at Pump |
| 19/06/2019 | D/CARD | Unleaded 29.90L | £37.05 | TESCO Pay at Pump |