



MINUTES OF STOW ON THE WOLD TOWN COUNCIL'S FINANCE & GENERAL PURPOSE COMMITTEE HELD ON TUESDAY 23RD JANUARY 2018 AT THE YOUTH CLUB CENTRE, FOSSEWAY, STOW ON THE WOLD, GLOUCESTERSHIRE GL54 1DW AT 7.00 PM

PRESENT: Councillors: M Moseley (Chairman), B Eddolls (Chairman of council), P Day, J Davies, A White & Mrs H Siphthorp, Clerk/RFO of the Council

Public Participation: None as no members of the public were present.

1. **APOLOGIES FOR ABSENCE:** Cllr M Curtis
2. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA:** Members were reminded to declare any interests on items on the agenda as they come up.
3. **MINUTES OF MEETING HELD ON 31ST OCTOBER 2017**
RESOLVED – Proposed Cllr Eddolls, seconded Cllr Day that the minutes be signed as a true and accurate record. **RECORD OF VOTING** – 3 in favour, 2 abstentions. **Motion carried.**
4. **CLERK'S REPORT AND MATTERS ARISING FROM MINUTES OF ABOVE MEETING**
Blanket license for street trading in the town will be on the agenda for the next meeting.
Cllrs Moseley & Day had both carried out their second quarter checks on financial controls & systems during November 2017 and found everything in order.
Clerk was able to confirm that St Edward's Hall committee had agreed to offer a reduced rate of £30 per day to the RAFA for their centenary celebrations. Council will cover this cost in a grant application that had already been received. It was proposed by Cllr White that the grant should be increased to £100 and the balance used to help fund the event. This will be placed on the Agenda for the February council meeting for approval.
Clerk said that the review of all council policy documents is progressing, along with a number of new ones and when finalised they will be presented to the committee for comment ahead of going to council for adoption.
Clerk had spoken to Zurich with regard to the "Additional Items" listed on the insurance policy with a view to remove some from the list. She said the savings would be insignificant so it was agreed that no further action be taken.
5. **CHAIRMAN'S ANNOUNCEMENTS**
None.
6. **TO VIEW BUDGET AGAINST ACTUAL INCOME/EXPENDITURE TO 31ST DECEMBER 2017**
Clerk presented spreadsheets which gave actual income/expenditure to 31st December 2017 and then showed what she anticipated would be coming in prior to year end of 31st March 2018. Everything looks in order. Cllrs Eddolls & Day declared an interest as members of the Stow Motor Show committee and did not take part in the discussion or the vote that followed. **RESOLVED** – proposed Cllr J Davies, seconded Cllr White that the council pay £1,000 to Stow Motor Show from this year's budget. **RECORD OF VOTING** – 3 in favour, 2 abstentions. **Motion carried.**
7. **TO REVIEW REVISED DRAFT OF COUNCIL POLICY ON AWARDING GRANTS**
Cllr Curtis had emailed earlier in the day with a few changes to this document. It was agreed that the clerk would rework and make any additional changes she thought fit and a draft will be presented at the next meeting.
8. **STOW TIMES OUTSTANDING INVOICES**
It had come to light that a number of invoices had not been received by the council for past issues including one that should have been paid in the last financial year amounting to £1080 gross.

RESOLVED – Proposed Cllr Eddolls, seconded Cllr White that expenditure is approved. **RECORD OF VOTING** – All in favour. **Motion carried.**

9. THIRD QUARTER INTERNAL CHECKS ON FINANCE CONTROLS & SYSTEMS

Cllrs Moseley & Day will arrange to come in and do the third quarter checks as soon as possible.

10. TO REVIEW THIS COMMITTEE'S TERMS OF REFERENCE

RESOLVED – Proposed Cllr White, seconded Cllr Day that subject to an additional point being added under the "General Purpose" heading the draft is approved. **RECORD OF VOTING** – All in favour. **Motion carried.**

11. TO REVIEW ALL OTHER COMMITTEE TERMS OF REFERENCE

The meeting discussed the approved draft from the various council committees. Clerk presented a draft of Staffing Committee Terms of Reference as none existing. **RESOLVED** – Proposed Cllr Eddolls, seconded Cllr J Davies that the drafts are approved without change and will now go to full council for approval and adoption. **RECORD OF VOTING** – All in favour. **Motion carried.** These will now go forward to council for approval and adoption along with agenda item 10 above.

12. REVIEW OF STANDING ORDERS

RESOLVED – Proposed Cllr Moseley, seconded Cllr Eddolls that the draft document is approved without change and will now go to full council for approval and adoption. **RECORD OF VOTING** – All in favour. **Motion carried.**

13. REVIEW OF FINANCIAL REGULATIONS

RESOLVED – Proposed Cllr Moseley that subject to a couple of minor amendments to the draft the document is approved and will go to full council for approval and adoption. **RECORD OF VOTING** – All in favour. **Motion carried.**

14. APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR FOR YEAR ENDING 31ST MARCH 2018

RESOLVED – Proposed Cllr Moseley, seconded Cllr White that Mr Iain Selkirk will be appointed at a cost of £250. **RECORD OF VOTING** – All in favour. **Motion carried.**

15. REINVESTMENT OF MONIES FROM LLOYDS BOND THAT HAS MATURED

RESOLVED – Proposed Cllr Eddolls, seconded Cllr Moseley that the council reinvest £52,549 in a fixed rate (0.85%) 1 year term with Lloyds Bank. **RECORD OF VOTING** – All in favour. **Motion carried.**

16. GENERAL DATA PROTECTION REGULATIONS (GDPR) UPDATE

Clerk said that the legislation is currently going through the Lords so is still rather in the air at the moment. Awaiting an update from GAPTC.

17. GOVERNMENT'S CONSULTATION PAPER ON "THE PROVISIONAL 2018-19 LOCAL GOVERNMENT FINANCE SETTLEMENT"

Clerk read out part of paragraph 3.4.4 of this document which proposes "to defer the setting of a referendum principle for town and parish councils for three years".

18. 3 YEAR STRATEGIC PLAN

This is currently on ice. Cllr White said that he and the clerk will compile a 3 year financial strategy/budget and from there it would allow the 3 year strategic plan to evolve.

19. STOW TIMES AND TOWN NEWSLETTER

Cllr Eddolls said he had spoken to a resident who may be interested in getting involved with a town newsletter possibly with the help of the Cotswold School. This discussion was therefore deferred to a future meeting.

20. ANY OTHER BUSINESS AND ITEMS TO BE DISCUSSED AT THE NEXT MEETING

None.

21. MEETING CLOSED: 8.25 pm.

22. NEXT MEETING: Thursday 15th March 2018 at 7.00 pm.

Signed: _____ Chairman

Dated: _____