



MINUTES OF STOW ON THE WOLD TOWN COUNCIL'S FINANCE, GENERAL PURPOSE & POLICY COMMITTEE HELD ON TUESDAY 11TH JULY 2017 AT THE YOUTH CLUB CENTRE, FOSSEWAY, STOW ON THE WOLD, GLOUCESTERSHIRE GL54 1DW AT 7.00 PM

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

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

- 1. ELECTION OF CHAIRMAN TO HOLD OFFICE UNTIL MAY 2018**
RESOLVED – Proposed Cllr Davies, seconded Cllr Day that Cllr Moseley be re elected. **RECORD OF VOTING** – All in favour. **Motion carried.**
- 2. APOLOGIES FOR ABSENCE:** None.
- 3. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA:** Members were reminded to declare any interests on items on the agenda as they came up.
- 4. MINUTES OF MEETING HELD ON 11th APRIL 2017**
RESOLVED – Proposed Cllr White, seconded Cllr Eddolls that the minutes be signed as a true and accurate record. **RECORD OF VOTING** – 5 in favour, 1 abstention. **Motion carried.**
- 5. CLERK'S REPORT AND MATTERS ARISING FROM MINUTES OF ABOVE MEETING**
Blanket licence for street traders for the square – Clerk still to action.
Dormant Lloyds bank account has been closed.
- 6. CHAIRMAN'S ANNOUNCEMENTS**
None.
- 7. TO REVIEW REVISED DRAFT OF COUNCIL POLICY ON AWARDING GRANTS**
Cllr Curtis still to action.
- 8. TO CONFIRM CHANGES TO BANK MANDATE**
Cllr Eddolls & the clerk are now signatories at Lloyds Bank. Clerk had also applied for and been registered for internet banking with Lloyds Bank.
- 9. TO CONSIDER APPLICATIONS FOR GRANTS FROM THE FOLLOWING ORGANISATION**
Before considering the applications the clerk advised that £1291 was left in the budget for grants for current financial year.
 - a) Stow on the Wold Cricket Club**
A grant application had been received for an amount of £2000. **RESOLVED** – Proposed Cllr Curtis, seconded Cllr Moseley that the council do not approve this application as they are unable to fund what appears to be the total annual maintenance/running costs of any organisation. **RECORD OF VOTING** – All in favour. **Motion carried.**
 - b) Stow Community Land Trust**
A grant application had been received for a total amount of £620. **RESOLVED** – Proposed Cllr Day, seconded Cllr Davies that the council will award a grant of £220 to cover the cost of purchasing a SAGE accounts package tailored to a charity. **RECORD OF VOTING** - 5 in favour, 1 abstention as Cllr Eddolls declared an interest as a council representative member of the Stow Community Land Trust Board.

c) Music at Stow

A grant application had been received for an amount of £500. **RESOLVED** – Proposed Cllr Curtis, seconded Cllr White that an amount of £250 is awarded to cover some of the cost towards advertising the event. However, members wished it to be made clear that this is a one off grant and recommend that the organisers build in the cost of advertising into the ticket price for future events.

In all the above cases the council really appreciate the hard work and dedication by so many volunteers who are involved in any community group/organisation.

10. REVIEW OF EXPENDITURE TO DATE IN RELATION TO BUDGET FOR YEAR END 31ST MARCH 2018

Clerk ran through the figures (for first quarter to 30th June 2017) which were approved by all present. These will be put forward to council for approval at the July 2017 council meeting.

11. PROPOSAL TO EXTEND GRASS CUTTING CONTRACT WITH CGS FOR A FURTHER YEAR

RESOLVED – Proposed Cllr White, seconded by Cllr Eddolls that the committee recommend to council that the grass cutting contract be extended by one year on the proviso that contractor is prepared to do it at the same cost as current year. **RECORD OF VOTING** – All in favour. **Motion carried.**

12. REVIEW OF COUNCIL'S STANDING ORDERS, CODE OF CONDUCT & FINANCIAL REGULATIONS

Clerk said these all should be reviewed on an annual basis and are therefore overdue. She will review and bring up to date if appropriate and make any recommendations at the next meeting.

13. NEW LONE WORKING POLICY

Clerk said it was important for such a policy to be in place as soon as possible. Clerk to draft a new policy. Discussion also took place on the vulnerability of staff members who often work alone. It was suggested that perhaps CCTV could be installed on the exterior of the building and it was also suggested the clerk should look at the possibility of members of staff having a panic button.

14. QUARTERLY INTERNAL CHECKS ON FINANCE CONTROLS & SYSTEMS

Chairman will carry out the first quarter check as soon as possible. Clerk said that really at least two councillors should carry out these checks independently. Cllr Day offered to take on this role alongside Cllr Moseley.

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

Review of all council policy documents and recommendation on what other policies need to be written.

Review of all council committee/sub committee terms of reference.

Drafting of budget for year end 31st March 2019.

16. MEETING CLOSED: 8.02 pm.

17. NEXT MEETING: Thursday 21st September 2017 at 7.00 pm.

Signed: _____ Chairman

Dated: _____

DRAFT