



MINUTES OF STOW ON THE WOLD TOWN COUNCIL'S FINANCE, GENERAL PURPOSE & POLICY COMMITTEE HELD ON TUESDAY 31ST OCTOBER 2017 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 & Mrs H Siphthorp, Clerk/RFO of the Council

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

1. **APOLOGIES FOR ABSENCE:** Cllrs: A White, J Davies & 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 11th JULY 2017**
RESOLVED – Proposed Cllr Moseley, seconded Cllr Eddolls that the minutes be signed as a true and accurate record. **RECORD OF VOTING** – All in favour. **Motion carried.**
4. **CLERK'S REPORT AND MATTERS ARISING FROM MINUTES OF ABOVE MEETING**
Consideration for taking out a blanket license for street trading in the square will be placed on the agenda for the next meeting.
Lone Working Policy and staff safety in general. Clerk has made various investigations into personal alarms and will work on a draft policy when time permits. She will report all her findings at the same time.
5. **CHAIRMAN'S ANNOUNCEMENTS**
None.
6. **TO VIEW REVISED DRAFT OF COUNCIL POLICY ON AWARDING GRANTS**
Cllr Curtis still to action.
7. **QUARTERLY INTERNAL CHECKS ON FINANCE CONTROLS & SYSTEMS UP TO 31ST MAY 2017**
Cllr Day had carried out the checks up to 30th June 2017 and both found everything in order. Clerk is working on a new check sheet to simplify matters. Second quarter checks need doing to 30th September and Cllrs Day & Moseley will do these as soon as possible.
8. **PROGRESS ON PREPARATION OF DRAFT BUDGET FOR NEW FINANCIAL YEAR EFFECTIVE 1ST APRIL 2018**
The full draft budget will be available at the next meeting and progressing well.
9. **COUNCIL'S 3 YEAR STRATEGIC PLAN**
Meeting ran through pages 4-7 and amendments and additions made. Clerk to redraft and this will be submitted for approval at the next meeting.
10. **TO CONSIDER LETTER FROM CENTRE 67 ASKING FOR A RENT INCREASE FROM £10,000 TO £11,000**
After a discussion had taken place it was agreed that the recommendation to council will be to approve this increase but only providing essential maintenance to the property both externally and internally is carried out, for example, redecoration inside and out, clearing roof and gutters etc etc.
RESOLVED – Proposed Cllr Day, seconded Cllr Moseley approved. **RECORD OF VOTING** – All in favour. **Motion carried.**

11. TO CONSIDER GRANT APPLICATIONS FROM STOW MOTOR SHOW COMMITTEE 2018 AND RAFA, NORTH COTSWOLD BRANCH

Cllr Eddolls declared an interest in the Stow Motor Show as he is a member of the committee. Therefore now being inquorate to discuss this will go straight to council for consideration at their November meeting.

The application from RAFA, North Cotswold Branch was discussed. Agreed that the clerk should ask for a breakdown of the total cost indicated of £700. Also Cllr Moseley offered to ask the St Edward's Hall trustees if they would be prepared to offer the hall free of charge.

12. PHOTOCOPIER POLICY

Was agreed that the council will provide 10 copies free of charge but anything beyond that will be charged at 10 pence per copy. Clerk to draft a policy.

13. TO REVIEW ALL COUNCIL POLICY DOCUMENTS INCLUDING RISK ASSESSMENTS

Numerous documents to be reviewed or written. Members to help with this process where possible.

14. TO REVIEW COUNCIL COMMITTEE TERMS OF REFERENCE

Hard copy had been placed in front of members who were requested to read and review ahead of the next meeting when it would be on the agenda again.

15. REVIEW OF COUNCIL STANDING ORDERS & FINANCIAL REGULATIONS

Clerk has amended Financial Regulations but is awaiting a meeting with the chairman to discuss. Clerk will also review the Standing Orders. It is intention that both of these documents will be on the agenda for discussion at the next meeting.

16. ZURICH INSURANCE POLICY SCHEDULE IN RELATION TO VALUE OF ASSETS AND KEY PERSONNEL COVER

RESOLVED – Proposed Cllr Moseley, seconded Cllr Eddolls that key person insurance is taken out on the clerk at a cost of £16.79 per annum with immediate effect. This is purely to cover the clerk should she have an accident and does not cover sickness. **RECORD OF VOTING** – All in favour. **Motion carried.**

Clerk reported that the value of the manorial chain had been increased from c£1900 to £5,000 at no extra cost for the current year but when the policy is renewed this would mean an increase of £9 per annum. She had also added cover for up to 12 volunteers onto the policy again at no extra cost.

The meeting then ran through the list of "Additional Items" covered. Clerk to speak to Zurich to ascertain what cost savings would be made if the majority of these items are deleted from the policy.

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

Stow Times and town newsletter.

18. MEETING CLOSED: 8.20 pm.

19. NEXT MEETING: Tuesday 28th November 2017 at 7.00 pm.

Signed: _____ Chairman

Dated: _____