



**MINUTES OF STOW ON THE WOLD TOWN COUNCIL'S FINANCE & GENERAL PURPOSE COMMITTEE HELD ON WEDNESDAY 6<sup>TH</sup> JUNE 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), J Davies & Mrs H Siphthorp, Clerk/RFO of the Council

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

**1. TO ELECT A CHAIRMAN**

**RESOLVED** – Proposed Cllr Eddolls, seconded by Cllr J Davies that Cllr Moseley is re-elected.  
**RECORD OF VOTING** – All in favour. **Motion carried.**

**2. APOLOGIES FOR ABSENCE:** Cllrs A White, P Day & M Curtis

**3. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA:** Members were reminded to declare any interests on items on the agenda as they come up.

**4. MINUTES OF MEETING HELD ON 5<sup>TH</sup> APRIL 2018**

The meeting was inquorate to approve the minutes so it was **RESOLVED** – Proposed Cllr Eddolls, seconded Cllr Moseley that as the minutes had been circulated and no comments received that they should be signed by the Chairman as a true and accurate record. **RECORD OF VOTING** – All in favour. **Motion carried.**

**5. CHAIRMAN'S ANNOUNCEMENTS**

None.

**6. CLERK'S REPORT AND MATTERS ARISING FROM MINUTES OF MEETING HELD ON 5<sup>TH</sup> APRIL 2018**

Clerk had nothing to report.

**7. CCTV & FRONT DOOR ACCESS**

Clerk had obtained three estimates. **RESOLVED** – Proposed Cllr Eddolls, seconded Cllr Moseley that recommendation to Council is that Bulldog Protection Systems Limited be appointed at a total cost of £1650 + VAT. Committee will also recommend that this is funded from General Reserves.  
**RECORD OF VOTING** – All in favour. **Motion carried.**

**8. OPERATIONAL & RELATED COSTS OF PURCHASING THE YOUTH CLUB**

Clerk said she will be in a position to present approximate costs for above at the next meeting.

**9. TO DISCUSS THE FOLLOWING DRAFT POLICIES:-**

**a) Lone Working Policy**

Draft copies had been circulated in advance of the meeting. **RESOLVED** – Proposed Cllr Moseley, seconded by Cllr J Davies that the policy is approved and adopted without change.  
**RECORD OF VOTING** – All in favour. **Motion carried.**

**b) Absence Management Policy**

Draft copies had been circulated in advance of the meeting. Clerk pointed out that item 4.2 needs to be amended as the law had changed in relation to the over 65's not receiving Statutory Sick Pay (SSP). This will be amended to "SSP is not paid where employees are entitled to Statutory Maternity Pay. Or if you have received the maximum amount of SSP (28 weeks)".

**RESOLVED** – Proposed Cllr J Davies, seconded Cllr Eddolls that the policy is approved and adopted subject to the amendment detailed above on item 4.2. **RECORD OF VOTING** – All in favour. **Motion carried.**

**c) Social Media Policy**

Draft copies had been circulated in advance of the meeting. **RESOLVED** – Proposed Cllr Eddolls, seconded by Cllr Moseley that the policy is approved and adopted without change. **RECORD OF VOTING** – All in favour. **Motion carried.**

Cllr Eddolls suggested it might be a good idea to see if the Council could engage a trainer to come and talk to members in relation to social media. Clerk will investigate.

**10. 3 YEAR FINANCIAL STRATEGIC PLAN**

Clerk had produced a draft 3 year financial budget and copies had been given to Cllrs Moseley & White which showed a year on year increase of 3% across the board. Cllr White had asked the Clerk to look at certain aspects of the budget, for instance salaries, to give more accurate figures. It was agreed that Cllr Moseley would progress this with Cllr White. They would produce a spreadsheet and the Clerk's figures could be slotted in when available.

**11. COUNCIL NEWSLETTER**

Clerk gave comparison costs for the printing costs for an A4 4 page newsletter. A long discussion ensued but it was ultimately agreed that the committee should produce a pilot version. The first edition would go to Council for approval. It would be hand delivered to residents and businesses in the town with extra copies made available in public places like the library. Clerk is to make contact with the resident, who had offered to help write articles for the newsletter, to arrange a meeting as soon as possible. A date could then be set as to when the first issue will be published and if successful published quarterly from there on. Cllr Moseley said that he would be happy to take over the sub editor role from Cllr White under the current circumstances.

**12. ANNUAL RISK ASSESSMENT**

Clerk is currently reviewing and will be submitted to the committee at the next meeting for comment.

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

None.

**14. MEETING CLOSED:** 8.00 pm.

**15. NEXT MEETING:** Thursday 19<sup>th</sup> July at 6.30 pm *note earlier start time.*

Signed: \_\_\_\_\_ Chairman

Dated: \_\_\_\_\_