



MINUTES OF STOW ON THE WOLD TOWN COUNCIL'S FINANCE & GENERAL PURPOSE COMMITTEE HELD ON THURSDAY 19TH JULY 2018 AT THE YOUTH CLUB CENTRE, FOSSEWAY, STOW ON THE WOLD, GLOUCESTERSHIRE GL54 1DW AT 6.30 PM

PRESENT: Councillors: M Moseley (Chairman), J Davies, P Day & Mrs H Siphorp, Clerk/RFO of the Council

1. **APOLOGIES FOR ABSENCE:** Cllrs B Eddolls, A White & 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 6TH JUNE 2018**
The meeting was inquorate to approve the minutes so it was **RESOLVED** – Proposed Cllr Moseley, seconded Cllr J Davies 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.**
4. **QUESTIONS FROM MEMBERS OF THE PUBLIC**
None as no members of public present.
5. **CHAIRMAN'S ANNOUNCEMENTS**
None.
6. **CLERK'S REPORT AND MATTERS ARISING FROM MINUTES OF MEETING HELD ON 6TH JUNE 2018**
Social media trainer - clerk had contacted GAPTC but had yet to receive a response which is unusual. Clerk to follow up again.
3 Year Strategic Plan - clerk said that having spoken to the chairman with regard to the draft 3 year financial budget that she will now meet with the chairman of respective committees to have a walk around to identify potential projects to be considered over the next 3 years. Once this has been completed the committee could then begin to look at drafting their budgets and go from there rather than just simply put a percentage increase onto each year.
Newsletter - the scheduled meeting had to be cancelled at the last minute. New dates had been supplied but these were not suitable. Clerk to get a couple of new dates from the resident who is prepared to help the council with this newsletter.
Annual Risk Assessment. Clerk is still to review this document.
7. **TO DISCUSS ESTIMATES FOR NEW TELEPHONE SYSTEM AND TO MAKE RECOMMENDATIONS TO COUNCIL AT THEIR JULY 2018 MEETING**
RESOLVED – Proposed Cllr Day, seconded Cllr J Davies that the recommendation to council be to purchase the equipment outright at a cost of £2491 + VAT and approve the monthly line rental, broadband etc at a monthly charge of £51.84 + VAT via Sirus Telecom. At same time committee recommend that this is funded via General Reserves. **RECORD OF VOTING** – All in favour. **Motion carried.**
8. **OPERATIONAL AND RELATED COSTS OF PURCHASING YOUTH CLUB BUILDING**
Deferred to next meeting.

9. TO DISCUSS BUILDING SURVEYOR'S REPORT IN RELATION TO YOUTH CLUB AND ACTIONS TO BE TAKEN (in private session)

Clerk to get a cost from a local structural engineer to carry out a survey and get expenditure approval from council at the July 2018 meeting. This will be funded initially by General Reserves but would be put back from the loan to be applied for via PWLB. Working Party set up of all those present (and Cllr Eddolls) and it was arranged to meet on Tuesday 18th September 2018 at 5.00 pm to walk around the building and discuss the findings of the Building Survey and the recommendations made by the structural engineer.

10. TO DISCUSS THE FOLLOWING DRAFT POLICIES:-

a) Time off work policy document

A draft copy had been sent to all members. Deferred to next meeting.

b) Advice notes which work alongside above Time Off Work policy – Time off for dependants; Flexible working; Maternity leave and maternity pay; Adoption leave; Paternity leave;

Draft copies had been sent to all members. Deferred to next meeting.

11. BUDGET COMPARISON TO ACTUAL INCOME AND EXPENDITURE TO 30TH JUNE 2018

Clerk presented a summary spreadsheet. **RESOLVED** – Proposed Cllr Moseley, seconded Cllr J Davies that recommendation to council, at the July 2018 meeting, is that the figures be approved.

RECORD OF VOTING – All in favour. **Motion carried.**

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

None.

13. MEETING CLOSED: 7.04 pm.

14. NEXT MEETING: Tuesday 28th August 2018 at 6.30 pm. **Post Meeting Note:** Meeting cancelled and new date confirmed as **Thursday 20th September 2018 at 6.30 pm.**

Signed: _____ Chairman

Dated: _____