



**MINUTES OF STOW ON THE WOLD TOWN COUNCIL'S FINANCE & GENERAL PURPOSE COMMITTEE HELD ON THURSDAY 20<sup>TH</sup> SEPTEMBER 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, B Eddolls (Chairman of council) & Mrs H Siphthorp, Clerk/RFO of the Council

1. **APOLOGIES FOR ABSENCE:** None.
2. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA:** Members were reminded to declare any interests in items on the agenda as they come up.
3. **MINUTES OF MEETING HELD ON 19<sup>TH</sup> JULY 2018**  
**RESOLVED** – Proposed Cllr J Davies, seconded Cllr Day that the chairman should sign the minutes as a true and accurate record of the meeting. **RECORD OF VOTING** – 3 in favour, 1 abstention.  
**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 19<sup>TH</sup> JULY 2018**  
Social media training is a non starter due to the high costs involved in appointing a suitably qualified person.  
Strategic Plan – a wish list has been drawn up by the clerk/chairman of Parks & square committee. Has been left with members to come up with more suggestions over a minimum of 3 years. A similar exercise will occur with other committee chairmen.  
New telephone system has been installed.  
Clerk ended her report confirming that she has informed Lloyds Bank in relation to changes to bank mandate and charge card in relation to the fact that former deputy clerk had left the council's employment.
7. **PURCHASE OF YOUTH CENTRE**  
Members unanimously voted to go into private session due to commercial sensitivity of this item.
  - i) **To consider operational and related costs of purchasing the Youth Club**  
Members noted and it was agreed that clerk would ascertain what the cost implications would be to increase the loan by a further £25,000. Some sort of public consultation needs to take place and this will be discussed in more detail at the next meeting. This will give details of the council's intention to purchase the Youth Club and to ask what the residents would like the building to be used for in terms of community organisations/events etc.  
**RESOLVED** – Proposed Cllr Moseley, seconded Cllr Day that if affordable then a recommendation to council to approve the increased loan would be made by council at the appropriate time.
  - ii) **To discuss structural report regarding the roof and action taken by the clerk**  
Awaiting costs from building contractors.
  - iii) **To discuss that council's solicitor can still not be formally appointed as he still awaits details of Centre 67's solicitor**  
Clerk will write once again.

- iv) **To hear clerk's report on meeting with representative from PWLB**  
Clerk said it was interesting presentation and she had gained a lot of hints and tips on the process and help had been offered to complete the application. The officer said based on what the clerk had said he saw no reason why the loan should not be approved.

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

**a) Time off work policy document**

**RESOLVED** – Proposed Cllr Moseley, seconded Cllr Day that the policy be adopted without change. **RECORD OF VOTING** – All in favour. **Motion carried.**

**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;**

**RESOLVED** – Proposed Cllr Moseley, seconded Cllr Eddolls that all advice notes be adopted without change. **RECORD OF VOTING** – All in favour. **Motion carried.**

**c) Grievance procedure policy**

Deferred to next meeting.

**9. TO REPORT ON INTERNAL CHECKS ON FINANCIAL CONTROLS BY TWO COUNCILLORS FOR FIRST QUARTER ENDING 30<sup>TH</sup> JUNE 2018**

Cllrs Day & Moseley had both carried out independent checks and found everything in order.

**10. TO DISCUSS INTERNAL AUDITOR'S REPORT AND ANY ACTIONS REQUIRED**

A few minor points had been raised by the internal auditor. The meeting ran through these and action has already been taken or will be taken over the coming weeks.

**11. TO DISCUSS AND MAKE RECOMMENDATION TO COUNCIL IN RELATION TO DRAFT OF AMENDED/UPDATED STANDING ORDERS**

**RESOLVED** – Proposed Cllr Eddolls, seconded Cllr J Davies that subject to a minor amendment suggested by the clerk on page 16 of the draft the recommendation to council will be to adopt. **RECORD OF VOTING** – All in favour. **Motion carried.**

**12. TO DISCUSS AND MAKE RECOMMENDATION TO COUNCIL IN RELATION TO REVISED COUNCIL RISK MANAGEMENT POLICY**

Deferred to next meeting.

**13. IN THE ABSENCE OF A COUNCIL MEETING IN AUGUST 2018:-**

**i) To approve list of payments for August 2018**

**RESOLVED** – Proposed Cllr Moseley, seconded Cllr Day that gross expenditure amounting to £12,067.33 is approved. See Appendix 1 on page 29. **RECORD OF VOTING** – All in favour. **Motion carried.**

**ii) To receive a report on monies held in Lloyds Fixed Bond & CCLA accounts as at 30<sup>th</sup> August 2018**

Clerk confirmed that £52,549 is invested in the Lloyds 1 year fixed bond and £40,955.11 in the CCLA account.

**iii) To consider and approve the bank reconciliation to 31<sup>st</sup> August 2018**

**RESOLVED** – Proposed Cllr Moseley seconded Cllr Eddolls that bank reconciliation is approved, when all unrepresented cheques have been presented, at £69,275.15. **RECORD OF VOTING** – All in favour. **Motion carried.**

**14. TO DISCUSS COMMENCEMENT OF DRAFT BUDGETS FOR ALL RELEVANT COUNCIL COMMITTEES FOR NEW FINANCIAL YEAR COMMENCING 1<sup>ST</sup> APRIL 2019**

Clerk said that she has already started the process and draft budget will be placed on the agenda for all forthcoming committee meetings in the near future.

**15. TO CONSIDER THE BUDGET COMPARISON TO ACTUAL INCOME AND EXPENDITURE TO 31<sup>ST</sup> AUGUST 2018**

**RESOLVED** – Proposed Cllr Eddolls, seconded Cllr J Davies that the figures presented are approved – see Appendix 2 on page 30. **RECORD OF VOTING** – All in favour. **Motion carried.**

**16. COUNCIL NEWSLETTER**

Agreed that this would be handled in house at the appropriate time.

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

None.

**18. MEETING CLOSED:** 7.55 pm.

**19. NEXT MEETING:** Tuesday 30<sup>th</sup> October 2018 at 6.30 pm.

**APPENDIX 1**

<b>CHEQUES/DIRECT DEBITS FOR AUGUST 2018</b>					
<b>Number</b>	<b>Name</b>	<b>Description</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
3159	Chris Small Ornamental Metalwork	VAT not paid on original invoice	£0.00	£96.00	£96.00
3160	W Lockey	Repairs to Lych Gate & Bier House roofs	£725.00		£725.00
3161	Sirus Limited	50% deposit on new phone system	£1,183.74	£236.74	£1,420.48
3162	Acorn Creative	New cemetery signs	£189.00	£37.80	£226.80
3163	Community Heartbeat	Defibrillator electrodes	£38.00	£7.60	£45.60
3164	E Sajewicz	Admin on Neighbourhood Plan	£112.50		£112.50
3165	E Sajewicz	Admin help in council office	£499.29		£499.29
3166	F Reynolds Machinery	Strimmer wire	£23.00	£4.60	£27.60
3167	RBS Limited	2017/18 year end closure	£550.10	£110.02	£660.12
3168	Cottage Garden Services	Grasscutting & maintenance	£2,825.00	£565.00	£3,390.00
3169	T20 Media	August VIC website updates	£50.00		£50.00
3170	SRH Services	Decoration of some offices	£850.00		£850.00
3172	Stow Poppy Appeal	Wreath for Remembrance Parade	£22.50		£22.50
3173	Mr J Wise	Play area litter picks for August 2018	£35.00		£35.00
3174	A Baxter Civil & Structural Engineering Consultants Ltd	Structural survey of Youth Centre roof	£525.00	£105.00	£630.00
3175	Richard Cogan Limited	Photocopier charges for July	£39.75	£7.95	£47.70
3176/3177	Administration	Staff costs	£2,705.70		£2,705.70
3178	Paperstation Limited	Stationery	£34.08	£6.82	£40.90
DD202019	Grenke Leasing Limited	Quarterly finance on photocopier	£170.70	£34.14	£204.84
DD212019	British Telecom	Internet & phone charges	£61.23	£12.24	£73.47
DD222019	Lloyds Charge Card	Misc purchases for the office	£102.92		£102.92
DD232019	Grundon Waste	Cemetery waste collection	£40.54	£8.11	£48.65
DD232019	Grundon Waste	Office waste collection	£52.76	£10.55	£52.76
<b>TOTALS</b>			<b>£10,835.81</b>	<b>£1,242.57</b>	<b>£12,067.83</b>

## APPENDIX 2

<b>SUMMARY OF BUDGET FOR YEAR END 31ST MARCH 2019</b>				
<b>INCOME</b>	<b>2017/18 Budget</b>	<b>2018/19 Budget</b>	<b>As at 31/08/18</b>	<b>Variance</b>
Precept	£129,399	£133,417	£99,542	£33,875
Local Council Support Grant	£4,171	£2,086	£2,086	£0
Administration	£0	£0	£0	£0
Central Services	£1,110	£1,110	£480	£630
Burial Board	£7,480	£8,480	£1,553	£6,927
Parks, Square & Allotments	£15,920	£18,520	£7,131	£11,389
Planning, Traffic & Parking	£20,000	£0	£0	£0
Neighbourhood Development Plan	£5,000	£2,000	£0	£2,000
<b>TOTAL</b>	<b>£183,080</b>	<b>£165,613</b>	<b>£110,792</b>	<b>£54,821</b>
<b>EXPENDITURE</b>	<b>2017/18 Budget</b>	<b>2018/19 Budget</b>	<b>As at 31/08/18</b>	<b>Variance</b>
Administration	£75,740	£75,300	£25,211	£50,089
Central Services	£34,300	£34,300	£20,876	£13,424
Burial Board	£13,030	£15,370	£3,183	£12,187
Parks, Square & Allotments	£35,510	£36,228	£10,257	£25,971
Planning, Traffic & Parking	£33,000	£18,000	£0	£18,000
Neighbourhood Development Plan	£5,000	£2,000	£279	£1,721
Taken from General Reserves	£0	£0	£3,691	-£3,691
<b>TOTAL</b>	<b>£196,580</b>	<b>£181,198</b>	<b>£63,497</b>	<b>£117,701</b>
<b>Net</b>	<b>-£13,500</b>	<b>-£15,585</b>	Funded via General Reserves	

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

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