



MINUTES OF STOW ON THE WOLD TOWN COUNCIL'S FINANCE & GENERAL PURPOSE COMMITTEE HELD ON WEDNESDAY 31ST OCTOBER 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, M Curtis, B Eddolls (Chairman of council) & Mrs H Siphthorp, Clerk/RFO of the Council

1. **APOLOGIES FOR ABSENCE:** Cllrs A White & P Day
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 20TH SEPTEMBER 2018**
RESOLVED – Proposed Cllr J Davies, seconded Cllr Eddolls 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 20TH SEPTEMBER 2018**
Lloyds Bank had confirmed that the former Deputy clerk has been removed from the bank mandate. They are also in the process of closing her Lloyds charge card.
7. **PURCHASE OF YOUTH CENTRE**
 - i) **To discuss estimate for roof repairs**
Clerk said that three contractors had been approached to give an estimate. Two had visited the office but only one estimate had been received. **RESOLVED** – Proposed Cllr Moseley, seconded Cllr J Davies that G S Holmes & Son be appointed to carry out the work at a cost of £4827.00 + VAT. **RECORD OF VOTING** – All in favour. **Motion carried.**
 - ii) **To discuss survey of residents in relation to other community uses of Youth Centre when the council owns the building**
Clerk to give consideration as to best way to carry out a survey with the residents to get their views.
8. **TO DISCUSS REINSTATEMENT COSTS FOR COUNCIL'S STRUCTURAL ASSETS**
It was agreed that the clerk will now contact the council's insurance company to ascertain the cost of increasing the current values of all assets. She is also to ascertain what cover will be given if the dry stone walls are insured.
9. **UPDATE ON PROGRESS OF DRAFT BUDGET FOR NEW FINANCIAL YEAR EFFECTIVE 1ST APRIL 2019**
Clerk confirmed that draft budget was progressing and the committees were discussing their draft budgets over the next month or so.

10. TO REVIEW COUNCIL'S CODE OF CONDUCT

RESOLVED – Proposed Cllr Curtis, seconded by Cllr Day that document is fit for purpose and therefore no amendments are proposed and it be reviewed again in 12 months time. **RECORD OF VOTING** – All in favour. **Motion carried.**

11. TO DISCUSS DRAFT GRIEVANCE PROCEDURE POLICY DOCUMENT

RESOLVED – Proposed Cllr Moseley, seconded Cllr Curtis that the policy be adopted without any further changes and be reviewed in 2 years' time. **RECORD OF VOTING** – All in favour. **Motion carried.**

12. TO DISCUSS DRAFT OF REVISED RISK MANAGEMENT POLICY DOCUMENT

RESOLVED – Proposed Cllr Curtis, seconded Cllr J Davies that the document is approved and would go to council for adoption at their November 2018 meeting and would be reviewed on an annual basis. **RECORD OF VOTING** – All in favour. **Motion carried.**

13. TO CONSIDER INTRODUCING A DE MINIMIS LIMIT BELOW WHICH ASSETS ARE NOT RECORDED SEPARATELY

RESOLVED – Proposed Cllr J Davies, seconded by Cllr Curtis that figure is set at £1000. **RECORD OF VOTING** – All in favour. **Motion carried.**

14. TO DISCUSS CURRENT GRANT AWARDING POLICY IN RELATION TO HAVING ONE DEADLINE DATE FOR APPLICATIONS EACH FINANCIAL YEAR & TO REVIEW GRANTS AWARDED TO DATE

Clerk presented a spreadsheet giving details of all grants awarded to date. For the current financial year there is still money left in the budget for distribution.

The meeting then went on to discuss the current policy document. **RESOLVED** – Proposed Cllr Moseley, seconded Cllr Curtis that the document is amended and that all grants will be considered at the May council meeting each year. Any leftover monies, if appropriate, could then be applied for on an ad hoc basis and would be considered at the next appropriate council meeting. **RECORD OF VOTING** – All in favour. **Motion carried.**

15. TO DISCUSS FORMULATION OF INVESTMENT STRATEGY POLICY DOCUMENT

The internal auditor had suggested the council should consider such a document. Clerk will prepare a draft for consideration by the committee.

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

None.

17. MEETING CLOSED: 7.20 pm.

18. NEXT MEETING: Tuesday 4th December 2018 at 6.30 pm.

Signed: _____ Chairman

Dated: _____