



**MINUTES OF STOW ON THE WOLD TOWN COUNCIL'S FINANCE & GENERAL PURPOSE COMMITTEE HELD ON TUESDAY 6<sup>TH</sup> AUGUST 2019 AT THE YOUTH CLUB CENTRE, FOSSEWAY, STOW ON THE WOLD, GLOUCESTERSHIRE GL54 1DW AT 5.30 PM**

**PRESENT:** Councillors: A White (Chairman), M Deacon, P Day, B Eddolls (Chairman of council) & Mrs H Siphthorp, Clerk/RFO of the council

1. **APOLOGIES FOR ABSENCE:** None. Cllr Curtis recorded as absent.
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 18<sup>TH</sup> JUNE 2019**  
**RESOLVED** – Proposed Cllr Deacon, seconded Cllr Day that the chairman should sign the minutes as a true and accurate record of the meeting. **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 18<sup>TH</sup> JUNE 2019**  
Revisions to Lloyds Bank mandate for current account have been confirmed.  
The committee's amended Terms of Reference had been adopted by council.  
Cllrs Deacon & Curtis were going to prepare a template but had not been possible so it was agreed each of the committee working parties would supply the draft to the clerk who would at that stage pull together in one format.
7. **TO REVIEW BUDGET COMPARED TO ACTUAL INCOME/EXPENDITURE TO 30<sup>TH</sup> JUNE 2019**  
Clerk presented spreadsheets and it was agreed that everything seems in order at the first quarter stage.
8. **TO CONFIRM AND REPORT ON INTERNAL FINANCIAL CONTROL CHECKS BY CLLRS DAY & DEACON TO 30<sup>TH</sup> JUNE 2019**  
Cllrs Day & Deacon reported that following their checks they found everything in order.
9. **TO DISCUSS GRENKE LEASE FOR PHOTOCOPIER AND TO CONFIRM THAT TERMINATION DATE IS 1<sup>ST</sup> OCTOBER 2020 AND THAT COUNCIL MUST SEND A TERMINATION NOTE 3 MONTHS BEFORE THE END OF THE CONTRACT AND TO CONSIDER ACTION REQUIRED BEYOND THAT DATE IN TERMS OF TAKING OUT A NEW LEASE**  
**RESOLVED** – Proposed Cllr White, seconded Cllr Day that the council give 3 months notice on 1<sup>st</sup> July 2020 to terminate the contract. The clerk in the meantime would obtain estimates from suppliers for an up to date version of the current copier the council has for a new 3 year lease contract. **RECORD OF VOTING** – All in favour. **Motion carried.**
10. **TO APPROVE TRANSFER OF £20,000 FROM CCLA SAVINGS ACCOUNT TO COUNCIL'S LLOYDS CURRENT ACCOUNT**  
**RESOLVED** – Proposed Cllr White, seconded Cllr Day approved. **RECORD OF VOTING** – All in favour. **Motion carried.**

**11. TO APPROVE BANK RECONCILIATION TO 31<sup>ST</sup> JULY 2019**

**RESOLVED** – Proposed Cllr Deacon, seconded Cllr Eddolls approved for an amount of £52,222.47 when all outstanding cheques had been drawn. **RECORD OF VOTING** – All in favour. **Motion carried.**

**12. TO DISCUSS AND IF APPROPRIATE SET UP A WORKING PARTY ON COMMITTEE'S 3-5 YEAR STRATEGIC PLAN**

Agreed that the committee would review and oversee the draft plans from each of the council's committees and oversee before presenting final draft to council for approval. The majority agreed that no draft plan is necessary for this committee therefore no further action will be taken.

**13. TO CARRY OUT ANNUAL REVIEW OF COUNCIL STANDING ORDERS AND MAKE RECOMMENDATION TO COUNCIL**

Council had resolved to review council standing orders in June 2020 so unanimously agreed that no further action is required until that date.

**14. TO REPORT THAT THE CLERK HAD REDUCED THE COLLECTION OF REFUSE WASTE FROM OFFICE TO ONCE A FORTNIGHT**

Noted.

**15. DRAFT BUDGET FOR FINANCIAL YEAR EFFECTIVE 1<sup>ST</sup> APRIL 2020**

Clerk said that she would be putting this item on all relevant committee agendas over the coming few weeks for them to identify projects for the new financial year.

**16. TO DISCUSS UPDATE ON PURCHASING THE YOUTH CENTRE FROM CENTRE 67 IN THE LIGHT OF NEW TRUSTEES BEING APPOINTED**

Under The Public Bodies (Admission to Meetings) Act 1960 the council resolved to go into private session. All in favour.

Cllr White declared an interest as chairman of the trustees. He gave members an update on the sale of the building to the council in the light of new trustees coming on board. He then left the meeting at 6.05 pm and did not return.

**RESOLVED** – Proposed Cllr Day, seconded Cllr Deacon that Cllr Eddolls be elected as chair for the remainder of the meeting. **RECORD OF VOTING** – All in favour. **Motion carried.**

Clerk gave an update report and several actions are required including organising a meeting with the new trustees as soon as possible.

**17. ANY OTHER BUSINESS**

None.

**18. MEETING CLOSED: 6.28 pm.**

**19. NEXT MEETING: Thursday 3<sup>rd</sup> October 2019 at 5.30 pm**

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

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