



**MINUTES OF STOW ON THE WOLD TOWN COUNCIL'S FINANCE & GENERAL PURPOSE COMMITTEE HELD ON THURSDAY 15<sup>TH</sup> MARCH 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), M Curtis, J Davies, P Day & Mrs H Siphthorp, Clerk/RFO of the Council

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

1. **APOLOGIES FOR ABSENCE:** Cllr A White
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 23<sup>RD</sup> JANUARY 2018**  
**RESOLVED** – Proposed Cllr Eddolls, seconded Cllr Day that the minutes be signed as a true and accurate record. **RECORD OF VOTING** – 4 in favour, 1 abstention. **Motion carried.**
4. **CLERK'S REPORT AND MATTERS ARISING FROM MINUTES OF ABOVE MEETING**  
Council had agreed the grant of £100 towards the RAFA centenary celebrations.  
Stow Motor Show committee had been sent a cheque for £1000 towards the £2000 grant awarded. Balance will be paid in new financial year.  
Standing orders, Financial Regulations and Committee Terms of Reference had all been adopted by council. The only change was to the membership number of the Planning, Traffic & Parking committee being reduced from 9 to 6 from the Annual Council meeting in May 2018.  
Clerk and Cllr White will begin work on the draft 3 year financial strategy in the next month.
5. **CHAIRMAN'S ANNOUNCEMENTS**  
None.
6. **TO REVIEW BUDGET AGAINST ACTUAL INCOME/EXPENDITURE TO 28<sup>TH</sup> FEBRUARY 2018**  
Clerk presented a spreadsheet with comparison figures. **RESOLVED** – Proposed Cllr Moseley, seconded Cllr Day that the committee approve the figures presented. **RECORD OF VOTING** – All in favour. **Motion carried.**
7. **TO CONSIDER POSSIBLE ACCRUALS AND EARMARKED RESERVES BEFORE YEAR END CLOSURE**  
Clerk presented spreadsheets showing actual income/expenditure to 28<sup>th</sup> February 2018 and then anticipated income/expenditure to 31<sup>st</sup> March 2018. Some earmarking and accruals will be necessary for projects which will not be completed within this financial year. **RESOLVED** – Proposed Cllr Moseley, seconded Cllr Day that the figures were approved. **RECORD OF VOTING** – All in favour. **Motion carried.**
8. **TO DISCUSS REVISED DRAFT FOR COUNCIL'S GRANT AWARDING POLICY**  
**RESOLVED** – Proposed Cllr Eddolls, seconded by Cllr Moseley that the recommendation to council is that the policy should be adopted without change. **RECORD OF VOTING** – All in favour. **Motion carried.**  
It was also suggested that this should be reviewed again towards the end of the year with a view to perhaps considering looking at all grant applications together by one single deadline date.
9. **RBS YEAR END CLOSURE TO 31<sup>ST</sup> MARCH 2018 IS TAKING PLACE ON 17<sup>TH</sup> APRIL 2018**  
Members noted.

**10. INDEPENDENT INTERNAL AUDIT IS TAKING PLACE ON 19<sup>TH</sup> APRIL 2018**

Members noted.

- 11. TO DISCUSS APPOINTMENT OF INTERNAL AUDITOR FOR YEAR ENDING 31<sup>ST</sup> MARCH 2019**  
**RESOLVED** – Proposed Cllr Moseley, seconded Cllr Eddolls that the recommendation to council is that Bridget Bowen be appointed as the internal auditor. This will entail two visits at a cost of £600.  
**RECORD OF VOTING** – All in favour. **Motion carried.**

**12. UPDATE ON ESTIMATES FOR CCTV AND NEW FRONT DOOR ACCESS CONTROL/DOOR ENTRY SYSTEM**

Clerk said that estimates had all come in and she would be analysing and presenting to the committee at the next meeting. Cllr Curtis felt that an additional camera should be installed in the hallway/office too.

**13. BLANKET STREET TRADING LICENCE FOR THE SQUARE**

**RESOLVED** – Proposed Cllr Moseley, seconded by Cllr Day that the council do not consider taking up this option at this moment in time as with extra work load it would not be financially viable.  
**RECORD OF VOTING** – All in favour. **Motion carried.**

**14. GPFA MEMBERSHIP RENEWAL – EXPENDITURE APPROVAL FOR £50**

**RESOLVED** – Proposed Cllr J Davies, seconded by Cllr Day that the council renew its membership at a cost of £50. **RECORD OF VOTING** – All in favour. **Motion carried.**

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

Town Council newsletter.

**16. MEETING CLOSED:** 8.02 pm.

**17. NEXT MEETING:** Thursday 5<sup>th</sup> April 2018 at 7.00 pm.

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

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