



MINUTES OF STOW ON THE WOLD TOWN COUNCIL'S FINANCE & GENERAL PURPOSE COMMITTEE HELD ON WEDNESDAY 17TH JANUARY 2024, AT STOW YOUTH CENTRE, FOSSEWAY, STOW ON THE WOLD, GLOUCESTERSHIRE GL54 1DW AT 10.30 AM

PRESENT: Councillors: M Stracey (Chairman) B Eddolls, S Winter & Mrs C Evans, Clerk/RFO of the Council

1. APOLOGIES FOR ABSENCE

Cllrs A White resigned & J Piper.

2. DECLARATIONS OF INTERESTS ON ITEMS ON THE AGENDA

Members were reminded to declare any interests on items on the agenda as the meeting progressed.

3. MINUTES – TO SIGN AS A CORRECT RECORD THE MINUTES OF MEETING HELD ON 19th July 2023

RESOLVED that the Chairman should sign the minutes as a true and accurate record. **Motion carried.**

4. QUESTIONS FROM MEMBERS OF THE PUBLIC*

None as no members of public present

6 CHAIRMAN'S ANNOUNCEMENTS

No Chairmans announcements

7 CLERK'S REPORT AND MATTERS ARISING FROM MINUTES OF MEETING HELD ON 14TH JULY 2023

The Clerk did not provide a report.

8 TO DISCUSS THE EXISTING PHOTOCOPIER CONTRACT WITH RICHARD COGLAN AND CONSIDER WHETHER TO RENEW WITH RICHARD COGLAN OR WITH A NEW PROVIDER.

The current contract for copier charges runs with Richard Coglan. Council is charged 0.3p for a colour copy and 0.03p for monochrome copies. Council also pays £280.08 per quarter to Grenke for the lease of the machine.

The clerk has investigated and provided quotes for a new lease.

RESOLVED that Council would remain with Richard Coglan, reducing the lease cost to £46.68 a month (£140.04 per quarter) and retain the existing machinery. **Motion carried.**

9 TO DISCUSS THE EXISTING TELEPHONE AND BROADBAND CONTRACT WITH SIRUS AND CONSIDER WHETHER TO CONTINUE WITH SIRUS OR WITH A NEW PROVIDER.

Council's contract is currently with Sirus. This contract covers 3 phones, inclusive, calls and WIFI the cost of this is £75.16 per month. The Clerk has investigated alternative companies and contracts. Members discussed the alternative contracts available.

RESOLVED to remain with Sirus as the cost difference was minimal. The continuity of service was considered more important. **Motion carried.**

10 TO CONSIDER MAKING AN ELECTRONIC PAYMENT TO THE CLEANER TO COVER OUTSTANDING WAGES.

The cleaner has left employment and has 3 outstanding cheques due to her.

RESOLVED that existing cheques would be cancelled a final one-off electronic payment would be made. **Motion carried.**

11 TO CONSIDER THE BUDGET FOR THE FINANCIAL YEAR 2024/25

Members reviewed the draft budget line by line. Questioning subject lines and amounts. The clerk and RFO was able to explain any queries.

RESOLVED to recommend the draft budget to full Council for approval. **Motion carried.**

12 TO APPROVE THE LIST OF FUNDS TO BE EAR MARKED READY FOR THE FINANCIAL YEAR 2024/25

A list of existing ear marked funds and additional amounts to be reserved for financial year 24/25 was provided to members.

RESOLVED to agree list of funds to earmarked in the financial year 24/25. **Motion carried.**

13 TO APPROVE THE LIST OF FUNDS TO BE MOVED FROM THE GENERAL RESERVES.

Members discussed the amount of money that should be held in general reserve and potential for using specific amounts of the general reserve for larger projects such as the wall.

RESOLVED to move £10,000.00 from the general reserves to pay for the church wall in Church Walk. this will be reflected in the ear marked funds and the budget for financial year 2024/25.

Motion carried.

14 TO ARRANGE FOR TWO MEMBERS TO CONDUCT THE INTERNAL QUARTERLY CHECKS.

RESOLVED that Cllr M Stracey will conduct the internal quarterly check for Q3, at a time convenient to her. It was requested that Cllr J Piper conduct the second check for Q3. **Motion carried.**

15 TO CONSIDER THE COMMUNITY PAYBACK MEMORANDUM OF UNDERSTANDING AND AGREE TO SIGNING THE DOCUMENT.

Members discussed the memorandum; the Clerk explained the purpose of the document.

RESOLVED that the clerk should sign the document. **Motion carried.**

16 TO REVIEW THE FINANCIAL RESERVES POLICY AND SUGGEST ANY AMENDMENTS.

The financial Reserves Policy was circulated to members prior to the meeting.

It was suggested that the detail regarding the ear marked funds for each financial year be removed. This is not policy and increases the work of the Clerk each year to update this information.

RESOLVED to remove the section below 3(b) relating to the financial reserves ending March 2022.

Motion carried.

17 DATE OF NEXT MEETING – Wednesday 17th April 2024

18 MEETING CLOSED – 11.54 am.

Signed: _____ Chairman

Dated: _____