

## Payments May 2021

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
04/05/2021	Ellis Whittam Limited	4985	£3,240.00	One year consultancy
04/05/2021	Ellis Whittam Limited	4986	£285.36	Insurance Apr 21 - Mar 22
04/05/2021	GAPTC	CSUM	£3,138.57	Annual Membership Subscription
04/05/2021	Haymarket Business Media Ltd	SUB21	£250.00	Horti Weekly Sub
04/05/2021	WSP Solicitors	CWSP	£500.00	Fennells View Land Transfer
04/05/2021	Wotton Tree Consultancy	738	£150.00	Tree report - cemetery
04/05/2021	Working Planet Ltd	6305	£454.80	GSM Recruitment Ad
04/05/2021	Travis Perkins Trading Co Ltd.	3624	£22.38	Site Materials
04/05/2021	Stroud Alarms Fire and Securit	953/470	£360.00	Cabling underground Depot
04/05/2021	SAFPRO INDUSTRIAL SUPPLY	386/440	£440.64	PPE and uniform - new ranger
04/05/2021	Playsafety Ltd	4387	£427.80	Annual Play Checks
04/05/2021	Mount Pleasant Trees	645	£19.80	Hornbeam reduction
04/05/2021	Lansdown Road Motors Ltd	1332	£217.75	MOT for Kangoo
04/05/2021	Edwards Engineering Ltd	7899	£375.90	Standpipe for Cemetery
04/05/2021	Mrs Patricia Phipps	22PP	£10,000.00	Rent for Libbys Drive Depot
04/05/2021	KJS ACCOUNTANTS	10	£1,003.00	Accountancy Services
04/05/2021	JAMES & OWEN LTD	166	£117.06	Stationary
04/05/2021	ITEC Support Ltd	2913	£591.72	IT Support and Broadband
04/05/2021	ICCM	4370	£95.00	Annual Membership
04/05/2021	HHGL Limited	4231	£555.06	Multiple Invs
07/05/2021	ALL Star Business Solutions	8167	£162.07	Fuel
07/05/2021	Travis Perkins Trading Co Ltd.	B038	£43.02	PLASSON COMPRESSION/pipe liner
07/05/2021	Ubico Limited	2325	£8,640.00	Dog bin emptying yearly charge
11/05/2021	Paganhill Community	4146	£1,800.00	Grant
13/05/2021	PAYROLL	PAYROLL	£16,686.11	MAY PAYROLL
13/05/2021	HMRC	HMRC	£5,545.87	HMRC MAY
13/05/2021	GLOUCESTERSHIRE LG	PENSIONS	£6,776.00	GLOUCESTERSHIRE LG
14/05/2021	Streets Reimagined Ltd	C01A	£4,800.00	Consultancy Street Spaces project
14/05/2021	Countrywide Grounds Maintenance	1982	£2,268.00	Cemetery Cuts 13th & 29th Apr
14/05/2021	COMMONPLACE DIGITAL LTD	155	£2,400.00	NDP Subscription Fee

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
14/05/2021	CONSORTIUM	383	£46.36	Office Stationery
14/05/2021	DCK Accounting Solutions Ltd	9648	£1,104.00	Accounting Services
14/05/2021	Nailsworth Garden Machinery	Nailsworth	£193.10	Machinery
14/05/2021	DENIS BROWN & SON (Nailsworth)	1880	£58.80	Timber
14/05/2021	ERMIN PLANT LTD	6558	£38.02	Chisel Crowbar
14/05/2021	ITEC Support Ltd	2985	£593.85	IT Support, calls, broadband
14/05/2021	JAMES & OWEN LTD	8645	£32.49	Office Stationery
14/05/2021	Konica Minolta Business Soluti	9516	£37.72	Printing
14/05/2021	MIW Water Cooler Experts	9016	£150.00	Sanitisation of water fount
14/05/2021	Smiths (Gloucester) Ltd	3845	£38.46	Waste collection Libbys Dr
14/05/2021	Thirsty Work Ltd.	8639	£3.71	Drinking Water Thanet Hse
14/05/2021	Allsorts Gloucestershire	4121	£3,000.00	Grant Funding
14/05/2021	Citizens Advice Bureau	4080	£5,000.00	Grant Funding
14/05/2021	Veriphy Ltd	8768	£4.20	Credit screen
14/05/2021	Hughes & Salvidge Holdings Ltd T	8744	£268.80	Exchange of 6 Yard Skip
14/05/2021	Ellis Whittam Limited	5867	£450.00	Pre-Placement Medical with OHA
14/05/2021	A E Evans Ltd	365	£887.28	Group swing seat
14/05/2021	Blooming Baskets	2168	£7,388.40	Refill baskets and troughs
14/05/2021	EESI LTD	7007	£196.49	Heating service and gas safety
14/05/2021	ERMIN PLANT LTD	9057	£70.34	GS equipment various
14/05/2021	Free Range Designs Ltd	6993	£1,207.00	Stroud Signage Project 1/3
14/05/2021	GlosJobs	444	£51.60	Job vacancy finance admin
14/05/2021	Storm Board LLP	1176-B	£960.00	Community Notice Boards
14/05/2021	Homestart	4139_HS	£3,000.00	Homestart Grant
14/05/2021	Lansdown Hall	4125_LH	£500.00	Grant to Lansdown Hall
14/05/2021	Marah Trust	4084_MT	£5,000.00	Grant Marah Trust
14/05/2021	Stroud Preservation Trust	4146_SPT	£500.00	Grant
14/05/2021	Lansdown Hall	4125_GRA NT	£4,500.00	Grant (4,500 total grant 5,000)
14/05/2021	Free Range Designs Ltd	0764/	£1,100.00	Gypsy Caravan Compost WC
14/05/2021	Lilian Faithfull	FPO	£3,000.00	Grant
14/05/2021	Ellis Whittam Limited	24986	-£1.80	Insurance
15/05/2021	Nadja Gajadharsingh	110	£500.00	Fundraising services
15/05/2021	Gloucester Locksmiths Ltd	8131	£24.00	Emergency lock replacement
15/05/2021	Sunbelt Rentals Ltd	8170	£1,770.86	Road closure London Road

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
15/05/2021	SGW Payroll Ltd.	8173	£63.30	Payroll services
17/05/2021	SDC	DD	£1,068.00	Business Rates
17/05/2021	SDC	DD	£624.00	SDC
18/05/2021	Renault Finance	5152	£30.00	Battery Lease Van
25/05/2021	Ecotricity	49391	£122.01	Utilities Libbys Drive
25/05/2021	Ecotricity	52716	£48.33	Thanet House Electricity
25/05/2021	Ecotricity	3686	£72.94	Thanet House -
25/05/2021	Lister Unified Communications	ST8117	£56.40	Call charges
26/05/2021	EE Ltd	961	£72.17	Mobile phones
26/05/2021	Greenway Training	2430	£216.00	LANTRA Training Course SM
26/05/2021	McAllister Masonry Limited	3654	£162.00	Stonemason works
27/05/2021	Historic Towns and Villages Fo	9612	£50.00	Climate change webinar Camilla
27/05/2021	Polybags Ltd	2826	£251.50	Refuse sacks
27/05/2021	SAFPRO INDUSTRIAL SUPPLY	7153	£54.00	Mascot Manheim Trouser
27/05/2021	Somerset County Council	1040	£63.60	Pollution tube analysis
27/05/2021	Travis Perkins Trading Co Ltd.	215	£11.67	Site materials
27/05/2021	Travis Perkins Trading Co Ltd.	737	£7.46	Drainage gully grating
27/05/2021	University of Bristol	4741	£1,690.00	RHS Level 2 training
27/05/2021	GLOUCESTERSHIRE lg	PEN 05	£5,629.95	PENSIONS
27/05/2021	HMRC	HMRC 05	£4,908.33	PAYE/NI May
27/05/2021	SLCC Enterprises Ltd	4956	£262.00	SLCC Membership Deputy Clerk
27/05/2021	Gloucester Theatre Company	4171/GTC	£650.00	Covid Grant



## Payments June 2021

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/06/2021	Renault Finance	621	£30.00	Battery lease van
03/06/2021	Land Registry	26781	£3.00	Title Plan
07/06/2021	SGW Payroll Ltd.	STR002	£30.00	Payroll re-run charge
07/06/2021	SGW Payroll Ltd.	STR002/1	£61.32	Payroll processing
07/06/2021	ALL Star Business Solutions	164667	£137.76	Fuel Card
08/06/2021	Zoom	7969	£287.76	Zoom Annual Subscription
09/06/2021	Land Registry	34199	£6.00	Title Plan and View
11/06/2021	Amazon	5502	£48.99	Shelving Units
15/06/2021	Alan Price	1046	£1,340.00	Grave Digging Fees
15/06/2021	Avelec Solutions Ltd	616	£566.54	Service Visit
15/06/2021	BAILEY PARTNERSHIP	105503	£1,056.00	Project Management
15/06/2021	J S Whittaker T/A Colors	5503	£2,000.00	Planting and maintenance
15/06/2021	CONSORTIUM	4917	£31.25	Centrefeed Dispenser
15/06/2021	Countrywide Grounds Maintenance	5432	£2,268.00	Grounds Maintenance
15/06/2021	Damselfly Communications Ltd	621	£2,225.00	Media consultancy
15/06/2021	Greenway Training	2509	£138.00	First Aid training
15/06/2021	ITEC Support Ltd	3057	£598.13	IT Services
15/06/2021	KJS ACCOUNTANTS	stc011	£855.00	Interim Finance Role
15/06/2021	Konica Minolta Business Soluti	2298	£89.14	Bizhub
15/06/2021	Nadja Gajadharsingh	1112	£960.00	Fundraising services May
15/06/2021	Nailsworth Garden Machinery	51176	£18.50	Repair to brushcutter
15/06/2021	Roberts & Jones Mechanical Ser	4618	£4,609.38	Ventilation system
15/06/2021	SAFPRO INDUSTRIAL SUPPLY	498239	£108.00	Safpro
15/06/2021	SLCC Enterprises Ltd	133578	£220.80	Job Advertising Services
15/06/2021	SLCC Enterprises Ltd	1784	£144.00	Staff Training-Comms
15/06/2021	SLCC Enterprises Ltd	2306	£90.00	Staff training-Leadership in a
15/06/2021	SLCC Enterprises Ltd	2307	£90.00	Leadership in action
15/06/2021	Smiths (Gloucester) Ltd	49267	£138.60	Waste Collection Services
15/06/2021	Somerset County Council	21134	£63.60	Analysis of diffusion tubes
15/06/2021	Sunbelt Rentals Ltd	2071	£579.00	Bank Gardens Traffic Management
15/06/2021	Sunbelt Rentals Ltd	5855	£1,690.37	Farmers Market Stroud
15/06/2021	Thirsty Work Ltd.	6452	£3.71	Rental Charges
15/06/2021	Veriphy Ltd	91138	£4.20	Credit screening
15/06/2021	Zurich Municipal	55357	£6,648.57	Annual Insurance
15/06/2021	N D Weaver	13.21.22	£180.00	Callout to Lansdown building -

<b>Date Paid</b>	<b>Payee Name</b>	<b>Reference</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
15/06/2021	Payroll	PAYROLL	£17,749.61	June Payroll
15/06/2021	Paganhill Community	EFT P/HILL	£1,200.00	Grant
15/06/2021	SDC	DD SDC	£1,068.00	Bus Rates Libbys Drive and Cem
15/06/2021	Public Works Loan Board	DD PWLB	£9,881.45	Loan Repayment
15/06/2021	KJS ACCOUNTANTS	1011-1	£0.50	Correct invoice 855.5
22/06/2021	Water Plus Ltd.	11632	£13.41	Water supply Thanet House
22/06/2021	Lister Unified Communications	56.52	£56.52	Mobiles Comms
22/06/2021	SDC	BUS RATES	£624.00	Business Rates-Thanet House
24/06/2021	Ecotricity	5087	£132.44	Electricity - Libbys Drive
24/06/2021	Ecotricity	5126	£79.33	Electricity Thanet House
24/06/2021	EE Ltd	3015	£71.59	Mobile Services

**BUDGET MONITORING REPORT JUNE 2021**

**STROUD TOWN COUNCIL  
Finance & Policy Committee**

**Expenditure**

Central Services	Budget 2021	Spent	Committed	Balance 2021
Employment Costs	259,291	59,658	900	198,733
Conference fees	1,000	184		816
Staff training	2,500	1,940	1,700	1,140
Staff travel expenses	1,000	-		1,000
Misc staff costs	7,680	3,744		3,936
Waste and Recycling	300	50		250
Health Safety Security	2,750	3,154	3,738	4,142
Consumables	500	6		494
Tel./Post/Communications	2,000	109		1,891
Stationery/Office supplies	700	178		522
Subscriptions/publications	4,600	4,235		365
Insurance	4,733	4,232		501
Printing/copying	850	106		744
Office equipment	2,000	25	506	1,469
Recruitment Advertising	-	422	1	423
Computer/payroll/accounts	3,000	2,453		547
HR support	1,494	1,350		144
Accountancy Services	2,000	920	210	870
Legal expenses			1,623	1,623
Audit Fees	1,600	-		1,600
<b>Total</b>	<b>297,998</b>	<b>82,768</b>	<b>8,678</b>	<b>206,552</b>

**Expenditure**

Civic	Budget	Spent	Committed	Balance
Councillors' training/expenses	1,500	311		1,189
Chairman's allowance	1,500	-		1,500
Elections	9,000	-		9,000
Publications, website etc.	3,000	-		3,000
Awards	250	-		250
Entertainment/hospitality	1,000	10		990
Communications contract	8,900	2,225		6,675
<b>Total</b>	<b>25,150</b>	<b>2,547</b>	<b>-</b>	<b>22,603</b>

**Expenditure**

Thanet House	Budget	Spent	Committed	Balance
Rates	7,485	1,869		5,616
Utilities	2,000	308		1,692
Maintenance (inc Health and Safety)	25,000	3,260	2,611	19,129
Flats maintenance	20,000	-	750	19,250
Consultancy	5,000	610	3,165	1,225
Carbon reduction projects	10,000	-		10,000
<b>Total</b>	<b>69,485</b>	<b>6,048</b>	<b>6,526</b>	<b>56,911</b>

**Income**

Central Services	Budget	Received	Balance
Interest	2,000	26	1,974
Miscellaneous Income	500	48	548
<b>Precept</b>	<b>295,498</b>	<b>147,749</b>	<b>147,749</b>
<b>Total</b>	<b>297,998</b>	<b>147,727</b>	<b>150,271</b>

**Income**

Civic	Budget	Received	Balance
Precept	17,824	8,912	8,912
Use of reserves	7,326		7,326
<b>Total</b>	<b>25,150</b>	<b>8,912</b>	<b>16,238</b>

**Income**

Thanet House	Budget	Received	Balance
Rents	763	1,654	2,417
Grants	20,000		20,000
Use of reserves	17,886		17,886
<b>Precept</b>	<b>30,836</b>	<b>15,418</b>	<b>15,418</b>
<b>Total</b>	<b>69,485</b>	<b>13,764</b>	<b>22,417</b>

Expenditure					
	Budget	Spent	Committed	Balance	
<b>Lansdown Hall</b>					
Health Safety Security	150	200.0	-	50	
Building Insurance	525	541.0	-	16	
Loan repayments	17 624	-	-	17 624	
Fees	3 935	302.5	15	3 618	
Maintenance/works	176 085	3 999	3 477	168 609	
<b>Total</b>	<b>198 319</b>	<b>5 042</b>	<b>3 492</b>	<b>189 785</b>	

Income			
	Budget	Received	Balance
<b>Lansdown Hall</b>			
Grants	118 643		118 643
Use of reserves	61 377		61 377
Precept	18 299	9 150	9 150
<b>Total</b>	<b>198 319</b>	<b>9 150</b>	<b>189 170</b>

Expenditure					
	Budget	Spent	Committed	Balance	
<b>Subscription Rooms</b>					
Health Safety Security	-	200			
Building Insurance	1 331	1 331		0	
Consultancy	-	330			
Building works/emergency repairs	-	158	238	396	
<b>Total</b>	<b>1,331</b>	<b>2,018</b>	<b>238</b>	<b>395</b>	

Income			
	Budget	Received	Balance
<b>Subscription Rooms</b>			
Precept	1 331	666	666
<b>Total</b>	<b>1,331</b>	<b>666</b>	<b>666</b>

**FINANCE AND POLICY COMMITTEE TOTAL**

Expenditure					
	Budget	Spent	Committed	Balance	
<b>Central Services</b>	297 998	82 768	8 678	206 552	
Civic	25 150	2 547	-	22 603	
Thornet House	69 485	6 048	6 526	56 911	
Lansdown Hall	198 319	5 042	3 492	189 785	
Subscription Rooms	1 331	2 018	238	925	
<b>TOTAL FINANCE &amp; POLICY</b>	<b>592 283</b>	<b>98 422</b>	<b>18 934</b>	<b>474 926</b>	

Income			
	Budget	Received	Balance
<b>Central Services</b>	297 998	147 727	150 271
Civic	25 150	8 912	16 238
Thornet House	69 485	13 764	55 721
Lansdown Hall	198 319	9 150	189 170
Subscription Rooms	1 331	666	666
<b>TOTAL FINANCE &amp; POLICY</b>	<b>592 283</b>	<b>180 218</b>	<b>412 065</b>

Expenditure					
	Budget	Spent	Committed	Balance	
<b>Arts and Culture</b>					
Arts and culture grants	9 000	-		9 000	
Lansdown Hall and Gallery grant	5 000	5,000		-	
Arts and culture strategy	10 000	-		10 000	
<b>Total</b>	<b>24,000</b>	<b>5,000</b>	<b>-</b>	<b>19,000</b>	

Income			
	Budget	Received	Balance
<b>Arts and Culture</b>			
Precept	24 000	12 000	12 000
<b>Total</b>	<b>24,000</b>	<b>12,000</b>	<b>12,000</b>



**Community Committee Expenditure**

Community	Budget	Spent	Committed	Balance
Small Community Grants	8,000	-	-	8,000
Ward specific projects	3,000	807	1,130	1,063
Footpaths projects	-	-	650	650
Citizens' Advice Bureau SLA	5,000	5,000	-	-
Youth projects	3,500	-	-	3,500
Marah Trust SLA	5,000	5,000	-	-
Community Safety	10,000	-	2,678	7,322
Allsorts SLA	3,000	3,000	-	-
Gardening support SLA	3,000	340	-	2,660
Play Rangers	13,168	-	14,149	981
Neighbourhood Warden	2,000	-	-	2,000
Homestart SLA	3,000	3,000	-	-
Community Support Fund	8,000	3,500	-	4,500
Lilian Faithful SLA	3,000	3,000	-	-
Covid 19 Grants	13,170	650	-	12,520
CD fund (for use by Comm Dev Officer)	500	49	-	451
External C19 Expenditure	-	207	-	-
Transfer to reserves	5,000	-	-	5,000
<b>Total</b>	<b>88,338</b>	<b>24,553</b>	<b>18,607</b>	<b>45,178</b>

**COMMUNITY COMMITTEE TOTAL**

Expenditure	Budget	Spent	Committed	Balance
Arts and Culture	24,000	5,000	-	19,000
Community	88,338	24,553	18,607	45,178
<b>TOTAL COMMUNITY COMMITTEE</b>	<b>112,338</b>	<b>29,553</b>	<b>18,607</b>	<b>64,178</b>

**Regeneration Committee Expenditure**

Town Centre/Regeneration	Budget	Spent	Committed	Balance
Equipment Maintenance	630	-	-	630
Christmas lights erect	7,000	-	-	7,000
Town Centre Project/cleanliness	4,500	2,884	10,331	8,715
NDP projects	50,000	9,559	10,730	29,711
NDP Review	20,000	2,000	-	18,000
Rechargeable to SDC	-	3,019	-	3,019
<b>Regeneration Committee Total</b>	<b>82,130</b>	<b>17,462</b>	<b>21,061</b>	<b>43,607</b>

**Consultations and Highways Committee Expenditure**

CONSULTATIONS AND HIGHWAYS	Budget	Spent	Committed	Balance
Road safety	5,000	-	-	5,000
Consultancy	-	6	-	6
<b>Consultations and Highways Committee Total</b>	<b>5,000</b>	<b>6</b>	<b>-</b>	<b>4,994</b>

**Income**

Community	Budget	Received	Balance
Precept	69,628	34,814	34,814
Grants	-	1,047	1,047
Use of reserves	23,710	-	23,710
Transfer to reserves	5,000	-	5,000
<b>Total</b>	<b>88,338</b>	<b>35,861</b>	<b>34,814</b>

**Income**

Arts and Culture	Budget	Received	Balance
Arts and Culture	24,000	12,000	12,000
Community	88,338	35,861	34,814
<b>TOTAL COMMUNITY COMMITTEE</b>	<b>112,338</b>	<b>47,861</b>	<b>46,814</b>

**Income**

Town Centre/Regeneration	Budget	Received	Balance
Community Infrastructure Levy	500	3,336	2,836
Grants	10,000	-	10,000
Use of reserves	59,500	6,065	59,500
Precept	12,130	-	12,130
Recharges to SDC traffic management	-	10,586	10,586
<b>Total</b>	<b>82,130</b>	<b>1,185</b>	<b>83,315</b>

**Income**

CONSULTATIONS AND HIGHWAYS	Budget	Received	Balance
Precept	5,000	2,500	2,500
<b>Consultations and Highways Committee Total</b>	<b>5,000</b>	<b>2,500</b>	<b>2,500</b>

**Expenditure**

ENVIRONMENT COMMITTEE	Budget	Spent	Committed	Balance
Staff costs	129,349	26,987		102,362
Training	2,000	1,890	325	215
Travel/expenses	200	-		200
Rates	9,149	3,203		5,946
Rent (Depot)	10,000	10,000		-
Health safety security	3,000	1,123		1,877
Utilities	2,000	356		1,644
Tel/post/communications	2,000	206		1,794
Insurance/Legal expenses/Consultancy	2,000	2,139		139
Site materials	7,500	1,703	275	5,522
Small tools and equipment	2,750	113	26	2,611
Equipment hire	1,500	-		1,500
Equipment maintenance	1,000	258		742
Fuel and oil	1,400	250		1,150
Vehicle lease	300	50		250
Vehicle maint./MOT/Tax	3,500	189	96	3,215
Planting	10,000	8,174	3,485	1,659
Consumables	600	324		276
Legal expenses	-	420	1,186	1,606
Contracted grass maintenance	14,350	5,912	6,621	1,817
Contracted infrastructure	10,000	1,888	2,168	5,945
Contracted grave digging	12,000	1,340		10,660
Contracted waste management	8,000	7,522	278	200
Contracted play equip works	25,000	1,096		23,904
Contracted tree reports&works	3,000	633	583	1,785
Environment projects	35,000	50		34,951
Stroud Valleys Project	1,000		250	750
Community engagement	1,800	246		1,054
Climate change grants	10,000	1,305		8,695
Loan repayments	15,484	9,881		5,603
Graffiti removal / vandalism	500	-		500
Contingencies/liabilities	4,000	-		4,000
<b>TOTAL</b>	<b>328,382</b>	<b>87,256</b>	<b>15,793</b>	<b>225,333</b>

**COMMITTEE TOTALS**

Expenditure	Budget	Spent	Committed	Balance
Total Finance & Policy	592,283	98,422	18,934	474,926
Total Community	112,338	29,553	18,607	64,178
Total Regeneration	82,130	17,462	21,061	43,607
Total Consultations	5,000	6		4,994
Total Environment	328,382	87,256	15,793	225,333
<b>Total Expenditure</b>	<b>1,120,133</b>	<b>232,699</b>	<b>74,395</b>	<b>813,039</b>

**Income**

ENVIRONMENT COMMITTEE	Budget	Received	Balance
Burials	30,000	2,870	27,130
s.106	-	-	-
Grants	-	-	-
Wayleaves	0	-	-
Sales of assets	-	-	-
Use of reserves	28,098	-	28,098
Precept	270,284	135,142	135,142
<b>Total Green Spaces</b>	<b>328,382</b>	<b>138,012</b>	<b>190,370</b>

Income	Budget	Received	Balance
Total Finance & Policy	592,283	180,218	412,065
Total Community	112,338	47,861	46,814
Total Regeneration	82,130	1,185	83,315
Total Consultations	5,000	2,500	2,500
Total Environment	328,382	138,012	190,370
<b>Total Income</b>	<b>1,120,133</b>	<b>367,406</b>	<b>735,064</b>

RESERVES	bfwd 31.03.2021	Movement	Balance 30/04/2021
General Fund	409,381		409,381
Cemetery fund	14,000		14,000
NDP Project	100,086		100,086
Elections	7,326		7,326
Canal Fund	11,446		11,446
Thanet House Mntnce	954		954
Opportunity Fund	5,000		5,000
Equipment Renewal	3,005		3,005
Chapel Works/Storage	8,691		8,691
Wallbridge Project	4,994		4,994
Xmas Lights	2,903		2,903
Walls project	-		-
Carbon Reduction projects	13,361		13,361
Town Centre	9,000		9,000
Planning Contingency Fund	9,000		9,000
Defibrillator	2,295		2,295
Footpath projects	1,000		1,000
Lansdown Hall	96,910		96,910
Covid 19 Community Support	20,175		20,175
Play equipment replacement	24,324		24,324
Environment Projects fund	28,386		28,386
Community Safety	10,000		10,000
<b>Total reserves</b>	<b>782,237</b>		<b>782,237</b>
Current Year Fund			265,974
<b>Total</b>	<b>782,237</b>	<b>-</b>	<b>1,048,211</b>

Income totals					
Rents	763	1,654	-	891	
Community Infrastructure Levy	500	3,336	-	2,836	
Recharges to SDC traffic management	-	10,586	-	10,586	
Grants received	148,643	1,047	-	147,596	
Miscellaneous	500	48	-	548	
Cemetery income	30,000	2,870	-	27,130	
Interest	2,000	26	-	1,974	
Use of reserves	197,897	-	-	197,897	
Transfer to reserves	5,000	-	-	5,000	
Precept	744,830	372,415	-	372,415	
<b>TOTAL INCOME</b>	<b>1,120,133</b>	<b>370,714</b>		<b>749,419</b>	



# Communications Strategy

## **AUTHORS**

Town Clerk

## **CONSULTEES**

Deputy Clerk

Personnel Committee

## **FOR MEETING**

Finance and Policy Working Group 6<sup>th</sup> September 2021.

## **RECOMMENDATION**

Engage Breakthrough Communications to develop a Communications and Engagement Strategy and deliver a Social Media Workshop for staff.

## **REPORT**

The Finance and Policy Committee considered a draft update to the Council's *Community Engagement Statement of Intent* at the meeting on 22/3/2021. The Committee discussed the updated document at length and recommended significant changes to the approach towards engagement to make the statement more relevant to the Council's adopted strategy. It was agreed to redraft the statement when staff capacity allows.

For many reasons this work has become urgent:

- The Personnel Committee have been discussing staffing arrangements for communications and community engagement. The Clerk has reported a gap in staff capacity to deliver work in this area.
- Urgent discussion is taking place regarding the evolving role of the Stroud Town CAN. There is a specific gap in resourcing for communications work following on from the development of a new Council funded website, which is due to be launched in mid-September. Staff resource is needed for keeping the website up to date and associated social media work.
- The Regeneration Committee will be embarking on significant community engagement work over the next year, particularly relating to the review of the NDP and partnership working with Stroud District Council on a bid to the Levelling Up Fund.
- The Communication contract is overdue for review.

Staff capacity has not improved since March, so it is recommended that an external consultant is engaged to assist with a review of the Council's communications strategy. The Clerk and Deputy Clerk recently attended an excellent seminar organised by GAPTC and presented by Breakthrough Communications.

The company has specific experience of working with town and parish councils and a good understanding of relevant issues was demonstrated both at the seminar and through a free preliminary review of the Council's social media. They also have partnership agreements with NALC and the LGA.

A quotation for a Social Media Workshop has also been provided, which would be beneficial for staff already managing the Council's accounts and others with potential to take on more work on this.

### **LEGAL IMPLICATIONS**

No specific implications.

### **FINANCIAL AND STAFFING IMPLICATIONS**

No specific budget has been set for the strategy work, but this expenditure can be offset against savings elsewhere in the budget. Involvement in the development work will require some input from staff, but will also depend on Councillors getting involved and helping to shape the output.

The cost of the workshop can be met from the Staff Training budget.

### **EQUALITY IMPLICATIONS**

During lockdowns in 2020 we became acutely aware that many residents were being excluded from our normal communications. We have made some progress on resolving this, for example by delivering letters to every household when needed to communicate essential updates relating to Covid-19. We are also currently installing new community noticeboards around town.

There remains, however, an opportunity to look more closely at how we engage with hard-to-reach sectors of our community which should be addressed as part of this strategy work.

### **CO2 IMPLICATIONS**

Stroud Town CAN is an essential part of the Council's strategy relating to climate change so any working relating to community engagement regarding this will have a direct, but unmeasurable, impact.

Another potential focus for this work could be an exploration of how we make better use of online engagement as opposed to face-to-face, which has implications for personal travel carbon costs.

HB

23/8/2021



# Communications and Engagement Strategy Proposal

*Produced for  
Stroud Town Council*

Quotation created on 20 August 2021 by  
Tom Clay  
Head of Council Services



**BREAKTHROUGH**  
COMMUNICATIONS

SPECIALISTS IN CONNECTING TOWN & PARISH  
COUNCILS WITH THEIR COMMUNITIES

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**nalc**

**Local**  
**Government**  
Association

**Please note that this quotation is valid for 31 days. It is subject to our Terms & Conditions, and a final plan of work being agreed between us and the council.**



## **FEEDBACK FROM PARISH AND TOWN COUNCILS THAT WE HAVE SUPPORTED**

**We have helped many councils across the country to develop effective communications strategies and engagement campaigns.**

**Here is what other parish and town councils have said about our work in training or directly supporting them.**

"Breakthrough's understanding of local government has been instrumental in bringing councillors and officers together in a constructive and supportive way."

***Molly Cheek, Media & Comms Officer,  
Portishead Town Council***

"It's been invaluable to have communications support from an organisation that knows and understands the sector so well."

***Delia Shephard, Clerk,  
Bletchley & Fenny Stratford Town Council***

"Good understanding and delivery against the set brief with informative ideas on how we could move forward, would work with again and recommend to others for similar projects."

***Terry Philpott, Clerk,  
Ware Town Council***

"Up to date review of council communications in a Covid and post-covid world, full of practical ideas to improve existing channels and develop new ones within a clearly defined strategic plan. Challenging but achievable."

***Paulette Barton, Clerk,  
Etchingham Parish Council***

"Thought provoking with clear messaging to guide through the subject matter"

***Sarah Norman, Deputy Clerk,  
Bognor Regis Town Council***

# OUR PROPOSAL FOR STROUD TOWN COUNCIL



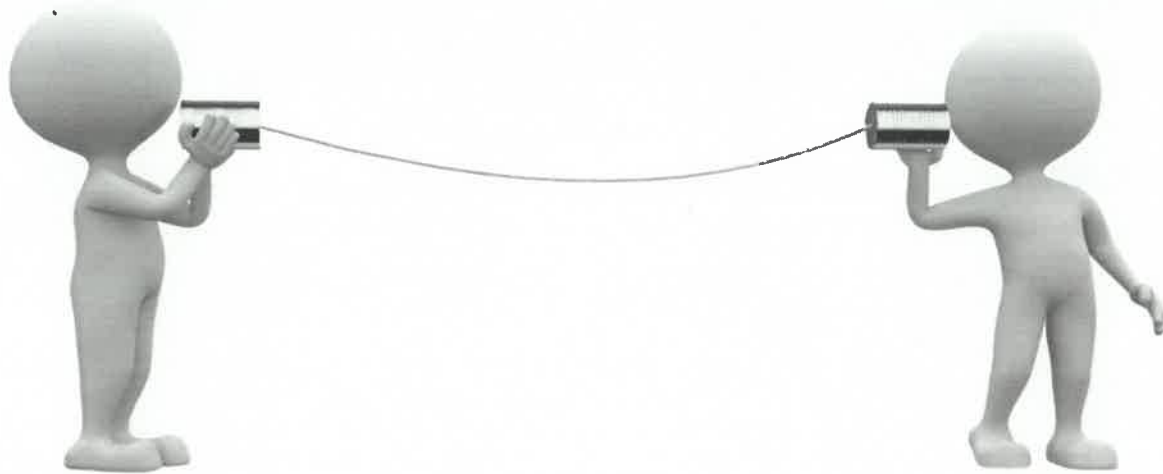
## Phase 1 - Communications Review & Discovery

Breakthrough Communications will work with officers to review the council's current approach to its public-facing communications, what the council is currently trying to achieve with its communications and how this works from an operational and resource perspective.

We will then objectively assess to what extent the council's existing communications channels support the council to achieve its key aims and objectives and how this relates to each key service the council seeks to provide.

We will also carry out an anonymous council-wide communications survey, inviting members and officers to put forward their views on how effectively they believe the council currently communicates and what could be improved, and their views on key communications priorities and objectives.

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## Phase 2 - Communications & Engagement Strategy Development

Breakthrough Communications will work with officers to hold a virtual workshop with relevant Officers and Members (if appropriate) to develop the council's forward-looking communications objectives and priorities, and how these link to the council's services.

We will consider how the council can better engage with the community as a whole as well as with more targeted or segmented groups, as well as considering desired communication and engagement outcomes for the council. We will also consider ways the council could develop the use of electronic forms to gather information more efficiently.

We will then take the outcomes of this background work to develop a forward-looking and overarching communications and engagement strategy for the council, which will include honing and developing key communications messages for each core service area.

This will also include the formulation of a top-level plan of work and action plan, which can then be used to better understand the council's key communications aims, objectives and outcomes.

## Phase 3 - Report back and Recommendations

We will produce a report for the council, summarising and setting out our proposals and providing a set of recommendations that link to our proposed communications strategy and plan of work. Once signed off by relevant officers, we will virtually present this report to a relevant council or committee meeting, to explain our recommendations.

### Investment required by the council: £2,950+VAT

We can hold an additional three follow-up virtual meetings with the council team to support implementation of the strategy. We can also offer further discounts on follow-up or continued support services, to enable the council to make the most of its new communications strategy.

This quote has been created on the basis that all the work will be carried out remotely and virtually. We might be able to undertake some elements of the work face-to-face. Please contact the Breakthrough Communications team member who created this proposal to find out more.

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# SOCIAL MEDIA



**Free Mini Health Check**  
*specially created for*  
**Stroud Town Council**

**Carried out on 18 August 2021 by**  
**Tom Clay**  
**Head of Council Services**



**BREAKTHROUGH**  
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**| nalc**

**Local**  
**Government**  
Association



# FACEBOOK



## Followers

Here is how your council compares to similarly sized councils:

- Stroud Town Council - 1606**
- Corsham TC - 1926
- Hemsworth TC - 2621
- Kidderminster TC - 1699
- Royal Wotton Bassett TC - 3045



## Quick Tips...

Canva is great tool to convert PDFs into native content. You can also use it to create engaging content for any social media platform.



## Facebook setup



### Profile Image

Should be the council's logo or a recognisable image



### Banner Photo

Should be a scene or identifiable landmark from the area



### Appropriate Name

URL and profile name should be appropriate



### Contact Details

Basic contact details for the council should be available



### Call to Action and Page Tabs

Should reflect the council's priorities and services



### Organisation Type

Should be set to 'Community - Government organisation'



## Quick Tips...

Facebook is the most effective platform for building conversations and engagement with the community. It also an easy way of extending your council's 'digital reach'. The key to success is ensuring your content is engaging, relevant and interesting.

### Take a look at this post...

The council has made great use of a graphic designed in Canva, appropriate use of emojis and clear calls to action, to generate positive engagement.

Laverstock & Ford Parish Council  
7 April

### DOG WARDEN ON PATROL 🐕👮🏻

Firstly, thank you to all those thoughtful dog owners who clear up after their pets when they're out enjoying our beautiful green spaces 😊. Sadly, less considerate dog owners are spotting it for everyone else. 😞

After an increase in the amount of dog mess and bags being left in public spaces, we have asked Wiltshire Council's Dog Warden to patrol the Parish. He or she will be in the area in the coming weeks and will be able to take enforcement ac... See more

### PLEASE PICK UP AFTER YOUR DOG

- ✔ Bags can be put in ANY litter bin
- ✘ You can be fined up to £1000 for failing to clear up after your dog

**BAG IT AND BIN IT OR TAKE IT HOME**



9 comments 23 shares





Here is how your council compares to similarly sized councils:

**Stroud Town Council - 1288**

Corsham TC - 2288

Hemsworth TC - 637

Kidderminster TC - 396

Royal Wotton Bassett TC - 485



## Twitter setup



### Profile Image

Should be the council's logo or a recognisable image



### Banner Photo

Should be a scene or identifiable landmark from the area



### Appropriate Name

URL and profile name should be appropriate



### Pinned Tweet

Should reflect a current priority or point to key services



## Instagram setup



### Profile Image

Should be the council's logo or a recognisable image



### Appropriate Name

URL and profile name should be appropriate



### Bio

Should give a clear description and have a link to the council's website



### Content

Your council should be uploading video as well as picture content



Followers

Here is how your council compares to similarly sized councils:

**Stroud Town Council - 0**

Corsham TC - 674

Hemsworth TC - 0

Kidderminster TC - 0

Royal Wotton Bassett TC - 155



## Quick Tips...

Using a tool such as Hootsuite could help you to manage your social media more effectively.

Instagram can be easier to update than Facebook or Twitter. It is more visual and often appeals to a younger demographic than other social media.



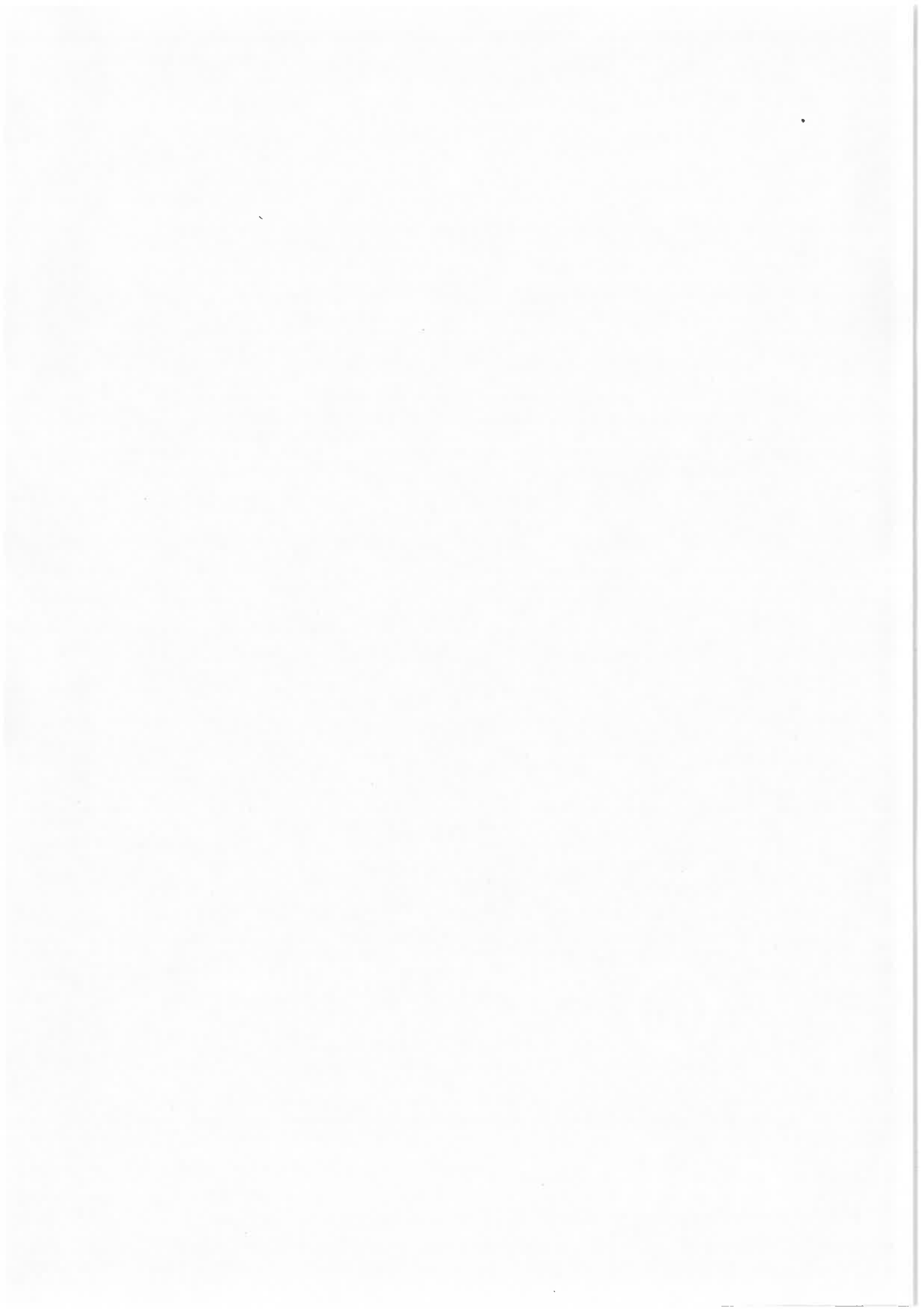


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COMMUNICATIONS**

SPECIALISTS IN CONNECTING COUNCILS WITH THEIR COMMUNITIES

**| nalc**

**We're proud to be NALC's  
National Partners for communications  
advice and services for local councils.**



# Social Media Workshop Proposal

*Produced for  
Stroud Town Council*

Quotation created on 20 August 2021 by

Tom Clay

Head of Council Services



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## **FEEDBACK FROM PARISH AND TOWN COUNCILS THAT WE HAVE SUPPORTED**

**We have helped many parish and town councils to make the most of their social media channels and establish new ways of communicating.**

**Below is just some of the feedback from clerks and councils that we have provided social media training and support to.**

Facebook for Councils

A very useful seminar on how to set up a Parish Council social media page, delivered in exactly the right register.

Thorough and insightful tuition into the land of Social Media.

Dan (Breakthrough Communications Director) very kindly put together a Facebook session for myself and a colleague. It was excellent and pitched at just the right level and content for our purposes.

Dan (Breakthrough Communications Director) has set up our Facebook business site for our Parish Council. It's a very professional looking site that we had input along the way with. We have received bespoke training (via zoom), and Dan has been there to ask any questions we may have, even after the site is live.



## OUR PROPOSAL FOR STROUD TOWN COUNCIL



### Social Media Workshop

Breakthrough Communications will facilitate a two and half hour remote social media workshop for officers of the Town Council.

During the workshop we will provide training in how social media works. We will also share practical hints and tips, as well as highlighting best practice from the sector. Advice about how to take effective photographs for social media and the creation of eye-catching posts will also be given.

During the workshop we could give advice about how a specific event or issue could be communicated via social media and how the team could support that work. This could help the team to see the skills they have learnt about and best practice in action on an issue they understand. We would of course need to have details about the event or issue in advance from the Town Council.

**Investment required by the council: £395+VAT**