



Minutes of the meeting of the
Finance and Policy Committee
4th December 2023

Present

Councillors Shyam Ananthan, Kevin Cranston, Rob Green and Lucas Schoemaker (Chair)

Absent

Mark Graham

In attendance

Helen Bojaniwska (Town Clerk)

1. Apologies

Apologies were received from Cllrs Davies, Hale and Parkes all personal.

2. Declarations of interest or requests for dispensations

There were no declarations of interest or requests for dispensations.

3. Questions from the public

There were no questions.

4. Minutes of previous meeting

The minutes of the meeting of the Finance and Policy Working Group of 25th September 2023 were **approved** and signed by the Chair.

5. Budget Monitoring

The budget monitoring report to end of October 2023 was noted.

6. Bank Reconciliation

A bank reconciliation at 31st October 2023 was noted.

7. Payments

Payments from October 2023, as shown in Appendix 1, were **approved**.

8. Receipts

Receipts from October 2023, as shown in Appendix 2, were noted.

9. Safeguarding Policy update

It was **agreed** to recommend an updated Safeguarding Policy to Council for approval.

Action: Present updated Safeguarding Policy to Council for approval

10. Lone Working Policy

It was **agreed** to recommend a new Lone Working Policy to Council for approval.

Action: Present new Lone Working Policy to Council for approval

11. Lone Working Risk Assessment

A new Lone Working Risk Assessment for the Community Development Team was **approved**.

The Clerk confirmed that staff are not required to deliver first aid or administer Naloxone, unless they have received relevant training and feel confident and safe to do so.

12. Progress report on projects in the Council's Action Plan

A progress report on current and proposed projects in the Council's Action Plan was received.

It was noted that the Strategy document needs to be professionally designed and include more recent images. Textual updates to the document were **approved**.

13. Updated delivery plan and an outline five-year budget

It was felt that Committees would require a more detailed version of the report on delivery of the projects they are responsible for, and something similar for new project proposals, to demonstrate how they will deliver on strategic priorities.

An updated delivery plan and an outline five-year budget for projects linked to strategic priorities were **approved**.

It was noted that the Council may be called on to support a community land acquisition in Trinity ward.

Actions:

Update Strategy document.

Deliver more detailed format for reporting on projects and a template for seeking approval of new projects.

14. Funding for projects at Thanet House

A report on funding for carbon reduction projects at Thanet House was received. It was noted that a bid had been made to round 3c of the Public Sector Decarbonisation Fund for improvements to Thanet House. The Fund was reported to have been heavily oversubscribed. If the bid was unsuccessful the Committee would need to consider smaller projects funded from the Thanet House earmarked reserve.

Action: Clerk to circulate technical report on carbon reduction projects

15. Draft budget and precept requirements for 2024-25 to Council

The Committee considered a draft budget and precept requirements for 2024-25.

The Clerk reported that the Community Committee had not yet considered its sections of the budget, and may have proposals for changes to the draft. This could include additional budget for extending the hours of the Community Development team. It was **agreed** that staff costs relating to the Community Development team should in future be reported separately under the Community budget.

It was felt that staff changes, including the creation of a new Fundraiser post which had been approved by the Personnel Committee should be subject to wider discussion and justification. The Clerk reported that the Personnel Committee had agreed to commission an external staff review.

The Clerk reported that some other areas of the budget were based on unconfirmed estimates, including the tax base, potential underspend at the end of 2023-24, nationally agreed salary scales, and the possibility of securing external funding for Community Development roles.

The Clerk was asked to circulate an updated draft budget to Committee members for review prior to presentation to Full Council for approval. The report to include a prioritised list of budget areas which could if necessary be reduced or cut to result in a precept increase in line with inflation.

Action: Present draft budget to Council for approval

16. Cemetery fees

It was **agreed** to recommend to Council a 10% increase in cemetery fees from April 2024.

Action:

Present recommendation to Council

Clerk to report on the impact on income of changes to the cemetery rules and a 10% increase

17. Minutes of the Health and Safety Working Group

The minutes of the Health and Safety Working Group meeting on 17/10/2023 were received.

18. Draft consultation document on potential relocation

A draft consultation document was **approved**, subject to the inclusion of costings.

The meeting closed at 21.00pm.

Chair

Date

Appendix 1

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
02/10/2023	Water Plus - Libbys Drive 7000	867	£4.52	Purchase Ledger DDR Payment
02/10/2023	Water Plus - Thanet House	1632	£23.58	Purchase Ledger DDR Payment
02/10/2023	Water Plus - cemetery standtap	3924	£30.99	Purchase Ledger DDR Payment
02/10/2023	SDC	DD	£437.00	SDC rates 58a-b
03/10/2023	NBB Outdoors	2875	£56.98	Cycle stand
03/10/2023	Sunshine Health	BACS	£8.82	Consumables
04/10/2023	Jaydee Living Ltd	1631	£172.32	Bins and stickers for NoSH
06/10/2023	TOWN CLERK IMPREST	Top up SD	£1,000.00	Top Up Clerk's Account
06/10/2023	Post Office Ltd	5741	£3.05	Postage
06/10/2023	GLOUCESTERSHIRE COUNTY	3425	£185.00	Collision and traffic data
09/10/2023	10748	BACS	£217.05	Top up petty cash
09/10/2023	Allstar Business Solutions Ltd	8587	£253.34	Fuel
10/10/2023	Amazon EU	684	£12.95	Charity bucket
11/10/2023	Gradko International Ltd	5170	£26.94	Clips and adhesive
12/10/2023	Dialect Writers	BACS	£500.00	Dialect Writers Small Grant
12/10/2023	St Laurence Church	BACS	£500.00	Christmas tree festival grant
12/10/2023	School Food Matters	BACS	£1,000.00	School Food Matters grant
12/10/2023	Stroud Festival	BACS	£750.00	Stroud Arts Festival grant
12/10/2023	Stroud Goodwill Evening	BACS	£2,000.00	Lantern Festival grant
12/10/2023	Zed in the Clouds	BACS	£188.26	Street art workshops
12/10/2023	eibe Play Ltd	3974	£687.12	BG prod
12/10/2023	Nailsworth Garden Machinery	675/074/5	£749.45	Helmet and boots
12/10/2023	The Salvation Army	007/448	£810.00	Hall hire September
12/10/2023	Smiths (Gloucester) Ltd	7421	£18.00	Recycling
12/10/2023	Somerset County Council	2641	£87.60	Nox tube analysis
12/10/2023	Stroud Alarms Fire and Security	5795	£4.80	PA key
12/10/2023	Thirsty Work Ltd	9166	£7.14	Rental charges

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
12/10/2023	UK Landscapes Ltd	9750	£929.22	Grass cutting
12/10/2023	Valley Trading	1743	£300.00	Skip exchange
12/10/2023	Wotton Tree Consultancy	1218	£900.00	Ash dieback assessment
12/10/2023	WSP Solicitors	8618	£732.00	Professional charges
12/10/2023	HHGL Limited	2972	£8.00	Loctite all purpose
12/10/2023	Iceland	1743	£12.00	Supplies for Chapel St cafe
12/10/2023	Royal British Legion Poppy Sho	3276	£43.97	Poppy wreaths
13/10/2023	Payroll	DD	£23,326.12	Payroll October
16/10/2023	SDC	DD	£1,084.00	SDC rates cemetery and depot
17/10/2023	Canva Pty Ltd	609	£351.99	Subscription
18/10/2023	Ecotricity - Gas Thanet 101976	784	£45.52	Gas
19/10/2023	LGPS	DD	£7,433.35	LGPS Pensions Sept
19/10/2023	Renault Finance	5152	£30.00	Battery hire
20/10/2023	Ecotricity - Lobby - 10190574	7614	£24.88	Electricity
20/10/2023	Ecotricity - Gas Thanet 101976	7718	£22.14	Gas
20/10/2023	Ecotricity - Flat A - 10191020	7811	£83.22	Electricity
20/10/2023	Ecotricity - Flat B - 10152716	7934	£52.94	Electricity
20/10/2023	Ecotricity - Office - 10153686	8191	£278.69	Electricity
20/10/2023	Made in Stroud	7664	£3.25	Card
20/10/2023	Land Registry	2767	£6.00	Title search
23/10/2023	TOWN CLERK IMPREST	Top up SD	£1,000.00	Top up Clerk's Account
23/10/2023	SDC	DD	£655.00	SDC rates Thanet House
23/10/2023	Microsoft Ireland Operations L	JE5Y	£118.00	Monthly subscription
23/10/2023	Microsoft Ireland Operations L	JE6K	£14.16	Monthly subscription
23/10/2023	Microsoft Ireland Operations L	JHBJ	£159.85	Monthly subscription
23/10/2023	Targus Europe Ltd	4606	£44.99	BACKpack
24/10/2023	HMRC	BACS	£6,331.01	PAY/NIC October
24/10/2023	REDACTED	BACS	£16.20	KM expenses

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
24/10/2023	2commune Ltd	4665	£522.00	Hosting support annual licence
24/10/2023	A&P Facilities Ltd	2140	£720.00	Annual key holding
24/10/2023	ERMIN PLANT LTD	9059	£18.62	Measuring bottle
24/10/2023	HHGL Limited	899	£65.00	Heat alarm
24/10/2023	JAMES & OWEN LTD	9703	£193.76	Stationery
24/10/2023	J.E. AND G.H. BENDLE	1138	£10,962.00	Parliament st wall repairs
24/10/2023	Kingsdown Nurseries	8183	£360.66	Plants
24/10/2023	Pipercom Ltd	12/83/4	£1,112.64	Various
24/10/2023	Play Gloucestershire	305	£3,780.12	Play sessions
24/10/2023	Robert Cole Civil Engineering	1177	£5,760.00	Wall repairs
24/10/2023	Severn Wye Energy Agency Ltd	564	£1,320.00	Energy audit/survey
24/10/2023	Silver Tree Services (STS) Ltd	4299	£420.00	Tree removal Park Gardens
24/10/2023	SLCC Enterprises Ltd	24/26/08	£330.00	Carbon literacy KB
24/10/2023	SLCC Enterprises Ltd	5876	£488.00	Membership fee HB
24/10/2023	Stroud Alarms Fire and Securit	5992	£44.28	Replaced on intruder alarm
24/10/2023	Superdrug Stores plc	2101	£37.50	Flu vaccines
24/10/2023	Thousand Word Media Ltd	4559	£112.80	Laminated print
24/10/2023	Wood Construction	4866	£85.00	Investigate leak
25/10/2023	Konica Minolta Business Soluti	6817	£89.14	Photocopier
25/10/2023	Midcounties Co-operative	4753	£7.50	Coffee
26/10/2023	Lister Unified Communications	1467	£136.33	Moblie phones
26/10/2023	EE Ltd	2666	£44.75	Mobile phones
26/10/2023	Acre Street Stores	BACS	£4.89	Supplies for Chapel St cafe
26/10/2023	Iceland	BACS	£11.60	Supplies for Chapel St cafe
26/10/2023	Midcounties Co-operative	5755	£5.40	Milk sugar coffee
26/10/2023	Waitrose & Partners	5754	£0.90	Newspaper
27/10/2023	Royal Mail Group Ltd.	8193	£187.50	Stamps
31/10/2023	SGW Payroll Ltd.	5559	£69.24	Payroll month 7

Appendix 2

Date	Cash Received from	Receipt Description	Receipt Total
09/10/2023	Lloyds Bank	Interest received	£414.01
03/10/2023	PSDF	PSDF interest received	£1,637.38
02/10/2023	Sales Recpts Page 159	Grant repayment	£1,750.00
09/10/2023	Sales Recpts Page 160	Cemetery income	£1,707.00
10/10/2023	Sales Recpts Page 161	Cemetery income	£414.00
12/10/2023	Sales Recpts Page 162	Cemetery income	£59.00
12/10/2023	Sales Recpts Page 163	Cemetery income	£62.00
16/10/2023	Sales Recpts Page 164	Cemetery income	£59.00
17/10/2023	Sales Recpts Page 165	Cemetery income	£269.00
23/10/2023	Sales Recpts Page 166	Reimbursement from NoSH	£172.32
25/10/2023	Sales Recpts Page 167	Cemetery income	£430.00
18/10/2023	Sales Recpts Page 168	Cemetery income	£107.00
30/10/2023	Sales Recpts Page 169	Cemetery income	£269.00
16/10/2023	SDC	CIL Oct 2023	£1,882.26