



Minutes of the meeting of the
Finance and Policy Committee
3rd June 2024

Present

Councillors Shyama Ananthan, Tony Davey, Sue Fenton, Liz Hillary, Craig Horrocks and Lucas Schoemaker (Chair)

Absent

26th February

In attendance

Helen Bojaniwska (CEO, Town Clerk)

1. Apologies

Apologies were received from Cllr Minett (personal).

2. Declarations of interest

3. Questions from the public

None received

4. Approval of minutes

The minutes of the meeting of the Finance and Policy Committee held on 26th February 2024, previously circulated, were **approved** and signed by the Chair.

5. Budget monitoring report to end April 2024

The CEO answered questions relating to: business rates, Thanet House carbon reduction, miscellaneous staff costs, and communications. The report was noted.

Action: The CEO was requested to explore the possibility of switching to opensource software.

6. Approval of payments

The CEO answered questions about payments relating to refreshments and hygiene products. The CEO was asked to correct the description of one payment shown as "typo". Payments from February to April 2024 as shown in **Appendix 1** were **approved**.

Action: The CEO was asked to circulate a recent report from the Pension Fund relating to decarbonisation

7. Receipts

Receipts from February to April 2024 were noted.

8. Bank reconciliation at the end of April 2024

The bank reconciliation was **approved**.

The CEO explained one payment to an individual for delivering newsletters.

9. To receive a verbal report from the CEO

The CEO gave a short report.

10. To consider a draft Project Proposal form

The Committee **approved** the draft form, with one amendment

Action: CEO to change tick boxes relating to how the proposed project meets the Council's strategic objectives, to text boxes.

11. To approve works at the Subscription Rooms

The Committee **approved** projects at the Subscription Rooms as required by the terms of lease to the Stroud Subscription Rooms Trust. The projects include remodelling and refurbishment of the ground floor kitchen and toilets.

Action: CEO to inform the Subscription Rooms Trust about the permission and discuss food waste recycling with the Subscription Rooms Manager.

12. Data Sharing Agreement

A new Data Sharing Agreement was **approved**.

Action: Deputy CEO to advise the Committee on the source of the template used.

13. Updated Members' Allowances Scheme

An updated members' allowance scheme covering travel, subsistence and dependent care expenses was **approved**.

Action: CEO to circulate to councillors and finance staff

14. Committee work plan

A work plan for the Committee was **approved**.

15. Cyber Insurance Policy

The CEO confirmed that a new Cyber Insurance Policy had been purchased. The previous policy having lapsed due to errors by the broker. The new insurers had reviewed the Council's cyber security which was reported to be good, but some improvements had been suggested and implemented by the Council's IT providers.

It was **agreed** to offer Bitdefender virus protection to councillors who might need it, for up to two devices used for council work.

Action: CEO to circulate virus protection offer to councillors.

16. Exclusion of press and public

It was **resolved** in view of the confidential business to be discussed to exclude the press and public from the remainder of the meeting.

17. To receive an update on a legal matter

The CEO provided an update. It was noted that a court hearing would be held on 2nd July 2024.

18. To receive on update on relocation

Notes from the Office Working Group meeting held on 31st May 2024 had been circulated in advance of the meeting.

The CEO reported that the purchase of Locking Hill surgery was progressing well, with just two final survey reports awaited.

An offer had been received for Thanet House, which would be reported to Full Council. It was noted that an Extraordinary Council meeting might be needed to progress the contracts for both the purchase and sale.

Action: CEO to circulate reports when received and arrange an Extraordinary Council meeting if needed.

The meeting ended at 8.35pm

Chair

Date

Appendix 1

Date Paid	Payee Name	Ref	Amount	Detail
01/02/2024	Water Plus - Libbys Drive 7000	867	£19.27	Purchase Ledger DDR Payment
01/02/2024	Water Plus - Thanet House	1632	£23.58	Purchase Ledger DDR Payment
01/02/2024	Water Plus - cemetery standtap	3924	£30.99	Purchase Ledger DDR Payment
01/02/2024	SDC	DD	£437.00	SDC rates 58a-b
02/02/2024	Alfreshco	2096	£198.70	Paint
05/02/2024	Meta Platforms Ireland Ltd	8535	£12.00	Advertisement
05/02/2024	Meta Platforms Ireland Ltd	8142	£12.00	Advertisement
07/02/2024	Allstar Business Solutions Ltd	3127	£174.23	Fuel
08/02/2024	Alan Price	1328	£7,700.00	Grave digging
08/02/2024	BAILEY PARTNERSHIP	1108	£1,089.00	Project management
08/02/2024	Envesca Ltd	08/09	£1,179.00	4917
08/02/2024	ERMIN PLANT LTD	4051	£35.63	Strimmer cord
08/02/2024	GLOUCESTERSHIRE COUNTY	9511	£250.00	Parking bay suspension
08/02/2024	Hugh James	7122	£800.00	4915
08/02/2024	iHasco	7142	£807.00	4918
08/02/2024	Lansdown Road Motors Ltd	6240	£794.44	MOT and nsf headlight bulb
08/02/2024	Severn Wye Energy Agency	674	£1,320.00	4912
08/02/2024	Silver Tree Services (STS) Ltd	4559	£1,560.00	Ash tree removal
08/02/2024	Stroud Congregational Church	87	£40.00	Hall hire
08/02/2024	Templar Electrical	733	£15,144.58	4908
08/02/2024	Thirsty Work Ltd	5256	£7.14	Rental charges
08/02/2024	Travis Perkins Trading Co Ltd.	3624	£22.94	Site materials
08/02/2024	University of Gloucestershire	9143	£700.00	MBA business admin
08/02/2024	REDACTED	BACS	£35.00	Expenses
08/02/2024	Meta Platforms Ireland Ltd	2150	£17.00	Advertisement
09/02/2024	Midcounties Co-operative	8827	£1.00	Newspaper
09/02/2024	TheWorks	8828	£63.00	Stationery
12/02/2024	Post Office Ltd	9830	£3.49	Postage
12/02/2024	Tesco	9831	£7.80	Coffee

Date Paid	Payee Name	Ref	Amount	Detail
13/02/2024	123-reg Ltd	1220	£20.39	Domain renewal STCAN
15/02/2024	Payroll	DD	£24,546.25	Payroll February
15/02/2024	Waitrose & Partners	4833	£1.00	Newspaper
16/02/2024	GLOUCESTERSHIRE COUNTY	8504	£185.00	Collision and transport data
16/02/2024	DVLA	BACS	£200.00	Vehicle tax WX12 EBM
19/02/2024	LGPS	DD	£8,176.03	Pensions Jan 2024
19/02/2024	Renault Finance	5152	£30.00	Battery hire
20/02/2024	TOWN CLERK IMPREST	Top up SD	£1,000.00	Top up Clerks's Account
20/02/2024	Ecotricity - Lobby - 10190574	3054	£26.08	Electricity
20/02/2024	Ecotricity - Gas Thanet 101976	3334	£396.67	Gas
20/02/2024	Ecotricity - Flat A - 10191020	3397	£332.12	Electricity
20/02/2024	Ecotricity - Flat B - 10152716	3443	£156.87	Electricity
20/02/2024	Ecotricity - Libbys Drive 1014	3502	£571.03	Electricity
20/02/2024	Ecotricity - Office - 10153686	3637	£407.63	Electricity
22/02/2024	HMRC	BACS	£6,775.08	PAY/NIC February
22/02/2024	REDACTED	BACS	£86.39	Expenses
22/02/2024	REDACTED	BACS	£32.43	Community cafe expenses
22/02/2024	Stroud Valleys Project	BACS	£2,000.00	Grant
22/02/2024	JAMES & OWEN LTD	9995	£215.30	Stationery
22/02/2024	Nailsworth Garden Machinery	2652	£65.60	Tools
22/02/2024	NALC	4029	£39.22	Emerging trends HB
22/02/2024	Pipercom Ltd	2098	£683.42	4913
22/02/2024	Principal Hygiene	1465	£90.00	Feminine hygiene
22/02/2024	Smiths (Gloucester) Ltd	3890	£35.69	Recycling
22/02/2024	Stroud Regeneration Limited	40	£72.00	Pop up unit hire
22/02/2024	SDC	DD	£655.00	SDC rates Thanet House
22/02/2024	Microsoft Ireland Operations L	2q7r	£148.32	Monthly subscription
22/02/2024	Microsoft Ireland Operations L	2uld	£117.41	Monthly subscription
22/02/2024	Waitrose & Partners	1836	£1.00	Newspaper
23/02/2024	SGW Payroll Ltd.	3082	£65.28	Payroll month 11

Date Paid	Payee Name	Ref	Amount	Detail
26/02/2024	Lister Unified Communications	8117	£215.16	Phone sims delivery
26/02/2024	EE Ltd	2940	£45.46	Mobile phones
27/02/2024	Meta Platforms Ireland Ltd	4908	£7.89	Advertisement
01/03/2024	Water Plus - Libbys Drive 7000	867	£19.27	Purchase Ledger DDR Payment
01/03/2024	Water Plus - Thanet House 0152	1632	£23.58	Purchase Ledger DDR Payment
01/03/2024	Water Plus - cemetery standtap	3924	£30.99	Purchase Ledger DDR Payment
01/03/2024	SDC	DD	£437.00	SDC rates 58a-b
01/03/2024	Pound Farm Shop and Plant Cent	224	£40.50	Plants
05/03/2024	10749	BACS	£164.64	Top up petty cash
05/03/2024	Smartwheelie.co.uk	6290	£249.00	Stickers
06/03/2024	Green Gardener	1427	£10.99	Nemasys Vine Weevil Killer
07/03/2024	PWLB	DD	£7,742.53	PWLB
07/03/2024	Allstar Business Solutions Ltd	3732	£134.01	Fuel
08/03/2024	Newton Newton Flag Makers Ltd	150	£57.60	D-Day 80 flag of peace
08/03/2024	Who Gives a Crap Ltd	8983	£44.00	Toilet paper
08/03/2024	The Wipe Shop	3302	£41.97	Centrefeed rolls
11/03/2024	EE Ltd	5075	-£26.36	Credit final account
13/03/2024	Screwfix Direct Ltd	1215	£20.34	Gloves
13/03/2024	SP Services	5328	£39.18	Tourniquet
15/03/2024	Business Health Ltd	4324	£330.00	Occupational health assessment
15/03/2024	Chubb Fire & Security Ltd.	1972	£835.86	Service and supply
15/03/2024	GB Sport & Leisure UK Ltd.	4523	£762.00	Playground inspection TH
15/03/2024	Gloucester Community Building	108	£180.00	Training LB / HO
15/03/2024	Gloucester Street Forge Ltd	5815	£6,446.52	4911
15/03/2024	GR Fasteners & Eng Supplies Lt	9083	£38.45	Site materials
15/03/2024	Lister Wilder	562	£381.79	Vehicle maintenance
15/03/2024	Morelock Signs Ltd	4662	£258.00	4923
15/03/2024	Nailsworth Garden Machinery	2771	£60.00	Repairs
15/03/2024	Npower Ltd	3071	£219.06	Christmas lights
15/03/2024	Patrick Lorenzen	8374	£303.00	Hedge bank cutting cemetery
15/03/2024	Royal Mail Group PLC	4458	£119.88	Free post licence

Date Paid	Payee Name	Ref	Amount	Detail
15/03/2024	The Salvation Army	6936	£450.00	Hall hire
15/03/2024	Smith of Derby Ltd	1362	£1,484.40	4921
15/03/2024	Smiths (Gloucester) Ltd	7238	£17.40	Recycling
15/03/2024	Somerset County Council	2986	£175.20	4848
15/03/2024	STL Gloucester Ltd	2324	£6,480.00	4873
15/03/2024	Stroud Alarms Fire and Securit	7486	£44.28	Alarm service
15/03/2024	Thirsty Work Ltd	810	£58.44	Water
15/03/2024	Travis Perkins Trading Co Ltd.	3624	£10.80	MOT ype 1 trade pack
15/03/2024	HMRC	BACS	£6,498.76	PAY/NIC March
15/03/2024	REDACTED	BACS	£30.48	Community Cafe
15/03/2024	Stroud Earth Community	BACS	£125.00	Grant
15/03/2024	Stroud Middle of the Hill Comm	BACS	£500.00	Grant
15/03/2024	Payroll	DD	£22,876.39	Payroll March
15/03/2024	L&S Engineers	4227	£88.20	Stop solenoid
15/03/2024	Midcounties Co-operative	324	£12.15	Consumables
18/03/2024	TOWN CLERK IMPREST	Top Up KM	£1,000.00	Top up Clerk's Account
19/03/2024	LGPS	DD	£7,736.48	LGPS Pensions Feb
19/03/2024	Renault Finance	5152	£30.00	Battery hire
19/03/2024	Preceden LLC	6004	£96.93	Timeline maker
19/03/2024	Royal Mail Group Ltd	9623	£289.00	Stamps
20/03/2024	Ecotricity - Libbys Drive 1014	8755	£286.90	Electricity
20/03/2024	Ecotricity - Lobby - 10190574	9439	£24.24	Electricity
20/03/2024	Ecotricity - Flat A - 10191020	9598	£287.34	Electricity
20/03/2024	Ecotricity - Flat B - 10152716	9703	£95.95	Electricity
20/03/2024	Waitrose & Partners	9852	£4.25	Consumables
22/03/2024	SDC	DD	£655.00	SDC rates Thanet House
22/03/2024	Microsoft Ireland Operations L	1fi	£117.60	Monthly subscription
22/03/2024	Microsoft Ireland Operations L	52j	£124.89	Monthly subscription
25/03/2024	Konica Minolta Business Soluti	160	£291.21	Photocopier
25/03/2024	Pound Farm Shop and Plant Cent	324	£40.50	Planting
26/03/2024	Active Workwear	9148	£53.34	Uniform

Date Paid	Payee Name	Ref	Amount	Detail
27/03/2024	Ecotricity - Gas Thanet 101976	4681	£265.38	Gas
27/03/2024	Lister Unified Communications	6810	£195.92	Moblie phones
27/03/2024	GB Sport & Leisure	BACS	-£762.00	Refund - invoice paid twice
28/03/2024	Citation Limited	2995	£3,437.50	4927
28/03/2024	County Insulation	3112	£1,176.00	Loft insulation
28/03/2024	Down to Earth Stroud	324	£220.80	Gardening assistance
28/03/2024	Easy Window Cleaning	9482	£36.00	Window cleaning
28/03/2024	Fleet Solicitors LLP	2056	£1,998.00	4905
28/03/2024	Hattie Nicholson	2	£120.00	Newsletter
28/03/2024	JAMES & OWEN LTD	82	£94.42	Stationery
28/03/2024	Lee Kirby	224	£747.50	4919
28/03/2024	McCarthy Marland Recycling Ltd	99	£300.00	Skip exchange
28/03/2024	Nailsworth Garden Machinery	991/2	£98.24	Air filter
28/03/2024	Pipercom Ltd	41/99	£704.58	4928
28/03/2024	Primary Water Solutions Ltd	1111	£720.00	4884
28/03/2024	The Salvation Army	7436	£450.00	Hall hire
28/03/2024	Seton	8082	£27.30	Safety signs
28/03/2024	Stroud Alarms Fire and Securit	66/08	£881.30	Annual maintenance contract
28/03/2024	Stroud Congregational Church	93	£40.00	Hall hire
28/03/2024	Stroud Electrical Services (UK	596	£124.48	Electrical works
28/03/2024	Templar Electrical	49/50	£4,334.56	Bank Gardens lighting
28/03/2024	Towergate Insurance Brokers	7639	£2,382.27	Motor fleet insurance
28/03/2024	T.W.HAWKINS & SONS	1993	£180.00	Line marking
28/03/2024	Ubico Limited	6452	£7,200.00	Bin emptying contract
28/03/2024	UK Landscapes Ltd	2198	£929.22	4851
28/03/2024	Wheatley Printers Ltd.	9809	£610.00	Newsletter printing
28/03/2024	REDACTED	BACS	£16.00	Expenses
28/03/2024	REDACTED	BACS	£58.20	Expenses
28/03/2024	REDACTED	BACS	£87.30	Newsletters
28/03/2024	REDACTED	BACS	£18.75	Expenses
28/03/2024	REDACTED	BACS	£28.90	Community Cafe
28/03/2024	REDACTED	BACS	£86.00	Expenses
02/04/2024	SDC	BACS	£483.45	SDC rates 58a-b
03/04/2024	HHGL Limited	424	£13.50	Plants
03/04/2024	Water Plus - Libbys Drive 7000	867	£19.27	Purchase Ledger Payment

Date Paid	Payee Name	Ref	Amount	Detail
03/04/2024	Water Plus - Thanet House 0152	1632	£23.58	Purchase Ledger Payment
03/04/2024	Water Plus - cemetery standtap	3924	£30.99	Purchase Ledger Payment
04/04/2024	Land Registry	9558	£6.00	Title register and plan
05/04/2024	The Information Commissioner	2986	£55.00	Annual fee
08/04/2024	Allstar Business Solutions Ltd	8889	£35.50	Fuel
09/04/2024	Great Western Air Ambulance	BACS	£1,000.00	Grant
09/04/2024	Randwick Scouts	BACS	£250.00	Grant
09/04/2024	Stroud Paint Festival	BACS	£500.00	Grant
09/04/2024	Stroud Valleys Project	BACS	£500.00	Grant
09/04/2024	REDACTED	BACS	£478.80	Newsletters
09/04/2024	REDACTED	BACS	£210.06	Newsletters
09/04/2024	REDACTED	BACS	£176.22	Newsletters
09/04/2024	REDACTED	BACS	£133.38	Newsletters
09/04/2024	REDACTED	BACS	£84.60	Newsletters
09/04/2024	Alan Price	1343	£2,310.00	Grave digging
09/04/2024	BAILEY PARTNERSHIP	02/41	£2,634.00	Project management
09/04/2024	Cotswold Canals Trust	2023	£220.00	4867
09/04/2024	DENIS BROWN & SON	2872	£17.39	Materials
09/04/2024	ERMIN PLANT LTD	2303	£325.50	Equipment hire
09/04/2024	GAPTC	60/66	£746.70	Canva training SD
09/04/2024	HHGL Limited	1107	£76.00	Paint / pliers
09/04/2024	Kirkham Pryer Ltd	4054	£1,380.00	Professional services
09/04/2024	Local Council Consultancy (LCC)	728	£3,772.26	4922
09/04/2024	Nailsworth Garden Machinery	94/63	£193.60	Repairs
09/04/2024	NALC	3109	£39.22	Emerging Tends training
09/04/2024	Play Gloucestershire	327	£3,780.12	4852
09/04/2024	SLCC Enterprises Ltd	5257	£18.00	How to used chatGPT KM
09/04/2024	SM Building & Landscaping	2420	£60.00	Roof inspection
09/04/2024	Smiths (Gloucester) Ltd	1794	£18.60	Recycling
09/04/2024	St Philips Chambers Ltd	6798	£1,200.00	Directions hearing
09/04/2024	Thirsty Work Ltd	2567	£48.84	Water
09/04/2024	GlosJobs	9512	£57.60	Job vacancy advert
09/04/2024	GPFA	2024	£100.00	Annual subscription

Date Paid	Payee Name	Ref	Amount	Detail
09/04/2024	Rialtas Business Solutions Ltd	58/59	£1,597.20	Making tax digital for VAT
11/04/2024	Midcounties Co-operative	859	£6.00	Coffee
15/04/2024	SGW Payroll Ltd.	5378	£63.30	Payroll month 12
15/04/2024	SDC	BACS	£1,120.61	SDC rates cemetery and depot
15/04/2024	Payroll	BACS	£23,515.87	Payroll April
17/04/2024	Waitrose & Partners	6860	£18.18	Tea and coffee
17/04/2024	Water Plus - Park Gardens 0322	7982	£11.42	Purchase Ledger DDR Payment
18/04/2024	Midcounties Co-operative	7861	£7.50	Sunscreen
19/04/2024	Renault Finance	5152	£30.00	Battery hire
19/04/2024	LGPS	BACS	£7,428.56	Pensions April
22/04/2024	Microsoft Ireland Operations L	UB08	£135.96	Monthly subscription
22/04/2024	Microsoft Ireland Operations L	UQ42	£117.60	Monthly subscription
22/04/2024	Ecotricity - Lobby - 10190574	4331	£26.04	Electricity
22/04/2024	Ecotricity - Gas Thanet 101976	4361	£258.05	Electricity
22/04/2024	Ecotricity - Flat A - 10191020	4434	£220.88	Electricity
22/04/2024	Ecotricity - Flat B - 10152716	4536	£62.53	Electricity
22/04/2024	Ecotricity - Libbys Drive 1014	4597	£272.17	Electricity
22/04/2024	Ecotricity - Office - 10153686	4570	£294.74	Electricity
22/04/2024	SDC	BACS	£725.18	SDC rates Thanet House
23/04/2024	The Ale House	2864	£25.40	Refreshements
23/04/2024	10750	BACS	£97.46	Top up petty cash
23/04/2024	Allsorts	BACS	£3,000.00	SLA
23/04/2024	HMRC	BACS	£6,545.43	PAY/NIC April
23/04/2024	Home-Start	BACS	£3,000.00	SLA
23/04/2024	REDACTED	BACS	£35.68	Expenses
23/04/2024	REDACTED	BACS	£28.39	Expenses
23/04/2024	Lansdown Hall & Gallery	BACS	£5,000.00	SLA
23/04/2024	Marah Trust	BACS	£5,000.00	SLA
23/04/2024	Citizens Advice	BACS	£5,000.00	SLA
23/04/2024	Stroud Congregational Church	BACS	£337.98	CN Grant (WIFI)
23/04/2024	Stroud Subscription Rooms	BACS	£15,000.00	SLA

Date Paid	Payee Name	Ref	Amount	Detail
23/04/2024	Damselfly Communications Ltd	424	£1,237.50	Media consultancy
23/04/2024	DCK Accounting Solutions Ltd	1218	£604.56	4916
23/04/2024	Fleet Solicitors LLP	3005	£1,800.00	Legal fees
23/04/2024	GAPTC	SUBS	£3,310.47	Annual membership
23/04/2024	Genius Within CIC	5879	£2,145.60	4929
23/04/2024	ICCM	2425	£100.00	Membership
23/04/2024	JAMES & OWEN LTD	157	£87.53	Stationery
23/04/2024	Pipercom Ltd	2185	£746.00	IT services
23/04/2024	Rural Services Partnership Ltd	128	£164.40	Membership
23/04/2024	Stroud District Council	4403	£72.00	Old Town Hall hire
23/04/2024	Stroud Alarms Fire and Securit	14	£710.19	Small works callout
23/04/2024	Working Planet Ltd	6586	£298.80	4932
24/04/2024	Land Registry	3077	£6.00	Title register and plan
24/04/2024	Samsung UK Store	8001	£154.99	Mobile phone
24/04/2024	Resident Roots	BACS	£500.00	Grant
24/04/2024	Stroud Yard Trail	BACS	£500.00	Grant
25/04/2024	Fone Hub Gloucester Ltd	4867	£15.00	Pone case and screen
25/04/2024	Tesco	4868	£3.55	Milk
25/04/2024	Lister Unified Communications	8117	£217.09	Mobile phones
25/04/2024	SGW Payroll Ltd.	7079	£71.22	Year end charge
26/04/2024	TOWN CLERK IMPREST	Top Up SD	£1,000.00	Top up Clerks Account
29/04/2024	Co-operative Food	BACS	£9.25	Consumables
30/04/2024	Waitrose & Partners	9871	£23.65	Consumables
30/04/2024	The Wipe Shop	4690	£41.97	Hand towel
30/04/2024	CURRENT/DEPOSIT ACCOUNT	Co-op	£9.25	Entered in wrong cash book