

8th July 2024



To Members of Council

You are hereby summoned to a MEETING OF THE COUNCIL to be held on **Monday, 15th July 2024 at 7.30pm** at Congregational Church Hall, Bedford Street, Stroud, GL5 1AY to conduct the following business.

Helen Bojaniwska
Chief Executive Officer (Town Clerk)

AGENDA

1. To receive apologies for absence
2. To receive declarations of interest or requests for dispensations
3. To approve the minutes of the meetings of 13th May 2024 previously circulated
4. To receive the Mayor's remarks
5. To receive questions from members of the public
6. To meet with the Chief Executive of Stroud District Council
7. To receive reports from County and District Councillors (for information only)
8. To receive the CEO's Report (for information only)
9. To approve a contract for the sale of Thanet House
10. To approve a contract for the purchase of Locking Hill surgery
11. To receive a progress report on plans for relocation to and refurbishment of Locking Hill Surgery, and interim office provision
12. To approve a contract for design work
13. To receive a presentation on design work for Locking Hill surgery
14. To receive a report on refurbishment projects at Lansdown Hall
15. To approve a new policy on violence and challenging behaviour
16. To receive a verbal update on staff recruitment
17. To receive the Minutes of the Town Meeting and Awards Evening held on Wednesday 22nd May 2024 at Cotswold Playhouse,
18. To receive Committee and Working Group reports, previously circulated, as follows:

Consultations & Highways Committee	20 th May 2024 and 17 th June 2024
Environment Committee	21 st May 2024
Finance and Policy Committee	3 rd June 2024
Lansdown Hall WG	10 th June 2024
Community Committee	10 th June 2024
Regeneration Working Group	20 th June 2024

19. To resolve in view of the confidential business to be discussed to exclude the press and public from the remainder of the meeting
20. To receive a verbal update on a legal matter

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, sexual orientation, faith, marital status and disability); Crime and Disorder (Section 17); Health and Safety; and Human Rights.

Clerk's report for Council 15/7/2024

Paint Festival

The Community-led street art event on 7th July was hugely popular. We are very privileged to now have a series of first-class street art works in the town.

Green Spaces updates

The Green Spaces team are running a stall at Stroud Show and a couple of events linked to promoting the Big Butterfly Count, a nationwide survey that helps us understand our environment better through butterfly sightings.

They are also looking to recruit some Volunteers to work with our Horticulture Ranger.

Vitality Fund

We are preparing applications for Stroud District Council's Vitality Fund, as discussed by the Regeneration Working Group.

Partnership meeting

I attended a partnership meeting on 13th June organised by Stroud District Council to bring together all relevant partners to discuss issues relating to Town Centre Cleanliness and Vitality. Issues relating to ASB and cleanliness predominated. We have started work on a project relating to flyposting on empty shops windows, but there remains much to be done.

Recruitment

We are currently recruiting for four posts: Programme Manager, Community Development Support Officer, Fundraiser and Business Administration Apprentice. A recruitment event on 3rd July attracted a few visitors to the office and we have some interviews lined up. I will provide an update at the meeting.

Merrywalks Transport Hub

The [public consultation](#) that was delayed by the election has now started. We are due to contribute CIL funding for the RTPI element.

Helen Bojaniwska FSLCC, Town Clerk
8th July 2024

Update on Lansdown Hall

FOR MEETING

Council

DATE

15th July 2024

RECOMMENDATION

Note progress and authorise a contract for the window replacements set out below.

REPORT

LANSDOWN HALL

Some final internal works to install cladding in the chair store area, are planned for August at a cost of £1,180.

This will involve removing as much lime render as possible then attaching a temporarily fixed hoarding, mineral wool insulation and blocking up the redundant door. A redundant fire alarm point has been removed to facilitate this work. Allowance will be made from protecting the existing light switch and protecting the boiler flue. These works have been approved by the Conservation Officer.

The last two window units from the previous project have now been delivered to site. A contractor was been lined up to install these, but the work was delayed because there were access problems. The cost of the installation for these windows including scaffolding and a pavement license will be £1,180.

The Lansdown Hall Working Group also recommend the purchase and installation of an additional 4 windows for the entrance hall. Installing them at the same time as the original two windows, results in a saving on the installation costs.

The total cost of purchasing the additional windows, installation of all 6, scaffolding and a pavement license will be £8,930.

LEGAL IMPLICATIONS

The Council has the General Power of Competence which is “the power to do anything that individuals generally may do” as long as they do not break other laws. This power allows the Council to own and manage property and provide financial support for the arts.

EQUALITY AND HUMAN RIGHTS IMPLICATIONS

The Council has a legal public sector equality duty to prevent and eliminate discrimination, establish and promote equality and equal opportunities, and foster good relations between people with different protected characteristics.

There are no human rights issues.

CRIME AND DISORDER

The Council has a duty to consider the impact of all its functions and decisions on crime and disorder in the local area, under Section 17 of the Crime and Disorder Act

1998. The improvements to the lighting in Bank Gardens will help to improve visibility for users of both the Hall and the park.

CO2 AND BIODIVERSITY IMPLICATIONS

Installation of the new double glazed units will reduce energy costs by reducing heat loss.

Further potential energy reduction measures were identified in the Severn Wye Energy Agency (SWEA) report. The Working Group will explore additional options.

FINANCIAL AND STAFFING IMPLICATIONS

See attached budget report.

There are sufficient funds in the budget to cover the cost of the additional windows. The Lansdown Hall and Gallery have offered to contribute to the cost of installing the four additional windows, but there are sufficient funds available in the earmarked reserve.

Once these projects have been completed £17,754 will remain in the Earmarked Reserve. The Working Group will continue to explore the recommendations made by SWEA to make best use of the remaining funds.

Minimal staff time to manage contracts and payments.

LANSDOWN HALL AND BANK GARDENS LIGHTING BUDGET MONITORING 2024-25
30/6/2024

	Expenditure	BUDGET ESTIMATE	Contractor	Works	Budget Amount ex VAT	Amount paid/ committed
FEES	SWEA works fees	6,251	Baileys	Project management	6,251	110
	TOTAL	6,251		TOTAL	6,251	110
PLAN B	SWEA works	10,000		To be confirmed		
	PLAN B		D Lush	Window fabrication	350	350
			T Clevely	Window transport	85	85
			Trinity Windows	<i>Installation of 2 windows already fabricated</i>	2,000	500
			Trinity Windows	<i>Supply and installation of 4 new windows, including scaffolding and pavement license</i>	8,430	8,430
			I Doyle	Works to chair store	1,180	1180
				TOTAL		10,545
	TOTAL	10,000				
INCOME				Earmarked Reserve	16,251	
				TOTAL	16,251	10,655
			EMR USAGE	Balance available for 2024-25	28,409	
				Use in 2024-25	-10,655	
				Remaining balance	17,754	

Policy on violence and challenging behaviour

Policy statement

Stroud Town Council will not tolerate violent or aggressive behaviour towards its staff (including temporary or agency workers), councillors or volunteers.

This includes abuse about any protected characteristic, as defined by the Equality Act 2010 (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation).

Definitions

The Health and Safety Executive (HSE) defines work-related violence as:

Violence

Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.

This can include:

- verbal abuse or threats, including face to face, online and via telephone
- physical attacks

This might include violence from members of the public, customers, or service users towards a person at work.

For violence to be work-related, it must be in connection with the work activity. For example, the following situations would not be included in this definition:

- personal disputes between workers and other people, such as family members
- violence between people not at work, such as customers or service users

Challenging Behaviour

Stroud Town Council recognises that challenging behaviour can take many forms. This may include but is not limited to:

- Verbal assault,
- Threatening and/or abusive messages by phone, email, social media or text,
- Psychological abuse including intimidation, bullying, humiliation, harassment or emotional blackmail,
- Persistent refusal to observe agreed rules and guidelines,
- Threats of physical or sexual assault, or harm to property,
- Actual physical or sexual assault or damage to property, and
- Physical or sexual abuse.
- Unacceptable demands (eg setting unreasonable timescales or making repeated approaches about the same issue without raising new information)
- Excessive contact (eg numerous calls or emails in one day or excessive contact over a short period of time)

Training

Training will be provided to all staff (including temporary or agency workers), councillors and volunteers who are assessed to be at risk due to the nature of their roles and the specific needs of the work activities identified in our risk assessments.

Training will be designed to support individuals to prevent and manage violence and aggression. It will provide workers with appropriate skills to reduce or diffuse potential incidents.

Basic training in the principles of managing violence

Will include:

- identifying underlying and immediate causes
- understanding that it should not be accepted as part of the job
- recognising warning signs, such as body language
- relevant interpersonal skills, such as verbal and non-verbal communication skills
- details of working practices and control measures
- incident reporting procedures

If necessary, additional training, such as physical intervention techniques, will be provided if there is a serious risk of physical aggression towards staff.

Training needs will be monitored and reviewed regularly and training courses evaluated for their effectiveness. Refresher training will be carried out periodically to ensure skills are kept up to date.

De-escalation techniques

These basic techniques can be used to reduce tension to prevent violence and aggression:

- be polite and use a clear, normal voice
- relax your posture and keep your hands by your side
- keep a safe distance and allow personal space
- face the person and maintain eye contact
- show empathy and that you are listening and acknowledging their feelings
- avoid raising your voice and arguing
- offer alternative solutions to their problem so the person has a way out other than aggression

Trust your instincts. If the situation does not feel safe, and de-escalation is not working, then you could use a diversion tactic, such as advising that you need to check with your manager. If none of these actions help, you could follow our emergency procedures, such as using a panic alarm.

Workplace design

We will consider the following aspects of our workplaces:

- space and layout, for example ensuring good visibility throughout the workplace and providing good lighting to remove blind spots and ensure workers and others can be seen
- places where tension could grow, for example implementing a suitable queuing system & open & outdoor seating spaces so customers / visitors don't feel 'hemmed in'

- security measures, like CCTV, trained security personnel, body-worn cameras, alarm systems, building security – which can act as a deterrent but also provide evidence for the police to convict offenders
- carefully worded signage and visual displays as these can remind people to respect each other and not abuse workers

The work we do

We will design our work and how it is carried out to reduce the risk of violence to our staff, councillors and volunteers. Here are some examples of control measures:

- Use good communication skills
- work closely with others, like the police, local authorities, local community groups and other organisations in the same sector
- raise awareness with the public to target specific forms of violence, for example in the local community or through national campaigns
- consider how we engage with the public and what might trigger people to act aggressively – we will manage expectations with clear information about delays or problems
- manage lone working by making arrangements to keep in touch with people who work away from their base, for example using mobile phones and personal alarms
- ensure we have adequate staffing levels to manage violence and respond to incidents

Reporting

We will regularly check how well these arrangements are working, consulting staff, councillors, volunteers and their representatives.

It is important that all incidents or concerns are reported to that we can record them. We will use this information to:

- investigate incidents to build a true picture of the risks and triggers for violence
- demonstrate that we take violence seriously

We will keep records of incidents using our accident reporting system and examine them regularly to understand if our control measures are working and if the problem is changing.

If our staff, councillors or volunteers experience work-related violence we will:

- provide them with suitable support
- record and report incidents
- review incidents and check whether further controls or actions are needed
- follow the requirements of the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\)](#)
- report instances of violence or intimidation to the police either [online](#) or by phone to 999 in an emergency or 101.

Under reporting of violent incidents

There are many reasons why people do not report violence or aggression. These include:

- believing it is just part of the job
- fearing they will be blamed for the incident
- not knowing how to report and record incidents
- reporting and recording procedures are time-consuming, too complicated or difficult to use

- believing nothing will be done about it
- thinking the reputation of the business may be damaged

Our recording system will be quick and easy to use, and we will promote its use and report back on any actions will be take to address the findings of any investigations.

How to record incidents

All incidents will be recorded in the Council's accident books, which are available at the office or depot. The report should be shared with line managers or the CEO.

As a minimum the report should include a brief note of what happened, when, and who was involved, particularly in the case of verbal abuse.

Providing support

We recognise that there can be a significant impact on staff, volunteers or councillors who are directly involved and those who witness an incident. It can affect people's mental and physical health and be a cause of stress.

We understand that:

- victims will react in different ways – we will consider changing a person's job role or working conditions if they are particularly affected by an incident
- sensitive and appropriate support will reduce the victim's suffering, for example offer them a chance to talk openly about the incident as soon as possible
- we can offer confidential counselling either via our Local Government Pension Scheme or our insurance. For anyone not covered by these schemes we will provide details of local counselling services, or charities such as Victim Support
- our trained Mental Health First Aiders, may also be called on to refer people dealing with post-incident situations to appropriate sources of support

Responsibilities of staff (including temporary or agency workers), councillors or volunteers

There are things you can do to avoid violence at work. You should:

- cooperate with the Council and co-workers to help everyone meet their duties under the law
- take care of your own health and safety, and that of others who may be harmed by your actions at work
- use the information and training the Council has provided to help you prevent incidents or know how to reduce tensions sensitively and how to avoid incidents escalating
- tell your Line Manager/Town Clerk about any incidents of violence or aggression so they can support you and improve health and safety

ADOPTED ###/###/2024

REVIEW DATE ###/###/2026 or if circumstances and risks change sooner

Commented [1]: Assuming you have forms not a book as these aren't GDPR compliant? Also I'm not sure this is the right place to be recording incidents of harassment, aggressive behaviour or violence, & would think a form needs to be developed for this purpose?
Dee

Minutes of Town Meeting and Awards Evening held on Wednesday 22nd May 2024 at 7.00pm at Cotswold Playhouse, Parliament Street, Stroud, GL5 1LW

Present: Councillors: Tony Davey (Mayor), Sue Fenton (Deputy Mayor), Shyam Ananthan, David Drew, Mick Fealty, Jeremy Green, Liz Hillary, Craig Horrocks, Simon Jacobson, Dee Nolson, Adrian Oldman, Val Saunders, Lucas Schoemaker and Louisa Stinton. Council officers: Helen Bojaniwska (CEO/Town Clerk), Kate Buckingham (Communications and Engagement Officer), Liz Dowie (Senior Finance Administrator)

1. Welcome from the Mayor 2023-24

Outgoing Mayor Stella Parkes opened the meeting

2. Introduction of new Mayor and Deputy Mayor for 2024-25

Cllrs Tony Davey (Mayor), Sue Fenton (Deputy Mayor) were introduced to the meeting.

3. Introduction of Councillors present

The councillors present were introduced.

4. Presentation of Annual Report 2023-24

The Mayor introduced the Annual Report which had been circulated to attendees.

5. Questions from the Public

In response to a question about Palestine and the climate emergency the CEO explained that the Council's role is focused on local issues, but is supportive of local campaigns on national and international issues.

6. Break for light refreshments

Refreshments were served. Local band Simbora played during the break.

7. Presentation – Lynsey Kelleher, representing the Network of Stroud Hubs (NoSH), gave an informative presentation on the themes of food resilience, waste reduction, and the indispensable role of community volunteers in tackling local challenges during the cost-of-living crisis and climate emergency.

8. Presentation of Awards

Awards in the following categories were presented.

Stella Parkes Mayor's Award:

Stroud Centre for Peace and The Arts (Rev. Simon Howell)

Community:

Winner: Gloria Hobday (Stroud Valley Primary lollipop person)

Highly Commended: Marcus Jelfs Clock repair

Environment:

Winner: Ann Finleyson SEEd

Highly Commended: Dmytro Bojaniwskyj of Transition Stroud

Equality and Diversity:

Winner: Stroud Ceasefire Coalition

Highly Commended: This Ends Now

Trader of the Year:

Winner: Moonflower

Highly Commended: Hannah Pocock of Clockhouse Vets

Young people of the Year:

The Ryse and S.I.S.T.E.R.

9. Close

The Stroud Red Band closed the meeting.

Lansdown Hall Working Group 10/6/2024

Present: Helen Bojaniwska, Penny de Lotz, Jonny House, Liz Hillary (Chair), Fred Ward

1) Apologies

Cllr Louisa Stinton, Jennie Greenshields, Susannah Hill, Di Humphrey, Jo Bousfield, Cllr Jeremy Green

2) Declarations of Interest

None

3) Minutes

Minutes of the meeting 25/3/2024 were noted.

4) Progress on Plan B and other works

a. Renovation of stonework, toilets and bar

JH met the contractor lanto on site to look at chair store area. It was agreed that he would need to remove as much lime render as possible and protect boiler flue, but make allowance for the existing light switch and fire alarm point. Cost quoted for installing temporarily fixed hoarding, mineral wool insulation and blocking up the redundant door was £1,180.

Actions: PdL to check whether fire alarm point could be removed/relocated

Agreed to progress works once alarm situation resolved – ideally in first 2 weeks August shutdown.

b. Window replacements

Jonny had organised a contractor to fit the two outstanding windows which had now been delivered and paid for. However, it was realised that the contractor needed scaffolding and a pavement license, so the work was not completed.

A quote had also been received for supplying and installing 4 additional windows. Total cost for all 6 windows: £8,930. Agreed that the Council would purchase the additional 4 windows (£7,000 - supply and install) and recommend installation costs to Council, but with potential for external grant funding for installation.

Action: HB to issue PO for windows. JB to instruct installation in August.

c. BG Lighting and CCTV

HB chasing contractors for additional CCTV. Lighting timing to be resolved when contractor is on site for the CCTV connection.

Action: HB to continue to chase CCTV.

5) Progress report on actions from previous meeting

Insulation contractor	No longer required
Removal of step to improve damp in lower corridor.	Action: HB to instruct structural engineer (John Topp) to survey and report on potential solutions
Destratification fans	Has potential for circulating air – on hold
Seasonal timetable for lighting	See 4c above
No/low cost actions from SWEA reports	PdL has improved doors.
LED lighting	PdL fundraising for replacement lighting

Chimney sheep	Outstanding. Action: PdL to check if already done
Roof tiles over gents	Done by LHG (£1,700)
Bookings for BG	Done
Invitation to board meetings	Outstanding

6) Budget report

Noted

7) Collaboration with the Sub Rooms

Two events completed – full house on first one. 4-5 events per year planned. Another one planned for October. Successful so far. Smoking area improves safety.

8) Report the Lansdown Hall Trustees

3-phase electricity standing charge is expensive - £6,000 per year. Too expensive to change.

New trustee due to join – increasing number up to 5.

Very pleased with PdL's work – trustees trying to spread the workload more.

Shannon Newton now doing fundraising – several applications in, including one for a new sound desk.

9) AOB

LH asked if there is a calendar of events so people can see availability. PdL advised that information is on website, but only a couple of afternoons are available and most evenings booked, but she would investigate whether it might be possible to add a live calendar.

PdL reported that booking charges are being increased. FW noted that the trustees focus on community use of the hall in accordance with charitable aims.

Action: PdL to investigate an online calendar for bookings.

10) Next meeting

10.30am on 24th September 2024 venue to be confirmed