

# STROUD TOWN COUNCIL

## Minutes of the meeting of the

### Finance, Community and Policy Committee

18<sup>th</sup> June 2018

**Present:** Councillors Kevin Cranston, Rob Green, Camilla Hale, John Marjoram, Margaret Poulton, Alan Sage (Chair) and Lucas Schoemaker

**In attendance:** Helen Bojaniwska (Town Clerk), Nadja Singh (Fundraiser)

#### 1. Apologies

Apologies were received from Cllrs Geoffrey Andrews (work), Simon Arundel (personal), John Bloxsom (personal), Steve Dechan (work) and Laurie Davies (personal).

#### 2. Declarations of interest

Cllr Hale declared an interest in item 16 as a member of Stroud Preservation Trust.

Cllr Green declared an interest in item 6 – payment to a family member.

Cllr Poulton declared an interest in item 12 as a member of Stroud Folk Weekend.

#### 3. Dispensations

There were no requests for dispensations.

#### 4. Questions from the public

No questions were received.

#### 5. Minutes of previous meeting

The minutes of the meeting of 19<sup>th</sup> March 2018 were **approved** by those present and signed as a correct record by the Chair.

#### 6. Authorisation of payments

The Clerk answered a question about rents. **It was resolved** to authorise payments from March to May 2018.

#### 7. Budget Monitoring

The budget monitoring report to end of May 2018 was noted.

#### 8. Reports from grant recipients

Reports from grant recipients were noted.

#### ACTION

## 9. Grants Funds available

The funds available were noted.

It was **agreed** to review the previously approved grant for Stroud Fringe at the next meeting, because there will be no event in 2018.

Clerk

## 10. Applications to the Community Support Fund

**It was resolved** to approve payment of the following grants using the General Power of Competence.

Clerk

Emerging Futures £2,134, (£1,714 from the Community Support Fund and £420 from the ward projects budget (Valley).)

Paganhill Community Group £2,000 from the Community Support Fund with potential to offer a further £500 from the ward projects budget subject to approval of the Farmhill and Paganhill ward members.

Stroud Valleys Scout Group £2,000 from the Community Support Fund – subject to a recommendation that grant applications are submitted to other parish councils whose residents benefit from the property. The Clerk was requested to confirm that the purpose of the grant is to provide match funding for other grant applications and agree the payment date.

## 11. Applications to the Arts and Culture fund

**It was resolved** to approve payment of the following grants using the General Power of Competence.

Clerk

Stroud Show £1,500 subject to a recommendation that grant applications are submitted to other parish councils whose residents benefit from the show.

Stroud Book Festival £1,500.

## 12. Applications to the Small Grants fund

**It was resolved** to approve payment of the following grants using the General Power of Competence.

Clerk

5 Valleys Great War Researchers £250

Stroud Sea Cadets £500

Stroud Folk Weekend £500

Friends of Daisy Bank £500

## 13. Data protection policies and procedures

It was **agreed** to recommend to Council adoption of the following policies and procedures:

Clerk

General Data Protection Policies

Data Protection Policy

General Privacy Notice (members of public)  
Information Security Policy  
Breach response policy  
Breach reporting form

#### HR Documents

Data Protection Privacy notice - Employees & Councillors  
Records Retention Policy (employees)  
Records Retention Schedule  
Criminal Records Information Policy  
Data Protection Policy – Employees (to sign)  
Data Subject Access request Policy (for employees to sign)  
Personnel Handbook May 2018 (updated)

#### Subject Access Requests

Subject Access Request Form  
Subject Access Request Procedure  
Template letters (provided by NALC)

Members were concerned about a recommendation to require all councillors to operate a council email address, rather than using their own personal addresses. It was **agreed** to consider this in more detail at the next meeting. The Clerk was asked to investigate whether alerts could be linked to personal emails, check the costs and consider whether training could be provided.

Clerk

It was **agreed** to defer a decision on a recommendation about councillor registration with the ICO and whether or not the Council will pay registration fees.

Clerk

#### **14. Project management contract**

It was noted that the Green Spaces Committee had agreed to extend the contract with CBRE Limited for their walls project.

It was **agreed** to waive financial regulations to extend a contract for project management with CBRE Limited for 12 months.

Clerk

The Clerk was asked to review financial regulations regarding contracts and report back to the next meeting.

Clerk

#### **15. Report from Subscription Rooms working group**

Cllr Shoemaker and the Clerk reported that concerns about the draft transfer, overage and grant terms raised by the Council's solicitor had been discussed by the working group at their meeting on 15<sup>th</sup> June. These issues had been raised by the Clerk with Stroud District Council officers at a meeting earlier that day and good progress had been made particularly on revisions to the usage clause and covenants, which would need to be checked by the Council's solicitor.

It was noted that the TUPE transfer process will be agreed between Stroud District Council and the Trust.

It was reported that the new Stroud Subscription Rooms Trust held their first meeting on 13<sup>th</sup> June and were now busy working on a variety of tasks including drawing up their governing document. A press release had been published announcing their appointment.

### **16. Appointment of an architect for Subscription Rooms**

The Sub Rooms Working Group had considered quotations from 6 architects for a feasibility study (3 options) and work leading up to the submission of a listed building application.

There was a discussion about whether or not to instruct an architect while there remained a risk that the transfer might not go ahead. As funding for this work is coming from a grant from Stroud Preservation Trust it was **agreed** that if the transfer does not proceed the Council should meet the cost of this work from the Opportunity Fund which would not then be needed for funding the Trust.

The Clerk confirmed the prices from the working group's two shortlisted architects including fees for additional services. It was **agreed** to appoint an architect as soon as possible. The Clerk was asked to arrange interviews to inform a final decision, which was delegated to the Clerk in consultation with the Sub Rooms Working Group.

Clerk

The Clerk was asked to check the position regarding Gift Aid and VAT regarding the use of public donations for capital works.

Clerk

### **17. Work programme**

A draft work programme for future committee meetings was reviewed and **approved** with the addition of an item for the next meeting concerning community development.

Clerk

### **18. Minutes**

The minutes of the following meetings were received:

Sub Rooms Working Group  
NDP Working Group

6th April and 1st May  
18th April

The meeting closed at 9.40pm.

Chair .....

Date .....