

**STAMFORD TOWN COUNCIL**  
**FINANCE, PERSONNEL AND ASSETS COMMITTEE**  
**TUESDAY 23 JANUARY 2018 AT 7 PM. AT THE TOWN HALL**

**PRESENT** Councillor Mrs S J Sandall (Chairman)  
Councillor T Story (Town Mayor)  
Councillor B C Sumner  
Councillor Mrs S Sismore  
Councillor D Taylor  
Councillor A Croft (substituting for Councillor B Turner)

**ALSO PRESENT** Town Clerk

**525. APOLOGIES FOR ABSENCE**

The Town Clerk reported the reasons for absence from Councillor J Dawson, Councillor B Turner and Councillor Mrs G Johnson. The reasons were noted and accepted.

**526. DECLARATIONS OF INTEREST**

None made.

**527. MINUTES**

The minutes of the meeting held on 12 December 2017, were signed by the Chairman as a true record of the meeting.

**528. UPDATE ON ACTION POINTS**

The Town Clerk provided a verbal update on the following items:

- a. *Section 106 Funding* – Following discussion with the Chairman of the Amenities Committee, a schedule was produced illustrating the funding contributions expected from Sec. 106 and the Town Council. This was noted.
- b. *Red Lion Square Shrubs* – Contact had been made with the garden centre and a response is awaited in respect of the dying shrubs. **Action:** Town Clerk / Deputy Town Clerk
- c. *Festive Lighting Timers* – It was noted that the timers attached to the festive lighting scheme may require replacing and could be installed when the festive lighting scheme is installed later this year. However, it was recognised that the Events Committee had not sufficient within their budget and may require additional funds to support this action. **Action:** Town Clerk

**529. FINANCE**

- a. *To examine the Accounts for Payment* – It was noted that there had been a problem printing off the Accounts for Payment. It was agreed that the schedule would be provided to the Chairman for examination before circulation to the Town Council.
- b. *To consider the position of the budget 2017/18* – The Budget Report for month 9 was circulated for examination. Following scrutiny, the content of the report was noted. However, it was considered that it would be helpful if the schedule could include a column showing the proposed budget for that month. **Action:** Town Clerk

- i. To re-consider the listing of the Town Hall Hire requests* – The report for booking requests received, produced by the Civic Officer, was circulated for discussion. The layout of the report was considered and there was consensus that a few adjustments were required. The report should also include the time requested for use of the facilities. This will indicate as to whether there will be anticipated additional costs for staffing during any proposed event. A further column should be inserted to indicate whether staff overtime should be scheduled. The appropriate minute number should be added within the column when the request is agreed. The requests received were discussed. It was the general view that organisations must be charged for the use of Town Hall facilities in order to generate the necessary income to cover routine expenditure. However, it was appreciated that a number of organisation that approach the Town Hall are very small or charities. It was therefore considered that a discount might be considered for registered charities. The report should identify whether all requests are either confirmed or provisional. This will enable the Committee to be fully informed what bookings are in the pipeline. **Action** - Civic Officer

**Proposal 1** - It was proposed by Councillor Taylor seconded by Councillor Mrs S Sismore and unanimously **RESOLVED** that an 8% increase should be added to only the staffing cost element of the hire charge. The revised schedule for the hire of the Town Hall facilities would be circulated to the Town Council at the January meeting for approval. **Action:** Town Clerk

**Proposal 2** - It was proposed by Councillor Story seconded by Councillor Taylor and unanimously **RESOLVED** that the tour by the Brownies on 28 February 2018 between 6pm and 7.30pm, is granted free of charge. The Civic Officer and a guide will cover the event. The Civic Officer will commence his working time later during the day to accommodate the tour to ensure locking up of the Town Hall does not extend past 8pm. **Action:** Town Clerk / Civic Officer

**Proposal 3** – It was proposed by Councillor Story, seconded by Councillor Mrs Sismore and unanimously **RESOLVED** that the booking of the Local Access Forum on 18 April 2018 for the Court Room from 5pm to 9pm is approved and will be subject to the 8% increase on the staffing cost. **Action:** Civic Officer

**Proposal 4** - It was proposed by Councillor Mrs Sismore, seconded by Councillor Taylor and unanimously **RESOLVED** that the booking by the Men of the Stones on 19 April 2018 for the Court Room from 6.30pm to 9.30pm is approved and will be subject to a charge of £250. **Action:** Civic Officer

**Proposal 5** - It was proposed by Councillor Mrs S Sandall, seconded by Councillor Mrs Sismore and unanimously **RESOLVED** that the provisional booking by the Twinning Association on 18 May 2018 for the Court Room between 5pm to 9pm is approved and will be subject to a charge of £250. **Action:** Civic Officer

**Proposal 6** - It was proposed by Councillor Mrs S Sandall, seconded by Councillor Mrs Sismore and unanimously **RESOLVED** that the provisional booking by the Twinning Association on 20 July 2018 for the Court Room from 5pm to 9pm to the Vence Twinning reception is approved and will be subject to a charge of £250. This could be covered by a grant offered by the Town Council to support the Association for this event. **Action:** Civic Officer

It was noted that the Mayoress's Tea Party function had been very successful. Debate ensued as to the feasibility of replacing the current tables and chairs to accommodate 100 people. Councillor Story agreed to investigate this and provide a report for the next meeting. **Action:** Cllr Story/ Civic Officer

The Town Clerk informed the Committee that the Strategic Development Chairman, Councillor Sawyer, is arranging a Holocaust Memorial Day Service on Friday 26 January 2018 in St Michael's Churchyard, which would be followed by an art exhibition in the Court Room, open to the public. All members of the Council had been circulated with the details and invited to attend. Tea and coffee will be served. Following discussion, it was considered that any Town Hall bookings should without fail first be referenced to the Finance Committee and approved by the Town Council. It was noted that all expenses related to this event will be debited from the Strategic Development budget.

**Proposal 7** - It was proposed by Councillor Story, seconded by Councillor Taylor and unanimously **RESOLVED** that the booking of the Court Room for the Holocaust Exhibition on Friday 26 January 2018 from 11am to 3.30pm, together with the two days on either side to set-up and dismantle, is granted free of charge. **Action:** Civic Officer

It was noted that there would be a special Town Hall Tour on Friday 9 February focussing on the Charters of the Town.

- ii. *Review of Town Hall Cleaning Contract* – Councillor Mrs S Sandall informed the Committee that Beeby's had advised that there would be an increase of 4.4% on the current contract price £5,490.00 + VAT. It was discussed as to whether better value would be obtained by having another in-house cleaner. The cost was negligible but there was the duty to offer a pension. Following discussion it was agreed to give notice to Beebys. However Beebys could be engaged to carry out two Town Hall deep cleans a year.

**Proposal 8** – It was proposed by Councillor Story, seconded by Councillor Taylor and unanimously **RESOLVED** that notice should be given to Beebys and another cleaner is engaged directly by the Town Council for 10hrs on a 23month contract at £7.80per hr subject to the Cleaner's agreement and the outcome in respect of the pension costs. The cleaner and Town Hall Attendant must cover each other's duties during absence and holidays. **Action:** Town Clerk

- iii. *Stamford in Bloom displays* – The Town Clerk informed the Committee that the Stamford in Bloom team is preparing the planting displays which will be judged in March. To support the displays, the Town Council was asked whether it would like to include a chair display on the terrace of the Town Hall alongside its floral troughs and baskets. The chair would be planted up by the team, but it would be helpful if it could be watered at the same time as the other Town Hall displays. In addition, the team had produced a cotton apron to promote Stamford in Bloom. A sample was circulated. Following discussion it was noted that 20 aprons had been earmarked by Stamford in Bloom (SiB) at £11.60 each. It is suggested by SiB that Stamford TC purchases these aprons which could be sold through the Tourist Office. In addition a contribution of £10 could be made by Stamford TC towards the chair.

**Proposal 9** – It was proposed by Councillor Story, seconded by Councillor Mrs Sismore and unanimously **RESOLVED** that the 20 aprons should be purchased at £11.60 each and sold through the Tourist Office. A contribution of £10.00 should be made towards the floral chair to be placed on the Town Hall terrace. **Action:** Town Clerk

**530. MAJOR BUILDING WORKS**

- i. *Renovation of internal stairs* – The Town Clerk reported that the remedial work on the internal stairs had commenced. It was anticipated that the carpet would be installed at the beginning of February.
- ii. *Cemetery Lodge Remedial work* – The Town Clerk reported that the situation in respect of the damp in the former office and adjoining wall in the Lodge remained unchanged. Following discussion it was noted that the quotes had been obtained and had been examined previously.

**Proposal 10** – It was proposed by Councillor B C Sumner, seconded by Councillor Story and unanimously **RESOLVED** that the quote received by Town and Country Damp-proofing at a cost of £3,500 + vat is accepted. Also accepted was the Stamford Roofing quote at a cost of £1,900 + vat for the Brett Martin Heritage range gutter system. **Action:** Deputy Town Clerk

- iii. *Town Hall Archive, Attic rooms and Handrail* – The Town Clerk circulated the plans associated with this project for examination. Following discussion it was observed that there appeared to be less space allotted for the required flat surfacing. It was agreed that the Archivist would also be consulted in respect of these plans to ensure that the layout maximises the space required.

**Proposal 11** – It was proposed by Councillor Croft, seconded by Councillor Taylor and **RESOLVED** by majority vote that the design plans for the archive, attic rooms and handrail are approved. **Action:** Town Clerk

**531. ASSETS**

- a. *Museum Collection* – The Town Clerk reported that Lincolnshire Property Services were examining the options available in respect of the Stamford Collections building before any proposals are presented to the Town Council for consideration. The Lincoln numismatist had agreed to visit the Town Hall to assist with the cataloguing the Stamford coin collection. **Action:** Town Clerk

Councillor Story reported discussions are being held by Strategic Development regarding the potential of a 380<sup>0</sup> tour of the Town Hall placed on the Town Council website at a potential cost of £2,000. Following discussion it was considered that this would attract very little benefit.

**Proposal 12** – It was proposed by Councillor Taylor, seconded by Councillor Mrs Sandall and unanimously **RESOLVED** that it was not considered value for money, nor had a compelling business case been presented.

**532. MAYOR'S CHARITY**

The financial position as at 22 December 2017 was circulated and noted.

**533. GRANT/DONATION REQUEST TO BE CONSIDERED**

- a. *Stamford and District Lions* – A request for a grant for £2,000.00 had been received. The funds would support the cost of professional acts attending the Family Fun Day event, book-ending the Stamford Festival. Following discussion it was agreed that this would enhance the entertainment provision.

**Proposal 13** - It was proposed by Councillor Taylor, seconded by Councillor Mrs Sismore that a grant for £1,000 is awarded. The motion fell with 2 votes in Favour, 3 votes Against and 1 Abstention

**Proposal 14** - It was proposed by Councillor Story, seconded by Councillor Croft and **RESOLVED** that a grant for £1,500 is awarded with 3 votes in Favour, 2 votes Against and 1 Abstention.

- b. *Stamford and District Kiwanis* – The Committee was circulated with the cost for the traffic management required for the Festival floats during the Festival weekend. Following discussion it was recognised that Town Council agreed to support the traffic management of the event with a grant.

**Proposal 15** - It was proposed by Councillor Croft, seconded by Councillor Mrs Sandall and unanimously **RESOLVED** that the quote from TMS for £1,880 + VAT is accepted and supported by a grant award.

- c. *WWI Armistice Centenary Commemoration Programme* - The Committee was informed of the proposed arrangements by the Royal British Legion. These were noted and it was recognised that no request for financial support had been requested, but potentially there may be request to use the Town Hall in November 2018.

**534. NEIGHBOURHOOD PLAN**

Councillor Taylor advised the Committee that the Working Groups are in the process of drafting the Policies to support the Plan in preparation for consultation. A consultant is to be engaged to ensure that the wordings of the policies are legally compliant and in line with the District Local plan. It is anticipated that the Stamford Neighbourhood Plan will be available for public consultation early summer. All costs are to be covered by a grant award which has been received.

It was noted that an invoice for £185.00 + vat had been received for the hosting of the Stamford First website. Following discussion it was confirmed that this service had now been transferred to a more cost effective service. It was noted that there was an additional cost of £50 towards the Domain name 'Stamford First'. Following discussion it was noted that these costs would be covered through the fund allocation of £7,000 held within the Neighbourhood Plan budget cost centre.

**535. PERSONNEL MATTERS**

- a. *Reviews* - Councillor Mrs S Sandall informed the Committee of the recent discussions with staff in respect of feedback from the Town Council decisions. There was discussion in respect of the Civic Officer's task to produce a promotional pamphlet for the facilities at the Town Hall. There was consensus that this should be produced in draft form by the end of March 2018, so the promotion of the facilities is implemented

as soon as possible. The Town Clerk informed the Committee that Amenities was examining the specification for the groundsmen. Following discussion, there was support for an additional 3.5 hours for the Community Cleaner cleaning Michael's Churchyard. This would be raised at the forthcoming Skells Trust meeting at the end of January. Action – Town Clerk

*b. Training Courses:*

- i. *Food Hygiene Course* - The Town Clerk informed the Committee that the Food Standards Office offered on-line training for the handling of food. Following discussion it was the consensus that all staff should undertake the on-line training for the proper food handling. **Action** – Town Clerk
- ii. *First Aid at Work* – The Town Clerk informed the Committee that the staff needed to undertake a refresher course in First Aid at Work. Following discussion, it was agreed details would be obtained from St. Johns Ambulance. **Action** Town Clerk
- iii. *Pension Pay Workshop* – It was noted that the Town Clerk is required to attend the Pension Workshop in Lincoln on 24 January 2018 at 10am.

**536. ANY OTHER ITEMS FOR THE NEXT MEETING**

- a. *Appreciation Shield* – The Town Clerk informed the Committee that a criticism had been received regarding the negative response to a requested award to Mr David Bryant in recognition of his dedication in Premier League football involvement. Following discussion it was observed that this matter had not been considered by the Town Council and that it was important to acknowledge Mr David Bryant's contributions.

**Proposal 16** – It was proposed by Councillor B C Sumner, seconded by Councillor Mrs S Sandall and RESOLVED that a Town shield should awarded to Mr David Bryant with a small reception held in the Mayor's Parlour. There were 3 votes in Favour and 3 Abstentions.

- b. *Court Room Tables & Chairs* – Councillor Story informed the Committee that for recent and forthcoming events he had organised round tables to accommodate a maximum of 85-90 guests. It was noted that there had been discussion on upgrading the current tables and chairs. Councillor Story agreed to present a report on upgrading the current tables and chairs with suitable alternatives which could be used for both special dinner events and conference meetings.
- c. *Altering Committee Meeting Dates* – Following discussion, it was noted that as of the next meeting schedule, all Finance Committee meetings will be held on second Tuesday of each month at 7pm, enabling time for the Finance minutes to be included in the TC agenda pack.

There being no further business the Chairman closed the meeting.

Chairman

Closed the meeting at 9.45pm