

STAMFORD TOWN COUNCIL

MINUTES OF THE FINANCE, PERSONNEL AND ASSETS MEETING HELD ON TUESDAY, 10 JULY 2018 AT 7.00PM IN THE TOWN HALL, STAMFORD

PRESENT Councillor Mrs S J Sandall (Chairman)
Councillor J Dawson
Councillor B C Sumner
Councillor Mrs S Sismore
Councillor B Turner
Councillor Mrs G Johnson

ALSO PRESENT Town Clerk

PUBLIC PARTICIPATION

None

162. APOLOGIES FOR ABSENCE (Agenda Point 1)

Councillor M Sawyer (Town Mayor) and Councillor T Story submitted their apologies. These were noted and accepted.

163. DECLARATIONS OF INTEREST – None made

164. MINUTES (Agenda Point 3)

The Minutes of the Committee Meeting held on 12 June 2018 were confirmed and signed as a true record of the meeting.

165. UPDATE ON ACTION POINTS (Agenda Point 4)

CGM Contract – It was reported that a letter had been received from CGM's solicitors in respect of certain alleged outstanding payments. These had been investigated and it was acknowledged that there were two recent invoices outstanding to CGM, plus one remittance due to the Town Council. The Town Clerk is monitoring this matter closely.

All other items were within the agenda.

166. FINANCE

- a.** *Consider the list of Accounts for Payment Schedule* – Schedule No. 4 had been circulated for examination. The entries were examined. It was noted that some of the payments covered costs incurred during the previous year – namely Accounting Services and Sage Software. The Town Clerk advised that due to the early scheduling of the Finance meeting, there would be additional supplier invoices which would require inclusion in the schedule. The account submitted by the Town Crier for his Civic duties over the year was noted. With no further queries Schedule No. 4 would be presented to the Town Council for ratification.

- b. *Budget 2018 / 19* – It was noted that no new reports had been issued as there was no change in the situation.

The Town Clerk reported that no feedback from the external Auditor had yet been received in respect of the 2017/18 Annual Return. It was confirmed no public requests for appointments had been called during the Public Rights notice period, which had now closed.

An update was provided on the status of the investment funds of £150,000 with Lloyds Bank. It was noted that the fund would attract 0.75% (interest £564.04) and mature on 27th December 2018. A further review will be considered in regards to re-investment at the time of maturity.

The Town Clerk informed the Committee that Buckles Solicitors had offered a packaged arrangement for their services. Following discussion it was agreed that at present not to have a contractual retainer in place but to continue to operate on the basis of ‘as required’ for legal services. The Committee was comfortable with continuing to recommend use of Messrs Buckles solicitors for Town Council business.

- c. *To consider engaging an irrigation operative for Stamford in Bloom Floral Scheme* –

The Town Clerk reported that it had been drawn to her attention by the Stamford in Bloom organiser that to ensure the continuation of floral displays next year, it would be necessary to consider how the floral displays are to be irrigated in future. At present the displays are watered by volunteers, but it was understood that this would be unsustainable should Stamford in Bloom maintain a presence in the town. Following discussion, it was agreed that this item should be discussed further under the Grant Donation item.

- d. Any other urgent items for consideration – Councillor Mrs Johnson enquired as to the status in respect of the receipt of the Sec. 106 funds from SKDC. The Town Clerk stated that the first two invoices had been sent to Mr Ian Yates for remittance and he had confirmed that the payment is being processed. The final invoice for the third project will be submitted as soon as all elements are completed.

167. MAJOR BUILDING WORKS

- a. *Renovation Works* – It was reported that structural work in the Town Hall archive area required some remedial work relating to a crack which had been identified on the south elevation wall. Structural engineers Messers Smithers Purslow had been requested to conduct an investigation and submit a report at a cost of £380 + VAT. Any further work would be subject to a further fee of £95 per hour + VAT. Following discussion, the Committee recognized that these were essential investigations and the charges were standard.

Proposal 1 – It was proposed by Councillor Mrs Johnson, seconded by Councillor Mrs Sismore and unanimously **RESOLVED** that the investigation by Smithers Purslow is essential and the initial charge of £380.00 + VAT for the investigation and report is accepted.

The Chairman Mrs S J Sandall informed the meeting that the suggested paint for the upper rooms were of neutral colours, such as pale cream, mushroom and grey, in line with Listed Building regulations.

Proposal 2 – It was proposed by Councillor Dawson, seconded by Councillor Mrs Johnson and unanimously **RESOLVED** that the neutral colours in line with Listed Building regulations, such as pale cream, mushroom and grey, are agreed.

The Town Clerk reported further on the works to the toilets at the Cemetery which are part of the assets of the Town Council and fall under this Committee's remit. She stated that a meeting with an architect had been convened by the Chairman of the Amenities Committee. Designs had been submitted and circulated to the members of the Finance Committee to examine. The design scheme is to alter the current two-unit public convenience to a single unisex facility and in keeping with the design of surrounding buildings. Planning permission would be required and an application is being prepared and will be submitted following Council ratification. M.A.P Design had quoted £902 for the proposed digital design plans and submitting the planning application.

Proposal 3 – It was proposed by Councillor Turner, seconded by Councillor Mrs Sismore and unanimously **RESOLVED** that the services of M.A.P Design are accepted at the fee of £902.00 for the digital plans and submission of the planning application.

The Chairman Mrs S Sandall further informed the Committee that there had been a setback with the repainting of the Malcolm Sargent Room. The appointed contractor had contacted the Town Clerk to inform her that unfortunately for personal reasons he would be unable to take on the work. Another contractor is now being sought.

168. ASSETS

- a. *Consideration of Town Hall Bookings:* The list of requests received to use the Town Hall were considered:
 - i. **Lakeside PPG Mental Health Education Event** – Friday 02 November 2018 (12pm-4.30pm). Following discussion, it noted that the Civic Officer had requested for a booking form to be completed for this and all future requests. It was observed that the hospital would be better suited for such events.
 - ii. **Stamford Friends of Whizz Kids Event** – Wednesday 28 September 2018 (4pm – 11pm) following discussion there remained concern that this booking still indicated that it was at concessionary rate. The Chairman Councillor Mrs Sandall would speak to the Civic Officer to ensure that the organisation was clear on the charges applicable after 9pm.
 - iii. **Civil Ceremony Requests** – The Town Clerk informed the meeting that another request had been received and it was hoped that the Town Hall's Licence to conduct Civil Ceremonies in the Court Room and Mayor's Parlour would be sanctioned shortly. It was noted that a further meeting with the Registrar is scheduled with the Chairman of Finance and the Town Clerk on 01 August 2018 to progress this matter further. The Town Clerk informed the meeting that in preparation for the launch of such services, editorial and promotional advertisements needed to be prepared. Following discussion, it was the consensus that the Town Clerk and Civic Officer should draft three options for the title of the services which embraced utilisation of historical elements of the Town Hall. Councillor Dawson offered to provide a list of the more popular magazines for the advertisement of weddings.

- iv. **Civic Dinner** – The Chairman enquired as to whether the invoice for the use of the kitchen for the recent Civic Dinner had been paid. The Town Clerk advised that the former Mayor is away on leave and the matter would be resolved on his return.
 - b. *To provide an update on the Museum Store* – Chairman Councillor Mrs S J Sandall informed the Committee that a meeting with the Museum Working Group would be held at the Museum Store on Wednesday 18 July 2018. The architect Simon Harris would also attend the meeting to examine the building structure and submit an independent report.
- 169. MAYOR'S CHARITY** It was noted that the Charity Account still held a residual amount of the former Mayor's funds which should be distributed in the coming weeks. This was noted.
- 170. GRANT/DONATION REQUEST TO BE CONSIDERED**
- a. *Stamford in Bloom* – The Chairman Councillor Mrs S J Sandall reminded the Committee that they had agreed to support this venture at their meeting in April 2018 with a further £250.00. Subsequently an invoice had been received for the floral chair display at the front of the Town Hall and she reminded the Committee of the earlier discussion in respect of watering the floral displays around the Town Centre. It was considered that watering all the displays within this scheme would take an estimated four hours twice a week. The sourcing of the water supply along the route would need to be established, so a container could be continually replenished. Councillor Turner offered to contact the British Legion volunteer who maintained the floral arrangement at the War Memorial to ascertain whether he may be able to assist. Following discussion, it recognised that the concept of having floral displays all year round is anticipated and the requirement of an established irrigation system needs to be established. It was recognised that there was a commitment from the Town Council, however the organiser of Stamford in Bloom needs to provide a sustainable way forward.
 - b. *Stamford Gilbert & Sullivan Players* – A letter had been received from the organisation thanking the Town Council for its useful grant support.
- 171. NEIGHBOURHOOD PLAN** – No further updates available.
- 172. PERSONNEL MATTERS**
- a. *Training of Staff* – The Chairman Councillor Mrs S Sandall informed the meeting that she had a meeting with Councillors Turner and Swan in respect of updating the staff in a number of areas relating to Health and Safety. Following discussion, it was suggested that funds need to be set-aside for the training of staff. The initial steps are being taken to review all documentation relating to Health and Safety in all areas managed by the Town Council to ensure they are in a coherent, systematic filing system and that all risk assessments and plans are current. All staff undertake relevant refresher training, appropriate to their activities and functions. It had been identified that many measures may be addressed simply in-house. It was suggested that a sum of £2,000 is set aside for such activities and training. It was recognised that before the new Council is elected in 2019, it would be more cost effective to ensure appropriate staff are NEBOSH (National Examination Board in Occupational Safety and Health) trained than contracting the services of a professional agency. At present Councillor Swan, who is

NEBOSH qualified, is working with the Administration Officer to organise all documentation appropriately. At the August Scrutiny & Audit meeting a list of induction training on all appropriate health and safety aspects will be drafted with a schedule for implementation.

Proposal 4 – It was proposed by Councillor Mrs Johnson, seconded by Councillor Mrs Sismore and unanimously **RESOLVED** that a sum of £2K is set-aside for staff training in respect of Health & Safety, with the Town Clerk and Administration Officer enrolled on a distance learning NEBOSH course together with delegated power being given to Councillors Turner and Swan to authorise tasks to address areas where necessary measures may need to be put in place to address matters of health and safety.

b. *WPS Pension Fund* – The Town Clerk informed the meeting that the West Yorkshire Pension Fund now has the facility to aid identify Independent Registered Practitioners who can assess members for ill-health retirement. This was noted.

173. ANY OTHER MATTERS FOR CONSIDERATION (Agenda Point)

a. *Complaint A-S10072018C* – The Town Clerk informed the Committee that a complaint had been received against a Councillor and the Council's complaint procedure has been implemented. Due to the subject of the complaint, the Town Clerk will be consulting with the Monitoring Officer. The complaint will be handled in confidence in line with Data Protection regulations. It will be reported to the Town Council to ascertain how it wishes it investigated. This was noted.

b. *Lease of Land to SKDC* – The Town Clerk informed the Committee regarding the request from Stamford Cricket Club for assistance in respect of their lease renewal with SKDC. The lease agreement that the Town Council has with SKDC for land in question was checked and it had been identified that funds due to the Town Council had not been paid by SKDC. The matter is being investigated further by the Town Clerk. Councillor B C Sumner stated that SKDC are also examining the situation.

174. DATE OF NEXT MEETING: (Agenda Point) – Tuesday, 14 August 2018 at 7pm

Chairman
(The meeting closed at 8.20pm)