

STAMFORD TOWN COUNCIL

**MINUTES OF THE FINANCE, PERSONNEL AND ASSETS MEETING
HELD ON TUESDAY, 15 JANUARY 2019 AT 7.00PM
IN THE TOWN HALL, STAMFORD**

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

ALSO PRESENT The Town Clerk

PUBLIC PARTICIPATION - None

7.30pm – The formal meeting commenced.

578. APOLOGIES FOR ABSENCE (Agenda Point 1)

Councillor J Dawson and Councillor T Story submitted their apologies; these were noted.

579. DECLARATIONS OF INTEREST (Agenda Point 2)

None made.

580. MINUTES (Agenda Point 3)

The Minutes of the Committee Meeting held on 11 December 2018 were confirmed and signed as a true record of the meeting.

581. UPDATE ON ACTION POINTS (Agenda Point 4)

- a. *Regalia Cabinet* – Councillor Griffin informed the Committee it was hoped to have the display refreshed within the next couple of weeks.
- b. *Mayoral Charity Account* – It was noted that this would not be transferred to Lloyds Bank until next year, following the election.
- c. *Defence Employer Scheme* – Application is being processed.
- d. *Torney Ltd* – Services to be engaged next year for Health, Safety and Environmental services.

All other items would be discussed later on as they were associated with the agenda.

582. FINANCE (Agenda Point 5)

- a. *Consider the list of Accounts for Payment Schedule* – The Town Clerk reported that Payment Schedule No. 10 was presented. It was noted that there were two additional recently received invoices to be added – I4c (Lapel pins) £143.45 + Vat and Beebys (Contract cleaning) £457.50. It was agreed that the schedule is recommended to the Town Council for approval.

- b. *To receive the report on queries on CGM invoices and outstanding remittance to Town Council* – The Committee was informed that correspondence had been received via the solicitor confirming that there were no outstanding payments due to CGM and the account had been fully settled, which was contrary to CGM's previous statement prior to legal involvement. CGM further confirmed that the outstanding remittance of £257.43 due to the Town Council would be paid during the following week.
- c. *Any other urgent items for consideration:*
- i. *Mid-Year Internal Independent Audit* – The Town Clerk confirmed that the mid-term internal audit had been conducted by Mr Godfrey Parkes and all accounts were in order. However, he had noted that there had been a small over-claim on VAT and the Bank Reconciliation required adjustment taking into account a few uncleared cheques. This was noted.
 - ii. *Fixed Term Investment Account* – The Chairman Councillor Mrs S J Sandall informed the Committee that £150,000.00 plus interest of £564.04 had been reinvested for a further 6months with it maturing on 18 March 2019 accruing a further £250.60 estimated gross interest. It was further confirmed that following discussion with the Town Clerk that it would be efficient to invest an additional £150,000 for a 6month period with a maturation date of 27 June 2019 accruing a £747.95 estimated gross interest. Following discussion, it was noted that enough equity was still available to cover agreed regular monthly outgoings before the 1st instalment of the 2019/20 Precept was received. There was consensus that it made sense to invest the additional funds to maximise the potential interest which could be earned.
 - iii. *Card payment method for the Town Hall* – The Town Clerk reported that investigations had been made with Lloyds in respect of operating a card payment system at the Town Hall. Following discussion, it was noted that this matter had been discussed last year to make the system of receipt payments more efficient. It was recognised that there were several other potential systems which could be considered. This item would be on the agenda for the next meeting for further consideration.

Proposal 1 – It was proposed by Councillor B Turner, seconded by Councillor Miss Griffin and unanimously **RESOLVED** that the Town Clerk present a report at the next meeting considering three other systems upon which a final recommendation will be made.

- iv. *Budget Report plus Reserves 2018/19* – The Committee was circulated with the December Budget plus Reserves Report for 2018/19. The details of the 2019/20 Precept submission details were tabled for information. It was noted that as the request was in excess of £140,000.00 the supporting budget was necessary. The schedule of projects for which Earmarked reserves were held was discussed. It was recognised that a number of the identified projects were already in hand and it was hoped that they should be completed prior to the end of the Financial Year 2018/19.

583. MAJOR BUILDING WORKS (Agenda Point 6)

- a. *Renovation Works* – The Chairman Councillor Mrs S J Sandall reported that identified remedial work to the window of the attic room overlooking St. Mary's Place had been requested. Following discussion, it was recognised that the access to the proposed work zone would require scaffolding. This metal structure will require 8 fixing points to the building. It has been suggested that a cherry picker is hired to inspect the parapet above the window which could not be viewed from the internal inspection. This will also enable a more accurate recording of the condition of the stonework and measurements to be taken prior to the commencement of the work. The Committee discussed the matter and it was understood that this issue should have been addressed when the roof and windows were replaced some fifteen years ago. It was appreciated that the situation needs to be resolved and not just left, as previously. There was a consensus that the inspection with the cherry picker would be informative and should be progressed.

Proposal 2 – It was proposed by Councillor Mrs S Sismore, seconded by Councillor Mrs G Johnson and unanimously **RESOLVED** that the Town Clerk issue an instruction to Harris McCormack Architects to proceed with the inspection by Orchard Builders to engage a cherry picker to carry out an inspection of the work zone to the window of the attic room overlooking St. Mary's Place at a cost of £1,298.00 + VAT.

It was noted that during the recent Emergency Lights test a number of faults had been detected and a full report is awaited from P.T. Potter Electrical Services.

584. ASSETS (Agenda Point 7)

- a. *Consideration of Town Hall Bookings*: The list of requests received to use the Town Hall was considered:
- i. **Gurkha Welfare Trust Fundraising Evening** – Tuesday 03 March 2018 (5.00pm-8.45pm) It was noted that this event had been cancelled.
 - ii. **Civic Event (Cheese and Wine) Evening** – Wednesday 16 January 2019. It was noted that due to lack of numbers the event had been cancelled.
 - iii. **Mutts Nutts Charity Meeting** – Wednesday 30 January 2019 (09.30am – 12.30pm) It was noted that this meeting was for a small charity and following discussion the Committee recognised that it met all necessary criteria and approved free use of the Court Room only.
 - iv. **Showmen's Guild Mid-Lent Fair Opening Ceremony** – Monday 01 April 2019 (5.30pm – tbc). Following debate, it was noted that this year the event should be offered by the Town Council in the absence of a Mayor. The associated costs for the use of the kitchen and staff would be covered by the Town Council.
 - v. **Civic Society AGM** – Thursday 10 October 2019 (7pm – 9pm). Following consideration, it was the consensus that the charge of £180 applied to this event and use of the Court Room only.
 - vi. **The Townwomen's Guild** - Tuesday 10 December 2019 (6pm – 9pm). Following consideration, it was the consensus that no charge is applied as this is a small charity

which meets the necessary criteria. The kitchen is only to be used for obtaining hot water.

Proposal 3 – It was proposed by Councillor B Turner, seconded by Councillor Mrs G Johnson and unanimously **RESOLVED** that the above Town Hall bookings be accepted at the above agreed rates.

- b. *To provide an update on the Museum Store* – The Chairman Councillor Mrs S J Sandall reported that the Town Clerk had been informed that a press release is due to be circulated by LCC Cultural Services Manager in respect of the future of Lincolnshire's Heritage services. The proposed changes are a step towards making the heritage services self-sufficient and providing greater support for community-run sites. The proposal will follow a 10week consultation period. The Town Clerk informed the Committee that an independent building survey of the Museum Store will take place on Thursday 24 January by Smithers Purslow. However, it is recognised that the Committee had hoped that the cost could be contained within £1,000.00, but the cost of the survey would be in the region of £1,500.00 + VAT

Proposal 4 – It was proposed by Councillor Mrs S Sismore, seconded by Councillor Mrs G Johnson and unanimously **RESOLVED** that the Town Clerk proceeds with engaging Smithers Purslow for an independent survey of the Museum Store.

- c. *Town Hall Rear Courtyard works* – The Town Clerk reported that a purchase order has been raised for these works and it was hoped that the work would commence as soon as possible.
- d. *Open Spaces* – The Town Clerk informed the Committee that she had communicated to the Land Owner of the former Jelson plots in respect of the legal fee requirement. The Land owner was prepared to consider the request but needed to know the cost of the legal fees. The Town Clerk advised that this was being ascertained.
- e. *Passenger Lift Contract* – The Town Clerk reported that the contract is being reviewed for next year. However, in the meantime the reprogramming of the auto-dialer is being requested. This was noted.
- f. *Civil Ceremony Booking Form* – A draft of the Civil Ceremony booking form was circulated and following discussion it was agreed that this should be disseminated to the Council for approval at the January meeting.
- g. *Stamford Apple Paintings* – The Town Clerk informed the Committee that she had received a request from the Stamford Community Orchard Group, to exhibit a small display at the Town Hall of six A3 size originals of famous Stamford apples raised and grown at Brown's Nursery in Stamford in 1850s. The display would be for a maximum of a fortnight following the launch on 5th October 2019 and then hopefully stored permanently in the Town Hall Archives.

Proposal 5 – It was proposed by Councillor Miss B Griffin, seconded by Councillor B Turner and unanimously **RESOLVED** that consent should be granted to an exhibition of a small display at the Town Hall of six modern A3 size originals of famous Stamford apples raised and grown at Brown's Nursery in Stamford in 1850s. The display should be for a maximum of a fortnight following the launch on 5th October 2019 and then stored permanently in the Town Hall Archives.

- h. *Use of Borough Coat of Arms* – The Town Clerk reported that the History Society had requested the use of the Borough Coat of Arms for a small book which they are producing. There was general consent to this request, subject to acknowledgement being made to the Town Council.

Proposal 6 – It was proposed by Councillor Mrs G Johnson, seconded by Councillor B Turner and unanimously **RESOLVED** that sanction should be granted to the History Society to use the Borough Coat of Arms with acknowledgement being made to the Town Council.

585. MAYOR'S CHARITY (Agenda Point 8)

It was noted that the current balance of the Mayor's Charity fund stood at £151.51. However, it was understood that a cheque for £500 had been received, banked and awaited clearance.

586. GRANT/DONATION REQUEST TO BE CONSIDERED (Agenda Point 9)

- a. *Commemorative seating of 100th Anniversary of Armistice* – The Chairman advised the Committee that there had been a slight error by the Community Group leading this project. It was confirmed that the cost for the bench selected by the Town Council, which would be located at the War Memorial, was £896.00 and not the initial £695.00. However, following discussion it was recognised that 20% VAT would be required to be added taking the total cost to £1,075.20. There was further discussion in respect of the other benches and the Chairman Councillor Mrs S Sandall asked that individuals who had contributed towards the other benches which are to be installed at Castle Dyke should contact Councillor Tony Story or Mr Don Lambert.

Proposal 7 – It was proposed by Councillor Mrs S J Sandall, seconded by Councillor Mrs S Sismore and unanimously **RESOLVED** that the grant should be increased to of £1,075.00 and awarded towards this project.

- b. *Evergreen Care Trust* – It was noted that a grant request had been received towards the Friendship Lunch Club from the Age UK Grant Fund. The request had been circulated and the Town Clerk was asked to invite Louise Marsh to the next meeting to present the request.
- c. *Stamford in Bloom* – It was noted that a request had been received from Stamford in Bloom for £1000.00 towards the scheme this year. Following discussion, it was noted that the organisers were organising a number of fund-raising events to support and promote the scheme. One of these initiatives is a Photographic Competition which would require monetary prizes of £200 for the overall winner; £50 and £25 for the respective runners up and an under 16years prize of £100. It was recognised that this initiative is supported by the Town Council.

Proposal 8 – It was proposed by Councillor B Turner, seconded by Councillor Mrs S Sismore and unanimously **RESOLVED** that the Town Council support the Stamford in Bloom scheme this year by £1000.00, plus the prize money for the Photographic Competition of £375.00.

- d. *Browne's Hospital* – The Town Clerk informed the Committee that the Chairman of Browne's Hospital had sent a message to thank the Town Council for their consideration over the grant award to this Charity. This was noted.

587. NEIGHBOURHOOD PLAN (Agenda Point 10)

No further update available at present.

588. PERSONNEL (Agenda Point 11)

- a. *Work Placement* – The Town Clerk informed the Committee that the Work Experience placement from New College Stamford would commence on 14 January 2019 for two weeks. This was noted.
- b. *Emergency First Aid at Work* – The Town Clerk informed the Committee that this course was essential as the staff's certification expires at the end of February. Following discussion, it was agreed that a 1day course be been arranged on Tuesday 29 January 2019 when the Town Hall would be required to shut due to the training. Any Councillors wishing to attend should contact the Town Clerk.

Proposal 9 – It was proposed by Councillor Mrs G Johnson, seconded by Councillor Miss B Griffin and unanimously **RESOLVED** that consent should be granted for the Emergency First Aid at Work refresher Course on Tuesday 29 January 2019 at the cost of £350.00 + VAT. Notification should be displayed that the Town Hall is closed during that day for training purposes.

589. ANY OTHER MATTERS FOR CONSIDERATION (Agenda Point 12)

- a. *Complaint* – The Chairman informed the Committee that a Complaint Panel had been convened and a resolution had been reached with the Town Council submitting a letter of regret to Vision Express.
- The matter relating to the Code of Conduct is with SKDC's Monitoring Officer who will contact the Town Council in due course.

590. DATE OF NEXT MEETING: (Agenda Point 13) – Tuesday, 12 February 2019 at 7pm

Chairman
(The meeting closed at 8.40pm)