

## **STAMFORD TOWN COUNCIL**

### **MINUTES OF THE FINANCE, PERSONNEL AND ASSETS MEETING HELD ON TUESDAY, 09 JULY 2019 AT 7.00PM IN THE TOWN HALL, STAMFORD**

**PRESENT** Councillor Miss B Griffin (Town Mayor)  
Councillor Mrs S J Sandall (Chairman)  
Councillor B Sandall (Vice Chair)  
Councillor Mrs S Sismore  
Councillor D Taylor  
Councillor Mrs J Clarke  
Councillor Mrs E Hooper (substituting for Councillor A Croft)

**ALSO PRESENT** Town Clerk  
Mr. R - Representative of Stamford Methodist Church

**PUBLIC PARTICIPATION** – Mr. R presented an application for financial assistance towards the organisation of the Stamford Dog Show which is being held on the Meadows. The Committee had been circulated with the details of the application for consideration and there were no questions.

#### **118. APOLOGIES FOR ABSENCE (Agenda Point 1)**

Councillor A Croft had submitted apologies; these were noted and accepted.

Councillor H Bisnauthsing did not attend the meeting and no apologies had been received.

#### **119. DECLARATIONS OF INTEREST**

None declared.

#### **120. MINUTES (Agenda Point 3)**

The Minutes of the Committee Meeting held on 11<sup>th</sup> June 2019 were confirmed and signed as a true record of the meeting.

#### **121. UPDATE ON ACTION POINTS (Agenda Point 4)**

- i. *Regalia Cabinet* – This matter remains in hand with Councillors Griffin & Dawson
- ii. *Mayor's Charity Account* – It was noted that cheques had been presented to the former Mayor's Charities. Once the cheques have been cleared the account will be closed and a new account will be opened at Lloyds Bank, as had been previously determined by the Town Council.
- iii. *Transfer of Open Space to Town Council* – This matter is being progressed with Buckles solicitors.
- iv. *Passenger Lift Auto-Dialer* – A date for the reprogramming is awaited.
- v. *Fire Risk Assessment* – Implementation of the report has commenced. The lightning conductor and up-grading of the glazing to the staff kitchen window is being progressed in association with the building work at the Town Hall.

- vi. *Defibrillators* – The replacement unit and a new unit for the Town Hall were on order and it was noted that the cost for the replacement unit would be covered by the Town Council's insurance policy, subject to the appropriate Excess.
- vii. *Carpet of Attic Rooms* – The first phase of this initiative would commence this week and is anticipated to be completed within the week. The second phase would commence once the lintel work had been completed. It was noted that ten doors needed to be removed so they could be resized and replaced when the carpet was in place this would be at a cost of £40 per door. There was approval for this work to proceed in line with the phased work. **Action:** Town Clerk
- viii. *Conservation of the Historic Panel* – A grant award is being sought to support the conservation work.
- ix. *Conservation of Historic Scrapbook* – This matter is in hand and grant awards are being sought to support the conservation work.

## 122. FINANCE

- a. *Consider the list of Accounts for Payment Schedule* – It was noted that the payment scheduled is incomplete as a number of routine invoices were imminently anticipated. However, it was reported that the contract for the major work at the Town Hall has now been completed and the retention of £1,600.68 is due to be released. It was noted that following an inspection by Harris McCormack Architects the snagging has been completed. The accounts for payment schedule would be circulated with the Town Council's agenda pack.
- b. *To consider the best use of the General Power of Competence* – All members of the Finance Committee had been circulated with the document outlining the General Power of Competence which empowered Councils to make a difference within their community. Councillor R Sandall had examined the document and suggested that there were several opportunities for the Town Council to support and enhance the Parish of Stamford using the specific Powers provided for a qualified council. A number of examples were cited of how other councils had used this Power innovatively bringing direct benefit to businesses, schools and inhabitants. One of the initiatives suggested by Councillor R Sandall was to provide a grant of £1,000.00 to thirteen Town Councillors to provide them with a similar platform as District Councillors on the Town Council who receive a similar level of grant provided by the District Council. There was considerable discussion in respect of how this would be funded and disbursed. It was suggested that it could be applied in a similar manner as the District Ward Member Grant Scheme. An application would be created for Councillors to use to support grassroot projects in their community. The applications would need to be submitted to the Finance Committee to monitor. The funding would be identified through reviewing the current budget, so no additional strain is placed on residents by increasing the Precept. There was concern expressed over the details of how this initiative would be managed both now and in the future. There was also a suggestion that another way of providing a level playing field for all Councillors is for the District Councillors on Stamford Town Council not to accept the District Grant and be awarded the £1,000.00 by the Town Council.

**Proposal 1** – It was proposed by Councillor B Sandall, seconded by Councillor Mrs S Sismore and **RESOLVED** by majority vote to investigate the potential of the initiative to provide a fund of £1,000.00 to each of the thirteen Town Councillors who do not receive a grant of £1000.00 from District Council, and for the Chairman, Vice-Chairman and the Town Clerk are to examine the budget to identify how to provide the resource of £13,000.00 to support this initiative this year. There were five votes in Favour, one vote Against (Cllr Taylor) and one Abstention. **Action:** Cllrs Sandall / Town Clerk

There was further discussion on other projects which could be developed to provide support for educational establishments suffering from lack of funding and to introduce plans such as solar power panels on the roof of the Town Hall to reduce energy costs. Councillor R Sandall suggested that this could be achieved through the apportionment of the New Home Bonus received by the District Council from the Government. Debate ensued over whether any greater benefit could be achieved by a further apportionment of this fund to the Town Council. There was belief that the District Council is already benefiting Stamford and other areas within the District through this fund.

**Proposal 2** – It was proposed by Councillor R Sandall, seconded by Councillor Mrs S Sismore and **RESOLVED** by majority vote that the Town Clerk investigates whether South Kesteven District Council would consider providing Stamford Town Council a percentage of the Stamford apportionment of the New Home Bonus fund received from the Government. There were four votes in Favour, one vote Against (Cllr Taylor) and two Abstentions.

**Proposal 3** – It was proposed by Councillor R Sandall, seconded by Councillor Mrs E Hooper and unanimously **RESOLVED** that the Town Clerk investigates and prepares a business case for installing solar panels on the roof of the Town Hall.

- c. Introduction of Card Payment System at the Town Hall* – The Town Clerk reported that several card systems had been examined and the most cost effective identified was iZettle. It was noted that this particular card payment unit is being used by a number of Councillors and it was verified as being a simple and affordable system in comparison to bank cards and other payment types. Following discussion, it was agreed that an effective fire-wall would be required, and this is being investigated. It was hoped to have the card payment system up and running by September 2019. **Action:** Town Clerk
- d. To consider the replacement of the Chandeliers in the Court Room* – The Chairman Councillor Mrs S J Sandall informed the Committee that this is being investigated and quotes are to be obtained to ascertain the cost and style of chandeliers best suited for the Court Room. **Action:** Town Clerk
- e. Grass Verge Cutting* – It was reported that the contractor had now completed the strimming and cutting of the verges. All Councillors were asked to examine their Wards and to inform the Town Clerk of any areas that still required addressing. Following discussion, it had been observed that the verge outside the Bottle Lodges could do with further attention. It was noted that this area is outside of Lincolnshire and covered by

Peterborough City Council, however, appropriate organisations would be contacted to address the situation. **Action:** Town Clerk

- f. *Investment Fund* – It was confirmed that the £200,000.00 had been invested as agreed by the Town Council for a period of 6months.

### 123. MAJOR BUILDING WORKS

#### a. **Renovation work at Town Hall:**

- i. *Inspection of the attic room window lintel* – The Committee were circulated with the findings of the inspection and photos taken of the defective area of the roof. It was noted that the stone work around and above the three third floor windows was sound and in good order. However, the coping stones on the parapet along the windows are in a poor state with substantial cracking and pitting. The edge of some of the stones are broken and eroded as clearly seen in the photos. It is recommended by Harris McCormack Architects that approximately 10m of coping stones are replaced with like-for-like and re-bed upon a damp-proof course. Isolated areas where lead flashing has also come away from the parapet will require addressing. The area needs to be cleared of debris and dirt, with the stonework repointed in some locations. Scaffolding would be required to provide a safe working platform when undertaking the repairs. A quote for the work is being obtained from Orchard, who are currently undertaking work at the Town Hall.

Discussion ensued that at the same time as when the roof work is in progress the removal of the two floodlights on the roof which are obsolete could be effected. It could also be established whether the building is fitted with a lightning conductor. It was noted that the present inspection had been agreed as part of the initial renovation work at a cost of £1,298.00 + VAT and would now be treated as a separate piece of work. A quote would be obtained for undertaking the repairs to the lintel and the replacement of the coping stones.

### 124. ASSETS

- a. *To consider the bookings for the hire of the Town Hall* – The list was circulated and it was noted that there were no new booking requests this month. However, the latest wedding booking had confirmed details of which room was required and the deposit had been received. The Town Clerk reported that Vintage Love Affairs had requested the use of the Town Hall for their Christmas Fayre on Sunday 24 November. It was recognised that last year this event had caused a number of issues which should not be repeated. Following further discussion, it was considered that the ‘Tea Room’ should be incorporated in the Court Room with the use of the kitchen embraced in the pricing. The Town Clerk and Civic Officer should establish a potential suitable pricing and report back at the next meeting. **Action:** Town Clerk / Civic Officer
- b. *Civil Ceremonies advertising* – The Town Clerk reminded the Committee that last financial year an agreement had been made with Pride Magazine for two issues and a refreshed article is needed following the recent ceremonies held at the Town Hall. It was appreciated that two quotes had been received in respect of the printing of one fixed banner and one pull up banner, the third quote was still awaited. Following discussion,

it was agreed that designs should be pursued so the advert is ready for the next publication. **Action:** Civic Officer

**125. MAYOR'S CHARITY**

It was appreciated that the cheques had been issued to the former Mayor's three charities – Marie Curie; Stamford Young Peoples Charity (Florence Desforges Fund) and Three Counties Dog Rescue, each receiving £658.19. It was confirmed that as soon as the cheques had been cleared the current account at HSBC would be closed and a new account opened at Lloyds Bank. **Action:** Civic Officer

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

The Chairman Councillor Mrs S J Sandall stated should the two applications for consideration be successful they would be awarded assistance from the Town Council's grant budget of £7,000.00.

- a. *Stamford Methodist Church (Dog Show)* – An application for grant assistance had been received from the Stamford Methodist Church to support the popular annual Dog Show. The grant would be utilised to pay for provision of public conveniences on site and the services of St. John Ambulance for first aid. Following discussion, it was agreed that the award of £250.00 should be granted.

**Proposal 4** – It was proposed by Councillor Mrs S Sismore, seconded by Councillor R Sandall and unanimously **RESOLVED** the Council awards grant assistance of £250.00 to the Stamford Methodist Church for the provision of public conveniences and the services of St. John Ambulance during their Dog Show.

- b. *Stamford Junior Netball Club* – It was noted that an application had been received from Stamford Junior Netball Club to support the club purchasing floodlighting. However, the first set of floodlighting trialled proved to be unsuitable and expensive. Alternative more cost-effective systems are being considered. The Club is actively fund raising and is canvassing support to enable the lights to be installed at the Stamford Welland Academy. Following discussion, it was noted that this application is for the Skells Trust, but more information is required in respect of the value of the lighting system being considered before it is directed to the Skells Trust for consideration. There was concern expressed that no financial support appears to be provided from the Cambridge Academy Trust which will ultimately benefit from the installation of these permanent floodlights.

**Action:** Town Clerk

**127. NEIGHBOURHOOD PLAN**

Councillor Taylor informed the Committee that the Stamford Neighbourhood Plan is due to be signed-off by the Neighbourhood Plan Committee next week. Following this it will be presented to the Town Council for approval to go forward for consultation. This consultation would take place on-line, through the Stamford Mercury and there would also be specific engagement sessions around Stamford. The final budget is being prepared which will include the cost of the consultation and the delivery of the final document to the District Council for examination by the Planning Inspector. Following discussion, it was suggested that one of the engagement sessions should be conducted at

Malcolm Sargent School as this was an area where there is the greatest impact of housing development.

**128. PERSONNEL MATTERS**

The Chairman Councillor Mrs Sandall confirmed that Mrs Coral Johnson-Veale had accepted the post as Administration Officer and following her notice period would be commencing her role at the Town Hall at the end of July 2019. It was also noted that a meeting is due to be convened with the Town Clerk to examine and review the job descriptions. The Appraisals had also been conducted with the current staff which had been positive, and all staff were willing to have their job descriptions reviewed to embrace the increasing number of duties and initiatives being implemented by the Town Council.

Councillor Mrs Sandall raised the matter of opening the Town Hall on the day of the Festival. This year no more than four people visited the Town Hall during the entire day, although the Recreation Ground was very busy there was no excessive footfall through the town. It was considered that the cost of having the building staffed is not cost effective and she therefore suggested that the Town Hall is not open during the Festival. However, it was recognised that the Heritage Day and Georgian Festival weekends had always proved very busy,

**Proposal 5** – It was proposed by Councillor Mrs S J Sandall, seconded by Councillor Mrs S Sismore and unanimously **RESOLVED** that the Town Hall does not open during the Stamford Festival weekend.

**129. ANY OTHER MATTERS FOR CONSIDERATION (Agenda Point)**

- a. *Stamford in Bloom* – The Mayor Councillor Miss Griffin informed the Committee that judges had been very positive with the effort made this year. The involvement of the Community is of importance and gains additional points. It was very interesting how far reaching the involvement had been during this year and it was hoped that a good score could be attained. The Town Clerk explained that this year there was a new route along which the judges were guided. There were three categories – best residential gardens, best hotel garden and the best retail premises. The result is expected in September when the awards are made.
- b. *Photographic Competition* – The Competition had now closed, and the entries judged with a shortlist made. The images will now be produced and displayed in the Town Hall for viewing during July. The final selection would be made on the 29 July when the prizes will be awarded.
- c. *Map of Stamford* – An old map of Stamford had recently been reproduced on a synthetic fabric-like material as a gift. It was considered that this could be reproduced and sold during the forthcoming Open Days. Following discussion, it was considered to be a positive initiative and quotes should be obtained for 5 prints each of A4, A3 and note pads. **Action:** Town Clerk
- d. *Land Registry Application* – The Town Clerk reported that an application had been received to register Brownes Hospital, but it included the War Memorial. Following discussion, it was confirmed that the Town Clerk should object to the inclusion of the War Memorial in the land registration application. **Action:** Town Clerk

- e. *Malcolm Sargent Collection* – A letter had been received from Miss Sylvia Darley in respect of the Malcolm Sargent Memorabilia she has donated to Stamford Town Council. The letter officially confirms her as the Chief Executor of Sir Malcolm Sargent's Will and that these items have been given for public display at the Town Hall. This was noted.
  - f. *Mayor's Sunday* – Councillor Mrs Sismore raised concern that some of the Mayor's guests believed that they were entitled to take away any remaining food at the end of the event. Especially unfortunate, as Town Hall staff who had been working that day had not had the opportunity to have any refreshment being on duty and as was normal after such events had ended and guests had left. The Mayor Councillor Miss Griffin said she was unaware of the situation as no one had brought the matter to her attention.
  - g. *Stamford Representation at Arnhem* – Councillor Mrs Hooper enquired as to whether there was any one going to Arnhem to represent the fallen from Stamford. Following discussion, it was understood that there were a number of local memorial services to commemorate D Day, but it was unclear whether any representative from Stamford would be attending services at Arnhem. Councillor Mrs Hooper would investigate further with the Royal British Legion.
130. **DATE OF NEXT MEETING: (Agenda Point)** – Tuesday, 13 August 2019 at 7pm

Chairman  
(The meeting closed at 8.25pm.)