

STAMFORD TOWN COUNCIL

MINUTES OF THE FINANCE, PERSONNEL AND ASSETS MEETING HELD ON TUESDAY, 13 AUGUST 2019 AT 7.00PM IN THE TOWN HALL, STAMFORD

PRESENT Councillor Mrs S J Sandall (Chairman)
Councillor B Sandall (Vice Chair)
Councillor H Bisnauthsing
Councillor Mrs J Clarke
Councillor A Croft
Councillor A Carter-Begbie (substituting for Councillor Mrs S Sismore)

ALSO PRESENT Town Clerk

PUBLIC PARTICIPATION – None.

175. APOLOGIES FOR ABSENCE (Agenda Point 1)

Councillor Miss B Griffin (Town Mayor), Councillor Mrs S Sismore and Councillor D Taylor had submitted their apologies; these were noted and accepted.

176. DECLARATIONS OF INTEREST

Councillor Mrs S J Sandall and Councillor B Sandall declared a Personal and Prejudicial Interest in respect of payment item 10779 on the schedule as it related to their business.

177. MINUTES (Agenda Point 3)

The Minutes of the Committee Meeting held on 09 July 2019 were confirmed and signed as a true record of the meeting.

178. 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 all cheques have been cleared and the account held a nil balance. It will now be closed and a new account opened, at Lloyds Bank, as previously determined by the Town Council.
- iii. *Transfer of Open Space to Town Council* – This matter is being progressed with Buckles solicitors. It was noted that this involved plots in Rockingham Road and Chatsworth Road which are being gifted to the Town Council by the land owner who has agreed to pay for the legal fees for the transfer of the deeds. Following discussion, it was noted that there are other open spaces under private ownership which are being cut by the Town Council's contractors and where there is an agreement in place between the Town Council and the landowners for the latter to reimburse the Town Council for such cuts undertaken.
- iv. *Passenger Lift Auto-Dialler* – A date for the reprogramming is awaited.
- v. *Blinds for Attic Rooms* – The first phase of fitting the blinds will take place on 9th September. **Action:** Administration Officer

- vi. *Conservation of the Historic Panel* – A grant award for £3,000 is being sought towards the conservation work. The restoration cost is nearly £10,000 for which there is an earmarked reserve accrued.
- vii. *Conservation of Historic Scrapbook* – This matter is now being progressed as grant awards to support the conservation work have been received.
- viii. *Replacement of the Chandeliers in the Court Room* – This matter is being investigated
- ix. *Installation of Solar Panels on the Town Hall* – The business case is being prepared.
- x. *Investigation of a Community Grant Fund* – This is still being examined.
- xi. *New Homes Bonus* – This is being investigated and a response is awaited from the District Council's S151 Officer.

179. FINANCE

- a. *Consider the list of Accounts for Payment Schedule* – Schedule 5 had been circulated for consideration, but it was noted that this was still incomplete as there are a number of invoices which are due at the end of the month for contracted works. Councillor B Sandall informed the meeting that he had personally paid for one of the two copies of the Wonders book which the Town Council had ordered. There were no further comments on the schedule and the Town Clerk confirmed that the completed schedule will be circulated with the Town Council agenda.
- b. *To consider the feedback on the 1st Quarter Finance Report* – The Report had been circulated to all members of the Council at the July Town Council. The Chairman Councillor Mrs S J Sandall encouraged members to contact the Town Clerk before the Town Council meeting if they had any queries on any issue of the budget. The members of the Committee were reminded that it was important that they understood the budget and quarterly report information provided as they, as members of the Finance Committee, are scrutinising and verifying financial documents for the Town Council. The Chairman confirmed that the new accountancy system provides detail which is accessible to all members. The Chairman wished to thank the Town Clerk and Deputy Town Clerk for the report as it was both clear and comprehensive.
- c. *Stamford Map* – The Town Clerk reported that a quote had been obtained from BJ Print for reproducing the map on a synthetic fabric similar to canvas. A sample A3 size at £10 was circulated. Following discussion, it was considered that this was good value and a small number be purchased as a trial to sell during Heritage Open Day and the Georgian Festival. Once the maps are available they could be possibly sold via the Tourist Information Office.

Proposal 1 – It was proposed by Councillor Mrs Carter-Begbie, seconded by Councillor Mrs Clarke and **RESOLVED** by majority vote that five maps are produced as a trial from BJs at a cost of £10 each and sold for £15.00 each. There were two Abstentions.

- d. *Introduction of Card Payment System at the Town Hall* – The Town Clerk reported that the iZettle and Sage systems had been further examined. Following discussion it was considered that there were benefits to both systems. It was observed that with iZettle the transaction fee could decrease from 1.75% to 1.25%, in addition one had the opportunity of a short free trial period. Sagepay offered the opportunity to purchase the desk top card machine outright over a set period and charged a transaction fee of 1.5%. It also

enabled the accounts information to be seamlessly integrated into the existing Sage accountancy package. The consensus was for the Town Clerk to obtain full details on the installation of the iZettle unit for the Town Council meeting when a final decision would be taken. Thanks was recorded for the kind assistance of Councillor Mrs Julie Clarke's husband on this matter. **Action:** Town Clerk

180. **MAJOR BUILDING WORKS**

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

- i. *Inspection of the attic room window lintel* – A quote is awaited for the repair work to the lintel of one of the attic windows.

181. **ASSETS**

- a. *To consider the bookings for the hire of the Town Hall* – The schedule of booking requests had been circulated for consideration.

- i. **Citizens Advice 25 September 2019** – A request had been received to use the Malcolm Sargent Room from 1.45pm until 4pm for a Volunteer Training session.
- ii. **Georgian Festival 29 and 29 September 2019** – It was noted that the Court Room was requested for the use of the Georgian Festival Event.
- iii. **Poppy Appeal Coffee Morning 01 November 2019** – A request had been received from the Royal British Legion to use the Court Room from 10am till noon. The event is serviced entirely by volunteers.
- iv. **Royal British Legion 11 November 2019** – A request had been received to hold an event in the Court Room from 7.30pm until 10pm.

Proposal 2 – It was proposed by Councillor Mrs Carter-Begbie, seconded by Councillor Mrs Clarke and unanimously **RESOLVED** that the above bookings are agreed and to be offered free of charge. **Action:** Civic Officer

- v. **People Plus** - The Town Clerk reported that a request had been received for providing a small group of unemployed adults training sessions over several dates in September and October between 9am and 4pm. Following discussion it was the consensus that a concessionary rate is offered. It was noted that during the seven days requested only one day would need to be in the Court Room, otherwise the bookings would be in the Malcolm Sargent Room.

Proposal 3 – It was proposed by Councillor Mrs Carter-Begbie, seconded by Councillor B Sandall and unanimously **RESOLVED** that a rate of £85 per day for the seven days is offered. A non-refundable deposit of £100 to be made which will be deducted from the final invoice.

- vi. **Vintage Christmas Market** – The Town Clerk reported that the organisers had been approached and informed that the rate of £800 would need to be increased but could not entertain an increase in numbers especially as the Malcolm Sargent Room had constraints. Following discussion, it was recognised that there were a number of issues which had arisen and required serious consideration if the event was to be held again in the Town Hall. It was understood that this matter had been discussed by the Events Committee and its comments noted, together

with the issues reported by the Officers in attendance at the event. The consensus of the Members was that the event is turned down as the potential risks were too great.

Proposal 4 – It was proposed by Councillor Mrs J Clarke, seconded by Councillor B Sandall and unanimously **RESOLVED** that this event is declined on the grounds of risk.

- vii. Stamford in Bloom** – The Town Clerk reported that the results of the competition are to be announced on 18 September. The coordinator had asked whether the award certificates could be presented to the winners at the Town Hall in the Court Room. It was also understood that there is to be a celebration dinner at Lamberts on the 18 October to thank the volunteers, but details are awaited. Following discussion it was agreed to support the Presentation evening at the Town Hall. In respect of the Celebration evening, a small contribution may be considered from the Council.

Proposal 5 – It was proposed by Councillor B Sandall, seconded by Councillor Bisnauthsing and unanimously **RESOLVED** that the Court Room is offered free of charge for the presentation evening, and drinks and nibbles are provided by the Town Council as a thank you to all participants.

Proposal 6 – It was proposed by Councillor B Sandall, seconded by Councillor Mrs Carter-Begbie and **RESOLVED** by majority vote that a contribution of £250 is offered towards the celebration event. There were two abstentions.

8.20pm – Councillor Bisnauthsing left the meeting.

- b. *Civil Ceremonies advertising and marketing* – The Town Clerk circulated the report in respect of the designs for the pull-up banner, the folder and large banner to advertise the facilities available at the Town Hall and to publicise that the Town Hall has rooms licensed for Civil Ceremonies.

8.55pm – Councillors Mrs S J Sandall and B Sandall left the meeting

The three designs were assessed together with their pricing:

Quote 1 – Folder £237 (Qty 100); Vinyl Banner £180.00; Pull-up Banner 180.00

Quote 2 – Folder £350 (Qty125); Vinyl Banner £65.00; Pull-up Banner 68.00

Quote 3 – Folder £324 (Qty 100); Vinyl Banner £30.00 to print (Art Work cost tba); Pull up banner £49.00

The designs were evaluated, and it was considered that the Quote1 designs were the most acceptable. Although the design was fresh and clean, it was requested that photos of the Town Hall and the licensed rooms should be included. The Town Clerk informed members that the designs were now urgent for inclusion in wedding features in prominent magazines. It was acknowledged that the design for the pull-up banner was the most critical as the design could also be used for the advertising features. The vinyl banner wasn't so urgent and the folder design required slight adjustment.

Proposal 7 – It was proposed by Councillor Mrs Clarke, seconded by Councillor Croft that Quote 1 is moved forward subject to the adjustments. A final design should be prepared for the Town Council meeting for a final decision. **Action:** Town Clerk / Civic Officer

The Town Clerk informed the members that Stamford Pride had a special offer for a half page advert in their January, June and September editions at £359+VAT per edition. Discover Rutland had a special offer for half page advert in their Autumn/Winter and Spring/Summer editions at £300+VAT.

Proposal 8 – It was proposed by Councillor Mrs Clarke, seconded by Councillor Mrs Carter-Begbie and **RESOLVED** that the prices for the adverts are approved.

9.15pm – Councillors Mrs S J Sandall and B Sandall rejoined the meeting

- c. *War Memorial* – The Town Clerk updated the Committee on her discussions with both the Land Registry and Lincolnshire County Council (LCC) Highways in respect of the management and registration of the area in front of the Stamford War Memorial. It was noted that Land Registry is aware of the Town Council's objections. Following discussion with LCC, the Highways legal team has confirmed that the area has always been Highways and cannot be registered. They suggested that a License is issued to Stamford Town Council to manage that area with permission for the street furniture and bollards that have been installed. Subsequent to the forthcoming Town Council meeting a formal response will be submitted to Land Registry stating that the Town Council would not object to the Browne's Land Registry application subject to them resubmitting new drawings that did not include the War Memorial.
- d. *Consultation on Lincolnshire Cultural Heritage* – The Town Clerk reported that there was no further feedback from Lincolnshire on their decision regarding their recent consultation. The Town Clerk was requested to request an update on the position of the Discover Stamford and the Museum Store for the forthcoming Town Council meeting. Following discussion, members recognized that there was a small amount in the earmarked reserves in the event of these elements being transferred to the Town Council. It was recognized that there still remained a strong disappointment among residents over the loss of the Town's Museum and every effort is being made to have these assets transferred to the Town Council.
- e. *Town Hall Floodlighting* – It was agreed that the funds for floodlighting will continue to be accrued and the funds will roll on for next year.
- f. *Stamford Spa bench* – It was reported that the space had now been prepared to receive one of the benches in store (formerly located at Castle Dyke) to be installed at the Stamford Spa. M W Edwards Ground Works were storing two benches free of charge and had submitted a quote of £325.00 + VAT to install a concrete base and set the bench.

Proposal 9 – It was proposed by Councillor B Sandall, seconded Councillor A Croft and unanimously **RESOLVED** that the installation of the bench at the Stamford Spa is approved and installed by M W Edwards at a cost of £325.00 + VAT. **Action:** Town Clerk

- g. *Stamford Open Spaces and Recreation Ground* – Councillor B Sandall reported that the Council had asked the District Council for the return of the Empingham and Uffington Road playing fields at the same time as the Recreation Ground. However, at the time the only location returned was the Recreation Ground. The request for the return of the other locations continued, but the District Council demurred. However, it was confirmed that the Uffington Road Playing field belonged to the Town Council. The deeds for the Empingham Road playing fields are in the Town Council's possession which confirm

that the Borough Council paid a purchase price of approx. £3,000 in 1948. It was hoped that the dialogue could resume. Following discussion it was noted that these areas are covered by the District Council's Special Expense Area of the Budget. Councillor B Sandall stated that he would be pursuing this matter on behalf of the Town Council.

- h. *Secondary Glazing to basement kitchen window* – The Chairman Councillor Mrs S J Sandall reminded the Committee that this was a necessary piece of work following a risk assessment. The quote received from Freelance Glazing had been received for the installation of special toughened fire glass for wood framed vertical sliding box sash windows at £1,350.00, which has been circulated to all members.

Proposal 10 – It was proposed by Councillor Mrs Carter-Begbie, seconded by Councillor B Sandall and unanimously **RESOLVED** that this should be progressed as soon as possible.

- i. *Review contract of the Confidential Data Shred* – The Town Clerk reported that with the reorganization of the archive the number of data shred bins can be reduced. At present there were three. The number could be reduced to one. It was stressed that this should only be used for Town Council generated business waste only.

Proposal 11 – It was proposed by Councillor Mrs Carter-Begbie, seconded by Councillor Mrs Clarke and unanimously **RESOLVED** that the Confidential Data Shred waste bins are reduced to one and should be exclusively used for Town Council business waste.

182. MAYOR'S CHARITY

The Chairman Councillor Mrs S J Sandall noted that the current account balance is nil and a new account is due to be opened with Lloyds Bank. **Action:** Civic Officer

183. GRANT/DONATION REQUEST TO BE CONSIDERED

- a. *Stamford Brass* – The Chairman informed the Committee that this request had been received previously but had needed to be resubmitted with required financial information. Following discussion it was considered that this organisation provided a valuable service for the Town. There was mixed opinion as to whether the full grant should be met as it was for purchasing and fitting a loft ladder to the music room. The consensus was for a small contribution to be made. They should also be advised to contact District Ward Councillors for support.

Proposal 12 – Councillor B Sandall proposed, seconded by Councillor Mrs Carter-Begbie and unanimously **RESOLVED** that £200 is donated to Stamford Brass towards a loft ladder.

- b. *Royal British Legion* – A request had been received for a donation of £10 towards the purchase of two boxes of poppy petals for the Centenary Remembrance Day Service in Broad Street.

Proposal 13 – Councillor Mrs Clarke, seconded by Councillor Croft and unanimously **RESOLVED** to donate £10 to the Royal British Legion for two boxes of poppy petals.

184. NEIGHBOURHOOD PLAN

The budget for the Neighbourhood Plan is being updated. The draft final Plan is due to go forward for public consultation and information panels will need to be produced for the

consultation event. It was noted that in line with financial regulations three quotes would be required for the artwork and printing of the panels. A final budget would be presented at the next meeting

185. PERSONNEL MATTERS

a. *Amenities Operative* - The Chairman Councillor Mrs S J Sandall informed the committee that Mr Ian Hornsey had now been with the Town Council for six months and completed his probationary period. Following discussion, it was considered that his position should now be made permanent.

Proposal 14 – It was proposed by Councillor Croft, seconded by Councillor Mrs Clarke and unanimously **RESOLVED** that Mr Ian Hornsey’s position as Amenities Operative should be confirmed following his successful completion of probation.

b. *Cemetery Management and Compliance Course* – Following discussion it was noted that this was an important course for the proper management of the Cemetery. It was considered that this course should be attended by the Town Clerk and Deputy Clerk. It was noted the cost of the course was £135.00 per delegate. Staffing cover would be arranged accordingly.

Proposal 15 – It was proposed by Councillor B Sandall, seconded by Councillor Croft and unanimously **RESOLVED** that the Town Clerk and Deputy Clerk attend the Cemetery Management and Compliance Course on Friday 25th October at Deeping St. James.

c. *Employment Law and Health & Safety* – 5th September 10-12.30pm at Park Inn, Peterborough. Following discussion it was noted that this was a free event and should be attended by the Town Clerk. The Town Clerk would circulate an e-mail informing Councillors that they could attend should they wish.

186. ANY OTHER MATTERS FOR CONSIDERATION (Agenda Point)

a. *New Financial Regulations* – NALC has issued new financial regulation.

b. *Review of the Business* – The Town Clerk will investigate the possibility of reviewing the business rates of the Town Hall and Cemetery

c. *Cemetery Lodge* – As a result of the recent strong winds some tiles had slipped off the roof of the Cemetery Lodge which required emergency work to be undertaken under Delegated Powers.

187. DATE OF NEXT MEETING: (Agenda Point) – Tuesday, 10 September 2019 at 7pm

Chairman
(The meeting closed at 9.45pm.)