STAMFORD TOWN COUNCIL

MINUTES OF THE FINANCE, PERSONNEL AND ASSETS MEETING HELD ON TUESDAY, 11 FEBRUARY 2020 AT 7.00PM IN THE TOWN HALL, STAMFORD

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

ALSO PRESENT The Town Clerk
Councillor B Turner
Representative of Armed Forces & Veterans (Breakfast Club)

PUBLIC PARTICIPATION

a. *Armed Forces & Veterans Breakfast Club* – A former Regimental Policeman, who served in the Royal Anglian Regiment, put forward a request for assistance to set up a veteran's breakfast club in the Stamford. The Committee were informed that negotiations had been made with a local pub, where the veterans could meet in the morning and chat to their former like-minded colleagues whilst having breakfast. Many individuals are often lonely and feel isolated. This would provide an opportunity for them to socialise informally and point them in the direction of services from which they may benefit. This project is being supported through various organisations associated with the Armed Forces Covenant. It is envisaged that this project will be self-funding but needs initial funding assistance of approximately £300 to cover the advertising and promotion material to launch the event. The feedback has been very positive with some fifty expressions of interest.

7.10pm – Representative of the Veterans Breakfast Club left the meeting.

b. *Royal British Legion VE Day Celebrations* – Councillor Turner, Vice Chairman of Stamford Royal British Legion informed the Committee that the Royal British Legion is considering an event to celebrate the 75th Anniversary of VE Day on the Recreation Ground. A programme was circulated to all members of the Committee. It was noted that this matter had also been discussed by the Amenities Committee regarding the use of the Recreation Ground. Unfortunately, RBL funds can only be used towards welfare purposes and not to support such events which must be cost neutral. A request has been submitted for financial support of £950 to £1000, towards the event which will be open to the public. It was also highlighted that Stamford's Blackstones Club is also arranging a VE Day Celebration event possibly on the same day. This was noted.

7.20pm – Councillor B Turner left the meeting.

Councillor Clarke enquired as to the procedure regarding the circulation of supporting documents accompanying the agenda. She was under the impression that these are not circulated prior to the meeting but tabled on the day. The Town Clerk stated that the normal procedure is that the agenda is emailed on the Thursday before a meeting along with any associated supporting paperwork for a Committee meeting. The pack is emailed to members of the Committee, with a paper copy available on request. The Chairman Councillor Mrs S J Sandall confirmed that it was each Committee member's responsibility to ensure that they are

fully prepared for a meeting prior to arrival. It is important they make enquiries, if they are not in receipt of any paperwork, well before the meeting.

Formal meeting commenced at 7.25pm.

420. APOLOGIES FOR ABSENCE (Agenda Point 1)

Councillor D Taylor submitted his apologies and these were noted.

421. DECLARATIONS OF INTEREST (Agenda Point 2)

Councillors R Sandall and Mrs S J Sandall declared a personal and prejudicial interest in respect of the discussions relating to the printing of the folders for promoting the Town Hall facilities as their company is involved.

422. MINUTES (Agenda Point 3)

The minutes of the meeting held on 14 January 2020 were confirmed and signed as a true record of the meeting by the Chairman.

423. UPDATE ON ACTION POINTS (Agenda Point 4)

a. *Microwave and Racking Trolley* –These items have now been purchased, delivered and are ready for use in the main kitchen.

b. *Solar Power Panels* – The annual usage data has been forwarded to two organisations involved in sustainable energy resourcing. They are investigating the cost and potential viability of this initiative. It was noted that this initiative is subject to Listed Building application.

c. *Electrical work at the Town Hall* – The Town Clerk reported that most of the electrical work had been completed but there were two aspects which involved additional cost; the lighting in the Mayor's Parlour wall cabinet £107.00, replacement of a wall lighting fitment in the Malcolm Sargent Room £60.00. The Committee agreed that these costs are accepted as part of the approved electrical works

d. *Mayor's Parlour Lampshades* - The selection of the Council following the last Town Council meeting at the end of January was confirmed. Councillor Griffin, Town Mayor confirmed she had procured the two lampshades at £25 each and would be submitting the receipt for reimbursement. This was agreed as the old lampshades had deteriorated and thanked Councillor Griffin for her assistance.

7.35pm – Councillors Mrs S J Sandall and Mr R Sandall left the room as the next item related to their printing company.

It was proposed by Councillor Carter-Begbie, seconded by Councillor Croft that Councillor Sismore take the Chair during the discussion of the next item.

e. *Folder to promote Town Hall Facilities* – The Town Clerk reminded the Committee that initially tenders had been received the selected contractor Shaun Ford Designer. However, this contractor's supplier's business became insolvent. The Committee then requested companies who tendered to be contacted to obtain quotes as a result of the situation. Subsequently quotes had been received from Commercial Signs and Shaun Ford Designer, but both would be using the same local printer to produce the folder. Following discussion, it was noted that the policy of the Town Council is to retain procurements of as

many services within Stamford as possible. The folders would essentially be for clients booking Town Hall facilities for wedding, wakes, business meetings or conferences. The Town Clerk suggested an order of 100-200 would be appropriate, otherwise storing the folders could be an issue. Councillor Clarke wished her concerns to be recorded that in both cases B J Print is the company involved, especially as B J Print is owned by the Chair and Vice-Chair of the Town Council's Finance Committee.

Proposal 1 – It was proposed by Councillor Carter-Begbie, seconded by Councillor Griffin and **RESOLVED** by majority vote that the request for 100 promotion folders at £467.00 through Commercial Signs is accepted. There was one vote Against.

The Town Clerk advised that the banner which had been approved by the Council would be produced by Commercial Signs for £65.00 + vat.

Proposal 2 – It was proposed by Councillor Sismore, seconded by Councillor Griffin and **RESOLVED** by majority vote that one banner is ordered through Commercial Signs for £65.00 + vat. There was one Abstention.

7.45pm - Councillors Mrs S J Sandall and Mr R Sandall returned to meeting and Councillor Mrs Sandall returned to the Chair.

The Town Clerk reported that Shaun Ford Designer has submitted the costs for the artwork associated with the folder, bookmarkers, adverts and pull-up banner. These were examined. The Mayor Councillor Griffin stated that there was no charge to be applied for the design for the Mayor's Christmas card.

Proposal 3 – It was proposed by Councillor Sismore, seconded by Councillor Carter-Begbie and **RESOLVED** by majority vote that the following invoices submitted for art work and printing by Shaun Ford Designer be approved - Design for 3 x press adverts £75.00, Design and printing of bookmarks £191.00, Design artwork for the promotional folders £100, Purchase of designs by Stamford Town Council of promotional items £34.00. There were three Abstentions.

f. *Stamford in Bloom* – The Town Clerk reported that Stamford in Bloom invoices for purchases during 2019/20 have been submitted. The total of these costs were £2,969, it had been noted that some of these expenses had been covered by sponsorship and fund raising. The Committee recognised that at the November 2019 meeting a commitment was given to supporting £1,750 of the expenditure.

Proposal 4 – It was proposed by Councillor R Sandall, seconded by Councillor Sismore and unanimously **RESOLVED** that £1,750 is paid to Stamford in Bloom to cover expenditure during the 2019/20 financial year.

The Town Clerk reported that part of the In-Bloom scheme for 2020/21, and as part of the 10th Anniversary Celebrations of the Recreation Ground, the Town emblem will be laid out and planted on the bank of the Recreation Ground. The Chairman Councillor Mrs Sandall informed the Committee that East Midlands in Bloom wanted to see more engagement with schools and it was hoped to involve students in producing bunting out of recycled fabric. This would further support the Council's eco initiatives. A template has been provided by Ann Ellis and the suggestion is that it is sent to the schools, so students use their recycled

fabric to cut out the shape and then send them into the Town Hall for sewing together. Following discussion, it was thought that one-and-a-half hours each day of the Town Hall Attendant's working day could be used to sew the pieces together to create the bunting as she is experienced in professional sewing.

Proposal 5 – It was proposed by Councillor Sismore, seconded by Councillor R Sandall and unanimously **RESOLVED** to support the initiative to involve the schools in producing pieces of recycled fabric to create bunting and that the Town Hall Attendant allocates one hour and a half of her working hours at the Town Hall to producing the bunting.

g. *Prevention & Enforcement* – Committee members were circulated with the information which Councillor Carroll is exploring. A meeting is being arranged which will also include SKDC. It was noted that should this action be progressed there would be a cost element for the Town Council and all members should familiarise themselves with the subject prior to discussion.

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

424. FINANCE (Agenda Point 5)

a. *Consider the list of Accounts for Payment Schedule* – Payment Schedule No. 11 was circulated for consideration. The payment to ACR was for the renewal of 3years security for 7 computers together with the cost of £1389.60 for the Office 365 package Licence. It was agreed and that schedule 11 is submitted to the Council for approval.

b. *Consider Policy for Mayor and Councillor Expenses* – The Chairman advised that the Town Clerk's report had been circulated to all members of the Committee for consideration. In view of the requirement for transparency it is recommended that in future all civic allowances are retained by the Council and allocated as required. This would ensure that expenditure is suitably documented for transparency purposes by the Town Clerk / Responsible Finance Officer. Discussion ensued and it was noted the current allowances were: Mayoral allowance £2,200, Mayoral travel £500 and Deputy Mayor travel £100. In addition, the Civic Officer retains a record of the Mayor's Charity events which should be cost neutral with any excess funds going to support the Mayor's Charities. In the event of any residual funds remaining from the allowances, the Town Council has agreed such funds go towards the Mayor's Charity. Councillor Griffin, Town Mayor suggested that the travel allowance should be reviewed as the current level is insufficient considering the rise in the cost of fuel. In addition, she appreciated that the Deputy Mayor did not get an allowance, but she did not realise that any event which the Deputy is asked to attend in the Mayor's absence is deducted from the Mayoral Allowance. She further considered that any cost from the Mayoral allowance should only cover the Mayor and Consort. The Town Clerk advised that the Town Council had confirmed the arrangement regarding the Deputy Mayor's expenses and agreed the Civic Protocol would be updated to avoid any future misunderstanding. **Action**: TC

Proposal 6 – It was proposed by Councillor Sismore, seconded by Councillor R Sandall and **RESOLVED** by majority vote that in future commencing from 2020/21, for the purpose of transparency the Mayoral Allowance is retained and monitored by the Town Council in accordance with the Civic Protocol. There was one Abstention.

c. *2020/21 LCC Grass Cutting of Verges* – The Chairman confirmed at a recent contractors' meeting, it was confirmed the Town Council had agreed to undertake the grass cutting of verges on behalf of Lincolnshire County Council during 2020/21. The contractor appointed last year was SMV Contract Services which confirmed that they would be prepared to take on the contract again without increasing their rates. Councillor Sismore expressed concern over the number of vehicles parking on the verges, destroying the grass. The Town Clerk advised that this matter had been discussed with LCC, who stated that there is a proposal being considered by Government for verges to offer refuge for vehicles as parking areas, creating a grey area in enforcement regulations. LCC has agreed a contribution of £5,803.61 towards the 2020/21 grass cutting for which there should be a minimum of three cuts with one additional cut provided by the Town Council. SMV Contract Services agreed the cut and strimming services at £4,475+vat per cut as per the Town Council's specification. It was noted that there remains one contracted cut in hand for the 2019/20 year which would be carried out on the 9th March subject to weather conditions.

Proposal 7 – It was proposed by Councillor R Sandall, seconded by Councillor Sismore and unanimously **RESOLVED** that SMV Contracted Services is retained for LCC Grass Verge cutting at the cost of £4,475.00 per cut including strimming as per the Town Council's specification, for four cuts during the financial year 2020/21.

d. *2020/21 LALC Training Scheme* – The Chairman outlined the arrangements for LALC Training Scheme which would cost the Town Council £204.00. As members of the scheme, anyone attending a training course would be charged a flat rate of £10 plus cost of lunch per event. It was noted that there were already Councillors enrolled on courses for next year and Councillors, if they preferred, could take their own lunch.

Proposal 8 – It was proposed by Councillor Carter-Begbie, seconded by Councillor Hooper and unanimously **RESOLVED** that the Council enrols in the LALC Training Scheme for 2020/21.

e. *Volunteers Support* – A thank you to all the volunteers who support the Council's services was discussed. It was recognised that there were 20 routine volunteers and an appreciation of their time and assistance is to be considered.

Proposal 9 – It was proposed by Councillor Sismore, seconded by Councillor Carter-Begbie and unanimously **RESOLVED** that an allocation of £300 is set aside for a thank you reception for the volunteers who support the Council's services.

425. TOWN HALL MAINTENANCE (Agenda Point 6)

a. *Update on outstanding remedial repairs* – The Town Clerk confirmed that the plastering of the ceiling outside the Chamber had been completed and painting is due to be scheduled.

426. ASSETS (Agenda Point 7)

a. *Consideration of Town Hall Bookings*:

i. ***Events & Tours*** – The list of Town Hall bookings was circulated for consideration. Following discussion, it was noted that in the case of any wake for Past

Mayors/Councillors, room hire is offered free of charge but a fee is charged for the use of the kitchen. It was noted that the Mayor would be hosting the Mid Lent Fair Opening Reception from her allocation. The consensus was that no further free rooms could be offered to CAB but a concession rate could be applied of £50 per booking.

Proposal 10 – It was proposed by Councillor Sismore, seconded by Councillor Griffin and unanimously **RESOLVED** that the booking for the Wake on 17 February is free of charge but a fee is applied for the use of the kitchen.

Proposal 11 – It was proposed by Councillor Sismore, seconded by Councillor Carter-Begbie and unanimously **RESOLVED** that the 3 bookings made by CAB are charged at a flat rate of £50 per occasion. A fee of £455 is applied for the booking held on 24 March for Athene Communication.

ii. ***Marriages & Civil Ceremonies*** – The schedule for new bookings was circulated for consideration. Following discussion, it was strongly viewed that bookings for Marriages and Civil Ceremonies would only be considered upon the receipt of the Council's appropriate booking form as an acknowledgement of acceptance of the Terms & Conditions.

Proposal 12 – It was proposed by Councillor R Sandall, seconded by Councillor Sismore and unanimously **RESOLVED** that the booking on Sat. 25 July 2020 is approved and the request for the booking on either 10 or 20 October 2020 is provisionally earmarked subject to the receipt of the Council's Wedding booking form being completed.

iii. ***Management of Marriages & Civil Ceremonies*** – The Chairman outlined the arrangements for associated staffing cover for events relating to marriages and Civil Ceremonies. It was agreed that for the initial six months staff would be paid double time for these sessions held on weekends. Other working weekends are scheduled as contracted sessions, such as Remembrance Sunday, Mid-Lent Fair and Battle of Britain. However, it was recognised that the management for the cover for the marriage weekends is due for review. Following discussion, it was considered that the arrangements remain unchanged for the time being until all costs have been reviewed.

Proposal 10 – It was proposed by Councillor R Sandall, seconded by Councillor S Sismore this was **RESOLVED** by majority vote that staffing arrangements for covering weekends for marriages stay unchanged for the time being until costs are reviewed. There was one Abstention.

b. *Update on the transfer of Assets* - The Chairman reported that SKDC's recent response to the potential transfer of SKDC Open Spaces and Recreational Areas would be on a Lease only basis. A further meeting is being arranged to discuss this matter further.

c. *Request to use the Stamford Emblem* – A request had been received to use the Town shield emblem on the shirts for a local cycling club. Following discussion, it was suggested that this is granted providing it is for a Stamford Cycling club.

Proposal 11 – It was proposed by Councillor Hooper, seconded by Sismore, and unanimously **RESOLVED** that permission to use of the Town Shield is granted provided that it is for a Stamford Cycling Club.

427. MAYOR'S CHARITY (Agenda Point 8)

The schedule was circulated for review it was noted some event dates were incorrect. These would be drawn to the attention of the Civic Officer.

428. REVIEW OF GRANT AND DONATION POLICY (Agenda Point 9)

The Chairman Councillor Mrs S J Sandall advised that following discussion at the last Committee meeting it was suggested that the Council's grant policy should be reviewed. The Town Clerk informed the Committee that the Council could provide financial assistance under various sections of Local Government Acts. It would be prudent to review the Policy in light of the increased grant cost centre in 2020/21. Following discussion, it was the consensus that the Town Clerk draft the new Policy for review at the next meeting.

429. GRANT/DONATION REQUEST TO BE CONSIDERED (Agenda Point 10)

a. *Stamford Veterans Breakfast Club* **–** It was noted that an application had been received for grant assistance of £200 to support this initiative. Following the presentation earlier the consensus was that this was a worthy event and should be supported.

Proposal 12 – It was proposed by Councillor R Sandall, seconded by Councillor Sismore and unanimously **RESOLVED** that a grant of £200 is approved (*LGA1993 S137 Class 7*) towards the Veterans Breakfast Club on provision of invoices.

b. *Royal British Legion VE Day Celebration* – It was noted that an application had been received for grant assistance of £1,000.00 towards the delivery of the celebrations for the VE Day.

Proposal 13 – It was proposed by Councillor Sismore, seconded by Councillor Hooper and unanimously resolved that grant assistance of up to £1000 is approved *(LGA 1972 S.145*) for the VE Day Celebration on provision of invoices.

c. *Traffic Management for Stamford Festival* – A request had been received from Stamford and District Kiwanis in respect of the Council's support to cover the traffic management costs for Stamford Festival. Following discussion, it was considered that this needs to be reviewed at the March meeting, after the Council has examined all its other traffic management costs. **Action:** TC

9.10pm – Councillor A Carter-Begbie left the meeting.

430. COMPLAINT A-20012020 (Agenda Point 11)

The Chairman Councillor Mrs S J Sandall informed the Committee that a complaint had been received in respect of an exchange on Facebook. A meeting had been convened with the complainant and the Chairman Councillor Mrs S J Sandall and the Town Clerk. The Town Clerk had also met with the member of the Council who was involved. A resolution has been suggested and this is being taken forward in order to close the matter.

431. NEIGHBOURHOOD PLAN (Agenda Point 12) – No further update available

432. PERSONNEL (Agenda Point 13)

a. ***Macebearer Cap Badge*** –The cost of a cap badge was discussed it was considered that further investigation is required.

433. ANY OTHER MATTERS FOR CONSIDERATION (Agenda Point 14)

a. *Review of Town Council Letter Head* – Suggested letter heads were circulated, and it was suggested that 'Town Council' should be in italic. This would be agreed at the next Town Council meeting.

b. *Mayflower 400* – The Town Clerk reported that SKDC is considering a special event to commemorate the sailing of the Mayflower as it has a connection with Stamford. This was noted.

434. DATE OF NEXT MEETING: (Agenda Point 15) – Tuesday 10 March 2020

Chairman
(The meeting closed at 9.35pm)