

STAMFORD TOWN COUNCIL

MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON TUESDAY, 18 JANUARY 2022 AT 6.00PM

PRESENT Councillor Mrs Gloria Johnson (Mayor)
Councillor Mrs Susan J Sandall - Chairman
Councillor John Dawson
Councillor Bob Sandall
Councillor Mrs Sheila Sismore
Councillor Andrew Croft
Councillor Mrs Marion Pitt
Councillor Mrs Elaine Hooper substituted for Councillor David Taylor

ALSO PRESENT Town Clerk, Patricia Stuart-Mogg
Councillor Mrs Angela Carter-Begbie
Councillor Mrs Amanda Wheeler (part of the meeting)
Councillor Shaun Ford (part of the meeting)
Members of public - None

Public Participation (Agenda Point 1):

Museum Manager/Curator: Councillors Shaun Ford and Amanda Wheeler presented the urgent need to prepare the job specification and an advertisement which would attract the correct profiles to apply for the role. It is vital to have an experienced, pro-active, dynamic individual to develop, manage and evolve a professional Museum presence. A meeting had been held earlier with a professional arranged by Museum Development East Midlands, to explore the potential of the cellars. It was reported some exciting ideas had come from the meeting, but these needed to be explored and it was important that an individual is recruited to progress this vision and pull together how Stamford Museum is to develop and deliver its potential. The Committee were circulated with the draft Person Specification, job description and advert for consideration. It was important to note that all options are open for consideration.

During questions, it was noted by some Committee members that Councillor Schonhut had knowledge and experience on setting up the Grantham Museum on a volunteer basis, without incurring any staffing cost. It was noted that to provide a museum in Stamford which could house the collection would require a specific building and the footfall would need to be nurtured to make it feasible and the cost was a concern. The Town Clerk informed the Committee that the Museum Committee has consulted with Museum Development East Midlands which has indicated a salary range of between £27K - £30K. The Arts Council has conditions in respect of full accreditation which will require a qualified, paid member of staff.

The Chairman thanked Councillors Ford and Wheeler for their representation which will be considered by the Committee during their deliberations.

485. APOLOGIES FOR ABSENCE (Agenda Point 2) –

Councillor David Taylor had submitted his apologies, and these were noted.

Proposal 1 – It was proposed by Councillor Mrs Gloria Johnson, seconded by Councillor Mrs Sheila Sismore and unanimously **RESOLVED** that the reasons for absence are accepted.

486. DECLARATIONS OF INTEREST (Agenda Point 3) – None made**487. MINUTES (Agenda Point 4)**

The minutes of the meeting held on 14 December 2021 which had been ratified at the Town Council meeting of 21 December 2021 had been signed by the Chairman as a true record of the meeting.

488. UPDATE ON ACTION POINTS (Agenda Point 5)

- a. Memorial for HRH Prince Philip, Duke of Edinburgh* - The Town Clerk advised that an acknowledgement had been received from Buckingham Palace in respect of the Town Council's correspondence, and the College of Arms has submitted possible plaques which could be used as a memorial plaque for HRH Prince Philip, Duke of Edinburgh. Following debate, Councillor John Dawson was asked to contact John Brass, a renowned guildier and carver, to ascertain the cost and a time scale to produce this memorial piece. A request would be sent to the Private Secretary of the Duke and Duchess of Wessex and enquire whether their schedule would allow them to unveil the plaque given they are involved in the Duke of Edinburgh Award Scheme. It was hoped that the unveiling could be conducted before the Platinum Jubilee celebrations. **Action:** Town Clerk
It was agreed that the student whose design had initiated this project should be congratulated and advised that the design had been forwarded to the Royal College of Heraldry which has modified the design. A token award would be made to the student as an acknowledgement of the effort taken. **Action:** Civic Officer

489. FINANCE (Agenda Point 6)

- a. Quarter 3 Report:* The latest report had been circulated to all members of the Committee, the Chairman Councillor Mrs Susan Sandall encouraged Councillors to contact either the Town Clerk or herself if they had any questions or queries on the report. This would be circulated to all members of the Council.
- b. CCLA Investment Report:* It was confirmed that £250,000.00 has been invested in the CCLA Public Sector Deposit Fund in December 2021. It was noted that this had been taken from the General Fund and was already delivering a modest interest. It was noted that the interest is currently paid into the Instant Access Account, and it was considered that the Committee would take a view in the coming months whether to retain the interest in that account.
- c. To Review status of outturn for 2021/2022:* It was anticipated that a clearer status of the closing budget may be available at the meeting next month. It was considered that the closing figures of all budgets will need to be reviewed carefully as there will be liabilities which will need to be assessed.

It was recognised that the Jubilee celebrations were being considered and the programme is being outlined. It was noted that there was some funding available from the Events budget which could be used towards these celebrations.

It was thought that staff were required to use their holiday allocation for this celebration period. The Town Clerk advised that 02 and 03 June 2022 were Bank Holidays to which all staff are entitled. Availability of Councillors and staff will need to be established.

Councillor Croft stated that a meeting had been scheduled on 31 January 2022 to consider the Platinum celebration programme. It was considered that it may not be necessary to provide activities for each day of the celebration. The key days appeared

to be Thursday 02 June when the beacon needed lighting and Sunday 05 June for the Big Lunch as there could be many street parties being organised.

- d. *To consider Schedule for Payments* - Schedule No 10 was examined and was recommended for presentation before the Town Council. It was noted that there would be additional invoices to be included within the Schedule prior to being presented to the Town Council.
- e. *To consider a review of Standing Order/ Direct Debits for utilities:* Councillor Susan Sandall informed the Committee that the recent inspection highlighted that utility bills were being covered by regular payments with some accounts being in credit. It would be a better system if all payments were made on invoice with all Standing Orders/ Direct Debits being cancelled.

Proposal 1 – It was proposed by Councillor Mrs S J Sandall, seconded by Councillor B Sandall and unanimously **RESOLVED** that all Bulb invoices should be paid on invoice and all Standing Order/Direct Debits cancelled.

490. ASSETS (Agenda Point 7)

- a. *To consider revised quote for upgrading the current media system* – The Committee considered the revised quotes for upgrading the current media system. It was considered that the cost was too excessive a burden on this year's budget and should be deferred to April 2022.

Proposal 2 – It was proposed by Councillor Mrs S Sismore, seconded by Councillor B Sandall and **RESOLVED** by majority vote that the Council defer this item and review the cost in April 2022. There was one Abstention.

- b. *Town Hall Hire Charge review* – The Chairman Councillor Mrs S J Sandall awaited the revised schedule which should be reviewed by herself and the Town Clerk.

Proposal 3 – It was proposed by Councillor B Sandall, seconded by Councillor J Dawson and unanimously **RESOLVED** that the Hire Tariff should be examined by the Chairman of Finance and Town Clerk.

The Town Clerk informed the Committee that she had details from Stamford Telephone Company in respect of the removal of the analogue lines offered by Openreach in respect of the Broadband Service to the Town Hall. The suggestion is to move to the new Sogea voice and data line. This will require the router to be upgraded. The saving of £36 x12 months results in £432.00. With a part exchange on the existing router and the installation cost of the system of £100, the total saving in the first year will be £332.00. The Passenger Lift has an analogue line which will also need to be altered but this will be with Kone the lift contractors. The Skatepark broadband line is unable to be altered at present until further notice from Openreach.

Proposal 4 – It was proposed by Councillor Mrs S Sismore, seconded by Councillor B Sandall and unanimously **RESOLVED** that approval is granted for Stamford Telephone Company to proceed with the migration of the Town Hall Broadband service to SoGEA service.

- c. *Cemetery Lodge remedial work:*
 - i. **Lodge Roof** - The Committee had been circulated with quotes from the contractor to install new felt and battens with either Collyweston or reclaimed slate on the elevation where damage had occurred. Following discussion, it was

noted that the Cemetery Lodge was not in the conservation area and was not a Listed Building so reclaimed slate would be acceptable.

Proposal 5 – It was proposed by Councillor Mrs G Johnson, seconded by Councillor Mrs S Sismore and unanimously **RESOLVED** that the Council approves the quote from Messenger for the quote for reclaimed Welsh slate at £19,896.00 + VAT.

d. *Cemetery Chapel and Workshop remedial work* – It was noted that this work would follow once the Lodge roof repairs had been completed.

e. *Recreation Ground Assets:*

i. **Shack Cleaning:** The date for deep cleaning the Shack is due to be confirmed. It was noted that the Scouts had accepted the Air Hockey table. It was agreed that the Pool table would be retained, with a metal cover being procured to enable it to be used as a service table. **Action:** Town Clerk

ii. **Bandstand** – The Town Clerk reported that quotes were awaited for the painting of the bandstand and the straightening of the weathervane on top of the Bandstand which is leaning. It was recommended that this remedial work together with the bed around the Bandstand should be completed in time for the Platinum Jubilee celebrations. It was not clear how much progress has been achieved with the bed around the bandstand, but it was considered that the Yew bushes should be cut down to small shrubs to enable audiences a better view of performers on the bandstand. There was frustration expressed over the condition of the bed around the bandstand and the lack of progress. Team Stamford could be asked to assist in this activity. **Action:** Town Clerk

f. *Booking at Town Hall and Civil Ceremonies:*

Town Hall:

Monday 14 November 2022 from 12pm to 5pm for the Health Education. The Committee noted that this was during a working day and could be free of charge.

Proposal 6 – It was proposed by Councillor Mrs S J Sandall, seconded by Councillor J Dawson and unanimously **RESOLVED** that the Council approved the booking for the Health Education on Monday 14 November 2022 free of charge.

Civil Ceremonies:

Saturday 21 May 2022 3 to 5pm in the Court Room

Thursday 08 or Saturday 10 December 1.30 to 3.30pm Court Room

Proposal 7 – It was proposed by Councillor Mrs S Sismore, seconded by Councillor Mrs G Johnson and unanimously **RESOLVED** that the Council approved the Civil Ceremonies above at the standard rate.

491. GRANT/DONATION REQUEST TO BE CONSIDERED (Agenda Point 8)

None Received.

492. PERSONNEL MATTERS (Agenda Point 9)

It was considered that due to the sensitive and confidential elements of the items to be discussed it should be carried out in Closed Session.

Proposal 8 – It was proposed by Councillor Mrs S J Sandall, seconded by Councillor A Croft and unanimously **RESOLVED** that the item relating to personnel should be conducted in Closed Session.

7.10pm – The Chairman confirmed that in pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it was resolved that, because of the confidential nature of the business to be discussed, a side meeting would continue in closed session during consideration of the next item, which relates to personnel matters.

8.15pm - The meeting resumed in Open Session

During discussion it was resolved that the Town Hall would open fully with all staff returning to work their contracted hours at the Town Hall from the 31st January 2022. It was also resolved that the Council should post an advertisement for a Curator/Museum Manager within a salary range of £25K to £27K.

493. DATE OF NEXT MEETING: (Agenda Point 10) – Tuesday 15 February 2022 at 6pm

The Chairman
closed the meeting at 8.15pm