

**DURSLEY TOWN COUNCIL**

MINUTES and REPORT of the MEETING of the POLICY AND FINANCE COMMITTEE of the Council held in the **Methodist Church Rooms, Castle Street, Dursley** at 7.30 p.m. on Tuesday, 17<sup>th</sup> February 2015 for presentation to the Council on the 3<sup>rd</sup> March 2015.

PRESENT

Chairman: Councillor C Nelmes

Vice Chairman: Councillor L Patrick

Councillors: J.A. Ball, S Creswick, N Grecian, A Stennett, M Laybourne, M Nicholson, R Blackwell-Whitehead, F Firth, T Frankau

In Attendance: Town Clerk, Deputy Town Clerk

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

Councillor Ball declared a Pecuniary Disclosable Interest in agenda/minute item 6, as an employee of the Dursley and District Community Association, and a Personal Interest in agenda/minute item 8, as a Youth Centre Management Representative.

Councillors Nelmes and Creswick each declared a Personal Interest in agenda/minute item 8, as Youth Centre Management Representatives.

3. REQUEST FOR DISPENSATIONS

There were no requests for dispensations.

4. REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

No representations had been received from the public.

5. MINUTES

The Minutes of the meeting held on the 16<sup>th</sup> December 2014 were approved and signed.

Councillor Ball withdrew from the meeting.

6. DURSLEY AND DISTRICT COMMUNITY ASSOCIATION

(i) It was noted that due to an error in communication, members of the Association had not been formally requested to attend the meeting so were not present.

The Association's progress against the agreed grant action plan was reviewed. It was noted that progress had been made; the centre has broadband and a Facebook page and the website is the only outstanding action on the original plan.

Concerns were raised about governance issues and sustainability of the centre. It was noted that the Association are struggling to recruit new committee members and existing users might not be fully aware of the seriousness of the current situation.

The Town Clerk outlined the Council's role as a Custodian Trustee.

(ii) The COMMITTEE AGREED to make the final quarterly grant payment. Councillor Nicholson offered to provide some technical assistance to improve web presence.

It was suggested that the Association use Facebook to try and get support and new committee members.

Councillor Ball rejoined the meeting.

7. CHARGE FOR USE OF LAND ADJ. 59 PARSONAGE STREET (AMENITY AREA)

It was noted that Gloucestershire County Council will not be re-implementing the charge for use of the above amenity area.

8. DRAFT LICENSE FOR THE YOUTH CENTRE

It was noted that the Town Clerk has not yet received the latest revised draft license, as discussed at Council on 03/02/15 (minute 9350.2).

9. YOUTH SERVICE DELIVERY 2015-2017

The Chairman and the Town Clerk reported on proposals for youth service delivery 2015-2017 emerging from discussions and the Our Place steering group work. The model diagram (Appendix 1) was used to explain the structure and how it would be delivered.

It was noted that the deadline for the Our Place Operational Plan submission is 20/02/15; no formal response has been received from Cam Parish Council yet on the possibility of joint commissioning work.

The Chairman explained that of the £37,000 budgeted for 2015/16, £30,000 has been provisionally allocated to a youth service provider to run sessions and £7,000 to building running costs.

Consideration had been given to the Council directly employing youth workers but it was felt that provision through a youth service provider would offer the high level of professional expertise, support and safeguards required.

10. TOWER CLOCK, ST JAMES' THE GREAT CHURCH

Members considered a report and quotations relating to the above tower clock project.

The Town Clerk confirmed that Council has a statutory power to provide public clocks and £900 is held in reserve.

The COMMITTEE AGREED to give the £900 held for the town clock to the project and wish them well for future fundraising.

11. 800<sup>th</sup> ANNIVERSARY OF MAGNA CARTA

Members considered marking the above anniversary in June 2015 following a request received from the Dursley bell ringing group.

The COMMITTEE AGREED that proposals to ring the bells are very welcome; due to limited Council staff capacity, it would be suggested that the group approach the Cam and Dursley Society to explore a possible collaboration.

12. ELECTORAL REVIEW OF STROUD

Members considered the Electoral Review of Stroud: Draft Recommendations. It was noted that arrangements for Dursley remain unchanged.

The COMMITTEE AGREED to write to the Review Officer (Stroud) to thank the team for following the recommendations Council made and to suggest that in future a list of changes would help consultees when responding.

13. GARAGE SHUTTER DOOR

Members considered two quotations, one for approx. £1500 and another for approx. £1800, for urgent work to the garage shutter door at the War Memorial Recreation Ground.

It was noted that an electric door is required to meet regulations.

The COMMITTEE AGREED to authorise the Town Clerk to agree and arrange the necessary work in consultation with the Committee Chairman.

14. COMMUNITY PLAN

The Chairman gave members an update on the Community Plan explaining recent delays; work is expected to restart in the coming weeks.

15. COMMITTEE MEETING VENUE

Members considered a motion from Councillor Patrick that all future Council and Committee meetings should be held at the Fire Station community room.

Members discussed the pros and cons of the Fire Station and Methodist Church Room as meeting venues.

The COMMITTEE AGREED to continue the current arrangement for meetings.

16. FINANCIAL RISK ASSESSMENT

Members reviewed the Council's Financial Risk Assessment (February 2015).

The COMMITTEE AGREED to build the recommendations into the Council's work programme.

The Town Clerk agreed to forward details on the proposed fire safe cabinet to Councillor Stennett.

17. INTERNAL AUDITOR REPORT

Members received the Internal Auditor's interim report.

Following a review of the report, it was noted that no significant issues or concerns were highlighted by the Auditor

The Committee thanked the Town Clerk.

18. HEALTH AND SAFETY POLICY

Members received an updated Health and Safety Policy.

It was noted that the Health and Safety Advisor had carried out useful tool box talks with staff.

Members discussed health and safety responsibilities.

The COMMITTEE AGREED that the updated policy is satisfactory.

19. FIRE RISK ASSESSMENTS

Members reviewed the fire risk assessments undertaken by C&G Safety and Environmental Ltd (December 2014).

It was noted that staff received fire safety training in January 2015, following which the Town Clerk carried out fire drills and made an air horn available at the Pavilion to alert occupants in an emergency.

The COMMITTEE AGREED to accept the assessments.

There being no further business, the meeting closed at 8.45 p.m.

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Chairman

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Date