

**DURSLEY TOWN COUNCIL**

MINUTES and REPORT of the MEETING of the POLICY AND FINANCE COMMITTEE of the Council held in the Dursley Library, May Lane, Dursley at 6.30 p.m. on Tuesday 23<sup>rd</sup> October 2018 for presentation to the Council on the 6<sup>th</sup> November 2018.

**PRESENT**

Councillors: Sue Creswick (Chair), Neil Grecian, Wendy Thomas, Mandy Woodward, and Loraine Patrick.

In Attendance: Town Clerk, J Kay.

Absent: Cllr Adrian Whitwell.

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Alex Stennett, Symon Ackroyd, Melanie Stennett, Jan Burdge and Brian Cairns (all personal).

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. REQUEST FOR DISPENSATIONS**

There were no requests for dispensations.

**4. REPRESENTATIONS FROM MEMBERS OF THE PUBLIC**

There were no members of the public present.

**5. MINUTES**

The Minutes of the Meeting of the Policy & Finance Committee held on the 11<sup>th</sup> September 2018 were approved as a true record and signed by the Chair.

**6. REGARDING GENERAL DATA PROTECTION REGULATIONS**

Following a Councillor briefing session on GDPR on the 7<sup>th</sup> August, the committee was asked to consider the Council policies on:

**a) Councillor Electronic Mailboxes**

**IT WAS AGREED** to defer this matter until Cllrs Nicholson and A Stennett could provide their feedback on the proposals.

**b) Issuing & Disposal of Agendas & Paperwork**

**IT WAS AGREED** that there would be no change to the current process in issuing agendas, It would remain:

Paper Copies to all Councillors for Council and members of the Planning, Green Spaces and Town Improvements committees.

Electronic copies to all members and paper copies on request for Staffing, Policy & Finance and Car Park committees.



23<sup>rd</sup> October 2018

Policy and Finance

**IT WAS AGREED** that at the end of each meeting of Council and committees that members would be invited to return all paperwork to the Clerk/Deputy Clerk for secure disposal.

7. FIXED PENALTY NOTICES FOR DOG FOULING

- a) The committee considered the draft protocol provided by Stroud District Council.

**IT WAS RESOLVED** to recommend to Council the to accept the draft protocol with one amendment; too include “photograph” to the list of things include with the statement (Outline of Procedure – point 4)

- b) The committee noted that the Town Clerk was only able to obtain one quotation for this specialised training and it hadn't been possible to partner with any local neighbouring authority to share costs.

**IT WAS RESOLVED** to accept the quotation from Keep Britain Tidy and the Town Clerk was asked to arrange the training with it being funded from the general reserve.

8. TESTIMONIAL FOR PURE MSP (IT CONSULTANT)

**IT WAS RESOLVED** for the Town Clerk to provide the amended testimonial.

9. CLOSURE OF OFFICE

**IT WAS RESOLVED** to close the office from Friday 21<sup>st</sup> December 2018 until Wednesday 2<sup>nd</sup> January 2019 for the festive and new year period.

10. UPDATE ON INVESTMENTS

The information on the investments for 2018/19 was noted. The Town Clerk agreed to the request to introduce a total of funds held on the spreadsheet.

11. CARNIVAL DURSLEY – BANK ACCOUNT CLOSURE

The Town Clerk confirmed that he had been unable to contact the Chair of the Carnival Committee since 13<sup>th</sup> September 2018 and was unable to confirm if the agreed closure of the Carnival bank account had taken place. There had been no balance transfer into the town council account as had also been agreed at this meeting.

**IT WAS RESOLVED** that a letter be drafted and sent recorded delivery to the Chair of the Carnival Committee to enquire about this matter and to request that the balance transfer is completed as soon as possible.

12. DRAFT COMMITTEE ACTION PLAN 2019/22

The draft Committee Action Plan Programme 2019–2022, circulated with the agenda was reviewed.

**IT WAS RESOLVED** to take the Committee Action Plan Programme 2019-22 to the full Council budget meeting on the 20th November 2017 for consideration.

13. DRAFT BUDGET FOR 2019-2022

The draft Policy & Finance budget for the year 2019-2022 and summary for the overall budget for 2019/20, circulated with the agenda was considered. It was noted that the Staffing Committee meeting had been rescheduled until 30<sup>th</sup> October 2018 and that the outcome and recommendations of the staff appraisals would not be confirmed until this committee meeting took place.

**IT WAS AGREED** that code 161 (Contribution to IT) reserve was no longer required and would be removed.


**IT WAS AGREED** that the code 560 Neighbourhood Development Plan would be retitled "Plan & Projects" with a budget of £2k per year.

It was noted that due to the increased expenditure in 2018/19 the Council's general reserve forecast at 31<sup>st</sup> March 2018 was lower than the recommended three months average expenditure. The final total would depend mostly on the progress of the car park project which remained on course for completion in the current financial year.

**IT WAS AGREED** that the Town Clerk would continue to monitor this and that some named reserves may be required to be included in the general reserve fund at the end of March 2019. The Clerk would update Council at the budget meetings in November 2018 and January 2019. It was noted that the largest single named reserve was for a new allotment site (£60k).

**IT WAS RESOLVED** for the draft amended budget, to be presented to the full Council budget meeting on the 20th November 2018 for consideration and that the Policy & Finance committee recommended that the precept increase for 2019/20 should be "not less than 3%". This recommendation was based on the current rate of inflation, potential increase in costs due to "Brexit" and the need to add to the Council reserves following the completion of the Car Park project.

The meeting closed at 19:40.

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11.12.18  
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Chair  
Date

