



**STONEHOUSE
TOWN COUNCIL**

**Minutes of a Town Business Committee
held on Monday 17th July 2023 at 7.00pm
at the Town Hall**

Present: Councillors Mike Davis (Committee Chair), John Callinan (Committee Vice Chair), Keith Creighton, Mark Edwards, Carol Kambites, Gary Powell and Wendy Thomson

In Attendance: Carlos Novoth (Clerk), a representative of Stonehouse Gardening club and Ward Cllr Mattie Ross

Attendees were reminded that the Proceedings of the meeting could be filmed, photographed or recorded.

B/560 To receive apologies

Council received apologies from Cllr Theresa Watt

B/561 To receive Declarations of Interest

There were no declarations of interest

B/562 To approve the minutes of the Business Committee meeting held on 26th June '23

Committee **APPROVED** the minutes as a true and accurate record of the meeting

By agreement with Committee Members, the Chair brought forward Agenda Item B/571 (7.05)

B/571 To approve a grant application from Stonehouse Gardening club

A representative from the Gardening Club was asked to speak in support of the grant application. The representative thanked the council for its previous grant award and provided an overview of the past year and how the council's previous contribution benefited the club. Cllrs thanked the club for provided an update. During the 2022/23 financial year, council resolved to award a revenue grant for a period of three years of £500 per year in light of the difficulties experienced by the club in regaining its pre-covid membership. Committee **APPROVED** the award of grant of £500

B/563 To receive the latest budget position

Question was raised over a recent revenue grant of £5,000 awarded to the Canals Trust; Officers had arranged for this amount to be covered from

reserves as determined when the grant was first approved - this to be shown on the next budget report.

Committee **NOTED** the latest budget position of Actual Net Expenditure of £71,595.20 and Actual Net Income of £188,217.60

B/564 To approve the latest payments list

Officers highlighted the payment due to him following the use of registered post for several documents. Queries were raised about the grant payment made to 'Child Led Tutors' and payment for cleaning the council offices (a long standing arrangement with GCC).

Committee **APPROVED** the total payment of £14,987.76

B/565 To consider the following from the Oldends Lane Development working group for recommendation to Full Town Council:

1. Working group **recommend** to Business Committee, the three units (Workshop, Pavilion and Hospitality Suite) are joined to the main sewage unit in Midland Road.

Whilst on site investigations are to continue, it was established that in order for the football club to make use of its new toilet facilities and allow a connection of the council's pavilion and workshop, the sewer line would ideally go through the council's car park - a local housing developer has offered to provide assistance with the technical aspects and will within the next couple of months provide details of what will hopefully constitute a workable solution.

A motion was put forward to amend the recommendation to read 'Subject to an acceptable business case, the three units (Workshop, Pavilion and Hospitality Suite) are joined to the main sewage unit in Midland road'. Committee **APPROVED** the amended recommendation.

2. Working group **recommend** to Business Committee that the Heading for the earmarked reserve of £70,000 for the car park in Oldends Lane to be changed to Oldends Lane Sewage Development and this reserve is used to fund the drainage works.

Committee **APPROVED** the recommendation

B/566 To retrospectively approve payment of the annual subscription of £100 to Gloucestershire Playing Fields Association (GPFA)

Committee **APPROVED** the payment of £100 to the GPFA retrospectively

B/567 To report the ad-hoc payment of £100 for the use of Oldends Lane Playing field for an organised event.

Committee **NOTED** the report

B/568 To approve a proposal from 'The Door' - funding for a Beach trip for up to 50 Stonehouse youths

Concern was raised in relation to whether some of the children that would be considered for the trip may not have been able to pay the £5 contribution to the trip. It was suggested that The Door will deal sensitively with this issue if it arose. Committee **APPROVED** the grant award of £1,995 to The Door for the planned beach trip

B/569 To approve the installation of CCTV in the Town Hall car park following

recent incidents

It was felt in light of recent events, the use of a deterrent was necessary to ensure the safety of staff. A question was raised as to whether the recommended positions for the two cameras would cover the whole of the car park area - Officers stated that the only exception would be the rear alleyway and as a result, he would consider located a gate at this point - this to be brought back to the council at a later date.

Committee **APPROVED** the award of the contract to provide CCTV and a recording device at the Town Hall to Kiblec for the total of £650

B/570 To receive Stonehouse Community Association's Annual report and Accounts for year ending 31st March 2023

The town council's representative Trustee provided an overview of the work done by the Stonehouse Community Association and the charging structure. Officers confirmed that the annual report and accounts for 2022/23 provide a similar overview of the estimated outturn provided to full council earlier in the year when the SCA applied for council support.

Committee **NOTED** Stonehouse Community Association's Annual Report and associated Accounts for the 2022/23 financial year

B/571 To approve a grant application from Stonehouse Gardening club

Agenda item brought forward - See details above

B/572 To receive an update from the HR Sub Committee and consider its latest recommendations

Officers confirmed that there were no decisions that required Committee or Council approval. As an update, confirmation was given that staff appraisals would be completed by the end of August and reported to Business Committee in September. In addition, it was envisaged that the two grounds staff posts will need to be reviewed in light of the breadth of work they are covering. In addition, the Deputy's role will also be reviewed to reflect current industry standards - this would be brought to committee for consideration in October 2023.

B/573 To receive an update on the Town Market CIC and to consider a proposal made by County Councillor Nicholas Housden to transfer assets from the Market CIC to Stonehouse town council

Having received the proposal from County Councillor, Nick Housden, town councillors were concerned that it had not been proposed by the Directors of the Market CIC or indeed supported by them. Town Councillors felt that without this, they could not pursue the matter further especially in light of the concerns it shared with one of the Directors during past meetings; concerns that only the Directors could satisfy.

Committee **RESOLVED** to write to County Councillor Nick Housden explaining the town council could not consider the matter further as he was not a market Director but, that a similar proposal would be favourably considered should it be submitted by the Directors; this would be on the basis that they would enter into dialogue with the town council around the CIC's financial and other details.

B/574 To approve a response to GWR's consultation on the future of 'Selling train tickets at stations

The discussion around this item provided split opinions especially in light of the

statistics provided in support of the consultation. However, Cllrs generally acknowledged that Stonehouse had a high proportion of older people that did not necessarily wish to engage with automated ticketing or other systems or, had other difficulties. To this end Committee **AGREED** on the following town council response to the consultation:

- The council valued the existence of the ticket office at the railway station
- Stonehouse had a higher than normal proportion of older people living in the community
- That some of the functions rail users use the ticket office for cannot be provided by the automated ticket machine and
- That there was room for the ticket office to remain open in conjunction with providing help to rail users on or around the platform - the question need not be one or the other.

B/575 To consider a Town Councillor's motion for:-

'Stonehouse Town Council to stop paying Amazon Prime subscription and from making purchases from Amazon'

There was widespread debate on various factors that would help reach some consensus on whether Amazon could or should continue to be used. There were reasoned arguments for and against; whilst in the main, town councillors did not support some elements of the way Amazon conducted their business, they felt that the company was being used as the preferred method of shopping by many causing it to be looked upon as commonplace, especially since Covid. It was acknowledged that use of Amazon was not currently in line with council policy, however there was a need to use them on occasions when local purchasing was not possible. An amendment to the motion was made as follows:

'Stonehouse Town Council to stop paying for the Amazon Prime subscription and to continue to purchase locally from Stonehouse where possible and to only use Amazon when considered necessary'.

Committee **APPROVED** the amended motion.

B/576 To receive updates from the following working groups:

1. Climate Change Action Forum

No update

2. Oldends Lane Development

Details discussed above under agenda item B/565

3. Support Stonehouse

No update

4. Youth

Details discussed under Agenda item B/568

5. Policy

The Policy working group will be bringing a number of revised policies for BC consideration in September

6. Internal Audit Panel

The panel are needed to undertake a internal control check for the first quarter of 2023/24

B/577 To note the date of the next meeting - Monday 4th September 2023

Committee **NOTED** the date of the next meeting

Notes on Agenda items, Business Committee Monday 4th September '23

B/580 BC Minutes	Minutes attached
B/581 Budget report	Report attached
B/582 Payment list	Payment list attached
B/583 'The Door'	<p>At last year's budget setting, council approved an increase in the budget provision for youth activities in Stonehouse. The council's working group for 'Youth' meets quarterly with all youth providers, with the predominant group being 'The Door'. In their first quarterly update, the Door advocated a number of costed initiatives that would allow them to reach and support 'hard to reach' young people within the community. These initiatives were discussed with the working group for recommendation to Business committee. The first tranche of additional costs were agreed in advance by town council at its meeting in April 2023 (agenda item TC3031); Business Committee also approved the cost of a trip to the Beach in July '23 (agenda item B/568) – the town council has been advised that the total amount required has been reduced as The Door had received financial support from an alternative source. The latest cost for additional works for the period June to August 2023 totals £2,834.10; This is included in an overall invoice (No 1311) totalling £13,714.10, £10,880 of which is a standard quarterly payment.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. To approve the latest invoice totalling £13,714.10 and 2. To ensure that approval is sought from either Business Committee for town council in advance of the work being undertaken
B/584 Christmas lights	<p>The council will require its Christmas lights, including Motifs to be erected within town in time for its Goodwill event in November; lights and Motifs to be dismantled in January.</p> <p>Officers have not been able to secure more than a single local contractor to undertake this specialist work of this nature. The Council has in the past used a company based in the north and their quotation last year was for £3,000. Officers are seeking a further quote from the company which they hope will be provided in time for the committee meeting.</p> <p>The local company asked to quote, STL (Gloucester) Ltd, has provided a quote of £1,470 plus vat.</p> <p>Recommendation: In the absence of a lower quotation, to appoint STL Gloucester Ltd as the town council's Christmas lights installer at a cost of £1,470 plus vat.</p>
B/585 Homestart	<p>At its meeting on 25th July 2022, Council approved an annual grant of £10,000 to Homestart over a three year period. The grant totalled £30,000 over three years. The decision was as follows:</p> <p>TC2881 To approve a grant application from 'Homestart'</p> <p>The representative from Homestart provided an overview of the organisation and the services it provides highlighting both the ongoing annual increase in young mums and mums fleeing to Stonehouse for a place of safety; the latter have been referred to Homestart out of necessity and whilst it is ill equipped, it continues to provide as much support as possible. Homestart has now reached a point where it requires a paid coordinator for these increasing needs. The post will be for 14 hours per week for a period of three years – its focus will be entirely on Stonehouse; the role will be able to support up to eight</p>

	<p>families with 1 to 1 support, provide group support in addition to support the training of new volunteers. The role needs to be placed on a sustainable footing, hence the need for a funding period of three years.</p> <p>There was widespread support amongst Town Councillors for the work undertaken by Homestart and the necessity to create stability within the organisation to continue to help those in most need over the longer term.</p> <p>Council APPROVED funding £10,000 per year for the new paid role for the next three years (2022 to 2024). The post to be funded through the town council's reserves.</p> <p>A Homestart representative will be attending the council meeting to provide an update and request payment of the second of three payments.</p> <p>Payment is to be funded through the council's Reserves</p>																												
B/586 Van Insurance	<p>The Council's motor insurance needed to be renewed by Friday 25th August. Officers secured three quotes from well-known Motor Insurers – these are detailed below. Officers have awarded the contract to 'Brightside'</p> <table><tr><td></td><td>Motor Direct</td><td>Brightside</td><td>Gallagher</td></tr><tr><td>Total Premium</td><td>£848.79</td><td>£737.27</td><td>£888.22</td></tr><tr><td>Protected No Claims</td><td>Yes</td><td>Yes</td><td>Yes</td></tr><tr><td>Voluntary Excess</td><td>£0</td><td>£0</td><td>£0</td></tr><tr><td>Compulsory Excess</td><td>£200</td><td>£300</td><td>£200</td></tr><tr><td>Legal Expenses Cover</td><td>£39.99</td><td>£29.99</td><td>£29.95</td></tr><tr><td>Replacement Vehicle Cover</td><td>£32</td><td>£37.99</td><td>£19.95</td></tr></table> <p>Recommendation: To provide retrospective approval for the award of the one year insurance contract to 'Brightside' at a total cost of £737.27 inclusive of vat</p>		Motor Direct	Brightside	Gallagher	Total Premium	£848.79	£737.27	£888.22	Protected No Claims	Yes	Yes	Yes	Voluntary Excess	£0	£0	£0	Compulsory Excess	£200	£300	£200	Legal Expenses Cover	£39.99	£29.99	£29.95	Replacement Vehicle Cover	£32	£37.99	£19.95
	Motor Direct	Brightside	Gallagher																										
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Legal Expenses Cover	£39.99	£29.99	£29.95																										
Replacement Vehicle Cover	£32	£37.99	£19.95																										
B/587 Van – Extended Warranty	<p>The Council's van has a 12 month extended warranty, which covers the costs of repairing components against a mechanical or electrical failure. This can be extended, at the cost of £395 per year, until the vehicle is 10 years old or at 100,000 miles, whichever comes first. (There is no discount for extending the warranty for multiple years at a time).</p> <p>Additional benefits of the warranty includes a refund of the costs for car hire should the vehicle break down (after the first 24 hours) and also includes MOT test cover, which covers the cost of repair to the below items</p> <ul style="list-style-type: none">• Lighting equipment – lamps, reflectors, indicators and bulbs due to breakage, discolouration, misalignment, water ingress and corrosion• Steering and suspension components – steering units, drag links, track rods and ends, drive shafts, shock absorbers, springs, wishbones, joints, mountings, subframes and wheel bearings due to wear, seizure, leakage and insecurity.• Fuel system – injection system, fuel ECU and pipes are covered to meet exhaust gas emission standards.																												

	<ul style="list-style-type: none"> • Braking system – Master cylinder, wheel cylinders, calipers, discs, drums, load compensator, ABS associated elements and break pipe, hoses and cables are covered due to wear, leakage, seizure, splits/cracks, corrosion and adjustment. • Seat belts – mountings, belts, retractors and buckles are covered due to wear, non-function and insecurity. • Vehicle structure – covered for corrosion, however failure due to accident damage is not included. • General items – windscreen wipers, windscreen wiper motor, washer motor and horn. <p>Where liability for the cost of repairs is admitted under the MOT Test cover, costs will be reimbursed up to a maximum of £750 incl. VAT per period of test cover.</p> <p>Most components are covered by the warranty, apart from the exclusions below: Batteries, Ancillary drive belts, Brake and clutch frictional material, Bulbs and fuses, LED lamps are covered providing at least 50% of the lighting has failed, Exhaust systems and DPF filters, Wheels and tyres, Wheel alignment, Wiper blades, Water ingress, Air con regas, Software updates, Interior and exterior trims, Glass, Weather strips/body seals, Paintwork</p> <p>The warranty also does not cover ‘excessive or unreasonable’ diagnostic time, and the usual serviceable parts (filters, brakes etc). The maximum amount which can be claimed over the whole period of the warranty is limited to the purchase price of the vehicle (£19715).</p> <p>The initial warranty is due to run out in November. The Council’s budget can accommodate the cost of the extended warranty</p> <p>Officer conclusion: Officers believe the extended warranty offers value for money especially as the vehicle is second-hand.</p> <p>Recommendation: To purchase a 12 month extended warranty at a cost of £395 to run from November 2023</p>
<p>B/588 Electronic Notice board</p>	<p>Over a year ago, MRG Systems, a Stonehouse based company offered to supply the town council with an outdoor screen and accompanying software, free of charge. The company wished to see an example of the screen working within the local government sector. To get to this point, MRG have had to jump a few hurdles including applying for planning permission on behalf of the town council.</p> <p>MRG are now in a position to install the screen but to do so will require an internet connection and power supply to as close to the front of the building as possible. To do so, it has sought a quote from one of its electrical installers ‘Anthony J Smith (Gloucester) Ltd’. Council officers have not sought any further quotes as it wishes MRG to be wholly satisfied in its chosen installer.</p> <p>The quote received of £795 plus vat includes the following works:</p> <ul style="list-style-type: none"> • <i>supply and install a Cat5 cable from the network distribution point in the office to both the external screen and the media position and they would be left coiled up with excess left at each end.</i> • <i>A clean 20amp supply (with new RCBO) from the distribution board accessed externally to the cupboard to the left hand side cupboard where the media player is to be fitted.</i>

	<ul style="list-style-type: none"> • At the above position, to fit a 13 amp twin socket for the media player, with an additional timer switch to control the supply to the external screen. • To drill through from above the external screen to the space above the tile line in the library and to connect the HDMI lead from the screen to the extension HDMI lead to the media player. • To terminate the cable from the switched spur (at the media position) into a single socket and to install a plug onto the lead from the external screen. • To issue appropriate NICEIC certification. <p>Recommendation: To approve the necessary works and award the contract worth £795 plus vat to Anthony J Smith (Gloucester) Ltd'</p>
B/589 CCTV - POD	<p>In 2022, Town Council approved the installation of CCTV at the POD. This addition to the building's security has already had a measure of success as it has identified the perpetrators of vandalism to the building. The focus at the time was on the play areas. The installation did not focus on the entire boundary of the building. Over the past 8 to 10 months, young people have been found to congregate in an unlit and hidden area at the rear. It is in this location that damage has been caused to the brick pavers and where glass has been smashed; recently damage has been caused to the building fabric ie to the outside wall.</p> <p>Officers feel that an additional camera focussed on the rear of the building would be a useful and helpful addition in curtailing anti social behaviour in this immediate area. The cost of adding an extra CCTV camera is £225 plus vat. This is a cost provided by the original installer of the relatively new CCTV system</p> <p>Recommendation: To approve the addition of a CCTV camera to the rear of the Pod building at a cost of £225 plus vat</p>
B/590 Water tanks and pump	Information to be provided at the committee meeting
B/591 Policies	Revised policies to follow
B/592 Laptop disposal	<p>The town council currently has four laptops, two of which were purchased in 2021. Officers had been experiencing ongoing problems with the older two machines and recent examination by Jireh have proven them to be beyond economic repair. The laptops being considered for disposal include a Lenovo and a Thinkpad. Both have been inspected by Jireh, the town council's IT provider who have commented on the fact that the former one is too old and cannot support modern applications and the second laptop could not be configured.</p> <p>Recommendation: To approve the disposal of the Lenovo and Thinkpad laptops.</p>
B/593 Grounds Maintenance	<p>The town council currently externalises the majority of its grounds maintenance service on an annual basis. The cost of the council's grounds contract in 2023/24 is £23,100 plus vat; this falls perilously close to the threshold (£30,000 incl vat) at which the council is required to subject its service to a full tendering exercise as highlighted in clause 19c of the council's Standing Orders and clause 11b of the Financial Regulations.</p> <p>Mindful of the latest staffing situation, it is also viewed as a sensible way forward to include the potential to add areas of grounds maintenance to the contract in case additional support is needed for the 'In House' operation– there are several high spec areas of grass that are maintained directly by the council's 'In house' team, namely play areas and the town green.</p>

	<p>It is estimated that the price threshold will be reached when next subjecting the service to competition and so it would be helpful to agree to go down the route of a tendering exercise rather than just seeking quotes. The tender process takes longer and is more involved, so would benefit supporting a longer term contract period. In preparing for this process, there are a number of issues that need addressing. (Cllrs have been forwarded a copy of the current service specification and conditions of contract for comment). Officers are seeking feedback on the following:</p> <ul style="list-style-type: none"> • Use of the tender process in line with Public Procurement Regulations • Extending the length of contract to a period of 5 years with a break clause on year three • The application of indexation to the contract price ensuring inflation is accommodated throughout the period of the contract – this is usually through the application of the RPI or successor index • Changes to the current service specification • The provision to add additional areas of grass within the contract that are currently dealt with directly by the 'In House' grounds team and the specification to be applied to those areas
B/594 Internal Audit	<p>The town council is required to secure a competent auditor to complete its annual internal audit for the 2023/24 financial year. GAPTC have undertaken the authority's last three annual audits. Officers are unaware of other providers of this service.</p> <p>Recommendation: To recommend to town council the appointment of GAPTC as a competent and independent auditor for conducting the council's internal audit for the 2023/24 financial year</p>
B/595 Town Market CIC	<p>At its meeting on 17th July 2023 (Agenda Item B/573), Business Committee was presented with a proposal from County Councillor Nicholas Housden advocating the transfer of assets from the Market CIC to the town council, as the Market CIC were about to dissolve. Officers were asked to respond suggesting that the proposal needed to be made by one of the Market Directors.</p> <p>Officers were tasked with responding to the County Councillor's proposal and to make contact with the Market Directors. As a result, the sole remaining Market Director was advised of the town council's response and advice and, promptly responded with a fresh but similar proposal.</p> <p>Cllr John Callinan and the Town Clerk made contact with the Market Director and had managed to view the assets and secure the Market CIC's cashbook for the duration of the organisation's existence; unfortunately, the Market Director would not forward the corresponding bank statements that would have allowed the town council to undertake its due diligence on the accounts in order to make a considered and informed decision on the asset transfer. Whilst a number of requests were made to secure the bank statements, the requests were flatly refused.</p> <p>As a full and proper analysis could not be completed, Officers are not able to fully advise the town council on a way forward on this issue and would therefore recommend the following:</p> <p>Recommendation: To respond to the sole remaining Market CIC Director and explain that the town council will be unable to reach a decision on his proposal without the requested information being provided.</p>

<p>B/596 Multi user path</p>	<p>Officers have recently received a formal request for a letter of support from Stonehouse Town Council – see request below:</p> <p>Dear Carlos</p> <p>You will be aware of Standish PC's longstanding proposals for a multi-user path from Horsemarling roundabout to the entrance to Black Bridge. Stonehouse TC was very supportive when we were campaigning to get GCC permission to use the field behind the hedge which runs along the B4008 for most of this stretch. In the last year or so, it has become apparent that our route coincides with a section of the Active Travel walking/cycle route that GCC are planning from Gloucester to Stroud and we have been in discussion with GCC officers who, last autumn, agreed that their consultants, Atkins, would further develop our plans. This work has progressed well and we are optimistic that funding will be made available in September from Stroud DC's Walking and Cycling Fund for the plans to be completed. In discussion with Standish PC, GCC are preparing, and shortly to submit, a bid to Stroud's CIL fund, which would enable the Standish M-U path (as the first section of the walking/cycle route from Gloucester to Stroud) to be constructed in the financial year 2024-25.</p> <p>Standish PC is, of course, very hopeful that this bid will be approved and work commenced in the foreseeable future. With this in mind, I'm sure it would be most helpful if Stonehouse TC could confirm its support for the path, which would undoubtedly benefit Stonehouse residents. A letter to Alan Bullock Alan.Bullock@Gloucestershire.gov.uk is what is needed. Alan is Team Leader, Local Major Projects, Highways Commissioning Team at GCC.</p> <p>I understand that the CIL bid will be submitted in the first week of September. With this timeline in mind, would it be possible for this to be an item on your Business Committee agenda on 4th September? I am attaching my letter of support, which may give some guidance as to the content which would be helpful to the bid.</p> <p>Kind regards</p> <p>Sue Hartley</p> <p>Chair, Standish Parish Council</p>
<p>B/597 Working Group updates</p>	<p>Oldends Lane Development working group update - Old Changing rooms</p> <p>Demolition survey undertaken by Smiths; asbestos containing materials are present mainly within the corrugated roof sheeting. From a risk view this is classed as very low level, with a recommendation to either remove or repair. (very low = very low risk with and having very low potential to release fibres if disturbed)</p> <p>The next phase will be to obtain three competitive demolition quotations with the aim being to lower the building to slab level and safely removing the asbestos from site. Indications are that this would probably be a two-day work plan, at a guesstimated cost of between £5 – 6,000. The working group will need to ensure that the Magpies social club are aware of this work plan and that the area is controlled and managed in line with the requirements of the HSAW act 1974.</p>

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3252		£121.80	1180/4	31/07/23	All Done and Dusted - July 2023 - Pod Cleaning	1413
		£121.80			All Done and Dusted - Total	
3239		£33.90	1150/4	26/07/23	Amazon - Nitrile gloves RS PC - paid by debit card	6079559
		£33.90			Amazon - Total	
3268		£33.96	1160/2	31/07/23	Bell Tools Ltd - Repair to drill + cutting discs	28678
		£33.96			Bell Tools Ltd - Total	
3242		£30.00	1090/2	11/08/23	Carlos Novoth - Expenses - new laptop power cable	
3269		£1.85	1090/2	11/08/23	Carlos Novoth - Postage	
		£31.85			Carlos Novoth - Total	
3224		£53.98	1160/2	15/06/23	Dursley Garden Machinery - 2 x Ego AH1531 mowing head	4747
		£53.98			Dursley Garden Machinery - Total	
3260		£16.80	1080/1	02/08/23	Easy Window Cleaning - August 2023 - TH	14824
		£16.80			Easy Window Cleaning - Total	
3265		£401.25	1030	30/06/23	GAPTC - Internal audit service + mileage	72
		£401.25			GAPTC - Total	
3241		£135.58	1080/2	28/07/23	Gloucestershire County Council - July 2023 - TH Cleaning	1800708085
		£135.58			Gloucestershire County Council - Total	
3231		£61.02	1150/5	31/05/23	Grundon Waste Management Ltd - May 2023 - Waste - Workshop	0856063
3233		£88.25	1150/5	30/06/23	Grundon Waste Management Ltd - June 2023 - Waste - Workshop	0871297
3266		£42.79	1150/5	31/07/23	Grundon Waste Management Ltd - July 2023 - Waste - Workshop	0882029
		£192.06			Grundon Waste Management Ltd - Total	
3258		£2.25	1150/3	31/07/23	Hurns Hardware - 75M Green jute	3875
		£2.25			Hurns Hardware - Total	
3250		£297.91	1040/1	01/08/23	Jireh Solutions Ltd - July 2023 - Contract	27442
3257		£157.50	1040/1	31/07/23	Jireh Solutions Ltd - July 2023 - Additional	27565

Signature

Signature

Date

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£455.41	Jireh Solutions Ltd - Total			
3263		£266.00	1040/2	01/08/23	Jo Mew Creative - STC Website hosting transfer + 1 year siteground, divi, gravity forms and events calendar pro	1038
		£266.00	Jo Mew Creative - Total			
3234		£94.82	1160/3	30/06/23	John Stayte Services Ltd - June 2023 - Fuel - paid dd	9001935
3270		£22.19	1160/3	25/07/23	John Stayte Services Ltd - July 2023 - Fuel - paid dd	9001965
		£117.01	John Stayte Services Ltd - Total			
3225		£85.48	1190/2	20/07/23	Kellaway Building Supplies Ltd - Arrowsmith - contact adhesive, path edging, gloves and safety glasses	002461680
3226		£29.51	1190/2	20/07/23	Kellaway Building Supplies Ltd - Arrowsmith - clear sealant/adhesive	002461681
3235		£77.62	1190/2	24/07/23	Kellaway Building Supplies Ltd - OEL Park - post fix x 8, socks x 2	002464326
3236		£77.80	1190/2	24/07/23	Kellaway Building Supplies Ltd - OEL Park - asphalt rake shaft x 2	002464327
3249		£156.80	1190/2	31/07/23	Kellaway Building Supplies Ltd - OEL park - Concreting sand, stabilisation tile x 20	002470825
3253		£28.68	1190/2	01/08/23	Kellaway Building Supplies Ltd - Meadow park - Concreting sand, stabilisation tile	002472083
3261		£61.25	2050/3	02/08/23	Kellaway Building Supplies Ltd - Remembrance - Steel and timber (Poppy frame)	02473223
3262		£42.34	2050/3	02/08/23	Kellaway Building Supplies Ltd - Remembrance - Timber and screws (Poppy frame)	002473224
3267		£69.60	1190/2	05/08/23	Kellaway Building Supplies Ltd - OEL - Topsoil	002475980
3278		£104.14	1190/2	11/08/23	Kellaway Building Supplies Ltd - OEL Park - top soil, contimix ballast, wd40	002481857
		£733.22	Kellaway Building Supplies Ltd - Total			
3251		£88.32	2050/1	31/07/23	MDL Kelex - Goodwill 2023 banners and date correction sticker	16437
		£88.32	MDL Kelex - Total			
3237		£63.80	1040/2	26/07/23	Nettl (Incorporating Absolute Creative) - July 2023 - Website hosting, care plan and form + event calendar plug in	215089
		£63.80	Nettl (Incorporating Absolute Creative) - Total			
3246		£31.44	1040/4	30/07/23	O2 - July 2023 - Mobile phone - paid dd	22905061

Signature

Signature

Date

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£31.44	O2 - Total			
3228		£45.00	1200	18/07/23	Open Spaces Society - Membership Renewal 23/24	79138
		£45.00	Open Spaces Society - Total			
3276		£1,260.00	1030	11/08/23	PKF Littlejohn - Annual Governance & Accountability Return	20230592
		£1,260.00	PKF Littlejohn - Total			
3238		£6.85	1090/2	26/07/23	Post Office - Postage - Lloyds forms for JS - paid by debit card	
		£6.85	Post Office - Total			
3247		£122.47	1040/5	28/07/23	Prolific Solutions (South West) Ltd - July 2023 - Printer TH	9571
		£122.47	Prolific Solutions (South West) Ltd - Total			
3240		£42.52	1150/4	26/07/23	Screwfix - Screws - paid by debit card	13190518021
		£42.52	Screwfix - Total			
3244		£65.66		28/07/23	Simple Hygiene Solutions - July 2023	1270
	1	£21.89	1180/7		July 2023 - Pod	
	2	£10.94	1070/7		July 2023 - TH	
	3	£32.83	1140/7		July 2023 - Pavilion	
		£65.66	Simple Hygiene Solutions - Total			
3227		£85.40		21/07/23	SLCC Enterprises Ltd - Training - Books - JS - paid by debit card	5092231
	1	£77.00	1010/1		Books	
	2	£8.40	1010/1		Delivery cost	
3245		£450.00	1010/1	28/07/23	SLCC Enterprises Ltd - Cilca - JS - paid by debit card	2034241
		£535.40	SLCC Enterprises Ltd - Total			
3277		£630.00	1060/1	24/07/23	Sportily - Rob French - Grant - Approved 24th July 2023 FTC TC3087	
		£630.00	Sportily - Rob French - Total			
3248		£3.98	1160/2	31/07/23	Stonehouse Autoparts - Tail board	046
		£3.98	Stonehouse Autoparts - Total			
3229		£211.54	1150/6	21/07/23	Stroud Alarms - Annual Inspection - Fire extinguisher checks x 10 and replacement extinguishers x 3	54867

Signature

Signature

Date

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£211.54	Stroud Alarms - Total			
3223		£468.00	1190/6	18/07/23	Ubico Limited - July 2023 - Dog/litter bin collection	60062275
		£468.00	Ubico Limited - Total			
3230		£8.40	1040/4	24/07/23	Voipfone - July 2023 - Answerphone	1014174121
		£8.40	Voipfone - Total			
3243		£30.00	1070/2	30/07/23	WaterPlus - July 2023 - TH	02896342
3273		£330.02	1140/2	30/07/23	WaterPlus - July 2023 - Water - Pavilion	02890617
		£360.02	WaterPlus - Total			
3254		£45.40	1070/3	01/08/23	YU Energy - July 2023 - Electricity - Library	01216772
3255		£134.76	1070/3	01/08/23	YU Energy - July 2023 - Electricity - TH	01216771
3256		£457.96	1140/3	01/08/23	YU Energy - July 2023 - Electricity - Pavilion	01216773
3259		£69.30	1180/3	02/08/23	YU Energy - July 2023 - Electricity - Pod	01229892
3264		£46.87	1070/4	03/08/23	YU Energy - July 2023 - Gas - TH	01238631
		£754.29	YU Energy - Total			
		£14,419.69	Confidential			
Total		£21,712.45				

Signature

Date

Signature

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/23

INCOME		2023/2024	Reserve	Actual Net	Balance	Bal %age
Town Business Committee						
100	Precept	£373,973.21	£0.00	£186,986.50	-£186,986.71	-50.00%
105	Newsletter Advertising	£100.00	£0.00	£0.00	-£100.00	-100.00%
120	Feed-in Tariff from Town Hall	£800.00	£0.00	£0.00	-£800.00	-100.00%
125	Stonehouse Town FC lease	£600.00	£0.00	£0.00	-£600.00	-100.00%
126	STFC Water Recharge	£0.00	£0.00	£0.00	£0.00	0.00%
127	STFC Electric Recharge	£0.00	£0.00	£470.00	£470.00	100.00%
130	Athletics Field Lease	£0.00	£0.00	£0.00	£0.00	0.00%
135	Phone Mast on Land	£7,000.00	£0.00	£0.00	-£7,000.00	-100.00%
140	Building Lease at OEL	£637.00	£0.00	£0.00	-£637.00	-100.00%
145	Magpies Social Club	£3,150.00	£0.00	£1,312.50	-£1,837.50	-58.33%
150	Community Centre Lease	£500.00	£0.00	£0.00	-£500.00	-100.00%
155	OEL Pitch Hire	£2,000.00	£0.00	£100.00	-£1,900.00	-95.00%
160	Misc Income	£500.00	£0.00	£671.58	£171.58	34.32%
170	Investments Interest	£0.00	£0.00	£0.00	£0.00	0.00%
171	Bank Interest - Lloyds Bank	£200.00	£0.00	£0.00	-£200.00	-100.00%
172	Bank Interest - Charity A/C	£200.00	£0.00	£0.00	-£200.00	-100.00%
173	Bank Interest - Natwest	£200.00	£0.00	£375.98	£175.98	87.99%
174	Bank interest - Cambridge BS	£200.00	£0.00	£0.00	-£200.00	-100.00%
175	Town Hall/Library Recharges	£3,700.00	£0.00	£698.25	-£3,001.75	-81.13%
176	Bank Interest - Nationwide	£200.00	£0.00	£0.00	-£200.00	-100.00%
177	Bank Interest - Melton Building Society	£0.00	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions. Includes commitments. Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve	Actual Net	Balance	Bal %age
178 CCLA Interest	£0.00	£0.00	£4,606.88	£4,606.88	100.00%
Total Town Business Committee	£393,960.21	£0.00	£195,221.69	-£198,738.52	-50.45%
EXPENDITURE					
Town Business Committee					
1000 Salaries					
1000/1 Contracted staff	£180,000.00	£0.00	£70,150.26	£109,849.74	61.03%
1000/2 Locum	£0.00	£0.00	£0.00	£0.00	0.00%
1000/3 Short term contracted staff	£0.00	£0.00	£0.00	£0.00	0.00%
1000 Total	£180,000.00	£0.00	£70,150.26	£109,849.74	61.03%
1010 Training & Recruitment					
1010/1 Contracted Staff	£4,000.00	£0.00	£584.00	£3,416.00	85.40%
1010/2 Councillors	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1010 Total	£5,000.00	£0.00	£584.00	£4,416.00	88.32%
1020 Health & Safety	£2,500.00	£0.00	£0.00	£2,500.00	100.00%
1030 Professional Fees	£8,000.00	£0.00	£1,591.25	£6,408.75	80.11%
1040 IT support					
1040/1 General	£6,750.00	£0.00	£1,833.78	£4,916.22	72.83%
1040/2 Website	£1,000.00	£0.00	£553.47	£446.53	44.65%
1040/3 Newsletter	£0.00	£0.00	£0.00	£0.00	0.00%
1040/4 Phones	£1,500.00	£0.00	£194.10	£1,305.90	87.06%
1040/5 Printing	£0.00	£0.00	£102.06	-£102.06	100.00%
1040 Total	£9,250.00	£0.00	£2,683.41	£6,566.59	70.99%
1050 Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	100.00%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve	Actual Net	Balance	Bal %age
1060 Grants					
1060/1 One-Offs	£10,000.00	£5,000.00	£10,136.00	£4,864.00	48.64%
1060/2 Long-Term	£5,000.00	£0.00	£0.00	£5,000.00	100.00%
1060 Total	£15,000.00	£5,000.00	£10,136.00	£9,864.00	65.76%
1070 Town Hall/Library Shared Costs					
1070/1 Rates	£4,500.00	£0.00	£0.00	£4,500.00	100.00%
1070/2 Water	£700.00	£0.00	£233.10	£466.90	66.70%
1070/3 Electric	£3,000.00	£0.00	£677.98	£2,322.02	77.40%
1070/4 Gas	£4,000.00	£0.00	£437.03	£3,562.97	89.07%
1070/5 Interior Maintenance (reactive)	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1070/6 Interior Maintenance (programmed)	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1070/7 Waste Collection	£300.00	£0.00	£49.38	£250.62	83.54%
1070/8 Security	£0.00	£0.00	£0.00	£0.00	0.00%
1070 Total	£14,500.00	£0.00	£1,397.49	£13,102.51	90.36%
1080 Town Hall/Library STC costs					
1080/1 Exterior Maintenance/Cleaning	£1,000.00	£0.00	£70.00	£930.00	93.00%
1080/2 Interior Cleaning	£1,500.00	£0.00	£986.35	£513.65	34.24%
1080 Total	£2,500.00	£0.00	£1,056.35	£1,443.65	57.75%
1090 Admin Expenses					
1090/1 Paper	£250.00	£0.00	£62.25	£187.75	75.10%
1090/2 Other	£2,000.00	£0.00	£556.76	£1,443.24	72.16%
1090/3 Printing and Delivery of Newsletters	£1,500.00	£0.00	£2,195.00	£-695.00	-46.33%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve	Actual Net	Balance	Bal %age
1090 Total	£3,750.00	£0.00	£2,814.01	£935.99	24.96%
1100 Mayor's Charity & Expenses	£300.00	£0.00	£0.00	£300.00	100.00%
1110 Travel Costs/Staff & Councillors	£400.00	£0.00	£0.00	£400.00	100.00%
1120 Election Costs	£0.00	£8,924.35	£8,924.35	£0.00	0.00%
1130 Civic/Remembrance Parades	£180.00	£0.00	£0.00	£180.00	100.00%
1140 Pavilion Overheads					
1140/1 Rates	£0.00	£0.00	£0.00	£0.00	0.00%
1140/2 Water	£600.00	£0.00	£310.68	£289.32	48.22%
1140/3 Electric	£8,300.00	£0.00	£1,434.92	£6,865.08	82.71%
1140/4 Cleaning	£1,000.00	£0.00	£67.85	£932.15	93.22%
1140/5 Maintenance (reactive)	£3,000.00	£0.00	£471.89	£2,528.11	84.27%
1140/6 Maintenance (programmed)	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1140/7 Waste Collection	£900.00	£0.00	£109.44	£790.56	87.84%
1140/8 Security	£200.00	£0.00	£164.00	£36.00	18.00%
1140/9 Septic Tank	£700.00	£0.00	£270.00	£430.00	61.43%
1140 Total	£15,700.00	£0.00	£2,828.78	£12,871.22	81.98%
1150 Workshop Overheads					
1150/1 Water	£0.00	£0.00	£0.00	£0.00	0.00%
1150/2 Electric	£300.00	£0.00	£0.00	£300.00	100.00%
1150/3 Maintenance (reactive)	£300.00	£0.00	£262.22	£37.78	12.59%
1150/4 Maintenance (programmed)	£2,000.00	£0.00	£91.65	£1,908.35	95.42%
1150/5 Waste Collection	£2,000.00	£0.00	£358.90	£1,641.10	82.06%
1150/6 Security	£0.00	£0.00	£176.28	-£176.28	100.00%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve	Actual Net	Balance	Bal %age
1150	£4,600.00	£0.00	£889.05	£3,710.95	80.67%
Total					
1160					
Equipment & Vehicle Costs					
1160/1	£1,000.00	£0.00	£614.39	£385.61	38.56%
Insurance					
1160/2	£1,000.00	£0.00	£313.42	£686.58	68.66%
Maintenance					
1160/3	£1,000.00	£0.00	£171.31	£828.69	82.87%
Fuel					
1160/4	£200.00	£0.00	£0.00	£200.00	100.00%
Tax					
1160/5	£600.00	£0.00	£0.00	£600.00	100.00%
MOT/Service					
1160	£3,800.00	£0.00	£1,099.12	£2,700.88	71.08%
Total					
1170	£54,000.00	£0.00	£13,143.64	£40,856.36	75.66%
Youth Centre Workers					
1180					
Youth Centre Overheads					
1180/1	£1,400.00	£0.00	£0.00	£1,400.00	100.00%
Rates					
1180/2	£300.00	£0.00	£0.00	£300.00	100.00%
Water					
1180/3	£3,000.00	£0.00	£407.07	£2,592.93	86.43%
Electric					
1180/4	£1,000.00	£0.00	£347.50	£652.50	65.25%
Cleaning					
1180/5	£2,000.00	£0.00	£0.00	£2,000.00	100.00%
Maintenance (reactive)					
1180/6	£1,500.00	£0.00	£0.00	£1,500.00	100.00%
Maintenance (programmed)					
1180/7	£700.00	£0.00	£72.96	£627.04	89.58%
Waste Collection					
1180/8	£500.00	£0.00	£430.00	£70.00	14.00%
Security					
1180/9	£500.00	£0.00	£167.25	£332.75	66.55%
IT costs					
1180	£10,900.00	£0.00	£1,424.78	£9,475.22	86.93%
Total					
1200	£3,500.00	£0.00	£540.96	£2,959.04	84.54%
Subscriptions					
1210					
Insurances					
1210/1	£7,000.00	£0.00	£6,239.18	£760.82	10.87%
Public/Employee Liability					

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve	Actual Net	Balance	Bal %age
1210/2 Buildings	£0.00	£0.00	£0.00	£0.00	0.00%
1210/3 Vehicle	£0.00	£0.00	£0.00	£0.00	0.00%
1210 Total	£7,000.00	£0.00	£6,239.18	£760.82	10.87%
1220 Project Planning & Delivery	£0.00	£299.00	£299.00	£0.00	0.00%
1230 Climate Change	£5,000.00	£0.00	£4,690.00	£310.00	6.20%
Total Town Business Committee	£346,380.00	£14,223.35	£130,491.63	£230,111.72	66.43%



TOWN HALL, 1 QUEENS ROAD, STONEHOUSE, GLOUCESTERSHIRE GL10 2QA

Telephone: 01453 822070 email: townclerk@stonehousetowncouncil.gov.uk

Stonehouse Community Grant Application Form

Name of Club, Group or Organisation

Home-Start Stroud and Gloucester

Name of person submitting application (inc. position in the organisation)

Shelley James Office Manager

Address

Annexe 3 The Wheelhouse, Bonds Mill Estate, Stonehouse GL10 3RF

Telephone Number:

01453 297470

email:

Enquiries@homestartsd.org

Details of Club, Group or Organisation (please delete as appropriate)

Is your organisation:

- | | | |
|--|----------|-----|
| 1) Stonehouse based for Stonehouse residents | YES / NO | YES |
| 2) a Gloucestershire Organisation serving Stonehouse | YES / NO | YES |
| 3) Stonehouse branch of a National Organisation | YES / NO | NO |
| 4) Other | | |

How much of the funds you raise is used locally?

ALL / MOST / SOME / NONE

ALL

What is your total local membership?

What is your VAT status?

REGISTERED / NOT REGISTERED

NO

What are the aims and objectives of your Organisation?

Home-Start is a local charity which supports families experiencing challenging times with preschool age children. We run two free volunteer training courses locally for people from the community to join us and train to provide home visiting and group support.

In 2021-April 2022 we received over a 45% increase in referrals (to 836) for our services and the increased stress and anxiety imposed on families through the pandemic meant that the need for our

Details about the grant you are applying for:

To which Funding Scheme are you applying (please tick)

- Small grants (under £1000)
- Large Grants (over £1000) **YES**
- Carbon Reduction Grants
- Revenue Grants

What will the grant be used for?

We would like to apply for funding to help cover the cost of a family and volunteer coordinator providing support to families in Stonehouse.

What is the total cost going to be?

£10,000 per year over 3 years

How much would you like Stonehouse Town Council to contribute?

All or part funding

What funds have already been raised by your organisation towards this project?

We continue to apply where possible for funding for the project overall

What other fund raising efforts does your organisation intend to make apart from this application?

We will make every effort to continue to apply for full or match funding

What amount does your organisation currently hold in the bank, as cash or in other balances?

£33,000

What impact will the project have on the environment?

When possible as our offices are based in Stonehouse, when family and volunteer coordinators support / visit families locally car / petrol costs can / will be saved.

Please state here any further information, which you think, will help the Council when considering your application:

It costs approximately £863 to support a family for a six month period with one to one support and £484 for a family to be supported through our group sessions. All our services are offered for free and all our funding goes towards running these services.

I wish to apply for a Grant from Stonehouse Town Council and certify that the information I given above is correct to the best of my knowledge and belief:

Industry benchmark for an hour of a volunteer home visiting face to face support was costed at around £15 per hour in comparison to :

Health visitor Shelley James home visiting: £71

Midwife: £70

Mental health per hour per team member: £36

Social worker £79

Children's Centre £64.25

Signed

Date

19/7/2022

**This application must be returned to the Town Council Office
together with your accounts**

