



**Minutes of a Town Business Committee
held on Monday 4th March '24 at 7.00pm
at the Town Hall**

Present: Councillors, John Callinan (Committee Vice Chair), Keith Creighton, Mike Davis (Committee Chair), Carol Kambites, Madelaine Maraboli-Roman, Wendy Thomson, Theresa Watt

In Attendance: Carlos Novoth (Clerk)

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

There were no members of the public in attendance

B/662 To receive apologies

Apologies were received from Cllr Gary Powell

B/663 To receive Declarations of Interest

There were no declarations of interest

B/664 To approve the minutes of the Business Committee meeting held on 5th February '24

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

B/665 To receive the latest budget position

An unexpected income from the owners of the Telecoms mast at Oldends Lane was received.

Committee NOTED the latest budget report totalling 'Actual Net' Income of £411,198.91; Total Actual Net Expenditure of £317,069.69 and Reserve movement of £25,827.35

B/666 To approve the latest payments list

A concern was raised in relation to the invoice presented to the town council for a total cost of £90 for electrical works; it was suggested that the invoice should have provided more detail than it had - the Clerk was asked to enquire further as to the work undertaken, and if satisfied, to make payment.

Committee APPROVED the payment list totalling £25,574.78

B/667 To receive the minutes of the latest Trustees meeting of Stonehouse Community Association

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It was noted that the minutes presented were not the latest ones but related to the meeting of Tuesday 11th December '23
Committee received and **NOTED** the minutes.

B/668 To recommend for full council approval Stonehouse Town Football Club's new lease agreement.

Committee received the draft lease. There were concerns about the level of detail on certain issues in relation to the draft lease in addition to the fact that the club had, despite formal recommendations, not sought legal advice. Committee **DEFERRED** recommending approval of the lease until the concerns were addressed.

B/669 To receive the results of the tender evaluations and recommend for full council approval the award of the council's grounds maintenance contract to the successful contractor.

The Clerk presented Committee with an overview of the work undertaken by the Chairs of Environment and Business Committees and the Clerk in evaluating the five Tenders and provided an explanation of the scoring criteria and evaluation outcomes. The evaluation team recommended 'Tenderer One' to be awarded the contract as detailed in the support papers presented at the meeting.

Committee **RECOMMENDS** town council approve the award of the 4 year Grounds Maintenance Contract to Tenderer one.

B/670 To recommend for council approval the following policies:

It was suggested that all future policies have their formats standardized with page numbers etc.

- **Grant Policy**

The Chair stated the revised policy had only minor changes. It was agreed that a 3rd bullet point would be added to the 'How do I apply' section to read 'For further advice contact Stonehouse Town Council'. It was also suggested that when reviewing the policy, it should be accompanied by the application form. Committee **RECOMMENDED** the updated Grant Policy for approval

- **Risk Management Policy**

Committee **RECOMMENDED** the updated Risk Management Policy for approval

- **Health and Safety Policy**

Committee **RECOMMENDED** the updated Health and Safety Policy for approval

- **Code of Conduct**

Committee **RECOMMENDED** the updated County wide Code of Conduct for approval

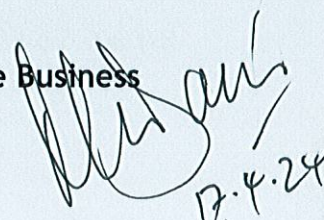
- **Investment Strategy**

- Committee **RECOMMENDED** the updated the investment Strategy for approval

B/671 To approve The Door's latest funding proposal for March 2024

Committee **APPROVED** the funding proposal for £750.

B/672 To approve the recruitment of a short-term replacement for the Business


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Support Officer during her time on maternity leave.

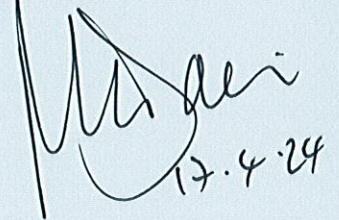
The Clerk explained that the previous replacement for this position had sought a more advantageous post elsewhere and had resigned from his temporary post.

Committee **RESOLVED** to advertise the new vacancy this week (w/c 4th March) and to conduct interviews during w/c 11th March - HR Sub Committee to manage the recruitment process with a view to taking a recommendation to FTC on the 18th March.

B/673 To receive updates from the following working groups:

1. **Climate Change Action Forum** - a meeting is to be held with Bridge Café re hosting the proposed new 'e' bikes
2. **Oldends Lane Development** - Detailed sewer diagrams have now been produced and will be discussed with STFC on Thursday 7th March. The power to the sewer pump will also need to be discussed and detailed
3. **Support Stonehouse** - Leaflets have been produced for the Warm Space and social contact initiative which will need volunteer help to distribute to key areas of the community
4. **Youth** - the next meeting with the Door is scheduled for 22nd March
5. **Policy** - the policy team continue to work on the policy revision schedule
6. **Internal Audit Panel** - the next audit will take place in April for the fourth quarter

B/674 To note the date of the next meeting - Monday 8th April 2024
Committee NOTED the date of the next meeting

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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
3574		£923.12	1160/1	26/02/24	CVD Insurance Services - Van insurance - new policy incl RH as driver	
		£923.12			CVD Insurance Services - Total	
3571		£30.00	1090/1	16/02/24	Delta Nine Ltd - A4 Paper - paid by debit card	
		£30.00			Delta Nine Ltd - Total	
3575		£6.72	1150/3	21/02/24	Dougfield Plumbers Supplies - 2 x pipes - waterpump for water bowser	037003587123
		£6.72			Dougfield Plumbers Supplies - Total	
3576		£16.80	1080/1	19/02/24	Easy Window Cleaning - February 2024 - TH	26799
		£16.80			Easy Window Cleaning - Total	
3577		£701.14	1070/6	15/02/24	Gloucestershire County Council - 2022/23 GCC Recharges for Stonehouse Library	1800744129
		£701.14			Gloucestershire County Council - Total	
3578		£90.00	2000	16/02/24	Kiblec Electrical & Security - Investigations to cabling for TG Xmas tree	2446
		£90.00			Kiblec Electrical & Security - Total	
3573		£7.00	1090/2	19/02/24	Lloyds Bank - Bank charges	
		£7.00			Lloyds Bank - Total	
3579		£69.02	1040/4	22/02/24	O2 - January 2024 - Mobile phone	28868674
		£69.02			O2 - Total	
3564		£431.94	1150/4	16/02/24	Pump Express Ltd - Multi application non submersible bundle - PUMP	PEX39562
		£431.94			Pump Express Ltd - Total	
3554		£264.00	1010/1	15/02/24	Sanctus Training - EFAW course - Carlos and Gary	9724
		£264.00			Sanctus Training - Total	
3562		£132.00	1150/3	16/02/24	Smiths Gloucester LTD - 2 Tonnes of Road Plainings - delivered to OEL car park - paid by debit card	21465
3580		£240.00	1150/3	16/02/24	Smiths Gloucester LTD - 5 Tonnes of Road Plainings - delivered to OEL car park - paid by debit card	315553
		£372.00			Smiths Gloucester LTD - Total	

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Date

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Stonehouse Town Council

Expenditure transactions - approval list

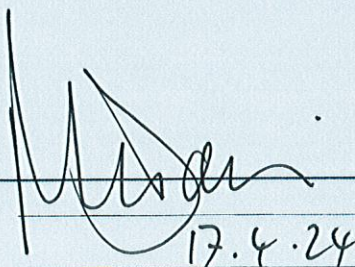
Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3556		£1,000.00	1060/1	15/02/24	Stonehouse School of Trustees - £1,000 Grant for arbor works to three London Plain Trees - outside Park infant school	
		£1,000.00			Stonehouse School of Trustees - Total	
3581		£44.28	1180/8	21/02/24	Stroud Alarms - Replacement intruder alarm - Pod	57445
		£44.28			Stroud Alarms - Total	
3584		£2,478.00	1190/1	25/02/24	T W Hawkins & Sons - Contract mowing - February 2024	013177
		£2,478.00			T W Hawkins & Sons - Total	
3582		£116.37	1170	26/02/24	The Door - Extra payments towards 'Food Friday' - October £93.94 & January 2024 £22.43	
3583		£750.00	1170	19/02/24	The Door - Additional provision March 2024	1352
		£866.37			The Door - Total	
3585		£8.40	1040/4	20/01/24	Voipfone - February 2024 - Answerphone - paid dd	1014336828
		£8.40			Voipfone - Total	
3565		£70.68	1140/2	16/02/24	WaterPlus - February 2024 - Water - Pavilion	04619183
3586		£62.11	1070/2	09/02/24	WaterPlus - February 2024 - Water - TH	04742224
		£132.79			WaterPlus - Total	
3557		£204.86	1070/3	15/02/24	YU Energy - Electricity supply 1st to 31st January 2024 - Council Offices	01492774
3558		£86.96	1070/3	15/02/24	YU Energy - Electricity supply 1st to 31st January 2024 - Library	01492775
3559		£231.37	1180/3	15/02/24	YU Energy - Electricity supply 1st to 31st January 2024 - Pod	01492776
3560		£376.62	1070/4	15/02/24	YU Energy - Gas supply 1st to 31st January 2024 - Town Hall/Library	01524738
		£899.81			YU Energy - Total	
		£17,233.39			Confidential	
Total		£25,574.78				

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Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/23 and 26/02/24 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	£373,973.00	£0.21	0.00%
105 Newsletter Advertising	£100.00	£0.00	£0.00	£100.00	-100.00%
120 Feed-in Tariff from Town Hall	£800.00	£0.00	£588.51	£211.49	-26.44%
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	£1,678.24	£1,678.24	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	£5,998.12	£1,001.88	-14.31%
140 Building Lease at OEL	£637.00	£0.00	£1,273.04	£636.04	99.85%
145 Magpies Social Club	£3,150.00	£0.00	£2,887.50	£262.50	-8.33%
150 Community Centre Lease	£500.00	£0.00	£500.00	£0.00	0.00%
155 OEL Pitch Hire	£2,000.00	£0.00	£870.00	£1,130.00	-56.50%
160 Misc Income	£500.00	£0.00	£1,533.28	£1,033.28	206.66%
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	£1,717.03	£1,517.03	758.52%
174 Bank interest - Cambridge BS	£200.00	£0.00	£2,073.88	£1,873.88	936.94%
175 Town Hall/Library Recharges	£3,700.00	£0.00	£1,684.83	£2,015.17	-54.46%
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%

17.4.24

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/23 and 26/02/24 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	£16,421.48	£16,421.48	100.00%
Total Town Business Committee	£393,960.21	£0.00	£411,198.91	£17,238.70	4.38%

EXPENDITURE

Town Business Committee

1000 Salaries					
1000/1 Contracted staff	£180,000.00	£0.00	£163,293.55	£16,706.45	-9.28%
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	£163,293.55	£16,706.45	-9.28%
1010 Training & Recruitment					
1010/1 Contracted Staff	£4,000.00	£0.00	£1,189.00	£2,811.00	-70.28%
1010/2 Councillors	£1,000.00	£0.00	£127.68	£872.32	-87.23%
1010 Total	£5,000.00	£0.00	£1,316.68	£3,683.32	-73.67%
1020 Health & Safety	£2,500.00	£0.00	£274.50	£2,225.50	-89.02%
1030 Professional Fees	£8,000.00	£0.00	£4,330.40	£3,669.60	-45.87%
1040 IT support					
1040/1 General	£6,750.00	£0.00	£5,163.51	£1,586.49	-23.50%
1040/2 Website	£1,000.00	£0.00	£1,203.47	£-203.47	20.35%
1040/3 Newsletter	£0.00	£0.00	£0.00	£0.00	0.00%
1040/4 Phones	£1,500.00	£0.00	£441.29	£1,058.71	-70.58%
1040/5 Printing	£0.00	£0.00	£463.55	£-463.55	100.00%
1040 Total	£9,250.00	£0.00	£7,271.82	£1,978.18	-21.39%
1050 Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	-100.00%

17.2.24

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/23 and 26/02/24 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	£22,136.00	-£7,136.00	71.36%
1060/2 Long-Term	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
1060 Total	£15,000.00	£5,000.00	£22,136.00	-£2,136.00	14.24%
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	£640.86	£59.14	-8.45%
1070/3 Electric	£3,000.00	£0.00	£2,176.64	£823.36	-27.45%
1070/4 Gas	£4,000.00	£0.00	£1,416.35	£2,583.65	-64.59%
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	£584.28	£415.72	-41.57%
1070/7 Waste Collection	£300.00	£0.00	£85.84	£214.16	-71.39%
1070/8 Security	£0.00	£0.00	£650.00	-£650.00	100.00%
1070 Total	£14,500.00	£0.00	£5,553.97	£8,946.03	-61.70%
1080 Town Hall/Library STC costs					
1080/1 Exterior Maintenance/Cleaning	£1,000.00	£0.00	£122.00	£878.00	-87.80%
1080/2 Interior Cleaning	£1,500.00	£0.00	£1,677.75	-£177.75	11.85%
1080 Total	£2,500.00	£0.00	£1,799.75	£700.25	-28.01%
1090 Admin Expenses					
1090/1 Paper	£250.00	£0.00	£127.25	£122.75	-49.10%
1090/2 Other	£2,000.00	£0.00	£2,289.35	-£289.35	14.47%
1090/3 Printing and Delivery of Newsletters	£1,500.00	£0.00	£2,691.00	-£1,191.00	79.40%

17.4.24

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/23 and 26/02/24 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	£5,107.60	£-1,357.60	36.20%
1100 Mayor's Charity & Expenses	£300.00	£0.00	£66.48	£233.52	-77.84%
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	£978.38	£-378.38	63.06%
1140/3 Electric	£8,300.00	£0.00	£2,827.23	£5,472.77	-65.94%
1140/4 Cleaning	£1,000.00	£0.00	£301.11	£698.89	-69.89%
1140/5 Maintenance (reactive)	£3,000.00	£0.00	£1,373.65	£1,626.35	-54.21%
1140/6 Maintenance (programmed)	£1,000.00	£11,604.00	£11,715.41	£888.59	-88.86%
1140/7 Waste Collection	£900.00	£0.00	£312.16	£587.84	-65.32%
1140/8 Security	£200.00	£0.00	£451.50	£-251.50	125.75%
1140/9 Septic Tank	£700.00	£0.00	£480.00	£220.00	-31.43%
1140 Total	£15,700.00	£11,604.00	£18,439.44	£8,864.56	-56.46%
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	£780.27	£-480.27	160.09%
1150/4 Maintenance (programmed)	£2,000.00	£0.00	£533.43	£1,466.57	-73.33%
1150/5 Waste Collection	£2,000.00	£0.00	£837.14	£1,162.86	-58.14%
1150/6 Security	£0.00	£0.00	£210.86	£-210.86	100.00%

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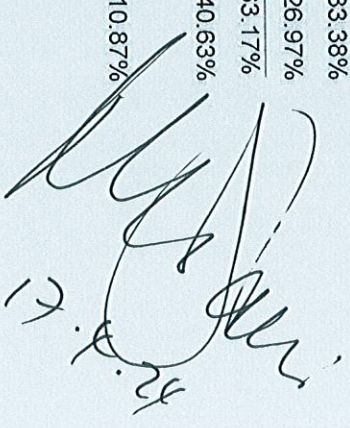
Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/23 and 26/02/24 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 Total	£4,600.00	£0.00	£2,361.70	£2,238.30	-48.66%
1160 Equipment & Vehicle Costs					
1160/1 Equipment and Vehicle costs	£1,000.00	£0.00	£1,741.67	£-741.67	74.17%
1160/2 Maintenance	£1,000.00	£0.00	£715.07	£284.93	-28.49%
1160/3 Fuel	£1,000.00	£0.00	£411.50	£588.50	-58.85%
1160/4 Tax	£200.00	£0.00	£320.00	£-120.00	60.00%
1160/5 MOT/Service	£600.00	£0.00	£59.54	£540.46	-90.08%
1160 Total	£3,800.00	£0.00	£3,247.78	£552.22	-14.53%
1170 Youth Centre Workers	£54,000.00	£0.00	£55,625.11	£-1,625.11	3.01%
1180 Youth Centre Overheads					
1180/1 Rates	£1,400.00	£0.00	£0.00	£1,400.00	-100.00%
1180/2 Water	£300.00	£0.00	£0.00	£300.00	-100.00%
1180/3 Electric	£3,000.00	£0.00	£1,284.25	£1,715.75	-57.19%
1180/4 Cleaning	£1,000.00	£0.00	£819.00	£181.00	-18.10%
1180/5 Maintenance (reactive)	£2,000.00	£0.00	£0.00	£2,000.00	-100.00%
1180/6 Maintenance (programmed)	£1,500.00	£0.00	£0.00	£1,500.00	-100.00%
1180/7 Waste collection	£700.00	£0.00	£109.44	£590.56	-84.37%
1180/8 Security	£500.00	£0.00	£1,166.90	£-666.90	133.38%
1180/9 IT costs	£500.00	£0.00	£634.83	£-134.83	26.97%
1180 Total	£10,900.00	£0.00	£4,014.42	£6,885.58	-63.17%
1200 Subscriptions	£3,500.00	£0.00	£2,077.96	£1,422.04	-40.63%
1210 Insurances					
1210/1 Public/Employee Liability	£7,000.00	£0.00	£6,239.18	£760.82	-10.87%



Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/23 and 26/02/24 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	£25,827.35	£317,069.69	£55,137.66	-15.92%

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