



**STONEHOUSE**  
**TOWN COUNCIL**

To Members of the Town Council

You are hereby summoned to attend the Annual General Meeting of the Town Council to be held on Monday 13<sup>th</sup> May '24 at 7.00pm at the Town Hall, 1 Queens Street, Stonehouse

**Council Members:**

Councillors: John Callinan, Debbie Curtis, Marcus Dixon, Carol Kambites, Simon MacGregor, Madelaine Maraboli-Roman, Neil Gibbs, Gary Powell, Val Randell, Keith Terry, Theresa Watt

*All residents of the Parish are welcome to attend the meeting. Up to 15 minutes will be set aside at the beginning of the meeting for members of the public to raise questions.*

Carlos Novoth  
Town Clerk  
7<sup>th</sup> May '24

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*Attendees are reminded that the Proceedings of this meeting may be filmed, photographed or recorded.*

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**A G E N D A**

- |        |  |
|--------|--|
| TC3238 | To appoint the Chair of Council/Town Mayor   |
| TC3239 | To appoint the Vice Chair of Council/Deputy Town Mayor   |
| TC3240 | To receive apologies   |
| TC3241 | To receive declarations of interest  |
| TC3242 | To receive an update on town councillor vacancies following recent elections   |
| TC3243 | To receive an update on the Annual Town Meeting held 25 <sup>th</sup> April 2024   |
| TC3244 | To approve the minutes of the Town Council meeting of 22nd April 2024  |
| TC3245 | To approve Standing Orders and Financial Regulations   |
| TC3246 | To approve the appointment of Councillors to Committees, Working Groups and as representatives to external Organisations |
| TC3247 | To receive and note confirmation that Stonehouse Town Council retains the General Power of Competence                    |

- TC3248 To approve account signatories for the following bank and building society accounts:
- Lloyds Bank (Council's Operating Account)
  - CCLA (Churches, Charities and Local Authorities)
  - Charity Bank
  - Nationwide Building Society
  - Melton Building Society
  - Cambridge Building Society
- TC3249 To approve the 2023/24 Year End Accounts, Balance Sheet and Bank Reconciliation
- TC3250 To approve the 2023/24 Accounting Statements by Resolution and for the meeting's Presiding Officer to sign the Accounting Statements
- TC3251 To approve the Annual Governance Statement for the 2023/24 financial year
- TC3252 To approve dates for the 'Exercise of Public Rights'
- TC3253 To receive the Minutes of Environment Committee meeting of 29<sup>th</sup> April 2024 and approve the following recommendation:  
E/788 To consider the planting of a Gernika Oak on the Memorial Green. Committee APPROVED the recommendation to Full Council the planting of a Gernika Oak on the Memorial Green subject to:
1. Written confirmation from Historic England and Stroud District Council Planning Department.
  2. Consultation with residents.
- TC3254 To receive RFO's budget report and bank reconciliations for April '23
- TC3255 To approve the latest payment list
- TC3256 To approve a grant application from the Royal British Legion for the commemoration of the 80<sup>th</sup> Anniversary of the D-Day Landings
- TC3257 To receive reports from Chair of Town Council and town councillors
- TC3258 To receive and request reports from County and District Councillors
- TC3259 To approve the Council's Insurance renewal
- TC3260 Date of next meeting - Monday 17<sup>th</sup> June 2024



Notes on Agenda items, Full Town Council Monday 13<sup>th</sup> May 2024

TC3242 - Minutes	See attached minutes
TC3243 – S/Os and FRs	See links to both documents <a href="#">SO Link</a> <a href="#">FR Link</a>
TC3244 – Com/WGs	See current Membership to committees, Sub Committee, Working Groups and representation on external groups. <ul style="list-style-type: none"> <li>Please note current membership to each for town councillors that have been re elected – should there be any changes needed to the list, Councillors are asked to provide the Town Clerk with suggestions ahead of the meeting</li> </ul>
TC3245 – GPC	The town council continues to meet the legal requirements to maintain its General Power of Competence with over two thirds of its Cllrs being elected and the town clerk being CilCa trained
TC3246 – Bank Signatory	New bank signatories are required for each of the council's bank and building society investments
TC3247 – Year End	Please see final budget report, Balance sheet and Bank Reconciliation for the 2023/24 FY
TC3249 – Accounting statements	Please find attached
TC3249 – Gov Statement	Please see attached
TC3250 – Exercise of Public Rights	Please see attached
TC3251 – Env Com	Please see attached draft minutes <b><u>E/788</u> To consider the planting of a Gernika Oak on the Memorial Green.</b>  <b>Committee APPROVED the recommendation to Full Council the planting of a Gernika Oak on the Memorial Green subject to:</b> <b>1. Written confirmation from Historic England and Stroud District Council Planning Department.</b> <b>2. Consultation with residents.</b> (The significance of the Gernika Oak and that it was a symbol of freedom and peace).
TC3252 – 24/25 Budget report	See attached budget report and bank reconciliation for April 2024
TC3253 - Payments	See attached payment list
TC3254 – RBL Grant app	See attached
TC3257 - Insurance	Information to be provided at a later date







## **STONEHOUSE** **TOWN COUNCIL**

Minutes of the Annual Town Meeting held on Thursday 25<sup>th</sup> May 2024, held in the Town Hall/Library.

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### **Present:**

Members of the public, Town Councillors, Representatives from Community Organisations, Town Clerk, Deputy Clerk (minutes), Project Officer, Senior Town Maintenance Officer.

#### **1. Welcome from the Chair of Council**

Councillor Carol Kambites, Chair/Town Mayor, welcomed everyone to the meeting.

#### **2. To receive apologies.**

Apologies were received from Cllrs Debbie Curtis, Keith Creighton, Marcus Dixon, Val Randell, Keith Terry, Neil Gibbs and Keith Creighton.  
Cllr Mattie Ross (SDC) and Sandra Sowls.

#### **3. To note the Annual Report of the Town Council**

Cllr. Kambites stated the Annual Report will be available shortly and will be put on the website and included in the Summer News edition.

#### **4. To receive updates from community organisations:**

- Stonehouse in Bloom - Pam Swain
- Transition Stroud, e-bike scheme - Jess Farr
- Allsorts - Jane Jones
- The Door - Isak Sandgren-Clarke
- SHiP - Pam Swain
- Severn Wye Energy - Paul Sheridan
- Fig Tree - Catherine Thompson

#### **5. Presentation of the Civic Awards**

Business of the Year Winner - Wynn's Coffee & Sandwiches

Business of the Year Highly Commended - La Campagna

Business of the Year Highly Commended - All Pets & Garden Accessories

Person of the Year - Catherine Thompson

Person of the Year Highly Commended - Ruth Creighton

Young Person of the Year Winner - Kai Painter

Community Group Winner - Stonehouse Town Football Club

Community Group Highly Commended - Stonehouse in Bloom

Community Group Highly Commended - All Pulling Together

6. To consider any questions raised by members of the public

A question was raised about the communication between the council and the public for those that do not rely on technology.

Councillor Kambites thanked the member of the public for the question and said the council would consider how they could improve its communication.

Cllr. Kambites thanked everyone for attending and closed the meeting at 8.00pm, inviting all to stay for refreshments.





**STONEHOUSE**  
**TOWN COUNCIL**

**Minutes of a meeting of the Town Council**  
**held on Monday 22<sup>nd</sup> April 2024, 7pm**  
**at the Town Hall**

**Present:**

Councillors: Councillors: Rachel Armstrong, John Callinan, Keith Creighton, Mike Davis, Carol Kambites (Chair of Council), Gary Powell and Wendy Thomson.

In Attendance: Town Clerk, Carlos Novoth, a representative of 'Stonehouse In Bloom' and Ward Cllr Mattie Ross and Members of the Public

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

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The attending members of the public were offered an opportunity to talk at this point; they stated that they were in attendance in a listening capacity only.

- TC3221 To receive apologies.**  
Apologies were received from Cllrs Debbie Curtis, Marcus Dixon, Neil Gibbs, Madelaine Maraboli-Roman, Val Randell, Keith Terry and Theresa Watt.
- TC3222 To receive declarations of interest.**  
Cllr Gary Powell in relation to agenda item TC3229
- TC3223 To approve the minutes of the Town Council meeting of 18<sup>th</sup> March '24.**  
Council **APPROVED** the minutes as a true and accurate record of the meeting.
- TC3224 To receive a letter of thanks from Stonehouse School Trustees.**  
Council appreciated the letter of thanks and thanked Stonehouse School Trustees for all the support they were showing for the community.
- TC3225 To receive reports from Chair of Town Council and town councillors.**  
The Chair attended a Zoom meeting with Cllrs Debbie Curtis and Marcus Dixon with David Hawes in relation to the consultation event to be held at the Ship Inn site later in the year.





The Chair finished her update by thanking all Councillors for making the past year so productive and hoped that many would return post-election.

Cllr Wendy Thomson attended Zoom sessions on Active Travel, Bioversity Net Gain and Carbon Literacy for Town Councillors - these sessions were arranged by The Great Collaboration.

Cllr Gary Powell raised a number of concerns in relation to dog fouling at OEL, holes in the POD building, gate to the entrance of OEL playing field and the state of the red tarmacked area in the High street.

Cllr Neil Gibbs thanked Cllr Carol Kambites for her time as Chair of Council - this was agreed by all.

**TC3226**

**To receive reports from County and District Councillors.**

Cllr Ross stated that she was not made aware of the meeting (*Prior to the start of the meeting, Cllr Ross was advised that she had been copied into email providing to Town Councillors in relation to the meeting; it was suggested that she may need engage with the District Council's IT team*). Cllr Ross thanked the council for their help in dealing with a flooding issue at Meadow Road. She confirmed that one Afgan family had now settled in Stonehouse and that they felt welcomed. She also confirmed that she would be retiring as Ward Cllr for Stonehouse. Lastly, Cllr Ross asked about when the late Sue Latchford's bench would be re sited. The Clerk explained that her daughter had raised the issue many months previously - she stated that she would return to the Clerk with her preferred options to relocate the bench in due course - the office is still to hear back from her. The Chair thanked Ward Cllr for her time in post.

**TC3227**

**To receive RFO's budget report and bank reconciliation for March '24**  
Council NOTED the closing balance of the bank reconciliation of £49,035.54 3(31/03/24).

The Clerk identified this AS the last budget report before the accounts were finalised on April 24<sup>th</sup>. Total income was up £21,291.94 on budget largely due to the level of interest earned on investments. Total expenditure exceeded budget by £8,069.38 by virtue of a reserve spend of £31,019.05. Electricity bills for the Pavilion had not been processed by YU Energy in light of a confusing set of circumstances - the amounts owed to YU Energy has however been taken into account within the accounts as a cost commitment.

Council NOTED the latest budget report with an 'Actual Net' Income totalling £419,452.15; an Actual Net Expenditure totalling £424,049.38 and a total Reserve Movement of £31,019.05

*(The Clerk highlighted the fact that £30,000 was recently transferred from the council's CCLA account to its Lloyds bank account to support immediate future payments. The first instalment of the Precept was expected at any time - THE BUDGET REPORT FOR MARCH '24 WILL NOT SHOW THIS TRANSFER AS THE TRANSFER TOOK PLACE IN April 24).*

**TC3228**

**To approve the latest payment list.**

Council APPROVED the payment list totalling £21,085.70.





**TC3229**      **To approve a grant application from ‘Stonehouse In Bloom’.**  
The SIB representative was asked if she would like to comment on SIB’s grant application; she said she would answer any questions. Questions raised were in relation to working with schools and extending the area covered by SIB. It was explained that over the years schools had been engaged and continue to be - artwork provided by schools to enhance the town can be seen in the High street car park for example. It was explained that it would be difficult to extend the area covered by SIB as it would require additional voluntary support. SIB takes on a huge undertaking each year and are now fully extended in terms of their resources. Comment was made that SIB’s impact on the town was significant; valued by the community as a whole and for achieving recognition nationwide for representing the region as ‘Best small Town’ and its regular gold award achievements in the Heart of England competition. The Chair thanked SIB for their continued hard work within the town.  
Council **APPROVED** the Application for a Revenue Grant over three years for a total of £3,000 per year.

There was an issue highlighted at this stage of the meeting relating to SIB’s efforts to fully prepare for the summer season - this related to the urgent need to erect further posts within the town centre from which to hang the council’s planters - the issue emanated from the restriction placed on the council by GCC on the use of lampposts.

A vote was cast in favour of suspending Standing Orders to discuss the installation of new planter posts.

**TC3229a**      ***Installation of new planter posts - High street.***  
*The Clerk explained that he had tried to secure three quotations for this work. The contractors that could undertake this type of work on the highway was restricted to those that were accredited with GCC Highways. Of the four contractors approached, only one had provided a quotation - £1,135 plus vat from ‘Drew Landscaping Ltd’; one contractor confirmed that he was too busy at present. Whilst quotes were sought in a timely fashion, there is now an urgency to engage with a contractor to undertake the work.*  
Council **APPROVED** the award of the contract to ‘Drew Landscaping Ltd’ at a cost of £1,135 plus vat.

**TC3230**      **To receive the results of the 4<sup>th</sup> quarter internal control- check.**  
Cllr John Callinan undertook the latest Internal Control Check - no issues were found. The Chair thanked both Cllr Callinan and Cllr Terry’s for their work. Cllrs asked for a slight revision to the proforma used for the check to include more space for written evidence to be included in a more readable way  
Council **NOTED** the latest ICC check.

**TC3231**      **To receive the outcome of the Annual Internal Audit for financial year 2023/24.**





The 2023/24 internal audit was undertaken by GAPTC during March '24. This included a remote assessment coupled with a site visit to assess a number of transactional details. The auditor provided the authority with a clean bill of health with a small number of recommendations. Mention was made of the 'Exercise of Public Rights' process - this was explained. Council **NOTED** the outcome of the latest internal audit and thanked Officers for their hard work during the course of the year.

TC3232

**To receive the minutes of the Business Committee meeting on 8th April '24 and approve the following recommendations:**

Council received draft minutes of the Business Committee meeting of the 8<sup>th</sup> April '24

- **To approve the council's latest:**

*(A recorded vote was requested on each of the following decisions).*

- **Standing Orders**

Proposed: Cllr Gary Powell

Seconded: Cllr Keith Creighton

Voted For (6 Votes):

Cllr Rachel Armstrong

Cllr John Callinan

Cllr Keith Creighton

Cllr Mike Davis

Cllr Carol Kambites

Cllr Gary Powell

Voted Against (1 Vote):

Cllr Wendy Thomson

Council **APPROVED** the Standing Orders

- **Financial Regulations**

Approval Proposed: Cllr John Callinan    Seconded: Rachel Armstrong

Voted For (6 Votes):

Cllr Rachel Armstrong

Cllr John Callinan

Cllr Keith Creighton

Cllr Mike Davis

Cllr Carol Kambites

Cllr Gary Powell

Voted Against (1 Vote):

Cllr Wendy Thomson

Council **APPROVED** the Financial Regulations

- **Complaints Policy**

Approval Proposed: Cllr John Callinan    Seconded: Cllr Mike Davis

Voted For (6 Votes):

Cllr Rachel Armstrong

Cllr John Callinan

Cllr Keith Creighton

Cllr Mike Davis

Cllr Carol Kambites

Cllr Gary Powell





Voted Against (1 Vote):  
Cllr Wendy Thomson  
Council **APPROVED** the Complaints Policy

○ **Equality and Diversity Policy**

Approval Proposed: Rachel Armstrong    Seconded: Cllr Keith Creighton

Voted For (5 Votes):

Cllr Rachel Armstrong

Cllr John Callinan

Cllr Keith Creighton

Cllr Mike Davis

Cllr Carol Kambites

Abstention: (1 Vote)

Cllr Gary Powell

Voted Against (1 Vote)

Cllr Wendy Thomson

Council **APPROVED** the Equality and Diversity Policy

○ **Financial Risk Review**

Approval Proposed: Cllr Gary Powell    Seconded: Cllr Mike Davis

Voted For (6 Votes):

Cllr Rachel Armstrong

Cllr John Callinan

Cllr Keith Creighton

Cllr Mike Davis

Cllr Carol Kambites

Cllr Gary Powell

Voted Against (1 Vote):

Cllr Wendy Thomson

Council **APPROVED** the updated Financial Risk Review

○ **To approve the Clerk and Deputy Clerk as full bank Signatories for the council's Lloyds account and CCLA account as a back-up arrangement for signing off payments and money transfers**

Cllrs raised concern at the recommendation but on balance understood the basis under which it was put forward, in that, Post Election, the town council could lose its existing signatories and could be left with no way of paying suppliers. It was explained that, if agreed, this would be a short-term arrangement.

**In light of concerns, the following was Proposed by Cllr Wendy Thomson and Seconded by Mike Davis:**

***'To approve the Clerk and Deputy Clerk as full bank Signatories for the council's Lloyds account and CCLA account as a back-up arrangement for signing off payments and money transfers subject to the authorisation of the Chair and Vice Chair of***





*council until such time as named Cllrs are approved and installed as Full Bank Signatories'*

The vote was carried in favour of **APPROVING** the proposal. It was also **RESOLVED** to place Cllr John Callinan as a full signatory going forwards in light of his guaranteed position as a Town Cllr post-Election.

- TC3233**      **To receive the minutes of the Environment Committee meeting on 25<sup>th</sup> March '24**  
Council received the draft minutes of the Environment Committee meeting of the 25th March '24.
- TC3234**      **To resolve to act as an 'Asset Lock' in support of the SHIP Inn site project group forming a 'Community Interest Company' (CIC).**  
Council **RESOLVED** to act as an 'Asset Lock for the purposes of supporting the SHIP Inn site, 'Project Group's application to form a CIC.
- TC3235**      **To resolve to sign a licence agreement for the restricted use of the Ship Inn site for 'Meanwhile Use'.**  
A query was raised in relation to the insurance cover for the site. It was confirmed that the council would be insured by its current insurance company however, the council is currently negotiating a new premium and so there maybe additional considerations to be taken into account going forwards. The Clerk will report on this at the next full council meeting.  
Council **RESOLVED** to sign the short-term licence agreement to allow restricted use of the Ship Inn site to enable continued consultation on the future use of the site for the community.
- TC3236**      **To approve communications in support of the meeting's decisions.**  
SHIP Inn Consultation; Stonehouse In Bloom Grant Application; Signing of Licence for Ship Inn site.
- TC3237**      **Date of next meeting - Monday 13<sup>th</sup> May '24**  
Council **NOTED** the date of the next meeting. The Chair thanked all those who have contributed to a really successful year.

***Public Bodies (Admission to Meetings) Act 1960***

***The Council will by resolution exclude the public from the following items as due to the confidential nature of the business to be transacted publicity of the item would be prejudicial to the public interest.***

Council voted one of the removal of public from the next agenda item (TC3238); this was unanimously agreed.

- TC3238**      **To receive an update from HR Sub Committee meeting on Wednesday 17<sup>th</sup> April '24 and to approve its recommendations.**





The Chair of HR Sub Committee (and Chair of Council) provided a summary of discussions held by the Sub Committee in relation to a number of key matters. The following recommendations were put forward for approval by Full Town Council:

**Recommendation 1: To recommend for town council to approve the additional salary costs of £20,000 above budget for the 2024/25 financial year.**

Council **APPROVED** additional salary costs of £20,000 for the 2024/25 financial year to accommodate staff increment rises, maternity leave cover and national pay increases in line with Staff Contracts of Employment and staff costs relating to neonatal care - payments to be backdated to 1<sup>st</sup> April 2024.

**Recommendation 2: To recommend that Council provide for these additional costs from its general reserves for the 2024/25 financial year.**

Council **APPROVED** the use of General Reserves to fund the agreed £20,000 additional salary costs for financial year 2024/25.

**Recommendation 3: To incorporate the additional non maternity leave related salary costs into the 2025/26 financial year's revenue budget.**

Council **RESOLVED** to incorporate the additional non maternity leave related salary costs into the 2025/26 financial year's revenue budget.

**Recommendation 4: To recommend award a 12 month contract to EW at a cost of £1,858 plus insurance costs of £37.50 per employee.**

Whilst costs have been secured from alternative suppliers for a long-term contract, Ellis Whittam would provide the only one year contract in light of its relationship with the town council and the fact that the town council wished extend their existing contract for this period with a view to potentially combining both its HR and Health and Safety Services together at the end of the year.

Council **APPROVED** the award of the HR service contract for a period of one, commencing immediately at a cost of £1,858 plus insurance costs plus vat.





## Memberships 2024

Committees	Current Members	Leave	Join
Business Committee (7 Cllrs)	John Callinan Carol Kambites Gary Powell Theresa Watt		
Environment Committee (7 Cllrs)	Neil Gibbs Keith Terry Carol Kambites Debbie Curtis Marcus Dixon Val Randell		
HR Sub Committee (5 Cllrs)	Carol Kambites Theresa Watt John Callinan Val Randell		
<b>Working Groups</b>			
Policy	John Callinan		
Business Networking	Keith Terry		
Climate Change	Carol Kambites		
Communications	Carol Kambites Keith Terry		
Events	Val Randell Debbie Curtis Gary Powell Marcus Dixon Theresa Watt	VAL	
Recreation	Neil Gibbs Gary Powell Theresa Watt		
Youth	John Callinan Theresa Watt		
Traffic and Highways	Keith Terry Neil Gibbs		
Support Stonehouse	Carol Kambites Valerie Randell Theresa Watt		
Canal Rejuvenation	Debbie Curtis Marcus Dixon Gary Powell Theresa Watt		
Oldends Lane Development	John Callinan Neil Gibbs Gary Powell		
Public Rights of Way	John Callinan		
Stonehouse Bristol Rd Station	Theresa Watt		

COURT VIEW

THERESA, JOHN

VAL

	Carol Kambites		
Internal Audit Panel	John Callinan Keith Terry		
<b>Council Representatives on External Orgs</b>			
Allotment Association	Neil Gibbs		
Doverow Hill Trust	Neil Gibbs Gary Powell Theresa Watt		
Parish Cluster Group	Neil Gibbs John Callinan		
Stonehouse Community Partnership	Carol Kambites		
Stonehouse Community Association			
Market Towns Forum	Keith Creighton		
Cotswold Canal Exec Committee	John Callinan		
Stonehouse In Bloom	Debbie Curtis Gary Powell		
Chartered Parishes	Theresa Watt		
Stonehouse School Trustees	Debbie Curtis		
Stroud Tourism Forum	Keith Creighton		
Boat Mobility	Keith Creighton		



# Consolidated Balance Sheet

Unaudited

31/03/23

£

31/03/24

£

## Current assets

420,403.15	Investments	341,108.28
0.00	Loans Made	0.00
0.00	Investment	0.00
0.00	Stocks	0.00
5,680.69	VAT Recoverable	5,611.36
3,514.06	Debtors	1,956.19
5,514.58	Payment in Advance	0.00
452,666.37	Cash in Hand & at Bank	539,661.44
887,778.85	TOTAL CURRENT ASSETS	888,337.27
887,778.85	TOTAL ASSETS	888,337.27

## Current liabilities

0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
27,176.39	Creditors	27,916.53
0.00	Receipts in Advance	0.00
27,176.39	TOTAL CURRENT LIABILITIES	27,916.53
860,602.46	TOTAL ASSETS LESS CURRENT LIABILITIES	860,420.74
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
860,602.46	NET ASSETS	860,420.74

## Represented by

-54,018.82	General Fund	-92,555.36
128,898.96	General Reserve (Contingency)	124,974.61
53,056.00	Replacement Recreation Land	53,056.00
22,000.00	Asset Renewal Reserve	22,000.00
5,000.00	Elections	10,000.00
411,378.00	Community Facilities	399,475.00
5,000.00	Street Furniture	5,000.00
70,000.00	Oldends Lane Seage Development	70,000.00
3,522.00	Replacement vehicle	3,522.00
17,657.50	Mowers & Equipment	17,657.50
13,000.00	Neighbourhood Plan Review	13,000.00
651.27	Stroud DC Tourism Grants 2019	651.27
43,325.00	Stroud District Council Market Towns Initiative Funding	43,325.00
0.00	GWR Cycle Shelter	0.00
	Community Infrastructure Levy	
8,792.16	CIL	8,592.16



# Consolidated Balance Sheet

Unaudited

31/03/23		31/03/24
£		£
16,000.00	Bus shelter replacement & repairs	16,000.00
16,000.00	Meadow Road Play area refurbishment	16,000.00
0.00	Stagholt Brook Repairs	0.00
0.00	Underwrite Rev Budget	20,000.00
	Underwrite Rev Budget	
	Laburnum Recreation Field	
1,608.34	Laburnum Recreation Field Trees and Wildflower seeds	1,608.34
	GCC Build Back Better Fund	
1,250.00	GCC Build Back Better Fund	1,250.00
	Welcome Back Funding	
1,115.00	Welcome Back Funding	1,115.00
	Stagholt	
8,000.00	Stagholt	43,417.20
	Court View	
10,000.00	Court View	30,000.00
	Major Projects Support	
5,000.00	Major Projects Support	0.00
	Tourism Market Towns	
10.00	Tourism Market Towns	1,010.00
	Railway station	
0.00	Stroudwater Railway station	10,000.00
0.00	Homestart Grant	10,000.00
10,000.00	Support Stonehouse	5,000.00
10,000.00	In Bloom Planting display	7,322.02
2,000.00	Canal Spring Festival	2,000.00
50,000.00	Youth Support	0.00
1,357.05	Kings Coronation	0.00
0.00	Shipp Inn Site	10,000.00
0.00	Climate change	4,000.00
0.00	Christmas Lighting	3,000.00
0.00	Cotswold Canal Trust Grant	0.00
0.00	LONG TERM Investment Accounts	0.00
0.00	Liability Reserves e.g. deposits	0.00
860,602.46		860,420.74
914,621.28	Reserves total excluding general fund and liabilities	952,976.10
0.00	Reserves total of liabilities e.g. deposits	0.00
-54,018.82	General fund total	-92,555.36
860,602.46		860,420.74
	Notes:	
0.00	Long Term Borrowing	0.00

Signed \_\_\_\_\_

Chairman

Date \_\_\_\_\_

AUDIT OPINION

Responsible Financial Officer





# Financial Summary - Cashbook

Summary of receipts and payments between 01/04/23 and 31/03/24 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

## Ordinary Accounts

CCLA	£430,195.49
Petty Cash	£0.00
Stonehouse Town Council	£22,470.88

## Short Term Investment Accounts

Barclays	£0.00
Cambridge	£85,000.00
Charity Bank	£77,425.32
Lloyds Business Instant	£0.00
Melton Building Society	£85,000.00
Nationwide	£87,599.58
NatWest	£85,378.25
Total	£873,069.52

RECEIPTS	Net	Vat	Gross
Town Business Committee	£448,745.14	£21.74	£448,766.88
Town Environment Committee	£2,209.64	£228.00	£2,437.64
Total Receipts	£450,954.78	£249.74	£451,204.52

PAYMENTS	Net	Vat	Gross
Town Business Committee	£350,334.43	£9,598.01	£359,932.44
Town Environment Committee	£71,840.87	£11,731.01	£83,571.88
Total Payments	£422,175.30	£21,329.02	£443,504.32

Closing Balances

## Ordinary Accounts

CCLA	£490,625.90
Petty Cash	£0.00
Stonehouse Town Council	£49,035.54
	£539,661.44

## Short Term Investment Accounts

Barclays	£0.00
Cambridge	£85,000.00
Charity Bank	£79,578.40
Lloyds Business Instant	£0.00
Melton Building Society	£85,000.00
Nationwide	£90,673.61
NatWest	£856.27
	£341,108.28
Total	£880,769.72





Reserve Balances	
General Reserve (Contingency)	£124,974.61
Replacement Recreation Land	£53,056.00
Asset Renewal Reserve	£22,000.00
Elections	£10,000.00
Community Facilities	£399,475.00
Street Furniture	£5,000.00
Oldends Lane Seage Development	£70,000.00
Replacement vehicle	£3,522.00
Mowers & Equipment	£17,657.50
Neighbourhood Plan Review	£13,000.00
Stroud DC Tourism Grants 2019	£651.27
Stroud District Council Market Towns Initiative Funding	£43,325.00
GWR Cycle Shelter	£0.00
CIL	£8,592.16
Bus shelter replacement & repairs	£16,000.00
Meadow Road Play area refurbishment	£16,000.00
Stagholt Brook Repairs	£0.00
Underwrite Rev Budget	£20,000.00
Laburnum Recreation Field Trees and Wildflower seeds Mem	£1,608.34
GCC Build Back Better Fund	£1,250.00
Welcome Back Funding	£1,115.00
Stagholt	£43,417.20
Court View	£30,000.00
Major Projects Support	£0.00
Tourism Market Towns	£1,010.00
Stroudwater Railway station	£10,000.00
Homestart Grant	£10,000.00
Support Stonehouse	£5,000.00
In Bloom Planting display	£7,322.02
Canal Spring Festival	£2,000.00
Youth Support	£0.00
Kings Coronation	£0.00
Shipp Inn Site	£10,000.00
Climate change	£4,000.00
Christmas Lighting	£3,000.00
Cotswold Canal Trust Grant	£0.00
Reserves total	£952,976.10



Signed \_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk / Responsible Financial Officer





# Bank Reconciliation

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 in the column headed "Year ending 31 March" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis.

Name of smaller authority: Stonehouse Town Council

County area (local Councils and Parish meetings only):

**Financial year ending 31/03/24**

Prepared by (Name and role): Carlos Novoth

Date: 07/05/24

Balance per bank statements as at 31/03/24	£	£
Barclays	£0.00	
Cambridge	£85,000.00	
CCLA	£490,625.90	
Charity Bank	£79,578.40	
Lloyds Business Instant	£0.00	
Melton Building Society	£85,000.00	
Nationwide	£90,673.61	
NatWest	£856.27	
Stonehouse Town Council	£49,035.54	
		£880,769.72
Petty Cash		£0.00
Less: any unrepresented cheques		£0.00
Add: any uncleared effects		£0.00
Net balances as at 31/03/24 (Box 8)		£880,769.72





# Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2024
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.



## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at <b>31 March 2024</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	✓	

**\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



## Annual Internal Audit Report 2023/24

### STONEHOUSE TOWN COUNCIL

stonehousetowncouncil.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

NOO  
PETTY  
CASH

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

18/03/2024

26/02/2024

04/04/2024

Name of person who carried out the internal audit

ANITA SACH

Signature of person who  
carried out the internal audit

*Anita Sach*

Date

04/04/2024

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk



## Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	893,136	860,602	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	357,130	373,973	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	38,418	54,275	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	142,160	179,353	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	285,921	249,076	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	860,602	860,420	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	873,069	880,769	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	1,555,410	1,547,759	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings		0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

*A Voroth*  
Date 7/5/24

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE RECEIVED



## Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

ENTER NAME OF AUTHORITY

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2023/24

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

## CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

**This form is only for use by smaller authorities subject to a review and should not be published on your website**

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation

Name of smaller authority: **STONEHOUSE TOWN COUNCIL**

County Area (local councils and parish meetings only): GLOUCESTERSHIRE

**On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:**

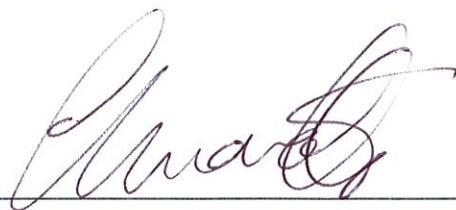
Commencing on Monday 3<sup>rd</sup> June 2024

and ending on Friday 12<sup>th</sup> July 2024

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2024 (i.e. Monday 1 July – Friday 12 July).

We have suggested the following dates: Monday 3 June – Friday 12 July 2024 The latest possible dates that comply with the statutory requirements are Monday 1 July – Friday 9 August 2024.)

**Signed:**



**Role:** Town Clerk





Smaller authority name: **STONEHOUSE TOWN COUNCIL**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION  
OF UNAUDITED ANNUAL GOVERNANCE &  
ACCOUNTABILITY RETURN**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024**

**Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement: Friday 31<sup>st</sup> May 2024 (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:</p> <p>(b) Town Clerk, Carlos Novoth Email: <a href="mailto:TownClerk@stonehousetowncouncil.gov.uk">TownClerk@stonehousetowncouncil.gov.uk</a> Tel: 01453 822070</p> <p>commencing on (c) <u>Monday 3 June 2024</u></p> <p>and ending on (d) <u>Friday 12 July 2024</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (<a href="mailto:sba@pkf-l.com">sba@pkf-l.com</a>)</p> <p>5. This announcement is made by (e) Carlos Novoth (Town Clerk)</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>





## **STONEHOUSE** **TOWN COUNCIL**

Minutes (subject to agreement at the next Committee meeting) of a meeting of the **Town Environment Committee on Monday 29<sup>th</sup> April, 7pm at Stonehouse Library, High Street, Stonehouse, GL10 2NG.**

**Present:**

Councillors: Rachel Armstrong, Marcus Dixon, Carol Kambites (Chair/Town Mayor), Keith Terry (Committee Vice Chair) and Theresa Watt.

**Also present:** Jacqui Sanders (Deputy Clerk), John Parker

Due to the absence of the Committee Chair, Neil Gibbs, the meeting was chaired by Keith Terry (Committee Vice Chair).

---

***Attendees are reminded that the Proceedings of this meeting may be filmed, photographed, or recorded.***

---

**E/772 To receive apologies.**

Apologies were received from Cllrs Deborah Curtis, Neil Gibbs (Committee Chair) and Val Randell.

**E/773 Declarations of Interest**

There were no declarations of interest.

With agreement of Council, the Chair brought forward agenda item E/788.

**E/788 To consider the planting of a Gernika Oak on the Memorial Green.**

John Parker explained the significance of the Gernika Oak and that it was a symbol of freedom and peace.

Committee APPROVED the recommendation to Full Council the planting of a Gernika Oak on the Memorial Green subject to:

1. Written confirmation from Historic England and Stroud District Council Planning Department.
2. Consultation with residents.

7.15pm John Parker left the meeting.

**E/774 To approve the minutes of the Town Environment Committee meeting held on Monday 25<sup>th</sup> March.**

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

**E/775 To receive the latest updated Environment Budget.**

Committee NOTED the updated report showing a total 'Actual Net' Income of £2,049.64; 'Actual Net' Expenditure of £78,245.42 and Reserve Expenditure of £5,191.70





**E/776** To consider approval to approach local businesses regarding the Stroudwater station to get match funding for the next study, subject to a positive response from the Department of Transport.

Committee APPROVED the proposal to approach local businesses in the previous Environment Meeting, Agenda item E/786.

**E/777** To consider recommending Stonehouse becoming part of the Safe Space Scheme.

Committee RECOMMENDED that the Town Council become part of the Safe Space Scheme and to approach local businesses to join.

**E/779** To receive an update on the play areas.

Update was received on the play areas.

1. New toddler/baby swing seats installed in Oldends Lane and Meadow Park.
2. New inclusive swings installed in Laburnum Park.
3. ROSPA annual play inspection has just been undertaken.
4. Committee agreed that any new play equipment should be inclusive.

**E/780** To consider a response to Careplus Pharmacy.

Committee CONSIDERED a response to Careplus Pharmacy to support the proposal for an additional pharmacy in Stonehouse.

**E/781** To approve a contractor to undertake the tree works identified in the recent tree inspection.

Committee APPROVED the recommendation for Midland Forestry to undertake the necessary tree works, with the addition of the removal of an overhanging branch in Old Chapel Gardens.

**E/782** To comment on planning applications.

**S.24/0563/HHOLD** Whispers, St Cyril's Road, Stonehouse

Erection of a first-floor side extension over existing garage.

**Comment: No objections as long as none from neighbours.**

**S.24/0577/HHOLD** 8 Juniper Way, Stonehouse

Erection of a single storey side / rear extension, loft conversion with dormer.

**Comment: No objections as long as none from neighbours.**

**S.24/0650/REM** Parcel LC1 Land West Of Stonehouse, Grove Lane, Westend, Stonehouse.

Reserved Matters application for a Local Centre (Use Classes E(a), E(b), E(c), E(g) and/or (Sui Generis) pursuant to outline planning permission S.14/0810/OUT including details of landscaping, design, scale, and layout.





## **STONEHOUSE**

### **TOWN COUNCIL**

**Comment: No objections but Stonehouse Town Council would like to see:**

- Solar panels on the roof of the building and bike rack
- Pedestrian access from the school
- More electric charging points
- Permeable outdoor surfaces
- Proper screening of land with hedges and trees

**S.24/0648/REM** Parcel E5, Land West Of Stonehouse, Rowbotham Way, Great Oldbury,

Reserved Matters application for a proposed employment development (Class E(g)/B2/B8) pursuant to outline planning permission S.14/0810/OUT including details of landscaping, design, scale, and layout.

**Comment: No objections but Stonehouse Town Council would like to see:**

- Solar panels on the roof of the building and bike rack
- More electric charging points
- Permeable outdoor surfaces
- Proper screening of land with hedges and trees
- Improvement to PROW
- Noise reduction conditions need to be imposed.

**S.24/0649/REM** Parcel E5, Land West Of Stonehouse, Rowbotham Way, Great Oldbury

Reserved Matters application for a proposed employment development (Class E(g)/B2/B8) pursuant to outline planning permission S.14/0810/OUT including details of landscaping, design, scale, and layout.

**Comment: No objections but Stonehouse Town Council would like to see:**

- Solar panels on the roof of the building and bike rack
- More electric charging points
- Permeable outdoor surfaces
- Proper screening of land with hedges and trees
- Improvement to PROW
- Noise reduction conditions need to be imposed.

**S.24/0647/REM** Parcel E4 Land West Of Stonehouse, Great Oldbury Drive, Great Oldbury

Reserved Matters application for a proposed employment development (Class E(g)/B2/B8) pursuant to outline planning permission S.14/0810/OUT including details of landscaping, design, scale, and layout.

**Comment: No objections but Stonehouse Town Council would like to see:**

- Solar panels on the roof of the building and bike rack







## **STONEHOUSE** **TOWN COUNCIL**

- More electric charging points
- Permeable outdoor surfaces
- Proper screening of land with hedges and trees
- Improvement to PROW
- Noise reduction conditions need to be imposed.

**S.23/2172/FUL** 29 Gloucester Road, Stonehouse

Erection of an external staircase and a replacement staff / storeroom.

**Comment:** No objections as long as none from neighbours.

**S.24/0691/P14J** Delphi Diesel Systems Ltd, Brunel Way, Stonehouse

The installation of 3,745No. roof mounted solar PV panels of total installed capacity 1.6MWp.

**Comment:** No objections. Stonehouse Town Council fully support this application.

**S.24/0657/HHOLD** 20 Melbourne Drive, Stonehouse

Erection of a two storey extension.

**Comment:** No objections as long as none from neighbours.

**E/783** To receive Working Groups updates. Members may wish to note any reports from the following:

**Comms** - Not met.

**Stroudwater (Bristol Road) Station** - Met with Hugh Merriman (Railways Minister) and Siobhan Baillie. No decisions were made.

**Canal Rejuvenation** - A meeting is to be arranged with Robert Hitchins.

**Transport and Highways** - Not met.

**Public Rights of Way** - Town Green application ongoing.

**Recreation** - Not met.

**E/784** To receive a report on planning decisions received from Stroud District Council.

Committee NOTED the latest planning decisions.

**E/785** To approve communications in support of the meeting's decisions.

Safe Space information to be shared.

**E/786** Date of next Environment Committee meeting: Tuesday 28<sup>th</sup> May 2024.

Committee NOTED the date of the next meeting.

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# Financial Budget Comparison

Comparison between 01/04/24 and 30/04/24 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Reserve Movements	Actual Net	Balance	Bal %age
<b>INCOME</b>						
<b>Town Business Committee</b>						
100	Precept	£383,870.25	£0.00	£0.00	-£383,870.25	-100.00%
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	£200.00	£0.00	£0.00	-£200.00	-100.00%
127	STFC Electric Recharge	£1,500.00	£0.00	£0.00	-£1,500.00	-100.00%
130	Athletics Field Lease	£0.00	£0.00	£0.00	£0.00	0.00%
135	Phone Mast on Land	£1,000.00	£0.00	£0.00	-£1,000.00	-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	£262.50	-£2,887.50	-91.67%
150	Community Centre Lease	£500.00	£0.00	£0.00	-£500.00	-100.00%
155	OEL Pitch Hire	£2,000.00	£0.00	£0.00	-£2,000.00	-100.00%
160	Misc Income	£500.00	£0.00	£15.00	-£485.00	-97.00%
170	Investments Interest	£0.00	£0.00	£0.00	£0.00	0.00%
171	Bank Interest - Lloyds Bank	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%
172	Bank Interest - Charity A/C	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%
173	Bank Interest - Natwest	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%
174	Bank interest - Cambridge BS	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%
175	Town Hall/Library Recharges	£3,400.00	£0.00	£0.00	-£3,400.00	-100.00%
176	Bank Interest - Nationwide	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%
177	Bank Interest - Melton Building Society	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%





# Financial Budget Comparison

Comparison between 01/04/24 and 30/04/24 inclusive. Includes due and unpaid transactions. Includes commitments.  
Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve Movements	Actual Net	Balance	Bal %age
178	CCLA Interest	£0.00	£0.00	-£10,000.00	-100.00%
<b>Total Town Business Committee</b>		£0.00	£277.50	-£413,979.75	-99.93%
<b>Town Environment Committee</b>					
200	Stonehouse in Bloom	£0.00	£0.00	£0.00	0.00%
205	Event Income/Donations	£1,200.00	£0.00	-£1,200.00	-100.00%
210	Planting Sponsorship	£0.00	£0.00	£0.00	0.00%
215	Grants	£0.00	£0.00	£0.00	0.00%
<b>Total Town Environment Committee</b>		£1,200.00	£0.00	-£1,200.00	-100.00%
<b>Total Income</b>		£415,457.25	£277.50	-£415,179.75	-99.93%

## EXPENDITURE

<b>Town Business Committee</b>					
1000	Salaries	£205,000.00	£17,428.80	£187,571.20	-91.50%
1010	Training & Recruitment	£4,000.00	£150.00	£3,850.00	-96.25%
1020	Health & Safety	£2,500.00	£26.96	£2,473.04	-98.92%
1030	Professional Fees	£8,000.00	£540.00	£7,460.00	-93.25%
1040	IT support	£9,550.00	£22.00	£9,528.00	-99.77%
1050	Office Equipment Renewals	£500.00	£0.00	£500.00	-100.00%
1060	Grants	£17,400.00	£500.00	£16,900.00	-97.13%
1070	Town Hall/Library Shared Costs	£13,700.00	£4,964.57	£8,735.43	-63.76%
1080	Town Hall/Library STC costs	£2,700.00	£18.00	£2,682.00	-99.33%
1090	Admin Expenses	£5,750.00	£383.95	£5,366.05	-93.32%
1100	Mayor's Charity & Expenses	£300.00	£11.10	£288.90	-96.30%
1110	Travel Costs/Staff & Councillors	£400.00	£0.00	£400.00	-100.00%





# Financial Budget Comparison

Comparison between 01/04/24 and 30/04/24 inclusive. Includes due and unpaid transactions. Includes commitments.  
Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve Movements	Actual Net	Balance	Bal %age
1120	Election Costs	£0.00	£0.00	£0.00	0.00%
1130	Civic/Remembrance Parades	£180.00	£0.00	£180.00	-100.00%
1140	Pavilion Overheads	£12,900.00	£0.00	£12,900.00	-100.00%
1150	Workshop Overheads	£3,800.00	£274.15	£3,525.85	-92.79%
1160	Equipment & Vehicle Costs	£3,800.00	£0.00	£3,800.00	-100.00%
1170	Youth Centre Workers	£61,000.00	£11,337.00	£49,663.00	-81.41%
1180	Youth Centre Overheads	£10,400.00	£1,167.10	£9,232.90	-88.78%
1200	Subscriptions	£3,500.00	£2,130.84	£1,369.16	-39.12%
1210	Insurances	£7,000.00	£0.00	£7,000.00	-100.00%
1220	Project Planning & Delivery	£0.00	£0.00	£0.00	0.00%
1230	Climate Change	£5,000.00	£0.00	£5,000.00	-100.00%
Total Town Business Committee		£377,380.00	£38,954.47	£338,425.53	-89.68%
Town Environment Committee					
1190	Amenity Areas	£46,800.00	£2,938.86	£43,861.14	-93.72%
2000	Christmas Lights	£2,000.00	£0.00	£2,000.00	-100.00%
2005	Climate Change	£0.00	£0.00	£0.00	0.00%
2010	In Bloom	£0.00	£299.08	-£299.08	100.00%
2050	Cultural Events & Studies	£9,300.00	£270.00	£9,030.00	-97.10%
2080	Neighbourhood Plan Review	£0.00	£0.00	£0.00	0.00%
2090	Planning Specialist Advice	£0.00	£0.00	£0.00	0.00%
Total Town Environment Committee		£58,100.00	£3,507.94	£54,592.06	-93.96%
Total Expenditure		£435,480.00	£42,462.41	£393,017.59	-90.25%



# Financial Budget Comparison

Comparison between 01/04/24 and 30/04/24 inclusive. Includes due and unpaid transactions. Includes commitments.  
Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve Movements	Actual Net	Balance	Bal %age
Total Income	£415,457.25	£0.00	£277.50	-£415,179.75	99.93%
Total Expenditure	£435,480.00	£0.00	£42,462.41	£393,017.59	-90.25%
<b>Total Net Balance</b>	<b>-£20,022.75</b>		<b>-£42,184.91</b>	<b>-£808,197.34</b>	





# Bank Account Reconciled Statement

**Stonehouse Town Council**

**01651837**

**30-98-29**

Statement Number	49	Bank Statement No.	49
Statement Opening Balance	£49,035.54	Opening Date	01/04/24
Statement Closing Balance	£217,768.62	Closing Date	30/04/24
True/ Cashbook Closing Balance	£217,768.62		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
02/04/24	FPI020424STFC	Stonehouse Town Football Club	0.00	177.47	49,213.01
04/04/24	FPI040424MAGPIE S	Magpies Social Club	0.00	262.50	49,475.51
05/04/24	DEB050424GORDO N	Gordon Ellis & Co	277.25	0.00	49,198.26
08/04/24	DEB080424TIMPSO N	Timpson	33.00	0.00	49,165.26
08/04/24	TIMPSONREFUND 080424	Timpson	0.00	15.00	49,180.26
10/04/24	DEB150424DELTA9	Delta Nine Ltd	30.00	0.00	49,150.26
10/04/24	FPI100424STC2936	Stonehouse Town Football Club	0.00	600.00	49,750.26
10/04/24	FPO100424ALLDO NE	All Done and Dusted	98.40	0.00	49,651.86
10/04/24	FPO100424CLARIA N	Clarian Property Services	60.00	0.00	49,591.86
10/04/24	FPO100424EASYW INDOW	Easy Window Cleaning	16.80	0.00	49,575.06
10/04/24	FPO100424EDGE	Edge IT Systems Ltd	98.40	0.00	49,476.66
10/04/24	FPO100424GAPTC	GAPTC	30.00	0.00	49,446.66
10/04/24	FPO100424GBSPO RT	GB Sport & Leisure	19,493.76	0.00	29,952.90
10/04/24	FPO100424GCC	Gloucestershire County Council	165.94	0.00	29,786.96
10/04/24	FPO100424GRANT &STONE	Dougfield Plumbers Supplies	38.84	0.00	29,748.12
10/04/24	FPO100424GREEN WAY	Greenway Training	684.00	0.00	29,064.12
10/04/24	FPO100424GRUND ON	Grundon Waste Management Ltd	64.79	0.00	28,999.33
10/04/24	FPO100424HFTRU ST	Home Farm Trust	36.00	0.00	28,963.33
10/04/24	FPO100424HURNS	Hurns Hardware	4.28	0.00	28,959.05
10/04/24	FPO100424JIREH	Jireh Solutions Ltd	260.39	0.00	28,698.66
10/04/24	FPO100424JOMEW	Jo Mew Creative	100.00	0.00	28,598.66
10/04/24	FPO100424MDLKE LEX	MDL Kelex	465.00	0.00	28,133.66
10/04/24	FPO100424NOVOT H	Carlos Novoth	144.00	0.00	27,989.66
10/04/24	FPO100424PROLIF IC	Prolific Solutions (South West) Ltd	18.00	0.00	27,971.66





# Bank Account Reconciled Statement

10/04/24	FPO100424SANCT US	Sanctus Training	132.00	0.00	27,839.66
10/04/24	FPO100424TWHA WKINS	T W Hawkins & Sons	2,478.00	0.00	25,361.66
10/04/24	FPO100424WORK WEAR	Workwear Express Ltd	0.00	0.00	25,361.66
11/04/24	DD110424YUENER GY	YU Energy	783.78	0.00	24,577.88
12/04/24	DEB120424FRUUG O	Fruugo	88.63	0.00	24,489.25
15/04/24	DD150424WATERP LUS	WaterPlus	94.23	0.00	24,395.02
15/04/24	PAY150424LLOYD S	Lloyds Bank	7.00	0.00	24,388.02
17/04/24	BGC170424STC293 5	Gloucestershire County Council	0.00	1,178.72	25,566.74
18/04/24	DEB180424SPECIA LISED	Flagmakers	68.39	0.00	25,498.35
19/04/24	7523258		0.00	30,000.00	55,498.35
20/04/24	DD290424ICO	Information Commissioners Office	35.00	0.00	55,463.35
22/04/24	DEB220424VOIPFO NE	Voipfone	8.40	0.00	55,454.95
23/04/24	DD230424WATERP LUS	WaterPlus	65.63	0.00	55,389.32
24/04/24	SO240424STAFFS ALARIE	Staff Salaries	12,129.53	0.00	43,259.79
29/04/24	BGC290424SDC	Stroud District Council	0.00	191,935.00	235,194.79
29/04/24	DD290424NEST	NEST	2,157.24	0.00	233,037.55
29/04/24	DD290424WATERP LUS	WaterPlus	17.95	0.00	233,019.60
29/04/24	FPO290424A&E	A&E Fire and Security	180.00	0.00	232,839.60
29/04/24	FPO290424DAVID MARSDE	David Marsden	3.29	0.00	232,836.31
29/04/24	FPO290424FIVEVA LLEYS	Five Valleys Signs	324.00	0.00	232,512.31
29/04/24	FPO290424GAPTC	GAPTC	2,460.84	0.00	230,051.47
29/04/24	FPO290424GARYW ETSON	Gary Wetson	17.80	0.00	230,033.67
29/04/24	FPO290424GRCC	GRCC	25.00	0.00	230,008.67
29/04/24	FPO290424GRFAS TENERS	G R Fasteners	31.38	0.00	229,977.29
29/04/24	FPO290424HURNS	Hurns Hardware	18.49	0.00	229,958.80
29/04/24	FPO290424PAULC ROSBY	Paul Crosby	60.00	0.00	229,898.80
29/04/24	FPO290424SDC	Stroud District Council	6,066.04	0.00	223,832.76
29/04/24	FPO290424THEDO OR	The Door	11,337.00	0.00	212,495.76
29/04/24	FPO290424WORK WEAR	Workwear Express Ltd	0.00	0.00	212,495.76
29/04/24	SO290424PATA	PATA Payroll	74.60	0.00	212,421.16



# Bank Account Reconciled Statement

29/04/24	SO290424UBICO	Ubico Limited	468.00	0.00	211,953.16
30/04/24	BGC300424	HMRC (VAT)	0.00	5,611.36	217,564.52
30/04/24	FPI300424STFC	Stonehouse Town Football Club	0.00	204.10	217,768.62

## Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	61251.07	229984.15

Reconciled by Carlos Novoth

Signed  
Clerk / Responsible Financial Officer

Chair

Date





# Stonehouse Town Council

## Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3715		£297.60	1150/5	26/04/24	Allstone Speedy Skips - Builders skip for municipal waste	136236
		<b>£297.60</b>			Allstone Speedy Skips - Total	
3708		£51.75	1090/2	26/04/24	Carlos Novoth - 15 x Bottles of wine for Civic Awards	ISNOVOTH250424
		<b>£51.75</b>			Carlos Novoth - Total	
3709		£11.10	1100	26/04/24	Carol Kambites - Tea, coffee, biscuits, etc	KAMBITES210424
		<b>£11.10</b>			Carol Kambites - Total	
3712		£21.60	1080/1	26/04/24	Easy Window Cleaning - April 2024 - TH	20437
		<b>£21.60</b>			Easy Window Cleaning - Total	
3719		£180.00	1030	30/04/24	Edge IT Systems Ltd - End of year silver package and support	37823
		<b>£180.00</b>			Edge IT Systems Ltd - Total	
3714		£81.65	2010/4	26/04/24	Ermin Plant - Rotovator Hire - 3/4 - 4/4/24	434172
		<b>£81.65</b>			Ermin Plant - Total	
3713		£68.39	1090/2	26/04/24	Flagmakers - Ukraine Flag	15694443
		<b>£68.39</b>			Flagmakers - Total	
3684		£390.00	1030	10/04/24	GAPTC - Internal Audit + service	379
		<b>£390.00</b>			GAPTC - Total	
3680		£976.44	1190/5	29/02/24	Glendale Countryside Limited - Tree Inspection inc Doverow Wood	1230706
		<b>£976.44</b>			Glendale Countryside Limited - Total	
3685		£35.00	1200	29/04/24	Information Commissioners Office - Annual fee	
		<b>£35.00</b>			Information Commissioners Office - Total	
3731		£30.00	1090/2	07/05/24	Jacqui Sanders - Wall Clock for Town Hall	
		<b>£30.00</b>			Jacqui Sanders - Total	
3636		£300.00	1040/1	25/03/24	Jireh Solutions Ltd - March 2024 - additional	
3721		£273.29	1040/1	01/05/24	Jireh Solutions Ltd - May 2024 - Contract	29575
		<b>£573.29</b>			Jireh Solutions Ltd - Total	
3649		£100.00	1160/3	25/03/24	John Stayte Services Ltd - March 2024 - Fuel	

Signature

Signature

Date

# Stonehouse Town Council

## Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3727		£125.80	1160/3	07/05/24	John Stayte Services Ltd - April 2024 - Fuel	9002255
		<b>£225.80</b>			John Stayte Services Ltd - Total	
3718	PAY150424 LLOYDS	£7.00	1090/2	29/04/24	Lloyds Bank - Bank Charges - no invoice issued by Lloyds	
		<b>£7.00</b>			Lloyds Bank - Total	
3681	310324NAT WEST	£23.00	1090/2	31/03/24	Nat West Bank - CHAPS Payment cost fo £23 for transfer of dunds from Nat West to CCLA on 23rd Feb 24	
		<b>£23.00</b>			Nat West Bank - Total	
3720		£18.00	1040/5	30/04/24	Prolific Solutions (South West) Ltd - April 2024 - Printer TH	10491
		<b>£18.00</b>			Prolific Solutions (South West) Ltd - Total	
3706		£104.10	1090/2	26/04/24	R F Helps - Travel Expenses to fire marshall and Lantra course & phone expenses Feb - April 2024	RODHELPS160424
		<b>£104.10</b>			R F Helps - Total	
3711		£588.00	1190/3	26/04/24	ROSPA Play Safety - Annual Inspection - Oldends Lane, Meadow, Laburnum, Arrowsmith Play Areas	78433
		<b>£588.00</b>			ROSPA Play Safety - Total	
3679		£2,400.00	1030	31/03/24	Setford Law - Estimated costs for legal work	
		<b>£2,400.00</b>			Setford Law - Total	
3716		£500.00	1060/1	26/04/24	Stonehouse Gardening Club - Grant - Approved BC 15th January B/644A	
		<b>£500.00</b>			Stonehouse Gardening Club - Total	
3710		£2,850.00	1190/1	26/04/24	T W Hawkins & Sons - Contract Mowing - April & Provisional April	13275
		<b>£2,850.00</b>			T W Hawkins & Sons - Total	
3707		£15.00	1090/2	26/04/24	Theresa Watt - 6 x plastic frames for Civic Awards	RESAWATT210424
		<b>£15.00</b>			Theresa Watt - Total	
3726		£468.00	1190/6	02/05/24	Uber Fraud - April 2024 - Dog/litter bin collection	
		<b>£468.00</b>			Uber Fraud - Total	
3717		£8.40	1040/4	29/04/24	Voipfone - Renewal of number and PBX - paid by DD	1014385940
		<b>£8.40</b>			Voipfone - Total	

Signature

Signature

Date



# Stonehouse Town Council

## Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3640		£100.00	1070/2	25/03/24	WaterPlus - March 2024 - Water - TH	
3722		£17.95	1180/2	01/05/24	WaterPlus - April 2024 - Water - Pod D/D	5460919
3723		£97.12	1140/2	01/05/24	WaterPlus - April 2024 - Water - Pavilion	5562079
		<b>£215.07</b>			WaterPlus - Total	
3642		£64.24	1070/3	25/03/24	YU Energy - March 2024 - Electricity - Library	
3643		£264.67	1070/4	25/03/24	YU Energy - March 2024 - Gas - TH	1615450
3644		£201.22	1070/3	25/03/24	YU Energy - March 2024 - Electricity - TH	1616425
3650		£253.65	1180/3	25/03/24	YU Energy - March 2024 - Electricity - Pod	1616427
3664		<del>£3,232.25</del>	<del>1140/3</del>	<del>28/03/24</del>	<del>YU Energy - November 2023 - March 2024 - Electricity - Pavilion - predicted costs based on 22/23 charges</del>	
3728		£54.38	1070/3	07/05/24	YU Energy - April 2024 - Electricity - Library	1665394
3729		£194.52	1070/3	07/05/24	YU Energy - April 2024 - Electricity - TH	1665393
3730		£151.37	1180/3	07/05/24	YU Energy - April 2024 - Electricity - POD	1665395
		<b>£4,416.30</b>			YU Energy - Total	
		£17,428.80			Confidential	
<b>Total</b>		<b>£31,984.29</b>				

Signature

Signature

Date





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

The Royal British Legion - Stonehouse & District Branch

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

Simon Henly (Branch Secretary)

Address

Stonehouse  
GL10 2QH

Telephone Number: email: Stonehouse.Secretary@RBL.community

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

Is your organisation:

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

How much of the funds you raise is used locally? ALL / ~~MOST~~ / ~~SOME~~ / ~~NONE~~

What is your total local membership? 26

What is your VAT status? ~~REGISTERED~~ / NOT REGISTERED

What are the aims and objectives of your Organisation?

The Royal British Legion exists to provide support to the Armed Forces family, which includes both serving personnel, veterans, and the families of both, through grant funding for home improvements or financial support, local support visits, expert advice, rehabilitation and training





**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)
- Carbon Reduction Grants
- Revenue Grants

What will the grant be used for? Purchase of items related to the commemoration of the 80th Anniversary of the D-Day Landings

What is the total cost going to be? Estimated around £1000

How much would you like Stonehouse Town Council to contribute? £775

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

None - the branch has a small membership and very limited funds, mostly allocated for Community Support of the armed forces community and their families. RBL Central funding not available due to the branch holding more than £1000 in its account, please see attached 'Spend Guide' Section 7.

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

None in relation to this event

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

£1,939.18 however £1000 of this is ringfenced for Branch Community Support. See latest statement attached

What impact will the project have on the environment?

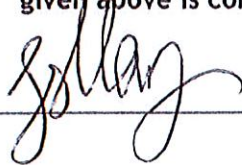
No negative impact

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

The event is being staged in Stonehouse in co-operation with Stonehouse Town Council

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:

Signed



Date 02/05/2024





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





The Branch does not have formal  
accounts due to size.



THE OFFICIALS  
THE ROYAL BRITISH LEGION STONE  
HOUSE BRANCH  
68 PARK ROAD  
STONEHOUSE  
GL10 2DE

## Your Business Current Account

## At a glance

Date	Description	Money out £	Money in £	Balance £
13 Mar	Start Balance			1,027.07
18 Mar	 On-Line Banking Bill Payment to Mark Latchford Ref: Rbl Stonhouse Bran	20.00		1,007.07
	 On-Line Banking Bill Payment to Simon Henly Ref: Rbl Stonehouse Bra	65.49		941.58
26 Mar	 Direct Credit From Gloucestershire CC Ref: 1000 2002674851 K		1,000.00	1,941.58
8 Apr	 Commission Charges For The Period 13 Feb /12 Mar	2.40		1,939.18
12 Apr	Balance carried forward			1,939.18
	Total Payments/Receipts	87.89	1,000.00	

13 Mar - 12 Apr 2024

Start balance £1,027.07

Money out £87.89

► Commission charges £2.40

► Interest paid £0.00

Money in £1,000.00

End balance £1,939.18

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.





## **BRANCH & COUNTY SPEND GUIDE LOCAL COMMEMORATIVE EVENTS**

1. **Overview.** This guide is for formations planning Commemorative Events or Activities. This guide does not cover National Ceremonial or National Commemorative Events or Remembrance activities during Remembrancetide leading up to Armistice Day. As with all branch or county spends, funds can only be used where the spend:

- Directly benefits the armed forces community and therefore meets our charitable aims.
- Is reasonable and proportionate.
- Meets the purpose of membership and one of the six values that membership brings to the Legion.

2. **What are Commemorative Events?** RBL Commemorative Events are activities or events that mark key anniversaries such as taking veterans to Normandy for D-Day or events at the NMA e.g. Women At War.

3. **Delivering Commemorative Events Locally.**

- a. When the RBL is leading on a specific Commemorative Event we want to encourage branches and counties to support this at a local level by involving their networks and communities in these events.
- b. Any activities or events must be delivered in accordance with the Membership Health and Safety and Membership Events guides.

4. **Funding local commemorative events – Eligibility.** Branches and Counties can spend funds providing the activity or event meets the eligibility criteria below:

- a. The local event or a separate series of activities relates to a national commemoration event (e.g. D-Day Events, Falklands 40 or Armed Forces Day).
- b. It is activity which supports a specific local Remembrance commemoration, e.g. an Australian and New Zealand Army Corps (ANZAC) day event, which will be attended by RBL beneficiaries
- c. The local event or series of separate events connects local veterans to a specific campaign or conflict which is being championed by the RBL at a national level and commemoration aims of the RBL (e.g. gathering for Falklands 40 Veterans).

5. **Branch & County Committee responsibilities.** Committees must ensure that:

- a. The funds spent on the local commemorative event is reasonable and proportionate to the outcome achieved.
- b. The event must form part of the branch or county plan.

6. **Funding events**

a. **What Funds can be used:**

- 1) General Funds (proportionate to the event and activities).



- 2) Funds raised by fundraising for the event.
- 3) Counties – Funds requested and authorised via the Annual Grant process for the event.
- 4) Branches & Counties – Funds available from Head Office for specific Commemorative Events.

b. **What can funds be spent on?** All funds spent must be in line with MMH Guidance on spending Branch & County funds. Counties or Branches can speak to their MEO if they would like further guidance on appropriate spending of funds. Funds can be spent on the following:

- 1) Delivering the commemorative event, activities or local remembrance commemorative event.
- 2) Resources to support the event or activities. Resources may be available centrally for local commemorative events and activities (your MEO will inform you if any are available).

c. **Recording Funds Spent.**

- 1) Funds expenditure and income should be recorded in a specific Earmarked Fund for the event and recorded as ceremonial expenditure.
- 2) For non-LOMAS branches a breakdown of the expenditure and income can be recorded in the branch cash ledger and noted in Section 4 Line 71 as other ceremonial expenditure.

## 7. **Central funding for local commemorative events.**

- a. Branches and Counties will be informed via Central News or your MEO which local Commemoration Events or Activities are eligible for funding.
- b. To apply for any funds available centrally branches or counties must have less than £1,000 available in all accounts held
- c. Applications can be submitted at any time for forthcoming commemorative events however, as they may take some time to process and must be approved, branches and counties should submit as far in advance as possible and not commit to any event until approval has been given.
- d. How to Apply:
  - (1) Complete form at Annex A.
  - (2) Submit form via your MEO - the form must be sent via an rbl.community email address for security.





Annex A - Application for Funding for Ceremonial / Commemorative Activities

*To be sent to Finance once completed*

Formation Details			
Formation name:		Formation Number:	
Name:			
Treasurer Name			
RBL Community Email			
Contact Number			
Funding Requirements			
Total event cost:		Amount being paid by branch / county:	Amount Requested:
Amount being paid by other organisation / individuals if applicable:			
What national commemorative event does your event / activity support?			
Please give a description of your event / activity. You should include detail about <b>what</b> you are planning, <b>how</b> it meets the membership purpose and <b>who</b> will be involved.			
Authorisation			
Full name of Treasurer:		Full name of Chair:	
Signature:		Signature:	
Contact number:		Contact number:	
Email:		Email:	
MEO Use Only			
Date received:			
MEO Name:			
Contact number:			
Email:			
Please confirm that the activity meets the criteria:		Yes	No
Please confirm that the formation is eligible for the grant:		Yes	No
Comments:			

