

To Members of the Town Council

You are hereby summoned to attend the Town Council Meeting to be held on Monday 11th December '23 at 7.00pm at the Town Hall, 1 Queens Street, Stonehouse

Council Members:

Councillors: Rachel Armstrong, John Callinan, Keith Creighton, Debbie Curtis, Michael Davis, Marcus Dixon, Carol Kambites (Chair), Neil Gibbs, Gary Powell, Val Randell, Keith Terry, Wendy Thomson and Theresa Watt (Vice Chair)

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
5th December '23

Attendees are reminded that the <u>Proceedings</u> of this meeting may be filmed, photographed or recorded.

AGENDA

TC3147	To receive apologies
103147	To receive apologies
TC3148	To receive declarations of interest
TC3149	To approve the minutes of the Town Council meeting of 13th November '23
TC3150	To note Cllr Mark Edward's resignation from Stonehouse Town Council
TC3151	To receive reports from Chair of Town Council and town councillors
TC3152	To receive reports from County and District Councillors
TC3153	To receive RFO's budget report and bank reconciliation for November '23
TC3154	To approve the latest payment list
TC3155	To receive an update on the budget setting process for the 2024/25 financial year
TC3156	To receive the minutes of the Business Committee meeting on 27^{th} Nov '23 and approve its recommendations:

- To award a three year IT support contract to the council's incumbent IT provider 'Jireh Solutions' at an annual cost of £3,367.88 plus vat totalling £10,103.64
- TC3157 To receive the minutes of the Environment Committee meeting on 4th December '23 and approve the following recommendation:
 - To award the provision and installation of a 10 feet high swing and new surfacing at Laburnum playing field at a total cost of £15,581 plus vat to 'GB Leisure' (funding to be provided through the council's 'Reserves')
- TC3158 To receive updates on:
 - · High street Car Park consultation
 - Tender process for the council's Grounds Maintenance Service contract
 - Sewer design for the town council facilities at Oldends lane
- TC3159 To approve communications in support of the meeting's decisions
- TC3160 Date of next meeting Monday 22nd January '23

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.

- TC3161 To receive an update from the Council's HR Sub Committee and to approve its recommendations:
 - To approve the recruitment of a short-term replacement to the current Business Support Officer during their time on leave
 - To approve the ad-hoc use of a 'Locum' as and when required



Minutes of a meeting of the Town Council held on Monday 13th November 2023, 7pm at the Town Hall

Present:

Councillors:

Councillors: Rachel Armstrong, John Callinan, Keith Creighton,

Debbie Curtis, Mike Davis, Marcus Dixon, Neil Gibbs, Carol Kambites (Chair of Council) Gary Powell, Val Randell, Keith Terry, Wendy

Thomson and Theresa Watt (Vice Chair of Council).

In Attendance:

Town Clerk, Carlos Novoth and two representatives of 'The Door'

Attendees were reminded that the <u>Proceedings</u> of the meeting could be filmed photographed or recorded.

The Chair welcomed representatives of 'The Door'. The short presentation touched on the organisation's key local activities and the positive responses to their efforts from the young people of Stonehouse. Highlights included:

- A recent survey suggested the Pod was valued and young people attending felt safe and a sense of belonging.
- Maidenhill School better understood the value and were more welcoming of the Door in communicating with young people attending the school
- The Door regularly see 20 pupils at Breakfast club
- Attendees at the Pod were starting to feel confident in their surroundings and the way they were treated that has led to a growing confidence that will hopefully lead to suggestions on improvements they would like to see at the park
- Detached youthwork reaching young people remotely is working well in helping them interact with others
- Led by attendees, the Pod is getting a make-over

There were questions around issues such as membership (young people from Dursley, Stroud, Wycliffe, Stanleys, Great Oldbury, Ebley etc), balance between males and females (fairly even) and numbers of young people attending sessions (253 young people attending the Pod at least once with 144 attending more than once).

The Chair thanked the representatives for their update and congratulated them and their organisation for the really positive work they were doing.

TC3134 To receive apologies

Apologies were received from Cllr Mark Edwards and Ward Cllr Mattie Ross

TC3135 To receive declarations of interest

Declarations of interest were noted by Cllrs Carol Kambites and Theresa Watt in relation to Agenda Item TC3140

- TC3136 To approve the minutes of the Town Council meeting of 16th Oct '23 Council APPROVED the minutes as a true and accurate record of the meeting
- TC3137 To receive reports from Chair of Town Council and town councillors The Chair highlighted the following:
 - The first meeting of the Ship Inn site working group (Anchor Group) took place the meeting was productive; there was discussion about the interim use of the site over the next 18 months the second meeting is due on 29th November the first meeting of a separate 'Project' group has also been set up to start the detailed work to develop the business case needed by the District council to secure the site for community use the project group already has 12 members.
 - Sunday's Remembrance service went extremely well and was well attended considering the weather - thanks were given to those that helped with the event
 - Goodwill more volunteers were needed for this major community event.

Cllr Keith Creighton attended the recent Market Town's Forum - attendees commonly raised a concern with the number of empty shops in their towns - Stonehouse currently runs contrary to this trend Cllr Keith Terry attended a Trust meeting with the Stonehouse Community Association.

Cllr Neil Gibbs to attend the Stagholt Allotment meeting in December Cllr Debbie Curtis attended the first of the community engagement canal project meeting - ToR were agreed. It was reported that this groups activities were to centre primarily on Stonehouse. It was suggested that Sarah Burgess from the Cotswold Canals Connected be invited to provide council with an overview of the groups work and activities over the coming months. Cllr Curtis also attend a meeting of the Stonehouse School Trustees.

TC3138 To receive reports from County and District Councillors

Ward Cllr Mattie Ross provided Council with a written update. Town Councillor John Callinan commented on his interest in Cllr Ross's update in relation to the simulation walk for people suffering from some vision impairment; Stonehouse came out very positively in accommodating people with vision impairments. Mention was made of the report produced by Accessibility Gloucestershire (AG); the Clerk commented that a significant proportion of the comments made by AG

related to Highway matters and that these were being furthered by the council's Transport and Highways working group.

TC3139 To receive RFO's budget report and bank reconciliation for Oct '23 Council NOTED the completed Bank reconciliation for October '23 with a closing balance of £60,713.48 and the budget report with an 'Actual Net expenditure of £234,002.93; Actual Net Income of £390,724.54 and Reserve Movements totalling £19,415.05.

Due to their declared interest in Agenda Item TC3140, Cllr Carol Kambites handed the Chair to Cllr Mike Davis and both Cllrs Kambites and Theresa Watt left the meeting (7.38pm)

TC3140 To approve the latest payment list

The Clerk presented two additional payments to add to the payment list for authorisation at the meeting - these related to part payment of the Goodwill stalls and the 3rd quarterly payment to 'The Door'. Council APPROVED the payment lists totalling £17,553.29 - this total combines the initial payment list totalling £6,498.29 and the additional payment list totalling £11,055

Cllr Carol Kambites and Theresa Watt returned to the meeting at 7.42pm with Cllr Kambites taking back the Chair for the meeting

TC3141 To receive an update on the budget setting process for the 2024/25 financial year

Cllr Keith Terry raised an inaccuracy within the Clerk's support papers for this agenda item - Cllr Terry had not been consulted on the first draft of the budget setting process.

The Clerk presented an overview of discussions with the Chair and Vice Chair of Business Committee and the Chair of Environment Committee and comments generally from both committees. These were represented within a working document provided in supporting papers. Whilst there were further discussions to take place, the current budget proposal for the 2024/25 financial year provided for a 9.87% increase. This did not take into account a proposed reduction in the tax base due to the boundary changes with Great Oldbury and did not include the use of the council's financial Reserves. The Clerk also highlighted the fact that the current year's budget has been underwritten by the council's reserves to the tune of £17,000.

Cllrs recommended that the Clerk provide details of the 2022/23 outturn and the estimated outturn for the current year 2023/24. Council NOTED the latest update

- TC3142 To discuss for approval the following motion put forward by Town Cllr John Callinan in relation to Verney Fields:
 - " In order to support the Council's attempt to obtain Town Green status for Verney Fields it is felt necessary to have

sufficient funds available for securing legal advice. In the event of an inquiry being called it may be necessary for Council to be legally represented. We are requesting a sum of £10,000 be allocated in Earmarked Reserves for just such an eventuality. This request should be considered a contingency."

There was widespread debate on this issue in light of events over the past year and the town council's ongoing support for the community in ensuring long term access across Verney Fields for the Stonehouse Community's continued enjoyment.

It was acknowledged that to date, the town council had applied for Verney Fields to be granted Town Green status providing over 118 Witness Statements; also the town council submitted five DMMO's supported by over 338 further witness statements from the community's residents. As a result of the many occasions that the community has voiced their opinions, it was felt that they will expect the full and continued support of the town council; it is envisaged that this will to some degree extend to providing financial assistance to any future legal challenges even though it is understood that a local pressure group will be looking to establish crowd funding for this. Both Glos County Council and the landowners must be made aware of the importance of this land to the community and the extent to which the town council will pursue its aim. Cllr Davis noted Nailsea was reaching a critical point with their Town Green application and that as soon as information is available it would be distributed to others.

Council APPROVED the following proposal:

'To approve the creation of an earmarked reserve for an initial sum of £10,000, with the potential to increase this if necessary, in support of the case for Verney Fields to be granted Town Green status for the benefit of the Stonehouse Community'

TC3143 To receive the minutes of the Business Committee meeting on 30th October '23 and approve its recommendations:

> Town council to approve a new earmarked reserve for the site headed 'Ship Inn site - Meanwhile Use' with a budget of £20,000.

Cllrs felt it was important to demonstrate to Stroud District Council and the Stonehouse Community a firm commitment to the 'Ship Inn' site and its development for future community use. The newly formed 'Project' group felt that in order to encourage community awareness and use of the site, immediate funding should be provided. It was recognised that it had taken so long to reach this point and that with the District Council's willingness to work positively with the potential aim of placing the site into community use, a financial commitment was necessary.

There was a shared concern about the impact of providing a full £20,000 for the project especially in relation with other competing projects.

Cllr Theresa Watt proposed the amount was reduced to £10,000 with a view to increasing the amount, if necessary, once the town council's existing earmarked reserves were reviewed. The proposal in full (as follows):

Town Council to approve a new earmarked reserve for the site headed 'SHIP Inn site - Meanwhile Use' with a budget of £10,000 with the view to increasing the amount, if necessary, once the town council's existing earmarked reserves were reviewed.

was seconded by Cllr John Callinan. All voted in favour.

- TC3144 To receive the minutes of the Environment Committee meeting on 6th November '23 and approve its recommendations:
 - To approve the return of a proportion of the local donation made to the town council for the development of Laburnum Playing Field

Cllrs were very appreciative of the local donation made in 2021 towards the development of Laburnum Playing Field. 50% of the donation had either been spent or committed. It was agreed that the remaining £1,000 would be returned to the resident who had made the original donation.

Council APPROVED the return £1,000 to the local resident providing the donation.

TC3145 To approve communications in support of the meeting's decisions
Council APPROVED the following communications:
The Town Council's decisions in relation to Agenda Items TC3142 and
TC3143 to be publicised on Social Media

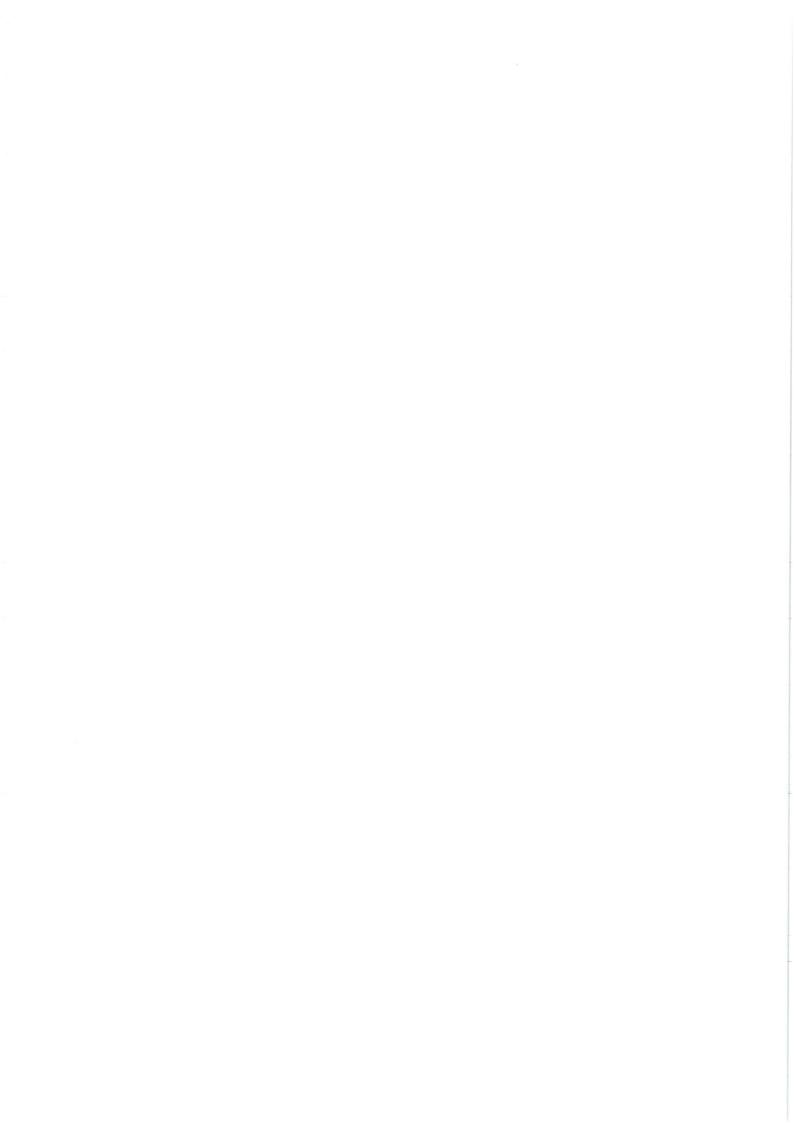
The Chair requested that a late item be added to the agenda and in so doing put a motion to exclude the public from the meeting; All voted in favour. The Chair requested the suspension of Standing Orders to allow the addition of the late HR item to be added to the agenda; All voted in favour

TC3145A To approve salary increases to all staff in line with the 2023/24
National Pay Increase of £1,925 for each staff member backdated to

1st April 2023.
Council APPROVED the salary increase of £1,925 per staff member
backdated to 1st April 2023

TC3146 Date of next meeting - Monday 11th December '23

Council NOTED the date of the next meeting



Notes on Agenda items, Full Town Council Monday 11th December 2023

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TC3149 - Minutes	See attached minutes				
TC3150 -	Mark Edwards resigne	d from the town counc	il in writing on 9 th Nove	ember. The position as to	wn
Cllr	councillor has been va		ir iir writing on 5 Nove	imber. The position as to	****
Resignation			ation and as such that	own council can only co-o	nt to
Resignation	TOTAL STATE OF AND CONTRACT TO THE STATE OF				
_		on. A person that is co-	opted will only be in po	osition until the elections	111
	May 2024.			Cllus	
TC3152 -	There have been no w	ritten updates submitte	ed by either ward or Co	ounty Clirs	
Ward/GCC	15.1 × 16.5 ¥				
updates	Coo attached budget a	and reconciliation repor	t c		
TC3153 -	See attached budget a	and reconciliation repor	lS .		
Budget TC3154 -	See attached list				
Payments	See attached list				
TC3155 -	SDC have now confirm	and that the town count	ril's taybase will be red	uced by between 116 to	133
24/25				charge using updated but	
Budget		ronment and Business			ивст
				attached IT support quote	oc in
TC3156 – BC Rec	5 / Ja.			attached if Support quote	23 111
		mendation to full town			
TC3157 –			December. See also att	ached quotations in supp	ort o
EC Rec	the recommendation	to full town council:			
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	Proludic	facing either way.	facing existing	facing up the field.
		£12,063.11	playground.	£14,542.71
			£14,542.71	
		10ft high swing,	10ft high swing,	10ft high swing,
	GB Leisure	facing existing	facing the existing	facing up the field.
		playground.	playground.	
		£11,731.00		£15,581
		1.50	£14,178.00	Filtradia !
			*= 11	+ option of laying a
				temporary track
				from car park to
				protect ground if
				wet. £660.00
				6 week lead time
				(not including
				Christmas)

GB Leisure can replace the 10ft swings that were in situ previously. These swings were used by all ages. Numerous adult residents have enquired when the swings will be replaced as they are missed.

Recommendation

Officers feel if the new swings were the same height as previous, this would meet the needs of all within the community, and recommend they are replaced with new 10ft ones. The recommendation is to secure the work of GB Leisure to install 10ft swings to face up the field, at a cost of £15,581 plus VAT.

Additional information – since the proposal had been presented to Business Committee, Officers have considered an option o include a purpose designed swing seat for people with disabilities. There is a seat on the market that is only tested up to a 2.4 Metre high swing. Business Committee's recommendation has been to purchase and install a 10 foot high swing but council may wish to reconsider this. The cost of a swing seat for people with disabilities is in the region of £550.

Further to this, Business Committee's recommendation is based on the use of an existing earmarked reserve headed 'Asset Renewal Reserve' which currently holds £22,000.

TC3158 – Clerk's update

- Consultation started on 28th November. Officers visited most High street businesses and made them aware of the deadline for responses (noon 20th December). In the meantime, SDC have created and lined 6 further spaces within the car park. On balance, most businesses see this as a positive move; only a few comments have been made in relation to staff parking.
- The Grounds Maintenance contract is currently out to Tender. A minor amendment was made by Officers at the 11th hour to the key terms the contract was designated to be for a period o up to five years this had been changed to four years. Five companies have shown an interest in tendering for the contract. Please note that should anyone wishing to speak to individual Cllrs about the contract, the enquirers must be directed to the Town Clerk under no circumstance should Cllrs engage in detailed discussion on this matter with Tenderers.

The timeline for the tender process is as follows: TENDER TIMETABLE **TIMETABLE ACTION** 24th November '23 Tender publication (Contract Finder) Noon 12th January '24 Closing date for Tender queries Noon 19th January '24 Closing date for submission of tenders 20th Jan to 12th Feb '24 Tender evaluation 20th February '24 Contract award (Council decision 19th February) Contract signed by Council 26th February '24 The Oldends Lane Working group have recently been able to consider a number of design options with rough costs for a sewer line at Oldends Lane that will be used by both the town council and the town football club. This represents good progress and a marked way forward that is affordable with one option presenting a very low risk. Christmas/New Year office closure – Support arrangements have been agreed with HR Sub Committee to allow Officers to take the week off between Christmas and New Year. This will mean the offices will be closed from Friday 22nd December and reopened on 2nd January 2024.

TC3161 -HR The Chair of HR Sub Committee to provide an update and supporting information to support the recommendations at the meeting

	No. of the last of

Financial Budget Comparison

Comparison between 01/04/23 and 06/12/23 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
INCOME						
Town Busi	Town Business Committee	£373 973 21	£0.00	£373,973.00	-£0.21	%0°0
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	£1,312.37	£1,312.37	100.00%
130	Athletics Field Lease	£0.00	00.03	£0.00	£0.00	%00.0
135	Phone Mast on Land	£7,000.00	£0.00	£0.00	-£7,000.00	-100.00%
140	Building Lease at OEL	£637.00	£0.00	£0.00	-£637.00	-100.00%
145	Magpies Social Club	£3,150.00	£0.00	£2,362.50	-£787.50	-25.00%
150	Community Centre Lease	£500.00	00.03	£0.00	-£500.00	-100.00%
155	OEL Pitch Hire	£2,000.00	£0.00	£870.00	-£1,130.00	-26.50%
160	Misc Income	£500.00	£0.00	£1,342.50	£842.50	168.50%
170	Investments Interest	€0.00	£0.00	£0.00	£0.00	%00.0
171	Bank Interest - Lloyds Bank	£200.00	€0.00	£0.00	-£200.00	-100.00%
172	Bank Interest - Charity A/C	£200.00	£0.00	£0.00	-£200.00	-100.00%
173	Bank Interest - Natwest	£200.00	€0.00	£375.98	£175.98	%66'28
174	Bank interest - Cambridge BS	£200.00	£0.00	£0.00	-£200.00	-100.00%
175	Town Hall/Library Recharges	£3,700.00	£0.00	£698.25	-£3,001.75	-81.13%
176	Bank Interest - Nationwide	£200.00	£0.00	£0.00	-£200.00	-100.00%
177	Bank Interest - Melton Building Society	£0.00	£0.00	€0.00	£0.00	%00.0

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Stonehouse Town Council

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Financial Budget Comparison

Comparison between 01/04/23 and 06/12/23 inclusive. Includes due and unpaid transactions. Includes commitments. Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
178	CCLA Interest	£0.00	£0.00	£9,944.07	£9,944.07	100.00%
Total Tow	Total Town Business Committee	£393,960.21	£0.00	£391,467.18	-£2,493.03	-0.63%
Town Env	Fown Environment Committee	£1 500 00	00 03	00 03	51 500 00	900
205	Event Income/Donations					0.00.
205/1	Events	£1,200.00	£0.00	£1,110.00	-£90.00	-7.50%
205/2	Donations	£0.00	€0.00	£234.64	£234.64	100.00%
205	Total	£1,200.00	£0.00	£1,344.64	£144.64	12.05%
210	Planting Sponsorship	£1,500.00	€0.00	£550.00	-£950.00	-63.33%
215	Grants	£0.00	£0.00	£0.00	£0.00	%00.0
Total Tow	Total Town Environment Committee	£4,200.00	€0.00	£1,894.64	-£2,305.36	-54.89%
Total Income)me	£398,160.21	£0.00	£393,361.82	-£4,798.39	-1.21%
EXPENDITURE	TURE					
Town Bus 1000	Town Business Committee 1000 Salaries					
1000/1	Contracted staff	£180,000.00	£0.00	£118,389.34	£61,610.66	34.23%
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	%00.0
1000	Total	£180,000.00	£0.00	£118,389.34	£61,610.66	34.23%
1010	Training & Recruitment					
1010/1	Contracted Staff	£4,000.00	€0.00	£634.00	£3,366.00	84.15%
1010/2	Councillors	£1,000.00	£0.00	£95.00	£305.00	%05.06
1010	Total	£5,000.00	£0.00	£729.00	£4,271.00	85.42%

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Stonehouse Town Council

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Financial Budget Comparison

Comparison between 01/04/23 and 06/12/23 inclusive. Includes due and unpaid transactions. Includes commitments. Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
1020	Health & Safety	£2,500.00	£0.00	£158.46	£2,341.54	%99:86
1030	Professional Fees	£8,000.00	£0.00	£2,211.72	£5,788.28	72.35%
1040	IT support					
1040/1	General	£6,750.00	£0.00	£3,359.21	£3,390.79	50.23%
1040/2	Website	£1,000.00	£0.00	£853.47	£146.53	14.65%
1040/3	Newsletter	£0.00	€0.00	£0.00	£0.00	%00.0
1040/4	Phones	£1,500.00	€0.00	£310.37	£1,189.63	79.31%
1040/5	Printing	£0.00	£0.00	£405.77	-£405.77	100.00%
1040	Total	£9,250.00	£0.00	£4,928.82	£4,321.18	46.72%
1050	Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	100.00%
1060	Grants					
1060/1	One-Offs	£10,000.00	£5,000.00	£20,136.00	-£5,136.00	-51.36%
1060/2	Long-Term	£5,000.00	£0.00	£0.00	£5,000.00	100.00%
1060	Total	£15,000.00	£5,000.00	£20,136.00	-£136.00	-0.91%
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	£427.36	£272.64	38.95%
1070/3	Electric	£3,000.00	£0.00	£1,649.77	£1,350.23	45.01%
1070/4	Gas	£4,000.00	£0.00	£741.05	£3,258.95	81.47%
1070/5	Interior Maintenance (reactive)	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1070/6	Interior Maintenance (programmed)	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1070/7	Waste Collection	£300.00	£0.00	£76.72	£223.28	74.43%
1070/8	Security	£0.00	£0.00	£650.00	-£650.00	100.00%
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Financial Budget Comparison

Comparison between 01/04/23 and 06/12/23 inclusive. Includes due and unpaid transactions. Includes commitments. Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
1070	Total	£14,500.00	£0.00	£3,544.90	£10,955.10	75.55%
1080	Town Hall/Library STC costs					
1080/1	Exterior Maintenance/Cleaning	£1,000.00	£0.00	£108.00	£892.00	89.20%
1080/2	Interior Cleaning	£1,500.00	£0.00	£1,262.91	£237.09	15.81%
1080	Total	£2,500.00	£0.00	£1,370.91	£1,129.09	45.16%
1090	Admin Expenses					
1090/1	Paper	£250.00	£0.00	£102.25	£147.75	59.10%
1090/2	Other	£2,000.00	£0.00	£2,011.98	-£11.98	%09.0-
1090/3	Printing and Delivery of Newsletters	£1,500.00	£0.00	£2,691.00	-£1,191.00	-79.40%
1090	Total	£3,750.00	£0.00	£4,805.23	-£1,055.23	-28.14%
1100	Mayor's Charity & Expenses	£300.00	£0.00	£31.48	£268.52	89.51%
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	%00.0
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	%00.0
1140/2	Water	£600.00	€0.00	£655.62	-£55.62	-9.27%
1140/3	Electric	£8,300.00	€0.00	£2,827.23	£5,472.77	65.94%
1140/4	Cleaning	£1,000.00	€0.00	£210.85	£789.15	78.92%
1140/5	Maintenance (reactive)	£3,000.00	£0.00	£1,047.85	£1,952.15	%20.59
1140/6	Maintenance (programmed)	£1,000.00	€0.00	£6,251.00	-£5,251.00	-525.10%
1140/7	Waste Collection	£900.00	£0.00	£284.80	£615.20	%98.36%
1140/8	Security	£200.00	£0.00	£361.50	-£161.50	-80.75%
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Financial Budget Comparison

Comparison between 01/04/23 and 06/12/23 inclusive. Includes due and unpaid transactions. Includes commitments. Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
1140/9	Septic Tank	£700.00	£0.00	£270.00	£430.00	61.43%
1140	Total	£15,700.00	€0.00	£11,908.85	£3,791.15	24.15%
1150	Workshop Overheads					
1150/1	Water	£0.00	00.03	£0.00	£0.00	%00.0
1150/2	Electric	£300.00	£0.00	£0.00	£300.00	100.00%
1150/3	Maintenance (reactive)	£300.00	€0.00	£446.65	-£146.65	-48.88%
1150/4	Maintenance (programmed)	£2,000.00	€0.00	£136.06	£1,863.94	93.20%
1150/5	Waste Collection	£2,000.00	€0.00	£497.62	£1,502.38	75.12%
1150/6	Security	£0.00	£0.00	£176.28	-£176.28	100.00%
1150	Total	£4,600.00	£0.00	£1,256.61	£3,343.39	72.68%
1160	Equipment & Vehicle Costs					
1160/1	Insurance	£1,000.00	£0.00	£614.39	£385.61	38.56%
1160/2	Maintenance	£1,000.00	£0.00	£708.42	£291.58	29.16%
1160/3	Fuel	£1,000.00	£0.00	£344.83	£655.17	65.52%
1160/4	Тах	£200.00	£0.00	£320.00	-£120.00	%00.09-
1160/5	MOT/Service	£600.00	£0.00	£59.54	£540.46	%80.08%
1160	Total	£3,800.00	£0.00	£2,047.18	£1,752.82	46.13%
1170	Youth Centre Workers	£54,000.00	£0.00	£41,406.74	£12,593.26	23.32%
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	£908.54	£2,091.46	69.72%
1180/4	Cleaning	£1,000.00	£0.00	£675.50	£324.50	32.45%

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Stonehouse Town Council

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Financial Budget Comparison

Comparison between 01/04/23 and 06/12/23 inclusive. Includes due and unpaid transactions. Includes commitments. Excludes transactions with an invoice date prior to 01/04/23

Bal %age	100.00%	100.00%	%26.98	-31.00%	35.69%	75.67%	83.40%		10.87%	%00.0	%00.0	10.87%	%00:0	6.20%	35.88%			28.07%	51.10%	3.25%	31.42%	54.74%	
Balance	£2,000.00	£1,500.00	£608.80	-£155.00	£178.46	£8,248.22	£2,919.04		£760.82	£0.00	£0.00	£760.82	£0.00	£310.00	£124,292.84			£7,017.02	£1,021.91	£81.26	£1,665.31	£3,558.00	
Actual Net	£0.00	£0.00	£91.20	£655.00	£321.54	£2,651.78	£580.96		£6,239.18	£0.00	€0.00	£6,239.18	£299.00	£4,690.00	£236,310.51			£17,982.98	£978.09	£2,418.74	£5,217.49	£2,942.00	
Reserve Movements	€0.00	€0.00	€0.00	€0.00	€0.00	£0.00	£0.00		£0.00	£0.00	€0.00	£0.00	£299.00	£0.00	£14,223.35			€0.00	£0.00	€0.00	£1,582.80	£0.00	
2023/2024	£2,000.00	£1,500.00	£700.00	£500.00	£500.00	£10,900.00	£3,500.00		£7,000.00	£0.00	€0.00	£7,000.00	€0.00	£5,000.00	£346,380.00			£25,000.00	£2,000.00	£2,500.00	£5,300.00	£6,500.00	
	Maintenance (reactive)	Maintenance (programmed)	Waste Collection	Security	IT costs	Total	Subscriptions	Insurances	Public/Employee Liability	Buildings	Vehicle	Total	Project Planning & Delivery	Climate Change	Total Town Business Committee	Town Environment Committee	Amenity Areas	Grounds Maintenance (contract)	Grounds Maintenance (in-house)	Play Equipment maint/repairs/insp	Public Space Improvements	Tree & Hedge/boundary maintenance	
	1180/5	1180/6	1180/7	1180/8	1180/9	1180	1200	1210	1210/1	1210/2	1210/3	1210	1220	1230	Total Tow	Town Env	1190	1190/1	1190/2	1190/3	1190/4	1190/5	

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Stonehouse Town Council

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Comparison between 01/04/23 and 06/12/23 inclusive. Includes due and unpaid transactions. Includes commitments. Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve	Actual Net	Balance	Bal %age
1190	Total	£46.300.00	£1.582.80	£33,543.30	£14,339.50	30.97%
2000	Christmas Lights	£5,000.00	£0.00	£221.00	£4,779.00	%85.58
2005	Climate Change	£2,000.00	£0.00	£0.00	£2,000.00	100.00%
2010	In Bloom					
2010/1	Contract Planting	€0.00	£2,677.98	€0.00	£2,677.98	100.00%
2010/2	Non-Contract Planting	£3,000.00	£0.00	£2,209.06	£790.94	26.36%
2010/3	Watering Services	£3,000.00	£0.00	€0.00	£3,000.00	100.00%
2010/4	Other	£1,000.00	£0.00	£3,971.33	-£2,971.33	-297.13%
2010	Total	£7,000.00	£2,677.98	£6,180.39	£3,497.59	49.97%
2050	Cultural Events & Studies					
2050/1	Goodwill	£5,000.00	€0.00	£4,765.10	£234.90	4.70%
2050/2	Civic Awards	£300.00	£0.00	£111.34	£188.66	62.89%
2050/3	Other	£3,000.00	£930.92	£1,024.54	£2,906.38	%88.96
2050/4	Communications	£1,000.00	£0.00	£300.00	£700.00	%00.02
2050	Total	£9,300.00	£930.92	£6,200.98	£4,029.94	43.33%
2080	Neighbourhood Plan Review	£0.00	£0.00	£0.00	£0.00	%00'0
2090	Planning Specialist Advice					
2090/1		€0.00	£0.00	£234.00	-£234.00	100.00%
2090/2		€0.00	€0.00	€0.00	£0.00	%00.0
2090	Total	£0.00	£0.00	£234.00	-£234.00	100.00%
Total Tow	Total Town Environment Committee	£69,600.00	£5,191.70	£46,379.67	£28,412.03	40.82%
Total Expenditure	enditure	£415,980.00	£19,415.05	£282,690.18	£162,896.57	39.16%

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Comparison between 01/04/23 and 06/12/23 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
Total Income	£398,160.21	€0.00	£0.00 £393,361.82	-£4,798.39	-1.21%
Total Expenditure	£415,980.00	£19,415.05	£19,415.05 £282,690.18	£152,704.87	-36.71%
Total Net Balance	-£17,819.79	1	£110,671.64		

Bank Account Reconciled Statement

Stonehouse Town Council

01651837

30-98-29

Statement Number

44

Bank Statement No. 44

Statement Opening Balance

£60,713.48

Opening Date

01/11/23

Statement Closing Balance

£25,426.06

Closing Date

30/11/23

True/ Cashbook Closing

Balance

£25,426.06

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/11/23	FPI011123NAYLOR	Naylor Powell	0.00	36.00	60,749.48
02/11/23	FPI021123LOSCUB ANOS	Los Cubanos	0.00	24.00	60,773.48
02/11/23	FPI021123STM	Stonehouse Town Market	0.00	125.00	60,898.48
03/11/23	FPI031123COUNTY INS	County Insulation	1,687.50	0.00	59,210.98
03/11/23	FPO031123CKAMBI TES	Carol Kambites	10.10	0.00	59,200.88
03/11/23	FPO031123GAPTC	GAPTC	30.00	0.00	59,170.88
03/11/23	FPO031123INTOCL EANIN	Intocleaning Ltd	27.60	0.00	59,143.28
03/11/23	FPO031123KELLA WAY	Kellaway Building Supplies Ltd	21.01	0.00	59,122.27
03/11/23	FPO031123PC	Paul Crosby	40.00	0.00	59,082.27
03/11/23	FPO031123SDC	Stroud District Council	85.00	0.00	58,997.27
03/11/23	FPO031123SSS	Severnside Safety Supplies Ltd	139.25	0.00	58,858.02
03/11/23	FPO031123THEDO OR	The Door	3,669.00	0.00	55,189.02
03/11/23	FPO031123TWHA WKINS	T W Hawkins & Sons	2,478.00	0.00	52,711.02
06/11/23	BGC061123HMRC	HMRC (VAT)	0.00	5,689.50	58,400.52
06/11/23	FPI061123MAGPIE S	Magpies Social Club	0.00	262.50	58,663.02
08/11/23	DD081123YUENER GY	YU Energy	67.98	0.00	58,595.04
09/11/23	DEB091123SURVE Y	Survey Monkey	320.00	0.00	58,275.04
09/11/23	FPI091123CKENNA BY	Claire Kennaby	0.00	36.00	58,311.04
10/11/23	DD101123YUENER GY	YU Energy	959.17	0.00	57,351.87
10/11/23	DEB101123DELTA9	Delta Nine Ltd	30.00	0.00	57,321.87
10/11/23	FPI101123TJSB	TJ Soap and Beauty	0.00	36.00	57,357.87
13/11/23	DEB131123SURVE Y	Survey Monkey	-320.00	0.00	57,677.87
14/11/23	DD141123WATERP LUS	WaterPlus	120.76	0.00	57,557.11
14/11/23	DEB141123AMAZO N	Amazon	265.20	0.00	57,291.91
14/11/23	FPI141123HFT	Home Farm Trust (South West)	0.00	36.00	57,327.91

Bank Account Reconciled Statement

15/11/23	DD151123O2	O2	31.44	0.00	57,296.47
15/11/23	FPI151123NATURA LLYCI	Naturally By Cipi	0.00	36.00	57,332.47
15/11/23	FPI151123SOZZLE DCOOK	Sozzled Cook	0.00	36.00	57,368.47
16/11/23	DEB161123VOIPFO NE	Voipfone	20.00	0.00	57,348.47
17/11/23	FPI171123JANINEM E	Janine.Me	0.00	36.00	57,384.47
17/11/23	FPI171123NIKKIST ROUD	Nikki Stroud	0.00	24.00	57,408.47
17/11/23	FPO1711231STCAL L	1st Call Auto Rentals	506.00	0.00	56,902.47
17/11/23	FPO171123ADAD	All Done and Dusted	123.00	0.00	56,779.47
17/11/23	FPO171123AJSMIT H	Anthony J Smith Glos Ltd	954.00	0.00	55,825.47
17/11/23	FPO171123ALLSTO NE	Allstone Speedy Skips	177.60	0.00	55,647.87
17/11/23	FPO171123CKAMBI TES	Carol Kambites	192.32	0.00	55,455.55
17/11/23	FPO171123EASYW INDOW	Easy Window Cleaning	16.80	0.00	55,438.75
17/11/23	FPO171123GCC	Gloucestershire County Council	165.94	0.00	55,272.81
17/11/23	FPO171123HOGG	Hogg and Smith	60.00	0.00	55,212.81
17/11/23	FPO171123INTOCL EANIN	Intocleaning Ltd	17.94	0.00	55,194.87
17/11/23	FPO171123JIREH	Jireh Solutions Ltd	278.18	0.00	54,916.69
17/11/23	FPO171123KIBLEC	Kiblec Electrical & Security	237.00	0.00	54,679.69
17/11/23	FPO171123NCTC	Nailsworth Chamber of Trade & Commerce	175.00	0.00	54,504.69
17/11/23	FPO171123PROLIFI C	Prolific Solutions (South West) Ltd	18.00	0.00	54,486.69
17/11/23	FPO171123SIMPLE HY	Simple Hygiene Solutions	21.87	0.00	54,464.82
17/11/23	FPO171123THEDO OR	The Door	10,880.00	0.00	43,584.82
17/11/23	FPO171123TW	Theresa Watt	95.84	0.00	43,488.98
20/11/23	PAY201123LLOYDS	Lloyds Bank	7.00	0.00	43,481.98
21/11/23	DEP211123GROTT O	Donations	0.00	204.64	43,686.62
22/11/23	DEB221123VOIPFO NE	Voipfone	8.40	0.00	43,678.22
22/11/23	FPO221123HMRC	HMRC	5,794.06	0.00	37,884.16
24/11/23	FPI241123ATLAS	Atlas Games	0.00	770.00	38,654.16
24/11/23	SO241123SALARIE S	Staff Salaries	12,420.24	0.00	26,233.92
27/11/23	DEB271123AMAZO N	Amazon	11.98	0.00	26,221.94
28/11/23	DD281123JOHNST AYTE	John Stayte Services Ltd	80.00	0.00	26,141.94

Bank Account Reconciled Statement

28/11/2	3 DEB281123DVLA	DVLA	320.00	0.00	25,821.94
28/11/2	3 SO281123PATA	PATA Payroll	114.60	0.00	25,707.34
28/11/2	3 SO281123UBICO	Ubico Limited	468.00	0.00	25,239.34
30/11/2	3 FPI301123STFC	Stonehouse Town Football	0.00	186.72	25,426.06

Uncleared	and unpresented effects		
	Total uncleared and unpresented	0.00	0.00
	Total debits / credits	42825.78	7538.36
Reconciled by	Carla Swindells		
Signed			
Cleri	K / Responsible Financial Officer		Chair
Date			



Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3440	£98.40	1180/4	30/11/23	All Done and Dusted - November 2023 - Pod cleaning	1597
3441	£144.00	1140/4	28/11/23	All Done and Dusted - Pavilion - Deep clean of toilets	1602
	£242.40		All Done and [Dusted - Total	
3435	£11.98	1090/2	24/11/23	Amazon - TH - New accident books - paid by card	6397927
3444	£77.14	1090/2	29/11/23	Amazon - 3 x Flasks - paid by card	4361141
3460	£12.98	1090/2	05/12/23	Amazon - Christmas tree tags - paid by card	4340321
	£102.10		Amazon - Tot	al	
3459	£17.02	2050/1	18/11/23	Carol Kambites - Expenses - Goodwill grotto gifts	
	£17.02		Carol Kambite	es - Total	
3463	£230.00	1140/5	24/11/23	Clarian Property Services - Repairs to Pavilion roof, toilets and hot water tanks + drain works in Arrowsmith Drive	41
	£230.00		Clarian Proper	rty Services - Total	
3458	£40.00	1200	21/11/23	Cotswold Canals Trust - Membership Renewal	
	£40.00		Cotswold Can	als Trust - Total	
3465	£4,563.50	1140/6	13/11/23	County Insulation - Pavilion - Insulation and lagging works	23095
	£4,563.50		County Insulat	tion - Total	
3442	£2,060.00	2050/1	28/11/23	Custom Chameleon Ltd - Goodwill 2023 - supply, rig and operate staging, PA system and site lighting + stage management and MC for duration	5
	£2,060.00		Custom Cham	neleon Ltd - Total	
3457	£45.00	1090/2	04/12/23	Dennis Brown & Son - TH - Christmas tree	190717
	£45.00		Dennis Brown	& Son - Total	
3443	£34.68	1190/2	25/09/23	Dougfield Plumbers Supplies - OCG Dog Bowl - copper pipe + associated connectors	037003191950
	£34.68		Dougfield Plur	mbers Supplies - Total	
3438	£320.00	1160/4	27/11/23	DVLA - Van Tax - paid by debit card	83821231
	£320.00		DVLA - Total		
3464	£150.00	2050/1	18/11/23	Ginny Burge - Goodwill 2023 - Story telling in Library	18112023
Signature				Signature	
Date					

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No 	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£150.00	despair in	Ginny Burge -	Total	
3461		£9.50	1090/2	31/10/23	Hurns Hardware - Staples and cable ties	3913
		£9.50		Hurns Hardwa	ire - Total	
3446		£278.18	1040/1	01/12/23	Jireh Solutions Ltd - November 2023 - Contract	28362
3447		£67.50	1040/1	30/11/23	Jireh Solutions Ltd - November 2023 - Additional	28307
		£345.68		Jireh Solutions	s Ltd - Total	
3448		£15.49	1160/3	30/11/23	John Stayte Services Ltd - November 2023 - Fuel - paid dd	9002100
		£15.49		John Stayte S	ervices Ltd - Total	
3436		£140.79	1140/5	24/11/23	Kellaway Building Supplies Ltd - Textured charcoal slabs x6, concreting sand, slaters ripper and 6 roof slates - Pavilion	002576245
		£140.79		Kellaway Build	ling Supplies Ltd - Total	
3434		£7.00	1090/2	20/11/23	Lloyds Bank - Bank charges	
		£7.00		Lloyds Bank -	Total	
3462		£150.00	2050/1	18/11/23	Luke Philbrick - Goodwill 2023 - Skiffle band	
		£150.00		Luke Philbrick	- Total	
3449		£496.00	1090/3	30/11/23	MDL Kelex - Stonehouse News - December 2023 Edition	17920
		£496.00		MDL Kelex - 7	Fotal	
3455		£176.88	1040/5	28/11/23	PEAC Finance - 3rd period lease rental, service fee + equipment protection charges - paid dd	004240049687
		£176.88		PEAC Finance	e - Total	
3445		£58.96	1040/5	29/11/23	Prolific Solutions (South West) Ltd - November 2023 - Printer	9987
		£58.96		Prolific Solutio	ns (South West) Ltd - Total	
3439		£65.66		28/11/23	Simple Hygiene Solutions - November 2023	1270
	1	£21.89	1180/7		November 2023 - Pod	
	2	£10.94	1070/7		November 2023 - TH	
	3	£32.83	1140/7		November 2023 - Pavilion	
		£65.66		Simple Hygien	e Solutions - Total	
3454		£1,740.00	1190/1	30/11/23	T W Hawkins & Sons - Stagholt - Trimming and mowing ditch	012996
Signat	ure				Signature	
Date						

Stonehouse Town Council Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
	Salle or all and	£1,740.00		T W Hawkins 8	& Sons - Total	
3456		£468.00	1190/6	17/11/23	Ubico Limited - November 2023 - Dog/litter bin collection	60064547
	_	£468.00		Ubico Limited -	- Total	
3437		£2.08	1140/3	27/11/23	YU Energy - November 2023 - Electricity - Pavilion	01378167
3450		£198.70	1070/3	03/12/23	YU Energy - November 2023 - Gas - TH	01413147
3451		£190.88	1180/3	01/12/23	YU Energy - November 2023 - Electricity - Pod	01383858
3452		£168.74	1070/3	01/12/23	YU Energy - November 2023 - Electricity - TH	01383856
3453		£84.47	1070/3	01/12/23	YU Energy - November 2023 - Electricity - Library	01383857
	-	£644.87		YU Energy - T	otal	
Total	<u> </u>	£12,123.53				

Signature	 Signature	 	
Date			





Minutes of a Town Business Committee held on Monday 27th November '23 at 7.00pm at the Town Hall

Present:

Councillors, John Callinan (Committee Vice Chair), Keith

Creighton, Mike Davis, Carol Kambites, Gary Powell, Wendy

Thomson, Theresa Watt

In Attendance:

Carlos Novoth (Clerk)

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

There were no members of the public in attendance

B/623 To receive apologies

There were no apologies

B/624 To receive Declarations of Interest

Committee received a declaration of interest from Cllr Carol Kambites in relation to Agenda Item B/628

B/625 To approve the minutes of the Business Committee meeting held on 30th Oct '23

Subject to an amendment in relation to the attendees noted at the last meeting, Committee **APPROVED** the minutes as a true and accurate record of the meeting

B/626 To note the resignation of Mark Edwards as Town Councillor

Committee **NOTED** Mark Edward's resignation. The Chair of Council will be writing to Mark Edwards thanking him for the contributions to Business Committee and the Town council as a whole.

B/627 To receive the latest budget position

Committee **NOTED** the latest budget position; Actual Net Expenditure of £229,063.99; Actual Net Income of £389,702.04; Reserve movements of £14.223.35

In light of her declared interest in Agenda Item B/628, Cllr Carol Kambites left the meeting 7.08pm

B/628 To approve the latest payments list

A query was raised in relation to the purchase of stall lights for the Goodwill event. The Clerk confirmed that he had not looked at alternative suppliers for the lights, as the previous batch was purchased through Amazon and he wanted to ensure that the new lights were of the same design. Committee APPROVED the payment list totalling payments of £26,918.43

Cllr Carol Kambites returned to the meeting at 7.10pm

<u>B/629</u> To approve a grant application from Great Oldbury Youth Football Club
The Clerk apologised for having included the item explaining that the football
club had withdrawn its application at late notice.

B/630 To receive an update on the High street car park

The Clerk provided Committee with an update explaining that it was important that local businesses should be encouraged to respond to the consultation that will commence Tuesday 28th November. The Clerk would ensure that all businesses were made aware of what was being proposed. SDC confirmed that they would police the proposed changes. It was understood that 10 new spaces would be incorporated within the existing car park design. Committee welcomed the additional spaces and proposed changes as long as they were policed

B/631 To discuss the preparation of the Council's 2024/25 budget

There was fairly broad discussion and culminated in a request for the clerk to identify year end estimates and provide an update on last year's spend against the precept.

The officer was asked to provide Committee with a update on Market town's funding received approximately three years ago.

<u>B/632</u> To recommend for town council approval a new three year IT support contract

The officer report identified the extent of its enquiries with both, existing, local and recommended IT service providers. The incumbent IT provider has provided the cheapest quote and is a known quantity. Remaining with the company would create a business as usual scenario. Enquiries with other councils had not provided an obvious alternative choice as they commented on similar difficulties experienced by Stonehouse ie response times. In acknowledging officers' efforts, Committee **RECOMMENDED** awarding a three year contract with the council's incumbent IT provider, 'Jireh Solutions' at an annual Cost of £3,367.88 totalling £10,103.64 over three years.

B/633 To report on a recent change within CCLA.

Committee **NOTED** the officers update. There was discussion on potential alternatives to CCLA as there was concern that the town council were putting most of its eggs on one basket and that CCLA are in fact dealing with organisations the council wish to avoid. It was suggested that if there were concerns in this area, they should be relayed to CCLA.

<u>B/634</u> To receive updates from the following working groups:

1. Climate Change Action Forum - Cllr Kambites highlighted the existence of new electric bike hire scheme to be rolled out in select

areas of the District - she did not think Stonehouse would be chosen for this in light of the fact that it was too flat an area

2. Oldends Lane Development - the working group would be meeting with Hitchin's Chief engineer later in the week to discuss the design for the sewer for both the football club and pavilion's sewerage. Officers were asked to place a monitoring meter on the incoming electrical supply to the Pavilion to confirm that the supply is not providing electricity to any other facility on site; this follows concerns that the pavilion continues to use significant amounts of electricity even though the facility is basically used once a week.

It was agreed for SCCAF to look into alternative heating systems for the Pavilion

3. Support Stonehouse

SS have met but no further actions have been agreed

4. Youth

Cllr Wendy Thomson is currently looking into reaching an understanding as to how to encourage girls back into sport - to date she has contacted 'Women in Sport', 'Active Glos', The Door, Maidenhill school and Sportily.

5. Policy

The working group are looking at the H&S policy and Cllr Callinan is heading up the review on the council's strategy. The policy team was asked if it would consider reviewing the HR sub committee terms of reference and delegated powers.

6. Internal Audit Panel

The next ICC to be undertaken in January 2024

B/635 To note the date of the next meeting - Monday 15th January 2023 Committee NOTED the date of the next meeting



Appendix A - Breakdown of quotes received:

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Edge per year	0Z.ZII£	£576.00	£120.40
Westway IT Year 3 year total	Included in remote support below.	£1,134.72	£1,771.20
Westway IT Year 1	Included in remote support below.	£378.24	£590.40
Westway IT Set up	£425.00		
Direct IT Services 3 year total X approx. 8% per year	2 nd year £207.36 3 rd year £233.95 Total for 3 years: £633.31	2 nd year £487.30 3 rd year £526.28 Total for 3 years £1,464.78	2nd year £622.08 3rd year £671.85 Total for 3 years £1,869.93
Direct IT Services Year 1	£192.00	£451.20	£576.00
Direct IT set up	No.		
Eurolink (SCG South West) 3 year total	£4320.00	£2822.40	£2606.40
Eurolink (SCG South West) Year 1	Eurolink C2C back for emails, SharePoint & OneDrive x 20 £1440.00	M65 Business Basic x 16 £940.80	M365 Business Premium x 4 £868.80
Eurolink (SCG South West) Set-up	Sharepoint configuration including public facing site.		
n 1 Jireh Jireh 3 Eurolink Set- year 1 year total (SCG Sou	£360.00	£950.40	£1483.20
Jireh year 1	£120.00	£316.80	£494.40
Jireh Set- up			
Column 1	Microsoft M365 Backup (unlimited capacity and retention – cover Email, SharePoint, OneDrive for Business and Teams) 4 x	Microsoft M365 Exchange Online Kiosk License (for councillors)	Microsoft M365 Business Standard (office staff) 4 x

Appendix A - Breakdown of quotes received:

				£525 set up £2342.40 Per year
to offer the ort <u>and internet</u>	e not currently set up r o-active remote suppo	r - Officers feel Edge ar p, IT ad hoc support, pi	Not quoted fo M365 back u	192 49.7613 qu 60.1483
£6,336.00	Included for office staff. Billable for cllrs.	£2,305.44	Basic Anti spam & anti virus included	£11,547.36
£2,112.00	Included for office staff. Billable hourly charge for clrs - unspecified	£768.48 per year for 2 year contract	Basic Anti spam & anti virus included	£3,849.12
		£268.96		£693.96
2nd year £2,249.84 3rd year £2,429.83 Total for 3 years: £6,762.87	Included	Transfers take 10-15 days. 2nd year £505.44 3nd year £545.88 Total for 3 years: £1,519.32	Basic Anti spam & anti virus included	£12,370.21
£2,083.20	Included	£468.00	Basic Anti spam & anti virus included	£3,770.40
		£120.00		£120.00
£5715.36	Included	£1,774.80	£2772.00	£20,010.96
T3 support (remote & calls) £1905.12	Included	£591.60	£924.00	£6,670.32
£180.00		695.00		£1,395.00
£2808.00	£3066.00	£1436.04	Included	£10,103.64
£936.00	£1022.00	£478.68	Included	£3,367.88
				£0
Proactive Remote Support (see attached PDF) 4 x	Jireh projected labour calls	SoGEA Internet connection	M365 Security Pack	Total

Direct IT First year - £3,890.40 Westway IT First year - £4543.08 Eurolink - First year - £ 8,065.32 Subsequent years - £3,367.88 Jireh First year - £3,367.88

Direct IT 2nd year - £4,072.02 Westway IT Sub/years - £3,849.12 Eurolink subseq years - £6,670.32

£4,407.79 Direct IT 3rd year -



Minutes (subject to agreement at the next Committee meeting) of a meeting of the Town Environment Committee on Monday 4th December, 7pm at Stonehouse Library, High Street, Stonehouse, GL10 2NG.

Present:

Councillors: Marcus Dixon, Debbie Curtis, Neil Gibbs (Committee Chair), Carol Kambites (Chair/Town Mayor), Val Randell, Keith Terry (Committee Vice Chair).

<u>Also present:</u> Carlos Novoth (Town Clerk), Town Councillor John Callinan and several members of the public.

Attendees are reminded that the <u>Proceedings</u> of this meeting may be filmed, photographed, or recorded.

The attending members of the public were invited to address the Committee - no one wished to speak. The Chair continued to the agenda

E/709 To receive apologies.

Committee received apologies from Cllr Rachel Armstrong and Theresa Watt

E/710 Declarations of Interest

There were no declarations of interest

 $\underline{E/711}$ To approve the minutes of the Town Environment Committee meeting held on Monday 6^{th} November.

Committee APPROVED the minutes as a true and accurate records of the meeting In light of the number of attending members of the public, the Chair brought forward agenda item

E/714 To receive an update on Verney Fields and discuss follow up actions

Committee was updated about what was initially a rumour about a felling licence application put forward to the Forestry Commission for land owned by the same person/s that currently own Verney Fields. The rumour was followed up with the Forestry Commission who confirmed that an application had been made; a more detailed response is being awaited. In the meantime, an enquiry had been raised with Stroud District Council on the issue; the Forestry Commission consulted with SDC's tree officer who objected to the application and asked that the matter be referred to them to deal with under TPO legislation. SDC's Principal planner, John Chaplin updated the town council with this information providing the following application details: *The Forestry Commission reference number for the application*



is 018/2208/2023 Felling licence and the Forestry Commission Officer dealing with the application is David Rowe.

This information came as a complete surprise in light of the statement made by the owner's of Verney Fields solicitor/spokesperson in support of their argument to Stroud District Council's Development Control Committee in November '23, that there was no intention of harming the trees on the land in question and hence there was no need of a Tree Preservation Order (TPO) for the site.

A town councillor had raised a Freedom of Information (FOI) request prior to the meeting asking the following questions: who the applicant was, the extent of the application and when the application was submitted; he has yet to receive a response

Committee **RESOLVED** to write to the Forestry Commission requesting further information and to make clear that the town council was writing on behalf of the community to try and preserve the trees on site and to highlight the importance of the site and fervent wish for its continued use by the community.

E/712To receive the latest updated Environment Budget.

Officers were unable to provide the latest budget update in time for the meeting. The matter was therefore not discussed

E/713 To discuss the 2024/25 budgets.

Committee agreed the following adjustments to the supporting information provided:

- 1190/5 Tree and Hedge boundary maintenance reduce budget from £6,500 to £3,500
- 2000 Christmas lights reduce budget from £5,000 to £2,000 (£3,000 to be set aside as a new 'Earmarked Reserve')
- 2005 Climate change reduce budget from £2,000 to £0 (£2,000 to be set aside as a new 'Earmarked Reserve')
- 2010/2 Non contract planting maintain existing budget of £3,000
- 2010/3 Watering Services reduce budget from £3,000 to £0
- 2010/4 Other reduce budget from £1,000 to £0
- 2050/4 Communications reduce budget from £1,000 to £0

Total budget saving £11,500 - this information to be fed into FTC discussions

E/714 To receive an update on Verney Fields and discuss follow up actions

Agenda item brought forward - see above

E/715 To approve the annual tree inspection.

Committee APPROVED the award of the contract to 'Glendale Services' at a cost of £813.78 plus vat



E/716 To approve the purchase of replacement swings for Laburnum Park.

Councillors remember the swings that had previously occupied the site and were keen to provide a similar replacement but repositioned at 90 degrees to its original position.

Committee APPROVED the award of the contract to provide and install a new 4 seater 10 feet high swing including ground resurfacing to 'GB Leisure' for the total cost of £15,581 plus vat

E/717 To comment on planning applications.

Erection of an outbuilding. (Retrospective).

24 Oldends Lane Stonehouse Gloucestershire GL10 2DG Ref. No: S.23/2321/HHOLD | Validated: Mon 04 Dec 2023 | STC Response: No objections as long as none from neighbours

 Erection of a front canopy and a replacement single storey rear extension, alterations to fenestration.

1 Arrowsmith Drive Stonehouse Gloucestershire GL10 2QS Ref. No: S.23/23O4/HHOLD | Validated: Wed 22 Nov 2023 | STC Response: No objection as long as none from neighbours

Works to 16 trees. ₱

Double Lock Cottage Ryeford Road North Ryeford Stonehouse Gloucestershire GL10 2LG

Ref. No: S.23/2297/TCA | Validated: Tue 21 Nov 2023 |

STC Response: Council is keen to ensure that the works detailed in the application have been determined as necessary by a certified arborist as it is particularly concerned with the number of fellings. No such report has been provided as part of the application and so the town council would wish to see such a report.

Erection of single storey rear extension.

48 Ryelands Road Stonehouse Gloucestershire GL10 2PQ Ref. No: S.23/2221/HHOLD | Validated: Thu 09 Nov 2023 | STC Response: No objections as long as none from neighbours

Erection of a single storey rear extension and garage conversion.

37 Rosedale Avenue Stonehouse Gloucestershire GL10 2QH Ref. No: S.23/2108/HHOLD | Validated: Wed 25 Oct 2023 | Status: Awaiting decision



Discharge of Condition 4 (landscaping timetable), condition 12 (cycle Storage), Condition 13 (car park road management), condition 14 (EV charging points), condition 15 (Delivery, servicing and car park management) and condition 20 (canal moorings) of S.22/1595/VAR (Variation of Condition 10 (Fire Hydrants) of S.22/0789/VAR (planning permission S.19/1905/FUL) for the Auction Showroom to remove the new fire hydrant requirement)

The Stroud Auction Saleroom Ebley Road Stonehouse Gloucestershire GL10 2LN Ref. No: S.23/2076/DISCON | Validated: Thu 19 Oct 2023 |

STC Response: No Objection

E/718 To receive Working Groups updates.

Members may wish to note any reports from the following:

Comms - Stonehouse Newsletter to be distributed - Cllrs Keith Terry, Debbie Curtis, Carol Kambites and Gary Powell offered their help

Stroudwater (Bristol Road) Station - Met with the MP who has offered to follow the matter up with the Minister for Transport requesting that he comes to Stonehouse Canal Rejuvenation - The new Anchor Group have now met for the second time - a separate project group has been formed to look at the detailed business plan for bringing the SHIP Inn site into community use. 'Meanwhile use of the site is being sought as early as possible - currently working through problem issues

Transport and Highways - Meeting to take place with the local highways manager this week - all current highway issues to be discussed

Public Rights of Way - a progress update was asked for from GCC

Recreation - meeting to be arranged in the new year - good progress is being made with the Stagholt field.

E/719 To receive a report on planning decisions received from Stroud District

Council.

S.23/1603/FUL 64 Midland Road, Stonehouse Erection of a dwelling.

PERMITTED

S.23/1985/DISCON Unit 2, Parcel E4, Land West of Stonehouse Discharge of condition 3 (noise mitigation) of planning permission S.21/2759/REM - 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 appearance. (description updated 13/04 to reflect outline permission).



PERMITTED

S.23/2099/LBC Stonehouse Court Hotel, Bristol Road, Stonehouse Re-roofing of the Caroline Suite and the addition of PV Panels to this roof. **APPLICATION NOT REQUIRED**

S.23/2150/T5DAY Unit 1200 Stonehouse Park Sperry Way Stonehouse Gloucestershire GL10 3UT Decayed Lime Tree (1604) - fell. **APPROVED**

S.23/1765/HHOLD 82 Woodcock Lane Stonehouse Gloucestershire GL10 2ER Erection of a replacement shed. (Retrospective). **PERMITTED**

S.23/1821/FUL 8 Queens Road Stonehouse Gloucestershire GL10 2QA Demolition of former Comrades Club and garage blocks; erection of 4 detached houses and a car port.

Re-submission of S.20/0769/FUL **PERMITTED**

<u>E/720</u> Date of next Environment Committee meeting: Monday 8th January 2023.

Committee NOTED the date of the next meeting