



STONEHOUSE TOWN COUNCIL

To Members of the Town Council

You are hereby summoned to attend the Town Council Meeting to be held on Monday 18th March '24 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, Neil Gibbs, Carol Kambites (Chair), Madelaine Maraboli-Roman, 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
12th March 2024

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

A G E N D A

- | | |
|--------|--|
| TC3203 | To receive apologies |
| TC3204 | To receive declarations of interest |
| TC3205 | To approve the minutes of the Town Council meeting of 5 th March '24 |
| TC3206 | To receive reports from Chair of Town Council and town councillors |
| TC3207 | To receive reports from County and District Councillors |
| TC3208 | To receive RFO's budget report and bank reconciliation for February '24 |
| TC3209 | To approve the latest payment list |
| TC3210 | To approve the Council's Direct Debit and Standing Order payment arrangements for financial year 2024/25 |
| TC3211 | To approve the annual subscriptions for 2024/25 |

- TC3212 To receive an update on the preparations for the Annual Meeting of the Town (including Civic Awards) scheduled for 25th April 2024
- TC3213 To note the town council's financial assistance towards Transition Stroud's 'e' bike scheme and approve the council's involvement as a Community Partner.
- TC3214 To approve questions to the GAPTC for its Annual General Meeting
- TC3215 To approve the recruitment of the temporary replacement for the Business Support Officer's post
- TC3216 To approve the purchase of grounds maintenance equipment
- TC3217 To receive the minutes of the Business Committee meeting on 4th March '24 and approve the following reviewed policies
- Grant Policy
 - Risk Management Policy
 - Health and Safety Policy
 - Code of Conduct
 - Investment Strategy
- TC3218 To receive the minutes of the Environment Committee meeting on 26th February '24
- TC3219 To approve communications in support of the meeting's decisions
- TC3220 Date of next meeting - Monday 22nd April '24

Notes on Agenda items, Full Town Council Monday 18th March 2024

TC3205 - Minutes	See attached minutes
TC3208 - Budget	See attached budget report – reconciliation report to be supplied at the meeting
TC3209 - Payments	Payment list to be provided at the meeting
TC3210 – ICC	See attached report
TC3211 – Subscriptions	<p>Subscription rates will be provided at the meeting</p> <ul style="list-style-type: none"> • GAPTC • SLCC • GRCC • Fields in Trust • Open Spaces Society • Survey Monkey • Parish online • Cotswold Canals Trust
TC3212 – Annual Town Meeting	The Annual Meeting of the Town (incl Civic Awards) is scheduled for Thursday 25 th April '24.
TC3213 – Transition Stroud	<p>At its meeting on 20th Feb, Environment Committee approved a financial contribution towards Transition Stroud's 'e' bike project. The project requires further input/support from the town council as a 'Community Partner' as detailed in the attached project agreement.</p> <p>Recommendation: Council is asked to approve this level of additional support.</p>
TC3214 - GAPTC	<p><u>See attachment</u></p> <p><u>Call for RESOLUTIONS</u></p> <p>It's that time of year again, when GAPTC asks its member councils to submit resolutions to be debated at our upcoming AGM; and while we're talking about the AGM, save the date & BOOK, 20 July 2024. Please find attached the information necessary and submit your council's resolution no later than <u>Friday 2 May 2024</u>.</p>
TC3215 - Staffing	<p>At its meeting on 17th January '24, Council was advised of the recruitment for a temporary Business Support Officer to cover maternity leave. The new recruit has since left the council's employment and the position has once again become vacant. The Chair of HR Sub Committee and Vice Chair of Council were consulted to readvertise the position immediately. Two applicants have so far applied and it is hoped that a successful applicant will be recommended in time of the Council meeting.</p> <p>NOTE! It is essential for the position to be filled quickly in order to take advantage of the presence of the current BSO</p>
TC2316 - Equip	<p>In 2022, Council made a move over to battery powered grounds maintenance equipment from 'EGO'. This has proven to be a success to date, allowing the two Town Maintenance Officers to operate a lot more flexibly and productively in maintaining the council's assets and town centre. Officers are requesting authorisation to purchase three additional pieces of battery powered equipment that would further enhance the town's maintenance capabilities:</p> <ul style="list-style-type: none"> • A small hand-blower allowing a quick response to tidying an area of cur grass, spillages etc • A second multi tool base unit allowing both TMOs the ability to work alongside each other • A 16inch Chainsaw that will be more lightweight to use at Doverow Woods <p>The total purchase price for all three items will be £647 plus vat</p> <p>As the council has invested substantially in the 'EGO' brand and hence is able to use its existing battery stock to power the existing and new equipment, Officers strongly advise to continue to invest in the 'EGO' equipment.</p>

	Recommendation – For Council to approve the purchased of all three pieces of battery powered equipment from ‘EGO’ at a total cost of £647 including vat
TC3213 - BC	See attached draft minutes and policies
TC3194 - EC	See attached draft minutes.



Minutes of an Extraordinary meeting of the Town Council held on Monday 5th March 2024, 7pm at the Town Hall

Present:

Councillors: Councillors: Rachel Armstrong, John Callinan, Keith Creighton, Mike Davis, Marcus Dixon, Neil Gibbs, Carol Kambites (Chair of Council), Gary Powell, Val Randell, Madelaine Maraboli-Roman, Keith Terry and Theresa Watt (Vice Chair of Council).

In Attendance: Town Clerk, Carlos Novoth

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

There were no members of the public in attendance

- TC3198 To receive apologies**
Apologies were received from Cllrs Debbie Curtis and Wendy Thomson
- TC3199 To receive declarations of interest**
There were no declarations of interest
- TC3200 To approve the minutes of the Town Council meeting of 19th February'23**
Council **APPROVED** the minutes as a true and accurate record of the meeting
- TC3201 To award the Council's Grounds Maintenance Service Contract to the successful Tenderer**
The Clerk provided an overview of the tender evaluations undertaken by the tender evaluations team which included the Clerk and the Chairs of Business and Environment Committees. The results were presented with a clear recommendation to appoint Tenderer 1 on the results sheet identified as 'T.W Hawkins and Sons' with total Core and Provisional costs of £24,900 and £11,710 respectively. The total first year costs to include core works of £24,900 and provisional works of £3,600 making year one costs a total of £28,500.

Council **RESOLVED** to award the four year Grounds Maintenance contract with a total contract price for core and provisional works combined, of £36,610

TC3202 **Date of next meeting - Monday 18th March '24**
Council **NOTED** the date of the next meeting

Financial Budget Comparison

Comparison between 01/04/23 and 12/03/24 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 Business Committee						
100	Precept	£373,973.21	£0.00	£373,973.00	-£0.21	0.00%
105	Newsletter Advertising	£100.00	£0.00	£0.00	-£100.00	-100.00%
120	Feed-in Tariff from Town Hall	£800.00	£0.00	£588.51	-£211.49	-26.44%
125	Stonehouse Town FC lease	£600.00	£0.00	£0.00	-£600.00	-100.00%
126	STFC Water Recharge	£0.00	£0.00	£0.00	£0.00	0.00%
127	STFC Electric Recharge	£0.00	£0.00	£1,822.06	£1,822.06	100.00%
130	Athletics Field Lease	£0.00	£0.00	£0.00	£0.00	0.00%
135	Phone Mast on Land	£7,000.00	£0.00	£5,998.12	-£1,001.88	-14.31%
140	Building Lease at OEL	£637.00	£0.00	£1,273.04	£636.04	99.85%
145	Magpies Social Club	£3,150.00	£0.00	£2,887.50	-£262.50	-8.33%
150	Community Centre Lease	£500.00	£0.00	£500.00	£0.00	0.00%
155	OEL Pitch Hire	£2,000.00	£0.00	£870.00	-£1,130.00	-56.50%
160	Misc Income	£500.00	£0.00	£1,623.28	£1,123.28	224.66%
170	Investments Interest	£0.00	£0.00	£0.00	£0.00	0.00%
171	Bank Interest - Lloyds Bank	£200.00	£0.00	£0.00	-£200.00	-100.00%
172	Bank Interest - Charity A/C	£200.00	£0.00	£0.00	-£200.00	-100.00%
173	Bank Interest - Natwest	£200.00	£0.00	£1,717.03	£1,517.03	758.52%
174	Bank interest - Cambridge BS	£200.00	£0.00	£2,073.88	£1,873.88	936.94%
175	Town Hall/Library Recharges	£3,700.00	£0.00	£1,684.83	-£2,015.17	-54.46%
176	Bank Interest - Nationwide	£200.00	£0.00	£0.00	-£200.00	-100.00%
177	Bank Interest - Melton Building Society	£0.00	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/23 and 12/03/24 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	£16,421.48	£16,421.48	100.00%
Total Town Business Committee	£393,960.21	£0.00	£411,432.73	£17,472.52	4.44%
Town Environment Committee					
200 Stonehouse in Bloom	£1,500.00	£0.00	£0.00	£-1,500.00	-100.00%
205 Event Income/Donations					
205/1 Events	£1,200.00	£0.00	£1,110.00	£-90.00	-7.50%
205/2 Donations	£0.00	£0.00	£259.64	£259.64	100.00%
205 Total	£1,200.00	£0.00	£1,369.64	£169.64	14.14%
210 Planting Sponsorship	£1,500.00	£0.00	£650.00	£-850.00	-56.67%
215 Grants	£0.00	£0.00	£0.00	£0.00	0.00%
Total Town Environment Committee	£4,200.00	£0.00	£2,019.64	£-2,180.36	-51.91%
Total Income	£398,160.21	£0.00	£413,452.37	£15,292.16	3.84%
EXPENDITURE					
Town Business Committee					
1000 Salaries					
1000/1 Contracted staff	£180,000.00	£0.00	£163,293.55	£16,706.45	-9.28%
1000/2 Locum	£0.00	£0.00	£0.00	£0.00	0.00%
1000/3 Short term contracted staff	£0.00	£0.00	£0.00	£0.00	0.00%
1000 Total	£180,000.00	£0.00	£163,293.55	£16,706.45	-9.28%
1010 Training & Recruitment					
1010/1 Contracted Staff	£4,000.00	£0.00	£1,309.00	£2,691.00	-67.28%
1010/2 Councillors	£1,000.00	£0.00	£127.68	£872.32	-87.23%
1010 Total	£5,000.00	£0.00	£1,436.68	£3,563.32	-71.27%

Financial Budget Comparison

Comparison between 01/04/23 and 12/03/24 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	£301.57	£2,198.43	-87.94%
1030	Professional Fees	£8,000.00	£4,330.40	£3,669.60	-45.87%
1040	IT support				
1040/1	General	£6,750.00	£5,832.24	£917.76	-13.60%
1040/2	Website	£1,000.00	£1,378.47	-£378.47	37.85%
1040/3	Newsletter	£0.00	£0.00	£0.00	0.00%
1040/4	Phones	£1,500.00	£457.96	£1,042.04	-69.47%
1040/5	Printing	£0.00	£625.95	-£625.95	100.00%
1040	Total	£9,250.00	£8,294.62	£955.38	-10.33%
1050	Office Equipment Renewals	£500.00	£0.00	£500.00	-100.00%
1060	Grants				
1060/1	One-Offs	£10,000.00	£24,136.00	-£9,136.00	91.36%
1060/2	Long-Term	£5,000.00	£0.00	£5,000.00	-100.00%
1060	Total	£15,000.00	£24,136.00	-£4,136.00	27.57%
1070	Town Hall/Library Shared Costs				
1070/1	Rates	£4,500.00	£0.00	£4,500.00	-100.00%
1070/2	Water	£700.00	£700.38	-£0.38	0.05%
1070/3	Electric	£3,000.00	£2,437.15	£562.85	-18.76%
1070/4	Gas	£4,000.00	£1,687.12	£2,312.88	-57.82%
1070/5	Interior Maintenance (reactive)	£1,000.00	£0.00	£1,000.00	-100.00%
1070/6	Interior Maintenance (programmed)	£1,000.00	£584.28	£415.72	-41.57%
1070/7	Waste Collection	£300.00	£85.84	£214.16	-71.39%
1070/8	Security	£0.00	£650.00	-£650.00	100.00%

Financial Budget Comparison

Comparison between 01/04/23 and 12/03/24 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	£6,144.77	£8,355.23	-57.62%
1080	Town Hall/Library STC costs				
1080/1	Exterior Maintenance/Cleaning	£1,000.00	£136.00	£864.00	-86.40%
1080/2	Interior Cleaning	£1,500.00	£1,816.03	-£316.03	21.07%
1080	Total	£2,500.00	£1,952.03	£547.97	-21.92%
1090	Admin Expenses				
1090/1	Paper	£250.00	£127.25	£122.75	-49.10%
1090/2	Other	£2,000.00	£2,519.29	-£519.29	25.96%
1090/3	Printing and Delivery of Newsletters	£1,500.00	£2,691.00	-£1,191.00	79.40%
1090	Total	£3,750.00	£5,337.54	-£1,587.54	42.33%
1100	Mayor's Charity & Expenses	£300.00	£66.48	£233.52	-77.84%
1110	Travel Costs/Staff & Councillors	£400.00	£0.00	£400.00	-100.00%
1120	Election Costs	£0.00	£8,924.35	£0.00	0.00%
1130	Civic/Remembrance Parades	£180.00	£0.00	£180.00	-100.00%
1140	Pavilion Overheads				
1140/1	Rates	£0.00	£0.00	£0.00	0.00%
1140/2	Water	£600.00	£1,073.10	-£473.10	78.85%
1140/3	Electric	£8,300.00	£2,827.23	£5,472.77	-65.94%
1140/4	Cleaning	£1,000.00	£327.87	£672.13	-67.21%
1140/5	Maintenance (reactive)	£3,000.00	£1,373.65	£1,626.35	-54.21%
1140/6	Maintenance (programmed)	£1,000.00	£11,715.41	£888.59	-88.86%
1140/7	Waste Collection	£900.00	£312.16	£587.84	-65.32%
1140/8	Security	£200.00	£526.50	-£326.50	163.25%

Financial Budget Comparison

Comparison between 01/04/23 and 12/03/24 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	£480.00	£220.00	-31.43%
1140	Total	£15,700.00	£11,604.00	£18,635.92	£8,668.08	-55.21%
1150	Workshop Overheads					
1150/1	Water	£0.00	£0.00	£0.00	£0.00	0.00%
1150/2	Electric	£300.00	£0.00	£0.00	£300.00	-100.00%
1150/3	Maintenance (Reactive)	£300.00	£0.00	£780.27	-£480.27	160.09%
1150/4	Maintenance (programmed)	£2,000.00	£0.00	£233.24	£1,766.76	-88.34%
1150/5	Waste Collection	£2,000.00	£0.00	£891.13	£1,108.87	-55.44%
1150/6	Security	£0.00	£0.00	£210.86	-£210.86	100.00%
1150	Total	£4,600.00	£0.00	£2,115.50	£2,484.50	-54.01%
1160	Equipment & Vehicle Costs					
1160/1	Equipment and Vehicle costs	£1,000.00	£0.00	£1,768.39	-£768.39	76.84%
1160/2	Maintenance	£1,000.00	£0.00	£715.07	£284.93	-28.49%
1160/3	Fuel	£1,000.00	£0.00	£478.17	£521.83	-52.18%
1160/4	Tax	£200.00	£0.00	£320.00	-£120.00	60.00%
1160/5	MOT/Service	£600.00	£0.00	£59.54	£540.46	-90.08%
1160	Total	£3,800.00	£0.00	£3,341.17	£458.83	-12.07%
1170	Youth Centre Workers	£54,000.00	£0.00	£55,625.11	-£1,625.11	3.01%
1180	Youth Centre Overheads					
1180/1	Rates	£1,400.00	£0.00	£0.00	£1,400.00	-100.00%
1180/2	Water	£300.00	£0.00	£0.00	£300.00	-100.00%
1180/3	Electric	£3,000.00	£0.00	£1,458.84	£1,541.16	-51.37%
1180/4	Cleaning	£1,000.00	£0.00	£901.00	£99.00	-9.90%

Financial Budget Comparison

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

	2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
1180/5	Maintenance (reactive)	£2,000.00	£0.00	£2,000.00	-100.00%
1180/6	Maintenance (programmed)	£1,500.00	£0.00	£1,500.00	-100.00%
1180/7	Waste collection	£700.00	£109.44	£590.56	-84.37%
1180/8	Security	£500.00	£1,211.55	£711.55	142.31%
1180/9	IT costs	£500.00	£634.83	£134.83	26.97%
1180	Total	£10,900.00	£4,315.66	£6,584.34	-60.41%
1200	Subscriptions	£3,500.00	£2,665.96	£834.04	-23.83%
1210	Insurances				
1210/1	Public/Employee Liability	£7,000.00	£6,239.18	£760.82	-10.87%
1210/2	Buildings	£0.00	£0.00	£0.00	0.00%
1210/3	Vehicle	£0.00	£0.00	£0.00	0.00%
1210	Total	£7,000.00	£6,239.18	£760.82	-10.87%
1220	Project Planning & Delivery	£0.00	£299.00	£0.00	0.00%
1230	Climate Change	£5,000.00	£0.00	£310.00	-6.20%
Total Town Business Committee		£346,380.00	£322,145.49	£50,061.86	-14.45%
Town Environment Committee					
1190	Amenity Areas				
1190/1	Grounds Maintenance (contract)	£25,000.00	£24,177.98	£822.02	-3.29%
1190/2	Grounds Maintenance (in-house)	£2,000.00	£978.09	£1,021.91	-51.10%
1190/3	Play Equipment maint/repairs/insp	£2,500.00	£2,418.74	£81.26	-3.25%
1190/4	Public Space Improvements	£5,300.00	£1,582.80	£1,505.31	-28.40%
1190/5	Tree & Hedge/boundary maintenance	£6,500.00	£0.00	£3,558.00	-54.74%
1190/6	Waste Collection	£5,000.00	£0.00	£5,174.00	3.48%

Financial Budget Comparison

Comparison between 01/04/23 and 12/03/24 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
1190	Total	£46,300.00	£1,582.80	£41,068.30	£6,814.50
2000	Christmas Lights	£5,000.00	£0.00	£2,597.25	£2,402.75
2005	Climate Change	£2,000.00	£0.00	£0.00	£2,000.00
2010	In Bloom				
2010/1	Contract Planting	£0.00	£2,677.98	£0.00	£2,677.98
2010/2	Non-Contract Planting	£3,000.00	£0.00	£2,209.06	£790.94
2010/3	Watering Services	£3,000.00	£0.00	£0.00	£3,000.00
2010/4	Other	£1,000.00	£0.00	£3,971.33	£-2,971.33
2010	Total	£7,000.00	£2,677.98	£6,180.39	£3,497.59
2050	Cultural Events & Studies				
2050/1	Goodwill	£5,000.00	£0.00	£4,765.10	£234.90
2050/2	Civic Awards	£300.00	£0.00	£111.34	£188.66
2050/3	Other	£3,000.00	£930.92	£1,224.54	£2,706.38
2050/4	Communications	£1,000.00	£0.00	£300.00	£700.00
2050	Total	£9,300.00	£930.92	£6,400.98	£3,829.94
2080	Neighbourhood Plan Review	£0.00	£0.00	£0.00	£0.00
2090	Planning Specialist Advice				
2090/1		£0.00	£0.00	£884.00	£-884.00
2090/2		£0.00	£0.00	£0.00	£0.00
2090	Total	£0.00	£0.00	£884.00	£-884.00
Total Town Environment Committee		£69,600.00	£5,191.70	£57,130.92	£17,660.78
Total Expenditure		£415,980.00	£31,019.05	£379,276.41	£89,518.34

Financial Budget Comparison

Comparison between 01/04/23 and 12/03/24 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	£413,452.37	£15,292.16	3.84%
Total Expenditure	£415,980.00	£31,019.05	£379,276.41	£67,722.64	-16.28%
Total Net Balance	-£17,819.79		£34,175.96		

Bank Account Reconciled Statement

Stonehouse Town Council

01651837

30-98-29

Statement Number

47

Bank Statement No. 47

Statement Opening Balance

£43,932.59

Opening Date

01/02/24

Statement Closing Balance

£12,130.31

Closing Date

29/02/24

True/ Cashbook Closing
Balance

£12,130.31

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/02/24	BGC010224WESSE X	Wessex Reserves Force	0.00	1,273.04	45,205.63
02/02/24	BGC020224HMRC	HMRC (VAT)	0.00	3,435.08	48,640.71
05/02/24	FPI050224MAGPIE S	Magpies Social Club	0.00	262.50	48,903.21
07/02/24	BGC070224CELLN ET	Cellnex (ON Tower UK)	0.00	5,998.12	54,901.33
07/02/24	BGC070224GCC	Gloucestershire County Council	0.00	986.58	55,887.91
07/02/24	DEB070224CVD	CVD Insurance Services	923.12	0.00	54,964.79
07/02/24	FPO070224A&E	A&E Fire and Security	90.00	0.00	54,874.79
07/02/24	FPO070224ALLST ONE	Allstone Speedy Skips	182.40	0.00	54,692.39
07/02/24	FPO070224DOOR	The Door	13,352.00	0.00	41,340.39
07/02/24	FPO070224GCC	Gloucestershire County Council	331.88	0.00	41,008.51
07/02/24	FPO070224JIREH	Jireh Solutions Ltd	1,212.80	0.00	39,795.71
07/02/24	FPO070224KELL	Kellaway Building Supplies Ltd	44.90	0.00	39,750.81
07/02/24	FPO070224KIBLEC	Kiblec Electrical & Security	90.00	0.00	39,660.81
07/02/24	FPO070224MBE	MBE Installations	420.00	0.00	39,240.81
07/02/24	FPO070224PROLIF IC	Prolific Solutions (South West) Ltd	51.34	0.00	39,189.47
07/02/24	FPO070224SANCT US	Sanctus Training	132.00	0.00	39,057.47
07/02/24	FPO070224WNEST	WorkNest	2,537.52	0.00	36,519.95
08/02/24	DD080224YUENER GY	YU Energy	523.19	0.00	35,996.76
12/02/24	DD120224YUENER GY	YU Energy	376.62	0.00	35,620.14
12/02/24	DEB120224PELTD	Pump Express Ltd	431.94	0.00	35,188.20
13/02/24	BGC130224HMRC	HMRC	0.00	90.00	35,278.20
13/02/24	DD130224WATERP LUS	WaterPlus	70.68	0.00	35,207.52
14/02/24	FPI140224LP	Leeper Prosser	0.00	100.00	35,307.52
15/02/24	DEB150224SMITHS	Smiths Gloucester LTD	132.00	0.00	35,175.52
15/02/24	DEB150234FASTH OSTS	Fasthosts	73.20	0.00	35,102.32
19/02/24	DEB190224DELTA9	Delta Nine Ltd	30.00	0.00	35,072.32

Bank Account Reconciled Statement

19/02/24	DEB190224SMITHS	Smiths Gloucester LTD	240.00	0.00	34,832.32
19/02/24	NILPAID	Pam Swain	0.00	0.00	34,832.32
19/02/24	PAY190224LLOYD S	Lloyds Bank	7.00	0.00	34,825.32
20/02/24	DEB200224VOIPFO NE	Voipfone	8.40	0.00	34,816.92
21/02/24	SO210224SALARIE S	Staff Salaries	11,291.20	0.00	23,525.72
23/02/24	COR230224SST	Stonehouse School of Trustees	-1,000.00	0.00	24,525.72
23/02/24	DD230224WATERP LUS	WaterPlus	62.11	0.00	24,463.61
23/02/24	DEB230224DPD	DPD	37.19	0.00	24,426.42
23/02/24	FPO230224A&E	A&E Fire and Security	180.00	0.00	24,246.42
23/02/24	FPO230224ADAD	All Done and Dusted	98.40	0.00	24,148.02
23/02/24	FPO230224ALLSO RTS	Allsorts	1,000.00	0.00	23,148.02
23/02/24	FPO230224CDS	Cotswold Drain Services	252.00	0.00	22,896.02
23/02/24	FPO230224CKAMBITES	Carol Kambites	35.00	0.00	22,861.02
23/02/24	FPO230224CS	Carla Swindells	5.00	0.00	22,856.02
23/02/24	FPO230224DODDLE	Doddle Agency Ltd	36.00	0.00	22,820.02
23/02/24	FPO230224EDGE	Edge IT Systems Ltd	1,376.40	0.00	21,443.62
23/02/24	FPO230224FVS	Five Valleys Signs	42.00	0.00	21,401.62
23/02/24	FPO230224GRUNDON	Grundon Waste Management Ltd	64.79	0.00	21,336.83
23/02/24	FPO230224HMRC	HMRC	3,849.70	0.00	17,487.13
23/02/24	FPO230224HURNS	Hurns Hardware	21.63	0.00	17,465.50
23/02/24	FPO230224JIREH	Jireh Solutions Ltd	674.17	0.00	16,791.33
23/02/24	FPO230224JMC	Jo Mew Creative	150.00	0.00	16,641.33
23/02/24	FPO230224JS	Jacqui Sanders	11.99	0.00	16,629.34
23/02/24	FPO230224PROLIFIC	Prolific Solutions (South West) Ltd	18.00	0.00	16,611.34
23/02/24	FPO230224SSS	Severnside Safety Supplies Ltd	139.25	0.00	16,472.09
23/02/24	FPO230224SST	Stonehouse School of Trustees	1,000.00	0.00	15,472.09
23/02/24	FPO230224STROUDALARM	Stroud Alarms	612.00	0.00	14,860.09
23/02/24	FPO230224TJG	T J Gardiner	265.80	0.00	14,594.29
23/02/24	FPO230224TWHAWKINS	T W Hawkins & Sons	2,478.00	0.00	12,116.29
27/02/24	DEB270224PELTD	Pump Express Ltd	-412.80	0.00	12,529.09
28/02/24	SO280224PATA	PATA Payroll	74.60	0.00	12,454.49
28/02/24	SO280224UBICO	Ubico Limited	468.00	0.00	11,986.49

Bank Account Reconciled Statement

29/02/24	FPI290224STFC	Stonehouse Town Football Club	0.00	143.82	12,130.31
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Uncleared and unpresented effects

Total uncleared and unpresented	0.00	0.00
Total debits / credits	44091.42	12289.14

Reconciled by Carla Swindells

Signed _____
Clerk / 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
3591		£98.40	1180/4	29/02/24	All Done and Dusted - February 2024 - Pod cleaning	1757
		£98.40			All Done and Dusted - Total	
3592		£32.06	1160/1	08/03/24	Amazon - Nitrile gloves PC RH - paid by debit card	4298765
		£32.06			Amazon - Total	
3593		£37.19	1090/2	22/02/24	DPD - Postage costs for return of water pump (TN3564) to Pump Express Ltd - paid by debit card	
		£37.19			DPD - Total	
3594		£16.80	1080/1	29/02/24	Easy Window Cleaning - March 2024 - TH	19475
		£16.80			Easy Window Cleaning - Total	
3563		£73.20	1090/2	16/02/24	Fasthosts - Domain name renewal - Stonehousetowncouncil.gov.uk	
		£73.20			Fasthosts - Total	
3595		£165.94	1080/2	19/02/24	Gloucestershire County Council - February 2024 - TH Cleaning	1800744204
		£165.94			Gloucestershire County Council - Total	
3596		£64.79	1150/5	29/02/24	Grundon Waste Management Ltd - February 2024 - Waste - Workshop	1012821
		£64.79			Grundon Waste Management Ltd - Total	
3597		£514.38	1040/1	28/02/24	Jireh Solutions Ltd - February 2023 - Additional	28985
3598		£288.10	1040/1	29/02/24	Jireh Solutions Ltd - February 2024 - Contract	29056
		£802.48			Jireh Solutions Ltd - Total	
3599		£175.00	1040/2	28/02/24	Jo Mew Creative - February 2024 - Website management plus stationary updates and survey monkey training	1068
		£175.00			Jo Mew Creative - Total	
3600		£80.00	1160/3	29/02/24	John Stayte Services Ltd - February 2024 - Fuel	9002192
		£80.00			John Stayte Services Ltd - Total	
3601		£52.57	1150/4	05/03/24	Kellaway Building Supplies Ltd - OEL memorial bench - 4 x Post fix, 2 bags pea gravel and 2 slabs textured buff	002651833
		£52.57			Kellaway Building Supplies Ltd - Total	
3602		£80.00	1090/2	29/02/24	MDL Kelex - Support Stonehouse leaflets x 1000	18887

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
		£80.00			MDL Kelex - Total	
3603		£348.00	1200	01/12/23	MRG Systems - TH Screen - Licence 23/24 and training fee	36124
		£348.00			MRG Systems - Total	
3604		£176.88	1040/5	27/02/24	PEAC Finance - Lease rental and equipment protection charges	004250002904
		£176.88			PEAC Finance - Total	
3605		£18.00	1040/5	29/02/24	Prolific Solutions (South West) Ltd - February 2024 - Printer TH	10292
		£18.00			Prolific Solutions (South West) Ltd - Total	
3606		£32.48	1020	29/02/24	Seton - Eyewash pod and refills	9303729358
		£32.48			Seton - Total	
3608		£298.00	1200	12/03/24	SLCC Enterprises Ltd - Membership 24/25	
3609		£72.00	1010/1	08/03/24	SLCC Enterprises Ltd - Water compliance training - PC	2152391
3610		£72.00	1010/1	08/03/24	SLCC Enterprises Ltd - Water compliance training - RH	2152401
		£442.00			SLCC Enterprises Ltd - Total	
3611		£2,341.50	2000	15/02/24	STL Gloucester Ltd - Installation and removal of Christmas lighting 2023 plus two trees for shop frontages & removal of TG lighting and tree branch	152324
		£2,341.50			STL Gloucester Ltd - Total	
3587		£780.00	2090/1	08/03/24	STM Enviromental - Flood Risk Assesment - Stagholt Playing Field	
		£780.00			STM Enviromental - Total	
3607		£100.00	1090/2	12/03/24	Stonehouse In Bloom - Refund of monies sent to STC by Leeper Prosser for planters 14/02/24	
		£100.00			Stonehouse In Bloom - Total	
3612		£53.58	1180/8	01/10/23	Stroud Alarms - Pod - Annual Fire Alarm Monitoring 23/24 £214.32, credit value £160.74. Remaining due £53.58	55892
3613		£90.00	1140/8	28/02/24	Stroud Alarms - Pavilion - Installation of existing Dualcom to intruder alarm	57507
		£143.58			Stroud Alarms - Total	
3614		£12.75	1090/2	05/03/24	Theresa Watt - Expenses - Postage	

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
		£12.75			Theresa Watt - Total	
3615		£2,000.00	1060/1	27/02/24	Transition Stroud - Grant payment - TEC Monday 27th Feb E/751	
		£2,000.00			Transition Stroud - Total	
3616		£468.00	1190/6	16/02/24	Ubico Limited - February 2024 - Dog/litter bin collection	60066102
		£468.00			Ubico Limited - Total	
3617		£32.11	1140/4	01/03/24	UK Office Direct - Jumbo toilet roll x 6 - Pavilion - paid by debit card	8000767348
		£32.11			UK Office Direct - Total	
3618		£20.00	1040/4	11/03/24	Voipfone - Auto top up	1014354362
		£20.00			Voipfone - Total	
3619		£94.72	1140/2	29/02/24	WaterPlus - February 2024 - Water - Pavilion	04925649
3620		£59.52	1070/2	08/03/24	WaterPlus - February 2024 - Water - TH	05051182
		£154.24			WaterPlus - Total	
3621		£192.00	1190/4	29/02/24	Wildwood Ecology - Stagholt - Ecological Report - paid by debit card	02832
		£192.00			Wildwood Ecology - Total	
3622		£188.87	1070/3	01/03/24	YU Energy - February 2024 - Electricity - TH	01548392
3623		£84.66	1070/3	01/03/24	YU Energy - February 2024 - Electricity - Library	01548393
3624		£183.32	1180/3	01/03/24	YU Energy - February 2024 - Electricity - Pod	01573974
3625		£284.31	1070/4	01/03/24	YU Energy - February 2024 - Gas - TH	01581745
		£741.16			YU Energy - Total	
Total		£9,681.13				

Signature _____
Date _____

Signature _____

Annual Review of Approved Annualised, Direct Debit, Standing Order payments for the 2023/24 financial year – February 2023

Payments for Business rates to be made in full at the commencement of financial year 2023/24

Council currently pays the following by Variable Direct Debit to the council's current ongoing suppliers:

- YU Energy – (Supplies for 4 Electricity Meters and 1 Gas Meter)
- Waterplus – (Three water meters)
- Voipfone – (Office phone)
- BT – (Pod internet)
- PEAC Finance - (Office printer)
- John Stayte Services - (Vehicle Fuel)
- NEST pension
- TV Licensing

Officers **recommendations** for the 2023/24 Financial Year are as follows:

1. Continuing with Standing Order arrangements for the following payments:
 - Salaries (Clerk, Deputy Clerk, Business Support Officer (Substitute BSO), Project Officer, Senior Grounds person and Grounds person)
 - PATA payroll & pension admin services
 - Ubico (community waste/dog bins)
2. Continuing with the Variable Direct Debit arrangements for payments, as detailed above.

* All other payments are made using bank transfer (BACS).



Memorandum of understanding between Transition Stroud, The Bike Drop, and [Community Partner]

Introduction and Purpose

This Memorandum of Understanding (MoU) sets out the understanding between The Bike Drop (TBD), Transition Stroud (TS) and [Community partner] for the purpose of working together to develop community-run e-bike loan project in the District of Stroud.

Reporting

Community partners agree to meet quarterly to report back to TS on the number of loans their project has facilitated and submit feedback from users. TBD agree to send TS quarterly updates on the number and type of services each e-bike has received. TS agree to meet quarterly to report back to community partners on donated income generated through their activities. Annual reporting will monitor number of loans, number of beneficiaries, number of community volunteers, donated income / e-bike and total mileage.

Funding

Grant and donated income to be held and managed by TS. At the annual reporting meeting all parties to agree on use of donated income and e-bike sale income for subsequent years of the project.

Duration

This project and MOU is currently limited to a pilot year (1 April 2024 - 31 March 2025), with the possibility of an extension for all parties after this period.

Contact Information

Party: TBD

Name:

Position:

Address:

Telephone:

E-mail:

Party: TS

Name:

Position:

Address:

Telephone:

E-mail:

Party: [Community Partner]

Name:

Position:

Address:

Telephone:

E-mail:

Signatories

TBD

..... Date:

TS

..... Date:

[Community Partner]

..... Date:

E-bike Pilot Project Outline

Transition Stroud and social enterprise The Bike Drop are working together to run three e-bike hire pilot projects across Stroud district in collaboration with Climate Action Networks, community groups and cycling enthusiasts in our region. These pilots will form affordable e-bike loan hubs that are run by local communities to help more people decide whether they would like to make the switch from car to e-bike. This project will introduce more people to e-bikes and help reduce the number of short car journeys in our area.

The pilot year aims to establish:

- Who would like to borrow an ebike
- How long people would like to borrow an ebike
- What people are willing to pay for borrowing an ebike (and therefore whether the scheme is sustainable long term)
- Whether community storage may be required in future
- Whether smart unlocking may be required in future
- Where people use ebikes (journeys/ routes etc)
- What style of bike is used and for what (single user/ family/ cargo etc)
- How much maintenance is required to keep bikes in service

Funding Information: This project has been funded by SDC, Transition Together, Stonehouse Town Council, Minchinhampton Community Hub and Brimscombe and Thrupp Parish Council.

We are running three pilots in:

- Minchinhampton
- Brimscombe & Thrupp, Chalford and Bisley
- Stonehouse

In collaboration with Stonehouse Town Council (CAN), Minchinhampton CAN and Minchinhampton Community Hub, Brimscombe and Thrupp Parish Council, ChalCAN and BisCAN.

The Bike Drop

- Will provide the e-bikes plus all necessary accessories.
- Is committed to offering regular services for all e-bikes in this project (either quarterly or based on mileage, depending on need) at their Brimscombe Mill address.
- Will address any technical problems with the e-bikes following a service under their existing terms of service.
- Will provide a minimum of 2 volunteer training sessions for community groups which will include practical e-bike repair and care as well as 'train the trainer' e-bike riding support.
- Will provide printed guides on how to care for the e-bikes and batteries.
- Will offer advice on the sale of the e-bikes at the end of the pilot period.
- Will provide storage space (but no check-out or handover service) for the Brimscombe and Thrupp e-bikes.

Transition Stroud

- Will retain ownership of all hardware (e-bikes and accessories) for the duration of this pilot.
- Will provide public liability and full third party insurance coverage for the e-bikes and their end users and be responsible for any issues that arise while the e-bikes are under warranty.
- Will track the use of the e-bikes through tracking chips / software and retain the data safely and anonymously in accordance with GDPR requirements.
- Will offer community volunteer support and training, including on recruitment, publicity, bookings systems, donation guidance and monitoring.
- Will provide guideline loan and donation terms and printed documents for community groups to use with their community members.
- Will provide a central booking and donation / payment system.
- Will provide loan agreement and monitoring forms for community member use.
- Will organise quarterly catch-ups through the lifetime of the pilot.
- Will be responsible for reporting back to supporters and funders at the end of the pilot.

[Community Partner]

- Will recruit a minimum of three volunteers to run the community pilot and share volunteer details with TS.
- Will promote the pilot locally to community members.
- Will ensure that all loan and donation / payment and monitoring guidance provided by TS is adhered to.
- Will provide a point of contact for public enquiries.
- Is responsible for checking the identity and contact details for each community member booking at the e-bike handover point, as well as making sure that the loan agreement is signed and securely stored.
- Is responsible for checking the e-bikes in and out and giving the e-bikes a visual inspection on their return.
- Will ensure that the e-bikes are able to be transported to TBD for servicing when necessary.
- Will complete TS quarterly monitoring and commit at least one representative to attend quarterly catch-up meetings.
- Will securely store e-bikes and accessories when not on loan to users (e-bikes must be stored either inside a locked building, or secured against an immovable object if outside).
- Will collect feedback from every user and relay this to TS (where online feedback has not already been collected).



ANNUAL GENERAL MEETING

**Saturday, 20th July 2024 at 10.30 am
Highnam Community Centre**

CALL FOR RESOLUTIONS

**This is an invitation to your Council to consider
submitting a RESOLUTION for debate at the
Annual General Meeting**

**RESOLUTIONS, as approved by your Council,
should be emailed and must be received in this
office by**

Friday, 2 May 2024

Your resolution becomes a 'proposal' to our AGM, where it is presented by a member of your Council, debated and any action agreed.

Your topic for debate can be one affecting national or local policies, or the way GAPTC itself is run. If it relates to the work of NALC, it should not be one that is already included in NALC's current list of policies – see NALC's [online register](#).

Chris Haine
Chief Executive Officer
Gloucestershire Association of Parish and Town Councils
Cranham House, Falcon Close, Quedgeley
Gloucestershire GL2 4LY
Email: info@gaptc.org.uk



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

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

In Attendance: Carlos Novoth (Clerk)

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

There were no members of the public in attendance

B/662 To receive apologies

Apologies were received from Cllr Gary Powell

B/663 To receive Declarations of Interest

There were no declarations of interest

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

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

B/665 To receive the latest budget position

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

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

B/666 To approve the latest payments list

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

Committee APPROVED the payment list totalling £25,574.78

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

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

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

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

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

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

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

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

- **Grant Policy**
It was suggested that all future policies have their formats standardized with page numbers etc. The Chair stated the revised policy had only minor changes. It was agreed that a 3rd bullet point would be added to the 'How do I apply' section to read 'For further advice contact Stonehouse Town Council'. It was also suggested that when reviewing the policy, it should be accompanied by the application form.
Committee **RECOMMENDED** the updated Grant Policy for approval
- **Risk Management Policy**
Committee **RECOMMENDED** the updated Risk Management Policy for approval
- **Health and Safety Policy**
Committee **RECOMMENDED** the updated Health and Safety Policy for approval
- **Code of Conduct**
Committee **RECOMMENDED** the updated County wide Code of Conduct for approval
- **Investment Strategy**
Committee **RECOMMENDED** the updated the investment Strategy for approval

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

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

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

Support Officer during her time on maternity leave.

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

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

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

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

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

Committee NOTED the date of the next meeting



STONEHOUSE TOWN COUNCIL

Grants Policy

Types of Grant

Stonehouse Town Council will awards grants in four categories:

1. Small grants

Grants under £1000 will be considered at any time of the year.

2. Large grants

Applications for grants over £1,000 will normally be considered during May and November each year; the latter to enable the council to precept accordingly. In exceptional circumstances large grants will be considered at other times of year.

3. Revenue Funding

The Town Council will provide annual grants for revenue funding to organisations judged to be in need of such funding and who provide a significant service to the people of Stonehouse.

These grants may run for several years but on renewing the grant each year, each organisation will be expected to provide a brief annual report to the Town Council along with their annual accounts.

4. Carbon Reduction Grants

All grant applications will be required to include identification of positive and negative environmental impacts.

In addition, a proportion of the grants budget will be reserved for projects and organisations specifically aimed at contributing to carbon reduction.

We anticipate projects in this category will fit into one or more of the following themes, though we also welcome innovative schemes which further the aims of this grant, but do not fit within these categories.

- Energy conservation and renewable energy,
- Reduction in energy use in homes, businesses and elsewhere,
- Low carbon transport,
- Farming and food, particularly the production, sale and consumption of locally sourced food,
- Community involvement in reducing CO2 emissions.

Applications in this category will be considered at any time of year but may be deferred if the sum requested is over £1000.

The Town Council reserves the right to transfer applications between funding streams.

The Council will make every effort to reach a decision on grant applications at its meetings. Attendance at the relevant council meeting in support of an application is therefore recommended. However, decisions may be delayed or deferred for reasons of either insufficient information or funds, or the complexity of the application.

Who can apply?

As the money that is available for grants is limited the Council has guidelines which it follows when deciding which applications to approve. These are:

- The organisation applying must be non-profit making.
- The organisation should be Stonehouse based and provide a useful service to the community OR an organisation which is not Stonehouse based, but which can show that it provides a service or facility which is used by a significant number of Stonehouse residents.

What will we not fund?

- Retrospective funding.
- Funding for individuals.
- Funding for political activities.
- Applications for events exclusively for members for a particular faith group.
- The grant will not support other public sector bodies e.g. schools, social services. However community and voluntary groups associated with these may apply.

How do I apply?

- A completed Application Form should be returned to the Town Council Office at the address shown on the form and, if appropriate, by the relevant date.
- To support your application you should enclose -
 - i) a copy of the accounts of your organisation for the last financial year and a recent bank statement dated within 3 months OR if a new group, a full financial plan for the year.
 - ii) for revenue grants, in addition to the above, a copy of audited accounts for the last financial year and a copy of the organisation's governing document or equivalent documentation.
- For further advice contact Stonehouse Town Council

Notes:

1. Cheques will only be made payable to the organisation named, not private individuals.
2. Grants should be spent within the financial year for the purpose for which they are given.
3. All recipients will be required to provide a written and possibly verbal report to the Council on how the funds were spent. Grant aid in any one year does not set a precedent for funding in subsequent years, except in the case of revenue grants.
4. Applications must identify how the project will impact on the environment.

Reviewed: 15th Feb '21 (minute number: TC2558)

Next Review: Feb 2024



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

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

Address

Telephone Number:

email:

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?

What is your VAT status?

REGISTERED / NOT REGISTERED

What are the aims and objectives of your Organisation?

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?

What is the total cost going to be?

How much would you like Stonehouse Town Council to contribute?

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

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

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

What impact will the project have on the environment?

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

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** _____

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



HEALTH AND SAFETY POLICY REVIEW - DRAFT

Stonehouse Town Council recognises its corporate responsibility for the Health, Safety and Welfare of its employees, and for all activities under its remit which may affect service users and others (for example members of the public, contractors and Councillors)

Scope

All Council employees, service users, contractors and other persons affected by the Council's operations and facilities

Responsibilities

The Town Council is responsible for ensuring an effective Health & Safety management system is in place, and the Town Clerk has operational responsibilities. ALL employees MUST participate actively in, and accept individual responsibility for health, safety and welfare matters and work with the Council to ensure legal and policy compliance.

General Statement of Health & Safety Policy

The Council will:

- Promote a positive health, safety and welfare culture throughout the organisation
- Deploy the H&S hierarchy of controls to maximise safety in any given situation
- Promote clear channels of communication for health, safety and welfare between all departments
- Provide and maintain safe and healthy working conditions, plant and machinery
- Provide adequate control of risks arising from work activities
- Consult employees on matters affecting their Health & Safety
- Make contractors & service users aware of the Council's policy and requirements
- Ensure safe handling, storage and use of substances
- Ensure employees are competent to perform their tasks by providing adequate information, instruction, training and supervision for all employees
- Investigate, record and report accidents and cases of work related ill health
- Commit to continuous improvement of Health & Safety with regular reviews and auditing
- Comply with legal requirements and internal Health & Safety standards
- Make Health & Safety integral to all business processes, planning and decision making
- Review the Policy annually, or when changes in circumstances dictate, to ensure validity.

Organisation Structure:

Stonehouse Town Council

Stonehouse Town Clerk

STC Officers

Council Contractors

Stonehouse Town Council has ultimate responsibility for the health, safety and welfare of its employees and all other persons affected by its activities.

- It will ensure risk assessments are conducted for all Council activities in line with the Council's Risk Assessment policy
- It will inform all employees and other persons about risks and dangers arising from their work, introduce measures to reduce or eliminate these risks and give procedures about what to do if faced with risk or danger
- It will investigate the H & S consequences of introducing new technology, equipment or procedures before doing so.
- It will carry out periodic audits to ensure that safety standards are being maintained. The audit report will be submitted to the Business Committee for action on any problems identified.

The Town Council will inform employees and others through:

- Displaying the Employers Liability Insurance Certificate, and Health & Safety Law Poster in all departments
- Displaying the Health & Safety Policy at www.stonehousetowncouncil.gov.uk and by way of individual manuals including risk assessments, relevant information and instructions, and fire safety assessments.
- Provision of training and supervision

The Town Council along with the Town Clerk will ensure:

That its premises are legally compliant with the Disability Discrimination Act of 2005 (DDA) and the relevant fire regulations.

That any work carried out in council buildings is carried out by competent subcontractors.

That its premises are regularly inspected for hazards and there is annual testing of electrical appliances, gas installations and fire-fighting equipment.

That its premises have been surveyed for the presence of asbestos-containing materials and that reports on these are filed with the Town Clerk. Any identified Asbestos-Containing Materials (ACMs) will be reviewed annually and expert advice will be sought in the event of deterioration. ACMs will be handled and disposed of by specialist contractors.

That possible exposure to work related stress is recognised and the following will be monitored:

- workload and travel time
- working hours
- staff ratios and skill sets
- re-entry after sick leave
- training needs
- bullying and harassment
- communication.

The Town Clerk will :-

Make recommendations for policy changes/review, ensure adequate funding for training and respond to any H & S matters of concern.

Report to the Council at the next possible meeting matters of concern, including incidents as defined by RIDDOR (2013) as major injuries, seven day injuries, fatalities, or dangerous occurrences. These incidents will be reported for investigation to the Health & Safety Executive within 10 days via: <http://www.hse.gov.uk/riddor/report.htm>

Advise the council or relevant committee of any necessary changes to risk assessments/work environment to take account of special circumstances e.g. an employee's particular welfare needs such as during pregnancy.

Make new employees aware of the Council's Health & Safety Policy and possible risks.

Ensure that any young people under the age of 18, including children aged between 13 and the minimum school leaving age on work experience schemes, are treated as employees with the same Health & Safety protections and that specific risk assessments are carried out to ensure their welfare. The Clerk will inform the parents/guardians of the key findings of the risk assessments and the control measures put in place. The Clerk will record details of those risk assessments, training and information provided to the young person, a record of their competence levels, and a record of the communication with the parents/guardians.

Ensure that she/he assesses risks to employees from lone working and takes measures to control these risks.

Consult with employees on matters affecting them relating to Health & Safety e.g. changes in legislation, procedures, equipment or ways of working

Make arrangements for training or engagement of competent people to fulfil the Council's legal obligations

The Town Clerk in conjunction with the Senior Town Maintenance Officer will:

Ensure that all vehicles, tools, work equipment and means of storage and PPE are maintained in a serviceable condition. All work equipment should bear the appropriate quality assurance mark (CE)
Ensure that the First Aid kits in each of the Council premises and in the Council vehicle conform to BS and are kept up to date

Ensure that flammable materials are not stored, even for a temporary period, in offices or corridors.

Ensure that all chemicals, flammables are stored in accordance with the manufacturer's instructions.

All Employees will:

Ensure their own safety and observe the risk assessments given as Appendices to this Policy.

Observe the Council's NO SMOKING rule on council premises.

Report areas of concern, injuries or damage, however minor to the Town Clerk.

Ensure that their work area is kept clear and free of trip & slip hazards

Maintain a clean, clutter free and hygienic work space

Familiarise themselves with fire evacuation procedures, how to raise the alarm, location of fire exits, how to use fire-fighting equipment, assembly point.

Communicate the Council's Policy to any sub-contractors they are working with.

Regularly inspect portable electrical equipment for damage and ensure that sockets are not overloaded. (No secondhand equipment or non council equipment is to be used that has not been checked to comply with UK or EC product safety standards)

Report any ill-health which may affect the way they work

Employees will NOT:

Operate any machinery, equipment or vehicle unless they have been adequately trained and authorised to do so.

Operate any machinery, equipment or vehicle whilst under the influence of alcohol or mood altering drugs, prescribed or unprescribed

Modify any equipment or electrical appliances.

Use hand held mobiles whilst driving.

Breaches may be subject to disciplinary procedures.

Contractors are required to:

Hold their own public liability insurance up to £5,000,000.

Comply with the Town Council's risk assessments as a minimum.

Ensure that their employees are competent and vetted appropriately and provide supervision where required.

Ensure that they have their own Health & Safety Policy in place to protect their employees. Communicate any high risk activities to the Town Clerk so that a further assessment of risk may be made.

The Council retains the right to stop any operation, plant or equipment, or the actions of any contractor employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will be indemnified by the contractor or their insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving the contractor or their employees.

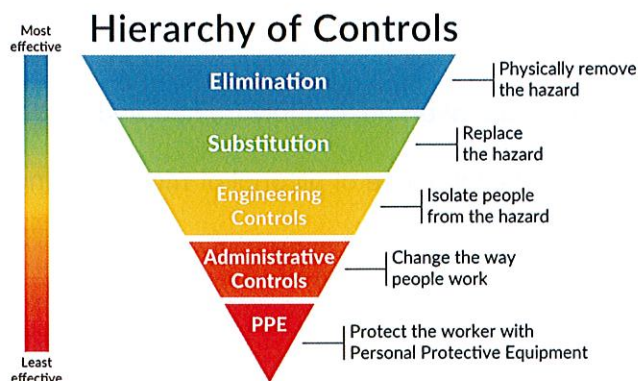
RISK ASSESSMENTS TO BE FOLLOWED ARE UNDER THE FOLLOWING HEADINGS: - to be reviewed taking into account results of EW consultation

1. Chainsaw Use
2. Chemical Use & Storage/COSHH
3. Ditch & Water Course Clearance
4. Gardening Work
5. General Conservation Work
6. Manual Handling
7. Pedestrian controlled lawn mowers
8. Ride on Mowers
9. Tool Store and Workshop
10. Van & Trailer Use
11. Vehicle Use
12. Watering
13. Workshop Power Tools
14. Litter Picking
15. Cleaning & Caretaking
16. Lone Working
17. Meeting the Public
18. Office Based

FIRE SAFETY INSPECTION SHEETS ARE TO BE FOLLOWED FOR THE FOLLOWING BUILDINGS:

Stonehouse Town Hall High Street; Workshop Oldends Lane; Pavilion Oldends Lane; Youth Centre (The Pod) Oldends Lane

APPENDIX - H&S HIERARCHY OF CONTROLS





RISK MANAGEMENT POLICY

Introduction

Risk management is an essential part of effective corporate governance. Stonehouse Town Council recognises that it has a responsibility to manage its risks effectively in order to protect its employees, assets, liabilities and community against potential losses, damage, injury or failure to achieve the Council's policies and objectives. The Council is aware that not all risks can be eliminated fully, and therefore will have in place procedures for effectively managing risks.

The Town Council will:

- a) Ensure that Risk Management forms an integral part of the Council's procedures.
- b) Manage any risk in accordance with best practice.
- c) Anticipate and respond to changing social, environmental and legislative requirements.
- d) Identify risks and the impact of those risks when adopting policies and making operational decisions.
- e) Positively and actively promote an awareness of risk management for all council services.

Categories Of Risk

Categories of risk could include, Strategic Risk (adverse impacts of poor decision-making), Legal/Compliance Risk, Financial Risk, Staffing Risk, Health & Safety Risk, Environmental Risk.

Risk Assessment & Action

Risks will be identified and then assessed according to the following criteria:

	Major impact (3)	Moderate impact (2)	Minor impact (1)
High risk (3)	Score 9	Score 6	Score 3
Medium risk (2)	Score 6	Score 4	Score 2
Low risk (1)	Score 3	Score 2	Score 1

Score 9: circumstances giving rise to risk to be eliminated if possible.

Score 4-6: risk requires immediate and/or continuous management and monitoring.

Score 2-3: risk requires management and monitoring.

Score 1: risk does not require management but may be monitored.

Note! Risk Management can include the transfer of risk by e.g. taking out insurance or buying in a service from a specialist provider

Implementation

The Town Council will:

- a) Establish clear roles, responsibilities and reporting lines within the Council.
- b) Inform relevant Committees of the Council, where applicable, of potential risks identified.
- c) Provide training of staff in risk management procedures.
- d) Carry out risk assessments in all areas of the council's activities.
- e) Continue to monitor procedures and assessments periodically.
- f) Prepare contingency plans for potential risks which could have a significant effect on the Council and or the community.
- g) Maintain a risk register which will be reviewed annually

An Action Plan will be produced from a risk assessment if required. Where relevant, the risk assessment and Action Plan will be reported to the responsible Committee, along with any mitigation proposals and financial consequences that may require funds to achieve.

Risk assessments will be monitored and reviewed at appropriate points, either during the progress of a particular project, or in the case of functions and services provided by the Town Council, whenever there is any significant operational or legislative change impacting on that function or service.

Every report requiring action prepared for consideration by elected members will contain a paragraph entitled Risk Assessment, wherein the risk of any proposal will be assessed and mitigation proposals suggested where appropriate.

Roles & Responsibilities

Councillors: To oversee effective management of risk in all Council activities; to pay due regard to risk assessment in all decision-making.

Officers: To ensure that the Council manages risk effectively through the development and implementation of the risk management procedures outlined above.

Employees: To manage risk effectively within their work areas.

This policy is to be read in conjunction with the following Stonehouse Town Council policies:

- Health & Safety
- Environment
- Financial Regulations
- Investment Strategy

Reviewed: 23rd January 2023 (Minute No TC2980)
Next Review: January 2024



Stonehouse Town Council

CODE OF MEMBERS' CONDUCT

**Adopted on 16 February 2023 taking effect on
1 March 2023**

Contents

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Appendix A – Disclosable Pecuniary Interests

Appendix B – Other Registrable Interests

I. Introduction

1. This Code of Conduct (Code) is adopted pursuant to the Council's duty to promote and maintain high standards of conduct by Members of the Council.

Members have a duty to uphold the law and to act on all occasions in accordance with the public trust placed in them.

II. Scope of the Code of Conduct

2. The Code applies to Members whenever acting in their official capacity as a Member of Stonehouse Town Council, including;
 - (a) when engaged in the business of Stroud District Council including Ward business or representing the Council externally;
 - (b) when behaving so as to give a reasonable person the impression of acting as a representative of Stonehouse Town Council.

This Code of Conduct does not seek to regulate what Members do in their purely private and personal lives.

3. The obligations set out in this Code are in addition to those which apply to all Members by virtue of the procedural and other rules of the Council and any Protocols and Policies which may be adopted from time to time by the Council.
4. Failure to comply with the requirements within this Code of Conduct which relate to disclosable pecuniary interests and which are set out in sections V and VI and Appendix A is a criminal offence.¹

III. General Principles of Members' Conduct

5. In carrying out their duties in exercising the functions of their Authority or otherwise acting as a Councillor, Members will be expected to observe the general principles of conduct set out below. These principles will be taken into consideration when any allegation is received of a breach of the provisions of the Code.
 - *Selflessness*
 - *Integrity*
 - *Objectivity*
 - *Accountability*

¹ Section 34 Localism Act 2011

- *Openness*
- *Honesty*
- *Leadership*

IV. Rules of Conduct

- Members shall base their conduct on a consideration of the public interest, avoid conflict between personal interest and the public interest and resolve any conflict between the two, at once, and in favour of the public interest.
- Members shall observe the following rules:-

General Requirements

- Do** treat everyone with respect.
- Do** promote equalities and **do not** discriminate unlawfully against any person.
- Do** promote and support high standards of conduct when serving in your public post by leadership and example.
- Do not** behave in a manner which brings your role or the Council into disrepute.
- Do not** bully any person.
- Do not** harass any person
- Do not** use your position improperly to confer on or secure for yourself or any other person, an advantage or disadvantage, or seek to improperly influence a decision about any matter from which you are excluded from participating or voting as a result of the requirements of Part VI of this Code.
- Do not** do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the Council.
- Do not** disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, unless–
 - you have the consent of a person authorised to give it;
 - you are required by law to do so;
 - the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - the disclosure is –
 - reasonable and in the public interest; and

(b) made in good faith and in compliance with the reasonable requirements of the Council.

Before making any disclosure under (iv) above, the written advice of the Clerk or Monitoring Officer must be sought and considered.

- (10) **Do not** prevent another person from gaining access to information to which that person is entitled by law.
- (11) **Do not** use knowledge gained solely as a result of your role as a Member for the advancement of your own interests.

When using the resources of the Council, or authorising the use of those resources by others:

- (12) **Do** act in accordance with the Council's requirements including the requirements of the Council's ICT Policy.
- (13) **Do** ensure that such resources are not used for political purposes (including party political purposes) unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the Council or to the office to which you have been elected or appointed.
- (14) **Do** have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

When making decisions on behalf of, or as part of, the Council:

- (15) **Do** ensure that decisions are made on merit, particularly when making public appointments, awarding contracts, or recommending individuals for rewards or benefits.
- (16) **Do** have regard to advice provided to you by the Council's Officers, particularly that provided by the Clerk where such advice is offered pursuant to their statutory duties.
- (17) **Do** be as open as possible about your own decisions and actions and those of the Council and be prepared to give reasons for those decisions and actions.
- (18) **Do** ensure that you are accountable for your decisions and co-operate fully with whatever scrutiny is appropriate to your office.

V. Registration of Interests

8. Members shall observe the following rules when registering their interests.
 - (1) **Do**, within 28 days of taking office as a Member (or Co-opted Member), notify the Clerk of any disclosable pecuniary interest as defined in Appendix A and any other registrable interest as defined in Appendix B.
 - (2) **Do**, within 28 days of the date of a disclosure referred to in Paragraph 9(2) of this Code, notify the Clerk of the interest.
 - (3) **Do** notify the Clerk of any new interest (disclosable pecuniary or other registrable interest) or change to any registered interest within 28 days of the date of that change.
 - (4) **Do** approach the Clerk if you feel that your interest should be treated as sensitive because its disclosure could lead to you, or a person connected with you, being subject to violence or intimidation.

VI. Declaration of Interests and Restrictions on Participation

Members must observe the following rules:-

9. Disclosable Pecuniary Interests

Where a matter, in which you have an interest as specified in Appendix A (disclosable pecuniary interests), arises at a meeting at which you are present, or where you become aware that you have such an interest in any matter to be considered or being considered at the meeting:-

- (1) **Do** disclose the interest to the meeting. If the Clerk considers it a sensitive interest, you must declare that you have an interest but do not need to disclose the nature of the interest.
- (2) **Do** ensure that, if your interest is not entered in the Council's Register, you disclose the interest to the meeting as required in 9(1) above and that you notify the Clerk of the interest within 28 days in accordance with Paragraph 8(3) of this Code.
- (3) **Do** withdraw from the meeting and **do not** vote on the matter, participate, or participate further, in any discussion of the matter at the meeting unless a dispensation has been granted.

10. Other Interests (Other Registrable Interests Appendix B and Non -registrable Interests)

Where a matter, in which

either you have an interest as specified in Appendix B (other registrable interests),
or where a decision on the matter might reasonably be regarded as affecting, to a greater extent than it would affect the majority of other Council taxpayers, ratepayers or inhabitants of the Ward affected by the decision, your well-being or financial position or the well-being or financial position of a member of your family, or any person with whom you have a close association, or who has a contractual relationship (including employment) with yourself, member of your family or close associate, arises at a meeting at which you are present, or where you become aware that you have such an interest in any matter to be considered or being considered at the meeting:-

- (1) **Do** ensure that you disclose the interest to the meeting. If the Clerk considers it a sensitive interest, you must declare that you have an interest but do not need to disclose the nature of the interest.
- (2) **Do** leave the meeting and **do not** vote on the matter, participate, or participate further, in any discussion of the matter at the meeting (unless a dispensation has been granted or it is an excepted function), if,
 - (a) it affects the financial position of an interest specified in Appendix B (other registrable interests)
 - (b) it affects your financial position or well-being or that of a member of your family, or any person with whom you have a close association, or who has a contractual relationship (including employment) with yourself, member of your family or close associate
or
 - (c) it relates to the determination of any approval, consent, licence, permission or registration in relation to you or any person or body described in (a) and (b) above and a reasonable member of the public knowing the facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest.

The rules set out in Paragraph 10(4) above do not have the effect of precluding a Member from attending a meeting only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. The Member must, after making their submission, withdraw immediately from the meeting.

VII. Duties in respect of the Standards Panel

11. Members shall observe the following:-

- (1) **Do** undertake training on the Code of Conduct as required by the Council.
- (2) **Do** co-operate, at all stages, with any investigation into your conduct which may be carried out in accordance with the arrangements for the investigation and determination of complaints which have been put in place by the Council.
- (3) **Do not** seek to intimidate, or attempt to intimidate, any person who is, or is likely to be, a complainant, a witness or involved in the administration of any investigation or proceedings in relation to an allegation that a Member has failed to comply with his or her Authority's Code of Conduct.
- (4) **Do** comply with any sanction imposed on you following a finding that you have failed to comply with the Code of Conduct.

VIII. Dispensations

12. Where a Member has a disclosable pecuniary interest as described in this Code, and set out in Appendix A, or has an interest which would preclude the Member's participation in the item of business as described in Paragraph 10 of this Code, the Member may apply to the Clerk for a dispensation.
13. The Council may grant a Member a dispensation to participate in a discussion and vote on a matter at a meeting even if the Member has a disclosable pecuniary interest as described in this Code, and set out in Appendix A, or has an other registrable interest (Appendix B) or non-registrable interest which would preclude the Member's participation in the item of business as described in Paragraph 10 of this Code.

IX. Gifts and Hospitality

14. When offered gifts or hospitality in your capacity as a Member of the Council, the following rules must be observed.
 - (1) **Do not** accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence to show favour from persons seeking to acquire, develop or do business with the Council or from persons who may apply to the Council for any permission, licence or other significant advantage.
 - (2) **Do** register with the Clerk any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt. (Appendix B).
 - (3) **Do** register with the Clerk any significant gift or hospitality that you have been offered but have refused to accept.

IX. Definitions

The following are definitions which apply for the purposes of this Code of Conduct.

1. Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate, or injure the recipient.
2. "Close associate" means someone with whom you are in close regular contact over a period of time who is more than an acquaintance. It may be a friend, a colleague, a business associate or someone you know through general social contacts. It is someone a reasonable member of the public would think you might be prepared to favour/disadvantage ("close association" shall be construed accordingly).
3. Harassment is conduct, on at least two occasions, that causes alarm or distress or puts people in fear of violence
4. "Meeting" is a meeting of the Council, or any Committee, Sub-Committee, Joint Committee or Joint Sub-Committee of the Council.
5. "Member" is an elected Member or a Co-opted Member of the Authority. "Co-opted Member" is a person who is not a Member of the Council but who is either a Member of any Committee or Sub-Committee of the Council, or a Member of, and represents the Council on, any Joint Committee or Joint Sub-Committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that Committee or Sub-Committee.

6. "Member of your family" means:
 - Partner (spouse/civil partner/someone you live with as if a spouse or civil partner);
 - A parent/parent-in-law, son/daughter, step-son/step-daughter, child of partner; or the partners of any of these persons;
 - A brother/sister, grandparent/grandchild, uncle/aunt, nephew/niece; or the partners of any of these persons.
7. "Clerk" is the Clerk to the Council.
8. "Pending notification" is an interest which has been notified to the Clerk but which has not been entered in the Council's Register in consequence of that notification.
9. Respect means politeness and courtesy in behaviour, speech, and in the written word.
10. "Standards Panel" is the Standards Panel of Stroud District Council.
11. "The Act" is the Localism Act 2011.
12. "The Council" is Stroud District Council
13. Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation
14. "Well-being" means general sense of contentment and quality of life.
15. Excepted functions are functions of the Council in respect of
 - (i) housing, where the Member is a tenant of the Council provided that those functions do not relate particularly to the Member's tenancy or lease;
 - (ii) an allowance, payment or indemnity given to Members;
 - (iii) any ceremonial honour given to Members; and
 - (iv) setting Council tax or a precept under the Local Government Finance Act 1992.

Disclosable Pecuniary Interests

The interests set out below are "Disclosable Pecuniary Interests" in accordance with the Localism Act 2011 and Members must notify the Clerk in accordance with Paragraphs 8(1)-(3) of this Code of Conduct of any interest which is an interest of **the Member (M) or of any of the following**:

- the Member's spouse or civil partner;
- a person with whom the Member is living as husband and wife; or
- a person with whom the Member is living as if they were civil partners;

and the Member is aware that that other person has the interest.

Subject	Disclosable Pecuniary Interest
Employment, Office, Trade, Profession or Vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a Trade Union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992(a).
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority – (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate Tenancies	Any tenancy where (to M's knowledge) – (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.

Securities

Any beneficial interest in securities of a body where –
(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and
(b) either –

(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

- (a) "the Act" means the Localism Act 2011;
- (b) "body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;
- (c) "director" includes a member of the committee of management of an industrial and provident society;
- (d) "land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;
- (e) "M" means a member of a relevant authority;
- (f) "member" includes a co-opted member;
- (g) "relevant authority" means the authority of which M is a member;
- (h) "relevant period" means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;
- (i) "relevant person" means M or any other person referred to in section 30(3)(b) of the Act;
- (j) "securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000(b) and other securities of any description, other than money deposited with a building society.

Other Registrable Interests

The interests set out below are "other registrable interests" which must be notified to the Clerk in accordance with Paragraphs 8(1), 8(2) and 8(4) of this Code of Conduct.

A Member must notify the Clerk of any interest held by **the Member** in any of the categories set out below:-

Subject	Other Interest
Management or Control	Any body of which the Member is in a position of general control or management (including where you have been appointed or nominated by the Council.)
Public/Charitable and Other External Bodies	Any body – (a) exercising functions of a public nature; (b) directed to charitable purposes; or (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or Trade Union). of which the Member of the Council is a member or in a position of general control or management.
Employer	Any person or body who employs, or has appointed, the Member.
Gifts and Hospitality	The name of any person, organisation, company or other body from whom the Member has received, by virtue of his Office, gifts or hospitality worth an estimated value of £50 or more.



INVESTMENT STRATEGY 2024

1. INTRODUCTION

1.1 Stonehouse Town Council acknowledges the importance of prudently investing temporarily surplus funds held on behalf of the community. This strategy complies with the requirements set out in the Ministry of Housing, Communities and Local Government Guidance on Local Government Investments and takes account of Section 15(1)(a) of the Local Government Act 2003 and guidance within 'Governance and Accountability for Smaller Councils Practitioners' Guide'.

2. INVESTMENT OBJECTIVES

2.1 The Council's investment priorities are, in order of importance:

- the security of its reserves;
- the adequate liquidity of its investments;
- the yield on investments.

2.2 Social, ethical and environmental factors will be taken into account as far as is practicable when considering investment options.

2.3 All investments will be made in sterling.

2.4 Borrowing money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.

3. SPECIFIED INVESTMENTS

3.1 Specified investments are those offering high security and high liquidity, made in sterling and with a maturing of no more than a year. For the prudent management of its treasury balances the Council will use banks, building societies, local authorities or other public authorities and CCLA (Churches, Charities and Local Authorities investment Management Ltd) Public Sector Deposit Fund (PSDF)

4. NON-SPECIFIED INVESTMENTS

4.1 Non-specified investments have greater potential risk - examples include investment in the money market, stocks and shares. The Council will not use this type of investment.

5. LIQUIDITY OF INVESTMENTS

5.1 The Responsible Finance Officer in consultation with the Business Committee will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

5.2 Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid over to the counterparty.

6. LONG TERM INVESTMENTS

6.1 Long term investments are defined in the Guidance as greater than 36 months. The Council does not currently hold any funds in long term investments.

7. NON-FINANCIAL INVESTMENTS

7.1 Non-financial investments are assets such as property held primarily or partly to generate a profit. The Council does not hold any non-financial investments.

8. RISK MANAGEMENT

8.1 Management of financial risk may include (but not be limited to) aiming to spread investments across institutions regulated by the PRA or FCA in line with the current level of protection offered by the Financial Services Compensation Scheme, and reviewing the credit rating of institutions.

9. END OF YEAR INVESTMENT REPORT

9.1 Investment forecasts for the coming financial year are accounted for when budgets are prepared.

9.2 At the end of the financial year the Responsible Finance Officer will report on investment activity to Business Committee and full Council.

10. REVIEW AND AMENDMENT OF REGULATIONS

10.1 This strategy will be reviewed annually and revised if considered necessary.

10.2 The investment strategy for the coming financial year will be prepared by the Responsible Financial Officer for approval by Business Committee and full Council.

10.3 The Council reserves the right to make variations to the strategy at any time subject to the approval of full Council. Any variations will be made available to the public.

11. TREASURY MANAGEMENT ADVICE

11.1 Treasury management advice may typically come from either the principal local authority or financial advisers with expertise in advising local authorities and councils.

11.2 The Council does not currently have external treasury management advisers. The Council will consider appointing advisers if significant future funds are to be invested.

11.3 The Council will arrange for its members and officers to undertake appropriate training if deemed necessary to enable robust monitoring and decision making with regard to its investments.

11.4 External investment managers would be contractually required to comply with this strategy.

12. FREEDOM OF INFORMATION

12.1 This document will be posted on the Council's website.

APPENDIX - STATEMENT OF INVESTMENTS AS OF 01/04/23

CCLA	£430,195.49
STC (Current Account – Lloyds Bank)	£22,470.88
Barclays	£0
Cambridge	£85,000.00
Charity Bank	£77,425.32
Lloyds Business Instant	£0
Melton Building Society	£85,000.00
Nationwide	£87,599.58
NatWest	£85,378.25
Total Investments (excl STC current account)	£873,069.52

Document Last Approved by Town Council: 23rd January 2023 (Minute No TC2980)

Next review date: January 2024

Minutes (subject to agreement at the next Committee meeting) of a meeting of the Town Environment Committee on Monday 26th February, 7pm at Stonehouse Library, High Street, Stonehouse, GL10 2NG.

Present:

Councillors: Debbie Curtis, Marcus Dixon, Neil Gibbs (Committee Chair) and Theresa Watt.

Also present: Carlos Novoth (Town Clerk) and a representative of Transition Stroud

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

E/745 To receive apologies.

Apologies were received from Cllrs Rachel Armstrong, Carol Kambites, Val Randell and Keith Terry

E/746 Declarations of Interest

There were no declarations of interest

E/747 To approve the minutes of the Town Environment Committee meeting held on Monday 29th January.

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

E/748 To receive the latest updated Environment Budget.

Committee NOTED the updated report showing a total 'Actual Net' Income of £2,019.64; 'Actual Net' Expenditure of £51,839.67 and Reserve Expenditure of £5,191.70

E/749 To discuss and agree a proposal, to present to Stroud District Council to secure Market Towns Vitality Fund for Stonehouse.

Committee proposed the following initiatives:

- Erection of additional planter posts throughout the town for 'In Bloom'
- Improvements to shop frontages
- Improved and coordinated signage within the town and between the town and the canal
- Re lining of the High street car park
- Improvements to Church walk - the main pedestrian route into the town
- Producing a graphic that could be used as an identity for the town on its streetscape assets
- Funding a Road Traffic Order (RTO) to provide additional on street parking



STONEHOUSE

TOWN COUNCIL

E/750 To note a new project called Wild About Nature, which lists a wide range of wildlife events taking place in the Stroud District.

Whilst the council are active in a number of projects, only two activities were thought relevant to add to the Wild About Nature project - the walking festival and a 'Bug Hunt' activity based on the Ship Inn site.

A representative of Transition Stroud arrived at the meeting in support of agenda item E/751 - with agreement of the committee, the Chair invited the representative to provide an overview of the initiative.

E/751 To approve a spend of £2000 from the Climate budget to match funding for Transition Stroud E-bike project.

The initiative is based on encouraging people to consider the use of electric bikes as an alternative to cars; a combination of normal sized adult bikes and 'Cargo' type bikes are to be provided in two locations within the District; Brimscombe and Minchinhampton; it is hoped that Stonehouse will also be able and willing to join and provide financial support. 'e' bikes will be made available for individuals to hire for a set period of time with a view to encouraging them to purchase an electric bike for themselves. It is anticipated that the two bikes allocated to Stonehouse will be based at Bridge Café where staff will hire them out and provide some basic training on their use. The initiative has received funding of £20,000 through Stroud District Council's 'Access Travel Fund'. Further funding has also been secured but in order to provide the best possible outcome, additional funding is required. The scheme will be fully insured by Transition Stroud. The Chair thanked the representative for attending the meeting Committee wished to be part of this new initiative and **APPROVED** the £2,000 financial support requested by Transition Stroud

The representative left the meeting.

E/752 To note the proposed 20mph zone on various roads in Stonehouse.

Committee supported Gloucestershire County Council's road traffic order to reinforce the 20 mph limit in certain parts of Stonehouse but asked Officers to feedback the town council's view that there should be a blanket 20mph limit throughout the town.

E/753 To seek retrospective approval for:

- the funding associated with the revised ecology report £800 plus VAT
- the required surface water flood risk assessment for the whole of Stagholt field £650 plus VAT
- costs associated with re-application for the change of use for the site (additional allotments).



STONEHOUSE TOWN COUNCIL

Committee were made aware of the need to progress quickly with the necessary reports requested by Stroud District Council's Planning department. The Clerk discussed the matter with the Chair of Council and Chair of Environment Committee prior to placing the order.

Committee retrospectively APPROVED the expenditure totalling £1,450 plus vat in addition to any necessary planning fees.

E/754 To comment on planning applications.

S.24/0194/TPO Sperry Way, Stonehouse

T2. Lime - fell tree and grind out stump. T3. Lime - remove side branches to monolith tree. T4, T5, T7 Lime trees - remove regenerative growth back to trunk (re-pollard).

Response: Council notes the essential tree works that need to be undertaken. There is some confusion with regards to tree numbers however the town council has no objections

S.24/0136/FUL Site Of Former Reliance Works, Downton Road, Bridgend

Proposed industrial unit.

Response: The town council OBJECTS to the proposed B2 use of the Reliance works; the land should be allocated for light industrial use only (a maximum of 6 units) bearing in mind the close proximity of the nearby housing estate. The adjacent industrial estate already has a shortage of parking spaces and so adequate parking will be essential. Screening from the housing estate should be in the form of trees rather than fencing.

S.23/2391/FUL Greiner Bio-One Ltd, Unit 2, Pear Tree Way, Stonehouse

Erection of 2m high black paladin fence and manual access gates. (Revised drawings received 16.2.24)

Response: The town council continues to OBJECT on the basis that the facility needs to be bunded by trees as per the original application

S.24/0312/HHOLD 6 Meadow Road, Stonehouse

Erection of a two storey side extension

Response: No objection from the town council if none from neighbours

E/755 To receive Working Groups updates. Members may wish to note

any reports from the following:

Comms - There are no updates.

Stroudwater (Bristol Road) Station - there was a really good article in the papers recently.

Canal Rejuvenation - this is progressing on a number of fronts albeit, there have been quite a number of hurdles to be overcome.

Transport and Highways - There have been no highway meetings lately - mention was made of commitments made by Highways that have not been progressed - the Clerk has been asked to pursue these



STONEHOUSE

TOWN COUNCIL

Public Rights of Way - There have been no further movements on the Town Green application - it was felt that this may be for GDPR reasons - the clerk to pursue
Recreation - There have a small number of issues raised by the planning department in relation to the planning application for Stagholt. In order to progress matters quickly with the extension to the allotments, a separate planning application for the allotments will be pursued at this time; this will include an ecology report and flood risk assessment

E/756 To receive a report on planning decisions received from Stroud District Council.

Committee NOTED the latest planning decisions

E/757 To approve communications in support of the meeting's decisions.

Mention to be made of the Market Town's Vitality Fund and ideas for the town.

E/758 Date of next Environment Committee meeting: Monday 25th March 2024.

Committee NOTED the date of the next meeting