



Minutes of a meeting of the Town Council held on Monday 11th October 2021 at 7.00pm

Present:

Councillors: Councillors: Leigh Binns, Rachel Armstrong, Leigh Binns, Chris Brine, John Callinan, Mike Davis, Mick Gibbons, Neil Gibbs, Carol Kambites (Vice-Chair), Gary Powell (Chair), Val Randell, Pam Swain, Keith Terry.

In Attendance: Clerk to Stonehouse Town Council, Ward Cllr Mattie Ross, Neighbourhood Warden - Simon Jarvis

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

- TC2682 To receive apologies**
Apologies were received by Cllr David Thorpe, County Cllr Nick Housedon
- TC2683 To receive declarations of Interest**
There were no declarations of interest
- TC2684 To approve the minutes of the Meeting of the Town Council held on 13th September 2021**
It was noted that the date of the last full council meeting detailed on the agenda was incorrect - this has been altered
Council ACCEPT the minutes as a true and accurate record of the meeting
- TC2685 To confirm the position of the Town Councillor recently considering resignation**
Council NOTED the fact that the councillor concerned had not resigned

By agreement, the Chair brought forward agenda item TC2697.

- TC2697** Neighbourhood warden, Simon Jarvis presented an overview of his report to Council. Questions were raised in connection with local drug taking at both Meadow road Recreation ground and Skew Bridge. The Clerk confirmed that the NHW's presence within Stonehouse was noted on a regular basis and that the working relationship between the officer, the town council and the local PCSO was productive especially in dealing with the needs of local residents. The Officer was thanked for his time and efforts in Stonehouse.
- TC2686** **To receive reports from Chair of Town Council and Town Councillors**
The Chair noted his and other town councillor's attendance at the recent Willow Tree birthday event and stated that he was to speak at Development Control Committee at Stroud District Council with respect to the proposed Berryfields development.
- TC2687** **To receive reports from County and District Councillors**
County Cllr Nick Housedon's written report was noted
Ward Cllr Mattie Ross highlighted a new housing officer covering the Stonehouse area and that retro fitting of insulation panels at council owned flats in Park road.
- TC2688** **To receive RFO's budget report including the bank reconciliation for Sept '21**
Council was provided the bank reconciliation for September along with a full detailed budget report for the period 1st April to 30th September 2021 for comment. There were no questions
Council NOTED both the bank reconciliation for September 2021 ending 30th with a closing balance of £295,584.74 and the budget report showing an 'Actual Net' Income of £346,887.33 and an 'Actual Net' Expenditure of £157,237.82.
- TC2689** **To approve payments in accordance with the budget to date as listed**
Council was with the latest payments list for authorisation. Comment was made in respect of the payment list not showing which budget heading each payment was to be covered by. The Clerk highlighted that the reporting package did not allow this but that he would question the finance system's provider about this.
Council APPROVED the payment list totalling £609.51; Councillor John Callinan wished to be noted as abstaining from the vote
- TC2690** **To seek retrospective approval for the cost of purchasing and erecting the Town's Christmas lights**
Council was provided with an explanation for the reason the Clerk had to commit to the cost of the lights at very short notice; the

alternative option would have resulted in the town not having lights up during the Christmas period
Council understood the situation and provided RETROSPECTIVE APPROVAL for the purchase of lights and their erection within the town at a total cost of £4,076.80 plus vat

- TC2691 To approve the Town Council's Strategy**
The Clerk highlighted the fact that although the Strategy was taken through Business Committee on the 29th March 2021 with a recommendation for town council to adopt, the document has not been put before town council since this date. He stated that the current Strategy and accompanying Action Plan has been left unchanged since 29th March and that once adopted by town council, the action plan would be brought up to date.
Council ADOPTED the Council's Strategy and Action Plan
- TC2692 To approve a revision to the Community Centre lease**
Council was provided by an Officer report highlighting the legal cost of correcting an issue with regards the responsibility for a plot of land adjacent to the community centre. Discussion ensued, with particular reference to how the centre was managed and whether there should be a town council representative on either the Management Board or Board of Trustees.
Council NOTED the Clerk's report but DEFERRED the matter to Business Committee for further consideration
- TC2693 To receive the minutes of the Business Committee meeting of 4th October and consider the following recommendations:-**
- **B/290 - To approve a fifth Bank Signatory for the Town Council's 'Operational' account**
Council APPROVED Cllr Mick Gibbons as a fifth signatory for the council's operating account (Lloyds)
 - **B/295 - To approve the Council's revised Risk Management Policy**
Council received the revised Risk Management policy. There were comments about some of the terminology used within the policy that it was thought that this should be further examined.
Council DEFERRED the matter to Business Committee for further consideration
 - **B/295 - To approve the Council's revised Equality and Diversity Policy**
Council APPROVED the revised policy with particular thanks to Cllr Rachel Armstrong
 - **B/295 - To approve the Council's new Reserves Policy**
Council APPROVED the revised policy

- TC2694** **To receive the minutes of the Environment Committee meeting of the 20th September**
Council NOTED the draft minutes
- TC2695** **To consider the purchase of the Kingfisher sculpture**
In was stated that the Council had the opportunity to purchase the sculpture at a cost of £3,000; it could however choose to place an auction bid. It was recognised that Stonehouse Court was interested in its purchase.
The sculpture was noted as having received a lot of attention since its installation. Following general discussion, Cllr Binns proposed the council purchase the sculpture at a cost of £3,000; this was not seconded. Cllr Kambites proposed an amendment:- Should Stonehouse Court wish to purchase the sculpture and not agree to install it in a public place, the Council will purchase the sculpture for the cost of £3,000 ahead of the auction.
Council voted IN FAVOUR of Cllr Kambites' AMENDED PROPOSAL (7 votes FOR, 5 votes AGAINST and 2 Abstentions; Both Cllrs John Callinan and Neil Gibbs asked for the minutes to reflect their objection to the purchase of the sculpture).
- TC2696** **To consider additional Member support for the Oldends Lane Working Group**
Cllr Neil Gibbs provided an overview of the concerns of the existing working group members and highlighted the need for additional support from the Town Council.
Council NOTED Cllr Gary Powell and Mick Gibbons as additions to the Oldends Lane Working Group with immediate effect and Cllr Kevin Parsons as Convener for the group
- TC2697** **To receive an update from the Neighbourhood Warden Service representative for Stonehouse**
See details above
- TC2698** **To receive the Clerk's update**
Council NOTED the Clerk's report
- TC2699** **To note the date of the next Town Council Meeting: Monday 8th November '21.**

Bank Account Reconciled Statement

Stonehouse Town Council

01651837

30-98-29

Statement Number	18	Bank Statement No.	18
Statement Opening Balance	£308,515.84	Opening Date	01/09/21
Statement Closing Balance	£295,584.74	Closing Date	30/09/21
True/ Cashbook Closing Balance	£295,584.74		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/09/21	DEB1SEP21AMA	Amazon	54.99	0.00	308,460.85
02/09/21	DEB020921AMA	Amazon	7.99	0.00	308,452.86
03/09/21	DEB3SEP21QGS	Quality Garden Supplies	271.70	0.00	308,181.16
03/09/21	DEB3SEP21VOIP	Voipfone	7.20	0.00	308,173.96
06/09/21	DEB06SEP21MOR E	Morelock Signs Ltd	45.54	0.00	308,128.42
06/09/21	FPI060921MAG	Magpies Social Club	0.00	262.50	308,390.92
07/09/21	FP07SEP21MORE	Morelock Signs Ltd	0.00	0.00	308,390.92
07/09/21	FPO07SEP21grf	G R Fasteners	12.48	0.00	308,378.44
07/09/21	FPO7SEP21ADD	All Done and Dusted	163.20	0.00	308,215.24
07/09/21	FPO7SEP21BISH	Rex Bishop & Son Ltd	450.00	0.00	307,765.24
07/09/21	FPO7SEP21EASY	Easy Window Cleaning	19.00	0.00	307,746.24
07/09/21	FPO7SEP21JIR	Jireh Solutions Ltd	317.70	0.00	307,428.54
07/09/21	FPO7SEP21JLB	Jayne Bailey	13.14	0.00	307,415.40
07/09/21	FPO7SEP21KELL	Kellaway Building Supplies Ltd	6.49	0.00	307,408.91
07/09/21	FPO7SEP21NETT	Nettl (Incorporating Absolute Creative)	127.60	0.00	307,281.31
07/09/21	FPO7SEP21PRO	Prolific Solutions (South West) Ltd	30.13	0.00	307,251.18
07/09/21	FPO7SEP21RACH	Rachel Russell	18.71	0.00	307,232.47
07/09/21	FPO7SEP21SHS	Simple Hygiene Solutions	32.83	0.00	307,199.64
07/09/21	FPO7SEP21SOS	Stroud Office Supplies	21.59	0.00	307,178.05
07/09/21	FPO7SEP21WORK	Workwear Express Ltd	54.45	0.00	307,123.60
08/09/21	BGC8SEP21EDF	EDF	0.00	271.90	307,395.50
08/09/21	DEB080921AMA	Amazon	7.99	0.00	307,387.51
09/09/21	FPI9SEP21STFC	Stonehouse Town YFC	0.00	150.00	307,537.51
10/09/21	DEB100921VOIP	Voipfone	20.00	0.00	307,517.51
10/09/21	FPI10SEP21STFC	Stonehouse Town Football Club	0.00	252.00	307,769.51
15/09/21	DD150921O2	O2	36.50	0.00	307,733.01
20/09/21	DD200921CNG	CNG	23.76	0.00	307,709.25
20/09/21	PAY20SEP21	Lloyds Bank	7.00	0.00	307,702.25
23/09/21	FPI23SEP21BRI	Bridge Football Academy	0.00	45.00	307,747.25

Bank Account Reconciled Statement

24/09/21	DD240921STAY	John Stayte Services Ltd	108.69	0.00	307,638.56
24/09/21	DD24SEP21BT	BT	134.82	0.00	307,503.74
24/09/21	FPI240921HUR	Hurns Hardware	23.82	0.00	307,479.92
24/09/21	FPO240921EWC	Easy Window Cleaning	14.00	0.00	307,465.92
24/09/21	FPO240921GCC	Gloucestershire County Council	111.54	0.00	307,354.38
24/09/21	FPO240921GRU	Grundon Waste Management Ltd	35.96	0.00	307,318.42
24/09/21	FPO240921PAM	Pam Swain	154.75	0.00	307,163.67
24/09/21	FPO240921PKF	PKF Littlejohn	1,200.00	0.00	305,963.67
24/09/21	FPO240921SOS	Stroud Office Supplies	82.04	0.00	305,881.63
27/09/21	DEB270921STAM	Stampit	27.49	0.00	305,854.14
28/09/21	DD28SEP21PEAC	PEAC Finance	176.88	0.00	305,677.26
28/09/21	DEB28SEP21AMA	Amazon	375.85	0.00	305,301.41
28/09/21	FPO280921SOL	School of Larks	457.50	0.00	304,843.91
28/09/21	FPO28SEP21CLA	Clarian Property Services	70.00	0.00	304,773.91
28/09/21	FPO28SEP21HMR C	HMRC	1,988.90	0.00	302,785.01
28/09/21	FPO28SEP21NOR	Northleach With Eastington Town Council	528.00	0.00	302,257.01
28/09/21	FPO28SEP21SOL	School of Larks	150.00	0.00	302,107.01
28/09/21	FPO28SEP21WYN	Wynn's Coffee	250.00	0.00	301,857.01
28/09/21	SO28SEP21PATA	PATA Payroll	34.75	0.00	301,822.26
28/09/21	SO28SEP21SAL	Staff Salaries	5,769.52	0.00	296,052.74
28/09/21	SO28SEP21UBI	Ubico Limited	468.00	0.00	295,584.74

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	13912.5	981.4

Reconciled by Rachel Russell

Signed _____

Clerk / Responsible Financial Officer

Chair

Date _____

Financial Budget Comparison

Comparison between 01/04/21 and 30/09/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/2022	Reserve Movements	Actual Net	Balance	Bal %age	
INCOME						
Town Business Committee						
100	Precept	£336,995.00	£0.00	£337,795.00	£800.00	0.24%
105	Newsletter Advertising	£0.00	£0.00	£0.00	£0.00	0.00%
110	Revenue from Lettings	£0.00	£0.00	£195.00	£195.00	100.00%
115	Meeting Room Hire	£0.00	£0.00	£0.00	£0.00	0.00%
120	Feed-in Tariff from Town Hall	£600.00	£0.00	£512.18	£-87.82	-14.64%
125	Stonehouse Town FC lease	£0.00	£0.00	£0.00	£0.00	0.00%
130	Athletics Field Lease	£0.00	£0.00	£0.00	£0.00	0.00%
135	Phone Mast on Land	£6,548.00	£0.00	£0.00	£-6,548.00	-100.00%
140	Building Lease at OEL	£636.52	£0.00	£0.00	£-636.52	-100.00%
145	Magpies Social Club	£0.00	£0.00	£1,575.00	£1,575.00	100.00%
150	Community Centre Lease	£0.00	£0.00	£0.00	£0.00	0.00%
155	OEL Pitch Hire	£0.00	£0.00	£252.00	£252.00	100.00%
160	Misc Building Hire	£0.00	£0.00	£36.00	£36.00	100.00%
170	Investments Interest	£1,000.00	£0.00	£0.00	£-1,000.00	-100.00%
171	Bank Interest - Lloyds Bank	£0.00	£0.00	£1.28	£1.28	100.00%
172	Bank Interest - Charity A/C	£0.00	£0.00	£0.00	£0.00	0.00%
173	Bank Interest - Natwest	£0.00	£0.00	£0.00	£0.00	0.00%
174	Bank interest - Cambridge BS	£0.00	£0.00	£0.00	£0.00	0.00%
175	Town Hall/Library Recharges	£0.00	£0.00	£2,523.54	£2,523.54	100.00%
176	Bank Interest - Nationwide	£0.00	£0.00	£0.00	£0.00	0.00%
177	Bank Interest - Melton Building Society	£0.00	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/21 and 30/09/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/2022	Reserve Movements	Actual Net	Balance	Bal %age
300 Petty Cash - Income	£0.00	£0.00	£0.00	£0.00	0.00%
Total Town Business Committee	£345,779.52	£0.00	£342,890.00	£-2,889.52	-0.84%
Town Environment Committee					
200 Stonehouse in Bloom	£0.00	£0.00	£0.00	£0.00	0.00%
205 Event Income/Donations	£0.00	£0.00	£0.00	£0.00	0.00%
210 Planting Sponsorship	£0.00	£0.00	£0.00	£0.00	0.00%
215 Grants	£0.00	£0.00	£3,997.33	£3,997.33	100.00%
Total Town Environment Committee	£0.00	£0.00	£3,997.33	£3,997.33	100.00%
Total Income	£345,779.52	£0.00	£346,887.33	£1,107.81	0.32%

EXPENDITURE

Town Business Committee

1000 Salaries	£152,885.00	£0.00	£66,014.07	£86,870.93	-56.82%
1010 Training & Recruitment	£3,000.00	£0.00	£1,272.88	£1,727.12	-57.57%
1020 Health & Safety	£1,500.00	£0.00	£2,121.77	£-621.77	41.45%
1030 Professional Fees	£8,000.00	£0.00	£3,531.49	£4,468.51	-55.86%
1040 IT support	£7,000.00	£0.00	£3,776.80	£3,223.20	-46.05%
1050 Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	-100.00%
1060 Grants	£20,000.00	£0.00	£2,575.83	£17,424.17	-87.12%
1070 Town Hall/Library Shared Costs	£12,000.00	£0.00	£6,350.53	£5,649.47	-47.08%
1080 Town Hall/Library STC costs	£3,500.00	£0.00	£590.70	£2,909.30	-83.12%
1090 Admin Expenses	£4,500.00	£0.00	£3,735.96	£764.04	-16.98%
1100 Mayor's Charity & Expenses	£300.00	£0.00	£344.00	£-44.00	14.67%
1110 Travel Costs/Staff & Councillors	£800.00	£0.00	£48.60	£751.40	-93.93%
1120 Election Costs	£0.00	£0.00	£0.00	£0.00	0.00%
1130 Civic/Remembrance Parades	£180.00	£0.00	£0.00	£180.00	-100.00%
1140 Pavilion Overheads	£7,000.00	£0.00	£1,991.24	£5,008.76	-71.55%
1150 Workshop Overheads	£2,000.00	£0.00	£2,336.88	£-336.88	16.84%

Financial Budget Comparison

Comparison between 01/04/21 and 30/09/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/2022	Reserve Movements	Actual Net	Balance	Bal %age	
1160	Equipment & Vehicle Costs	£5,900.00	£0.00	£2,480.72	£3,419.28	-57.95%
1170	Youth Centre Workers	£40,000.00	£0.00	£18,680.00	£21,320.00	-53.30%
1180	Youth Centre Overheads	£6,000.00	£0.00	£3,414.12	£2,585.88	-43.10%
1200	Subscriptions	£3,500.00	£0.00	£2,659.38	£840.62	-24.02%
1210	Insurances	£6,500.00	£0.00	£6,370.92	£129.08	-1.99%
1220	Project Planning & Delivery	£3,000.00	£0.00	£0.00	£3,000.00	-100.00%
1230	Climate Change	£5,000.00	£0.00	£496.67	£4,503.33	-90.07%
1240	Petty Cash	£0.00	£0.00	£0.00	£0.00	0.00%
Total Town Business Committee		£293,065.00	£0.00	£128,792.56	£164,272.44	-56.05%
Town Environment Committee						
1190	Amenity Areas	£37,500.00	£0.00	£19,366.73	£18,133.27	-48.36%
2000	Christmas Lights	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
2005	Climate Change	£2,000.00	£0.00	£0.00	£2,000.00	-100.00%
2010	In Bloom	£7,000.00	£0.00	£5,882.04	£1,117.96	-15.97%
2020	Street Furniture/Bus Shelters	£2,000.00	£0.00	£1,367.20	£632.80	-31.64%
2030	Traffic Calming/Transport Studies	£0.00	£0.00	£0.00	£0.00	0.00%
2040	Town Greens Maintenance	£0.00	£0.00	£0.00	£0.00	0.00%
2050	Cultural Events & Studies	£5,000.00	£0.00	£980.29	£4,019.71	-80.39%
2060	Signage	£300.00	£0.00	£309.00	£-9.00	3.00%
2070	Town Centre Partnership	£0.00	£0.00	£540.00	£-540.00	100.00%
2080	Neighbourhood Plan Review	£4,000.00	£0.00	£0.00	£4,000.00	-100.00%
2090	Planning Specialist Advice	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
Total Town Environment Committee		£63,800.00	£0.00	£28,445.26	£35,354.74	-55.41%
Total Expenditure		£356,865.00	£0.00	£157,237.82	£199,627.18	-55.94%

Financial Budget Comparison

Comparison between 01/04/21 and 30/09/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/2022	Reserve Movements	Actual Net	Balance	Bal %age
Total Income	£345,779.52	£0.00	£346,887.33	£1,107.81	0.32%
Total Expenditure	£356,865.00	£0.00	£157,237.82	£199,627.18	-55.94%
Total Net Balance	-£11,085.48		£189,649.51	-£198,519.37	

Stonehouse Town Council

Expenditure transactions - payments approval list Start of year 01/04/21

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
1961		£36.50	1040/4	30/09/21	O2 - Mobile phone charges for September	
1965		£66.56	1150/4	30/09/21	Hurns Hardware - various hardware	
1966		£58.84	1160/3	30/09/21	John Stayte Services Ltd - Fuel used in September	
1955		£295.20	1040/1	01/10/21	Jireh Solutions Ltd - IT support for October	
1963		£7.20	1040/4	02/10/21	Voipfone - office phone charges	
1962		-£250.31	1070/3	04/10/21	Good Energy - Contra 1921, refund of discrepancy between bill amount and DD taken	
1959		£19.00	1080/1	05/10/21	Easy Window Cleaning - window cleaning	
1967		£134.00	1140/2	06/10/21	WaterPlus - Water charges 29 June to 29 September	
1968		£163.52	1070/2	06/10/21	WaterPlus - Water charges for 29 June to 29 September	
1969		£38.88	1090/2	07/10/21	Jayne Bailey - Expenses claim	
1964		£40.12	1070/4	10/10/21	CNG - Gas used in September	
Sub Total		£609.51				
Total		£609.51				

Signature _____

Date _____

Signature _____