



**Minutes of a Town Business Committee
held on Monday 29th November 2021 at 7.00pm
at the Town Hall**

Present: Councillors John Callinan, Mike Davis, Mick Gibbons (Chair) Gary Powell, Kevin Parsons

In Attendance: Carlos Novoth, Clerk

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

B/315 To receive apologies

Apologies were received from Town Cllrs Leigh Binns and Carol Kambites

B/316 To receive Declarations of Interest

There were no declarations of interest

B/317 To approve the minutes of the Business Committee meeting held on 1st November '21

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

In light of changing circumstances relating to covid measures and the presence of several members of community groups attending the meeting in support of their particular interests, with support of the Committee, the Chair brought forward agenda items B/323, B/329 and B/324 in that order

B/323 To consider for approval grant applications from the following organisations:

- **Gardening Club - Revenue grant for £500 per year**

Members of the Gardening Club spoke in support of their grant application highlighting in particular the need to secure more members following the effects of a covid ridden year. The club were finding it difficult with rising prices for 'Speakers' at club events and venue arrangements. The town council suggested considering alternative venues to the one they normally use such as Magpies Social club, the Pavilion at Oldends Lane etc

Committee APPROVED the revenue grant of £500 on the basis that it is reviewed annually.

- **Homestart - One off grant for £2,484**

The Office Manager for Homestart gave an overview of the Homestart service and the growing number of residents of Stonehouse that benefit - 48 families since April of this year; expecting 90 families (young mothers mainly) in need of support next year. The manager explained that the organisation received referrals from several different directions and are wholly reliant on grant funding. Cllrs were thankful that the organisation was present within the town, providing much needed help to vulnerable residents.

Committee APPROVED a grant for £2,484.90

- **Stonehouse African Drummers - One off grant for £500**

The Clerk reported that a representative of the group could not attend. Whilst one Cllr was aware of the group and its activities, the majority were not and could not judge its benefit to the community.

Committee DEFERRED the application until such time as the group could provide representation to the committee.

B/329 To consider Stonehouse Town Football Club's (STFC) proposal to develop the welfare facilities within the football ground

Representatives of the football club presented their proposal stating that the Club, in its current league, was lagging behind other equally established clubs at the same level in terms of the provision of welfare facilities and that in fact, it needed welfare facilities within the actual ground to continue to be eligible to stay in their current league; it was also stated that the club needed to establish a more sustainable footing in order to keep advancing into the upper leagues. The proposed changes would also have an added benefit to the wider community. The football club had already established funding streams for the proposed changes and therefore only needed the Council to give the club authority to progress its plans. The Oldends lane development working group had made progress in establishing the preferred location for the main development and therefore saw the proposal as a very helpful interim solution for both the football and social club during this period of transition. A representative of Magpies Social Club supported the changes and commented that whilst the football club's application for an alcohol licence may divert some of the social club's existing business, the social club will be happy to work with STFC. Questions were raised at the meeting, the answers to which included:

- The proposal not inhibiting the further supply of funding from the GFA in 2024 for the main development
- Utility connections would be covered by the proposed funding

Overall Cllrs considered the proposal to be well thought out and commended the football club

Committee AGREED to Recommend the proposal in full to Town Council subject to legal advice.

B/318 To consider the budget position up to 31st October '21

There were no questions from Committee Members

Committee NOTED the report detailing Total 'Actual Net' Income of £343,206.63 and a total 'Actual Net' Expenditure of £138,821.29

B/319 To approve the latest payments list

Cllrs raised queries in relation to payments to Cotswold Turfcare and GPFA Committee APPROVED the payments totalling £28,261.03

B/320 To approve the council's subscription to Gloucestershire Playing Fields Association

Committee APPROVED the annual subscription

B/321 To consider quotations for the town council's electricity supply from April 2022

The Clerk directed Cllrs to the supporting papers highlighting a number of market prices from a host of renewable energy providers from two separate brokers (Cllrs expressed a wish to maintain the council's commitment to reducing its carbon footprint through the purchase of renewable energy). There was a consistency in the pricing that would at the very least increase the council's annual costs by 60%. Advice from a broker used by the council had suggested that the commercial market for utilities would be closing during December and so it would not be possible to secure prices during this time. *(It was later found that this was not actually the case - however the advice was found to be incorrect - unaware of this BC RESOLVED to:*

- *Negotiate with YU Energy for an improved 3 year offer, in light of the Council's current business with the company and, in the absence of this to, subject to discussion with the Chair of Business Committee to,*
- *Award a three year contract to Corona Energy totalling an annual cost of £13,266.24*

Following receipt of the corrected information, the Clerk suggested to the Chair of BC that the award of the electricity contract should be deferred to Town Council at its meeting on the 6th December, even though prices may alter.

B/322 To consider for recommendation to council, the latest amendments to the council's Investment Strategy

Committee AGREED to recommend to Town Council the revised Strategy subject to the term 'Current Account - Lloyds Bank' being inserted into the Appendix next to the text Stonehouse Town Council or STC

B/323 To consider for approval grant applications from the following organisations:

- **Gardening Club - Revenue grant for £500 per year**
- **Homestart - One off grant for £2,484**
- **Stonehouse African Drummers - One off grant for £500**

Agenda Item brought forward in the meeting - see above

B/324 To consider and recommend to Council a revision to Stonehouse Town Football Club's annual payment for the use of OEL football pitches and Pavilion

The Clerk directed the Committee to the support papers
Committee APPROVED the Clerk's recommendation of reducing the current financial year's (2021/22) charge to Stonehouse Town Football Club for the use of outlying pitches and Pavilion at Oldends Lane from £1,700 to £1,200

B/325 To consider for recommendation to council, the design of the new youth service from April 2022 and associated Tender documents.

The Youth Working Group had since January 2021 undertaken a great deal of work to establish the needs of Stonehouse Youth; a decision on the design of the future youth service has been based on, amongst other information and data, the survey findings. In essence, as the service has performed extremely well over the past few years and in particular during the Covid crisis, the future service will effectively remain somewhat unchanged other than to add clarity about the town council's requirements.

Council AGREED to recommend the revised contract and supporting documents to Town Council

B/326 To consider upgrading the CCTV cameras at Oldends Lane

The Clerk directed Cllrs to the supporting papers and to his recommendation for the contract award. Owing to the escalation of vandalism at Oldends Lane and the severity of the damage, The Clerk highlighted the need to improve security around the POD and the adjacent play areas. The proposed new camera and recording equipment would be able to identify culprits damaging the facilities.

Committee APPROVED:

- a) the purchase and installation of new monitoring and recording equipment on the POD building at a cost of £2,345 plus vat (quotation provided by Kiblec) and
- b) that funding is sourced from BC's 'Project Planning and Delivery' budget

B/327 To consider the report from Accessibility Gloucestershire and agree on follow-up actions

Cllrs considered the report to be very in depth and useful in highlighting areas of the town that required attention whether through, Glos Highways, Stroud District Council and indeed the Town Council. There was a comment about the fact there was no reference to the use by High street businesses, of 'A' boards. The Clerk said that he would feed this back to Accessibility Gloucestershire, the report's author.

Committee RECOMMEND to Town Council to relay the results of the Accessibility Glos' audit to relevant organisations including Glos Highways and request that adequate funding is put in place in future years to implement the recommended actions.

B/328 To consider a request from 'Stroudwater Team of Churches' for future additional burial ground at, or around St Cyrs.

Committee NOTED the letter and have agreed for Cllrs to consider the availability of additional land for use as a future burial ground. The Clerk to respond to the Stroudwater Team of Churches.

B/329 To consider Stonehouse Town Football Club's proposal to develop the welfare facilities within the football ground

Agenda item brought forward in the meeting - see above

B/330 To consider the Town Council's Business Committee budget for 2022/23

Committee AGREED to hold an additional Business Committee meeting specifically to discuss the 2022/23 original budgeting, on Tuesday 14th December 2021 at 7pm at the Town Hall.

B/331 To receive updates from the following working groups:

- Communications
- Climate Change Action Forum
- Oldends Lane Development
- Support Stonehouse
- Youth

Reports were presented to Committee from the following working groups: 'Youth' and 'Events'

And, to receive an update on the progress of Stonehouse Market

Cllr Kevin Parsons confirmed that some of the external funding that had been promised has now been received. However, the new market will not now commence until Valentine's Day. Whilst it was originally going to be located in the car park at the Globe public house, it was now envisaged that the stalls would be located along the High street between the Globe and Town Hall

B/332 To receive the Clerk's update

Committee NOTED the Clerk's update

B/333 To note the date of the next Business Committee meeting: Monday 10th January '22

Committee NOTED the date of the next meeting

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/21 and 31/10/21 inclusive. Includes due and unpaid transactions.

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

		2021/2022	Reserve	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	£1,837.50	£1,837.50	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	£3.80	£3.80	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	£51.61	£51.61	100.00%
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

for Town Business Committee

Comparison between 01/04/21 and 31/10/21 inclusive. Includes due and unpaid transactions.

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

	2021/2022	Reserve	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	£343,206.63	-£2,572.89	-0.74%

EXPENDITURE

Town Business Committee

1000 Salaries	£152,885.00	£0.00	£74,850.28	£78,034.72	-51.04%
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	£4,081.97	£2,918.03	-41.69%
1050 Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	-100.00%
1060 Grants	£20,000.00	£1,501.00	£2,575.83	£18,925.17	-94.63%
1070 Town Hall/Library Shared Costs	£12,000.00	£0.00	£6,297.17	£5,702.83	-47.52%
1080 Town Hall/Library STC costs	£3,500.00	£0.00	£604.70	£2,895.30	-82.72%
1090 Admin Expenses	£4,500.00	£0.00	£3,840.23	£659.77	-14.66%
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	£2,167.36	£4,832.64	-69.04%
1150 Workshop Overheads	£2,000.00	£0.00	£2,768.18	-£768.18	38.41%
1160 Equipment & Vehicle Costs	£5,900.00	£0.00	£2,579.84	£3,320.16	-56.27%
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	£3,522.03	£2,477.97	-41.30%
1200 Subscriptions	£3,500.00	£0.00	£2,667.37	£832.63	-23.79%
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%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/21 and 31/10/21 inclusive. Includes due and unpaid transactions.

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

	2021/2022	Reserve	Actual Net	Balance	Bal %age
Total Town Business Committee	£293,065.00	£1,501.00	£138,821.29	£155,744.71	-53.14%

Stonehouse Town Council

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

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
1985		£951.50	2050/1	19/10/21	Jo Mew Creative - 1000 Shop Stonehouse bags for life with Christmas design	
2050		£773.64	1140/5	21/10/21	Drain Division - Drain clearance at The Pavilion on 20 October	
2039		£77.84	1090/2	29/10/21	Prolific Solutions (South West) Ltd - Printing and photocopying charges for October	
2022		£80.00	2060	15/11/21	Debbie Kelsey - Design of new sign for Meadow Play park	
2024		£472.00	2050/3	15/11/21	MDL Kelex - Banners and A4 flyers for canal consultation	
2025		£348.00	1020	15/11/21	Stroud Alarms - Installation of monitoring unit and monitoring agreement of The Pod fire alarm system	
2027		£10,252.98	1190/1	15/11/21	Cotswold Turf Care Ltd - Grass cutting contract June to October 2021	
2028		£492.99	1190/4	15/11/21	Kedel Limited - 12 recycled plastic boards to repair benches plus delivery	
2029		£32.38	1150/4	16/11/21	Ermin Plant - Shovel and chisel	
2030		£30.00	2050/1	16/11/21	CDS Publications Ltd - Web advert on What's On Glos for Goodwill	
2031		£90.00	2060	18/11/21	Five Valleys Signs - New sign for Meadow play area	
2032		£63.80	1040/2	18/11/21	Nettl (Incorporating Absolute Creative) - website hosting	
2033		£665.00	2050/1	18/11/21	The Stall Hire Company (Formerly SKETTS) - Balance of payment due for the hire of stalls for Goodwill	
2034		£91.00	2050/1	19/11/21	Jo Mew Creative - Marketing materials for Goodwill 2021	
2035		£2,000.00	1030	19/11/21	Accessible Gloucestershire - Accessible Streets Project audit and report	
2036		£972.00	1060/1	19/11/21	The Fig Tree - Grant for a new keyboard, baking equipment and Scrapstore membership B/292	
2037		£432.00	1090/2	23/11/21	Wertex Limited - Delivery of Autumn edition of Stonehouse News	
2038		£85.20	1190/3	23/11/21	GB Sport & Leisure - 24 x 7mm quick links for swings	
2040		£25.00	1010/2	23/11/21	Sunflowers Suicide Support - ASIST suicide prevention workshop for Cllr Mike Davis	
2041		£1,250.00	1190/1	23/11/21	D Price Auto Service & Repair - Stagholt ditch maintenance	
2042		£100.00	1200	23/11/21	Gloucestershire Playing Fields Association - Subscription 2021	

Signature

Signature

Date

Stonehouse Town Council

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

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2043		£9.59	1090/2	25/11/21	Rachel Russell - Expense claim 25 Nov 2021	
2044		£108.15	1020	25/11/21	Stroud Alarms - Replacement of fire extinguisher in Workshop as part of annual fire fighting equipment service	
2049		£14.00	1080/1	25/11/21	Easy Window Cleaning - Cleaning of Town Hall windows	
2051		£9.68	1090/2	25/11/21	Jayne Bailey - Expenses claim for November 21	
Sub Total		£19,426.75				
		£8,834.28			Confidential	
Total		£28,261.03				

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Date _____