



**Minutes of a Town Business Committee
held on Monday 10th January 2022 at 7.00pm
at the Town Hall**

Present: Councillors Chris Brine, Mike Davis, John Callinan, Mick Gibbons (Chair), Carol Kambites, Gary Powell and Kevin Parsons

In Attendance: Carlos Novoth, Clerk

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

B/341 To receive apologies

There were no apologies

B/342 To receive Declarations of Interest

There were no declarations of interest

B/343 To approve the minutes of the Business Committee meeting held on 14th Dec '21

Cllr Davis stated that the minutes did not reflect his comment to the Clerk about the council's Goodwill budget under agenda item B/339; which was to 'maintain the goodwill budget at its current level'.

Subject to this amendment, Committee APPROVED the minutes as a true and accurate record of the meeting.

B/344 To receive the Business Committee budget report up to 31st December 2021

A question was raised over insurance costs and its coding. The Clerk highlighted that the coding breakdown was now superfluous as the council's insurance arrangements were negotiated as a whole and were not broken down into different elements. The Clerk highlighted that there was a backlog of invoices to be expected from the council's grounds maintenance contractor and that this should be taken into consideration.

Committee NOTED the latest budget report with a total Net Expenditure figure of £185,820.41 and a total Net Income figure of £345,957.08.

B/345 To approve the latest payments list

The Clerk highlighted that the outstanding issue with regards to Good Energy's invoicing has now finally been resolved and so the backlog of invoices are now

coming through and, that the council is entering into its last year of a 3 year contract with 'Edge' finance.

Committee APPROVED the payment list totalling £16,714.19

B/346 To consider the Town Council's Business Committee budget for 2022/23

The latest update on the detailed changes to the Business Committee budget were distributed for comment. The Clerk stated that a report on the outcome of the staffing review would be included in the town council's next meeting for consideration in determining the final budget for financial year 2022/23 (a rough estimate had been included in the budget setting process to date) He also reminded Committee that the council approved a standstill budget in financial year 2021/22. References were made with regards unspent budgets and justification for the need to improve support the youth of Stonehouse hence the increase in budget by £10,000. Other comments included the suggestion that any increase should not exceed 6%-7%. Particular support was given to the need to ensure that future budget setting processes would be based on an up to date Action Plan within the Council's Strategy
Committee RECOMMENDED that Town Council approve the draft Business Committee budget for 2022/23 subject to a decision on the staffing review

B/347 To recommend to town council for approval, the purchase of new battery-operated grounds maintenance equipment

The Clerk presented his report summarising key headline details and highlighting that this was a significant step for the council to take but that, along with other key benefits, it meets with the council's aim of reducing its carbon footprint. A question was raised with regards to the council's existing grounds maintenance equipment and, it was confirmed that it was intended for the town council to retain these items as a back-up.

Committee AGREED with the Officer's recommendations to:

Recommend to Town Council to approve the purchase of the battery-operated grounds maintenance equipment as listed in Appendix 2 from 'EGO' at a total cost of £4,665 inc vat; the purchase to be funded through the council's Earmarked Reserves under the heading of 'Mowers, Trailers and Other Large Equipment'

B/348 To approve the engagement of a Health and Safety consultant to advise on the Town council's operational systems and procedures

The Clerk presented his report highlighting the need for the council to sign up to a three-year deal should Officer recommendations be approved. He also stated that the company (Worknest) were willing to include an 'opt out' clause after nine months should the council not decide the consultant is delivering value for money - there would be no penalty for doing so. The Clerk further stated that the council had been supported by 'Worknest' in a HR capacity and that he felt that the service provided was of a good quality and the company was very responsive.

Committee felt that staff should be further supported and therefore, subject to Council agreeing to the implementation of a 'Health and Safety Sub Committee', would AGREE with the Clerk's recommendations to recommend to Town Council:

1. To approve 'Worknest's proposal at an annual cost of £1,960 plus vat for a contract term of three years with a view to
 - a. commencing the contract in the current financial year (2021/22) and
 - b. viring £2,000 from budget code 1000 (Salaries) to budget code 1030 (professional fees) in the current financial year
2. To approve an increase in the council's budget (budget code 1030) by £2,000 per year for the next two financial years (2022/23 and 2023/24) to accommodate the additional costs

B/349 To receive the access audit report from Accessibility Gloucestershire on the Town Hall and Library

The Clerk presented the outcome of the accessibility audit recently undertaken of the town hall and library. The assessor was very impressed with the buildings access arrangements and in particular, the quality of services provided by the Library; she asked for authority from the Town Council to advertise the facility on her organisation's website as a facility that caters for people with disabilities. A question was raised in relation to the cost of improvements - the Clerk added that these costs would be born by both the Library and Town Council in line with the current Lease agreement
Committee NOTED the report and agreed for Accessibility Gloucestershire to promote the Town Hall/Library facilities on their website.

B/350 To receive updates from the following working groups:

- **Communications**
There was a Comms meeting scheduled for Monday 17th Jan - Cllrs Gary Powell and Val Randall to become members of the working group and ex Cllr Leigh Binns to be removed in light of her resignation from the council
- **Climate Change Action Forum**
There is to be a Climate Fayre at Stonehouse Community Centre. The working group will be looking at proposals from Severn Wye Energy regarding the council's sports pavilion and a energy efficiency awareness programme
- **Oldends Lane Development**
Work is in progress with a meeting due Tuesday 11th January
- **Support Stonehouse**
The working group are trying to start meetings in the near future
- **Youth**
Tender submissions are due on 14th January

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

The Latest position is that all the income needed to secure the start of the town market has now been received, licensing is being applied for - the first town market is due on 12th February and will take place between 1pm and 5pm

B/351 To note the date of the next Business Committee meeting: Monday 1st February '22

Committee NOTED the next meeting

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/21 and 31/12/21 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	£70.00	£70.00	100.00%
120	Feed-in Tariff from Town Hall	£600.00	£0.00	£648.72	£48.72	8.12%
125	Stonehouse Town FC lease	£0.00	£0.00	£580.25	£580.25	100.00%
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	£2,362.50	£2,362.50	100.00%
150	Community Centre Lease	£0.00	£0.00	£0.00	£0.00	0.00%
155	OEL Pitch Hire	£0.00	£0.00	£1,690.00	£1,690.00	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	£4.46	£4.46	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%
300	Petty Cash - Income	£0.00	£0.00	£0.00	£0.00	0.00%
Total Town Business Committee		<u>£345,779.52</u>	<u>£0.00</u>	<u>£345,957.08</u>	<u>£177.56</u>	<u>0.05%</u>

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/21 and 31/12/21 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
EXPENDITURE						
Town Business Committee						
1000	Salaries					
1000/1	Contracted staff	£141,885.00	£0.00	£95,064.60	£46,820.40	33.00%
1000/2	Locum	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1000/3	Short term contracted staff	£10,000.00	£0.00	£0.00	£10,000.00	100.00%
1000	Total	£152,885.00	£0.00	£95,064.60	£57,820.40	37.82%
1010	Training & Recruitment					
1010/1	Contracted Staff	£2,500.00	£0.00	£1,208.00	£1,292.00	51.68%
1010/2	Councillors	£500.00	£0.00	£464.88	£35.12	7.02%
1010	Total	£3,000.00	£0.00	£1,672.88	£1,327.12	44.24%
1020	Health & Safety	£1,500.00	£0.00	£2,842.90	-£1,342.90	-89.53%
1030	Professional Fees	£8,000.00	£0.00	£5,531.49	£2,468.51	30.86%
1040	IT support					
1040/1	General	£3,000.00	£0.00	£5,385.40	-£2,385.40	-79.51%
1040/2	Website	£1,000.00	£0.00	£735.17	£264.83	26.48%
1040/3	Newsletter	£1,500.00	£0.00	£630.00	£870.00	58.00%
1040/4	Phones	£1,500.00	£0.00	£383.79	£1,116.21	74.41%
1040	Total	£7,000.00	£0.00	£7,134.36	-£134.36	-1.92%
1050	Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	100.00%
1060	Grants					
1060/1	One-Offs	£15,000.00	£1,501.00	£7,032.73	£9,468.27	63.12%
1060/2	Long-Term	£5,000.00	£0.00	£0.00	£5,000.00	100.00%
1060	Total	£20,000.00	£1,501.00	£7,032.73	£14,468.27	72.34%
1070	Town Hall/Library Shared Costs					
1070/1	Rates	£6,000.00	£0.00	£3,894.95	£2,105.05	35.08%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/21 and 31/12/21 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
1070/2	Water	£500.00	£0.00	£432.71	£67.29	13.46%
1070/3	Electric	£1,500.00	£0.00	£1,814.92	-£314.92	-20.99%
1070/4	Gas	£1,400.00	£0.00	£1,180.66	£219.34	15.67%
1070/5	Interior Maintenance (reactive)	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1070/6	Interior Maintenance (programmed)	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1070/7	Waste Collection	£300.00	£0.00	£54.71	£245.29	81.76%
1070/8	Security	£300.00	£0.00	£0.00	£300.00	100.00%
1070	Total	£12,000.00	£0.00	£7,377.95	£4,622.05	38.52%
1080	Town Hall/Library STC costs					
1080/1	Exterior Maintenance/Cleaning	£2,000.00	£0.00	£407.22	£1,592.78	79.64%
1080/2	Interior Cleaning	£1,500.00	£0.00	£914.64	£585.36	39.02%
1080	Total	£3,500.00	£0.00	£1,321.86	£2,178.14	62.23%
1090	Admin Expenses					
1090/1	Paper	£500.00	£0.00	£35.48	£464.52	92.90%
1090/2	Other	£4,000.00	£0.00	£5,295.44	-£1,295.44	-32.39%
1090	Total	£4,500.00	£0.00	£5,330.92	-£830.92	-18.46%
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					
1140/1	Rates	£1,200.00	£0.00	£544.85	£655.15	54.60%
1140/2	Water	£300.00	£0.00	£272.71	£27.29	9.10%
1140/3	Electric	£2,000.00	£0.00	£934.48	£1,065.52	53.28%
1140/4	Cleaning	£1,000.00	£0.00	£814.98	£185.02	18.50%
1140/5	Maintenance (reactive)	£200.00	£0.00	£794.20	-£594.20	-297.10%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/21 and 31/12/21 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
1140/6	Maintenance (programmed)	£500.00	£0.00	£384.44	£115.56	23.11%
1140/7	Waste Collection	£900.00	£0.00	£62.47	£837.53	93.06%
1140/8	Security	£200.00	£0.00	£0.00	£200.00	100.00%
1140/9	Septic Tank	£700.00	£0.00	£660.00	£40.00	5.71%
1140	Total	£7,000.00	£0.00	£4,468.13	£2,531.87	36.17%
1150	Workshop Overheads					
1150/1	Water	£200.00	£0.00	£200.03	-£0.03	-0.02%
1150/2	Electric	£300.00	£0.00	£0.00	£300.00	100.00%
1150/3	Maintenance (reactive)	£300.00	£0.00	£0.00	£300.00	100.00%
1150/4	Maintenance (programmed)	£800.00	£0.00	£2,079.72	-£1,279.72	-159.97%
1150/5	Waste Collection	£300.00	£0.00	£862.39	-£562.39	-187.46%
1150/6	Security	£100.00	£0.00	£0.00	£100.00	100.00%
1150	Total	£2,000.00	£0.00	£3,142.14	-£1,142.14	-57.11%
1160	Equipment & Vehicle Costs					
1160/1	Insurance	£800.00	£0.00	£709.20	£90.80	11.35%
1160/2	Maintenance	£2,300.00	£0.00	£1,520.19	£779.81	33.90%
1160/3	Fuel	£2,000.00	£0.00	£413.81	£1,586.19	79.31%
1160/4	Tax	£200.00	£0.00	£0.00	£200.00	100.00%
1160/5	MOT/Service	£600.00	£0.00	£0.00	£600.00	100.00%
1160	Total	£5,900.00	£0.00	£2,643.20	£3,256.80	55.20%
1170	Youth Centre Workers	£40,000.00	£0.00	£28,020.00	£11,980.00	29.95%
1180	Youth Centre Overheads					
1180/1	Rates	£1,400.00	£0.00	£1,010.48	£389.52	27.82%
1180/2	Water	£100.00	£0.00	£162.62	-£62.62	-62.62%
1180/3	Electric	£1,300.00	£0.00	£627.87	£672.13	51.70%
1180/4	Cleaning	£500.00	£0.00	£613.00	-£113.00	-22.60%
1180/5	Maintenance (reactive)	£500.00	£0.00	£229.50	£270.50	54.10%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/21 and 31/12/21 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
1180/6	Maintenance (programmed)	£300.00	£0.00	£1,004.01	-£704.01	-234.67%
1180/7	Waste Collection	£300.00	£0.00	£191.53	£108.47	36.16%
1180/8	Security	£1,100.00	£0.00	£130.00	£970.00	88.18%
1180/9	IT costs	£500.00	£0.00	£224.70	£275.30	55.06%
1180	Total	£6,000.00	£0.00	£4,193.71	£1,806.29	30.10%
1200	Subscriptions	£3,500.00	£0.00	£2,783.35	£716.65	20.48%
1210	Insurances					
1210/1	Public/Employee Liability	£6,000.00	£0.00	£0.00	£6,000.00	100.00%
1210/2	Buildings	£250.00	£0.00	£6,370.92	-£6,120.92	-2448.37%
1210/3	Vehicle	£250.00	£0.00	£0.00	£250.00	100.00%
1210	Total	£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	£1,501.00	£185,820.41	£108,745.59	37.11%

Unpaid expenditure transactions

Start of year 01/04/21

Confidential

Tn no	Gross	Vat	Net	CtteeInvoice date	Details	Cheque	Cheque Total
2079	£7,134.55	£0.00	£7,134.55	BUS 09/12/21	Staff Salaries	Staff salaries December 2021	
2080	£34.75	£0.00	£34.75	BUS 09/12/21	PATA Payroll	Payroll and pension admin for December	
2081	£1,264.07	£0.00	£1,264.07	BUS 09/12/21	NEST	Staff pension payments for December salaries	
Total	£8,433.37	£0.00	£8,433.37				