



**Minutes of a Town Business Committee  
held on Monday 7<sup>th</sup> February 2022 at 7.00pm  
at the Town Hall**

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

**In Attendance:** Carlos Novoth, Clerk, Cllr Rachel Armstrong and Representative from Severn Wye Energy Agency (SWEA) and Transition Stroud

---

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

---

There were no presentations from members of the public

**B/352 To receive apologies**

Apologies were received from Cllr Kevin Parsons

**B/353 To receive Declarations of Interest**

There was a declaration of interest from Cllr John Callinan in relation to Agenda Item B/363 and Cllr Gary Powell for Agenda Item B/359

By agreement the Chair brought forward Agenda Items B/361 and B/363

**B/361 To consider the following climate action proposals:**

**SWEA - Severn Wye Energy Agency**

Cllr Kambites provided an overview of both projects and directed Cllrs to the supporting information. The representative of SWEA provided further clarification.

- **Review of options to reduce energy consumption and running costs of the Pavilion**

Cllrs felt that there was now an urgency to find a long-term solution to the significant amount of energy used within the Pavilion; SWEA's proposal will cost the council £1,400; this work has been included as a joint proposal with the 3 year Incentivised Local Carbon Reduction Scheme.

Committee **APPROVED** the award of the Options Appraisal to SWEA at a cost of £1,400 subject to the council receiving a separate proposal.

- **3 Year Incentivised Local Carbon Reduction Scheme**

It was felt that this scheme could help residents who were financially able to take advantage of the information produced by the scheme; the concern was that many residents would not be able to and it was important to ensure that they did not feel disenfranchised. It was recognised that Cllrs needed more time to consider the proposal and should therefore be considered at its next meeting.

#### **Transition Stroud**

- **To support a local scheme to install rooftop solar PV in the community**

Transition Stroud's representative provided an overview of the project confirming that the grant is to help match funding provided by BS Co-op to employ a part-time coordinator to find building owners within the community willing to take part in the solar installation scheme. The representative fielded a number of questions about the need for a coordinator, oversight of the project, how the project would engage with building owners, what arrangements would be in place should BSCo-op run into financial trouble and what incentives are being offered to encourage building owners to take part. Overall, Cllrs felt that the project was worthwhile and could deliver tangible results for individuals involved and the wider community. Contributions to the project were being made by Stroud Town Council, Rodborough Parish Council and Cainscross Town Council to date. It was hoped that Stroud District Council would also contribute to this worthwhile scheme. Committee **APPROVED** the award of a grant totalling £2,000 to Transition Stroud for the above scheme

#### **B/363 To consider a proposal for the potential purchase of open grass land at Verney Fields**

The benefits of purchasing the land was discussed, in particular the connection with Doverow Woods. However, it was acknowledged that there were other pieces of land that the council had an option to purchase with its limited (Land Acquisition) earmarked reserve. Also, there would be an ongoing maintenance cost which the council will have to budget for. Committee **AGREED** to recommend that the matter be considered at Full Town Council in context with other available land.

#### **B/354 To approve the minutes of the Business Committee meeting held on 10<sup>th</sup> January '22**

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

#### **B/355 To appoint a Vice Chair**

Cllr Carol Kambites proposed Cllr Mike Davis for the position of Vice Chair; this was seconded by Cllr Gary Powell; all were in favour. Committee **APPOINTED** Cllr Mike Davis as the Vice Chair of Business Committee

#### **B/356 To consider the budget position up to 31<sup>st</sup> January '22**

The Clerk highlighted several areas of underspend and confirmed that the annual income from the phone mast at Oldends Lane was due in February. There has been no indication that the money will not be forthcoming  
Committee **NOTED** the budget report with a Total Net Income of £347,777.76 and a Total Net Expenditure of £206,795.26

**B/357 To approve the latest payments list**

The clerk highlighted the major items of expenditure, some of which were due to the completion of key projects ie resurfacing around play equipment, installation of CCTV etc.

Committee **APPROVED** the payments list

**B/358 To consider for recommendation the Council's revised policies**

- **Co-option**

The convener of the policy working group provided an overview of the changes made to the existing policy. The work was commended by the Committee. It was thought that candidates should not be required to seek a proposer or seconder for their nomination.

Committee **AGREED** to recommend approval to full town council of the revised policy subject to the removal of the need for candidates to secure a proposer and seconder

- **Communications and Engagement**

The Convener of the policy working group highlighted that three documents had been merged into one; they included the 'Communications', 'Community Engagement' and 'Social Media' policies. He mentioned that the revised single document was still considered to be 'work in progress' and that input from Business Committee Members would be welcome over the coming week. This will provide time to amend the latest version for discussion at Committee at the end of February

Committee **NOTED** the work undertaken to date and agreed to respond to Cllr Davis with comments within the next seven days

**B/359 To consider for recommendation to town council a proposal to purchase planters for the 2022 Heart of England in Bloom display**

An overview of the paper written by the Clerk was provided in support of the business case for purchasing new planters for the Town's 'In Bloom' display for 2022/23 and the planting being provided by a new plant supplier in the north of the UK. A question was raised in relation to the use of Peat free compost; it was acknowledged that whilst the compost used was not completely peat free, the percentage of peat was very low - the supplier is known to be trying to further reduce the level of peat used without compromising the quality of the planting.

Committee **AGREED** to recommend for approval to town council the following Recommendations:

**For Council**

- A. To purchase the water reservoir-based planting containers from 'geView' at the total cost of £6,109.25 plus vat as detailed in the company's quotation dated 27<sup>th</sup> January 2022, funded through a virement for the total amount in the current financial year (from

**‘Salaries/Short term contracted staff’ - cost code 1000/3 to ‘In Bloom/Other’ - cost code 2010/4)**

- B. To award the planting and erection service from ‘geView’ at the total costs of £1,868.75 and £1,713.75 plus vat as detailed in the company’s quotation dated 27<sup>th</sup> January 2022**
- C. To retain ‘In Bloom’s net budget for financial year 2022/23**

**B/360 To consider for recommendation to town council to complete further repairs to the banks of Stagholt Brook**

The Clerk reminded Cllrs of the need to stay on top of the decaying banks of the Brook. He also stated that the company engaged to work on the Brook last year had been successful in stabilising parts of the bank previously worked on; he also confirmed that he could not find alternative contractors to provide quotes.

**Committee AGREED to recommend for approval to town council to:**

- A. Award the bank stabilisation works covering two distinct areas to JPR Environmental at a total cost of £8,800 plus vat and**
- B. For the work to be funded from the council’s earmarked reserves**

**B/361 To consider the following climate action proposals:**

**SWEA - Severn Wye Energy Agency**

- Review of options to reduce energy consumption and running costs of the Pavilion**
- 3 Year Incentivised Local Carbon Reduction Scheme**

As detailed above

**Transition Stroud**

- To support a local scheme to install rooftop solar PV in the community**

As detailed above

**B/362 To consider for recommendation to town council a proposal to paint the town logo on the old pub sign in front of the medical centre**

The Clerk confirmed that he had received an email from the medical centre to the effect that the old Public House sign located on the green did not belong to the property currently occupied by the medical centre; on the basis that the town green belonged to the council, it was assumed that this included the sign; research confirmed that the sign was not ‘Listed’

**Committee AGREED to recommend for approval to town council to repaint one side of the sign with the town council logo and the other side with SIB’s logo and, that the frame and supporting post also be refurbished if possible.**

**B/363 To consider a proposal for the potential purchase of open grass land at Verney Fields**

See above details

**B/364 To receive updates from the following working groups:**

- Communications**  
Preparations for the next council newsletter will soon be needed

- **Climate Change Action Forum**  
There is to be a climate change fair at Stonehouse Community Centre on the 3<sup>rd</sup> April
- **Oldends Lane Development**  
There is to be a meeting on Tuesday 8<sup>th</sup> February
- **Support Stonehouse**  
Cllr Keith Terry is to take lead to reinstate Support Stonehouse - The Clerk to liaise with Cllr Terry
- **Youth**  
Following the successful re tendering of the youth services contract, there is no further information to report at this stage
- **Queens Platinum Jubilee**  
The Clerk reported that the current convener of the group was unable to continue to convene the working group over the next few weeks and that it was necessary to seek a short-term replacement; Officers are starting to receive requests for information from residents about the events that are being planned.

**B/365 To receive the Clerk's update**

Committee NOTED the Clerk's update

**B/366 To note the date of the next Business Committee meeting: Monday 28<sup>th</sup> February '22**

Committee NOTED the date of the next meeting

# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/21 and 31/01/22 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
<b>INCOME</b>						
<b>Town Business Committee</b>						
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	£405.99	£-6,142.01	-93.80%
140	Building Lease at OEL	£636.52	£0.00	£0.00	£-636.52	-100.00%
145	Magpies Social Club	£0.00	£0.00	£2,625.00	£2,625.00	100.00%
150	Community Centre Lease	£0.00	£0.00	£500.00	£500.00	100.00%
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	£5.68	£5.68	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	£62.28	£62.28	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	£3,163.84	£3,163.84	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 31/01/22 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%
<b>Total Town Business Committee</b>	<b>£345,779.52</b>	<b>£0.00</b>	<b>£347,777.76</b>	<b>£1,998.24</b>	<b>0.58%</b>

### EXPENDITURE

#### Town Business Committee

1000 Salaries	£152,885.00	£0.00	£103,898.88	£48,986.12	-32.04%
1010 Training & Recruitment	£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	£6,355.66	£1,644.34	-20.55%
1040 IT support	£7,000.00	£0.00	£7,370.86	-£370.86	5.30%
1050 Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	-100.00%
1060 Grants	£20,000.00	£1,501.00	£7,032.73	£14,468.27	-72.34%
1070 Town Hall/Library Shared Costs	£12,000.00	£0.00	£7,352.05	£4,647.95	-38.73%
1080 Town Hall/Library STC costs	£3,500.00	£0.00	£1,321.86	£2,178.14	-62.23%
1090 Admin Expenses	£4,500.00	£0.00	£5,379.15	-£879.15	19.54%
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	£5,295.21	£1,704.79	-24.35%
1150 Workshop Overheads	£2,000.00	£0.00	£3,277.25	-£1,277.25	63.86%
1160 Equipment & Vehicle Costs	£5,900.00	£0.00	£2,707.23	£3,192.77	-54.11%
1170 Youth Centre Workers	£40,000.00	£0.00	£37,360.00	£2,640.00	-6.60%
1180 Youth Centre Overheads	£6,000.00	£0.00	£4,885.06	£1,114.94	-18.58%
1200 Subscriptions	£3,500.00	£0.00	£2,783.35	£716.65	-20.48%
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 31/01/22 inclusive. Includes due and unpaid transactions.

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

	<b>2021/2022</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
<b>Total Town Business Committee</b>	£293,065.00	£1,501.00	£206,795.26	£87,770.74	-29.95%



# Stonehouse Town Council

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

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2156		£44.37		06/01/22	Stroud Office Supplies - Stationery for office	
1		£14.99	1090/1		Paper	
2		£29.38	1090/2		Other stationery	
2128		£76.84	1160/3	10/01/22	John Stayte Services Ltd - Fuel purchased December 2021	
2150		£240.72	1190/3	13/01/22	HAGS-SMP Ltd - Parts for swing: Shackle Assembly, bolt and bush	
2170		£30.91	1160/2	15/01/22	Dursley Garden Machinery - Parts for handtools	
2148		£0.30	2020	18/01/22	Ultimate Building Plastics Ltd - Contra 2145, 5 x sections polycarb for bus shelter Gloucester Rd (Nippy Chippy) Supplier input 30p less than total due.	
2155		£2,814.00	1180/8	20/01/22	Kiblec Electrical & Security - Supply and installation of CCTV The Pod	
2149		£2,448.00	1190/3	21/01/22	Greenfields Garden Services Ltd - Supply and install Ecomulch to play tunnel Oldends Lane Recreation Ground	
2154		£63.80	1040/2	26/01/22	Nettl (Incorporating Absolute Creative) - Website hosting and add ons	
2152		£65.00	2050/3	27/01/22	Debbie Kelsey - Litter picking banner artwork	
2153		£16.80	1080/1	27/01/22	Easy Window Cleaning - Exterior and interior window cleaning Town Hall STC office	
2173		£135.58	1080/2	27/01/22	Gloucestershire County Council - Cleaning Town Hall	
2151		£65.66		28/01/22	Simple Hygiene Solutions - Monthly service feminine waste	
1		£21.89	1180/7		The Pod	
2		£10.94	1080/2		Town Hall	
3		£32.83	1140/7		The Pavilion	
2157		£237.80		28/01/22	MDL Kelex - Banners x 4 , A4 flyers, vinyl stickers	
1		£178.80	2050/3		Banners and Vinyls	
2		£59.00	2050/3		A5 Flyers	
2159		£36.50	1040/4	30/01/22	O2 - Mobile phones staff	
2158		£204.00		31/01/22	All Done and Dusted - Cleaning Pavilion and Pod, January 2022	
1		£122.40	1140/4		Cleaning Pavilion	
2		£81.60	1180/4		Cleaning Pod	
2160		£46.03	1040/1	31/01/22	Prolific Solutions (South West) Ltd - Photocopier costs	

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
2164		£51.41	1150/4	31/01/22	Hurns Hardware - Various hardware	
2166		£90.00	1040/1	31/01/22	Jireh Solutions Ltd - IT Support Jan 2022	
2167		£50.02	1160/3	31/01/22	John Stayte Services Ltd - Fuel January 2022	
2168		£48.24	1150/5	31/01/22	Grundon Waste Management Ltd - Waste collection January 2022	
2171		£2,114.00	1160/2	31/01/22	Dursley Garden Machinery - Supply 6 x Ego cordless tools	
2172		£697.00	1160/2	31/01/22	Dursley Garden Machinery - 4 x Ego cordless tools	
2161		£283.80	1040/1	01/02/22	Jireh Solutions Ltd - IT support/Broadband	
2165		£32.67	1190/4	02/02/22	Kellaway Building Supplies Ltd - Various building supplies	
2169		£73.20	1040/2	02/02/22	Fasthosts - Renewal of gov.uk domain	
2163		£208.80	1150/5	03/02/22	Allstone Speedy Skips - Midi skip for depot	
Sub Total		£10,175.45				
		-£1,019.21			Confidential	
<b>Total</b>		£9,156.24				

Signature \_\_\_\_\_  
 Date \_\_\_\_\_

Signature \_\_\_\_\_