



## STONEHOUSE TOWN COUNCIL

To Members of the Town Business Committee

You are hereby summoned to attend a meeting of the Committee to be held on Monday 28<sup>th</sup> November '22 at 7pm at the Stonehouse Town Hall/Library, Queens road, Stonehouse, GL10 2QA

**Committee Members:**

Councillors: Chris Brine, John Callinan (Committee Vice Chair), Keith Creighton, Mike Davis (Committee Chair), Mark Edwards, Carol Kambites and Gary Powell, Theresa Watt

All residents of the Parish are welcome to attend and a period of 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

23<sup>rd</sup> November 2022

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

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### A G E N D A

B/451 To receive apologies

B/452 To receive Declarations of Interest

B/453 To approve the minutes of the Business Committee meeting held on 31<sup>st</sup> October '22

B/454 To receive the latest budget position

B/455 To approve the latest payments list

B/456 To receive the results of the 2022/23 Quarter two Internal Control Check

B/456 To provide an update on preparation of the 2023/24 Council budget

B/457 To approve the purchase of an office shredder

B/458 To approve key actions resulting from SWEA's pavilion energy report

B/449 To receive updates from the following working groups:

- Climate Change Action Forum
- Oldends Lane Development
- Support Stonehouse
- Youth
- Policy
- Internal Audit Panel



**B/449** To note the date of the next meeting - Monday 16<sup>th</sup> January 2023

***Public Bodies (Admission to Meetings) Act 1960***

***The Council will by resolution exclude the public from the following items as due to the confidential nature of the business to be transacted publicity of the item would be prejudicial to the public interest.***

**B/450** To agree to submit for full Council approval, recommendations made by HR Sub Committee at its meeting on 28<sup>th</sup> November '22





**STONEHOUSE**  
**TOWN COUNCIL**

**Minutes of a Town Business Committee  
held on Monday 31st October 2022 at 7.00pm  
at the Town Hall**

**Present:** Councillors Mike Davis (Committee Chair), John Callinan (Committee Vice Chair), Carol Kambites, Theresa Watt

**In Attendance:** Carlos Novoth (Clerk)

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

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**B/432 To receive apologies**

Apologies were given by Cllrs Keith Creighton, Gary Powell and Chris Brine

**B/433 To receive Declarations of Interest**

There were no declarations of Interest

**B/434 To approve the minutes of the Business Committee meeting held on 3<sup>rd</sup> October '22**

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

**B/435 To receive the latest budget position**

Closure of the Barclay's account showed an income of £101,022.78 incorrectly on income code 170. Total precept payments had now been made. The transfer of funds to CCLA for the town council's Lloyds account had not yet been made. Electricity and Water costs to be finalised for the first half of the year following overcharging issues being brought to a close. The Clerk highlighted that no recharges had yet been made to GCC for the Town Hall/Library utility costs

Council NOTED the latest budget position as follows: Total 'Actual Net' income to date £477,015.92; Total 'Actual Net' Expenditure of £189,552.16.

**B/436 To approve the latest payments list**

Cllrs questioned payment of £15,000 to SDC as the contribution towards the Railway station opening. It was stated that the council had committed £5,000 towards costs; the remaining £10,000 was a commitment made by Ecotricity - the funding had been held by the town council.

Committee APPROVED the payment list totalling £19,882.73 (Gross)



**B/437 To commence preparation of the 2023/24 Council budget and corresponding Precept**

Officers are due to meet the Chair and Vice Chair over the next week to commence discussions on budget preparation based on an initial 10% increase in line with inflation. It was agreed that each of the council's main contractors would be contacted with regards potential cost increases.

**B/438 To approve a new bank signatory for the Council's Lloyds main operating account**

Committee was advised that the council only had three Cllrs to act as current signatories: these include Cllrs Chris Brine, Carol Kambites and Theresa Watt. Committee AGREED to make Cllr Mike Davis a signatory and invite Cllr Debbie Curtis to become a signatory.

**B/439 To approve the revised mobile phone contracts**

Committee APPROVED the move to revised mobile phone contracts at a total cost per month of £76.

**B/440 To receive a report in support of securing a replacement vehicle for the grounds team**

Committee were presented with a late report. The recommendations were based on the necessity to replace the town council's and ensure that the new vehicle would be able to tow a water bowser for the town's future In Bloom efforts. It was felt that more work was needed on whether it was possible to outsource the future watering of the town's hanging baskets as this would enable the council to consider the option of purchasing an electric van. Committee AGREED for the Clerk to investigate the issue further.

**B/441 To approve the purchase of an annual subscription to Survey Monkey**

Committee APPROVED the annual subscription to Survey Monkey at a total cost of £384

**B/442 To update Councillors on the decision not to purchase a garden shredder**

Committee NOTED that the council had received a gift of a large shredder free of charge from a local resident. Committee asked the Clerk to pass on their thanks

**B/443 To approve the purchase of 'EGO' Pole Saw and cultivator attachments**

Committee APPROVED the purchase of both attachments at a total cost of £240 plus vat

**B/444 To update Councillors on the current Gas supply contract with Yu Energy**

The clerk stated that the current gas contract was for a period of three years and not just the one, as approved by Council in 2021. Especially in light of the positive impact of the error, Committee to recommend that Council approve the current contract retrospectively.

**B/445 To consider for recommendation to full town council the recommendations made by SWEA in its energy report in relation to the pavilion**



Committee felt that the report provided a number of good options and wished to discuss these directly with the report author. Committee AGREED for the Clerk to arrange a stand-alone meeting between the council and SWEA representative at the Pavilion during daytime on a Monday over the coming weeks. It was suggested that figures for the Pavilions electricity usage would be helpful

**B/446 To receive the town council's Health and Safety report produced by 'Worknest'**

The Clerk presented the main actions from the Health and safety report produced by 'Worknest', stating that whilst there was a lot of work to be done, undertaken in the right way with the full engagement with staff, the process will benefit the council's operation, greatly. The Clerk stated that he would be working to complete the 74 actions within the next 6 months with Worknests help.

Committee NOTED the report and Clerk's update

**B/447 To update Councillors on a request from the Town Market CIC to add two more stall locations to the town green**

Committee NOTED the Clerk's action following consultation with the Chair and Vice Chair of Council

**B/448 To review membership of and receive updates from the following working groups:**

- **Climate Change Action Forum**  
SCCAF had not met recently. The Gog Solar project were looking interested parties from the Industrial estate to engage on the solar project; to date this was proving difficult
- **Oldends Lane Development**  
The group will be meeting up again to review membership and vote on a new convener. Terms of Reference were thought to be out dated now and so would have to be reviewed
- **Support Stonehouse**  
There was a lot happening. Details of all the warm spaces and other support will soon be included in leaflet form and distributed to all residents
- **Youth**  
Meeting to take place with the Door to discuss next year's services and future budget needs. Also, new sofa to be ordered
- **Policy**  
H&S and safeguarding policies to be reviewed in addition to initial work on the council's strategy and working groups

**B/449 To note the date of the next meeting - Monday 28<sup>th</sup> November 2022**

Committee NOTED the date of the next meeting

***Public Bodies (Admission to Meetings) Act 1960***

***The Council will by resolution exclude the public from the following items as due to the confidential nature of the business to be transacted publicity of the item would be prejudicial to the public interest.***



Cllrs voted for the public to be excluded from the meeting prior to agenda item B/450 being discussed

**B/450 To agree to submit for full Council approval, recommendations made by HR Sub Committee at its meeting on 24<sup>th</sup> October '22**

**Recommendation 1**

Business Committee RESOLVED to split the recommendation into two as detailed in a confidential paper and, to recommend both for town council approval

**Recommendation 2**

Business Committee to RECOMMEND to town council for approval



# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/22 and 31/10/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

INCOME		2022/2023	Reserve	Actual Net	Balance	Bal %age
<b>Town Business Committee</b>						
100	Precept	£357,130.00	£0.00	£357,130.00	£0.00	0.00%
105	Newsletter Advertising	£1,000.00	£0.00	£100.00	-£900.00	-90.00%
110	Revenue from Lettings	£2,000.00	£0.00	£0.00	-£2,000.00	-100.00%
115	Meeting Room Hire	£300.00	£0.00	£0.00	-£300.00	-100.00%
120	Feed-in Tariff from Town Hall	£800.00	£0.00	£561.71	-£238.29	-29.79%
125	Stonehouse Town FC lease	£500.00	£0.00	£0.00	-£500.00	-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	£637.00	£0.00	£0.00	-£637.00	-100.00%
145	Magpies Social Club	£3,150.00	£0.00	£1,837.50	-£1,312.50	-41.67%
150	Community Centre Lease	£500.00	£0.00	£0.00	-£500.00	-100.00%
155	OEL Pitch Hire	£2,000.00	£0.00	£350.00	-£1,650.00	-82.50%
160	Misc Building Hire	£500.00	£10,000.00	£307.69	-£10,192.31	-2038.46%
170	Investments Interest	£0.00	£0.00	£101,022.78	£101,022.78	100.00%
171	Bank Interest - Lloyds Bank	£0.00	£0.00	£0.00	£0.00	0.00%
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	£4,000.00	£0.00	£0.00	-£4,000.00	-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 01/04/22 and 31/10/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	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>		£379,065.00	£10,000.00	£461,309.68	£72,244.68	19.06%
<b>EXPENDITURE</b>						
<b>Town Business Committee</b>						
1000	Salaries	£168,885.00	£0.00	£77,446.55	£91,438.45	-54.14%
1010	Training & Recruitment	£3,000.00	£0.00	£3,525.50	£525.50	17.52%
1020	Health & Safety	£4,500.00	£0.00	£960.44	£3,539.56	-78.66%
1030	Professional Fees	£10,000.00	£0.00	£2,051.34	£7,948.66	-79.49%
1040	IT support	£8,750.00	£2,004.09	£6,539.95	£4,214.14	-48.16%
1050	Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	-100.00%
1060	Grants	£15,000.00	£20,000.00	£25,368.00	£9,632.00	-64.21%
1070	Town Hall/Library Shared Costs	£16,100.00	£0.00	£9,188.55	£6,911.45	-42.93%
1080	Town Hall/Library STC costs	£2,500.00	£0.00	£872.86	£1,627.14	-65.09%
1090	Admin Expenses	£4,250.00	£946.10	£5,107.04	£89.06	-2.10%
1100	Mayor's Charity & Expenses	£300.00	£0.00	£0.00	£300.00	-100.00%
1110	Travel Costs/Staff & Councillors	£400.00	£0.00	£0.00	£400.00	-100.00%
1120	Election Costs	£0.00	£9,096.95	£9,096.95	£0.00	0.00%
1130	Civic/Remembrance Parades	£180.00	£0.00	£0.00	£180.00	-100.00%
1140	Pavilion Overheads	£12,900.00	£0.00	£3,843.50	£9,056.50	-70.21%
1150	Workshop Overheads	£2,700.00	£0.00	£5,521.13	£2,821.13	104.49%
1160	Equipment & Vehicle Costs	£4,900.00	£0.00	£2,895.59	£2,004.41	-40.91%
1170	Youth Centre Workers	£50,000.00	£0.00	£31,964.00	£18,036.00	-36.07%
1180	Youth Centre Overheads	£8,900.00	£0.00	£3,345.97	£5,554.03	-62.40%
1200	Subscriptions	£3,500.00	£0.00	£764.00	£2,736.00	-78.17%
1210	Insurances	£6,500.00	£0.00	£6,556.23	£56.23	0.87%
1220	Project Planning & Delivery	£0.00	£0.00	£15,000.00	£15,000.00	100.00%
1230	Climate Change	£5,000.00	£0.00	£166.00	£4,834.00	-96.68%
1240	Petty Cash	£0.00	£0.00	£0.00	£0.00	0.00%



# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/22 and 31/10/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	2022/2023	Reserve	Actual Net	Balance	Bal %age
Total Town Business Committee	£328,765.00	£32,047.14	£210,213.60	£150,598.54	-45.81%







# Journal Transfers - Quick View

Start of year = 01/04/22 (Current)

Date	Amount	Journal transfer from	Journal transfer to	Reason	Expenditu
28/06/22	£53.17	Town Business Committee - 1030 - Professional Fees	Town Business Committee - 1040/2 - Website	Incorrect coding for transaction 2304	✓
28/06/22	£395.00	Town Business Committee - 1040/3 - Newsletter	Town Business Committee - 1090/2 - Other	Incorrect coding for transaction 2425	✓
29/06/22	£10,000.00	Town Business Committee - 160 - Misc Building Hire	Town Environment Committee - 215 - Grants	Miscoded - Transaction No 214	✓
29/06/22	£3,000.00	Town Business Committee - 160 - Misc Building Hire	Town Environment Committee - 215 - Grants	Miscoded - Transaction No 218	✓
11/11/22	£106.71	Town Business Committee - 1070/3 - Electric	Town Business Committee - 1180/3 - Electric	Miscoding of TN 2460	✓
11/11/22	£1,041.96	Town Business Committee - 1070/3 - Electric	Town Business Committee - 1140/3 - Electric	Miscoding TN 2458	✓
11/11/22	£467.71	Town Business Committee - 1070/3 - Electric	Town Business Committee - 1140/3 - Electric	Miscoding TN 2502	✓
11/11/22	£430.72	Town Business Committee - 1070/3 - Electric	Town Business Committee - 1140/3 - Electric	Miscoding TN 2555	✓
11/11/22	£61.43	Town Business Committee - 1070/3 - Electric	Town Business Committee - 1180/3 - Electric	Miscoding TN 2501	✓
11/11/22	£69.78	Town Business Committee - 1070/3 - Electric	Town Business Committee - 1180/3 - Electric	Miscoding TN 2556	✓
11/11/22	£128.11	Town Business Committee - 1070/4 - Gas	Town Business Committee - 1180/3 - Electric	Miscoding TN 2351	✓
11/11/22	£638.37	Town Business Committee - 1070/4 - Gas	Town Business Committee - 1140/3 - Electric	Miscoding TN 2352	✓
11/11/22	£44.05	Town Business Committee - 1070/4 - Gas	Town Business Committee - 1070/3 - Electric	Miscoding TN 2353	✓
11/11/22	£144.46	Town Business Committee - 1070/4 - Gas	Town Business Committee - 1070/3 - Electric	Miscoding TN 2354	✓
11/11/22	£53.17	Town Business Committee - 1030 - Professional Fees	Town Business Committee - 1040/2 - Website	Miscoding TN 2443	✓
11/11/22	£53.17	Town Business Committee - 1030 - Professional Fees	Town Business Committee - 1040/2 - Website	Miscoding TN 2465	✓
11/11/22	£1,105.00	Town Business Committee - 1090/2 - Other	Town Business Committee - 1040/3 - Newsletter	Miscoding TN 2427	✓
11/11/22	£396.00	Town Business Committee - 1090/2 - Other	Town Business Committee - 1040/3 - Newsletter	Miscoding TN 2509	✓
11/11/22	£390.00	Town Business Committee - 1150/5 - Waste Collection	Town Environment Committee - 1190/6 - Waste Collect	Miscoding TN 2302	✓
11/11/22	£390.00	Town Business Committee - 1150/5 - Waste Collection	Town Environment Committee - 1190/6 - Waste Collect	Miscoding TN 2385	✓
11/11/22	£390.00	Town Business Committee - 1150/5 - Waste Collection	Town Environment Committee - 1190/6 - Waste Collect	Miscoding TN 2423	✓
11/11/22	£390.00	Town Business Committee - 1150/5 - Waste Collection	Town Environment Committee - 1190/6 - Waste Collect	Miscoding TN 2552	✓
11/11/22	£390.00	Town Business Committee - 1150/5 - Waste Collection	Town Environment Committee - 1190/6 - Waste Collect	Miscoding TN 2503	✓
11/11/22	£390.00	Town Business Committee - 1150/5 - Waste Collection	Town Environment Committee - 1190/6 - Waste Collect	Miscoding TN 2540	✓
11/11/22	£390.00	Town Business Committee - 1150/5 - Waste Collection	Town Environment Committee - 1190/6 - Waste Collect	Miscoding 2624	✓
11/11/22	£8.33	Town Business Committee - 1160/2 - Maintenance	Town Environment Committee - 1190/2 - Grounds Main	Miscoding TN 2367	✓
11/11/22	£55.78	Town Business Committee - 1160/2 - Maintenance	Town Environment Committee - 1190/2 - Grounds Main	Miscoding TN 2363	✓
11/11/22	£8.33	Town Business Committee - 1160/2 - Maintenance	Town Environment Committee - 1190/2 - Grounds Main	Miscoding TN 2369	✓
11/11/22	£16.65	Town Business Committee - 1160/2 - Maintenance	Town Environment Committee - 1190/2 - Grounds Main	Miscoding TN 2370	✓
11/11/22	£16.65	Town Business Committee - 1160/2 - Maintenance	Town Environment Committee - 1190/2 - Grounds Main	Miscoding TN 2524	✓
15/11/22	£17.10	Town Business Committee - 1150/3 - Maintenance (rea	Town Business Committee - 1140/5 - Maintenance (rea	Miscoding TN2307	✓







15/11/22	£1,380.00	Town Business Committee - 1140/6 - Maintenance (pro	Town Environment Committee - 2005 - Climate Chang	Miscoding TN2451	✓
15/11/22	£35.44	Town Business Committee - 1150/3 - Maintenance (rea	Town Environment Committee - 1190/2 - Grounds Main	Miscoding TN 2311	✓
15/11/22	£47.59	Town Business Committee - 1150/3 - Maintenance (rea	Town Environment Committee - 1190/2 - Grounds Main	Miscoding TN2366	✓
15/11/22	£14.50	Town Business Committee - 1150/3 - Maintenance (rea	Town Environment Committee - 1190/2 - Grounds Main	Miscoding TN2387	✓
15/11/22	£44.11	Town Business Committee - 1150/3 - Maintenance (rea	Town Business Committee - 1140/5 - Maintenance (rea	Miscoding TN2378	✓
15/11/22	£23.94	Town Business Committee - 1150/3 - Maintenance (rea	Town Environment Committee - 1190/2 - Grounds Main	Miscoding TN2390	✓
15/11/22	£14.50	Town Business Committee - 1150/3 - Maintenance (rea	Town Environment Committee - 1190/2 - Grounds Main	Miscoding TN2388	✓
15/11/22	£14.50	Town Business Committee - 1150/3 - Maintenance (rea	Town Environment Committee - 1190/2 - Grounds Main	Miscoding TN2391	✓
15/11/22	£4.42	Town Business Committee - 1150/3 - Maintenance (rea	Town Business Committee - 1180/5 - Maintenance (rea	Miscoding TN2429	✓
15/11/22	£74.91	Town Business Committee - 1150/3 - Maintenance (rea	Town Environment Committee - 2010/4 - Other	Miscoding TN2441	✓
15/11/22	£22.17	Town Business Committee - 1150/3 - Maintenance (rea	Town Environment Committee - 2010/4 - Other	Miscoding TN2411	✓
15/11/22	£3.54	Town Business Committee - 1150/3 - Maintenance (rea	Town Environment Committee - 1190/2 - Grounds Main	Miscoding TN2408	✓
15/11/22	£36.71	Town Business Committee - 1150/3 - Maintenance (rea	Town Environment Committee - 1190/2 - Grounds Main	Miscoding TN2523	✓
15/11/22	£70.26	Town Business Committee - 1150/3 - Maintenance (rea	Town Environment Committee - 1190/3 - Play Equipme	Miscoding TN2562	✓
15/11/22	£58.00	Town Business Committee - 1150/3 - Maintenance (rea	Town Environment Committee - 1190/3 - Play Equipme	Miscoding TN2563	✓
15/11/22	£15.59	Town Business Committee - 1150/3 - Maintenance (rea	Town Environment Committee - 1190/3 - Play Equipme	Miscoding TN2598	✓
15/11/22	£53.95	Town Business Committee - 1150/3 - Maintenance (rea	Town Environment Committee - 1190/2 - Grounds Main	Miscoding TN2593	✓
15/11/22	£14.35	Town Business Committee - 1150/3 - Maintenance (rea	Town Business Committee - 1080/1 - Exterior Maintena	Miscoding TN2616	✓
15/11/22	£31.69	Town Business Committee - 1150/3 - Maintenance (rea	Town Environment Committee - 2020 - Street Furniture	Miscoding TN2635	✓
15/11/22	£123.52	Town Business Committee - 1150/3 - Maintenance (rea	Town Environment Committee - 1190/2 - Grounds Main	Miscoding TN2665	✓
15/11/22	£5.00	Town Business Committee - 1150/4 - Maintenance (pro	Town Environment Committee - 2020 - Street Furniture	Miscoding TN2330	✓
15/11/22	£24.70	Town Business Committee - 1150/4 - Maintenance (pro	Town Environment Committee - 2020 - Street Furniture	Miscoding TN2368	✓
15/11/22	£36.71	Town Business Committee - 1150/4 - Maintenance (pro	Town Environment Committee - 1190/2 - Grounds Main	Miscoding TN2345	✓
15/11/22	£9.97	Town Business Committee - 1150/4 - Maintenance (pro	Town Environment Committee - 2020 - Street Furniture	Miscoding TN2384	✓
15/11/22	£15.17	Town Business Committee - 1150/4 - Maintenance (pro	Town Business Committee - 1140/4 - Cleaning	Miscoding TN2582	✓
15/11/22	£13.17	Town Business Committee - 1150/4 - Maintenance (pro	Town Environment Committee - 1190/3 - Play Equipme	Miscoding TN2591	✓
16/11/22	£84.00	Town Business Committee - 1070/4 - Gas	Town Business Committee - 1140/6 - Maintenance (pro	Miscoding TN2406	✓







# Reserve Movements

Start of year 01/04/22

## General Reserve (Contingency)

	£150,000.00	Start of year value
01/06/22	-£2,004.09	74 : Expenditure transaction 2309, Decision made by FTC 6th April TC2796
10/08/22	-£9,096.95	71 : Expenditure transaction 2528,
	£138,898.96	Current value

## Replacement Recreation Land

	£53,056.00	Start of year value
	£53,056.00	Current value

## Asset Renewal Reserve

	£22,000.00	Start of year value
	£22,000.00	Current value

## Elections

	£5,000.00	Start of year value
	£5,000.00	Current value

## Oldends Lane New Community Facilities

	£411,378.00	Start of year value
	£411,378.00	Current value

## Land Acquisition

	£0.00	Start of year value
	£0.00	Current value

## Street Furniture

	£5,000.00	Start of year value
	£5,000.00	Current value

## Carpark Surfacing & Architect Fees

	£70,000.00	Start of year value
	£70,000.00	Current value

## Replacement vehicle

	£20,000.00	Start of year value
	£20,000.00	Current value

## Town Hall Security & Improvements

	£12,000.00	Start of year value
14/11/22	-£12,000.00	75 : To General Fund, Heading made Obsolete
	£0.00	Current value

## Mowers & Equipment

	£17,657.50	Start of year value
	£17,657.50	Current value

## Feasibility Studies

	£5,000.00	Start of year value
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09/11/22	-£5,000.00	87 : Expenditure transaction 2678,
	£0.00	Current value
Neighbourhood Plan Review		
	£5,000.00	Start of year value
10/05/22	£8,000.00	64 : From General Fund, FTC 11th April '22 Agenda item TC2788
	£13,000.00	Current value
Stroud DC LRSG Business COVID Support Grant for Stonehou		
	£0.00	Start of year value
	£0.00	Current value
Stroud DC Tourism Grants 2019		
	£651.27	Start of year value
	£651.27	Current value
Stroud District Council Market Towns Initiative Funding		
	£43,325.00	Start of year value
	£43,325.00	Current value
GWR Community Cohesion Fund 20/21 (Station Tree scheme)		
	£0.00	Start of year value
	£0.00	Current value
CIL		
	£5,025.93	Start of year value
10/05/22	£3,766.23	55 : From General Fund, FTC 11th April '22 Agenda item TC2788
	£8,792.16	Current value
Bus shelter replacement & repairs		
	£16,000.00	Start of year value
	£16,000.00	Current value
Meadow Road Play area refurbishment		
	£16,000.00	Start of year value
	£16,000.00	Current value
Gloucestershire Wildlife Trust Wild Towns Project		
	£0.00	Start of year value
	£0.00	Current value
Stagholt Brook Repairs		
	£15,000.00	Start of year value
10/05/22	-£15,000.00	67 : To General Fund, Reversing input error
10/05/22	£15,000.00	61 : From General Fund, FTC 11th April '22 Agenda item TC2788
29/06/22	-£14,900.00	69 : Expenditure transaction 2433, Decision made by FTC 14th Feb TC2752
14/11/22	-£100.00	76 : To General Fund, Expenditure completed
	£0.00	Current value



## Trees 2021/2022

	£13.00	Start of year value
14/11/22	-£13.00	77 : To General Fund, Budget heading no longer required
	£0.00	Current value

## Plantinum Jubilee 2023

	£5,000.00	Start of year value
10/05/22	£5,000.00	62 : From General Fund, FTC 11th April '22 Agenda item TC2788
10/05/22	-£5,000.00	68 : To General Fund, Reversing input error
11/05/22	-£946.10	79 : Expenditure transaction 2356, FTC Decision 14th February 2022 TC2752E
14/11/22	-£4,053.90	84 : To General Fund, Post Jubilee - Heading no longer required
	£0.00	Current value

## Underwrite Rev Budget 22/23

	£0.00	Start of year value
10/05/22	£10,000.00	54 : From General Fund, FTC 31st January '22 Agenda item TC2746
14/11/22	-£10,000.00	78 : To General Fund, Budget heading no longer required
	£0.00	Current value

## Laburnum Recreation Field Trees and Wildflower seeds Memor

	£0.00	Start of year value
10/05/22	£2,000.00	57 : From General Fund, FTC 11th April '22 Agenda Item TC2788
	£2,000.00	Current value

## GCC Build Back Better Fund

	£0.00	Start of year value
10/05/22	£1,250.00	58 : From General Fund, FTC 11th April '22 Agenda item TC2788
	£1,250.00	Current value

## Welcome Back Funding

	£0.00	Start of year value
10/05/22	£1,115.00	59 : From General Fund, FTC 11th April '22 Agenda item TC2788
	£1,115.00	Current value

## Stagholt Allotments

	£0.00	Start of year value
10/05/22	£8,000.00	63 : From General Fund, FTC 11th April '22 Agenda item TC2788
	£8,000.00	Current value

## Court View

	£0.00	Start of year value
10/05/22	£10,000.00	65 : From General Fund, FTC 11th April '22 Agenda item TC2788
	£10,000.00	Current value

## Major Projects Support

	£0.00	Start of year value
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10/05/22	£5,000.00	66 : From General Fund, FTC 11th April '22 Agenda item TC2788
	£5,000.00	Current value
Tourism Market Towns		
	£0.00	Start of year value
10/05/22	£5,000.00	60 : From General Fund, FTC 11th April '22 Agenda item TC2788
	£5,000.00	Current value
Stroudwater Railway station feasibility survey		
	£0.00	Start of year value
04/04/22	£10,000.00	73 : Income transaction 214, Ecotricity cont'n to railway feasibility
09/11/22	-£10,000.00	88 : Expenditure transaction 2678,
	£0.00	Current value
Cotswold Canal Trust Grant		
	£0.00	Start of year value
30/06/22	-£10,000.00	70 : Expenditure transaction 2435, Council decision Agenda Item TC2824
14/11/22	£10,000.00	80 : From General Fund, FTC Decision 16th May 2022 TC2824
	£0.00	Current value
Homestart Grant		
	£0.00	Start of year value
01/09/22	-£10,000.00	72 : Expenditure transaction 2579, Council decision Agenda item TC2881 (25th
14/11/22	£10,000.00	81 : From General Fund, FTC Decision 25th July 2022 TC2579
	£0.00	Current value
Support Stonehouse - Warm spaces fund		
	£0.00	Start of year value
14/11/22	£10,000.00	86 : From General Fund, FTC Decision 26th Sept 2022 TC2901
	£10,000.00	Current value
	£883,123.89	Current Reserves total excluding the General Fund



# Stonehouse Town Council

## Expenditure transactions - payments approval list Start of year 01/04/22

No	Payment Reference	Gross	Heading	Invoice date	Details	Cheque Total
2729		£135.55	1160/2	02/09/22	Dursley Garden Machinery - Air filter, Ego equipment attachments	
2625		£67.69	1140/2	22/09/22	WaterPlus - Water bill - Pavilion Playing Field	
2718		£67.12	1160/3	31/10/22	John Stayte Services Ltd - Diesel and petrol October 22	
2727		£70.00	1010/1	11/11/22	GAPTC - Newsletters in Print - JS & CS Training	
2728		£90.00	1010/1	11/11/22	GAPTC - VAT for local councils & Budgeting for Clerks training - JS Procurement training - JS & CN	
2730		£85.00	2050/3	14/11/22	Stage Lighting Services - Supply, rig and operate a public address system - Remembrance 2022	
2732		£70.00	1010/1	18/11/22	GAPTC - Digital newsletter training - CS JS	
2733		£910.00	2050/1	18/11/22	Nailsworth Chamber of Trade & Commerce - Goodwill evening 2022 - hire of 26 tables/gazebos/weights	
2731		£50.00	2050/1	22/11/22	Valerie Randell - Childrens books, decorations for Goodwill 2022	
2744		£409.26	1140/3	22/11/22	YU Energy - October 22 - Pavilion	
2741		£102.00	1140/6	23/11/22	Intocleaning Ltd - Hand soap, paper towels and toilet paper	
2739		£201.47	2050/1	24/11/22	Carol Kambites - Repayment for Grotto Christmas gifts - Goodwill 2022	
2740		£14.00	2050/1	24/11/22	Valerie Randell - Repayment for stage decorations - Goodwill 2022	
2742		£605.76	1020	24/11/22	Sevenside Safety Supplies Ltd - Safety glasses, chainsaw trousers, chainsaw boots, boots and chainsaw gloves for PC. Boots for RS	
2743		£290.88	2050/1	24/11/22	Amazon - Lighting for Goodwill stalls - 16 units - paid by card	
2745		£134.45	1070/3	24/11/22	YU Energy - October 22 - TH Electric	
2746		£101.24	2050/1	24/11/22	Theresa Watt - Repayment for Goodwill Grotto gifts	
Sub Total		£3,404.42				
		£18,431.38			Confidential	
<b>Total</b>		£21,835.80				

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_







Stonehouse Town Council									
Internal Audit checklist									
								GROSS	VAT
Online banking payments approved after approved in Minutes (except direct debits/standing orders and urgent payments)	2675	✓	Invoices signed for by both signatories (not signed in person but authorised on Edge by 2 signatories)						
	2684	✓							
	2682	✓							
Invoices signed for by both signatories (not signed in person but authorised on Edge by 2 signatories)			Online banking payments are authorised by two signatories/two councillors who are authorised for online banking						
	8795	✓							
	9103	✓							
Original bank statement cross- referenced to minimum 6 entries to town council documents	20234842	✓							
		✓							
		✓							
Petty cash checked and balanced to required holding									
Direct debit/Standing order payments agree with authorised list		✓							
Bank accounts reconciled monthly		✓							
<b>Salaries</b>									
PAYE and NIC paid over on time?		✓							
PAYE and NIC payments agreed to payroll? Agree to bank statement		✓							
Check pension payments made and agree to schedule	1367.61	✓							
Evidence that all end of year reporting completed with HMRC									
<b>Budget Control</b>									
All payments entered into Finance system accurately		✓							
Payment schedule presented to council in line with town council's latest Financial regs									

INVOICE SEEN  
INVOICE SEEN  
INVOICE SEEN

SEEN  
SEEN  
SEEN


SEEN

income  
standing  
order

payments  
standing  
order

Yes



All payments within budget	✓	Months submission of updated budget spend of approved by relevant committee and on by Full Council for approval.
If not - approval to transfer Minuted		
S137 is accounted for separately	✓	Not relevant as Power of Competence in place.
<b>VAT</b>		
There is a separate record of VAT on the Finance system	✓	Yes. VAT return for 1st quarter / complete
The VAT is claimed quarterly and last reclaim date recorded	✓	30 July 2022
<b>Income</b>		
All income including BACS payments and income from other sources eg precept, grants etc is recorded in the Finance system	✓	Yes
Bank statements are received and reconciled monthly	✓	Yes examples seen
For funds being transferred between accounts, a virement has been agreed and recorded by the town council	✓	No virements this quarter
A finance report is presented to town council monthly	✓	Yes Seen monthly
<b>Internal Checker: - PRINT NAME and Signature</b>	J.M. CALLINAN	
		





Fellowes Paper Shredder for Home Office Use - 10 Sheet Cross Cut Shredder for Home and Office Use - Desksize Shredder with 22 Litre Bin - Powershred LX65 - High Security P4 - Black

1,935 **£78<sup>99</sup>** prime

Office Electronics &gt; Shredders

Sponsored



VIDEO



Roll over image to zoom in

## Bonsaii Heavy Duty Paper Shredder, 60-Minute 18 Sheets Cross Cut Office Credit Card Shredders for Industrial and Business Use, 23-Litre Pullout Bin with 4 Casters, Black (C149-C)

Visit the Bonsaii Store

11,966 ratings

RRP: ~~£179.99~~ DetailsTop Deal: **£143.54**& **FREE** Returns

Ends in 5 days, earlier if units allocated to the deal sell out.

You Save: **£36.45 (20%)**

Promotion Message

Save 15% on Bonsaii Lubrica...

2 promotions

**Note:** This item is eligible for **FREE Click and Collect** without a minimum order subject to availability. Details

Size Name: **18 Sheets - Cross Cut**14 Sheets - Micro Cut  
£127.49**18 Sheets - Cross Cut**  
**£143.54**24 Sheets - Cross Cut  
£182.74**Cut type** Cross Cut**Brand** Bonsaii**Capacity** 6 gallons**Colour** Black

**Special feature** The heavy duty cross cut office shredders can shred 18 A4 sheets per pass into

See more

### About this item

- 60-Minute Shredding Time ◀ - Bonsaii heavy duty paper shredder continuous running time up to 60 minutes without stopping with an advanced cooling system and patented cutting technology. Professional paper shredders for large office use.

**£143.54**& **FREE** ReturnsFREE delivery **Monday, November 28.** DetailsOr fastest delivery **Saturday, November 26.** Order within 6 hrs 50 mins. Details

Select delivery location

In stock.

Quantity: 1

Add to Basket

Buy now

Secure transaction

Dispatches from Amazon

Sold by Justar Office

Packaging Shows what's insi...

Details

Return policy: Returnable until Jan 31, 2023

☐ Yes, I want a free trial with **FREE Premium Delivery** on this order.

amazon prime

**Add Extra Protection? Check if this cover meets your needs:**

☐ 2-year product care for **£13.39**

☐ 3-year product care for **£18.49**

☐ Add gift options

Add to List

New & Used (2) from **£143.54 & FREE Delivery .**

Have one to sell?

Sell on Amazon

Black Friday Deal

iOCHOW Auto Feed Paper Shredder...  
**£199<sup>00</sup>**

Sponsored



- **18-Sheet Shredding Capacity** - The cross cut shredder up to 18 sheets at a single pass, shreds paper into tiny particles measuring 13/64 x 1-37/64 inches (5 x 40mm); shreds credit cards and staples as well.
- **Low Noise & Easy to Move** - With 62 dB low noise level will give you a quiet and smooth shredding experience. The cross cut heavy duty shredder has 4 castors (1 fixable) for easy movement to wherever you want.
- **Auto Start & Reverse** - Auto start/stop and auto-reverse function protect you from the frustration of paper jams; overheating and overloading protection technology keeps sustainable using and prolong shredder's lifetime. Press the power switch, you only need to put the paper into the entrance of the office heavy duty shredder and it will work automatically.
- **Large Capacity & 1-Year Warranty** - The office shredders with 23-Litre pull-out wastebasket capacity can hold more than 400 sheets of A4 paper for less frequent and easy emptying; the transparent window makes it easy to see when it is full. Bonsaii provides 1-Year warranty for products. If you meet any questions during use, please feel free to contact us, we have professional customer service to help you within 24hrs.



Fellowes Paper Shredder for Home Office Use - 10 Sheet Micro Cut Shredder for Home and Office Use - Desktop Shredder with 19 Litre Waste Basket

837

£99.99 prime



Amazon Basics 18-Sheet Cross-Cut Paper, CD, and Credit Card Shredder

(27422)

£122.62

Sponsored

## Frequently bought together



+



+



Total price: **£160.71**

[Add all three to Basket](#)

These items are dispatched from and sold by different sellers. [Show details](#)

- ✓ **This item:** Bonsaii Heavy Duty Paper Shredder, 60-Minute 18 Sheets Cross Cut Office Credit Card Shredders for Indu... **£143.54**
- ✓ Fellowes Shredder Oil for Micro Cut and Cross Cut Paper Shredders, 355ml - Shredder Oil Lubricant with Extended ... **£8.01** (£8,010.00/l)
- ✓ Amazon Basics Shredder Sharpening & Lubricant Sheets - Pack of 12 **£9.16**

## Products related to this item

Sponsored



# Recommendations

Physical and behavioural recommendations identified in the survey are detailed in the suggested three-part action plan: Part one contains no cost measures; part two lists low cost measures; and part three indicates capital cost measures. Severn Wye can usually provide information and guidance on financial incentives available for implementation.

## Action plan: No cost measures

Action	Implementation date
✓ Establish a simple written energy policy including cost & carbon considerations, energy management issues, and objectives.	
✓ Check and record meter readings monthly to analyse and better understand use.	
✓ Consider energy efficiency and calculate whole life costs when procuring new equipment.	
✓ Check Night Storage Heater time controls to ensure appropriate heating periods and adjust / experiment with individual heater controls to optimise heat output	
✓ Check Immersion heater time controls to ensure water is heated only when required	
✓ Consider utilising the services of an energy broker to negotiate future energy contracts	
✓ Initiate regular cleaning and maintenance programme for lighting and extract fans	
✓ Consider a cavity wall survey to confirm the presence of cavity insulation or opportunities for improvement.	
✓ Ensure 'trigger points' in future building refurbishment take into account energy efficiency. E.g., replacing the single glazed window and double glazing with triple glazed units	

## Action plan: Low cost measures

Action	Implementation date	Cost (£)	Simple Payback
✓ Insulate hot water pipework		£3-7 per m <sup>2</sup>	3-5 years
✓ Check and adjust thermostats on hot water cylinders if required (55-60 degrees)		TBC	Within 1 year
✓ Replace internal lamps with LED equivalent & add PIR motion controls			





✓	Install water efficient toilets when replacement is due.	£150+ per toilet	Typically 4-5 years
✓	Consider water efficient shower heads when replacement is due.	£30-50 per shower	2-3 years

## Action plan: Capital cost measures

Action	Implementation date	Cost (£)	Simple Payback
✓ Improve loft insulation to 300mm+ in both accessible loft areas.		£8.50 per m2 (£2,400)	25+ years
✓ Replace single glazed windows with double or triple glazing		£1,000	Over 25 years
Replace night storage heaters with air source heat pumps as low carbon alternative heating solution		£40,000 – Air to water system including hot water provision (CEG)	£2,500 savings annually Approx. 15 years
Air source heat pump system for hot water (Payback improves if a solar diverter from a solar array is included)		£15,115 (CEG)	£850 savings annually 17 years
Waste Water heat recovery system		Quote required	TBC
4-16kWp solar PV array.		£4,500 - £22,400	8-10 years
Electric Vehicle charging points		£400+ install (grants available)	TBC
Battery Storage Solutions (If sufficient excess solar generation)		From £5,000 approx.	TBC