



STONEHOUSE TOWN COUNCIL

To Members of the Town Council

You are hereby summoned to attend the Town Council Meeting to be held on Monday 18th September '23 at 7.00pm at the Town Hall, 1 Queens Street, Stonehouse

Council Members:

Councillors: Rachel Armstrong, John Callinan, Keith Creighton, Debbie Curtis, Michael Davis, Marcus Dixon, Mark Edwards, Carol Kambites (Chair), Neil Gibbs, Gary Powell, Val Randell, Keith Terry, Wendy Thomson and Theresa Watt (Vice Chair)

All residents of the Parish are welcome to attend the meeting. 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
12th September '23

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

A G E N D A

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| TC3097 | To receive apologies |
| TC3098 | To receive declarations of interest |
| TC3099 | To approve the minutes of the Town Council meeting of 24 th July 2023 |
| TC3100 | To receive reports from Chair of Town Council and town councillors |
| TC3101 | To receive reports from County and District Councillors |
| TC3102 | To receive RFO's budget report and bank reconciliations for July and Aug '23 |
| TC3103 | To retrospectively approve payments made to suppliers since council's previous meeting on 24 th July (Agenda item TC3088) |
| TC3104 | To approve the latest payment list |
| TC3105 | To receive the External Auditor's report for financial year 2022/23 and to approve payment of £1,260 incl vat to the auditor |

- TC3106 To seek retrospective approval for the engagement of 'Setford' solicitors to provide Council with legal advice and, the advance payment of £500 to secure their services
- TC3107 To approve the contractor to undertake the demolition of the Old Changing Rooms at Oldends Lane
- TC3108 To receive the minutes of the Business Committee meeting on 4th Sept '23 and approve its recommendations:
- To approve the revised council policies (B/591)
 - Scheme of Delegation
 - Data Protection
 - Role of Working Groups
 - Memorials
 - To approve the disposal of two old laptops (B/592)
 - To approve the appointment of GAPTC as a competent and independent Internal Auditor to undertake the town council's internal audit for 2023/24 (B/594)
 - To formally respond to the Market CIC's proposal (B/595)
 - To approve staff annual increment rises for 2023/24 (B/599)
- And to note the payment of the second of three staged grant payments to 'Homestart' of £10,000 (B/585)
- TC3109 To receive the minutes of the Environment Committee meeting on 11th Sept '23 and approve its recommendations
- TC3110 To approve a response to Stroud District Council's consultation of the location of Stonehouse's Polling Station
- TC3111 To approve electrical works to provide a more sustained power supply to the Town Green's Christmas lighting
- TC3112 To note the award of funding by GWR for the installation of a cycle shelter at the Stonehouse Railway station
- TC3113 Date of next meeting - Monday 16th October '23



**STONEHOUSE
TOWN COUNCIL**

**Minutes of a meeting of the Town Council
held on Monday 24th July 2023, 7pm
at the Town Hall**

Present:

Councillors: Councillors: John Callinan, Keith Creighton, Debbie Curtis, Mike Davis, Marcus Dixon, Mark Edwards, Neil Gibbs, Gary Powell, Val Randell, Keith Terry.

In Attendance: Clerk, Carlos Novoth; a representative of 'Sportily'; a member of the public

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

A member of the public raised a number of issues in relation to ongoing issues around Verney Fields. The town council responded as follows:

The town council have submitted a considerable number of DMMOs (Designated Map Modification Orders) to Gloucestershire County Council (GCC); The majority of evidence forms were submitted with the applications but the total number continues to increase. The town council received confirmation from GCC that the applications have now been validated. The town council has over the past many months tried to actively engage with the new owners of Verney Field to no avail. At its meeting in June '23, Council agreed on a deadline of 30th June '23 for the submission of DMMOs to GCC. Unfortunately, this date came and went - submission of the DMMO applications were promptly made.

TC3080 To receive apologies

Apologies were received from Cllrs Rachel Armstrong and Wendy Thomson

TC3081 To receive declarations of interest

There were no declarations of interest

TC3082 To approve the minutes of the Town Council meeting of 12th June '23

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

With approval of the council, the Chair brought forward agenda item TC3087

TC3087 To approve a grant application from 'Sportily'

Councillors valued Sportily's support for the Stonehouse Community especially during difficult times. The latest update from the organisation demonstrates a continued need for similar support going into the autumn. There was concern about the organisation being church based and therefore many within the community would not feel they would be included. It was identified from the submitted accounts that the Diocese had been financially supporting the organisation and held a very healthy balance. A question was raised as to why the Diocese did not fill the funding gap knowing there was still a need. There was a suggestion that, in making its decision, the town council should consider the application more in terms of its potential outcomes rather than about the overall wealth of the church.

Council **APPROVED** a reduced grant of £630 for the delivery of the breakfast café for the secondary school.

TC3083 To receive reports from Chair of Town Council and town councillors

There were no updates this month outside of the numerous projects being delivered by the town council - these are updated through committees

TC3084 To receive reports from County and District Councillors

There were no Ward or County Councillors present at the meeting and none offering their apologies; nor were there any written updates provided.

Council **RESOLVED** that in light of the fact that there had been minimal attendance from Ward and County Councillors over a sustained period, the Clerk write to each to encourage them to attend future meetings and provide the town council with regular updates.

TC3085 To receive RFO's budget report and bank reconciliations for June '23

The Clerk highlighted an issue with a salary overpayment of £1,715.82. This was caused in part, to the archaic nature of Lloyds online payments system and a change in the individual's bank account

Council **NOTED** the bank reconciliation for June 2023 with a closing balance totalling £110,147.69.

Officers noted the budget did not show a reserve payment of £5,000 for the canal grant nor the income from investment interests by virtue of the fact they had been inputted onto the Edge financial system after the month end being reported on. Officers were asked how they could ensure adherence to the £85,000 rule on investments and the main Operating account - Officers explained that the latest situation was largely down to timing of payments.

Council **NOTED** the latest budget report with a 'Actual Net income of £193,725.46; an 'Actual Net Expenditure of £91,093.38 and Reserve Movement of £8,536.98

TC3086 To approve the latest payment list

Cllrs raised the question of why the town council was paying for 'Tiny Toes' use of the Scout Hut when the agreement was for them to use Stonehouse Community Centre - Officers explained there had been a change to arrangements at least a couple of months ago and note that there would be no duplicate payments. Mention was also made of the relatively low cost of using 'Gooch' for the recent clearance works at Oldends Lane playing field. Officers stated that this was the amount quoted by the company. Discussions are being held with the company who is now looking to charge three times as much - this is being looked into. In the meantime, only the amount quoted by them is being made Council APPROVED the payment list totalling £26,681.21

TC3087 To approve a grant application from 'Sportily'
Matter brought forward - See above

TC3088 To resolve to suspend section 5.2 of the council's Financial Regulations during August 2023

Council APPROVED the suspension of S5.2 of the council's Financial Regulations allowing Officers to continue to make timely payments to suppliers during August on the basis that all payments continue to be authorised by two signatories and they are reported to Full council at its meeting in September '23

TC3089 To receive the minutes of the Business Committee meeting on 26th June '23 and 17th July '23 and approve its recommendations:

BC 26th June '23 Agenda Item B/555

1. Approve installation of Sky Broadband to the Workshop, Pavilion and POD

The Clerk stated that whilst the agenda item does not state so, it includes the running costs over two years with SKY.

Council APPROVED the installation and running of SKY Broadband to the Council's workshop, Pavilion and the POD for the period of two years at a total cost of £1,796.40 (this equates to £24.95 per month for each location over two years)

BC 17th July '23 Agenda Item

2. That subject to an acceptable Business Case, the following facilities (Workshop, Pavilion and Hospitality Suite) are to be joined to the main sewage unit in Midland Road.

Council APPROVED the recommendation made by Business Committee

3. That the council's earmarked reserve of £70,000 for the car park in Oldends Lane to be changed to 'Oldends Lane Sewage Development' and this reserve is used to fund the drainage works.

Council **APPROVED** the recommendation made by Business Committee

TC3090 To receive the minutes of the Environment Committee meeting on 10th July '23
Council **NOTED** the draft minutes

TC3091 To receive an update on the 'Tree Preservation Orders' (TPO) for Verney Fields and approve a consultation response

Town Cllr John Callinan had provided Council with the latest update including the reason for the re issuing of the Temporary Tree Preservation Order. The District Council recommended it advisable for the town council to send in a letter of support for the TPOs to be made permanent if that was the way it felt.

Council **RESOLVED** to instruct the Clerk, in consultation with the Cllr Callinan, to send in an email in support of making the temporary TPOs permanent, on the basis that the trees, currently under a temporary TPO

- are attractive and continue to be enjoyed by walkers after several decades
- Had great value to the community and the area and is benefited by the approach to their management through the Stonehouse Community Arboretum Plan
- Were supported by the countless residents within the Stonehouse Community who had provided clear evidence of their continued use and enjoyment of the land and the trees, in support of the town council's recent application to designate Verney fields as a Town Green and also, evidence provided in support of establishing designated Public Rights of Way through Designated Map Modification Orders (DMMOSs)

TC3092 To receive the final recommendations of the 'Community Governance Review'

Council **NOTED** Stroud District Council's final recommendations.

TC3093 To vote in a replacement Council representative on Stonehouse Community Association's Board of Trustees

Council **RESOLVED** to replace Cllr Mark Edwards as a Trustee of the Stonehouse Community Association, as and when he resigns from office, with Town Cllr Keith Terry

TC3094 To approve a response to planning application S.23/1310/FUL

Change of use from C4 (house in multiple occupation) to C3 (holiday let) - amended description 17.07.23 - Leonard Stanley House Beards Mill Leonard Stanley Stonehouse Gloucestershire GL10 3QY

A paper, detailing reasons why the recent application for a change of use should be objected to, had been submitted to the town council by an ex Ward and County Councillor, Tom Williams. The paper was well received by Town Cllrs and discussed in detail with issues. Tom Williams was thanked for his contribution to the discussion.

Council **RESOLVED** to **OBJECT** to the application. In its detailed response, Council wished to emphasise that the planning application should be a retrospective one due to its current proven use and as such, the current application should be withdrawn. In addition, should the application be considered at this stage by the District Council, the town council feels it has material considerations to support refusal of the application; these to be detailed in the town council's response to SDC.

TC3095 To receive the Clerk's report

The Clerk provided a brief update in particular noting the need to deal with two late issues that could not be added to the agenda in time; the Chair was asked to consider suspending Standing Orders on this occasion to discuss the items especially in light of their importance and the fact that the council will not be meeting until September.

By agreement with Council, The Chair suspended Standing Orders to consider the two following issues:

TC3095A To approve the erection and dismantling of a stage for the Goodwill festival

The Events working group presented council with an urgent decision that was needed in support of ensuring that an adequate stage was provided for the Goodwill festival later in the year. Previously, the stage was erected in a piece meal way and this was considered unsuitable from a safety perspective going forwards.

The working group identified three options, the lowest totalled a cost of £1,000 plus vat - the other options had costs of £1,300 and £1,500 respectively.

Council **RESOLVED** to award a contract for the erection and dismantling of a 6 metre by 4 metre stage for £1,000 plus vat to 'R U Event Services'.

TC3095B To approve the installation of security measures to the town council's four main green open space sites

Following the recent damage caused to the council's Oldends lane playing field and adjacent facilities (Estimated at approximately £4,000 to £5,000), Officers feel that measures should be considered urgently to

ensure the security of these sites as a preventative action. Officers have costed some of the preferred solutions and estimate a total cost of approx £1,500.

It was felt that throughout the travellers presence on the Oldends Lane site, the Police had not provided the Stonehouse Community with sufficient support to help remove them. It was also felt that part of the problem was due to the fact that GCC had not provided adequate camping points for travellers in Gloucestershire resulting in them forcing entry onto adhoc bits of land. Council asked the Clerk to write to the Police Commissioner to ask for an explanation as to why they did not take direct action, what their policy is in relation to dealing with unauthorised access and occupation of a privately owned site by Travellers. In addition, what efforts are being made by the Police in seeking a resolution to the problem of inadequate number of sites travellers can use when travelling within Gloucestershire.

Council **RESOLVED** to approve the spend of up to £1,500 to install security measures at its four sites, subject to the Clerk consulting further with the Chair and Vice Chair of Council

TC3096

Date of next meeting - Monday 18th September '23

Council **NOTED** the date of the next meeting

Notes on Agenda items, Full Town Council Monday 18th Sept 2023

TC3099 - Minutes	See attached minutes
TC3102 - Budget	See attached report
TC3103 – Retro payments	<p>See attached lists</p> <p>At its meeting on 24th July 2023, town council resolved to suspend clause 5.2 of the Financial Regulations in order to ensure that supplier payments were made on time during August.</p>
TC3104 - Payments	See attached list
TC3105 – Ext Audit	See attached report
TC3106 – Legal Advice	<p>The solicitor used by the town council for a range of issues has moved to a solicitor's by the name of 'Setford Solicitors'. The council has one key legal document currently under review in relation to Stonehouse Town Football Club – believing it would be prudent to remain with the council's current solicitor, the clerk has engaged 'Setfords' – the company required advanced payment of £500.</p>
TC3107 – Old changing rooms	<p>Three quotes have been received - all from certified contractors and working to the requirements of the control of asbestos regulations 2012, and BS6187 codes of practice for demolition.</p> <p>Smiths (Gloucester) Ltd. £5,353 + vat. (To ground slab level) Rex Bishop and sons £7,090 + vat (To ground slab level) Gloucester Asbestos Ltd £3,795 + vat (This includes removing changing room footings to 1M)</p> <p>In general, the quotes detail the work each contractor will be undertaking which will include demolition and site clearance works and, the removal and disposal of asbestos containing materials to a licensed landfill site.</p> <p>A number of requirements will need to be met prior to the works. Clearance of the changing rooms. Service disconnections to be in place. (all 3 contractors require this) Water supply to be in place for dust suppression. (Only requested by Rex Bishop)</p> <p>Smiths are the only quote to mention an Environmental impact analysis and the reuse of all materials (where possible) and have included the cost of registering the works with the Environmental agency. Time scale to undertake would be at our request, and work would be completed by the named company and not put out to third party.</p> <p>Whilst Gloucester Asbestos Ltd are offering the most competitive price, Officers are concerned that they have not attended site, especially in light of the nature of the demolition ie presence of asbestos and, they have stated that their may be additional fees.</p> <p>Smiths present the next lowest quote but offer additional known benefits ie, the provision of an Environmental Impact Assessment; the reuse of construction material through their localised plant; they are a locally based company; provided a willingness</p>

	<p>to act quickly in accommodating the council's needs and provide continuity to the project.</p> <p>Recommendation: To award the contract for the demolition of the Old Changing rooms at Oldends Lane at a cost of £5,353 plus vat</p>
TC3108 – BC Recommendations	<p>See attached minutes</p> <ul style="list-style-type: none"> • Policies – see attached documents • Disposal of laptops – see BC Minutes 4th Sept • Engagement of GAPTC to undertake internal audit – see attached letter of engagement • Response to Market CIC's proposal • Staff annual increment rise – in accordance with the Contracts of Employment, staff should automatically receive increment rises following satisfactory performance – Officers have completed staff appraisals and recognise the value of the work undertaken by all staff members; this was reported to HR Sub Committee at its meeting on the 18th August and placed before Business Committee for further recommendation for approval by town council. <p>Recommendation: The following staff to receive increment rises: Town Clerk, Deputy Clerk, Business Support Officer, Senior Grounds person and Grounds person.</p>
TC3109 – EC Minutes	See attached Minutes
TC3110 – Polling Stations	<p>See email from SDC and link to online consultation document</p> <p>From: _WEB_Elections <Elections@stroud.gov.uk></p> <p>Sent: Wednesday, September 6, 2023 11:52 AM</p> <p>Subject: REMINDER: Consultation starting on the Review of Polling Districts and Polling Places 2023</p> <p>Importance: High</p> <p>Good afternoon</p> <p>This is a reminder that the consultation for the interim polling district review (more information below) closes on Sunday 17 September 2023. To date we have not received any responses to the consultation on the proposed polling district and polling station arrangements and whether they are suitable and appropriate for the electorates of the areas you either represent or are involved with.</p> <p>This is your opportunity to comment on the proposed polling district and station arrangements as either booking agents for premises, community groups, Parish/Town Council or elected representative and we strongly encourage for any response to the consultation, even if you are happy with the proposed recommendations in terms of locality and venue. It is also your opportunity to raise alternative venues or concerns relating to the polling district boundaries or polling stations.</p> <p>Submissions can be made online at https://www.smartsurvey.co.uk/s/IPDR2023/</p> <p>If you would prefer to make your representation in writing please do so by writing to: Polling District Review Electoral Services</p>
TC3111 – Christmas lights	<p>For a number of years, the town council has been able to secure a power supply from the medical centre on the High Street for its major events. During each of those years, there has been an ongoing problem of the Christmas Lights tripping the main power</p>

	<p>supply and causing potential damage to the refrigerated medicines within the medical centre – whilst there have been moves to improve the situation, the issue persists leaving the medical centre at risk.</p> <p>Having deliberated this issue, advice from a local electrician suggested that it would be advisable to provide a separate power supply to the Christmas Lights from the Medical centre. The Medical centre is wholly supportive of the town and is willing to continue to provide a power supply to Goodwill and other events on the town green free of charge. However they do not have the finances to make the changes to the electrics within the building that would enable trouble free use of the power supply. The Medical centre has provided a detailed cost for the necessary work; they have stated that their electrical contractor is used for this work. The cost of the work totals £350 plus vat – the quote has been confirmed by a local electrical contractor as being competitive.</p> <p>By not contributing towards the cost of making the electrical changes, the Medical centre continues to run a risk of a trip to the fuse board affecting medical supplies held on site and the council runs the risk of losing its only power supply on the High street for its future major events programme. The new circuit will only be used by the town council.</p> <p>Recommendation: To seek confirmation from the Medical Centre that it will continue to allow the town council to access power from its building for events on the town green and subject to this confirmation, to fund the necessary work to provide a separate power supply through its own electrical contractor at a total cost of £350 plus vat</p>
TC3112 – Cycle Shelter	<p>Through the Chair of Council, Stonehouse has been successful in securing £10,000 grant funding from GWR to install a cycle shelter in the car park of the Railway station at Burdett road. The total cost of the shelter will exceed the amount of the grant but will be supplemented by match funding upto £10,000 from SDC.</p>

Financial Budget Comparison

Comparison between 01/04/23 and 12/09/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

INCOME		2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
Town Business Committee						
100	Precept	£373,973.21	£0.00	£186,986.50	£186,986.71	-50.00%
105	Newsletter Advertising	£100.00	£0.00	£0.00	£100.00	-100.00%
120	Feed-in Tariff from Town Hall	£800.00	£0.00	£588.51	£211.49	-26.44%
125	Stonehouse Town FC lease	£600.00	£0.00	£0.00	£600.00	-100.00%
126	STFC Water Recharge	£0.00	£0.00	£0.00	£0.00	0.00%
127	STFC Electric Recharge	£0.00	£0.00	£692.33	£692.33	100.00%
130	Athletics Field Lease	£0.00	£0.00	£0.00	£0.00	0.00%
135	Phone Mast on Land	£7,000.00	£0.00	£0.00	£7,000.00	-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	£1,575.00	£1,575.00	-50.00%
150	Community Centre Lease	£500.00	£0.00	£0.00	£500.00	-100.00%
155	OEL Pitch Hire	£2,000.00	£0.00	£100.00	£1,900.00	-95.00%
160	Misc Income	£500.00	£0.00	£671.58	£171.58	34.32%
170	Investments Interest	£0.00	£0.00	£0.00	£0.00	0.00%
171	Bank Interest - Lloyds Bank	£200.00	£0.00	£0.00	£200.00	-100.00%
172	Bank Interest - Charity A/C	£200.00	£0.00	£0.00	£200.00	-100.00%
173	Bank Interest - Natwest	£200.00	£0.00	£375.98	£175.98	87.99%
174	Bank interest - Cambridge BS	£200.00	£0.00	£0.00	£200.00	-100.00%
175	Town Hall/Library Recharges	£3,700.00	£0.00	£698.25	£3,001.75	-81.13%
176	Bank Interest - Nationwide	£200.00	£0.00	£0.00	£200.00	-100.00%
177	Bank Interest - Melton Building Society	£0.00	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/23 and 12/09/23 inclusive. Includes due and unpaid transactions. Includes commitments. Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
178 CCLA Interest	£0.00	£0.00	£4,606.88	£4,606.88	100.00%
Total Town Business Committee	£393,960.21	£0.00	£196,295.03	-£197,665.18	-50.17%
Town Environment Committee					
200 Stonehouse in Bloom	£1,500.00	£0.00	£0.00	-£1,500.00	-100.00%
205 Event Income/Donations					
205/1 Events	£1,200.00	£0.00	£565.00	-£635.00	-52.92%
205/2 Donations	£0.00	£0.00	£0.00	£0.00	0.00%
205 Total	£1,200.00	£0.00	£565.00	-£635.00	-52.92%
210 Planting Sponsorship	£1,500.00	£0.00	£550.00	-£950.00	-63.33%
215 Grants	£0.00	£0.00	£0.00	£0.00	0.00%
Total Town Environment Committee	£4,200.00	£0.00	£1,115.00	-£3,085.00	-73.45%
Total Income	£398,160.21	£0.00	£197,410.03	-£200,750.18	-50.42%
EXPENDITURE					
Town Business Committee					
1000 Salaries					
1000/1 Contracted staff	£180,000.00	£0.00	£70,150.26	£109,849.74	61.03%
1000/2 Locum	£0.00	£0.00	£0.00	£0.00	0.00%
1000/3 Short term contracted staff	£0.00	£0.00	£0.00	£0.00	0.00%
1000 Total	£180,000.00	£0.00	£70,150.26	£109,849.74	61.03%
1010 Training & Recruitment					
1010/1 Contracted Staff	£4,000.00	£0.00	£584.00	£3,416.00	85.40%
1010/2 Councillors	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1010 Total	£5,000.00	£0.00	£584.00	£4,416.00	88.32%

Financial Budget Comparison

Comparison between 01/04/23 and 12/09/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
1020	Health & Safety	£2,500.00	£0.00	£2,500.00	100.00%
1030	Professional Fees	£8,000.00	£0.00	£5,788.28	72.35%
1040	IT support				
1040/1	General	£6,750.00	£0.00	£4,439.90	65.78%
1040/2	Website	£1,000.00	£0.00	£446.53	44.65%
1040/3	Newsletter	£0.00	£0.00	£0.00	0.00%
1040/4	Phones	£1,500.00	£0.00	£1,279.70	85.31%
1040/5	Printing	£0.00	£0.00	£145.11	100.00%
1040	Total	£9,250.00	£0.00	£6,021.02	65.09%
1050	Office Equipment Renewals	£500.00	£0.00	£500.00	100.00%
1060	Grants				
1060/1	One-Offs	£10,000.00	£5,000.00	£20,136.00	-51.36%
1060/2	Long-Term	£5,000.00	£0.00	£5,000.00	100.00%
1060	Total	£15,000.00	£5,000.00	£20,136.00	-0.91%
1070	Town Hall/Library Shared Costs				
1070/1	Rates	£4,500.00	£0.00	£4,500.00	100.00%
1070/2	Water	£700.00	£0.00	£233.10	66.70%
1070/3	Electric	£3,000.00	£0.00	£854.81	71.51%
1070/4	Gas	£4,000.00	£0.00	£481.67	87.96%
1070/5	Interior Maintenance (reactive)	£1,000.00	£0.00	£1,000.00	100.00%
1070/6	Interior Maintenance (programmed)	£1,000.00	£0.00	£1,000.00	100.00%
1070/7	Waste Collection	£300.00	£0.00	£49.38	83.54%
1070/8	Security	£0.00	£0.00	£650.00	100.00%

Financial Budget Comparison

Comparison between 01/04/23 and 12/09/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance	Bal %age	
1070	Total	£14,500.00	£0.00	£12,231.04	84.35%	
1080	Town Hall/Library STC costs					
1080/1	Exterior Maintenance/Cleaning	£1,000.00	£0.00	£84.00	£916.00	91.60%
1080/2	Interior Cleaning	£1,500.00	£0.00	£986.35	£513.65	34.24%
1080	Total	£2,500.00	£0.00	£1,070.35	£1,429.65	57.19%
1090	Admin Expenses					
1090/1	Paper	£250.00	£0.00	£62.25	£187.75	75.10%
1090/2	Other	£2,000.00	£0.00	£556.76	£1,443.24	72.16%
1090/3	Printing and Delivery of Newsletters	£1,500.00	£0.00	£2,195.00	-£695.00	-46.33%
1090	Total	£3,750.00	£0.00	£2,814.01	£935.99	24.96%
1100	Mayor's Charity & Expenses	£300.00	£0.00	£21.38	£278.62	92.87%
1110	Travel Costs/Staff & Councillors	£400.00	£0.00	£0.00	£400.00	100.00%
1120	Election Costs	£0.00	£8,924.35	£8,924.35	£0.00	0.00%
1130	Civic/Remembrance Parades	£180.00	£0.00	£0.00	£180.00	100.00%
1140	Pavilion Overheads					
1140/1	Rates	£0.00	£0.00	£0.00	£0.00	0.00%
1140/2	Water	£600.00	£0.00	£310.68	£289.32	48.22%
1140/3	Electric	£8,300.00	£0.00	£1,989.74	£6,310.26	76.03%
1140/4	Cleaning	£1,000.00	£0.00	£67.85	£932.15	93.22%
1140/5	Maintenance (reactive)	£3,000.00	£0.00	£471.89	£2,528.11	84.27%
1140/6	Maintenance (programmed)	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1140/7	Waste Collection	£900.00	£0.00	£109.44	£790.56	87.84%
1140/8	Security	£200.00	£0.00	£164.00	£36.00	18.00%

Financial Budget Comparison

Comparison between 01/04/23 and 12/09/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
1140/9	Septic Tank	£700.00	£0.00	£270.00	£430.00	61.43%
1140	Total	£15,700.00	£0.00	£3,383.60	£12,316.40	78.45%
1150	Workshop Overheads					
1150/1	Water	£0.00	£0.00	£0.00	£0.00	0.00%
1150/2	Electric	£300.00	£0.00	£0.00	£300.00	100.00%
1150/3	Maintenance (reactive)	£300.00	£0.00	£429.14	-£129.14	-43.05%
1150/4	Maintenance (programmed)	£2,000.00	£0.00	£91.65	£1,908.35	95.42%
1150/5	Waste Collection	£2,000.00	£0.00	£409.75	£1,590.25	79.51%
1150/6	Security	£0.00	£0.00	£176.28	-£176.28	100.00%
1150	Total	£4,600.00	£0.00	£1,106.82	£3,493.18	75.94%
1160	Equipment & Vehicle Costs					
1160/1	Insurance	£1,000.00	£0.00	£614.39	£385.61	38.56%
1160/2	Maintenance	£1,000.00	£0.00	£708.42	£291.58	29.16%
1160/3	Fuel	£1,000.00	£0.00	£252.17	£747.83	74.78%
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	£3,800.00	£0.00	£1,574.98	£2,225.02	58.55%
1170	Youth Centre Workers	£54,000.00	£0.00	£26,857.74	£27,142.26	50.26%
1180	Youth Centre Overheads					
1180/1	Rates	£1,400.00	£0.00	£0.00	£1,400.00	100.00%
1180/2	Water	£300.00	£0.00	£0.00	£300.00	100.00%
1180/3	Electric	£3,000.00	£0.00	£480.11	£2,519.89	84.00%
1180/4	Cleaning	£1,000.00	£0.00	£409.00	£591.00	59.10%

Financial Budget Comparison

Comparison between 01/04/23 and 12/09/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
1180/5	Maintenance (reactive)	£2,000.00	£0.00	£0.00	£2,000.00	100.00%
1180/6	Maintenance (programmed)	£1,500.00	£0.00	£0.00	£1,500.00	100.00%
1180/7	Waste Collection	£700.00	£0.00	£72.96	£627.04	89.58%
1180/8	Security	£500.00	£0.00	£430.00	£70.00	14.00%
1180/9	IT costs	£500.00	£0.00	£167.25	£332.75	66.55%
1180	Total	£10,900.00	£0.00	£1,559.32	£9,340.68	85.69%
1200	Subscriptions	£3,500.00	£0.00	£540.96	£2,959.04	84.54%
1210	Insurances					
1210/1	Public/Employee Liability	£7,000.00	£0.00	£6,239.18	£760.82	10.87%
1210/2	Buildings	£0.00	£0.00	£0.00	£0.00	0.00%
1210/3	Vehicle	£0.00	£0.00	£0.00	£0.00	0.00%
1210	Total	£7,000.00	£0.00	£6,239.18	£760.82	10.87%
1220	Project Planning & Delivery	£0.00	£299.00	£299.00	£0.00	0.00%
1230	Climate Change	£5,000.00	£0.00	£4,690.00	£310.00	6.20%
Total Town Business Committee		£346,380.00	£14,223.35	£157,661.61	£202,941.74	58.59%
Town Environment Committee						
1190	Amenity Areas					
1190/1	Grounds Maintenance (contract)	£25,000.00	£0.00	£10,337.98	£14,662.02	58.65%
1190/2	Grounds Maintenance (in-house)	£2,000.00	£0.00	£777.59	£1,222.41	61.12%
1190/3	Play Equipment maint/repairs/insp	£2,500.00	£0.00	£1,410.68	£1,089.32	43.57%
1190/4	Public Space Improvements	£5,300.00	£1,582.80	£5,217.49	£1,665.31	31.42%
1190/5	Tree & Hedge/boundary maintenance	£6,500.00	£0.00	£1,642.00	£4,858.00	74.74%
1190/6	Waste Collection	£5,000.00	£0.00	£2,834.00	£2,166.00	43.32%

Financial Budget Comparison

Comparison between 01/04/23 and 12/09/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
1190 Total	£46,300.00	£1,582.80	£22,219.74	£25,663.06	55.43%
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					
2010/1 Contract Planting	£0.00	£2,677.98	£0.00	£2,677.98	100.00%
2010/2 Non-Contract Planting	£3,000.00	£0.00	£2,209.06	£790.94	26.36%
2010/3 Watering Services	£3,000.00	£0.00	£0.00	£3,000.00	100.00%
2010/4 Other	£1,000.00	£0.00	£2,971.33	£-1,971.33	-197.13%
2010 Total	£7,000.00	£2,677.98	£5,180.39	£4,497.59	64.25%
2050 Cultural Events & Studies					
2050/1 Goodwill	£5,000.00	£0.00	£1,635.83	£3,364.17	67.28%
2050/2 Civic Awards	£300.00	£0.00	£111.34	£188.66	62.89%
2050/3 Other	£3,000.00	£859.00	£1,024.54	£2,834.46	94.48%
2050/4 Communications	£1,000.00	£0.00	£300.00	£700.00	70.00%
2050 Total	£9,300.00	£859.00	£3,071.71	£7,087.29	76.21%
2080 Neighbourhood Plan Review	£0.00	£0.00	£0.00	£0.00	0.00%
2090 Planning Specialist Advice					
2090/1	£0.00	£0.00	£0.00	£0.00	0.00%
2090/2	£0.00	£0.00	£0.00	£0.00	0.00%
2090 Total	£0.00	£0.00	£0.00	£0.00	0.00%
Total Town Environment Committee	£69,600.00	£5,119.78	£30,471.84	£44,247.94	63.57%
Total Expenditure	£415,980.00	£19,343.13	£188,133.45	£257,309.46	61.86%

Financial Budget Comparison

Comparison between 01/04/23 and 12/09/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
Total Income	£398,160.21	£0.00	£197,410.03	-£200,750.18	-50.42%
Total Expenditure	£415,980.00	£19,343.13	£188,133.45	£247,189.68	-59.42%
Total Net Balance	-£17,819.79		£9,276.58		

Bank Account Reconciled Statement

Stonehouse Town Council

01651837

30-98-29

Statement Number 40

Bank Statement No. 40

Statement Opening Balance £110,147.69

Opening Date 01/07/23

Statement Closing Balance £69,206.66

Closing Date 31/07/23

True/ Cashbook Closing Balance £69,206.66

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
03/07/23	DEB030723ADOBE	Adobe Systems Software	125.02	0.00	110,022.67
03/07/23	DEB030723DELTA9	Delta Nine Ltd	12.95	0.00	110,009.72
03/07/23	FPI030723MDHP	MDHP	0.00	25.00	110,034.72
03/07/23	FPO030723ALLST ONE	Allstone Speedy Skips	177.60	0.00	109,857.12
03/07/23	FPO030723CCT	Cotswold Canals Trust	5,000.00	0.00	104,857.12
03/07/23	FPO030723CSG	Cotswold Security Group Ltd	180.00	0.00	104,677.12
03/07/23	FPO030723DOUGF IELD	Dougfield Plumbers Supplies	15.36	0.00	104,661.76
03/07/23	FPO030723EASYW INDOW	Easy Window Cleaning	33.60	0.00	104,628.16
03/07/23	FPO030723HURNS	Hurns Hardware	7.19	0.00	104,620.97
03/07/23	FPO030723KELLA WAY	Kellaway Building Supplies Ltd	18.82	0.00	104,602.15
03/07/23	FPO030723PROLIF IC	Prolific Solutions (South West) Ltd	93.54	0.00	104,508.61
03/07/23	FPO030723SCA	Sherbourne Community Group	1,000.00	0.00	103,508.61
03/07/23	PAY030723LLOYD S	Lloyds Bank	14.30	0.00	103,494.31
04/07/23	FPI040723MAGPIE S	Magpies Social Club	0.00	262.50	103,756.81
07/07/23	FPI070723RCOOM BES	Rosalind Coombes	0.00	36.00	103,792.81
07/07/23	FPI070723SHWI	Stonehouse Women's Institute	0.00	36.00	103,828.81
07/07/23	FPI070726STFC	Midlands Tournament	0.00	100.00	103,928.81
10/07/23	DD100723YUENER GY	YU Energy	742.50	0.00	103,186.31
10/07/23	DEB100723AMAZO N	Amazon	8.99	0.00	103,177.32
11/07/23	DEB110723FASTH OSTS	Fasthosts	17.75	0.00	103,159.57
11/07/23	FPI110723JBCATP	Janine Bagouin - Stroud Cats Protection	0.00	24.00	103,183.57
12/07/23	DEB120723AMAZO N	Amazon	37.90	0.00	103,145.67
14/07/23	DD140723O2	O2	31.44	0.00	103,114.23
14/07/23	DD140723WATERP LUS	WaterPlus	161.76	0.00	102,952.47
14/07/23	DEB140723AMAZO N	Amazon	44.94	0.00	102,907.53

Bank Account Reconciled Statement

14/07/23	DEB140723HIVIS	Hivis.Co.Uk	87.29	0.00	102,820.24
14/07/23	FPI140723LISALLO YD	Lisa Lloyd	0.00	36.00	102,856.24
14/07/23	FPI140723SSS	Sunflowers Suicide Support	0.00	24.00	102,880.24
17/07/23	DEB170723AMAZO N	Amazon	22.32	0.00	102,857.92
17/07/23	FPI170723CKENNA BY	Claire Kennaby	0.00	36.00	102,893.92
18/07/23	FPI180723JEVANS	Janet Evans	0.00	24.00	102,917.92
20/07/23	DD200723JSTAYTE	John Stayte Services Ltd	94.82	0.00	102,823.10
20/07/23	DD200723NEST	NEST	1,695.45	0.00	101,127.65
20/07/23	FPI200723APT	All Pulling Together - Jacky Edwards	0.00	36.00	101,163.65
20/07/23	FPI200723ARB	Arboricultural Association	0.00	36.00	101,199.65
20/07/23	FPI200723HOPELA NDS	Hopelands School	0.00	24.00	101,223.65
20/07/23	FPI200723SGC	Stonehouse Gardening Club	500.00	0.00	100,723.65
20/07/23	FPO200723ADAD	All Done and Dusted	98.40	0.00	100,625.25
20/07/23	FPO200723CLT	Child Led Tutors CIC	300.00	0.00	100,325.25
20/07/23	FPO200723CN	Carlos Novoth	75.30	0.00	100,249.95
20/07/23	FPO200723DOUGF IELD	Dougfield Plumbers Supplies	33.19	0.00	100,216.76
20/07/23	FPO200723EASYW INDOW	Easy Window Cleaning	16.80	0.00	100,199.96
20/07/23	FPO200723GCC	Gloucestershire County Council	151.94	0.00	100,048.02
20/07/23	FPO200723GILLSE RMON	Gill Sermon	400.00	0.00	99,648.02
20/07/23	FPO200723GRFAS TENERS	G R Fasteners	49.18	0.00	99,598.84
20/07/23	FPO200723HISCOX	Hiscox Insurance Company Limited	7,487.02	0.00	92,111.82
20/07/23	FPO200723HMRC	HMRC	3,379.90	0.00	88,731.92
20/07/23	FPO200723HURNS	Hurns Hardware	54.23	0.00	88,677.69
20/07/23	FPO200723INTOCL EANIN	Intocleaning Ltd	81.42	0.00	88,596.27
20/07/23	FPO200723JIREH	Jireh Solutions Ltd	320.41	0.00	88,275.86
20/07/23	FPO200723KELLA WAY	Kellaway Building Supplies Ltd	25.88	0.00	88,249.98
20/07/23	FPO200723MDHP	MDHP Consulting	25.00	0.00	88,224.98
20/07/23	FPO200723MDL	MDL Kelex	992.00	0.00	87,232.98
20/07/23	FPO200723NETTL	Nettl (Incorporating Absolute Creative)	63.80	0.00	87,169.18
20/07/23	FPO200723PRINT WASTE	Printwaste	15.48	0.00	87,153.70
20/07/23	FPO200723RAPIDE	Rapide Office Supplies	69.35	0.00	87,084.35
20/07/23	FPO200723SHAUT O	Stonehouse Autoparts	19.99	0.00	87,064.36

Bank Account Reconciled Statement

20/07/23	FPO200723SIMPLE HY	Simple Hygiene Solutions	65.66	0.00	86,998.70
20/07/23	FPO200723STFC	Stonehouse Town Football Club	361.89	0.00	86,636.81
20/07/23	FPO200723TWHA WKINS	T W Hawkins & Sons	2,478.00	0.00	84,158.81
24/07/23	DEB240723SLCC	SLCC Enterprises Ltd	85.40	0.00	84,073.41
24/07/23	FPI240723DOTTY	Dotty About Dots	0.00	36.00	84,109.41
24/07/23	SO240723SALARY	Staff Salaries	9,289.74	0.00	74,819.67
25/07/23	DEB250723VOIPFO NE	Voipfone	8.40	0.00	74,811.27
25/07/23	FPI250723CHURCH ES	Churches Together In Stonehouse	0.00	36.00	74,847.27
25/07/23	FPI250723PARK	Stonehouse Park Federation PTA	0.00	36.00	74,883.27
25/07/23	FPI250723PRETTY THING	Pretty Things	0.00	36.00	74,919.27
25/07/23	FPO250723DARRE N	Leaflet Distribution - Darren N	407.00	0.00	74,512.27
25/07/23	FPO250723GE&CO	Gordon Ellis & Co	60.00	0.00	74,452.27
25/07/23	FPO250723GOOCH	Gooch	1,060.80	0.00	73,391.47
25/07/23	FPO250723JS	Jacqui Sanders	44.00	0.00	73,347.47
25/07/23	FPO250723KELLA WAY	Kellaway Building Supplies Ltd	105.28	0.00	73,242.19
25/07/23	FPO250723POUND FARM	Pound Farm Shop	2,460.00	0.00	70,782.19
25/07/23	FPO250723SCA	Stonehouse Community Association	60.00	0.00	70,722.19
25/07/23	FPO250723SCOUT HUT	Stonehouse Scout Hut	195.00	0.00	70,527.19
25/07/23	FPO250723SEVER NWYE	Severn Wye Energy Agency	4,690.00	0.00	65,837.19
25/07/23	FPO250723TWHA WKINS	T W Hawkins & Sons	2,478.00	0.00	63,359.19
26/07/23	FPO260723LITTLE SMOKE	Little Smoker	0.00	54.00	63,413.19
27/07/23	DEB270723AMAZO N	Amazon	33.90	0.00	63,379.29
27/07/23	DEB270723POSTO FFICE	Post Office	6.85	0.00	63,372.44
27/07/23	DEB270723SCREW FIX	Screwfix	42.52	0.00	63,329.92
28/07/23	BGC280723HMRC	HMRC (VAT)	0.00	6,343.34	69,673.26
28/07/23	FPI280723STFC	Stonehouse Town Football Club	0.00	470.00	70,143.26
28/07/23	SO280723PATA	PATA Payroll	54.60	0.00	70,088.66
28/07/23	SO280723UBICO	Ubico Limited	468.00	0.00	69,620.66
31/07/23	DEB310723SLCC	SLCC Enterprises Ltd	450.00	0.00	69,170.66
31/07/23	FPI310723REXRAE	Rex & Rae Clay	0.00	36.00	69,206.66

Bank Account Reconciled Statement

Uncleared and unrepresented effects

Total uncleared and unrepresented

0.00

0.00

Total debits / credits

48687.87

7746.84

Reconciled by Carla Swindells

Signed

Clerk / Responsible Financial Officer

Chair

Date

Bank Account Reconciled Statement

Stonehouse Town Council

01651837

30-98-29

Statement Number

41

Bank Statement No.

41

Statement Opening Balance

£69,206.66

Opening Date

01/08/23

Statement Closing Balance

£47,767.37

Closing Date

31/08/23

True/ Cashbook Closing
Balance

£47,767.37

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
03/08/23	FPI030823WBUFFR EY	Wendy Buffrey	0.00	36.00	69,242.66
04/08/23	FPI040823MAGPIE S	Magpies Social Club	0.00	262.50	69,505.16
04/08/23	FPI040823RUTHSC ANLON	Ruth Scanlon	0.00	36.00	69,541.16
07/08/23	DD070823YUENER GY	YU Energy	754.29	0.00	68,786.87
10/08/23	DEB100823SETFO RD	Setford Law	500.00	0.00	68,286.87
11/08/23	FPI110823SEVERN SIDE	Severnside Safety Supplies	0.00	227.98	68,514.85
14/08/23	DD140823WATERP LUS	WaterPlus	83.79	0.00	68,431.06
14/08/23	FPI140823RBL	Stonehouse RBL	0.00	36.00	68,467.06
15/08/23	DD150823O2	O2	31.44	0.00	68,435.62
16/08/23	FPO160823ADAD	All Done and Dusted	121.80	0.00	68,313.82
16/08/23	FPO160823BELLT OOL	Bell Tools Ltd	33.96	0.00	68,279.86
16/08/23	FPO160823CN	Carlos Novoth	31.85	0.00	68,248.01
16/08/23	FPO160823DGM	Dursley Garden Machinery	53.98	0.00	68,194.03
16/08/23	FPO160823EASYW INDOW	Easy Window Cleaning	16.80	0.00	68,177.23
16/08/23	FPO160823GAPTC	GAPTC	401.25	0.00	67,775.98
16/08/23	FPO160823GCC	Gloucestershire County Council	135.58	0.00	67,640.40
16/08/23	FPO160823GRUND ON	Grundon Waste Management Ltd	192.06	0.00	67,448.34
16/08/23	FPO160823HMRC	HMRC	3,380.90	0.00	64,067.44
16/08/23	FPO160823HURNS	Hurns Hardware	2.25	0.00	64,065.19
16/08/23	FPO160823JIREH	Jireh Solutions Ltd	455.41	0.00	63,609.78
16/08/23	FPO160823JOMEW	Jo Mew Creative	266.00	0.00	63,343.78
16/08/23	FPO160823KELLA WAY	Kellaway Building Supplies Ltd	733.22	0.00	62,610.56
16/08/23	FPO160823MDL	MDL Kelex	88.32	0.00	62,522.24
16/08/23	FPO160823NETTL	Nettl (Incorporating Absolute Creative)	63.80	0.00	62,458.44
16/08/23	FPO160823OSS	Open Spaces Society	45.00	0.00	62,413.44
16/08/23	FPO160823PKF	PKF Littlejohn	1,260.00	0.00	61,153.44

Bank Account Reconciled Statement

16/08/23	FPO160823PROLIF IC	Prolific Solutions (South West) Ltd	122.47	0.00	61,030.97
16/08/23	FPO160823SHAUT O	Stonehouse Autoparts	3.98	0.00	61,026.99
16/08/23	FPO160823SIMPLE HY	Simple Hygiene Solutions	65.66	0.00	60,961.33
16/08/23	FPO160823SPORTI LY	Sportily - Rob French	630.00	0.00	60,331.33
16/08/23	FPO160823STROU DALARM	Stroud Alarms	211.54	0.00	60,119.79
17/08/23	DEB170823SMITHS	Smiths Gloucester LTD	358.80	0.00	59,760.99
18/08/23	PAY180823LLOYD S	Lloyds Bank	8.35	0.00	59,752.64
21/08/23	DD210823NEST	NEST	1,695.45	0.00	58,057.19
24/08/23	DD240823JSTAYTE	John Stayte Services Ltd	22.19	0.00	58,035.00
24/08/23	DEB240823VOIPFO NE	Voipfone	8.40	0.00	58,026.60
24/08/23	SO240823SALARY	Staff Salaries	9,288.74	0.00	48,737.86
25/08/23	DEB250823CVD	CVD Insurance Services	737.27	0.00	48,000.59
25/08/23	DEB250823SCREW FIX	Screwfix	15.99	0.00	47,984.60
25/08/23	NILPAID	Grundon Waste Management Ltd	0.00	0.00	47,984.60
28/08/23	SO280823PATA	PATA Payroll	54.60	0.00	47,930.00
29/08/23	FPI290823STFC	Stonehouse Town Football Club	0.00	59.04	47,989.04
29/08/23	SO290823UBICO	Ubico Limited	468.00	0.00	47,521.04
30/08/23	DEP300823AHEAR N	Angela Hearn - Cancer Research UK	0.00	24.00	47,545.04
31/08/23	FPI310823STFC	Stonehouse Town Football Club	0.00	222.33	47,767.37

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	22343.14	903.85

Reconciled by Carla Swindells

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

August payment list TC3103

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3252		£121.80	1180/4	31/07/23	All Done and Dusted - July 2023 - Pod Cleaning	1413
		£121.80			All Done and Dusted - Total	
3239		£33.90	1150/4	26/07/23	Amazon - Nitrile gloves RS PC - paid by debit card	6079559
		£33.90			Amazon - Total	
3268		£33.96	1160/2	31/07/23	Bell Tools Ltd - Repair to drill + cutting discs	28678
		£33.96			Bell Tools Ltd - Total	
3242		£30.00	1090/2	11/08/23	Carlos Novoth - Expenses - new laptop power cable	
3269		£1.85	1090/2	11/08/23	Carlos Novoth - Postage	
		£31.85			Carlos Novoth - Total	
3224		£53.98	1160/2	15/06/23	Dursley Garden Machinery - 2 x Ego AH1531 mowing head	4747
		£53.98			Dursley Garden Machinery - Total	
3260		£16.80	1080/1	02/08/23	Easy Window Cleaning - August 2023 - TH	14824
		£16.80			Easy Window Cleaning - Total	
3265		£401.25	1030	30/06/23	GAPTC - Internal audit service + mileage	72
		£401.25			GAPTC - Total	
3241		£135.58	1080/2	28/07/23	Gloucestershire County Council - July 2023 - TH Cleaning	1800708085
		£135.58			Gloucestershire County Council - Total	
3231		£61.02	1150/5	31/05/23	Grundon Waste Management Ltd - May 2023 - Waste - Workshop	0856063
3233		£88.25	1150/5	30/06/23	Grundon Waste Management Ltd - June 2023 - Waste - Workshop	0871297
3266		£42.79	1150/5	31/07/23	Grundon Waste Management Ltd - July 2023 - Waste - Workshop	0882029
		£192.06			Grundon Waste Management Ltd - Total	
3258		£2.25	1150/3	31/07/23	Hurns Hardware - 75M Green jute	3875
		£2.25			Hurns Hardware - Total	
3250		£297.91	1040/1	01/08/23	Jireh Solutions Ltd - July 2023 - Contract	27442
3257		£157.50	1040/1	31/07/23	Jireh Solutions Ltd - July 2023 - Additional	27565

Signature

Date

Signature

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£455.41	Jireh Solutions Ltd - Total			
3263		£266.00	1040/2	01/08/23	Jo Mew Creative - STC Website hosting transfer + 1 year siteground, divi, gravity forms and events calendar pro	1038
		£266.00	Jo Mew Creative - Total			
3234		£94.82	1160/3	30/06/23	John Stayte Services Ltd - June 2023 - Fuel - paid dd	9001935
3270		£22.19	1160/3	25/07/23	John Stayte Services Ltd - July 2023 - Fuel - paid dd	9001965
		£117.01	John Stayte Services Ltd - Total			
3225		£85.48	1190/2	20/07/23	Kellaway Building Supplies Ltd - Arrowsmith - contact adhesive, path edging, gloves and safety glasses	002461680
3226		£29.51	1190/2	20/07/23	Kellaway Building Supplies Ltd - Arrowsmith - clear sealant/adhesive	002461681
3235		£77.62	1190/2	24/07/23	Kellaway Building Supplies Ltd - OEL Park - post fix x 8, socks x 2	002464326
3236		£77.80	1190/2	24/07/23	Kellaway Building Supplies Ltd - OEL Park - asphalt rake shaft x 2	002464327
3249		£156.80	1190/2	31/07/23	Kellaway Building Supplies Ltd - OEL park - Concreting sand, stabilisation tile x 20	002470825
3253		£28.68	1190/2	01/08/23	Kellaway Building Supplies Ltd - Meadow park - Concreting sand, stabilisation tile	002472083
3261		£61.25	2050/3	02/08/23	Kellaway Building Supplies Ltd - Remembrance - Steel and timber (Poppy frame)	02473223
3262		£42.34	2050/3	02/08/23	Kellaway Building Supplies Ltd - Remembrance - Timber and screws (Poppy frame)	002473224
3267		£69.60	1190/2	05/08/23	Kellaway Building Supplies Ltd - OEL - Topsoil	002475980
3278		£104.14	1190/2	11/08/23	Kellaway Building Supplies Ltd - OEL Park - top soil, contimix ballast, wd40	002481857
		£733.22	Kellaway Building Supplies Ltd - Total			
3251		£88.32	2050/1	31/07/23	MDL Kelex - Goodwill 2023 banners and date correction sticker	16437
		£88.32	MDL Kelex - Total			
3237		£63.80	1040/2	26/07/23	Nettl (Incorporating Absolute Creative) - July 2023 - Website hosting, care plan and form + event calendar plug in	215089
		£63.80	Nettl (Incorporating Absolute Creative) - Total			
3246		£31.44	1040/4	30/07/23	O2 - July 2023 - Mobile phone - paid dd	22905061

Signature

Signature

Date

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£31.44		O2 - Total		
3228		£45.00	1200	18/07/23	Open Spaces Society - Membership Renewal 23/24	79138
		£45.00		Open Spaces Society - Total		
3276		£1,260.00	1030	11/08/23	PKF Littlejohn - Annual Governance & Accountability Return	20230592
		£1,260.00		PKF Littlejohn - Total		
3238		£6.85	1090/2	26/07/23	Post Office - Postage - Lloyds forms for JS - paid by debit card	
		£6.85		Post Office - Total		
3247		£122.47	1040/5	28/07/23	Prolific Solutions (South West) Ltd - July 2023 - Printer TH	9571
		£122.47		Prolific Solutions (South West) Ltd - Total		
3240		£42.52	1150/4	26/07/23	Screwfix - Screws - paid by debit card	13190518021
		£42.52		Screwfix - Total		
3244		£65.66		28/07/23	Simple Hygiene Solutions - July 2023	1270
	1	£21.89	1180/7		July 2023 - Pod	
	2	£10.94	1070/7		July 2023 - TH	
	3	£32.83	1140/7		July 2023 - Pavilion	
		£65.66		Simple Hygiene Solutions - Total		
3227		£85.40		21/07/23	SLCC Enterprises Ltd - Training - Books - JS - paid by debit card	5092231
	1	£77.00	1010/1		Books	
	2	£8.40	1010/1		Delivery cost	
3245		£450.00	1010/1	28/07/23	SLCC Enterprises Ltd - Cilca - JS - paid by debit card	2034241
		£535.40		SLCC Enterprises Ltd - Total		
3277		£630.00	1060/1	24/07/23	Sportily - Rob French - Grant - Approved 24th July 2023 FTC TC3087	
		£630.00		Sportily - Rob French - Total		
3248		£3.98	1160/2	31/07/23	Stonehouse Autoparts - Tail board	046
		£3.98		Stonehouse Autoparts - Total		
3229		£211.54	1150/6	21/07/23	Stroud Alarms - Annual Inspection - Fire extinguisher checks x 10 and replacement extinguishers x 3	54867

Signature

Signature

Date

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£211.54			Stroud Alarms - Total	
3223		£468.00	1190/6	18/07/23	Ubico Limited - July 2023 - Dog/litter bin collection	60062275
		£468.00			Ubico Limited - Total	
3230		£8.40	1040/4	24/07/23	Voipfone - July 2023 - Answerphone	1014174121
		£8.40			Voipfone - Total	
3243		£30.00	1070/2	30/07/23	WaterPlus - July 2023 - TH	02896342
3273		£330.02	1140/2	30/07/23	WaterPlus - July 2023 - Water - Pavilion	02890617
		£360.02			WaterPlus - Total	
3254		£45.40	1070/3	01/08/23	YU Energy - July 2023 - Electricity - Library	01216772
3255		£134.76	1070/3	01/08/23	YU Energy - July 2023 - Electricity - TH	01216771
3256		£457.96	1140/3	01/08/23	YU Energy - July 2023 - Electricity - Pavilion	01216773
3259		£69.30	1180/3	02/08/23	YU Energy - July 2023 - Electricity - Pod	01229892
3264		£46.87	1070/4	03/08/23	YU Energy - July 2023 - Gas - TH	01238631
		£754.29			YU Energy - Total	
		£14,419.69			Confidential	
Total		£21,712.45				

Signature

Date

Signature

Latest payment list TC3104.

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3305		£73.80	1180/4	31/08/23	All Done and Dusted - August 2023 - Pod cleaning	1454
		£73.80			All Done and Dusted - Total	
3302		£42.98	1190/2	01/09/23	Catering Hardware Direct - OCG Water Fountain - replacement tap - paid by debit card	14294
		£42.98			Catering Hardware Direct - Total	
3296		£16.80	1080/1	31/08/23	Easy Window Cleaning - Setpember 2023 - TH	15496
		£16.80			Easy Window Cleaning - Total	
3314		£1,123.20	1190/3	06/09/23	GB Sport & Leisure - Meadow Park - Installation of new gates	13400
		£1,123.20			GB Sport & Leisure - Total	
3320		£200.30	1150/3	06/09/23	Gloucester Locksmiths - 4 x heavy duty padlocks for entrances to play areas - paid by debit card	235487
		£200.30			Gloucester Locksmiths - Total	
3315		£61.02	1150/5	31/08/23	Grundon Waste Management Ltd - August 2023 - Waste - Workshop	090098
		£61.02			Grundon Waste Management Ltd - Total	
3313		£10,000.00	1060/1	05/09/23	Home-Start Stroud and Gloucester - 2nd Grant Payment - TC2881 25th July FTC	0048
		£10,000.00			Home-Start Stroud and Gloucester - Total	
3319		£21.38	1100	04/09/23	Jacqui Sanders - Expenses - Food for RS leaving gathering	
		£21.38			Jacqui Sanders - Total	
3297		£301.58	1040/1	01/09/23	Jireh Solutions Ltd - August 2023 - Contract	27666
3300		£270.00	1040/1	31/08/23	Jireh Solutions Ltd - August 2023 - Additional	270607
		£571.58			Jireh Solutions Ltd - Total	
3301		£97.03	1160/3	26/08/23	John Stayte Services Ltd - August 2023 - Fuel	9001998
		£97.03			John Stayte Services Ltd - Total	
3295		£36.64	1190/2	30/08/23	Kellaway Building Supplies Ltd - Dulux woodstain, contact adhesive - Arrowsmith	002497879
3303		£48.79	1190/2	01/09/23	Kellaway Building Supplies Ltd - Contact adhesive + sealant - Arrowsmith	002500168
		£85.43			Kellaway Building Supplies Ltd - Total	
3312		£780.00	1070/8	05/09/23	Kiblec Electrical & Security - CCTV - TH	1936

Signature

Signature

Date

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£780.00	Kiblec Electrical & Security - Total			
3316		£1,450.00	2050/1	12/09/23	Little Party Heaven - Remainder of balance for Goodwill activities. £550 deposit paid 25/03/2023	0205
		£1,450.00	Little Party Heaven - Total			
2970		£910.00	2050/1	14/03/23	Nailsworth Chamber of Trade & Commerce - Stall hire for Stonehouse Goodwill Evening 18th Nov 23	000095
		£910.00	Nailsworth Chamber of Trade & Commerce - Total			
3294		£31.44	1040/4	30/08/23	O2 - August 2023 - Mobile phone - DD	24364006
		£31.44	O2 - Total			
3317		£395.00	1160/2	09/09/23	Olympic Cars Peugeot - 12 Month extended warranty for council vehicle	136470
		£395.00	Olympic Cars Peugeot - Total			
3298		£51.66	1040/5	31/08/23	Prolific Solutions (South West) Ltd - August 2023 - Printer TH	9676
		£51.66	Prolific Solutions (South West) Ltd - Total			
3291		£500.00	1030	10/08/23	Setford Law - Payment in advance for legal advice - paid by debit card	
		£500.00	Setford Law - Total			
3293		£2,478.00	1190/1	29/08/23	T W Hawkins & Sons - Contract mowing - August 2023	012782
		£2,478.00	T W Hawkins & Sons - Total			
3299		£244.56	1030	31/08/23	Tewkesbury Borough Council - Legal fees regarding travellers on Oldends Lane playing field	110383
		£244.56	Tewkesbury Borough Council - Total			
3292		£13,714.10	1170	31/07/23	The Door - Quarter 2 - Delivery of Youthwork and additional agreed provision + food Fridays	1311
		£13,714.10	The Door - Total			
3318		£468.00	1190/6	29/08/23	Ubico Limited - August 2023 - Dog/litter bin collection	
		£468.00	Ubico Limited - Total			
3304		£15.58	1190/1	03/09/23	Voss Electric Fence - OCG Water Fountain - new dog bowl - paid by debit card	202330701345
		£15.58	Voss Electric Fence - Total			
3311		£1,899.36	1190/4	01/09/23	Wildwood Ecology - Stagholt - Ecological Survey	02586

Signature

Signature

Date

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£1,899.36	Wildwood Ecology - Total			
3307		£665.78	1140/3	01/09/23	YU Energy - August 2023 - Electricity - Pavilion	01255355
3308		£47.74	1070/3	01/09/23	YU Energy - August 2023 - Electricity - Library	01255354
3309		£76.69	1180/3	01/09/23	YU Energy - August 2023 - Electricity - Pod	01255356
3310		£46.87	1070/4	03/09/23	YU Energy - August 2023 - Gas - TH	01278147
3306	DD080923 YUENERG Y	£137.93	1070/3	01/09/23	YU Energy - August 2023 - Electricity - TH	01255353
		£975.01	YU Energy - Total			
Total		£36,206.23				

Signature

Signature

Date

Section 3 - External Auditor's Report and Certificate 2022/23

In respect of

Stonehouse Town Council – GL0215

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

08/08/2023

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

STONEHOUSE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	X		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	X		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	X		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	X		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	X		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	X		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	X		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	X		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	X		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

15/06/2023

and recorded as minute reference:

MINUTE REFERENCE - TG3063

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

STONEHOUSE TOWN COUNCIL GOV.UK

Section 2 – Accounting Statements 2022/23 for

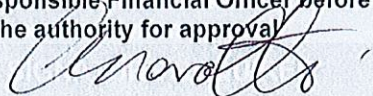
STONEHOUSE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	863,587	893,136	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	336,995	357,130	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	35,075	38,418	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	125,308	142,160	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	217,212	285,921	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	893,137	860,603	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	897,895	873,069	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,555,410	1,555,410	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	X			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	X			The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

16/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:

16/05/2023

as recorded in minute reference:

MINUTE REFERENCE TO 3053

Signed by Chairman of the meeting where the Accounting Statements were approved





Mr Carlos Novoth
Stonehouse Town Council
Town Hall
High Street
Stonehouse
Gloucestershire
GL10 2NG

DDI:
+44 (0)20 7516 2200

Email:
sba@pkf-l.com

Date:
11 August 2023

Our Ref:
GL0215

SAAA Ref:
SB08131

Stonehouse Town Council
Completion of the limited assurance review for the year ended 31 March 2023

Dear Mr Novoth

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Stonehouse Town Council for the year ended 31 March 2023. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD.

Please include the reference GL0215 or Stonehouse Town Council as a reference when paying by BACS.

Timetable for 2023/24

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Monday 1 July 2024. It is anticipated that the instructions will be sent out during March 2024, subject to arrangements for the 2023/24 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2024, i.e. 1 to 12 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Monday 3 June and Friday 12 July 2024; and
 - at the latest, between Monday 1 July and Friday 9 August 2024.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

We would like to draw your attention to a change within the Practitioners' Guide 2023 which is mandatory for the 2023/24 period. Paragraph 1.26 relates to the requirements in relation to Assertion 3 and states *'Email management - every authority should have an email account that belongs to the council and to which the council has access – this ideally would be a .gov.uk or .org.uk address or could be an address linked to the council website.'* In order to answer yes to Assertion 3 in the 2023/24 Annual Governance Statement the local authority should ensure that it has an email address that complies with this requirement and if it does not already it should do so urgently.

Feedback on 2022/23

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely

PKF Littlejohn LV

PKF Littlejohn LLP

Stonehouse Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Stonehouse Town Council for the year ended 31 March 2023 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Stonehouse Town Council on application to:	
(a) _____ _____ _____ _____	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) _____ _____ _____	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £_____ (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) _____	(d) Insert the name and position of person placing the notice
Date of announcement: (e) _____	(e) Insert the date of placing of the notice



Mr Carlos Novoth
Stonehouse Town Council
Town Hall
High Street
Stonehouse
Gloucestershire
GL10 2NG

Our ref GL0215
SAAA Ref SB08131
Invoice No. SB20230592
VAT No. GB 440 4982 50
Email: sba@pkf-l.com
Date: 11 August 2023

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2023	£1,050.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£1,050.00
VAT @ 20%	£210.00
TOTAL PAYABLE	£1,260.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>

For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD

For payments by credit transfer, our bank details are:-

HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include GL0215 or Stonehouse Town Council as the reference.

For account queries, contact sba@pkf-l.com

 **PKF Littlejohn LLP**
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
www.pkf-l.com



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Our ref GL0215
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REMITTANCE ADVICE

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Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2023	£1,050.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£1,050.00
VAT @ 20%	£210.00
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**STONEHOUSE
TOWN COUNCIL**

**Minutes of a Town Business Committee
held on Monday 4th September '23 at 7.00pm
at the Town Hall**

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

In Attendance: Carlos Novoth (Clerk), a representative of 'Homestart' and the town council's Project Officer

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

There were no members of the public wishing to talk to committee other than the representative from 'Homestart' who was invited to talk on agenda item B/585 when it was being discussed.

B/578 To receive apologies

Cllrs Gary Powell and Mark Edwards offered their apologies

B/579 To receive Declarations of Interest

There were no declarations of interest

B/580 To approve the minutes of the Business Committee meeting held on 17th July '23

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

In light of the presence of a representative of Homestart, Committee agreed for the Chair to bring forward agenda Item B/585 for discussion

B/585 To approve the second of three Grant payments from Reserves to Homestart

The Homestart representative provided an overview of the year's activities noting the importance of the Town Council commitment to funding the coordinator role within the organization to increase the volunteer base to help support the Stonehouse Community. To this end, the following detail was reported reflecting on the outcome just in Stonehouse: 13 families had been helped since April '23 which included 7 lone parents, 6 parents who had suffered from domestic abuse, 4 young parents under 21 years of age, 3 parents with disabilities - a number presented mental health issues. Homestart

also managed to help 24 other families through group sessions some of which are being held at the new hospitality suite at Stonehouse Town Football Club. Homestart are unfortunately are having to consider reducing the area they cover due to a significant funding deficit this year.

Committee thanked the representative for Homestart's efforts and achievements to date

Committee **APPROVED** the payment of the second of three grant payments of £10,000 agreed by Council in 2022.

B/581 To receive the latest budget position

Officers presented an overview of the council's budget highlighting several budget areas including: Income through the phone mast lease being reduced in Feb 2024; Income for pitch hire at OEL being scheduled for payment in Sept; work being undertaken with banks and building societies to furnish the council with regular quarterly updates; payment for interior cleaning at the town hall going slightly awry with the cleaning company not claiming payments on time and, insufficient budget for the council's newsletters for the current year.

Committee **NOTED** the budget report with total Reserve payments of £14,223.35; Total income of £195,221.69 and total expenditure of £130,491.63

B/582 To approve the latest payments list

Committee **APPROVED** the payments list totalling £10,535.90

B/583 To consider the following in relation to 'The Door's' activities:

- **seek approval for payment of additional costs to 'The Door' for works agreed 'in principle' by council**

Committee **APPROVED** the latest additional costs of £2,834.10 contained within the 2nd quarter invoice from the Door, totalling £13,714.10

- **provide an update on 'The Door's' revised costs for the recent council approved Beach Trip**

Since Council's decision to authorize payment of £1,995 to The Door for the beach trip, the organisation have been able to secure alternative funding through Rotary Club and so were able to reduce reliance on the council's contribution to approximately 50% of the original amount.

B/584 To approve a contractor for the installation of the town's Christmas lights.

Officers explained that it has been difficult to secure additional quotes for this type of work as it required specialist equipment - as second quote was expected but failed to be provided. It was acknowledged that the amount quoted by STL Gloucester Ltd was basically the same as the previous year. Committee acknowledged Officer's attempt to secure additional quotes but in light of the fact only one was received and was based on an expected amount, **APPROVED** the award of the contract for 2023 to STL Gloucester Ltd

B/585 To approve the second of two Grant payments from Reserves to Homestart

Agenda item brought forward - see above details

B/586 To seek retrospective approval for the purchase of Motor Insurance for the town council's Peugeot van

Committee retrospectively **APPROVED** the award of the van's insurance cover to 'Brightside' at a total cost of £737.27 including vat

B/587 To approve the purchase of a one year warranty for the town council's Peugeot van

Committee **APPROVED** the payment of £395 for an extended warranty for the council's new vehicle

B/588 To approve the cost of providing an additional electric point and internet connection for the new Electronic Noticeboard at the Town Hall

Committee highlighted their initial concern that only one quote was obtained but it was explained by officers that the quote was provided by the screen provider's (MRG) preferred contractor; MRG wished to ensure that the work was compatible with their requirements.

Committee **APPROVED** the award of the electrical works to Anthony J Smith (Gloucester) Ltd' at a cost of £795 plus vat subject to Officers investigating a way to including a live feed to the information screen of the amount of energy generated by the council's solar panels

B/589 To approve the purchase of an additional CCTV camera for the POD building

Committee **APPROVED** the cost of £225 plus vat for the installation of a further CCTV camera being added to the POD by 'Kiblec', the company that installed the current CCTV equipment

B/590 To approve the purchase of water tanks and pump for the town council's vehicle for use with the watering of 'In Bloom' planters

The agenda item could not be discussed as information could not be secured by Officers in time. Matter to be discussed at a further meeting

B/591 To recommend for town council approval the following revised policies

- **Scheme of Delegation to Officers**
Subject to the inclusion of the following wording to paragraph 2.1 'of the Committee' to follow reference to the Chair and Deputy Chair, Committee **RECOMMENDED** the amended policy for Full Town Council approval
- **Data Protection**
Committee **RECOMMENDED** the amended policy for Full Town Council approval
- **Role of Working Groups**
Subject to the addition of the following wording 'Full Town Council has the power to provide a working group with a dedicated budget to fulfill a particular task' under the heading **Council/instructing Committee: Working Group relationship**, Committee **RECOMMENDED** the amended policy for Full Town Council approval
- **Memorials**
- Committee **RECOMMENDED** the amended policy for Full Town Council approval

B/592 To recommend for town council approval the disposal of two of the town council's laptops

Committee acknowledged the advice of the council's IT support provider and **RECOMMENDED** disposal of the two laptops. Committee wished for Officers to have the laptops wiped clean and to have them sent for reuse if at all possible

B/593 To recommend for town council approval the specification and duration of the town council's Grounds maintenance service

Officers provided a support paper highlighting the fact that the authority's grounds maintenance contract was nearing the Tendering threshold and that it needed to go down the Tendering route to secure its future grounds service. Officers highlighted the need to make a decision on what to include in the future contract in light of the vacancy of the senior grounds person. It was felt that once HR Sub Committee determined the authority's future staffing arrangement, the matter should be brought back to Committee for final recommendations

B/594 To recommend for town council approval engaging GAPTC to undertake the town council's Internal audit for financial year 2023/24

Committee **RECOMMENDED** GAPTC undertake the council's internal audit for the 2023/24 financial year at an updated cost in line with inflation (£401 in 2022/23)

B/595 To receive an update on discussions with the Town Market CIC and its formal proposal to hand over its assets to the town council

Committee wished to thank those within the community who have been instrumental in setting up the Market CIC in Stonehouse; it was unfortunate to see that the financial model used by the CIC was not sustainable - much of this was based on the charge to market stall holders as a direct result of providing and setting up stalls. However the council feels strongly that there is a financial model by which it could reach a level of success and so the council are trying now to facilitate market traders wishing to continue running stalls - changes made by the council include:- arranging for stall holders to set up their own stalls; for stallholders to operate at a convenient time to them and when shoppers are visiting the town; for stallholders to operate under their own third party insurance.

Bearing in mind the new stallholder arrangements, Committee felt that the council could not find a use for the Market CIC stalls and it was therefore **RECOMMENDED** that council regrettably decline the Market CIC's proposal and suggest the Director finds an alternative outlet for the stalls' continued use.

B/596 To consider providing Standish Parish Council with a letter of support for the development of a new Multi User path from Horsemarling Lane to Black Bridge

Committee **RESOLVED** to write to GCC in support of the Multi User route from Gloucester to Stroud through Standish and Stonehouse

B/597 To receive updates from the following working groups:

1. Climate Change Action Forum

- Open event to be held at the Library on 14th October to update the community on the SWEA run energy use/insulation project (SDC also doing similar project)
- A grant has been awarded to the town council by GWR for a new covered bike shelter at the south side of the train station

2. Oldends Lane Development

- Hitchins are providing technical support to the council in potential delivering a sewer pipe installation and electrical charging points in the car park
 - Quotes have now been received from contractors for the demolition of the old changing rooms
3. **Support Stonehouse**
Nothing to report at this stage
 4. **Youth**
There will be a quarterly meeting in two weeks
 5. **Policy**
As detailed above
 6. **Internal Audit Panel**
Cllr Keith Terry to conduct the 1st and 2nd quarter ICCs shortly

B/598 To note the date of the next meeting - Monday 2nd October 2023
Committee NOTE the date and time for 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.

Committee voted in favour of excluding members of the public from the meeting in order to discuss confidential staff issues

B/599 To approve HR Sub Committee recommendations in relation to paid staff salary increment rises

The Chair of HR Sub Committee provided an overview of staff issues highlighting the completion of successful staff appraisals and the recent decision by the senior grounds person to leave his post. Following specialist HR advice, HR Sub Committee agreed that the senior grounds person, although having left the authority, should receive a backdated increment rise and national pay rise - the latter being paid once agreed.

The salary scales used by local authorities and updated each year following nationally negotiated settlements no longer have banding arrangements and therefore, salary payments can be determined on a more flexible basis.

Committee RECOMMENDED:

Recommendation 1: To RECOMMEND approval by town council to award an increment rise to the following staff positions: The grounds person, Senior Grounds person, Business Support Officer, Deputy Clerk and Town Clerk and to back date all payments to 1st April 2023

Recommendation 2: To RECOMMEND approval by town council to award the national pay rise to staff members when finally determined and to backdate payments to 1st April 2023



SCHEME OF DELEGATION TO OFFICERS

1. Introduction

1.1 This Scheme delegates to Authorised Officers the powers and duties necessary for the discharge of the Council's functions within the broad functional description set out in Section 101 of the Local Government Act 1972, together with the specific delegations therein, and should be taken to include powers and duties within those descriptions under all present legislation, and all powers incidental to that legislation including the application of the incidental powers under Section 111 of the Local Government Act 1972 or General Power of Competence.

1.2 An Officer may decline to exercise delegated powers and instead report to the Council or appropriate Committee.

2. Areas of Delegation

There are three specific areas of delegation:

2.1 Planning

The Council resolved that should the Environment Committee be inquorate and as a result be unable to deal with an application within due time, or where an extension for a response cannot be secured in time for the next Committee meeting, the Proper Officer and Deputy Town Clerk in consultation with the Chair and Deputy Chair of Environment Committee may submit a response on behalf of the Council.

2.2 Finance

(Section 4.5 of the Financial Regulations).

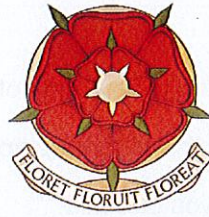
In cases of extreme risk to the delivery of council services, the RFO may authorise revenue expenditure on behalf of the council which in the RFO's judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3,000. The RFO shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

2.3 Staff Welfare

The Town Clerk/RFO may make decisions in the interests of staff welfare without reference to the Town Council. This applies to arrangements for leave, emergency cover and medical care.

Last Reviewed: 11th April 2022 Minute (TC2792)

Next Review: April 2023



STONEHOUSE TOWN COUNCIL

DATA PROTECTION POLICY

1. Your personal data – what is it?

"Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR") and other local legislation relating to personal data and rights such as the Human Rights Act.

2. Council information

This Privacy Policy is provided to you by Stonehouse Town Council which is the data controller for your data. We work jointly with our IT contractors.

The council works with other data controllers including:

- (a) Other data controllers such as local authorities
- (b) Community groups
- (c) Charities
- (d) Other not for profit entities
- (e) Contractors
- (f) Credit reference agencies

3. Personal data which is collected may include:

- Names, titles, aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process demographic information such as gender, age, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The data we process may include sensitive personal data or other special categories of data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning sexual life or orientation.

5. The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect personal data from loss, misuse, unauthorised access and disclosure.

6. We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

7. What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and duties. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometime when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Policy sets out your rights and the council's obligations to you in detail.

We may also process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

We will not process any data relating to a child under 13 years of age without the express consent of their parent/guardian.

8. Sharing your personal data

The council will implement appropriate security measures to protect your personal data. This section of the Privacy Policy provides information about the third parties with whom the council will share your personal data. These third parties also have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

9. How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

10. Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- (i) The right to access personal data we hold on you**
- (ii) The right to correct and update the personal data we hold on you**
- (iii) The right to have your personal data erased**
- (iv) The right to object to processing of your personal data or to restrict it to certain purposes only**
- (v) The right to data portability**
- (vi) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained**
- (vii) The right to lodge a complaint with the Information Commissioner's Office.**

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

11. Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

12. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we will provide you with a Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

13. Changes to this policy

We keep this Privacy Policy under regular review and we will place any updates on <https://www.stonehousetowncouncil.gov.uk> This Policy was last updated in September 2023.

14. Contact Details

Please contact us if you have any questions about this Privacy Policy or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Stonehouse Town Council, Town Hall, 1 Queens Road, Stonehouse GL10 2QA

Email: townclerk@stonehousetowncouncil.gov.uk

Data is held for the following periods:

General enquiries	During & up to 3 months after enquiry resolved
Complaints	During & up to 6 months after complaint resolved
Job applications	During process/appointment; personnel record until employment ends/non-appointment deleted within 1 month
Sales invoices	7 years
Supplier bank details	Until supply ceases then deleted
Sales invoices	7 years
Personnel records	Until employment/pension obligations end
CCTV footage	3 months; purpose reviewed every 12 months
Electoral roll	Destroyed when out of date
Contact details/images published on the website with consent	Deleted at end of period for which consent given
Legal documents	In perpetuity
Contracts/tenders	Until project ends & up to 7 years

[Please note: There are two privacy notices in this Appendix. The first is to be used for residents and members of the general public (but not for staff, councillors or anyone with a role in the local council). The second privacy notice is for staff members, councillors and anyone else with a role in the council.]

GENERAL PRIVACY NOTICE

Your personal data – what is it?

"Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a list a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR") and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Stonehouse Town Council which is the data controller for your data. We work jointly with our IT contractors.

Other data controllers the council works with:

- Other data controllers such as local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be "joint data controllers" which means we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning sexual life or orientation.

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:

- your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
- in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

- 4) **The right to object to processing of your personal data or to restrict it to certain purposes only**
 - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 5) **The right to data portability**
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 6) **The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained**
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 7) **The right to lodge a complaint with the Information Commissioner's Office.**
 - You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on <https://www.stonehousetowncouncil.gov.uk>. This Notice was last updated in September 2023.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Stonehouse Town Council, Town Hall, 1 Queens Road, Stonehouse GL10 2QA

Email: townclerk@stonehousetowncouncil.gov.uk

PRIVACY NOTICE

For staff*, councillors and Role Holders**

*"Staff" means employees, workers, agency staff and those retained on a temporary or permanent basis

**Includes, volunteers, contractors, agents, and other role holders within the council including former staff* and former councillors. This also includes applicants or candidates for any of these roles.

Your personal data – what is it?

"Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a list a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR") and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Stonehouse Town Council which is the data controller for your data. We work jointly with our IT contractors.

The council works together with:

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies

We may need to share personal data we hold with them so that they can carry out their responsibilities to the council and our community. The organisations referred to above will sometimes be "joint data controllers". This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration then the data controllers will be independent and will be individually responsible to you.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

What data do we process?

- Names, titles, aliases, photographs.
- Start date / leaving date
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history,

academic/professional qualifications, employment details, hobbies, family composition, and dependants.

- Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral))
- Location of employment or workplace.
- Other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- CCTV footage and other information obtained through electronic means such as swipecard records.
- Information about your use of our information and communications systems.

We use your personal data for some or all of the following purposes: -

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records;
- To seek your views or comments;
- To process a job application;
- To administer councillors' interests
- To provide a reference.

Our processing may also include the use of CCTV systems for monitoring purposes.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.

We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest [or for official purposes].

How we use sensitive personal data

- We may process sensitive personal data relating to staff, councillors and role holders including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
 - Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.
- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.
- You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Information about criminal convictions

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.

- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.
- Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.

What is the legal basis for processing your personal data?

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

Sharing your personal data

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions , or to maintain our database software;
- Other persons or organisations operating within the local community.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment agencies
- Credit reference agencies
- Professional advisors
- Trade unions or employee representatives

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your responsibilities

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

Your rights in connection with personal data

You have the following rights with respect to your personal data: -

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
 - There are no fees or charges for the first request but additional requests for the same personal data may be subject to an administrative fee.
- 2. The right to correct and update the personal data we hold on you**
- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- 3. The right to have your personal data erased**
- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
 - When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- 4. The right to object to processing of your personal data or to restrict it to certain purposes only**
- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 5. The right to data portability**
- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained**
- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 7. The right to lodge a complaint with the Information Commissioner's Office.**
- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this notice.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on <https://www.stonehousetowncouncil.gov.uk> This Notice was last updated in February 2018.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

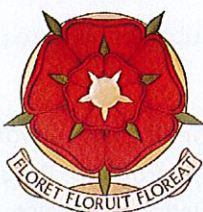
The Data Controller, Stonehouse Town Council, Town Hall, 1 Queens Road, Stonehouse GL10 2QA

Email: townclerk@stonehousetowncouncil.gov.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Reviewed: 27th April 2021 (Minute Number: TC2596)

Next Review: Sept 23



STONEHOUSE TOWN COUNCIL

STONEHOUSE TOWN COUNCIL POLICY ON THE ROLE OF WORKING GROUPS

A working group is considered an extension to the Council's operating procedure and can tackle specific issues as directed by the Council or any of its committees. The Terms of Reference of a working group are determined by Council resolution. A Working group can only be dissolved by Council resolution. This policy should be read in conjunction with the Council Strategy Document.

The tasks of a working group will include:

- To examine an issue in detail, read reports and related materials, examine options, and obtain specialist advice, and make recommendations to Council or the Instructing Committee.
- Acquire specialist knowledge and/or liaise with specialist experts
- Provide specialist support to the Council or instructing Committee by explaining their recommendations in layman's terms
- Answer questions from the Council or Committee in their delegated area of specialist knowledge

Working groups do not have any delegated powers to make decisions binding on the Council.

Council/instructing Committee: Working Group relationship:

- The Council/instructing Committee will direct the Working Group and set clear terms of reference for them regarding objectives, scope and outcome
- The role of the Council or instructing Committee is to question and challenge the recommendations of the Working Group, in order to be satisfied of the correct decision
- Town Council has the power to provide a working group with a dedicated budget to fulfil a particular task

Operations of the Working Groups:

- The working group will nominate a Convenor who will be a Councillor and will be appointed by the Instructing Committee or Council.
- A working Group will comprise a minimum of 2 Councillors
- Work priorities and co-option of Working Group members who are not Councillors will be notified to the Instructing Committee and or Council.

- Organise themselves for meetings or alternative working arrangements
- Working Groups do not need to meet in public but where possible the meeting should be held in a Council building.
- Prepare approved notes of any meetings or alternative working arrangements and inform the Council/instructing Committee of activity and progress. Where working groups make recommendations, the wording should be clear and precise. These notes will include a list of the individuals involved.
- Councillors can attend any meetings of Working Groups even if they are not members of the Working Group

Adopted 18 March 2013 Reviewed 22 May 2017 (minute TC1866/4)

To be reviewed May 2018 Adopted 16th November 2020



STONEHOUSE TOWN COUNCIL

Memorial Policy

Adopted by Town Council on 19th October 2020

Next Review - October 2023

1. Introduction

Stonehouse Town Council will permit, in principle and subject to the conditions of this policy, the placing of memorials in parks and open spaces owned by the Council. The Council fully recognises that these public facilities provide a valuable amenity function, improving well-being and visitor enjoyment. A memorial would normally comprise a bench or a tree. Other forms of memorial may be considered in exceptional circumstances.

Once in place, a memorial or donation becomes the property of the Council.

This policy ensures that the management and regulation of its parks and open spaces is for the mutual benefit of all and sympathetically recognises the contrasting needs of a variety of users.

2. General

- a) All applications for memorials and donations in parks and open spaces must be made on the Council's application form.
- b) Priority will be given to memorials for persons who have, at some time in their life, been resident or active in the town.
- c) The Council will endeavour to accommodate the wishes of the applicant regarding location of the memorial, but the overall development and management of the park or open space will take precedence.
- d) It remains the responsibility of the sponsor to notify the Council in writing of any change of address or contact details. If required for whatever reason, the Council will only contact the sponsor using the latest information supplied by him/her.
- e) The Council does not permit the scattering or interment of ashes within the town's parks and open spaces.
- f) The Council has the absolute right to limit, in both location and number, the types of memorial in any one area.
- g) The Council will maintain an asset register and associated plans where required of all memorials placed within the parks and open spaces.
- h) The appropriate payment must be received before the installation of the memorial and the payment must meet the full and final cost of the memorial and its installation.
- i) Once installed, a memorial shall receive normal routine maintenance; normal maintenance will only be guaranteed to take place up to a maximum of 15 years but often extends well beyond this.

- j) The Council reserves the right to remove any memorial that has been damaged and/or, in the view of the Council, is beyond economic repair.
- k) The Council will notify the sponsor, and attempt to return the plaque, in the event of the removal of the memorial item to the most recent contact information supplied by the sponsor.
- l) The Council also reserves the right to relocate any memorial to enable the implementation of new projects, landscape redesigns or reconfiguration of services. The Council will endeavour to consult with the original sponsor to ensure alternative options are made available; relocation in such circumstances will only be guaranteed within the first 15 years of the life of the memorial.
- m) The Council accepts no liability for damage to any memorial from vandals or third parties.
- n) Any ceremony or gathering to celebrate the planting of a tree or the fixing of a bench must be arranged and agreed with the Council in advance.

3. Memorial Trees

- a) Sponsors are welcome to propose a preferred tree species but the final decision will be taken by the Council in accordance with the principles of planting the right tree in the right place and the wider Stonehouse tree and woodland management strategy.
- b) The tree will be procured by the Council from a reputable supplier.
- c) The Council will be responsible for the planting of the tree which will take place during the appropriate planting season from October to March.
- d) The Council will arrange for young tree maintenance during the first three years after planting. This includes watering, mulching and repairs to the stakes and ties etc. Should the tree die within this period, the Council will endeavour to replace it.
- e) After three years the tree shall be incorporated in the Council's routine inspection and maintenance programme.
- f) It will be permitted to place memorial plaques by trees in some green spaces agreed by the council but not in all areas. These will be installed on an approved stake near the base of the tree. Memorial plaques are to be made of brass, stainless steel or aluminium and be a maximum size of 150mm x 70mm, and will be bought and engraved by the applicant. The inscription is to be approved by the Council. The engraved plaque will be fitted to the stake by the Council.

4. Memorial benches

- a) Benches shall be of the type approved by the Council.
- b) Memorial plaques are permitted on benches and are to be made of brass, stainless steel or aluminium and be a maximum size of 150mm x 70mm, and will be bought and engraved by the applicant. The inscription is to be approved by the Council. The engraved plaque will be fitted to the bench by the Council.

5. Mementos

The Council does not allow additional mementos, such as flowers, vases, statues or wreaths, to be placed at a memorial. Any that are will be removed immediately. The Council will write to notify the sponsors, where contact details are available,

to inform of the removal and that any items will be available to collect for 14 days. The items will be stored for 14 days and thereafter disposed of with no further notification to the sponsors.



Letter of Appointment

To: GAPTC

From: Stonehouse Town Council

Email address for Clerk: townclerk@stonehousetowncouncil.gov.uk

Email address for Chairman: councillorkambites@stonehousetowncouncil.gov.uk

Stonehouse Town Council following our meeting, formally appoint GAPTC to conduct an Internal Audit within the Terms of Reference, for the year 2023 – 2024.

Minute ref:

Information

Current annual expenditure £390K

Current annual income £(Band 7)

Month when Council require audit to take place (can take place any time from October 2023 onwards)

2022/2023 Appointed Internal Auditor: Anita Sachs

Matters previously raised if any (for councils where 22/23 internal audit was not undertaken by GAPTC): See attached 2022/23 Internal Audit

Signed by RFO:

Dated:

GAPTC will acknowledge this letter, appoint a trained Internal Auditor who will contact the RFO to make the appropriate arrangements. Following the audit, Council will receive a full report and invoice.

GAPTC. Cranham House, Falcon Close, Quedgeley, Glos. GL2 4LY.
Tel: 01452 883388. E-mail: info@gaptc.org.uk www.gaptc.org.uk



STONEHOUSE

TOWN COUNCIL

Minutes (subject to agreement at the next Committee meeting) of a meeting of the **Town Environment Committee on Monday 11th September, 7pm at Stonehouse Library, High Street, Stonehouse, GL10 2NG.**

Present:

Councillors: Rachel Armstrong, Marcus Dixon, Neil Gibbs (Committee Chair), Carol Kambites, Val Randell, Theresa Watt

Also present: Carlos Novoth (Town Clerk), Gary Wetson (Project Officer) Cllr John Callinan

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

Cllr John Callinan was invited to speak in relation to agenda item E/671. He explained that Council had adopted the Arboretum Management Plan and should ideally follow its recommendations. It was acknowledged that whilst the Plan refers to tree inspections, it lacks some clarity. He commented that it was suggested by the author of the management plan that a visual inspection was undertaken of all the town's trees and a more in-depth inspection was carried out on those trees that had previously been considered as presenting a higher risk along with those trees showing signs of new problems that may be found during the visual inspection. Cllr Callinan was aware of the recommendation provided by 'Glendale', the company that undertook last year's tree survey and suggested that Committee may wish to move forward on this basis - this was to only inspect those trees that had been earmarked for re inspection at this time.

E/666 To receive apologies

Apologies were given by Cllr Keith Terry

E/667 Declarations of Interest

There was a declaration of interest by Cllr Theresa Watt in relation to agenda item E/677 (planning application S.23/1625/HHOLD)

E/668 To approve the minutes of the Town Environment Committee meeting held on Monday 10th July.

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

E/669 To receive the latest updated Environment Budget.

The Clerk drew Committee's attention to the following budget lines:



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- 2010/1 - The reserve spend was for the planter posts; the remaining net expenditure related to the cost of plants for the planters - the planting work was undertaken by the In Bloomers - the cost of the plants should be recoded to 2010/2
- 2050/1 - Whilst there does not appear to be a high spend at this time, much of the budget has been accounted for with pending transactions
- 2050/3 - The Clerk reminded committee that these costs related to the King's Coronation

Committee **NOTED** the report with a total Expenditure of £23,928.05; Reserve Expenditure of £3,536.98; Income of £1,095.

E/670 To recommend for approval to Full Council, the siting of a memorial bench.

Committee **APPROVED** the Memorial application for a metal bench to be located at the skate park at Oldends Lane in memory of Sam Askew.

E/671 To make a decision regarding the annual tree inspection

Having listened to Cllr John Callinan's comments together with an update from the Clerk, committee members held varying views. However, on further discussion, it was agreed that a full detailed survey should be undertaken each year to ensure the trees are safely managed.

Committee **RESOLVED** to seek comparative quotes from tree consultants to include 'Glendale', to undertake a full detailed tree survey.

E/672 To retrospectively approve a payment of £250.00 to Little Party Heaven, for the Goodwill.

Committee retrospectively **APPROVED** the payment of £250.

E/673 To receive the Stagholt Ecological report, the results and responses to the consultation, and the change of use proposal and next steps.

Committee **NOTED** the Stagholt Ecological report. The level of respondents to the consultation was also **NOTED** - 64 responses of which 75% (48 respondents) were in favour of the new design for the area; 18% (12 respondents) were either against the design and use of the area other than for dog walkers or had concerns about funding and/or future management of the site; 7% (4 respondents) were not concerned whether or not the changes took place. The project officer highlighted some useful feedback in relation to use of the area by people with disabilities and the need for dog waste bins. The Chair stated that he had contacted Standish Parish Council who were in favour of the changes and the Touch Rugby group who were agreeable to moving their weekly game to Oldends Lane playing field.

The Project Officer was already gathering costs for phase 1 of the changes (expansion of the allotments) - he was asked to include JPR Environmental, a



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local company; together with the costs of developing the remaining area over time and with community buy in, he suggested that the council would soon have a realistic costed project - further information is still to be gathered around the number and types of trees to be added and the number and size of allotment plots to be designed into the extended area. It was agreed that once the work had been costed, a decision will be needed by council on the budget to be made available. Local companies and schools are to be approached soon seeking their involvement in the project

Committee asked for the project officer to pull together a press release identifying the outcome and feedback of the consultation.

E/674 To comment on planning applications.

S.23/1451/OUT Land Northwest of Stonehouse.

Mixed use development comprising the following individual, severable and self-contained elements: up to 635 residential dwellings, a primary school, sport & recreation facilities. Associated works including infrastructure, ancillary facilities, open space (including allotments), landscaping & access. Respond by 13th September. Click [here](#).

Comment: Objection raised on a number of issues which are detailed in supporting papers

S.23/1508/VAR Dairy Partners Ltd, Brunel Way, Stonehouse.

Variation of conditions 2 (approved plans) & 9 (fencing layout) from permitted application S.22/0903/FUL – alterations to materials, fence layout and the existing earth bund. Respond by 12th September. Click [here](#).

Comment: The town council has received noise complaints from local residents and notes the objection from Stroud District Council's Environmental Health department. The town council believes that the acoustics report does not fully reflect the ???????

S.23/1498/FUL 10 Park Road, Stonehouse.

Erection of two flats. Respond by 12th September. Click [here](#).

Comment: No objection as long as none from neighbours

S.23/1484/REM Land at M5 Junction 13 West of Stonehouse, Eastington

Application for the approval of the reserved matters (layout, scale, external appearance of the stadium and the landscaping of the site) from outline permission S.19/1418/OUT for 5000 capacity football stadium. Respond by 13th September. Click [here](#).

Comment: No comment

Cllr Theresa Watt left the meeting 8.20pm in light of a possible declared interest

S.23/1625/HHOLD 48 Rosedale Avenue, Stonehouse



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Demolition of existing attached garage and erection of a two-storey side extension & single storey front porch extension – resubmission of S.22/2072/HHOLD. Respond by 13th September. Click [here](#).

Comment: No objection as long as none from neighbours

Cllr Theresa Watt returned to the meeting at 8.25pm

S.23/1603/FUL 64 Midland Road, Stonehouse

Erection of a dwelling. Respond by 13th September. Click [here](#).

Comment: No objection as long as none from neighbours

TPO/0590 Land adjacent to 162 Arrowsmith Drive, Stonehouse (see supporting papers)

Oak tree. Respond by 12th September.

Comment: The town council wholly supports the recommended Tree Preservation Order

S.19/0291/FUL Stroudwater Canal Phase 1B, Eastington

Reinstatement of the 'Missing Mile' section of the Stroudwater Navigation and development of associated infrastructure including locks, mooring basins, car parking, café/pub. And leisure facilities building with combined office and residence for basin manger. Respond by 13th September. Click [here](#).

Comment: The town council recognises the value of the canal to the area and absolutely support phase 1B of the development of the canal network. It does feel however that the planned infrastructure in this location is somewhat replicating facilities that already exist in fairly close proximity (Saul Junction). It is felt that relocating the facilities further in land, particularly in the Stonehouse area, where there is known land available to support such infrastructure, would provide greater value to tourists and hence the local economy, be far more accessible to a greater pool of local people by virtue of being closer to a large urban development and, visitors that may wish or need to travel by public transport (as the location is on a planned public transport route). It is unfortunate that the existing location provides only for very narrow boats to access the remaining canal network in an easterly direction.

S.23/1735/TCA 8 Barlow Close, Stonehouse

Coppice trees within 2m of property boundary wall, crown lift over garage by 3m and fell maple to rear. Respond by 26th September. Click [here](#).

Comment: No objection as long as none from neighbours

S.23/1751/HHOLD 70 Ryelands Road, Stonehouse

Erection of a first floor extension. Respond by 28th September. Click [here](#).

Comment: No objection as long as none from neighbours

S.23/1761/HHOLD 16 Oldends Lane, Stonehouse



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Erection of a replacement single storey side extension. Respond by 28th September. Click [here](#).

Comment: No objection as long as none from neighbours

E/675 To approve the extent of the road closure for the Goodwill event.

Committee RESOLVED to apply for a road closure from 5.30pm to 6pm from Regent Street to Elm road, Stonehouse allowing for a Father Christmas procession up the High street.

E/676 To receive Working Groups updates. Members may wish to note

any reports from the following:

Comms - A meeting is to be held shortly

Stroudwater (Bristol Road) Station - The Chair of Council recently took part in a local radio station interview; this has not yet be aired

Canal Rejuvenation - The working group is yet to be arranged

Transport and Highways - Cllr Marcus Dixon highlighted that only some of the scheduled lining works on the A419 had been completed

Public Rights of Way - The WG continue to monitor and report on changes to Verney Fields

Recreation - No additional updates other than in relation to Stagholt

E/677 To receive a report on planning decisions received from Stroud District

Council.

S.23/1153/FUL Schlumberger (Building A), Brunel Way, Stonehouse.

Erection of single storey plant room for ground source heat pump equipment.

PERMISSION GRANTED.

S.23/1274/TPO Church Lane, Stonehouse.

Works to groups TPO 352 – clear undergrowth at the base of the trees.

CONSENT GIVEN.

S.23/1160/HHOLD 10 Quietways, Stonehouse.

Erection of single storey rear and side extensions, front and rear dormer windows, and other alterations.

PERMISSION GRANTED.

S.23/0699/DISCON Dairy Partners Ltd, Brunel Way, Stonehouse.

Discharge of condition 8 (landscaping implementation) from the application S.22/0903/FUL.

CONFIRMS COMPLIANCE WITH EXISTING CONDITIONS

S.23/0067/NEWTPO 1 Burdett Road, Stonehouse.

583 – English Yew tree.

APPLICATION WITHDRAWN



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S.23/1142/TPO Grendar Ltd, Storrington Road, Stonehouse.

Yew tree – trimmed by 3-4 metres.

CONSENT GIVEN

S.21/3004/NEWTPO Land known as Verney Fields, Bramble Lane, Stonehouse. TPO/0585 – 2

Woodland areas, 2 groups of trees and 3 individual trees.

APPLICATION WITHDRAWN

S.23/1004/FUL 36 Rosedale Avenue, Stonehouse.

Change of use of amenity land to domestic curtilage (Retrospective) and regularise boundary fence.

APPLICATION REFUSED

S.23/1459/MINAM Land adjoining Station Road, Bristol Road, Stonehouse

Non-material amendment to S.21/1712/VAR – various alterations to house types (change 2 house types from 2 – 2.5 storey) and design. Changes to fenestration, footprint, elevations, frontages and additional dormers. Small changes to the ridge heights and to regularise the building form to flat block and balconettes to flats.

APPLICATION REFUSED

S.23/1177HHOLD Chetwynd, Grosvenor Road, Stonehouse

Erection of single storey side and rear extension.

PERMISSION GRANTED

E/678 Date of next Environment Committee meeting: Monday 9th October 2023
