



STONEHOUSE **TOWN COUNCIL**

To Members of the Town Business Committee

You are hereby summoned to attend a meeting of the Committee to be held on Monday 2nd October 2023 at 7pm at the Stonehouse Town Hall/Library, Queens road, Stonehouse, GL10 2QA

Committee Members:

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

All residents of the Parish are welcome to attend and a period of up to 15 minutes will be set aside at the beginning of the meeting for members of the public to raise questions.

Carlos Novoth

Town Clerk

27th September 2023

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

A G E N D A

B/600 To receive apologies

B/601 To receive Declarations of Interest

B/602 To approve the minutes of the Business Committee meeting held on 4th Sept '23

B/603 To receive the latest budget position

B/604 To approve the latest payments list

B/605 To receive the outcome of the 1st and 2nd Quarter 'Internal Control Checks'

B/606 To agree arrangements for the 2023/24 budget setting process

B/607 To receive an update on the council's financial investments

B/608 To receive an update on developments with the High street Car Park

B/609 To approve the purchase of a water tank, pump and retractable hose reel for the town council's van to enable the future watering of the town's planters

B/610 To approve recommendations in relation to the council's future grounds maintenance

B/611 To receive updates from the following working groups:

1. Climate Change Action Forum
2. Oldends Lane Development
3. Support Stonehouse
4. Youth
5. Policy
6. Internal Audit Panel

B/612 To note the date of the next meeting - Monday 30th October 2023

Public Bodies (Admission to Meetings) Act 1960

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

B/613 To approve HR Sub Committee recommendations



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

Asd 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

Notes on Agenda items, Business Committee Monday 2nd October '23

B/602 BC Minutes	Minutes attached																					
B/603 Budget report	Report attached																					
B/604 Payment list	Payment list attached																					
B/605 ICC	ICCs attached																					
B/606 Budget setting	<p>Council are required to set budgets for each year and report this along with the required approved Precept to the District Council. The deadline for reporting this information to the District Council is 31st January 2024.</p> <p>Last year (2022/23), in order to ensure adequate progress was being made to enable timely budgetary discussions to take place, Council agreed that the Committee Clerks would liaise directly with the Chairs and Vice Chairs of each committee to review budgets and update town councillors with their findings and recommendations. This would be a gradual process aided by a standing item on the agenda for each committee cycle, eventually culminating in recommendations put to town council at its January meeting, seeking final approval. This approach was found to be productive and helpful in enabling all town councillors to take an active role in the budget setting process without feeling overawed by it.</p> <p>Recommendation: That Committee Clerks liaise directly with the Chairs and Vice Chairs to review budgets and report on their findings and recommendations to their respective committees for discussion and agreement.</p> <p>In order to productively manage the budget setting process, Officers are seeking direction on the town council’s preferred approach to dealing with the impact of cost of living increases, under funded budget lines and future projects, prior to commencing the budget review.</p>																					
B/607 Investments	<p>The town council has a number of financial investments detailed below showing their totals as of the 31st March 2023 and the latest reports from each:</p> <table><tr><td>Investment</td><td>31st March '23</td><td>Interest earned to date</td></tr><tr><td>Cambridge Building Society</td><td>– £85,000</td><td>No updates</td></tr><tr><td>Charity Bank</td><td>– £77,425</td><td>No updates</td></tr><tr><td>Melton Building Society</td><td>– £85,000</td><td>No updates</td></tr><tr><td>Nationwide Building Society</td><td>– £87,599</td><td>No interest (21/06)</td></tr><tr><td>Nat West Bank</td><td>– £85,378</td><td>+£376 (30/06)</td></tr><tr><td>CCLA</td><td>- £430,195</td><td>+£8,043 (31/08)</td></tr></table> <p>Council made a decision in 2022 to transfer the main bulk of its savings from its main operating Lloyds bank account to CCLA. This was done primarily to reduce the risk of financial loss should Lloyds fail. It was hoped at the time that as interest rates were about to rise, the council would benefit from improved interest earned from its investments through CCLA. The figures above show this to be the case.</p> <p>CCLA have been found to be very responsive to transfer requests made by the town council – two requests have been processed to date and both were acted upon within 24 hours – the transfers were used to refill the council’s operating account at Lloyds</p> <p>The council’s other investments have laid fairly dormant with little or no interest being earned and certainly the lack of reporting from four of the five other investment</p>	Investment	31st March '23	Interest earned to date	Cambridge Building Society	– £85,000	No updates	Charity Bank	– £77,425	No updates	Melton Building Society	– £85,000	No updates	Nationwide Building Society	– £87,599	No interest (21/06)	Nat West Bank	– £85,378	+£376 (30/06)	CCLA	- £430,195	+£8,043 (31/08)
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CCLA	- £430,195	+£8,043 (31/08)																				

	<p>organisations do little to benefit the town council. These organisations have been very difficult to deal with and continue to be so.</p> <p>Council committed to reviewing its investment arrangements once it has settled into the transfer process with CCLA and has established its investment potential. To this end, Officers seek guidance on whether Council wishes to increase its investment through CCLA.</p>
B/608 High St Car Park	<p>During the last two years, the town council had been approached by shoppers and business owners about the lack of parking in Stonehouse and in particular the High street car park. Following a decision by Business Committee in 2022, Officers undertook an exercise to establish parking availability within the High street car park currently owned and maintained by Stroud District Council (SDC). Officers reported the outcome of the exercise to Committee and subsequently forwarded the details to SDC.</p> <p>Subsequent discussions with SDC Officers established an approach that was felt to be acceptable to both parties and one that could be implemented relatively quickly; this was to re-establish the car park as a short stay (approx. 2 hours) with some flexibility for rail travellers etc. The District Council were hoping to report back to the town council by now. Officers hope to provide an update from the District Council by the next Business Committee meeting.</p>
B/609 Watering equipment	<p>In 2022, Council approved a budget for contracting out the 'In Bloom' planter watering service. This proved to be unsuccessful. The town council parted company with the contractor soon after the watering season began and the work was transferred back to the 'In House' grounds team; the team used a water bowser secured to a trailer. Whilst the grounds team had completed the work for the season, it became apparent that the use of a trailer in the town generated safety issues especially as a result of the need to park out of the way of moving vehicles.</p> <p>The council has an opportunity to improve the safety of the operation and can add benefit to other elements of the grounds team's work providing water for ie pressure washing street furniture, removal of moss, clearance of gutters etc by incorporating a demountable water tank and electric pump.</p> <p>Officers' search for a suitably sized electric pump has been difficult as suppliers have often been found wanting when it comes to their knowledge of the products and have been unable to provide the sort of advice needed to ensure the product's fitness for purpose. Two suppliers have however been found and have provided quotes for pumps that would be adequate for the type of work it is needed for, albeit, the more expensive one has the benefit of using almost 50% of the power to deliver the same outcome.</p> <p>The cost of a 500Litre tank is between £207 and £238 plus vat. The electric pumps being considered can vary significantly; the two suppliers contacted about the council's needs offer pumps at very different prices - £264 plus vat and £412 plus vat. The more expensive one has almost 50% of the power requirement and produces the same outcome as the first, making it more attractive over the longer term.</p> <p>Recommendation: Committee approves the purchase of a 500 Litre water tank at £207 plus vat, an electric pump at £412 plus vat and retractable hose reel at an approximate price of £100 plus vat</p>
B/610 Grounds Maintenance	<p>The town council currently externalises the majority of its grounds maintenance service on an annual basis. The cost of the council's grounds contract in 2023/24 is £23,100 plus vat; this falls perilously close to the threshold (£30,000 incl vat), a point at which the council is required to subject its service to a full tendering exercise as</p>

	<p>highlighted in clause 19c of the council's Standing Orders and clause 11b of the Financial Regulations.</p> <p>Mindful of the latest staffing situation, it is also viewed as a sensible way forward to include the potential to add areas of grounds maintenance to the contract in case additional support is needed for the 'In House' operation– there are several high spec areas of grass that are maintained directly by the council's 'In house' team, namely play areas and the town green; Should the council's efforts to secure the transfer of open spaces within the Court view development, this may also be included.</p> <p>It is estimated that the price threshold will be reached when next subjecting the service to competition and so it would be helpful to agree to go down the route of a tendering exercise rather than just seeking quotes. The tender process takes longer and is more involved, so would benefit supporting a longer term contract period. In preparing for this process, there are a number of issues that need addressing. (Cllrs have been forwarded a copy of the current service specification and conditions of contract for comment). Officers are seeking feedback on the following</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. Use of the tender process in line with Public Procurement Regulations 2. Increase the length of contract to a period of five years with a break clause on year three 3. Apply indexation to the contract price ensuring inflation is accommodated throughout the period of the contract – this is usually through the application of the RPI or successor index 4. No change to the current service specification 5. Add provisional items to the contract to allow for new elements to be added to the contracted works – Provisional items covering three key areas namely, Play areas, Town Greens and Court View within the contract would allow the town council to agree on an annual basis with the successful grounds maintenance contractor whether to add or remove one or more of the provisional items at a price agreed at the tendering stage. Any changes would need to be agreed on an annual basis prior to the commencement of the financial year. Committee to note that the town's play areas and town greens are currently maintained by its 'In House' team – provisional items would only be used as a fall back measure in cases of urgent need. 6. The application of weightings to Tenders to support their evaluation. <ul style="list-style-type: none"> ○ 50% Cost and 50% Quality. ○ The quality element is further broken down to the following weightings: <ul style="list-style-type: none"> ▪ Environment - 40% ▪ Health and Safety - 30% ▪ Resource and maintenance support arrangements – 30%
B/613 HR	Update and recommendations to be provided at the meeting

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/23 and 26/09/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

INCOME		2023/2024	Reserve	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	£751.37	£751.37	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

for Town Business Committee

Comparison between 01/04/23 and 26/09/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve	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	£196,354.07	-£197,606.14	-50.16%
EXPENDITURE					
Town Business Committee					
1000 Salaries					
1000/1 Contracted staff	£180,000.00	£0.00	£84,578.84	£95,421.16	53.01%
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	£84,578.84	£95,421.16	53.01%
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%
1020 Health & Safety	£2,500.00	£0.00	£0.00	£2,500.00	100.00%
1030 Professional Fees	£8,000.00	£0.00	£2,211.72	£5,788.28	72.35%
1040 IT support					
1040/1 General	£6,750.00	£0.00	£2,310.10	£4,439.90	65.78%
1040/2 Website	£1,000.00	£0.00	£653.47	£346.53	34.65%
1040/3 Newsletter	£0.00	£0.00	£0.00	£0.00	0.00%
1040/4 Phones	£1,500.00	£0.00	£227.30	£1,272.70	84.85%
1040/5 Printing	£0.00	£0.00	£145.11	-£145.11	100.00%
1040 Total	£9,250.00	£0.00	£3,335.98	£5,914.02	63.94%
1050 Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	100.00%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/23 and 26/09/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve	Actual Net	Balance	Bal %age
1060 Grants					
1060/1 One-Offs	£10,000.00	£5,000.00	£20,136.00	-£5,136.00	-51.36%
1060/2 Long-Term	£5,000.00	£0.00	£0.00	£5,000.00	100.00%
1060 Total	£15,000.00	£5,000.00	£20,136.00	-£136.00	-0.91%
1070 Town Hall/Library Shared Costs					
1070/1 Rates	£4,500.00	£0.00	£0.00	£4,500.00	100.00%
1070/2 Water	£700.00	£0.00	£233.10	£466.90	66.70%
1070/3 Electric	£3,000.00	£0.00	£854.81	£2,145.19	71.51%
1070/4 Gas	£4,000.00	£0.00	£481.67	£3,518.33	87.96%
1070/5 Interior Maintenance (reactive)	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1070/6 Interior Maintenance (programmed)	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1070/7 Waste Collection	£300.00	£0.00	£49.38	£250.62	83.54%
1070/8 Security	£0.00	£0.00	£650.00	-£650.00	100.00%
1070 Total	£14,500.00	£0.00	£2,268.96	£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%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/23 and 26/09/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve	Actual Net	Balance	Bal %age
1090	£3,750.00	£0.00	£2,814.01	£935.99	24.96%
1100	£300.00	£0.00	£21.38	£278.62	92.87%
1110	£400.00	£0.00	£0.00	£400.00	100.00%
1120	£0.00	£8,924.35	£8,924.35	£0.00	0.00%
1130	£180.00	£0.00	£0.00	£180.00	100.00%
1140					
1140/1	£0.00	£0.00	£0.00	£0.00	0.00%
1140/2	£600.00	£0.00	£310.68	£289.32	48.22%
1140/3	£8,300.00	£0.00	£1,989.74	£6,310.26	76.03%
1140/4	£1,000.00	£0.00	£67.85	£932.15	93.22%
1140/5	£3,000.00	£0.00	£471.89	£2,528.11	84.27%
1140/6	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1140/7	£900.00	£0.00	£109.44	£790.56	87.84%
1140/8	£200.00	£0.00	£164.00	£36.00	18.00%
1140/9	£700.00	£0.00	£270.00	£430.00	61.43%
1140	£15,700.00	£0.00	£3,383.60	£12,316.40	78.45%
1150					
1150/1	£0.00	£0.00	£0.00	£0.00	0.00%
1150/2	£300.00	£0.00	£0.00	£300.00	100.00%
1150/3	£300.00	£0.00	£429.14	£-129.14	-43.05%
1150/4	£2,000.00	£0.00	£91.65	£1,908.35	95.42%
1150/5	£2,000.00	£0.00	£409.75	£1,590.25	79.51%
1150/6	£0.00	£0.00	£176.28	£-176.28	100.00%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/23 and 26/09/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve	Actual Net	Balance	Bal %age
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%
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%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/23 and 26/09/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve	Actual Net	Balance	Bal %age
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	£172,197.19	£188,406.16	54.39%

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
3329		£120.00	1190/2	25/09/23	Clarian Property Services - Fitting of water trough to OCG fountain	33
		£120.00			Clarian Property Services - Total	
3327		£175.20	1190/3	20/09/23	GB Sport & Leisure - Replacement baby swing seat and chains for OEL park	13521
		£175.20			GB Sport & Leisure - Total	
3325		£100.00	1040/2	18/09/23	Jo Mew Creative - August 2023 - Website Hosting	1044
3326		£100.00	1040/2	27/09/23	Jo Mew Creative - September 2023 - Website Hosting	1046
		£200.00			Jo Mew Creative - Total	
3330		£61.92	1190/2	14/09/23	Mole Valley Farms - Water trough - OCG fountain - paid by debit card	200725504
		£61.92			Mole Valley Farms - Total	
3328		£8.40	1040/4	22/09/23	Voipfone - September 2023 - Answerphone	1014219954
		£8.40			Voipfone - Total	
		£14,428.58			Confidential	
Total		£14,994.10				

Signature

Signature

Date



STONEHOUSE TOWN COUNCIL

Dear Tenderer

Grounds Maintenance Contract for Stonehouse Town Council

Introduction

Stonehouse Town Council manages four playing fields and a number of other grassed areas such as verges around the town. Details of the location of each is provided in the accompanying map.

The town plays an active role in the 'Heart of England in Bloom' competition each year and this year has become one of the national finalists. The standard of service provided by the contractor undertaking this contract is therefore of particular importance.

Quotation requirements

Bidders for the council's contract will be required to provide quotes in writing with accompanying information to the Town Council Office at 1 Queens Street, Stonehouse by 4pm on Thursday 10th February 2023.

Work requirements

The table on the following page identifies the work requirements for each playing field and the town's verges. The Contract is for a period one year commencing 1st April 2023 and terminating March 31st 2024.

The council wishes to keep the fringes of each of the following playing field sites long - Oldends Lane, Laburnum, Meadow Road and Stagholt. The actual width and shape to be agreed for each site by the successful contractor with the Town Council **prior to the first cut**.

There are a small number of grass verges which are included in the list of sites that will have daffodil bulbs planted in them. Care is to be taken to cut around the Daffodils and to leave the flowers to grow until such time as they die off. The successful contractor will be advised of the location of these sites.

The Council wishes to consider developing additional wildflower areas. See below for works to be costed.

The Council pays particular interest in tenderers use of grounds maintenance equipment that is environmentally friendly – Tenderers should note elements of the service they provide that demonstrate this aspect.



Town Hall • High Street • Stonehouse • Gloucestershire • GL10 2NG • T: 01453 822070 • E: townclerk@stonehousetowncouncil.com

Town Clerk: Carlos Novoth • Town Mayor: Neil Gibbs



stonehousetowncouncil.com



STONEHOUSE TOWN COUNCIL

Table 1 – Contract work – Maps that require work identified in Table 1 – see attachment

	Location	Maintenance	Frequency 2023/24 1 st Cut to take place during first week of contract for all sites	Standard
	Stagholt Playing Field	Grass Cutting (cut and leave) Strimming Hedge Cutting	Fortnightly 17 Cuts/Year Fortnightly 17 Cuts/Year Once/Year – during October	Approx 75mm
	Oldend Lane Playing Field	Grass Cutting (cut and leave) Strimming Hedge Cutting Mark Football Pitches (two adults and three juniors) Deep Splitting Rake Roll & Slit pitches	25 Cuts/Year 25 Cuts/Year Once/Year – during October As and when required 3 Times/Year (Nov, Dec, Jan) Twice/Year (Feb & March)	Approx 50mm
	Laburnum Playing Field	Grass Cutting (cut and leave) Strimming Hedge Cutting	Fortnightly - 17 Cuts/Year Fortnightly - 17 Cuts/Year Once/Year – during October	Approx 75mm
	Meadow Road Playing Field	Grass Cutting (cut and leave) Strimming Hedge Cutting	Fortnightly - 17 Cuts/Year Fortnightly - 17 Cuts/Year Once/year – during October	Approx 75mm
	Grass verges	Grass Cutting (cut and leave) Strimming	Fortnightly - 17 Cuts/Year Fortnightly - 17 Cuts/Year	25mm - 50mm

Table 2 – Additional work that may be required by the successful contractor – contractor to be advised if required, within one month of the contract start date – See detailed maps attached for each location

Sch of rates Item	Location	Maintenance	Frequency 2023/24 1 st Cut to take place in first week of contract	Standard
A	Town Greens See APP A1 Map	Cut, remove and dispose of cuttings	Fortnightly for first three cuts of the season	25mm – 50mm
B	Town Greens See APP A1 Map	Cut, remove and dispose of cuttings	All additional cuts	25mm – 50mm
C	Open grass area Arrowsmith Dr See APP A2 Map	Cut, remove and dispose of cuttings	Fortnightly for first three cuts of the season	25mm – 50mm
D	Open grass area Arrowsmith Dr See APP A2 Map	Cut, remove and dispose of cuttings	All additional cuts	25mm – 50mm
E	Laburnum playing field	Prepare two areas of ground totalling 100 square meters to act as wildflower areas	To be undertaken in first two weeks of April '23	Ground to be stripped of turf, rotavated, weeded and levelled in preparation to sow wildflower seeds





STONEHOUSE TOWN COUNCIL

Standard of workmanship

The contractor will be required to maintain the following standards during each visit:

- Litter to be removed prior to grass cutting and suitably disposed of
- Grass to be cut at a standard height throughout in each location - there is to be no scalping
- All obstacles to be trimmed around at the same height as the mown grass without causing damage to tree bases
- All hard surfaces (including play surfaces, footpaths, roads) to be left clear of any cut grass before leaving site
- The contractor will deal with all queries raised by members of the public in a courteous manner and direct enquirers to the Town Council

Other Requirements - Clothing, Equipment etc

- The contractor shall ensure that all its staff have adequate Personal Protective Clothing and that it will be in good condition
- All necessary PPE is to be worn at all times whilst undertaking contracted work
- All equipment will be suitable for the task being undertaken and be in good working order
- Equipment must be used in line with manufacturers recommendations

Other Requirements - Supply of Documentation and other Information

The contractor will provide the Council with the following:

- The company's 'Employee' and 'Public Liability' insurance certificates
- Risk Assessments and Method Statements for the intended work
- Details of the equipment the contractor intends to use
- Maintenance arrangements for its equipment
- Contingency arrangements for loss of equipment and staff illnesses/annual leave
- A copy of the contractor's grass cutting schedule for the year

Reporting

The contractor will be required to:

- Report any incidents/accidents to the council within 24 hours of such an occurrence
- Report 'Near Misses' within the same working week of the near miss taking place
- Report to the council failure to complete scheduled works prior to target completion where possible but in any event, on the day the work was intended





STONEHOUSE TOWN COUNCIL

Quotations

Bidders are required to provide quotations (excluding vat) for the following:

Table 1 work	£ Insert total price of work
Table 2 works	Insert individual costs per Schedule of rates below – Table 2 works may be applied by the council. Tenderers are to provide contract prices for Table 2 independent of Table 1 works
Schedule of rates Item A	£ Insert price
Schedule of rates Item B	£ Insert price
Schedule of rates Item C	£ Insert price
Schedule of rates Item D	£ Insert price
Schedule of rates Item E	£ Insert price
Table 1 and Table 2 works combined	£ Insert total price based on Table 2 works being guaranteed

Payment arrangements

The contractor will be paid monthly in arrears:

- equivalent to one twelfth of the total contract payment for works detailed in Table 1 above and
- the cost of works detailed in the Schedule of Rates A to E where applicable as and when the work has been completed

The successful contractor will raise an invoice each month for the contracted work completed the previous month. All invoices will be paid within 28 days on receipt of an invoice.

If you are interested in tendering for this contract, please supply your tender by 4pm on Thursday 16th February 2023. Please ensure all accompanying documents requested are also included. Please email your tender including all relevant supporting documents. If this is not possible, please provide a hard copy. Thanks

Carlos Novoth
Town Clerk
Stonehouse Town Council



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