



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 30th 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

25th October 2023

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

A G E N D A

B/614 To receive apologies

B/615 To receive Declarations of Interest

B/616 To approve the minutes of the Business Committee meeting held on 2nd Oct '23

B/617 To receive the latest budget position

B/618 To approve the latest payments list

B/619 To discuss budgetary concerns/issues in relation to the 2024/25 proposed Budget

B/620 To recommend for town council approval a new three year IT support contract

B/621 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/622 To note the date of the next meeting - Monday 27th November 2023



**STONEHOUSE
TOWN COUNCIL**

**Minutes of a Town Business Committee
held on Monday 2nd October '23 at 7.00pm
at the Town Hall**

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

In Attendance: Carlos Novoth (Clerk)

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 the Committee

In the absence of Cllr Mike Davis, Cllr John Callinan (Vice Chair) chaired the meeting

B/600 To receive apologies

Committee received apologies from Cllrs Mike Davis and Mark Edwards

B/601 To receive Declarations of Interest

There were no declarations of interest

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

(Cllr Wendy Thomson apologized for not attending the previous committee meeting).

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

B/603 To receive the latest budget position

Committee NOTED the latest budget position: Actual Net Expenditure of £172,197.19; Actual Net Income of £196,354.07 and Reserves totalling £14,223.35.

B/604 To approve the latest payments list

Committee APPROVED the latest payment list totalling £14,994.10

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

The Clerk could not include evidence of the completion of the Q1 and Q2 Internal Control checks undertaken by the internal audit panel and so the matter was deferred to full town council on 16th October '23

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

The Clerk highlighted the need for town council to consider its approach in its budget setting process. It was stated that the town council regularly underspent on its budget but now that the council has a projects officer, it was felt that this would change.

Committee agreed with the Officers recommendation for

‘Committee Clerks to 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.’

In addition, the following was agreed

‘Council to receive budget setting updates ahead of its final decision in January - this would allow a more cohesive input from the council’s Working groups’.

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

Whilst CCLA have demonstrated a good return on the council’s investment, there was concern in placing all of the town council’s investments through the company. The Nat West bank is querying whether the council wished to continue to remain with them using its existing account bearing in mind the lack of transactions made. It was suggested that whilst the investment was generating a return, it may be sensible to move this funding to CCLA.

Committee **RECOMMENDS** to Town Council moving its investment of £85,378 (as of 30th June ’23) from Nat West Bank to either CCLA or a more suitable investment account with a Building Society.

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

The Clerk provided an update on discussions with the District Council and that a new update was expected any day. It was accepted that there was a growing feeling from shoppers and local businesses that the town had inadequate parking and that changes to the use of the High street car park needed to be made. This led to discussion around exploring the potential for the town council to acquire and manage the car park; this to be discussed further at a future meeting.

Committee **NOTED** the update

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

Committee **APPROVED** the Officer’s recommendation for 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 to ensure a safer watering process in the town.

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

There was wide debate on the list of Officer recommendations. The main area of concern was in relation to adding grass areas that are considered by the town council as having a high level of importance and that including these areas as provisional items in the grounds maintenance contract should not deter from the council’s intention to have the areas maintained by the town council’s own workforce. It was further felt that discussion on the new contract should take place at Environment Committee and, that Cllrs need to

be given a little time to consider whether changes to the specification ie Stagholt. It was agreed that the Chair and Vice Chair of Council supports the Officer in determining the final tender document. The following Officer recommendations were RECOMMENDED for approval by full town council subject to possible revision to the service specification:

1. Use of the Tender process in line with clause 11b of the council's Financial Regulations and 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.
 - 50% Cost and 50% Quality.
 - The quality element is further broken down to the following weightings:
 - Environment - 40%
 - Health and Safety - 30%
 - Resource and maintenance support arrangements - 30%

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

1. **Climate Change Action Forum**
An event on Solar energy was held on 12th Sept for businesses at the community centre
2. **Oldends Lane Development**
Demolition of the old changing rooms is waiting for confirmation from utilities companies that the services have been safely cut off. Awaiting technical response from Hitchins with regards the new sewer line. The working group is to reconvene shortly
2. **Support Stonehouse**
The working group is meeting Wednesday 4th Oct. Earmarked Reserve funding of £10,000 is currently in place. Clerk to seek permission from FTC to continue to use the reserve
3. **Youth**
Quarterly meeting took place 10 days ago - quarterly report highlights a range of activities undertaken by the Door and supported by the town council. The Door have undertaken review of its service and have identified some very positive outcomes. Further additional funding from the town council is currently being sought - to be brought to FTC for approval.
4. **Policy**
Currently working on the council strategy - there has been good input

- from Cllrs to date
- 5. Internal Audit Panel**
- ICCs Completed for Quarters 1 and 2

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

Committee NOTED the date of the next BC meeting

Committee voted in favour of excluding members of the public from the meeting to discuss agenda item B/613

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

The Chair of HR Sub Committee provided an overview of the work undertaken in relation to reviewing the posts of both grounds staff in light of the senior grounds person's recent resignation. It was made clear that having recruited good members of staff, the council needed to ensure that it put measures in place to retain them. Salaries were benchmarked with comparable posts in a number of other local authorities and it was found that STC were paying under the accepted salary levels - this would increase the council's salary costs by £5,769 over a full financial year. HR Sub Committee identified a number of changes to the job description for both posts including renaming the posts as Town Maintenance Officer and Senior Town Maintenance Officer - this reflected the wider range of the work the postholders are currently undertaking to maintain the town generally.

The following recommendations were presented, recommending approval by full town council:

- 1. To increase the Grounds Person's salary (SCP5 - £21,575) in line with the post of senior grounds person (SCP10 - £23,620) until such time as the senior position is filled - payment to be backdated to 11th September 2023.**
- 2. To increase the Grounds Person's salary permanently in line with that currently paid to the Senior Grounds person's (SCP10 - £23,620), once the vacant post has been filled**
- 3. To increase the Senior Grounds Person's salary from SCP10 (£23,620) to SCP18 (£27,344)**
- 4. To commence the immediate recruitment for the Senior Grounds position**

Committee RECOMMENDED all four recommendations (1, 2, 3 and 4) for Town Council approval

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/23 and 23/10/23 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
INCOME						
Town Business Committee						
100	Precept	£373,973.21	£0.00	£373,973.00	£0.21	0.00%
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 23/10/23 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	£383,340.57	-£10,619.64	-2.70%
EXPENDITURE					
Town Business Committee					
1000 Salaries					
1000/1 Contracted staff	£180,000.00	£0.00	£97,627.33	£82,372.67	45.76%
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	£97,627.33	£82,372.67	45.76%
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	£30.00	£970.00	97.00%
1010 Total	£5,000.00	£0.00	£614.00	£4,386.00	87.72%
1020 Health & Safety	£2,500.00	£0.00	£116.04	£2,383.96	95.36%
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	£2,839.32	£3,910.68	57.94%
1040/2 Website	£1,000.00	£0.00	£753.47	£246.53	24.65%
1040/3 Newsletter	£0.00	£0.00	£0.00	£0.00	0.00%
1040/4 Phones	£1,500.00	£0.00	£253.50	£1,246.50	83.10%
1040/5 Printing	£0.00	£0.00	£194.24	-£194.24	100.00%
1040 Total	£9,250.00	£0.00	£4,040.53	£5,209.47	56.32%
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 23/10/23 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	£298.29	£401.71	57.39%
1070/3 Electric	£3,000.00	£0.00	£1,017.33	£1,982.67	66.09%
1070/4 Gas	£4,000.00	£0.00	£576.43	£3,423.57	85.59%
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	£2,591.43	£11,908.57	82.13%
1080 Town Hall/Library STC costs					
1080/1 Exterior Maintenance/Cleaning	£1,000.00	£0.00	£94.00	£906.00	90.60%
1080/2 Interior Cleaning	£1,500.00	£0.00	£1,124.63	£375.37	25.02%
1080 Total	£2,500.00	£0.00	£1,218.63	£1,281.37	51.25%
1090 Admin Expenses					
1090/1 Paper	£250.00	£0.00	£62.25	£187.75	75.10%
1090/2 Other	£2,000.00	£0.00	£603.76	£1,396.24	69.81%
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 23/10/23 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 Total	£3,750.00	£0.00	£2,861.01	£888.99	23.71%
1100 Mayor's Charity & Expenses	£300.00	£0.00	£31.48	£268.52	89.51%
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	£473.82	£126.18	21.03%
1140/3 Electric	£8,300.00	£0.00	£2,415.84	£5,884.16	70.89%
1140/4 Cleaning	£1,000.00	£0.00	£90.85	£909.15	90.92%
1140/5 Maintenance (reactive)	£3,000.00	£0.00	£650.52	£2,349.48	78.32%
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%
1140/9 Septic Tank	£700.00	£0.00	£270.00	£430.00	61.43%
1140 Total	£15,700.00	£0.00	£4,174.47	£11,525.53	73.41%
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	£446.65	-£146.65	-48.88%
1150/4 Maintenance (programmed)	£2,000.00	£0.00	£136.06	£1,863.94	93.20%
1150/5 Waste Collection	£2,000.00	£0.00	£461.62	£1,538.38	76.92%
1150/6 Security	£0.00	£0.00	£176.28	-£176.28	100.00%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/23 and 23/10/23 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	£1,220.61	£3,379.39	73.47%
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	£265.25	£734.75	73.48%
1160/4 Tax	£200.00	£0.00	£0.00	£200.00	100.00%
1160/5 MOT/Service	£600.00	£0.00	£59.54	£540.46	90.08%
1160 Total	£3,800.00	£0.00	£1,647.60	£2,152.40	56.64%
1170 Youth Centre Workers	£54,000.00	£0.00	£30,526.74	£23,473.26	43.47%
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	£583.08	£2,416.92	80.56%
1180/4 Cleaning	£1,000.00	£0.00	£491.00	£509.00	50.90%
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	£655.00	-£155.00	-31.00%
1180/9 IT costs	£500.00	£0.00	£321.54	£178.46	35.69%
1180 Total	£10,900.00	£0.00	£2,123.58	£8,776.42	80.52%
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 23/10/23 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	£191,834.66	£168,768.69	48.72%

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
3372		£10.10	1100	23/10/23	Carol Kambites - Expenses - tea, coffee, milk and biscuits for TH	
		£10.10			Carol Kambites - Total	
3365		£30.00	1010/2	01/06/23	GAPTC - Comms training session for Cllr WT	22
		£30.00			GAPTC - Total	
3359		£27.60	1140/4	23/10/23	Intocleaning Ltd - Missed invoice from 31st August 2022 - paper hand towels	24879
		£27.60			Intocleaning Ltd - Total	
3363		£21.01	1150/3	19/10/23	Kellaway Building Supplies Ltd - 1 x Box screws	002543753
		£21.01			Kellaway Building Supplies Ltd - Total	
3370		£59.73		28/09/23	Olympic Cars Peugeot - Van MOT + number plate bulb - paid by debit card	136788
1		£58.60	1160/5		MOT	
2		£1.13	1160/5		Bulb	
		£59.73			Olympic Cars Peugeot - Total	
3371		£40.00	1090/2	23/10/23	Paul Crosby - Expenses - Mobile phone charges Sept 23 and Oct 23	
		£40.00			Paul Crosby - Total	
3362		£139.25	1020	19/10/23	Sevenside Safety Supplies Ltd - PC new boots	471140
		£139.25			Sevenside Safety Supplies Ltd - Total	
3358		£85.00	2050/1	12/10/23	Stroud District Council - Road Closure - Goodwill 2023	
		£85.00			Stroud District Council - Total	
3360		£2,478.00	1190/1	18/10/23	T W Hawkins & Sons - Contract mowing - October 2023	012909
		£2,478.00			T W Hawkins & Sons - Total	
3361		£3,669.00	1170	23/10/23	The Door - Additional funding Q3 - breakfast club, maidenhill support, food Friday, community work, mural making, goodwill stall, games for console, kitchen resources	
		£3,669.00			The Door - Total	
		£12,820.44			Confidential	
Total		£19,380.13				

Signature

Date

Signature

Notes on Agenda items, Business Committee Monday 30th October '23

B/616 BC Minutes	Minutes attached
B/617 Budget report	Report attached
B/618 Payment list	Payment list attached
B/619 Budget setting	Discussion to highlight any particular concerns that may require more in depth consideration or areas that may require additional budget
B/620 IT service contract	Report to be forwarded ahead of the meeting

