



**Minutes of a Town Business Committee
held on Monday 26th June 2023 at 7.00pm
at the Town Hall**

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

In Attendance: Jacqui Sanders (Deputy Clerk) and a representative of Child Led Tutors

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

A representative of Child Led Tutors attended and was given the opportunity to address the committee when agenda item B/554 was discussed.

B/547 To receive apologies

Apologies were given by Cllr Theresa Watt

B/548 To appoint the Business Committee Convener/Chair

A Business Committee Convener/Chair was appointed at the previous meeting, item B/529.

B/549 To appoint the Business Committee Vice Chair

A Business Committee Vice Chair was appointed at the previous meeting, item B/530.

B/550 To receive Declarations of Interest

There were no declarations of interest.

B/551 To approve the minutes of the Business Committee meeting held on 24th April '23

Committee APPROVED the minutes as a true and accurate record of the meeting, subject to amendment to agenda item B/540 which needs to reflect the working group convenors.

Chair motioned to move agenda item B/554 to be the next item on the agenda.
Committee approved.

B/554 To approve the grant application from Child Led Tutors CIC

The representative from Child Led Tutors was invited to talk in support of her

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application. Child Led Tutors is for home educated children to be able to undertake learning activities in groups whilst socialising with each other. They already offer science, dance and football activities. The grant would be for materials for Art & Craft sessions. The activities take place in the Community Centre. The representative was unsure of how many families from Stonehouse attended but thought it was a couple. Child Led Tutors were signposted to Gloucestershire County Council and Gloucester Gateway Trust for further funding.

The representative was thanked for attending and assured a decision would be made and she would be informed.

The committee said that while it was a worthy cause, as only a couple of families from Stonehouse attended, they felt they could not offer the whole amount requested but APPROVED a grant of £300.

B/552 To receive the latest budget position

Committee RECEIVED the budget report but wanted clarification of expenditure 1140/2.

Council NOTED the budget report with an 'Actual Net Income' of £622.50; an 'Actual Net' Expenditure of £42,004.39 and a Reserve Expenditure of £610.00.

B/553 To approve the latest payments list

Committee APPROVED the payment list totaling £21,148.34.

B/555 To consider the provision of Internet access to the town council's Pavilion and Workshop

Committee understood the need for broadband access in the workshop and Pavilion and RECOMMENDED to Full Council the decision to APPROVE installation of Sky broadband in the Workshop, Pavilion and Pod.

B/556 To recommend for town council approval obtaining a survey for the safe removal of asbestos in the old changing rooms at Oldends Lane.

Committee APPROVED the decision to use the contractor, Smiths, to undertake the survey. Due to Financial Regulations 4.1, it is not necessary to refer to Full Council.

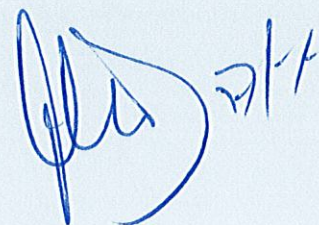
Public Bodies (Admission to Meetings) Act 1960

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/557 To receive an update on the town council's discussions with the Market CIC
Update RECEIVED.

B/558 To receive updates from the following working groups:

1. Climate Change Action Forum
Not met.
2. Oldends Lane Development
Next meeting is Tuesday 27th June 2023 at 9.30am.
3. Support Stonehouse
Not met. Will meet when needed.
4. Youth



The Door has produced its latest report, it will be circulated to all councillors shortly.

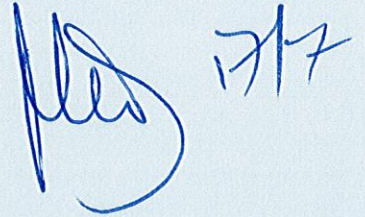
5. Policy

Not met.

6. Internal Audit Panel

Nothing to report at present.

B/559 To note the date of the next meeting - Monday 17th July 2023
Committee NOTED the date and time of the next meeting.

A handwritten signature in blue ink, followed by the date '17/7' also in blue ink.

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
3149		£177.60	1150/5	12/06/23	Allstone Speedy Skips - Mini skip	84314
		£177.60			Allstone Speedy Skips - Total	
3141	DEB09062 3AMAZON	£8.99	1200	09/06/23	Amazon - June 2023 - Prime	
		£8.99			Amazon - Total	
3153		£5,000.00	1060/1	12/06/23	Cotswold Canals Trust - Grant	
		£5,000.00			Cotswold Canals Trust - Total	
3151		£180.00	1180/9	31/05/23	Cotswold Security Group Ltd - Annual keyholding - Pod	6945
		£180.00			Cotswold Security Group Ltd - Total	
3150		£15.36	1150/3	14/06/23	Dougfield Plumbers Supplies - Isolating valve	1250754
		£15.36			Dougfield Plumbers Supplies - Total	
3147		£33.60	1080/1	06/06/23	Easy Window Cleaning - May 2023 and June 2023 - Window Cleaning - TH	13562
		£33.60			Easy Window Cleaning - Total	
3146		£7.19	1150/3	31/05/23	Hurns Hardware - Yellow line marking paint	3840
		£7.19			Hurns Hardware - Total	
3148		£18.82	1190/3	07/06/23	Kellaway Building Supplies Ltd - Adhesive and adaptor set - OEL Park	002420300
		£18.82			Kellaway Building Supplies Ltd - Total	
3152		£93.54	1040/1	15/06/23	Prolific Solutions (South West) Ltd - June 2023 - Printer TH	9462
		£93.54			Prolific Solutions (South West) Ltd - Total	
3154		£1,000.00	1060/1	12/06/23	Sherbourne Community Group - Grant	
		£1,000.00			Sherbourne Community Group - Total	
3142	DEB12062 3THREDG ARD	£19.80	2010/4	12/06/23	Thredgards - Caps for new SIB planters - paid by debit card	27645
		£19.80			Thredgards - Total	
3144		£66.73	1140/2	30/05/23	WaterPlus - May 2023 - Water - Pavilion	02288560
3145		£107.02	1070/2	30/05/23	WaterPlus - May 2023 - Water - Town Hall	02295357
		£173.75			WaterPlus - Total	

Signature

Date

Signature

Stonehouse Town Council

Expenditure transactions - approval list

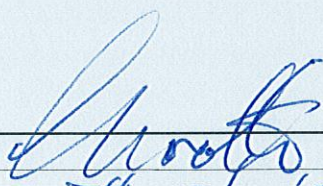
Start of year 01/04/23

Supplier totals will include confidential items

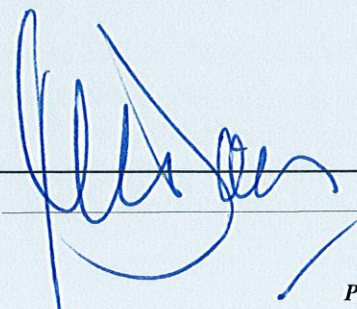
No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£14,419.69	Confidential			
Total		£21,148.34				

Signature

Date


17th July '23

Signature



Financial Budget Comparison

for Town Business Committee

Comparison between 01/05/23 and 31/05/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/05/23

	2023/2024	Reserve	Actual Net	Balance	Bal %age
INCOME					
Town Business Committee					
100 Precept	£373,973.21	£0.00	£0.00	-£373,973.21	-100.00%
105 Newsletter Advertising	£100.00	£0.00	£0.00	-£100.00	-100.00%
110 Revenue from Lettings	£0.00	£0.00	£0.00	£0.00	0.00%
115 Meeting Room Hire	£0.00	£0.00	£0.00	£0.00	0.00%
120 Feed-in Tariff from Town Hall	£800.00	£0.00	£0.00	-£800.00	-100.00%
125 Stonehouse Town FC lease	£600.00	£0.00	£0.00	-£600.00	-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	£262.50	-£2,887.50	-91.67%
150 Community Centre Lease	£500.00	£0.00	£0.00	-£500.00	-100.00%
155 OEL Pitch Hire	£2,000.00	£0.00	£0.00	-£2,000.00	-100.00%
160 Misc Building Hire	£500.00	£0.00	£110.00	-£390.00	-78.00%
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	£0.00	-£200.00	-100.00%
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	£0.00	-£3,700.00	-100.00%
176 Bank Interest - Nationwide	£200.00	£0.00	£0.00	-£200.00	-100.00%
177 Bank Interest - Melton Building Society					

Financial Budget Comparison

for Town Business Committee

Comparison between 01/05/23 and 31/05/23 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/05/23

	2023/2024	Reserve	Actual Net	Balance	Bal %age
177/1	£0.00	£0.00	£0.00	£0.00	0.00%
177	£0.00	£0.00	£0.00	£0.00	0.00%
178	£0.00	£0.00	£0.00	£0.00	0.00%
300					
300/1	£0.00	£0.00	£0.00	£0.00	0.00%
300	£0.00	£0.00	£0.00	£0.00	0.00%
Total Town Business Committee	£393,960.21	£0.00	£372.50	-£393,587.71	-99.91%

EXPENDITURE

Town Business Committee

1000	Salaries					
1000/1	Contracted staff	£180,000.00	£0.00	£14,198.28	£165,801.72	92.11%
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	£14,198.28	£165,801.72	92.11%
1010	Training & Recruitment					
1010/1	Contracted Staff	£4,000.00	£0.00	£0.00	£4,000.00	100.00%
1010/2	Councillors	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1010	Total	£5,000.00	£0.00	£0.00	£5,000.00	100.00%
1020	Health & Safety	£2,500.00	£0.00	£0.00	£2,500.00	100.00%
1030	Professional Fees	£8,000.00	£0.00	£0.00	£8,000.00	100.00%
1040	IT support					
1040/1	General	£6,750.00	£0.00	£752.38	£5,997.62	88.85%
1040/2	Website	£1,000.00	£0.00	£53.17	£946.83	94.68%

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Financial Budget Comparison

for Town Business Committee

Comparison between 01/05/23 and 31/05/23 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/05/23

	2023/2024	Reserve	Actual Net	Balance	Bal %age
1040/3 Newsletter	£1,500.00	£0.00	£0.00	£1,500.00	100.00%
1040/4 Phones	£1,500.00	£0.00	£69.88	£1,430.12	95.34%
1040 Total	£10,750.00	£0.00	£875.43	£9,874.57	91.86%
1050 Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	100.00%
1060 Grants					
1060/1 One-Offs	£10,000.00	£0.00	£2,451.00	£7,549.00	75.49%
1060/2 Long-Term	£5,000.00	£0.00	£0.00	£5,000.00	100.00%
1060 Total	£15,000.00	£0.00	£2,451.00	£12,549.00	83.66%
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	£107.02	£592.98	84.71%
1070/3 Electric	£3,000.00	£0.00	£163.55	£2,836.45	94.55%
1070/4 Gas	£4,000.00	£0.00	£153.76	£3,846.24	96.16%
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	£9.12	£290.88	96.96%
1070/8 Security	£0.00	£0.00	£0.00	£0.00	0.00%
1070 Total	£14,500.00	£0.00	£433.45	£14,066.55	97.01%
1080 Town Hall/Library STC costs					
1080/1 Exterior Maintenance/Cleaning	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1080/2 Interior Cleaning	£1,500.00	£0.00	£126.62	£1,373.38	91.56%
1080 Total	£2,500.00	£0.00	£126.62	£2,373.38	94.94%
1090 Admin Expenses					

Financial Budget Comparison

for Town Business Committee

Comparison between 01/05/23 and 31/05/23 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/05/23

		2023/2024	Reserve	Actual Net	Balance	Bal %age
1090/1	Paper	£250.00	£0.00	£20.75	£229.25	91.70%
1090/2	Other	£2,000.00	£0.00	£111.68	£1,888.32	94.42%
1090	Total	£2,250.00	£0.00	£132.43	£2,117.57	94.11%
1100	Mayor's Charity & Expenses	£300.00	£0.00	£0.00	£300.00	100.00%
1110	Travel Costs/Staff & Councillors	£400.00	£0.00	£0.00	£400.00	100.00%
1120	Election Costs	£0.00	£0.00	£0.00	£0.00	0.00%
1130	Civic/Remembrance Parades	£180.00	£0.00	£0.00	£180.00	100.00%
1140	Pavilion Overheads					
1140/1	Rates	£0.00	£0.00	£0.00	£0.00	0.00%
1140/2	Water	£600.00	£0.00	£574.59	£25.41	4.24%
1140/3	Electric	£8,300.00	£0.00	£0.00	£8,300.00	100.00%
1140/4	Cleaning	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1140/5	Maintenance (reactive)	£3,000.00	£0.00	£0.00	£3,000.00	100.00%
1140/6	Maintenance (programmed)	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1140/7	Waste Collection	£900.00	£0.00	£27.36	£872.64	96.96%
1140/8	Security	£200.00	£0.00	£120.00	£80.00	40.00%
1140/9	Septic Tank	£700.00	£0.00	£270.00	£430.00	61.43%
1140	Total	£15,700.00	£0.00	£991.95	£14,708.05	93.68%
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	£49.84	£250.16	83.39%
1150/4	Maintenance (programmed)	£2,000.00	£0.00	£0.00	£2,000.00	100.00%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/05/23 and 31/05/23 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/05/23

	2023/2024	Reserve	Actual Net	Balance	Bal %age
1150/5 Waste Collection	£2,000.00	£0.00	£0.00	£2,000.00	100.00%
1150/6 Security	£0.00	£0.00	£0.00	£0.00	0.00%
1150 Total	£4,600.00	£0.00	£49.84	£4,550.16	98.92%
1160 Equipment & Vehicle Costs					
1160/1 Insurance	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1160/2 Maintenance	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1160/3 Fuel	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
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	£0.00	£3,800.00	100.00%
1170 Youth Centre Workers	£54,000.00	£0.00	£13,143.64	£40,856.36	75.66%
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	£0.00	£3,000.00	100.00%
1180/4 Cleaning	£1,000.00	£0.00	£82.00	£918.00	91.80%
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	£169.92	£530.08	75.73%
1180/8 Security	£500.00	£0.00	£250.00	£250.00	50.00%
1180/9 IT costs	£500.00	£0.00	£150.00	£350.00	70.00%
1180 Total	£10,900.00	£0.00	£651.92	£10,248.08	94.02%
1200 Subscriptions	£3,500.00	£0.00	£333.99	£3,166.01	90.46%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/05/23 and 31/05/23 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/05/23

	2023/2024	Reserve	Actual Net	Balance	Bal %age
1210 Insurances					
1210/1 Public/Employee Liability	£7,000.00	£0.00	£0.00	£7,000.00	100.00%
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	£0.00	£7,000.00	100.00%
1220 Project Planning & Delivery	£0.00	£0.00	£0.00	£0.00	0.00%
1230 Climate Change	£5,000.00	£0.00	£0.00	£5,000.00	100.00%
1240 Petty Cash	£0.00	£0.00	£0.00	£0.00	0.00%
Total Town Business Committee	£346,380.00	£0.00	£33,388.55	£312,991.45	90.36%

17/7

