



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 27th November 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

22nd November 2023

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

A G E N D A

B/623 To receive apologies

B/624 To receive Declarations of Interest

B/625 To approve the minutes of the Business Committee meeting held on 30th Oct '23

B/626 To note the resignation of Mark Edwards as Town Councillor

B/627 To receive the latest budget position

B/628 To approve the latest payments list

B/629 To approve a grant application from Great Oldbury Youth Football Club

B/630 To receive an update on the High street car park

B/631 To discuss the preparation of the Council's 2024/25 budget

B/632 To recommend for town council approval a new three year IT support contract

B/633 To report on a recent change within CCLA.

B/634 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/635 To note the date of the next meeting - Monday 15th January 2023



**STONEHOUSE
TOWN COUNCIL**

**Minutes of a Town Business Committee
held on Monday 30th October '23 at 7.00pm
at the Town Hall**

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

In Attendance: Carlos Novoth (Clerk); Jacqui Sanders (Deputy Clerk); Town Councillors Debbie Curtis and Marcus Dixon

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

B/614 To receive apologies

Apologies were received from Cllrs Theresa Watt and Gary Powell

B/615 To receive Declarations of Interest

There was a declaration of interest raised by Cllr Carol Kambites in relation to agenda item B/618

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

Subject to the addition of the following - 'Committee APPROVED the minutes as a true and accurate record of the meeting

B/617 To receive the latest budget position

Committee NOTED the latest budget position totaling 'Net Actual Expenditure' of £191,834.66; 'Net Actual Income' of £383,340.57; Reserve movements of £14,223.35

Cllr Kambites left the meeting at 7.10pm in light of her declared interest in agenda item B/618

B/618 To approve the latest payments list

Committee APPROVED the latest payment list totaling expenditure of £19,380.13

Cllr Kambites returned to the meeting at 7.12pm

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

The following ideas/issues/concerns were raised in support of the budget setting process:

- The purchase of stalls for the Goodwill event. This was considered in past years and it was established that whilst it may save money in the long run, the setting up and breaking down processes would necessitate a lot of resource on a day that was already very labour intensive.
- Allocate funding to encourage and support 'Sport of Girls' - it was found nationally that girls generally ventured away from sports. Cllr Wendy Thomson to seek guidance and experience from other organisations
- Allocate funding to support the 'Ship Inn' site working group for the period considered as 'Meanwhile Use' - A budget proposal was put forward totaling £22,500 - this includes the setting up of an on site café with toilets, picnic benches and the provision of a small jetty - general working capital was also proposed. It was felt that the town council wished to demonstrate its willingness and drive into making the site a success to support it being used as a community space.
Committee **RECOMMENDS** town council approve a new earmarked reserve for the site headed 'Ship Inn site - Meanwhile Use' with a budget of £20,000.
- Increase the Youth work budget to accommodate increased costs

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

The Deputy Clerk provided a detailed analysis of the quotations received by four IT providers. It was found that some IT contractors either would not provide quotations based on the council's requirements or had quoted differently to others making the analysis more difficult. The fore runner for the contract was in the incumbent contractor albeit, it was acknowledged that Cllrs had experienced problems with their service prompting unease at awarding a longer-term contract to them. One Cllr felt that the options were limited to just one contractor and asked whether Officers had researched the contractors used by other local authorities.

Following discussion, a proposal was made and seconded for the matter to be put to a vote. The Clerk asked to be heard and explained that whilst it has taken some considerable time for Officers to reach the current outcome, in light of the concerns shown at the meeting, he was prepared to seek further quotations with a view to incorporating those contractors used by other authorities. On request by the proposer and seconder, the proposal was withdrawn.

Committee voted to DEFER the matter to the next Business Committee meeting

B/621 To receive updates from the following working groups:

1. Climate Change Action Forum

The group is currently looking at a 'Bike Drop' (electric bike hire) initiative and are looking for space to house them and support volunteers

The SWEA project is entering its third year of the current project - details of which are to be determined

2. Oldends Lane Development

There has not been a recent meeting

Old changing rooms building - disconnection of utilities to be confirmed prior to work starting

New sewer line - yet to hear back from Hitchins

3. Support Stonehouse

Meeting took place recently and a further one planned

Restarting 'warm spaces' but need to consider potentially opening only one or two site - Bridge café being one potential - John Callinan to ask James Thomson - need to find out why there was a low take up last year. New leaflets planned

4. Youth

No recent meetings - The Door Annual event held in November - invitation from the Door forwarded to town councillors

5. Policy

H&S policy and council strategy being brought to committee and council soon. Also looking to bring forward next year's planned reviews to help support the administration, post-election.

6. Internal Audit Panel

Nothing to report

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

Date of the next meeting noted

Notes on Agenda items, Business Committee Monday 27th November'23

B/625 BC Minutes	Draft minutes attached
B/626 Cllr Resignation	Mark Edwards has recently resigned as Town Cllr leaving a vacancy within the town council and Business Committee
B/627 Budget report	Report attached
B/628 Payment list	Payment list attached
B/629 Grant app	The grant application has been withdrawn
B/630 High street CP	<p>Stroud District Council, having agreed to make changes to the operation of the car park by placing a 4 hour restriction to the main car ark whilst also accommodating long stay parking, they have advised that the authority's legal team have now prepared an 'Intends to Notice' that is needed to commence consultation on the proposed changes. The start date for the consultation is 28th November '23 and will run for the period of 21 days. Please see attached documents in the supporting paperwork.</p> <p>SDC Officers are considering increasing the number of parking spaces within the existing car park layout – they are planning an extra 10 spaces; NOTE! this will necessitate forcing all drivers to travel completely around the periphery of the car park.</p>
B/631 Budget setting	Officers are requesting any further comments/queries with regards the latest updated proposed budget
B/632 IT service contract	See attached Office report
B/633 CCLA	CCLA recently notified the town council of the results (non specific) of a town council enquiry. Having made no such enquiry, Officers enquired about the email. The town council were offered an apology for a mis directed email, one of many that have been mistakenly sent to a number of CCLAs clients. See attached correspondence from CCLA

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/23 and 22/11/23 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	£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	£1,125.65	£1,125.65	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	£2,100.00	-£1,050.00	-33.33%
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	£796.58	£296.58	59.32%
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 22/11/23 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	£9,944.07	£9,944.07	100.00%
Total Town Business Committee		£393,960.21	£0.00	£389,702.04	£-4,258.17	-1.08%
EXPENDITURE						
Town Business Committee						
1000	Salaries					
1000/1	Contracted staff	£180,000.00	£0.00	£118,389.34	£61,610.66	34.23%
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	£118,389.34	£61,610.66	34.23%
1010	Training & Recruitment					
1010/1	Contracted Staff	£4,000.00	£0.00	£634.00	£3,366.00	84.15%
1010/2	Councillors	£1,000.00	£0.00	£95.00	£905.00	90.50%
1010	Total	£5,000.00	£0.00	£729.00	£4,271.00	85.42%
1020	Health & Safety	£2,500.00	£0.00	£158.46	£2,341.54	93.66%
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	£3,071.14	£3,678.86	54.50%
1040/2	Website	£1,000.00	£0.00	£853.47	£146.53	14.65%
1040/3	Newsletter	£0.00	£0.00	£0.00	£0.00	0.00%
1040/4	Phones	£1,500.00	£0.00	£336.57	£1,163.43	77.56%
1040/5	Printing	£0.00	£0.00	£209.24	£-209.24	100.00%
1040	Total	£9,250.00	£0.00	£4,470.42	£4,779.58	51.67%
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 22/11/23 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	£427.36	£272.64	38.95%
1070/3 Electric	£3,000.00	£0.00	£1,219.38	£1,780.62	59.35%
1070/4 Gas	£4,000.00	£0.00	£741.05	£3,258.95	81.47%
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	£67.60	£232.40	77.47%
1070/8 Security	£0.00	£0.00	£650.00	£650.00	100.00%
1070 Total	£14,500.00	£0.00	£3,105.39	£11,394.61	78.58%
1080 Town Hall/Library STC costs					
1080/1 Exterior Maintenance/Cleaning	£1,000.00	£0.00	£108.00	£892.00	89.20%
1080/2 Interior Cleaning	£1,500.00	£0.00	£1,262.91	£237.09	15.81%
1080 Total	£2,500.00	£0.00	£1,370.91	£1,129.09	45.16%
1090 Admin Expenses					
1090/1 Paper	£250.00	£0.00	£102.25	£147.75	59.10%
1090/2 Other	£2,000.00	£0.00	£1,874.48	£125.52	6.28%
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 22/11/23 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	£4,171.73	-£421.73	-11.25%
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	£655.62	-£55.62	-9.27%
1140/3 Electric	£8,300.00	£0.00	£2,825.25	£5,474.75	65.96%
1140/4 Cleaning	£1,000.00	£0.00	£90.85	£909.15	90.92%
1140/5 Maintenance (reactive)	£3,000.00	£0.00	£700.52	£2,299.48	76.65%
1140/6 Maintenance (programmed)	£1,000.00	£0.00	£1,687.50	-£687.50	-68.75%
1140/7 Waste Collection	£900.00	£0.00	£257.44	£642.56	71.40%
1140/8 Security	£200.00	£0.00	£361.50	-£161.50	-80.75%
1140/9 Septic Tank	£700.00	£0.00	£270.00	£430.00	61.43%
1140 Total	£15,700.00	£0.00	£6,848.68	£8,851.32	56.38%
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	£497.62	£1,502.38	75.12%
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 22/11/23 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	£1,256.61	£3,343.39	72.68%
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	£331.92	£668.08	66.81%
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	£1,714.27	£2,085.73	54.89%
1170 Youth Centre Workers	£54,000.00	£0.00	£41,406.74	£12,593.26	23.32%
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	£726.75	£2,273.25	75.78%
1180/4 Cleaning	£1,000.00	£0.00	£593.50	£406.50	40.65%
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	£2,369.75	£8,530.25	78.26%
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 22/11/23 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	£229,063.99	£131,539.36	37.98%

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
3413		£265.20	2000	13/11/23	Amazon - Goodwill 2023 - 16 rechargeable lights for stalls - paid by card	8474708
		£265.20			Amazon - Total	
3422		£1.25	1090/2	17/11/23	Carlos Novoth - Postage	
		£1.25			Carlos Novoth - Total	
3407		£65.00	2050/1	21/11/23	Carol Kambites - Expenses - Goodwill grotto gifts	
		£65.00			Carol Kambites - Total	
3428		£30.00	1090/1	10/11/23	Delta Nine Ltd - Paper	
		£30.00			Delta Nine Ltd - Total	
3412		£35.00	1010/2	10/11/23	GAPTC - Training - TW - Planning in Plain English	277
3418		£30.00	1010/2	31/05/23	GAPTC - Training - WT - Comms with your Community	22
		£65.00			GAPTC - Total	
3405		£15.75	2050/1	21/11/23	Gary Wetson - Expenses - milk, cream and binbags for Goodwill	
		£15.75			Gary Wetson - Total	
3408		£43.20	1150/5	31/10/23	Grundon Waste Management Ltd - October 2023 - Waste - Workshop	0953120
		£43.20			Grundon Waste Management Ltd - Total	
3406		£18.34	2050/1	21/11/23	Jacqui Sanders - Expenses - hot chocolate and marshmallows for Goodwill	
		£18.34			Jacqui Sanders - Total	
3423		£100.00	1040/2	20/11/23	Jo Mew Creative - October 2023 - Website Hosting	1053
3424		£70.00	2050/1	21/11/23	Jo Mew Creative - Goodwill 2023 - posters, social media assets and itinerary	1054
		£170.00			Jo Mew Creative - Total	
3411		£80.00	1160/3	31/10/23	John Stayte Services Ltd - October 2023 - Fuel - paid dd	9002065
		£80.00			John Stayte Services Ltd - Total	
3433		£1,000.00	2010/4	22/11/23	N Critchley - Refund of SIB donation approved FTC 13th November	
		£1,000.00			N Critchley - 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
3419		£35.00	2050/1	09/11/23	Nailsworth Chamber of Trade & Commerce - Extra stall for Goodwill 2023 - partially paid TN3404	000164
		£35.00			Nailsworth Chamber of Trade & Commerce - Total	
3380		£31.44	1040/4	30/10/23	O2 - November 2023 - Mobile phone	26756253
		£31.44			O2 - Total	
3416		£18.00	1090/1	16/11/23	Rapide Office Supplies - Blue paper	00735258
		£18.00			Rapide Office Supplies - Total	
3420		£28.54	1020	20/11/23	Sevenside Safety Supplies Ltd - PC - Wellies	471720
3421		£22.37	1020	20/11/23	Sevenside Safety Supplies Ltd - PC - Safety reading glasses	471726
		£50.91			Sevenside Safety Supplies Ltd - Total	
3414		£60.00	1010/1	13/11/23	Stroud Town Council - Training - PC - Working by the Roadside	195
		£60.00			Stroud Town Council - Total	
3415		£2,478.00	1190/1	13/11/23	T W Hawkins & Sons - Contract mowing - November 2023	012973
		£2,478.00			T W Hawkins & Sons - Total	
3417		£20.00	1040/4	15/11/23	Voipfone - Auto top up	1014262483
3425		£8.40	1040/4	21/11/23	Voipfone - November 2023 - Answerphone - paid dd	1014266564
		£28.40			Voipfone - Total	
3410		£1,560.00	1190/5	07/11/23	West Country Forestry - Tree works - Stagholt Brook Pollarding	69764
		£1,560.00			West Country Forestry - Total	
3409	DD101123 YUENERG Y	£172.85	1070/4	03/11/23	YU Energy - October 2023 - Gas - TH	01361550
		£172.85			YU Energy - Total	
		£20,730.09			Confidential	
Total		£26,918.43				

Signature

Signature

Date

**STROUD DISTRICT COUNCIL (OFF STREET PARKING PLACES) (CONSOLIDATION)
ORDER 2010 (AS AMENDED) VARIATION ORDER 2023**

1. NOTICE IS HEREBY GIVEN that Stroud District Council ("the Council") intends to make an Order under Sections 32 and 35 of and under Part IV of Schedule 9 to the Road Traffic Regulation Act 1984 (as amended) ("the Act") and of all other enabling powers with the consent of Gloucestershire County Council in accordance with Section 39(3) of the Act and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act.

2. The proposed Order relates to the car park at High Street Stonehouse Gloucestershire ("the car park").

3. The effect of the proposed Order will be to alter the status of the car park from long stay parking only into long and short stay parking and to remove bus and coach parking.

4. Full details of the proposals are contained in a draft Order and plan which together with a statement of the Council's reasons for proposing to make the Order may be seen at Ebley Mill, Ebley Wharf, Stroud, Glos, GL5 4UB on Mondays to Fridays during normal office hours or at Stonehouse Town Council offices, Town Hall, 1 Queens Road, Stonehouse, GL10 2QA on Mondays to Fridays 9.30am – 3.30pm. Full details will also be available on Stroud District Council's web-site.

5. Any representations about or objections to the proposed Order stating the grounds on which they are made should be sent in writing to the undersigned or by email to parking@stroud.gov.uk so as to arrive not later than noon on 20th December 2023.

Dated this 28th day of November 2023

Keith Gerrard
Strategic Director of Communities
Stroud District Council
Ebley Mill
Ebley Wharf
Stroud Glos GL5 4UB

STROUD DISTRICT COUNCIL (OFF STREET PARKING PLACES) (CONSOLIDATION)
ORDER 2019 (AS AMENDED) VARIATION ORDER 2023

1. NOTICE IS HEREBY GIVEN that Stroud District Council ("the Council") intends to make an Order under sections 32 and 35 of and under Part IV of Schedule 2 to the Road Traffic Regulation Act 1984 (as amended) ("the Act") and of all other enabling powers with the consent of Gloucestershire County Council in accordance with section 34(3) of the Act and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 2 to the Act.

2. The proposed Order relates to the car park at High Street Stronhouse Gloucestershire ("the car park").

3. The effect of the proposed Order will be to alter the status of the car park from long stay parking only into long and short stay parking and to remove bus and coach parking.

4. Full details of the proposals contained in a draft Order and plan which together with a statement of the Council's reasons for proposing to make the Order may be seen at Ebby Mill, Ebby Wharf, Stroud, G10 6UB on Mondays to Fridays during normal office hours or at Stronhouse Town Council offices, Town Hall, 1 Queens Road, Stronhouse, G10 5DA on Mondays to Fridays 9.30am - 3.30pm. Full details will also be available on Stroud District Council's web site.

5. Any representations about or objections to the proposed Order stating the grounds on which they are made should be sent in writing to the undersigned or by email to parking@stroud.gov.uk as to arrive not later than noon on 30th December 2023.

Dated this 28th day of November 2023.

Keith Gorman
Strategic Director of Communities
Stroud District Council
Ebby Mill
Ebby Wharf
Stroud G10 6UB

**STROUD DISTRICT COUNCIL (OFF STREET PARKING PLACES) (CONSOLIDATION)
ORDER 2010 (AS AMENDED) VARIATION ORDER 2023**

WHEREAS the Stroud District Council (Off-Street Parking Places) (Consolidation) Order 2010 (“the 2010 Order”) was made by the Council for the purposes of consolidating previous offstreet parking orders;

AND WHEREAS the 2010 Order has been amended by variation orders dated 10 August 2010, 11 January 2011, 28 April 2011, 16 April 2013, 18 March 2019, 7 March 2022 and 18 October 2022 and the parking charges referred to in the 2010 Order were amended by notices dated 28th September 2017, 3rd March 2020 and 11th March 2021

NOW STROUD DISTRICT COUNCIL in the County of Gloucester in the exercise of its powers under sections 32 and 35 and Schedule 9 Part IV of the Road Traffic Regulation Act 1984 (hereinafter referred to as “the Act”) and of all other powers enabling it in that regard and with the consent of the Gloucestershire County Council pursuant to Section 39(3) of the Act and after consultation with the Chief Officer of Police in accordance with Schedule 9 Part III paragraph 20(1) of the Act hereby makes the following Order:

1. This Order may be cited as the Stroud District Council (Off Street Parking Places) (Consolidation) Order 2010 (as amended) Variation Order 2023
2. The Order shall have effect so as to vary the 2010 Order as set out in the Schedule to this Order.
3. This Order shall come into operation on 1st day of February 2024

GIVEN UNDER THE COMMON SEAL of STROUD DISTRICT COUNCIL this

day of 2024

THE COMMON SEAL)

OF STROUD DISTRICT)

COUNCIL WAS AFFIXED)

IN THE PRESENCE)

OF:)

.....

SCHEDULE

Variations to the 2010 Order

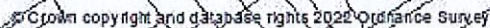
1. Schedule 3A of the Order shall be removed and replaced with the following:

Schedule 3A – Car Park – Stonehouse (Long and Short stay)

Use of Parking Places

Car Park	Maximum stay length	Class of vehicle	Hours of operation	Period of no return	Plan of car park
Stonehouse (long stay) As delineated upon the plan attached at 1.2	23 hours	All classes of vehicles up to a maximum gross weight of 3,500kg	All hours	1 hour	Appendix 1.2
Stonehouse (short stay) As delineated upon the plan attached at 1.2	4 hours	All classes of vehicles up to a maximum gross weight of 3,500kg	All hours	1 hour	Appendix 1.2

2. The Plan at Appendix 1.2 shall be removed and replaced with the plan herewith showing the revised areas of long and short stay parking.



© Crown copyright and database rights 2022 Ordnance Survey 100019682

Scale 1:827
printed at A4 portrait

STATEMENT OF REASONS

**STROUD DISTRICT COUNCIL (OFF STREET PARKING PLACES) (CONSOLIDATION)
ORDER 2010 (AS AMENDED) VARIATION ORDER 2023**

In accordance with its general function as to the provision of off-street parking places within the District and its ongoing responsibility to review such arrangements the proposals detailed in the public notice and contained in the proposed Order are intended: to introduce a change in status of the car park at Stonehouse from long stay only to a mixture of long stay (maximum stay of 23 hours) and short stay (maximum stay of 4 hours) to increase the turnover of vehicles within the car park and to allow visitors and residents to visit local businesses and the local Doctor's surgery. It is also proposed that coach and bus parking be removed as that facility has never been available and the car park is not suitable for such use.

Dated this 28th day of November 2023

Keith Gerrard
Strategic Director of Communities
Stroud District Council
Ebley Mill
Ebley Wharf
STROUD Glos GL5 4UB

IT Support – Stonehouse Town Council

Purpose of the Report

Officers have been reviewing arrangements for the town council's future IT support during the past year, speaking to various IT providers. Officers have identified a specification that is both appropriate and affordable to the town council and sought pricing from several IT contractors. This report details the results of this process and Officer's recommendations.

Background

Stonehouse Town Council has received IT support through an annual agreement from 'Jireh', for the last four years. Jireh have provided the service at an annual cost of £ with additional costs being charged for dealing with day to day IT problems experienced within the office; on average, costs incurred for the additional support have totalled upto £ per year. In 2023, Council agreed with an officer recommendation to pull away from an annualised contract in case council approved the use of a new IT provider, mid-year; as a result council are currently paying 20% additional costs.

In its time supporting the council, 'Jireh' have demonstrated a range of both good and what the council would at times consider, poor customer support when dealing with specific day to day problems presented to them by Officers and Cllrs. In the main, their level of customer support has been reasonably good especially during the past year.

Specification

The specification has been drawn together following ongoing discussions with various IT providers. This has been a lengthy and arduous process but one that has helped provide an improved understanding of the council's requirements and a level of service that is affordable (details are provided in column one of the attached matrix).

Neighbouring Council's IT provision

Officers have contacted various local councils for information on their current IT providers. Responses from the five authorities contacted varied considerably with two councils receiving no direct IT support and comments from the remaining three suggesting they were, on occasions, experiencing delayed responses.

Value for money

Quotations were sought from a total of seven IT providers (these are listed in the attached Matrix). The range of quotes suggest that the specification was reasonably well defined. As can be seen by the attached matrix, Jireh, the council's incumbent IT provider has provided the lowest quote.

This process has to date taken significant amounts of officer time in order to demonstrate that the council has followed due process to establish value for money in securing an outsourced service. However, having done so, councillors should consider whether using the same or similar officer time each year is productive. Further to this, the council should view this exercise as an opportunity to establish a longer-term working relationship by which the IT provider can provide the council with sound longer term advice on improvements to its IT hardware; an issue that is now in need of attention.

Conclusion

Jireh has provided the lowest quote for the service required by the town council. Continuing with Jireh, requires no 'start up' costs, transfer of controls or other factors that could disrupt the office's day to day activities. At the present time, officers are also enjoying an improved relationship with Jireh (this includes Jireh's efforts to deal with the recent internet issues) and lower overall costs as a result of adjustments made by officers over the last 8 to 10 months.

The council needs to move on with a review of its hardware and it is hoped that by establishing a three year agreement with the chosen provider, sound advice on long term changes and investments will be forthcoming and fully supported.

Recommendation

Officers recommend securing a contract with Jireh for 3 years at a cost of £10,103,64 plus VAT.

Appendix A - Breakdown of quotes received:

Column 1	Jireh Set-up	Jireh Year 1	Jireh 3 year total	Eurolink (SCG South West) Set-up	Eurolink (SCG South West) Year 1	Eurolink (SCG South West) 3 year total	Direct IT set up	Direct IT Services Year 1	Direct IT Services 3 year total X approx. 8% per year	Westway IT Set up	Westway IT Year 1	Westway IT Year 3 year total	Edge per year	MicroshadeIT
Microsoft M365 Backup (unlimited capacity and retention – cover Email, SharePoint, OneDrive for Business and Teams) 4 x				Sharepoint configuration including public facing site.	Eurolink C2C back for emails, SharePoint & OneDrive x 20 £1440.00	£4320.00		£192.00	2 nd year £207.36 3 rd year £233.95 Total for 3 years: £633.31	£425.00	Included in remote support below.	Included in remote support below.	£115.20	
Microsoft M365 Exchange Online Kiosk License (for councillors) 16 x		£316.80	£950.40		M65 Business Basic x 16 £940.80	£2822.40		£451.20	2 nd year £487.30 3 rd year £526.28 Total for 3 years £1,464.78		£378.24	£1,134.72	£576.00	
Microsoft M365 Business Standard (office staff) 4 x		£494.40	£1483.20		M365 Business Premium x 4 £868.80	£2606.40		£576.00	2 nd year £622.08 3 rd year £671.85 Total for 3 years £1,869.93		£590.40	£1,771.20	£150.40	Microshade IT do not use Microsfot 365, so would change us to the Citrix system and their own Microshade VSM.

Appendix A - Breakdown of quotes received:

Proactive Remote Support (see attached PDF) 4 x		£936.00	£2808.00	£180.00	T3 support (remote & calls) £1905.12	£5715.36		£2,083.20	2 nd year £2,249.84 3 rd year £2,429.83 Total for 3 years: £6,762.87		£2,112.00	£6,336.00	Not quoted for - Officers feel Edge are not currently set up to offer the M365 back up, IT ad hoc support, pro-active remote support <u>and internet</u>	
Jireh projected labour calls		£1022.00	£3066.00		Included	Included		Included	Included		Included for office staff. Billable hourly charge for cllrs - unspecified	Included for office staff. Billable for cllrs.		
SoGEA Internet connection		£478.68	£1436.04	£95.00	£591.60	£1,774.80	£120.00	£468.00	Transfers take 10-15 days. 2 nd year £505.44 3 rd year £545.88 Total for 3 years: £1,519.32	£268.96	£768.48 per year for 2 year contract	£2,305.44		
M365 Security Pack		Included	Included		£924.00	£2772.00		Basic Anti spam & anti virus included	Basic Anti spam & anti virus included		Basic Anti spam & anti virus included	Basic Anti spam & anti virus included		
Total	£0	£3,367.88	£10,103.64	£1,395.00	£6,670.32	£20,010.96	£120.00	£3,770.40	£12,370.21	£693.96	£3,849.12	£11,547.36	£197.64 set up £841.60	£525 set up £2342.40 Per year

Jireh First year - £3,367.88

Eurolink - First year - £ 8,065.32

Direct IT First year - £3,890.40

Westway IT First year - £4543.08

Subsequent years - £3,367.88

Eurolink subseq years - £6,670.32

Direct IT 2nd year - £4,072.02

Westway IT Sub/years - £3,849.12

Direct IT 3rd year - £4,407.79