



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 5th February 2024 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), Carol Kambites, Madeleine 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

30th January 2024

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

A G E N D A

B/651 To receive apologies

B/652 To receive Declarations of Interest

B/653 To approve the minutes of the Business Committee meeting held on 15th Jan '24

B/654 To receive the latest budget position

B/655 To approve the latest payments list

B/656 To approve minor funding requirement for the The Door's 'Food Fridays' activity

B/657 To approve a grant application from the Stonehouse School of Trustees

B/658 To approve the formation of a Town Council working group to lead on potential Transfer of land at Court View

B/659 To receive an update on the High street Car Parking consultation

B/660 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/661 To note the date of the next meeting - Monday 4th March 2024

Notes on Agenda items, Business Committee Monday 5th February 2024

B/653 BC Minutes	Draft minutes attached
B/654 Budget report	Report attached
B/655 Payment list	Payment list attached
B/656 The Door funding	Information to be provided at the meeting
B/657 Grant App	See attached grant application
B/658 Working group	<p>In September 2021, Council made a decision to undertake the following:</p> <p>‘To reopen negotiations with the site developer, Taylor Wimpy, with a view to reaching an equitable settlement in order to take on all or some of the open spaces at Court View’</p> <p>Owing to changes within Taylor Wimpy, much of the transfer work has been outsourced to consultants and in this case, town council officers are currently working through issues with a company named ‘JLES’. More recently, officers have been liaising with Town Cllrs John Callinan and Theresa Watt, the latter having direct experience in land transfer arrangements.</p> <p>Officers feel at this stage, a small working group of Town Cllrs would be helpful to resolve some key issues and a way forward. The working group’s Terms of Reference would be to:</p> <ul style="list-style-type: none"> • To draw conclusion on the current ownership of the open spaces at Court View and accurately identify the land/assets considered for potential transfer to the town council • To establish funding made by the developers to the town council and funding still yet to be transferred • To draw conclusion on the current condition of land and assets for potential transfer
B/659 High street car park	<p>Officers have received the following email from Stroud District Council in relation to the High street car park.</p> <p><i>‘Good afternoon Thank you for your email regarding the consultation for the proposed changes to High Street Car Park, Stonehouse. The consultation period has now ended.</i></p> <p><i>We received 41 responses, with broadly 70% supporting plans to change the car park from a long stay, into a split parking area with short and long stay spaces. It was pleasing to hear how the changes would have a positive effect on local businesses. The remaining responses either raised concerns, or objected to the plans.</i></p> <p><i>Concerns were raised regarding the displacement of vehicles onto residential roads in the locality. We are aware that this is already happening in Stonehouse and we anticipate the changes to the car park will increase turnover, as more people are able to find a space in the short stay section. We do not envisage a vast difference in parking behaviours, although we will monitor the changes and regularly review the actual outcomes.</i></p> <p><i>It was suggested that on street parking was also an issue in Stonehouse and whilst Stroud District Council have no jurisdiction over this, we will of course discuss the amount of parking bays available on street, with Gloucestershire County Council and also request a review of residential parking permit zones within the area.</i></p>

As the car park will have two separate areas to enforce, enforcement officers will be seen more regularly. The short stay area will be a maximum 4 hour stay, meaning an officer will log all vehicles in the short stay area and return 4 hours later to check on overstay. The process will be the same for the long stay section, with officers returning after 23 hours.

A number of responses commented on a preference for the reinstatement of charges. Although this was an initial consideration, it wasn't deemed necessary at this time. However, should the proposed changes not have the desired effect, it will be further reconsidered in the future.

Thank you once again for responding to the consultation.

Please note that no further comments or representations can be made at this time. Once the order has been made if any person wishes to question the validity of the order or any provisions within the order they have an opportunity to make an application to the High Court within six weeks of it being made. A 'Has Made' Notice will be placed within the car park and in the Stroud News and Journal in due course'.

A further email was also received providing the following information:

'Further to the below and our previous correspondence, I can confirm that SDC intend to proceed with the amendments to the parking order in Stonehouse. There are no adjustments following the consultation.

Signage and appropriate alterations are being readied and the new order will go live on 27th February 2024.

Signs alerting users to the forthcoming changes will be erected soon'



STONEHOUSE
TOWN COUNCIL

**Minutes of a Town Business Committee
held on Monday 15th January '24 at 7.00pm
at the Town Hall**

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

In Attendance: Carlos Novoth (Clerk); representatives from the 'Gardening club' and 'Allsorts'

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

The Chair addressed the representatives from Allsorts and the Gardening club and with Committee's agreement, they were advised that they would be given the chance to talk when the relevant agenda item was discussed.

B/636 To receive apologies

There were apologies from Cllr Mike Davis (Chair of Committee)

B/637 To receive Declarations of Interest

There were no declarations of interest

B/638 To approve the minutes of the Business Committee meeting held on 27th Nov '23

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

With agreement with the Committee, the Chair brought forward agenda item B/644

B/644 To approve a grant application from

- **'Allsorts' for £1,000**

The representative presented an overview of the organisation and its benefits to people with disabilities. They work with hundreds of families around Glos providing 9 different sports clubs and activities. A large percentage of families with disabled children are on the poverty line. There are approx. 23 families from Stonehouse attending sessions and those that attend are able to drive or have some form of access to transport. They have provided activities at the Shrubberies but no longer do so. They have connections with Sportily, a local organization focusing on providing sports activities.

Committee noted the fact that the Grants budget has been fully spent but on the basis of the benefit Allsorts provide the Stonehouse and other communities, Committee **APPROVED** a grant of £1,000 for the 2023/24 financial year and would consider future grant aid, next year and the year after following an update report.

- **'The Gardening Club' for £500 for 2024**

Committee approved a revenue funding application for a period of three years; two year's funding has been applied to date. The current application is to secure the third year's funding
Committee **APPROVED** the year three funding of £500 for the Gardening club

B/639 To receive the latest budget position

Cllrs raised queries in relation to the Town Hall recharges (which have seen a slight delay) and an explanation of the income code 'Misc Income' - it was explained that the latter related to income that did not fit into any of the other categories ie Atlas Games.

Committee **NOTED** the latest budget position; Actual Net Expenditure of £257,226.47; Actual Net Income of £391,892.01; Reserve movements of £14,223.35.

B/640 To approve the latest payments list

Concern was raised by one Cllr in relation to the use of Amazon for the purchase of desk diaries. Officers explained that this was done for expediency in light of workloads. Also discussed was the O2 phone bill that related to long term phone contracts

Committee **APPROVED** the payment list totaling payments of £11,466.77.

B/641 To note the transfer of funding from the council's Nat West account to CCLA

Officers confirmed that the transfer of funds totaling £86,646.51 from the council's short-term savings account at Nat West to CCLA was in progress and would be complete by 29th January '24.

Whilst the appropriate paperwork was completed and checked by Nat West at the time of submission, the Nat West account was not processed with a view to its closure. It is hoped however that the Account will be closed over the coming weeks with the remainder of the account also being transferred.

B/642 To recommend for town council approval the Council's Business Committee budget for 2024/25

Officers have further reviewed the budget requirements for 2024/25. No late changes have been made albeit, at Committee Cllrs wished to see the Workshop toilets reprogrammed in and thus ensure that the funding would be available.

The submitted budget report presented to members at committee shows a reduction in the town council's taxbase of 93.96 equivalent band 'D' properties placing an immediate budget shortfall on the council; this is with coupled with the budget for 2023/24 being supported by £17,000 of the town council's reserves. The overall budget review has seen significant savings from certain budget lines as well as increases - salaries, youth service provision represent the main changes.

Acknowledging the changes made by Environment Committee to its budget, Business Committee **RECOMMENDED** the latest proposed budget for council approval Total Income £416,057.25 Income and Expenditure £436,057.25; total budget to be underpinned from Reserves of £20,000

B/643 To recommend for town council approval the revised Earmarked and General Reserves

Officers have presented a significant number of changes to the council's earmarked reserves. Changes have been detailed in supporting papers.

Additional changes agreed by Committee include:

- Amend the current earmarked reserve from 'Stroud Water Railway Station Feasibility Survey' to 'Stroudwater Railway Station' and add £10,000 to the budget
- Increase the recommended 'Climate Change' earmarked reserve from £2,000 to £4,000.

There was a reminder to add the earmarked reserve for the 'Ship Inn' to the list and add a budget of £10,000

Committee **RECOMMENDED** the Officers changes with additional amendments as detailed above.

B/644a To approve a grant application from

- 'Allsorts' for £1,000
Agenda item brought forward - see details above
- 'The Gardening Club' for £500 for 2024
Agenda item brought forward - see details above

B/644b To recommend for town council approval the following revised Policies and other core documents:

- **Health and Safety Policy**

Minor changes have been made in relation to current post titles detailing the recording and reporting of incidents as well as their investigation and, recognition and application of the HSE Hierarchy of Controls. There was concern that the document did not cater adequately for town councillors.

Committee resolved to **DEFER** the matter to the Policy Working Group for further consideration.

- **Reserves Policy**

Whilst Policy working group suggested no changes to the current policy, a revision was agreed to the first bullet point in the document to read - '....maintained a minimum of three months Net Revenue Expenditure'.

Committee **RECOMMENDED** the revised Reserves policy subject to the agreed amendment.

- **Scheme of Delegations**

Policy working group suggested no changes to the current policy. It was agreed that the amount covered in para 2.2 under finance would remain the same.

Committee **RECOMMENDED** the Scheme of Delegations for approval .

- **Council's Inventory/Asset register**

Officers have presented two key documents which includes the latest council purchases and key assets.

Committee **NOTED** the purchases to date for 2023/24 and **RECOMMENDED** the updated Asset Register for approval.

- **Transparency Code Information**

The Transparency code was forwarded to Members separate to the support papers in light of it being a multi page document in Excel. Committee **RECOMMENDED** the updated Transparency Code Information for approval.

- **FOI Publication Scheme**

There was comment in relation to making the information more readily available in relation to 'Class 4 - Responses to applications'. Whilst a link was provided in the document, it was suggested that this link did not always work. Officers stated that this would be checked. In addition, specific reference would be made to the 'Environment Meetings'

Committee **RECOMMENDED** the updated FOI Publication Scheme subject to the agreed amendments.

B/645 To receive an update on the High street car park consultation

The Clerk updated Committee by confirming that he had enquired with SDC about the outcome of the consultation and had expected some feed back in time for the meeting. None was provided. The Clerk had made enquiries prior to the latest occasion and was advised that the target date for the change to parking arrangements was still anticipated for February '24. Cllrs recommended that SDC should place a large notice at the entrance to the car park to notify users of future changes.

B/646 To approve funding for 'The Door's latest proposal

The Clerk advised that the funding proposal totaled £3,422 and that if approved, the committee would need to top up the budget on Youth work by approx. £1,700.

Committee **APPROVED** the full funding proposal totaling £3,422 accepting that the budget line would be overspent.

B/647 To note the resignation of the Chair of Stonehouse Community Association

Committee **NOTED** the resignation of the Chair of Stonehouse Community Association and understood that she would be asked to remain as a Trustee. It was agreed that the Chair of Council would write thanking her for her contribution to the community and provide a bunch of flowers.

B/648 To approve a contractor to undertake an ecological survey for the Ship Inn site

The matter was **DEFERRED** to town council on 22nd January '24

B/649 To receive updates from the following working groups:

1. **Climate Change Action Forum** - Not recently met
2. **Oldends Lane Development** - Progress being made on the new proposed sewer line
3. **Support Stonehouse** - Leaflets to be produced to provide information on warm places
4. **Youth** - Good recent meeting, Met with Sportily. Cllr Thomson met with Maidenhill School and discussed sports facilities that could be

made available to the public. The school had adequate recreation land to potentially locate athletics facilities - potential to encourage Stroud Athletics club to bid for prosperity funding to provide athletics equipment at Maidenhill

5. **Policy** - continuing with the review programme

6. **Internal Audit Panel** - still to undertake an ICC check for the third quarter

B/650 To note the date of the next meeting - Monday 5th February 2024

Committee NOTED the date of the next meeting

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/23 and 29/01/24 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	£1,474.70	£1,474.70	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	£1,273.04	£636.04	99.85%
145	Magpies Social Club	£3,150.00	£0.00	£2,625.00	-£525.00	-16.67%
150	Community Centre Lease	£500.00	£0.00	£500.00	£0.00	0.00%
155	OEL Pitch Hire	£2,000.00	£0.00	£870.00	-£1,130.00	-56.50%
160	Misc Income	£500.00	£0.00	£1,533.28	£1,033.28	206.66%
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	£1,717.03	£1,517.03	758.52%
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	£1,684.83	-£2,015.17	-54.46%
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 29/01/24 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	£16,421.48	£16,421.48	100.00%
Total Town Business Committee	£393,960.21	£0.00	£402,660.87	£8,700.66	2.21%
EXPENDITURE					
Town Business Committee					
1000 Salaries					
1000/1 Contracted staff	£180,000.00	£0.00	£146,060.16	£33,939.84	18.86%
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	£146,060.16	£33,939.84	18.86%
1010 Training & Recruitment					
1010/1 Contracted Staff	£4,000.00	£0.00	£819.00	£3,181.00	79.53%
1010/2 Councillors	£1,000.00	£0.00	£127.68	£872.32	87.23%
1010 Total	£5,000.00	£0.00	£946.68	£4,053.32	81.07%
1020 Health & Safety	£2,500.00	£0.00	£158.46	£2,341.54	93.66%
1030 Professional Fees	£8,000.00	£0.00	£4,330.40	£3,669.60	45.87%
1040 IT support					
1040/1 General	£6,750.00	£0.00	£4,601.70	£2,148.30	31.83%
1040/2 Website	£1,000.00	£0.00	£1,053.47	£-53.47	-5.35%
1040/3 Newsletter	£0.00	£0.00	£0.00	£0.00	0.00%
1040/4 Phones	£1,500.00	£0.00	£376.77	£1,123.23	74.88%
1040/5 Printing	£0.00	£0.00	£448.55	£-448.55	100.00%
1040 Total	£9,250.00	£0.00	£6,480.49	£2,769.51	29.94%
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 29/01/24 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	£578.75	£121.25	17.32%
1070/3 Electric	£3,000.00	£0.00	£1,898.72	£1,101.28	36.71%
1070/4 Gas	£4,000.00	£0.00	£1,057.66	£2,942.34	73.56%
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	£85.84	£214.16	71.39%
1070/8 Security	£0.00	£0.00	£650.00	-£650.00	100.00%
1070 Total	£14,500.00	£0.00	£4,270.97	£10,229.03	70.55%
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	£1,677.75	-£177.75	-11.85%
1080 Total	£2,500.00	£0.00	£1,785.75	£714.25	28.57%
1090 Admin Expenses					
1090/1 Paper	£250.00	£0.00	£102.25	£147.75	59.10%
1090/2 Other	£2,000.00	£0.00	£2,169.36	-£169.36	-8.47%
1090/3 Printing and Delivery of Newsletters	£1,500.00	£0.00	£2,691.00	-£1,191.00	-79.40%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/23 and 29/01/24 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	£4,962.61	-£1,212.61	-32.34%
1100	£300.00	£0.00	£31.48	£268.52	89.51%
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	£907.70	-£307.70	-51.28%
1140/3	£8,300.00	£0.00	£2,827.23	£5,472.77	65.94%
1140/4	£1,000.00	£0.00	£301.11	£698.89	69.89%
1140/5	£3,000.00	£0.00	£1,107.85	£1,892.15	63.07%
1140/6	£1,000.00	£0.00	£11,715.42	-£10,715.42	-1071.54%
1140/7	£900.00	£0.00	£312.16	£587.84	65.32%
1140/8	£200.00	£0.00	£361.50	-£161.50	-80.75%
1140/9	£700.00	£0.00	£270.00	£430.00	61.43%
1140	£15,700.00	£0.00	£17,802.97	-£2,102.97	-13.39%
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	£446.65	-£146.65	-48.88%
1150/4	£2,000.00	£0.00	£173.48	£1,826.52	91.33%
1150/5	£2,000.00	£0.00	£783.15	£1,216.85	60.84%
1150/6	£0.00	£0.00	£190.86	-£190.86	100.00%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/23 and 29/01/24 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	£1,594.14	£3,005.86	65.34%
1160 Equipment & Vehicle Costs					
1160/1 Equipment and Vehicle costs	£1,000.00	£0.00	£818.55	£181.45	18.15%
1160/2 Maintenance	£1,000.00	£0.00	£715.07	£284.93	28.49%
1160/3 Fuel	£1,000.00	£0.00	£411.50	£588.50	58.85%
1160/4 Tax	£200.00	£0.00	£320.00	-£120.00	-60.00%
1160/5 MOT/Service	£600.00	£0.00	£59.54	£540.46	90.08%
1160 Total	£3,800.00	£0.00	£2,324.66	£1,475.34	38.82%
1170 Youth Centre Workers	£54,000.00	£0.00	£54,758.74	-£758.74	-1.41%
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	£1,063.90	£1,936.10	64.54%
1180/4 Cleaning	£1,000.00	£0.00	£737.00	£263.00	26.30%
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	£109.44	£590.56	84.37%
1180/8 Security	£500.00	£0.00	£730.00	-£230.00	-46.00%
1180/9 IT costs	£500.00	£0.00	£634.83	-£134.83	-26.97%
1180 Total	£10,900.00	£0.00	£3,275.17	£7,624.83	69.95%
1200 Subscriptions	£3,500.00	£0.00	£900.96	£2,599.04	74.26%
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 29/01/24 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	£289,972.17	£70,631.18	20.39%

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
3507		£90.00	1010/1	15/01/24	A&E Fire and Security - Fire marshal/warden training RH	3692
		£90.00			A&E Fire and Security - Total	
3508		£182.40	1150/5	20/01/24	Allstone Speedy Skips - Mini skip	106786
		£182.40			Allstone Speedy Skips - Total	
3531		£12.99	1090/2	21/01/24	Amazon - Tape dispenser	48
3532		£26.89	1140/4	21/01/24	Amazon - Industrial mop - Pavilion	31752267
3533		£48.45	1090/2	23/01/24	Amazon - A4 Brochure holders x 6	47
		£88.33			Amazon - Total	
3509		£165.94	1080/2	09/01/24	Gloucestershire County Council - December 2023 - TH Cleaning	1800730706
3510		£165.94	1080/2	19/01/24	Gloucestershire County Council - January 2024 - TH Cleaning	1800739190
		£331.88			Gloucestershire County Council - Total	
3492		£135.00	1040/1	31/12/23	Jireh Solutions Ltd - December 2023 - Additional	28522
3511		£1,077.80	1040/1	26/01/24	Jireh Solutions Ltd - New laptop, docking station and configuration	28733
		£1,212.80			Jireh Solutions Ltd - Total	
3512		£44.90	1150/4	18/01/24	Kellaway Building Supplies Ltd - Masking tape, cloth tape,rawlplugs, cement and line marking paint - repairs in workshop	02612892
		£44.90			Kellaway Building Supplies Ltd - Total	
3513		£90.00	1180/8	22/01/24	Kiblec Electrical & Security - Replacement emergency light - Pod	2351
		£90.00			Kiblec Electrical & Security - Total	
3527		£9.89	1090/2	16/01/24	Lloyds Bank - Bank charges	
		£9.89			Lloyds Bank - Total	
3514		£420.00	2000	20/11/23	MBE Installations - Works carried out in Medical Centre cellar re Christmas lights	5105
		£420.00			MBE Installations - Total	
3515		£39.22	1010/2	23/01/24	NALC - Training Cllr Randell - social media - paid by debit card	8758168459
		£39.22			NALC - Total	

Signature

Signature

Date

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3516		£51.34	1040/5	22/12/23	Prolific Solutions (South West) Ltd - December 2023 - Printer	10090
		£51.34			Prolific Solutions (South West) Ltd - Total	
3517		£132.00	1010/1	15/01/24	Sanctus Training - First aid training RH	9661
		£132.00			Sanctus Training - Total	
3518		£17.50	1150/6	19/01/24	Screwfix - Key cabinet - workshop - paid by debit card	15980430831
		£17.50			Screwfix - Total	
3519		£320.00	1200	09/01/24	Survey Monkey - Year subscription - paid by debit card	45162008
		£320.00			Survey Monkey - Total	
3520		£2,472.00	1170	15/01/24	The Door - Q4 additional funding	1344
3521		£10,880.00	1170	15/01/24	The Door - Q4 funding	1344
		£13,352.00			The Door - Total	
3522		£159.00	1180/9	11/12/23	TV Licence - December 23/24 tv licence - paid by debit card	
		£159.00			TV Licence - Total	
3523		£468.00	1190/6	18/01/24	Ubico Limited - January 2024 - Dog/litter bin collection	6006567
		£468.00			Ubico Limited - Total	
3524		£133.70	1140/6	22/01/24	UK Office Direct - Jumbo toilet roll & 6x dispensers - Pavilion - paid by debit card	8000760124
		£133.70			UK Office Direct - Total	
3534		£8.40	1040/4	20/01/24	Voipfone - January 2024 - Answerphone - paid dd	1014312866
		£8.40			Voipfone - Total	
3528		£186.94	1140/2	30/12/23	WaterPlus - December 2023 - Water - Pavilion	04331917
3529		£77.51	1070/2	09/01/24	WaterPlus - December 2023 - Water - TH (7th Dec - Jan)	04469903
3530		£14.86	1070/2	28/12/23	WaterPlus - December 2023 - Water - TH (28th November - 7th December)	04301374
		£279.31			WaterPlus - Total	
3525		£2,447.02	1030	01/01/24	WorkNest - Year 3 - health and safety core	058554

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
3526		£90.50		15/01/24	WorkNest -	
	1	£24.50	1030		Insurance incl 12% IPT Jan 24-Jan25	
	2	£66.00	1030		Admin fee	
		£2,537.52			WorkNest - Total	
		£13,839.96			Confidential	
Total		£33,808.15				

Signature

Signature

Date

Town Clerk

From: Graham Gill <graham@thedoor.org.uk>
Sent: 19 January 2024 00:12
To: Town Clerk; 'Stacey Cann'
Cc: Customer Services; Councillor Callinan; Councillor Watt; 'Chris Scolah'
Subject: RE: Invoice for Quarter 4 and additional costs
Attachments: Stonehouse Town Council Invoice 1329 Oct 2023.pdf; Stonehouse Town Council Invoice 1348 Jan 24.pdf

Good morning Carlos

Thanks for your email.

I have to admit to some frustration that having followed the process for invoicing Q4 that you suggested in our long discussion after you pushed back at our Q3 invoice, it now doesn't appear to meet your requirements. I guess it wasn't clear to me that the councillors at the quarterly review meetings did not have the power to approve invoices, and given that, I accept that in future we should follow the procedure you have outlined below.

This then just leaves us with the issue of the outstanding food costs which we invoice in arrears to reimburse expenditure we have already incurred. These are clearly difficult for your processes to deal with so could I please suggest that

- 1) You present the ones we have already sent to a committee with the powers to approve at the earliest opportunity – that is the £93.94 outstanding from the October invoice 1329 and the £22.43 from the current invoice 1348, and settle them. Is there any reason why this can't be done?
- 2) In future, we no longer submit invoices for food. It clearly causes a problem at your end, and additional admin at ours, so it makes more sense for us to just to absorb these costs and trust then that our other invoices can then get processed smoothly.

Thanks

Graham

Graham Gill
Chief Operating Officer
The Door Youth Project

graham@thedoor.org.uk
www.thedoor.org.uk
Tel: 01453 756745



UNLOCKING POTENTIAL... OPENING OPPORTUNITY...

Invoice date: 23rd October 2023
Invoice number: 1329

Town Clerk
Stonehouse Town Council
Town Hall
High Street
Stonehouse
GL10 2NG

INVOICE

Delivery of Youthwork in Stonehouse

For Quarter 3 (October - December 2023) **£10,880**

Additional agreed provision:

Breakfast club	£330
Maidenhill Support	£660
Food Fridays preparation (12 weeks)	£756
Community work	£792
Mural Making	£500
Stonehouse Goodwill	£431
Games for consoles	£150
Kitchen resources	£50

Food Friday

Food for sessions (receipts attached) **£93.94**

Total: £14,642.94

Payment is due within 30 days of invoice.

Please remit to our Co-Operative Bank account:

Sort code: 08-92-99

Account number: 65374506

Account name: The Door Youth Project R/C 1131919

Thank you.



CHARITY: 1131919
COMPANY: 6999936

01453 756745
INFO@THEDOOR.ORG.UK

THEDOOR.ORG.UK
@THEDOORSTROUD

NYA
Quality Mark





UNLOCKING POTENTIAL... OPENING OPPORTUNITY...

Invoice date: 15th January 2024
Invoice number: 1348

Town Clerk
Stonehouse Town Council
Town Hall
High Street
Stonehouse
GL10 2NG

INVOICE

Delivery of Youthwork in Stonehouse

Food Friday

Food for sessions (receipts attached)

£22.43

Total: £22.43

Payment is due within 30 days of invoice.

Please remit to our Co-Operative Bank account:

Sort code: 08-92-99

Account number: 65374506

Account name: The Door Youth Project R/C 1131919

Thank you.



CHARITY: 1131919
COMPANY: 6999936

01453 756745
INFO@THEDOOR.ORG.UK

THEDOOR.ORG.UK
@THEDOORSTROUD

NYA
Quality Mark





TOWN HALL, 1 QUEENS ROAD, STONEHOUSE, GLOUCESTERSHIRE GL10 2QA

Telephone: 01453 822070 email: townclerk@stonehousetowncouncil.gov.uk

Stonehouse Community Grant Application Form

Name of Club, Group or Organisation

Stonehouse School Trustees

Registered Charity 299061

Name of person submitting application (inc. position in the organisation)

Simon Lewis, Trust Administrator, on behalf of the Trustees.

Address

28 Meadow Road
Stonehouse
GL10 2HL

Telephone Number: 07807 773 743

email: info@stonehouseschooltrustees.org.uk

Details of Club, Group or Organisation (please delete as appropriate)

Is your organisation:

- | | | |
|--|----------|---------------------------|
| 1) Stonehouse based for Stonehouse residents | YES / NO | Yes Stonehouse/Cainscross |
| 2) a Gloucestershire Organisation serving Stonehouse | YES / NO | NO |
| 3) Stonehouse branch of a National Organisation | YES / NO | NO |
| 4) Other | | |

How much of the funds you raise is used locally?

ALL / MOST / SOME / NONE

funds for grants obtained from interest in Trust's investments

What is your total local membership?

not applicable

What is your VAT status?

REGISTERED / NOT REGISTERED

not registered

What are the aims and objectives of your Organisation?

The Stonehouse School Trustees is a long-established body make educational grants to individual students and schools within the Parishes of St Cyr's Stonehouse and St Matthew's Cainscross. The Trust is allowed to make grants from the interest it earns from investments but not able to use its capital for any purposes. In 2023 grants totaling £4843 were made to ten individuals and two schools.

Details about the grant you are applying for:

To which Funding Scheme are you applying (please tick)

- Small grants (under £1000) Yes
- Large Grants (over £1000) no
- Carbon Reduction Grants no
- Revenue Grants no

What will the grant be used for?

Pollarding of the three London Plane Trees on the footpath outside on the Stonehouse Park Schools

What is the total cost going to be?

£933 + VAT

How much would you like Stonehouse Town Council to contribute?

£1,000 or a contribution to the overall cost of the project

What funds have already been raised by your organisation towards this project?

The Trust does have funds which could be used for this project. However, as a grant making body, any monies used for this project would mean that less educational grants will be awarded to local schools and students.

What other fund raising efforts does your organisation intend to make apart from this application?

None

What amount does your organisation currently hold in the bank, as cash or in other balances?

£6751.20 of which £6319.00 is allocated to future projects. We do anticipate approximately £5,000 in interest payments by 31st Jan 2024

What impact will the project have on the environment?

The main purpose of the project is to ensure that this is a safe area for local residents. The location of the trees are just outside of the schools' gates and the Trust must ensure that the area is safe for the pupils attending the schools. Pollarding is a recognised method of ensuring the trees remain healthy.

Please state here any further information, which you think, will help the Council when considering your application:

It has only been recently established that this land is the responsibility of the Stonehouse School Trustees following an error made in the late 1980s by Gloucestershire County Council when purchasing the school site from the Church of England. All costs incurred to maintain the site is to the detriment of local students who could benefit from receiving grants to enhance their education.

I wish to apply for a Grant from Stonehouse Town Council and certify that the information I given above is correct to the best of my knowledge and belief:

Signed Simon Lewis
on behalf of the Trustees

Date 24th January 2024

	Stonehouse School Trustees Charity Registration Number 299061							
	Year 2023							
Date	Details	Chq No	In	Out	Balance	Statement		
	Brought Forward				7198.35			
20-Jan	BlackRockUK Equity		1429.77			20-Jan		
20-Jan	BlackRockUK Bond		369.59			20-Jan		
08-Feb	S C Lewis -Administrator	391		750.00		13-Feb		
21-Mar	Megan Elliott	392		350.00		27-Mar		
29-Mar	Stonehouse After School Club		1000.00			29-Mar		
21-Mar	Dylan Nobes (St Roses)	393		400.00		03-Apr		
20-Apr	BlackRockUK Equity		1310.62			20-Apr		
20-Apr	BlackRockUK Bond		369.59			20-Apr		
17-May	Cariad Miller (Park Junior)	394		180.00				
14-Jun	Maidenhill School	397		686.52		23-Aug		
14-Jun	Lumleys Insurance	395		380.00		23-Jun		
14-Jun	Park Junior (Doney/Vany)	396		516.00				
20-Jul	Ruby Hannis	398		500.00		28-Jul		
20-Jul	BlackRockUK Equity		not received 31/12/23					
20-Jul	BlackrockUK Bond		not received 31/12/23					
24-Jul	Cashes Green School	399		450.00				
31-Jul	Violet Lee	400		310.00		03-Aug		
18-Oct	JoMew Creative - Webhost	401		99.00		02-Nov		
29-Oct	Lucy Phillips	402		500.00		07-Nov		
20-Oct	BlackRockUK Equity		not received 31/12/23					
20-Oct	BlackRockUK Bond		not received 31/12/23					
15-Nov	Harriet Dodds	403		451.20		04-Dec		
15-Nov	Beth Sweetland	404		500.00		21-Nov		
	Sub Totals		4479.57	6072.72	5605.20			
	Cheques not presented				1146.00			
	Nos 394, 396 & 399							
	Total Income and Expenditure		4479.57	6072.72				
	Bank Balance 31/12/23				6751.20			
	Known Liabilities							
	Maidenhill School Author Visits - 2023-24			2500.00				
	Stonehouse Park Infant School Play Equipment			2673.00		Available funds		
							300	
	Total			5173.00	432.20			
	2023 Summary		Income	Expenditure				
	Income from investments		3479.57					
	Other receipts/returned grants		1000.00					
	Grants to Individuals - Total 10			3707.20				
	Grants to Schools - Total 2			1136.52				
	Other expenditure			1229.00				
	2023 Totals		4479.57	6072.72				
	Accounts prepared by Simon Lewis, Trust Administrator							
	17th January 2024							

