



STONEHOUSE TOWN COUNCIL

To Members of the Town Council

You are hereby summoned to attend the Town Council Meeting to be held on Monday 19th February '24 at 7.00pm at the Town Hall, 1 Queens Street, Stonehouse

Council Members:

Councillors: Rachel Armstrong, John Callinan, Keith Creighton, Debbie Curtis, Michael Davis, Marcus Dixon, Neil Gibbs, Carol Kambites (Chair), Madelaine Maraboli-Roman, Gary Powell, Val Randell, Keith Terry, Wendy Thomson and Theresa Watt (Vice Chair)

All residents of the Parish are welcome to attend the meeting. 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
13th February 2024

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

A G E N D A

- | | |
|--------|--|
| TC3182 | To receive apologies |
| TC3183 | To receive declarations of interest |
| TC3184 | To approve the minutes of the Town Council meeting of 22 nd January '23 |
| TC3186 | To receive reports from Chair of Town Council and town councillors |
| TC3187 | To receive reports from County and District Councillors |
| TC3188 | To receive an introduction to the new Senior Town Maintenance Officer |
| TC3189 | To receive RFO's budget report and bank reconciliation for January 2024 |
| TC3190 | To approve the latest payment list |
| TC3191 | To note the outcome of the 3 rd quarter Internal Control Checks |
| TC3192 | To approve the award of a contract to effect repairs to the car park surfacing at Oldends lane |

- TC3193 To receive the minutes of the Business Committee meeting on 5th February '24 and approve its recommendations
- TC3194 To receive the minutes of the Environment Committee meeting on 29th Jan '24 and to approve the following recommendation:
- E/739 To adopt and manage the GCC grass verge adjacent to Horsetrough roundabout and located between the main road into Stonehouse and Ebley road
- TC3195 To receive an update on the council's Grounds Maintenance Contract Tender process
- TC3196 To approve communications in support of the meeting's decisions
- TC3197 Date of next meeting - Monday 18th March '24



STONEHOUSE
TOWN COUNCIL

**Minutes of a meeting of the Town Council
held on Monday 22nd January 2024, 7pm
at the Town Hall**

Present:

Councillors: Councillors: Rachel Armstrong, John Callinan, Keith Creighton, Debbie Curtis, Mike Davis, Marcus Dixon, Neil Gibbs, Carol Kambites (Chair of Council) Gary Powell, Val Randell, Keith Terry and Theresa Watt (Vice Chair of Council).

In Attendance: Town Clerk, Carlos Novoth

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

- | | |
|--------|--|
| TC3162 | To receive apologies
Apologies were given by Cllr Wendy Thomson |
| TC3163 | To receive declarations of interest
A Declarations of interest was raised by Cllr Carol Kambites in relation to agenda item 3179 |
| TC3164 | To approve the minutes of the Town Council meeting of 11th December '23
Subject to the following amendment, Council APPROVED the minutes as a true and accurate record of the meeting:
Amendment - Include the word 'Maternity' with reference to staff leave on agenda item TC3161 - first recommendation |
| TC3166 | To receive reports from Chair of Town Council and town councillors
The Chair attended the Carol Concert on the Green; reference was made to the need of a new secretary for the Stonehouse Partnership.
Cllr Gibbs thanked all who supported the Carol Float - the total amount collected by Rotary during Christmas was approx. £3,000 - this money was distributed to organisations such as The Door, Stroud Beresford Group, Sunflower Suicide and others.
Cllr Watt attended St Cyrs Carol Concert
Cllr Creighton attended the Boat Mobility AGM and also applied to become a Trustee. He and others experienced access problems on the Canal at Ebley Mill - difficulties were experienced with the Grates and |

Dropped kerbs - Ward Cllr Mattie Ross said that she would take these matters up with SDC

- TC3167 To receive reports from County and District Councillors**
Ward Cllr provide a verbal update apologising for not having provided a written update - SDC has completed its 20th home in support of the refugees; SDC are working on a proposal for a £200k locally led Vitality fund for market towns and other parishes
- TC3168 To receive an update on the recruitment of the new Senior Town Maintenance Officer and maternity cover for the Business Support Officer**
Officers provided an update in the support papers. Councillors are looking forward to engaging with the new members of staff
Council **NOTED** the Officer's update and asked if it were possible for the Senior Town Centre Maintenance Officer to attend the next full council meeting so Cllrs would have an opportunity to welcome him.
- TC3169 To receive RFO's budget report and bank reconciliation for November '23**
Officers drew Council's attention to a number of points of interest within the budget report most notably reasons for additional income such as for the use of Oldends Playing field, updates on recharging for utilities ie GCC and overspends including budget line 1140/6. The council is currently on course to underspend on the 2023/24 budget. Council **NOTED** the budget report detailing Actual Net Expenditure £307,021.81; Actual Net Income £393,950.14; Reserve movements £19,415.05.
Council also **NOTED** the reconciliation for December 2023 with a closing balance of £67,909.58
- TC3170 To approve the latest payment list**
It was mentioned that the salary payments were not included - Officers confirmed that they would be included retrospectively on the next payment list to Business Committee
Council **APPROVED** the payment list totalling £760.80 and £500.
- TC3171 To approve the purchase of a new laptop computer**
Officers presented Council with a recommendation from the council's recently appointed IT support provider for a particular make and model of laptop that would meet the council's future requirements. Jireh explained that in light of the fact that files were now stored in the Cloud, the council should focus on processing speed. Of the range of laptops they currently hold, a mid range would be perfectly suitable - this would cost £648 - a docking station would also be needed.
Officers were currently using all available desktops and Laptops and with the new temporary BSO will be starting work on 1st Feb, it was necessary to purchase a further laptop that would allow them to start work unhindered.

Council **APPROVED** the purchase of a laptop 'Terra Mobile 1517-i5 at a total cost of £648.29 and accompanying docking station.

7.35pm Council agreed to bring forward agenda Item TC3179 - Cllr Kambites handed the Chair to the Vice Chair of Council and left the meeting in light of her declared interest

TC3179 To approve the co-option of a new town councillor

The Town Council received only one application to be co opted to the town council. Mrs Madelaine Maraboli-Roman attended the meeting and provided an overview of her interests and future ambitions within local Government. Mrs Maraboli-Roman was asked to vacate the room during further discussion and a vote. Council voted in favour (Proposed by Cllr Rachel Armstrong - Seconded by Cllr Debbie Curtis - 8 votes For, 3 Abstentions) of coopting Mrs Maraboli-Roman to the town council; she was offered a seat at the council and attended for the remainder of the meeting.

Council **RESOLVED** to Co opt Madelaine Maraboli-Roma to the role of Town Cllr

7.45pm Carol Kambites returned as Chair of the meeting and welcomed the new member of the council

TC3172 To approve a combined service contract for the annual testing of alarms, fire extinguishers, CCTV etc at the Pod and Pavilion buildings

Council discussed the contract in detail - there was some concern that the various elements were brought together under a single contract. There was also concern about the fact that the matter had not been presented to Business Committee - it was explained that this was out of a need for urgency.

Council **APPROVED** the award of the contract to Stroud Alarms for a period of three years (provided standards were maintained) at a cost of £510 plus vat per year for a period of three years totalling a cost of £1,530 plus vat for the following work

- Annual CCTV maintenance for Pavilion and Pod and Intruder alarm for Pod
- Annual Emergency lighting check for Pavilion/Pod/Workshop
- Annual Fire Alarm system check and monitoring for Pod
- Annual fire extinguishers check for Pavilion/Pod/Workshop

TC3173 To approve the Council's Budget for the 2024/25 financial year

The Chair highlighted a recent meeting she attended with SIB and the Clerk to discuss the current funding arrangements. Currently the council provide a budget line for SIB - this necessitates SIB going through the council to order materials. It was agreed that a better way to fund the group would be through the 'Revenue Grant' process - to this end, Council agreed to remove the budget lines 2010 and 200 currently used to fund SIB including income (£3000 and £600 respectively - Net £2,400) and increasing the Grants budget by £2,400 - this would have a nil

impact on the overall net budget but would alter the total income figure minus Precept and total expenditure from £32,170 to £31,587 and £436,057 to £435,457 respectively.
Council APPROVED the Gross Budget of £435,457 with Gross Income (Minus Precept) of £31,587

- TC3174 To approve the Council's Precept for the 2024/25 financial Year
Council RESOLVED to APPROVE a 6.83% increase in the total Precept amount for the 2024/25 financial year with £20,000 of the agreed budget covered from the Town council's Earmarked Reserves - this equates to an increase in a band 'D' equivalent of £10.64.
- TC3175 To receive the minutes of the Business Committee meeting on 15th January '24 and approve its recommendations (BC Budget recommendation discussed in agenda item TC3173):
Council received and NOTED the minutes of the meeting
- A. To approve the updated Earmarked and general reserves
Council APPROVED the Officer's recommendations
- B. To approve the following Policies and other key documents:
- I. Earmarked and General Reserves - Repeated in error
 - II. Reserves Policy
Council APPROVED the Reserves Policy
 - III. Scheme of Delegations
Council APPROVED the Scheme of Delegations
 - IV. Inventory and Asset Register
Council NOTED the latest Inventory and APPROVED the Asset Register
 - V. Transparency Code Information
Council APPROVED the latest Transparency Code Information
 - VI. FOI Publication Scheme
Council APPROVED the latest FOI Publication Scheme
- TC3176 To receive the minutes of the Environment Committee meeting on 8th Jan '24 (EC Budget recommendation discussed in agenda item TC3173)
Council received and NOTED the Environment Committee minutes
- TC3177 To agree/provide the following in respect of Verney Fields
- an official response to correspondence to the town council from the owners of Verney Fields.
 - delegated authority be given to the town clerk, Chair and Vice Chair of Council to finalise the consultation document in relation to the council's Town Green application and commence consultation in line with the anticipated GCC timeline.
- Having discussed the detail contained within the correspondence from 'Willow Farm' to the town council, it was unanimously agreed that the

town council had not stated or provided information that was not factually correct at any time and as such the accusations made by Willow Farm did not warrant a response.

TC3178 To approve a contractor to undertake an ecological survey for the Ship Inn site.

Cllr Dixon provided an overview to help those attending the meeting to understand the complex nature of the work required to be undertaken on the Ship Inn site to allow use of the site for even 'Meanwhile use'. There was concern that the town council were funding the required ecological work - it was generally felt however that the General Power of Competence (GPC) allowed the town council to do so. This was later confirmed by GAPTC to be the case.

As detailed in the support paper, this is the busiest time of year for Ecologists and as such the council could only secure two quotations - 'Prohort' at a cost of £8,820 plus vat and 'Wild Service' at a cost of £6,402 plus vat - the latter being a contractor used previously by SDC.

Council **APPROVED** the award of the contract to Wild Service at a total cost of £6,402 plus vat.

**TC3179 To approve the co-option of a new town councillor
Matter brought forward - see above for details**

**TC3180 To approve communications in support of the meeting's decisions
Ship Inn site survey
Co option of a new Town Councillor
Recruitment of new staff members**

TC3181 Date of next meeting - Monday 19th February '24

Council **NOTED** the date of the next meeting

Financial Budget Comparison

Comparison between 01/04/23 and 15/02/24 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance
INCOME					
Town Business Committee					
100	Precept	£373,973.21	£0.00	£373,973.00	-£0.21
105	Newsletter Advertising	£100.00	£0.00	£0.00	-£100.00
120	Feed-in Tariff from Town Hall	£800.00	£0.00	£588.51	-£211.49
125	Stonehouse Town FC lease	£600.00	£0.00	£0.00	-£600.00
126	STFC Water Recharge	£0.00	£0.00	£0.00	£0.00
127	STFC Electric Recharge	£0.00	£0.00	£1,678.24	£1,678.24
130	Athletics Field Lease	£0.00	£0.00	£0.00	£0.00
135	Phone Mast on Land	£7,000.00	£0.00	£0.00	-£7,000.00
140	Building Lease at OEL	£637.00	£0.00	£1,273.04	£636.04
145	Magpies Social Club	£3,150.00	£0.00	£2,625.00	-£525.00
150	Community Centre Lease	£500.00	£0.00	£500.00	£0.00
155	OEL Pitch Hire	£2,000.00	£0.00	£870.00	-£1,130.00
160	Misc Income	£500.00	£0.00	£1,533.28	£1,033.28
170	Investments Interest	£0.00	£0.00	£0.00	£0.00
171	Bank Interest - Lloyds Bank	£200.00	£0.00	£0.00	-£200.00
172	Bank Interest - Charity A/C	£200.00	£0.00	£0.00	-£200.00
173	Bank Interest - Natwest	£200.00	£0.00	£1,717.03	£1,517.03
174	Bank interest - Cambridge BS	£200.00	£0.00	£2,073.88	£1,873.88
175	Town Hall/Library Recharges	£3,700.00	£0.00	£1,684.83	-£2,015.17
176	Bank Interest - Nationwide	£200.00	£0.00	£0.00	-£200.00
177	Bank Interest - Melton Building Society	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 15/02/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance
178	CCLA Interest	£0.00	£0.00	£16,421.48	£16,421.48
Total Town Business Committee		£393,960.21	£0.00	£404,938.29	£10,978.08
Town Environment Committee					
200	Stonehouse in Bloom	£1,500.00	£0.00	£0.00	-£1,500.00
205	Event Income/Donations	£1,200.00	£0.00	£1,369.64	£169.64
210	Planting Sponsorship	£1,500.00	£0.00	£550.00	-£950.00
215	Grants	£0.00	£0.00	£0.00	£0.00
Total Town Environment Committee		£4,200.00	£0.00	£1,919.64	-£2,280.36
Total Income		£398,160.21	£0.00	£406,857.93	£8,697.72

EXPENDITURE

Town Business Committee					
1000	Salaries	£180,000.00	£0.00	£146,060.16	£33,939.84
1010	Training & Recruitment	£5,000.00	£0.00	£1,426.68	£3,573.32
1020	Health & Safety	£2,500.00	£0.00	£274.50	£2,225.50
1030	Professional Fees	£8,000.00	£0.00	£4,330.40	£3,669.60
1040	IT support	£9,250.00	£0.00	£7,207.30	£2,042.70
1050	Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00
1060	Grants	£15,000.00	£5,000.00	£22,136.00	-£2,136.00
1070	Town Hall/Library Shared Costs	£14,500.00	£0.00	£4,907.58	£9,592.42
1080	Town Hall/Library STC costs	£2,500.00	£0.00	£1,785.75	£714.25
1090	Admin Expenses	£3,750.00	£0.00	£5,014.60	-£1,264.60
1100	Mayor's Charity & Expenses	£300.00	£0.00	£66.48	£233.52
1110	Travel Costs/Staff & Councillors	£400.00	£0.00	£0.00	£400.00

Financial Budget Comparison

Comparison between 01/04/23 and 15/02/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance
1120 Election Costs	£0.00	£8,924.35	£8,924.35	£0.00
1130 Civic/Remembrance Parades	£180.00	£0.00	£0.00	£180.00
1140 Pavilion Overheads	£15,700.00	£11,604.00	£18,102.96	£9,201.04
1150 Workshop Overheads	£4,600.00	£0.00	£1,686.15	£2,913.85
1160 Equipment & Vehicle Costs	£3,800.00	£0.00	£2,324.66	£1,475.34
1170 Youth Centre Workers	£54,000.00	£0.00	£54,758.74	-£758.74
1180 Youth Centre Overheads	£10,900.00	£0.00	£3,977.52	£6,922.48
1200 Subscriptions	£3,500.00	£0.00	£2,077.96	£1,422.04
1210 Insurances	£7,000.00	£0.00	£6,239.18	£760.82
1220 Project Planning & Delivery	£0.00	£299.00	£299.00	£0.00
1230 Climate Change	£5,000.00	£0.00	£4,690.00	£310.00
Total Town Business Committee	£346,380.00	£25,827.35	£296,289.97	£75,917.38
Town Environment Committee				
1190 Amenity Areas	£46,300.00	£1,582.80	£38,453.30	£9,429.50
2000 Christmas Lights	£5,000.00	£0.00	£571.00	£4,429.00
2005 Climate Change	£2,000.00	£0.00	£0.00	£2,000.00
2010 In Bloom	£7,000.00	£2,677.98	£6,180.39	£3,497.59
2050 Cultural Events & Studies	£9,300.00	£930.92	£6,400.98	£3,829.94
2080 Neighbourhood Plan Review	£0.00	£0.00	£0.00	£0.00
2090 Planning Specialist Advice	£0.00	£0.00	£234.00	-£234.00
Total Town Environment Committee	£69,600.00	£5,191.70	£51,839.67	£22,952.03
Total Expenditure	£415,980.00	£31,019.05	£348,129.64	£120,665.11

Financial Budget Comparison

Comparison between 01/04/23 and 15/02/24 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance
Total Income	£398,160.21	£0.00	£406,857.93	£8,697.72
Total Expenditure	£415,980.00	£31,019.05	£348,129.64	£98,869.41
Total Net Balance	-£17,819.79		£58,728.29	

Bank Account Reconciled Statement

Stonehouse Town Council

01651837

30-98-29

Statement Number	46	Bank Statement No.	46
Statement Opening Balance	£67,909.58	Opening Date	01/01/24
Statement Closing Balance	£43,932.59	Closing Date	31/01/24
True/ Cashbook Closing Balance	£43,932.59		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
02/01/24	FPI020124CAMBRI DGE	Cambridge Building Society	0.00	2,073.88	69,983.46
02/01/24	FPI020124STFC	Stonehouse Town Football Club	0.00	162.33	70,145.79
04/01/24	FPI040124MAGPIE S	Magpies Social Club	0.00	262.50	70,408.29
09/01/24	DD090124YUENER GY	YU Energy	342.47	0.00	70,065.82
10/01/24	DD100124YUENER GY	YU Energy	332.44	0.00	69,733.38
10/01/24	DEB100124SURVE Y	Survey Monkey	320.00	0.00	69,413.38
11/01/24	DD110124WATERP LUS	WaterPlus	14.86	0.00	69,398.52
11/01/24	DD110124YUENER GY	YU Energy	82.06	0.00	69,316.46
15/01/24	DD150124O2	O2	31.44	0.00	69,285.02
15/01/24	DD150124WATERP LUS	WaterPlus	186.94	0.00	69,098.08
16/01/24	PAY160124LLOYD S	Lloyds Bank	9.89	0.00	69,088.19
18/01/24	FPO180124CLARIA N	Clarian Property Services	60.00	0.00	69,028.19
18/01/24	FPO180124DGM	Dursley Garden Machinery	125.99	0.00	68,902.20
18/01/24	FPO180124GCC	Gloucestershire County Council	165.94	0.00	68,736.26
18/01/24	FPO180124GRUND ON	Grundon Waste Management Ltd	160.24	0.00	68,576.02
18/01/24	FPO180124INTOCL EANIN	Intocleaning Ltd	81.42	0.00	68,494.60
18/01/24	FPO180124JIREH	Jireh Solutions Ltd	278.18	0.00	68,216.42
18/01/24	FPO180124JMC	Jo Mew Creative	100.00	0.00	68,116.42
18/01/24	FPO180124NSB	Nailsworth Silver Band	200.00	0.00	67,916.42
18/01/24	FPO180124PC	Paul Crosby	60.00	0.00	67,856.42
18/01/24	FPO180124SHAUT O	Stonehouse Autoparts	7.98	0.00	67,848.44
18/01/24	FPO180124SIMPLE HY	Simple Hygiene Solutions	65.66	0.00	67,782.78
18/01/24	FPO180124SMITHS	Smiths Gloucester LTD	6,423.60	0.00	61,359.18
18/01/24	FPO180124TWHAWKINS	T W Hawkins & Sons	2,478.00	0.00	58,881.18

Bank Account Reconciled Statement

22/01/24	DD220124JOHNST AYTE	John Stayte Services Ltd	80.01	0.00	58,801.17
22/01/24	DD220124NEST	NEST	1,618.08	0.00	57,183.09
22/01/24	DD220124TVLICEN CE	TV Licence	159.00	0.00	57,024.09
22/01/24	DEB220124AMAZO N	Amazon	39.88	0.00	56,984.21
22/01/24	DEB220124SCREW FIX	Screwfix	17.50	0.00	56,966.71
22/01/24	DEB220124UKOFFI CED	UK Office Direct	133.69	0.00	56,833.02
22/01/24	DEB220124VOIPFO NE	Voipfone	8.40	0.00	56,824.62
22/01/24	DEP220124	Donations	0.00	25.00	56,849.62
22/01/24	DEP220124NGRID	National Grid	0.00	27.29	56,876.91
22/01/24	DEP220124SCA	Stonehouse Community Association	0.00	500.00	57,376.91
23/01/24	DD230124WATERP LUS	WaterPlus	77.51	0.00	57,299.40
23/01/24	DEB230124AMAZO N	Amazon	48.45	0.00	57,250.95
24/01/24	DEB240124NALC	NALC	39.22	0.00	57,211.73
25/01/24	FPO250124ADAD	All Done and Dusted	73.80	0.00	57,137.93
25/01/24	FPO250124COUNT YINSUL	County Insulation	500.00	0.00	56,637.93
25/01/24	FPO250124DGM	Dursley Garden Machinery	119.00	0.00	56,518.93
25/01/24	FPO250124HMRC	HMRC	3,273.70	0.00	53,245.23
25/01/24	FPO250124JMC	Jo Mew Creative	100.00	0.00	53,145.23
25/01/24	FPO250124SALARI ES	Staff Salaries	8,893.58	0.00	44,251.65
29/01/24	SO290124PATA	PATA Payroll	54.60	0.00	44,197.05
29/01/24	SO290124UBICO	Ubico Limited	468.00	0.00	43,729.05
31/01/24	FPI310124STFC	Stonehouse Town Football Club	0.00	203.54	43,932.59

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	27231.53	3254.54

Reconciled by Carla Swindells

Signed

Clerk / Responsible Financial Officer

Chair

Date

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/23

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
3543		£180.00	£30.00	£150.00	15/02/24 A&E Fire and Security - Fire Marshall and Fire Warden Training March 7th 2024	3749
		£180.00	£30.00	£150.00	A&E Fire and Security - Total	
3544		£98.40	£16.40	£82.00	15/02/24 All Done and Dusted - 5 cleans in January	1702
		£98.40	£16.40	£82.00	All Done and Dusted - Total	
3542		£1,000.00	£0.00	£1,000.00	11/01/24 Allsorts - Grant application - Approved Business committee 15th January	
		£1,000.00	£0.00	£1,000.00	Allsorts - Total	
3546		£5.00	£0.00	£5.00	15/02/24 Carla Swindells - Purchase of second hand office chair for new employee	
		£5.00	£0.00	£5.00	Carla Swindells - Total	
3561		£35.00	£0.00	£35.00	15/02/24 Carol Kambites - Bouquet for retiring Chair of SCA	
		£35.00	£0.00	£35.00	Carol Kambites - Total	
3545		£252.00	£42.00	£210.00	15/02/24 Cotswold Drain Services - Site attendance to inspect pump station at OEL 30th Jan 2024	193873
		£252.00	£42.00	£210.00	Cotswold Drain Services - Total	
3541		£36.00	£6.00	£30.00	01/02/24 Duddle Agency Ltd - Stoenhouse.biz domain renewal for 1 year	1865
		£36.00	£6.00	£30.00	Duddle Agency Ltd - Total	
3540		£1,376.40	£229.40	£1,147.00	31/01/24 Edge IT Systems Ltd - AdvantEdge Finance Band 5, AdvantEdge Admin+ Band 3, AdvantEdge Asset Manager Band 1	37566
		£1,376.40	£229.40	£1,147.00	Edge IT Systems Ltd - Total	
3547		£42.00	£7.00	£35.00	15/02/24 Five Valleys Signs - 10 adhesive labels 225x39mm weather proof	50250
		£42.00	£7.00	£35.00	Five Valleys Signs - Total	
3548		£64.79	£10.80	£53.99	15/02/24 Grundon Waste Management Ltd - Collections on 11th and 25th January 2024 plus cost of transfer note	PSI-1001762
		£64.79	£10.80	£53.99	Grundon Waste Management Ltd - Total	

Signature

Signature

Date

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/23

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
3549		£8.34	£1.39	£6.95 15/02/24	Hurns Hardware - Cable ties 150mm by 2.5mm and Phillips C Battery (2)	3929
3550		£13.29	£2.22	£11.07 15/02/24	Hurns Hardware - 22mm Compression stop end; Cable Ties 300mm by 4.8mm block; Key Mortice	3938
		£21.63	£3.61	£18.02	Hurns Hardware - Total	
3552		£11.99	£0.00	£11.99 15/02/24	Jacqui Sanders - Office Keyboard - Logitech K120 - Jacqui Sanders Expenses claim	
		£11.99	£0.00	£11.99	Jacqui Sanders - Total	
3539		£357.00	£59.50	£297.50 31/01/24	Jireh Solutions Ltd - Set up JS device and dock, Set up KL System, Sort out printer and Finance software	28748
3551		£317.17	£52.86	£264.31 15/02/24	Jireh Solutions Ltd - Standard monthly charge for February 2024	28952
		£674.17	£112.36	£561.81	Jireh Solutions Ltd - Total	
3538		£150.00	£0.00	£150.00 01/02/24	Jo Mew Creative - January 2024 - Website Management & Survey Monkey Training	1065
		£150.00	£0.00	£150.00	Jo Mew Creative - Total	
3553		£18.00	£3.00	£15.00 15/02/24	Prolific Solutions (South West) Ltd - Photocopier support	10197
		£18.00	£3.00	£15.00	Prolific Solutions (South West) Ltd - Total	
3554		£396.00	£66.00	£330.00 15/02/24	Sanctus Training - EFAW course - Kyle, Carlos and Gary	9724
		£396.00	£66.00	£330.00	Sanctus Training - Total	
3555		£139.25	£23.21	£116.04 15/02/24	Sevenside Safety Supplies Ltd - Safety Shoes - Rod Helps	472740
		£139.25	£23.21	£116.04	Sevenside Safety Supplies Ltd - Total	
3556		£1,000.00	£0.00	£1,000.00 15/02/24	Stonehouse School of Trustees - £1,000 Grant for arbor works to three London Plain Trees - outside Park infant school	
		£1,000.00	£0.00	£1,000.00	Stonehouse School of Trustees - Total	

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Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/23

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
3536		£192.00	£32.00	£160.00	31/01/24 Stroud Alarms - Feb 2024 - January 2025 Annual fire alarm monitoring - Pod	57162
3537		£420.00	£70.00	£350.00	31/01/24 Stroud Alarms -	
	1	£108.00	£18.00	£90.00	BUS PAVILLION- 01/02/24 - Annual emergency light Annual fire fighting equip Annual cctv maintenance	
	2	£24.00	£4.00	£20.00	BUS WORKSHOP 01/02/24 31/01/25 Annual fire fighting equip	
	3	£288.00	£48.00	£240.00	BUS POD 31/02/24 - 31/01/2 Annual cctv maintenance Annual intruder alarm Annual emergency light Annual fire fighting equip	
		£612.00	£102.00	£510.00	Stroud Alarms - Total	
3566		£265.80	£0.00	£265.80	16/02/24 T J Gardiner - Repairs to tiling on Pavilion roof OEL	7750547381
		£265.80	£0.00	£265.80	T J Gardiner - Total	
3535		£2,478.00	£413.00	£2,065.00	30/01/24 T W Hawkins & Sons - Contract mowing - January 2024	013104
		£2,478.00	£413.00	£2,065.00	T W Hawkins & Sons - Total	
		£18,285.52	£0.00	£18,285.52	Confidential	
Total		£27,141.95	£1,064.78	£26,077.17		

Signature

Signature

Date

Stonehouse Town Council					
Internal Audit checklist					
Online banking payments approved after approved in Minutes (except direct debits/standing orders and urgent payments)					
Invoices authorised on Edge by 2 signatories/councillors					
Online banking payments are authorised by 2 signatories/two councillors who are authorised for online banking					
Original bank statement cross-referenced to minimum 6 entries to town council documents					
Direct debit/Standing order payments agree with authorised list					
Bank accounts reconciled monthly	(10)				
Check bank reconciliations to statements for each account	2				
Salaries					
PAYE and NIC paid over on time?					
PAYE and NIC payments agreed to payroll? Agree to bank statement					
Check pension payments made and agree to schedule					
Evidence that all end of year reporting completed with HMRC					
Budget Control					
All payments entered into Finance system accurately					
Payment schedule presented to council in line with town council's latest Financial regs					
All payments within budget					

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HWAC	PATA	Total laborer	paid bank std
3273.70	PATA	\$ 893.58	8893.58
3273.70	Quads	PATA	

If not - approval to transfer Minuted			
S137 is accounted for separately			Not Applicable
VAT			
There is a separate record of VAT on the Finance system			Town Clerk's documents on Edge submitted 29.01.23
The VAT is claimed quarterly and last reclaim date recorded			31-03-22 to 31-12-23 seen
Income			
All income including BACS payments and income from other sources eg precept, grants etc is recorded in the Finance system			<ul style="list-style-type: none"> Worren Revenue Lease £1273.04 Highways Ceneration: £986.50 National Grid Pylon 22.01.27-29
Bank statements are received and reconciled monthly			As above
For funds being transferred between accounts, a virement has been agreed and recorded by the town council			No virements this period
A finance report is presented to town council monthly			✓
Internal Checker: - PRINT NAME and Signature			
	W. T. E. R. U.		W. T. E. R. U.
	All acceptable as concerns at this time.		

W.T.

Carson



STONEHOUSE
TOWN COUNCIL

**Minutes of a Town Business Committee
held on Monday 5th February '24 at 7.00pm
at the Town Hall**

Present: Councillors, John Callinan (Committee Vice Chair), Mike Davis, Carol Kambites, Madelaine Maraboli-Roman, Gary Powell and Wendy Thomson

In Attendance: Carlos Novoth (Clerk); a representative of Stonehouse School of Trustees

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

A Representative of the Stonehouse School of Trustees was offered to speak in support of their grant application when the item was under discussion.

B/651 To receive apologies

Apologies were received from Cllrs Keith Creighton and Theresa Watt

B/652 To receive Declarations of Interest

There were no declarations of interest

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

There was comment that the minutes did not specifically detail what was actually stated within agenda item B/649. There was wide debate over whether the issue being discussed should have been included in the agenda item. The Clerk highlighted the fact that the minutes should reflect discussion but not provide a verbatim record of what was said at meetings; the Clerk suggested that should Cllrs wish for their comments to be fully recorded, they should provide notification of this in writing to the Clerk prior to the meeting, or at the very least make a specific request at the meeting. Whilst it was felt by some Cllrs that the minutes did adequately reflect the meeting, the Clerk, on this occasion, agreed on the following change - to read:

4. **Youth** - Good recent meeting. Cllr Thomson liaised with Sportily and Maidenhill School to facilitate the reopening of the sports centre and the possibility of providing athletic training facilities at the school

Subject to this change, Committee **APPROVED** the minutes as a true and accurate record of the meeting

With agreement of the Committee, the Chair brought forward Agenda item B/657

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

The School of Trustees representative was asked to speak. He provided a brief overview of what was a slightly complex issue. He explained that the Trust was in place to provide financial assistance to the local schools and that having to pay for the necessary work on the trees owned by the School of Trustees detracted from this. There was recognition that the organization may at some time in the future apply for further grant funding.

The Chair enquired about the grant budget - the Clerk highlighted the fact that whilst the grant budget had now been spent, there was an anticipated underspend for the year within Business Committees budget and so the committee could award the grant if it chose to
Committee **APPROVED** the grant application for £1,000 in full

B/654 To receive the latest budget position

Officers highlighted the following:

- Money from the Nat West bank has not yet been transferred to CCLA
- Football club lease income due shortly
- Phone mast lease income - there will be a shortfall of approx. £5,000
- Wessex cadets income - two year's income received
- Investment interest - not updated due to lack of information
- Pavilion programmed maintenance - overspend to be covered by earmarked reserves

Committee **NOTED** the Actual Net Income of £402,660.87, Actual Net Expenditure of £289,972.17 and Reserve movement of £14,223.35

B/655 To approve the latest payments list

There was further debate over the use of Amazon for the purchase of three items that the Clerk stated he could not secure in Stonehouse. It was felt that if this was the case, Officers should have tried to purchase the items from other nearby towns and also through other outlets that could make deliveries. It was highlighted that Business Committee, at its meeting on the 17th July 2023, made the following commitment:

'Stonehouse Town Council to stop paying for the Amazon Prime subscription and to continue to purchase locally from Stonehouse where possible and to only use Amazon when considered necessary'.

Committee **APPROVED** the latest payment list totalling £33,808.15

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

The Clerk explained that 'The Door' needed to follow the council's due process when seeking authorisation for its funding proposals and that he has written to them detailing this (Cllr Thomson asked for a copy of the email). In order to ensure that the Food Friday's activity is not disrupted, the Clerk suggested making the outstanding payments on this occasion.

Committee **APPROVED** the following payments totalling £116.37:

- Invoice No 1329 £93.94 Dated 23rd Oct 2024
- Invoice No 1348 £22.43 Dated 15th Jan 2024

B/657 To approve a grant application from the Stonehouse School of Trustees
Agenda Item brought forward - See above for detail

B/658 To approve the formation of a Town Council working group to lead on potential Transfer of land at Court View
Committee **RESOLVED** to form a new council led working group to lead on its discussions with the current developer of Court view and report back to committee. Members of the working group to be kept to a minimum but to include Cllrs John Callinan and Theresa Watt and the Project Officer.

B/659 To receive an update on the High street Car Parking consultation
Committee **NOTED** the updated position as detailed in the support papers. Changes to the parking arrangements will take effect from 27th February '24

B/660 To receive updates from the following working groups:

1. **Climate Change Action Forum** - Meeting has been arranged for Tuesday 13th February at 7.30 in the Woolpack - the discussion will relate to the Electric Bike Hub concept
2. **Oldends Lane Development** - The group has not met recently. A meeting has now been arranged with STFC re work on the sewage line
3. **Support Stonehouse** - A further warm spaces leaflet to be produced and circulated to the town shops, Library, Doctor's surgeries etc.
4. **Youth** - Date of the next meeting is 22nd March 2024
5. **Policy** - There was a request for the Chair of Committee and Policy working group member for feedback from Cllr Thomson over the Council's Health and Safety Policy as she had concerns. The Terms of Reference for the Council and Committees would be brought to committee shortly - other policies are due for review later this year
6. **Internal Audit Panel** - Cllr Keith Terry has committed to undertaking the next ICC check-

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



STONEHOUSE TOWN COUNCIL

Minutes (subject to agreement at the next Committee meeting) of a meeting of the Town Environment Committee on Monday 29th January, 7pm at Stonehouse Library, High Street, Stonehouse, GL10 2NG.

Present:

Councillors: Debbie Curtis, Marcus Dixon, Neil Gibbs (Committee Chair), Carol Kambites (Chair/Town Mayor), Val Randell, Keith Terry (Committee Vice Chair).

Also present: Jacqui Sanders (Deputy Clerk)

Two members of the public

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

The meeting started promptly at 7pm.

The two members of the public were invited to speak. They were the owner and planning consultant for the former Severn Plywood site, who shared their vision for an alternative use of the site with committee members. The committee provided feedback that related to the town's current needs as a helpful guide.

E/734 To receive apologies.

Apologies were received from Cllrs Armstrong and Watts.

E/735 Declarations of Interest

There were no declarations of interest.

E/736 To approve the minutes of the Town Environment Committee meeting held on Monday 8th January.

Committee APPROVED the minutes as a true and accurate records of the meeting.

E/737 To receive the latest updated Environment Budget.

Committee RECEIVED and NOTED the latest Budget position.

Total Actual Net Income £1,894.64

Total Actual Net Expenditure £49,034.67

Total Reserve £5,191.70

E/738 To recommend for town council approval the award of the Council's Grounds Maintenance contract



STONEHOUSE TOWN COUNCIL

The town clerk attended the meeting to present this item with a detailed support paper. The original contract put out to Tender had a significant error - this error had only come to the officer's attention very late into the tender process. The Clerk's proposal was to stop the tender process and move forward with the recommendations detailed in the support paper. It was highlighted that this course of action was necessary both to ensure that the town council received value for money during a long-term contract and that the successful contractor would not be financially disadvantaged. Councillors raised some clarification questions about the tender process itself which were answered by the Clerk. Council RESOLVED to accept the Clerk's recommendations:

- Stop the current tender process
- Notify existing bidders of the position and the reason for it.
- Seek agreement with incumbent contractor to secure 'service as usual' for the month of April '24 at an agreed rate in case required
- Amend the contract document to reflect the necessary service change with a view to publishing on 'Contracts Finder' by the 2nd February '24.

E/739 To consider taking over the management of the grass verge opposite the horse trough on the Ebley Road, as a wildflower meadow.
Committee recommended to Full Council for approval.

E/740 To comment on planning applications.

S.24/0006/FUL Units 1/3/7 Button Mills Estate, Lower Mills, Bridgend
Fire damage reinstatement work to three industrial buildings - replacement roof structure and new metal coverings over. External repairs to fire damaged brickwork and new roller shutters.

Comment: No objections but suggest some Environmental improvements such as solar panels and/or improved insulation.

S.23/2401/HHOLD 16 Laburnum Walk, Stonehouse
Erection of a dormer extension and loft conversion.

Comment: No objections, however council is aware that some work has already started on site.

S.24/0003/HHOLD 8A Gloucester Road, Stonehouse.
Erection of rear extensions, replacement garage with a 2 storey side extension and installation of solar panels.

Comment: Application has been withdrawn by applicant.

S.24/0096/TCA Unit 5, Brunel Way, Stonehouse
Oak tree - cut back the two secondary limbs hanging over the building by circa 50%. Balance the whole crown all around. Removal of all dead wood.



STONEHOUSE TOWN COUNCIL

Comment: No objections as long as work undertaken by a qualified tree surgeon.

E/741 To receive Working Groups updates.

Members may wish to note any reports from the following:

Comms - There have been no recent meetings.

Stroudwater (Bristol Road) Station - This is ongoing and the working group are hopeful of some wider publicity shortly.

Canal Rejuvenation - Ongoing.

Transport and Highways - Not met.

Public Rights of Way - Meeting scheduled for Friday 2nd February.

Recreation - In regards to Stagholt, a planning application will be submitted for an extension to the allotments.

E/742 To receive a report on planning decisions received from Stroud District Council.

S.23/2539/DISCON Parcel E5, Land West Of Stonehouse, Grove Lane, Westend
Discharge of Condition 46 of outline permission S.14/0810/OUT relating to the
Area Masterplan in respect of Parcel E5
REFUSED

S.23/2304/HHOLD 1 Arrowsmith Drive, Stonehouse
Erection of a front canopy and a replacement single storey rear extension,
alterations to fenestration.
PERMITTED

E/743 To approve communications in support of the meeting's decisions.
Committee NOTED no noteworthy communications.

E/744 Date of next Environment Committee meeting: Monday 26th February 2024.
Committee NOTED the date of the next meeting.

Notes on Agenda items, Full Town Council Monday 13th February 2024

TC3184 - Minutes	See attached minutes
TC3188 – New Staff	The town council has recently recruited a Senior Town Maintenance Officer. The recruit is Stonehouse based and started work for the town council on Thursday 1 st February; he will be attending the meeting
TC3189 - Budget	See attached budget report – reconciliation report to be supplied at the meeting
TC3190 - Payments	Payment list to be provided at the meeting
TC3191 – ICC	See attached report
TC3192 – Car Park	Information to be supplied at the meeting
TC3193 - BC	See attached draft minutes
TC3194 - EC	<p>See attached draft minutes.</p> <p>At its meeting on 29th January '24, Environment Committee recommended the adoption by the town council of a piece of GCC owned grass verge on the left hand side of the main road approaching the Horsetrough roundabout. Since completion of the highway works by GCC at this junction, the verge has not been well looked after. It was felt that as this road junction formed an important gateway to the town, the town council should take over the ongoing maintenance of the verge with a view to presenting the town in a better light.</p> <p>Recommendation: For Stonehouse Town Council to adopt the grass verge to the left of Horsetrough roundabout (approaching from the town) with a view to enhancing it as a wild flower area</p>
TC3195 – Grounds contract	<p><u>E/738</u> To recommend for town council approval the award of the Council's Grounds Maintenance contract</p> <p>At its meeting on 29th January '24, Environment Committee was asked to consider halting the tender process for the town council's grounds maintenance contract due to a late development. Since commencement of the tender process, it was established that the council would in all likely-hood be unable to commit to developing one of the town's recreational spaces in the way it had hoped; Officers advised that continuing with the current process may either financially disadvantage the successful tenderer or may not allow the town council to ensure it was receiving value for money through the contract.</p> <p><i>'Committee RESOLVED to accept the Clerk's recommendations:</i></p> <ul style="list-style-type: none"> • <i>Stop the current tender process</i> • <i>Notify existing bidders of the position and the reason for it.</i> • <i>Seek agreement with incumbent contractor to secure 'service as usual' for the month of April '24 at an agreed rate in case required</i> • <i>Amend the contract document to reflect the necessary service change with a view to publishing on 'Contracts Finder' by the 2nd February '24.'</i>

