STONEHOUSE
TOWN COUNCIL

Minutes of a Town Business Committee held on Monday 27th November '23 at 7.00pm at the Town Hall

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

In Attendance: Carlos Novoth (Clerk)

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

There were no members of the public in attendance

B/623 To receive apologies
There were no apologies

B/624 To receive Declarations of Interest
Committee received a declaration of interest from Cllr Carol Kambites in relation to Agenda Item B/628

B/625 To approve the minutes of the Business Committee meeting held on 30th Oct '23
Subject to an amendment in relation to the attendees noted at the last meeting, Committee **APPROVED** the minutes as a true and accurate record of the meeting

B/626 To note the resignation of Mark Edwards as Town Councillor
Committee **NOTED** Mark Edward's resignation. The Chair of Council will be writing to Mark Edwards thanking him for the contributions to Business Committee and the Town council as a whole.

B/627 To receive the latest budget position
Committee **NOTED** the latest budget position; Actual Net Expenditure of £229,063.99; Actual Net Income of £389,702.04; Reserve movements of £14,223.35

In light of her declared interest in Agenda Item B/628, Cllr Carol Kambites left the meeting 7.08pm

B/628 To approve the latest payments list

J. M. CALLINAN
15th Jan 2024

A query was raised in relation to the purchase of stall lights for the Goodwill event. The Clerk confirmed that he had not looked at alternative suppliers for the lights, as the previous batch was purchased through Amazon and he wanted to ensure that the new lights were of the same design.
Committee **APPROVED** the payment list totalling payments of £26,918.43

Cllr Carol Kambites returned to the meeting at 7.10pm

B/629 To approve a grant application from Great Oldbury Youth Football Club
The Clerk apologised for having included the item explaining that the football club had withdrawn its application at late notice.

B/630 To receive an update on the High street car park
The Clerk provided Committee with an update explaining that it was important that local businesses should be encouraged to respond to the consultation that will commence Tuesday 28th November. The Clerk would ensure that all businesses were made aware of what was being proposed. SDC confirmed that they would police the proposed changes. It was understood that 10 new spaces would be incorporated within the existing car park design. Committee welcomed the additional spaces and proposed changes as long as they were policed

B/631 To discuss the preparation of the Council's 2024/25 budget
There was fairly broad discussion and culminated in a request for the clerk to identify year end estimates and provide an update on last year's spend against the precept.
The officer was asked to provide Committee with a update on Market town's funding received approximately three years ago.

B/632 To recommend for town council approval a new three year IT support contract
The officer report identified the extent of its enquiries with both, existing, local and recommended IT service providers. The incumbent IT provider has provided the cheapest quote and is a known quantity. Remaining with the company would create a business as usual scenario. Enquiries with other councils had not provided an obvious alternative choice as they commented on similar difficulties experienced by Stonehouse ie response times.
In acknowledging officers' efforts, Committee **RECOMMENDED** awarding a three year contract with the council's incumbent IT provider, 'Jireh Solutions' at an annual Cost of £3,367.88 totalling £10,103.64 over three years.

B/633 To report on a recent change within CCLA.
Committee **NOTED** the officers update. There was discussion on potential alternatives to CCLA as there was concern that the town council were putting most of its eggs on one basket and that CCLA are in fact dealing with organisations the council wish to avoid. It was suggested that if there were concerns in this area, they should be relayed to CCLA.

B/634 To receive updates from the following working groups:

1. **Climate Change Action Forum** - Cllr Kambites highlighted the existence of new electric bike hire scheme to be rolled out in select

15/01/2024

areas of the District – she did not think Stonehouse would be chosen for this in light of the fact that it was too flat an area

2. **Oldends Lane Development –** the working group would be meeting with Hitchin's Chief engineer later in the week to discuss the design for the sewer for both the football club and pavilion's sewerage. Officers were asked to place a monitoring meter on the incoming electrical supply to the Pavilion to confirm that the supply is not providing electricity to any other facility on site; this follows concerns that the pavilion continues to use significant amounts of electricity even though the facility is basically used once a week.
   It was agreed for SCCAF to look into alternative heating systems for the Pavilion
3. **Support Stonehouse**
   SS have met but no further actions have been agreed
4. **Youth**
   Cllr Wendy Thomson is currently looking into reaching an understanding as to how to encourage girls back into sport - to date she has contacted 'Women in Sport', 'Active Glos', The Door, Maidenhill school and Sportily.
5. **Policy**
   The working group are looking at the H&S policy and Cllr Callinan is heading up the review on the council's strategy. The policy team was asked if it would consider reviewing the HR sub committee terms of reference and delegated powers.
6. **Internal Audit Panel**
   The next ICC to be undertaken in January 2024

<u>B/635</u> **To note the date of the next meeting – Monday 15th January 2023**
Committee NOTED the date of the next meeting

15th Jan 2024

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
INCOME						
Town Business Committee						
100	Precept	£373,973.21	£0.00	£373,973.00	-£0.21	0.00%
105	Newsletter Advertising	£100.00	£0.00	£0.00	-£100.00	-100.00%
120	Feed-in Tariff from Town Hall	£800.00	£0.00	£588.51	-£211.49	-26.44%
125	Stonehouse Town FC lease	£600.00	£0.00	£0.00	-£600.00	-100.00%
126	STFC Water Recharge	£0.00	£0.00	£0.00	£0.00	0.00%
127	STFC Electric Recharge	£0.00	£0.00	£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%

15/01/2024

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%

15/01/2024

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%

15/01/2024

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%

15/01/2024

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%

15/01/2024

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%

15/01/2024

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	Severnside Safety Supplies Ltd - PC - Wellies	471720
3421		£22.37	1020	20/11/23	Severnside Safety Supplies Ltd - PC - Safety reading glasses	471726
		£50.91		Severnside 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 YUENERGY	£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				

15/01/2024

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
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 ____________________ Signature ____________________

Date ____________________

J Collins
15th Jan 2024