



**Minutes of a meeting of the Town Council
held on Monday 19th February 2024, 7pm
at the Town Hall**

Present:

Councillors: Councillors: Rachel Armstrong, John Callinan, Keith Creighton, Debbie Curtis, Mike Davis, Marcus Dixon, Neil Gibbs, Madelaine Maraboli-Roman, Wendy Thomson and Theresa Watt (Vice Chair of Council).

In Attendance: Town Clerk, Carlos Novoth and Ward Cllr Mattie Ross, the Senior Town Maintenance Officer

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

In the absence of the Chair of Council, Cllr Theresa Watt assumed the Chair for the meeting.

TC3182 To receive apologies
Apologies were received from Cllrs Carol Kambites, Gary Powell, Val Randell and Keith Terry

TC3183 To receive declarations of interest
There were no declarations of interest

With agreement of Council, the Chair brought forward agenda item TC3188

TC3188 To receive an introduction to the new Senior Town Maintenance Officer
The Clerk introduced the new Senior Town Maintenance Officer. The Officer provided a brief overview of his work experience. The Chair welcomed the Officer to the town council and thanked him for attending the meeting to make himself known amongst town councillors.

The Senior Town Maintenance Officer left the meeting

TC3184 To approve the minutes of the Town Council meeting of 22nd Jan '23

C. Kambites
5/3/24

Council APPROVED the minutes as a true and accurate record of the meeting, subject to the following minor amendments (references to Cllr Madelaine Maraboli-Roman)

- TC3186 To receive reports from Chair of Town Council and town councillors**
Cllr Theresa Watt - attended a meeting with regards a new e bike scheme - Stonehouse to be allocated two electric bikes for hire - she also attended a Support Stonehouse meeting.
Cllr Wendy Thomson - attended a meeting with the Stroud District Athletics Club with regards to furthering links with Maidenhill School in terms of introducing an athletics throwing net within the school - she is also discussing with Maidenhill the prospect of incorporating new tennis courts within the school grounds. She asked to join the Recreational Working Group to further develop the idea.
Cllr Debbie Curtis - Stonehouse Court Hotel is considering holding a mini festival event - interest is currently being shown by St Cyr's, Sportily and other groups.
- TC3187 To receive reports from County and District Councillors**
Cllr attended the meeting for a short while to answer any queries before she gave apologies for having to leave early.
Ward Cllr Mattie Ross had provided a written update that was circulated on Monday 19th February. She added that she had attended the funeral of Major Peter Rawll. The Chair thanked her for her attendance.
- Ward Cllr Mattie Ross left the meeting
- TC3188 To receive an introduction to the new Senior Town Maintenance Officer**
Agenda item brought forward - see above details
- TC3189 To receive RFO's budget report and bank reconciliation for Jan 2024**
Two Cllrs commented that they had not received the relevant support papers for this item with one Cllr not having received any information by email. The Clerk said that he would follow the matter up with the council's IT support. Both Cllrs were provided with the relevant information at the meeting
Council NOTED the bank reconciliation for January 2024 with an opening balance of £67,909.58 and a closing balance of £43,932.59.
A question was raised in relation to the cost of the senior Town Maintenance Officer - it was confirmed that his salary was coded to the salaries budget.
Council also NOTED the RFO's latest budget report showing a total 'Actual Net Income' of £406,857.93; a total 'Actual Net Expenditure' of £348,129.64 and a total reserve movement of £31,019.05
- TC3190 To approve the latest payment list**
Council APPROVED the latest payment list totalling a gross of £27,141.95

C. K.

- TC3191 To note the outcome of the 3rd quarter Internal Control Checks**
The Clerk provided an overview of the 3rd quarter ICC check in the absence of the town councillor that undertook the detailed checks. The only issue under consideration by Officers relates to the signing off, of payments through the 'Edge' Finance system. When payments are being signed off, signatories are required to first look at the relevant invoices. Whilst it has been established that this does take place, the check is not always done through 'Edge' but by checking the invoices sent to signatories when asked to sign payments off. This means that the finance software does not recognise that the check takes place. In future signatories will be asked to look at all invoices through the 'Edge' portal
Council **NOTED** the outcome of the 3rd quarter ICC checks and the change being implemented to the sign off process
- TC3192 To approve the award of a contract to effect repairs to the car park surfacing at Oldends lane**
The Clerk explained the condition of the car park surface had deteriorated quite significantly and repair work was necessary. Discussions with the Council's Oldends Lane Development Working Group with specific regards to the potential installation of the new sewer pipe that would run almost the length of the car park, rendered a long term repair as too soon to be considered - it was felt that a temporary solution would be sought to deal with the existing potholes. To this end, 7 tonnes of road plainings have been ordered at relatively low cost for the town maintenance officers to fill the potholes.
Council **NOTED** the Officers decision.
- TC3193 To receive the minutes of the Business Committee meeting on 5th February '24**
Council **NOTED** the minutes of the meeting. An error was highlighted but it was agreed that this would be corrected at the next Business Committee meeting
- TC3194 To receive the minutes of the Environment Committee meeting on 29th Jan '24 and to approve the following recommendation:**
Council **NOTED** the minutes of the meeting
- **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**
Council **RESOLVED** to approve the adoption of the grass verge with the view to enhancing the entrance to the town.
- TC3195 To receive an update on the council's Grounds Maintenance Contract Tender process**
The Clerk provided an overview of the current tender process and highlighted the need to seek a decision from Environment committee on 29th January 2024 to halt the process. All contractors tendering for the

C. J.

contract were advised of the reason and had responded positively to the decision.

The contract documents have since been revised and placed on the Gov't website 'Contracts Finder' with a deadline for Tender submissions of Noon 23rd February 2024.

Council **NOTED** the urgent decision by Environment Committee at its meeting on 29th January, the revision to the contract documents and their submission to 'Contract finder'.

- TC3196 To approve communications in support of the meeting's decisions**
Reference to be made to the new Senior Town Maintenance Officer and the potential adoption of the grass verge adjacent to the Horsetrough roundabout
- TC3197 Date of next meeting - Monday 18th March '24**
Council **NOTED** the date of the next meeting

C.K.

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	FPO180124TWHAW WKINS	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

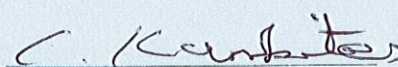
Total uncleared and unrepresented	0.00	0.00
Total debits / credits	27231.53	3254.54

Reconciled by Carla Swindells

Signed _____

Clerk / Responsible Financial Officer

Date _____



Chair

5/3/24

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 Doddle Agency Ltd - Stoenhouse.biz domain renewal for 1 year	1865
		£36.00	£6.00	£30.00	Doddle 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

C. Kambites

Signature

Date

5/3/24

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	Severnside Safety Supplies Ltd - Safety Shoes - Rod Helps	472740
		£139.25	£23.21	£116.04	Severnside 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	

Signature

C. Karabitter

Signature

Date

5/3/24

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 eqi Annual cctv maintenanc	
	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 mainteance Annual intruder alarm Annual emergency light Annual fire fighting equi	
		£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

C. Karbiter

Signature

Date

3/3/24

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

C.K

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

C. J.

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	£0.00
1130	Civic/Remembrance Parades	£180.00	£0.00	£180.00
1140	Pavilion Overheads	£15,700.00	£11,604.00	£18,102.96
1150	Workshop Overheads	£4,600.00	£0.00	£1,686.15
1160	Equipment & Vehicle Costs	£3,800.00	£0.00	£2,324.66
1170	Youth Centre Workers	£54,000.00	£0.00	£54,758.74
1180	Youth Centre Overheads	£10,900.00	£0.00	£3,977.52
1200	Subscriptions	£3,500.00	£0.00	£2,077.96
1210	Insurances	£7,000.00	£0.00	£6,239.18
1220	Project Planning & Delivery	£0.00	£299.00	£299.00
1230	Climate Change	£5,000.00	£0.00	£4,690.00
Total Town Business Committee		£346,380.00	£25,827.35	£296,289.97
Town Environment Committee				£75,917.38
1190	Amenity Areas	£46,300.00	£1,582.80	£38,453.30
2000	Christmas Lights	£5,000.00	£0.00	£571.00
2005	Climate Change	£2,000.00	£0.00	£0.00
2010	In Bloom	£7,000.00	£2,677.98	£6,180.39
2050	Cultural Events & Studies	£9,300.00	£930.92	£6,400.98
2080	Neighbourhood Plan Review	£0.00	£0.00	£0.00
2090	Planning Specialist Advice	£0.00	£0.00	£234.00
Total Town Environment Committee		£69,600.00	£5,191.70	£51,839.67
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	

C - K.

