



**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 school children in need of financial support within the local community 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'.

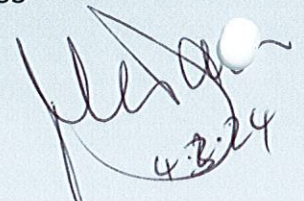
Committee **APPROVED** the latest payment list totalling £33,808.15

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

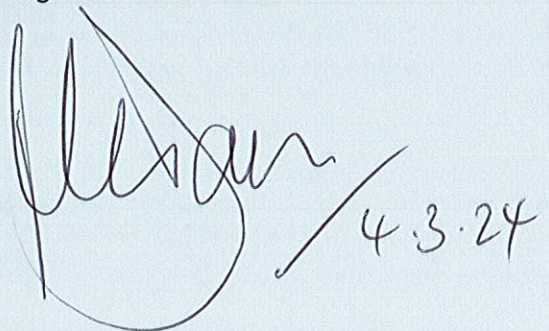
B/658 To approve the formation of a Town Council working group to lead on potential Transfer of land at Court View
Committee **RESOLVED** to form a new council led working group to lead on its discussions with the current developer of Court view and report back to committee. Members of the working group 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



A handwritten signature, possibly 'P. Khan', is written in dark ink. To the right of the signature, the date '4.3.24' is written in a similar style.

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

Date

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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

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Stonehouse Town Council

Expenditure transactions - approval list

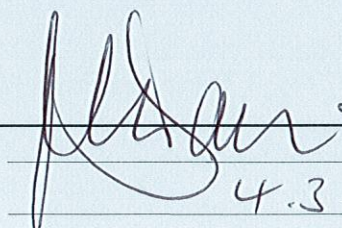
Start of year 01/04/23

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				

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Date


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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%

 23.24

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%


4.3.24

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%

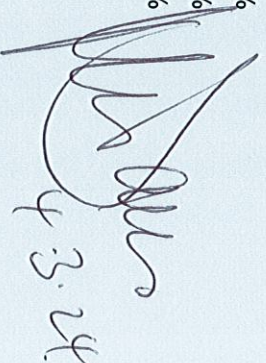
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Financial Budget Comparison

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 Total	£3,750.00	£0.00	£4,962.61	£-1,212.61	-32.34%
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	£907.70	£-307.70	-51.28%
1140/3 Electric	£8,300.00	£0.00	£2,827.23	£5,472.77	65.94%
1140/4 Cleaning	£1,000.00	£0.00	£301.11	£698.89	69.89%
1140/5 Maintenance (reactive)	£3,000.00	£0.00	£1,107.85	£1,892.15	63.07%
1140/6 Maintenance (programmed)	£1,000.00	£0.00	£11,715.42	£-10,715.42	-1071.54%
1140/7 Waste Collection	£900.00	£0.00	£312.16	£587.84	65.32%
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	£17,802.97	£-2,102.97	-13.39%
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	£173.48	£1,826.52	91.33%
1150/5 Waste Collection	£2,000.00	£0.00	£783.15	£1,216.85	60.84%
1150/6 Security	£0.00	£0.00	£190.86	£-190.86	100.00%

 4.3.24


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%


4.3.24

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%

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4.3.24