



STONEHOUSE TOWN COUNCIL

To Members of the Town Council

You are hereby summoned to attend the Town Council Meeting to be held on Monday 22nd April '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
16th April 2024

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

A G E N D A

- | | |
|--------|--|
| TC3221 | To receive apologies |
| TC3222 | To receive declarations of interest |
| TC3223 | To approve the minutes of the Town Council meeting of 18 th March '24 |
| TC3224 | To receive a letter of thanks from Stonehouse School Trustees |
| TC3225 | To receive reports from Chair of Town Council and town councillors |
| TC3226 | To receive reports from County and District Councillors |
| TC3227 | To receive RFO's budget report and bank reconciliation for March '24 |
| TC3228 | To approve the latest payment list |
| TC3229 | To approve a grant application from 'Stonehouse In Bloom' |
| TC3230 | To receive the results of the 4 th quarter internal control check |
| TC3231 | To receive the outcome of the Annual Internal Audit for financial year 2023/24 |

- TC3232 To receive the minutes of the Business Committee meeting on 8th April '24 and approve the following recommendations:
1. To approve the council's latest:
 - a) Standing Orders
 - b) Financial Regulations
 - c) Complaints Policy
 - d) Equality and Diversity Policy
 - e) Financial Risk Review
 2. To approve the Clerk and Deputy Clerk as full bank Signatories for the council's Lloyds account and CCLA account as a back-up arrangement for signing off payments and money transfers
- TC3233 To receive the minutes of the Environment Committee meeting on 25th March '24
- TC3234 To resolve to act as an 'Asset Lock' in support of the SHIP Inn site project group forming a 'Community Interest Company' (CIC).
- TC3235 To resolve to sign a licence agreement for the restricted use of the Ship Inn site for 'Meanwhile Use'.
- TC3236 To approve communications in support of the meeting's decisions
- TC3237 Date of next meeting - Monday 13th May '24

Public Bodies (Admission to Meetings) Act 1960

The Council will by resolution exclude the public from the following items as due to the confidential nature of the business to be transacted publicity of the item would be prejudicial to the public interest.

- TC3238 To receive an update from HR Sub Committee meeting on Wednesday 17th April '24 and to approve its recommendations.



STONEHOUSE
TOWN COUNCIL

Minutes of a meeting of the Town Council
held on Monday 18th March 2024, 7pm
at the Town Hall

Present:

Councillors: Councillors: John Callinan, Keith Creighton, Debbie Curtis, Mike Davis, Marcus Dixon, Neil Gibbs, Madelaine Maraboli-Roman, 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.

There were no members of the public attending the meeting.

In the absence of Cllr Carol Kambites, Cllr Theresa Watt stood as Chair for the meeting

TC3203 To receive apologies

Apologies were received from Cllr Rachel Armstrong, Carol Kambites, Gary Powell, Val Randell, Keith Terry and Wendy Thomson. Ward Cllr Mattie Ross also offered her apologies

TC3204 To receive declarations of interest

A Declaration of interest were made by Cllr Theresa Watt for Agenda Item TC3209

TC3205 To approve the minutes of the Town Council meeting of 5th March '24
Council APPROVED the minutes as a true and accurate record of the meeting

TC3206 To receive reports from Chair of Town Council and town councillors
Cllr Theresa Wat attended the 'E' Bike project information meeting
Cllr Debbie Curtis attended the meeting for the Canal Festival - A date 1st September has been set for the Festival. Cllr Curtis also attended a meeting of Stonehouse School of Trustees.
Cllr Keith Creighton attended a Boat Mobility meeting and is now a Trustee.

Cllr Neil Gibbs attended a Doverow Hill Wood Trust meeting earlier in the day: The Trust agreed to retain its Charitable status for the time being albeit, consideration is being given to protecting the ancient woodland through Fields in Trust (FIT).

Cllr Madelaine Maraboli-Roman stated that she was a member of a Stroud Group called 'Night Angels' and would like to offer their service to Stonehouse

TC3207 To receive reports from County and District Councillors
There were no updates from ward or County Councillors

TC3208 To receive RFO's budget report and bank reconciliation for February '24
Officers provided detailed explanations for underspends and overspends on a number of budget lines, particularly the following:

- Interest on investments had been underestimated for the year. The budgets show a significant increase in income
- Grants budget will receive a top up from reserves
- Non domestic rates were paid for in the last financial year and therefore do not show in the current year
- Newsletter printing and delivery has overspent - this was anticipated to some extent and increased costs for future years has been planned
- Grounds maintenance budget will be overspent by year end owing to the annual Stagholt Banks clearance works.

Queries were raised in connection with Health and Safety expenditure and income from newsletter adverts; It was suggested the latter be referred to the Comms Working Group

Council **NOTED** the budget report identifying a Net Actual Expenditure of £379,276.41; a Net Actual Income of £413,452.37 and Reserve Movements of £31,019.05.

Council also **NOTED** the bank reconciliation for February '24 with a closing balance of £12,130.31

In light of her declared of interest Cllr Watt stood down as Chair and left the meeting at 7.20pm; she was replaced by the Chair of Business Committee Cllr Mike Davis

TC3209 To approve the latest payment list
Council **APPROVED** the payment list totalling £9,681.13

Cllr Theresa Watt resumed as Chair at 7.25pm

TC3210 To approve the Council's Direct Debit and Standing Order payment arrangements for financial year 2024/25
Council **APPROVED** the latest recommended Direct Debits and Standing Orders

TC3211 To approve the annual subscriptions for 2024/25

Council APPROVED the recommended list of Annual Subscriptions for 2024/25 as detailed below:

- GAPTC - £
- SLCC - £298
- GRCC - £25
- Fields In Trust - £65 (payment is required for the past two years)
- Open Spaces Society - £45
- Survey Monkey - £320
- Parish Online - £360
- Cotswold Canals Trust - £40
- GPFA - £100

A query was raised in relation to access to Survey Monkey - The clerk could not answer the query at the meeting but a response is included in these minutes - The subscription to the package includes a single licence with an ability to analyse data.

TC3212 **To receive an update on the preparations for the Annual Meeting of the Town (including Civic Awards) scheduled for 25th April 2024**
Council NOTED the date of the Annual Meeting of the Town; Cllrs were asked to make themselves available to attend if at all possible.

TC3213 **To note the town council's financial assistance towards Transition Stroud's 'e' bike scheme and approve the council's involvement as a Community Partner.**
Cllr Theresa Watt presented an overview of the project and that the Environment Committee had awarded a grant of £2,000 to Transition Stroud in support of the scheme. The Council are being asked to provide a little further support in kind to ensure that the scheme has every chance of success.
Council APPROVED the addition support needed in terms of acting as a Community Partner.

TC3214 **To approve questions to the GAPTC for its Annual General Meeting**
Council agreed there were no burning issues it wished GAPTC to discuss

TC3215 **To approve the recruitment of the temporary replacement for the Business Support Officer's post**
The council had received applications from two very good candidates; However, the interview team agreed by HR Sub Committee, put forward its recommendation - the individual could start immediately, had good customer service skills, would fit in well with the office and maintenance team and would offer further advantages to drive the council's business forward.
Council APPROVED the HR Sub Committee's recommendation with authorisation for an immediate start.

TC3216 **To approve the purchase of grounds maintenance equipment**
The Clerk presented the item listing three items of machinery needed for the council operation; this totalled a cost of £647 including vat as

detailed in the supporting papers. A minor amendment was requested for a strimming head at an additional cost of £112.80 including vat making a total spend of £759 including vat
Council **APPROVED** the purchase of the recommended machinery at a total cost of £759 including vat

- TC3217** **To receive the minutes of the Business Committee meeting on 4th March '24 and approve the following reviewed policies**
Council **NOTED** receipt of the Business Committee's draft Minutes
- **Grant Policy**
The Chair provided an overview of the changes; it was suggested that future revisions might include referencing to some level of auditing. Council **APPROVED** the Grant Policy
 - **Risk Management Policy**
Council **APPROVED** the Risk Management Policy
 - **Health and Safety Policy**
Council **APPROVED** the Health and Safety Policy
 - **Code of Conduct**
Subject to the removal of all references to Stroud District Council from the document, Council **APPROVED** the Gloucestershire wide adopted Code of Conduct
 - **Investment Strategy**
Council **APPROVED** the Investment Strategy
- Comment was made with regards to agreeing a format for the presentation of the council's policies in future; to be considered by both the Policy and Communications working groups
- TC3218** **To receive the minutes of the Environment Committee meeting on 26th February '24**
Council **NOTED** receipt of the Environment Committee's draft minutes
- TC3219** **To approve communications in support of the meeting's decisions**
The following were suggested:
- 'E' Bike Scheme
 - Canal Festival date of 1st September
 - Purchase of battery powered grounds machinery
- TC3220** **Date of next meeting - Monday 22nd April '24**
Council **NOTED** the date of the next meeting

Notes on Agenda items, Full Town Council Monday 22nd April 2024

TC3223 - Minutes	See attached minutes
TC3224 - Letter	See attached letter from Stonehouse School Trustees
TC3227 - Budget	See attached budget report and bank reconciliation
TC3228 - Payments	Payment list to be provided at the meeting
TC3229 – SIB Grant App	See attached application
TC3230 – ICC 4 th Quar	See attached working document
TC3231 – Internal Audit	See attached internal audit report for 2023/24 financial year
TC3232 – BC Minutes	<p>See attached draft minutes of BC meeting</p> <ol style="list-style-type: none"> See attached policy documents: <ul style="list-style-type: none"> Standing Orders Financial Regulations Complaints policy Equality and Diversity policy Financial Risk Review In the event that current bank signatories are not re elected as Stonehouse town councillors in the May 24 elections, it is essential that the town council are able to continue making payments to suppliers. As a fail-safe position, it is recommended for both the Clerk and Deputy Clerk to be designated as full signatories for the council's Lloyds operating account and the CCLA account. Recommendation: For Council to approve both the Clerk and Deputy Clerk to become full bank signatories for both the Lloyds Operating account and CCLA account with immediate effect.
TC3233 – EC Minutes	See attached draft EC minutes
TC3234 – Ship Inn site	<p>A working group comprising of the town and District Council has been set up to develop a business case for the future use of the Ship Inn site as a community asset. There is a requirement to identify a 'body' that would take over the management of the site; the project group is proposing this takes the form of a Community Interest Company, CIC. An application to form a CIC requires the body forming the CIC to identify an organisation that can be used to take on any assets in the case of it being wound up.</p> <p>An asset lock is a constitutional device that prevents the distribution of residual assets to members. The purpose of an asset lock is to ensure that any retained surplus or residual value cannot be appropriated for private benefit of members and should be used for public or community benefit.</p> <p>Recommendation: For Council to resolve to take on all assets in the event of the CIC winding up</p>
TC3235 - Ship Inn site Licence	<p>Under the auspices of the Anchor Group (a working group formed by STC and SDC), a licence for the 'Meanwhile Use' of the Ship Inn Site has been finalised ready for signing – See attached Licence. This will allow the 'Project group', to have restricted use of the site until such time as a Business Case for the permanent use of the site as a community asset is approved by Stroud District Council</p> <p>Recommendation: For council to resolve to sign the Licence</p>
TC3238 - HR	The Chair of HR Sub Committee will provide a detailed update at the meeting

STONEHOUSE SCHOOL TRUSTEES

registered charity 299061

28 Meadow Road, Stonehouse, Glos, GL10 2HL – Tel: 07807 773743
info@stonehouseschooltrustees.org.uk

5th April 2024

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

Dear Carlos,

Stonehouse School Trustees' Grant for Pollarding Elm Road Trees

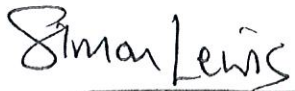
The Stonehouse School Trustees have asked me to pass on their grateful thanks to the Council for the recent grant of £1,000, which has been used to offset the cost of having the three London Plane trees in Elm Road pollarded. I have enclosed a copy of the invoice from King's Tree Services Ltd showing that the work has been carried out and the invoice paid.

The chipped wood from the trees was given to Stonehouse-in-Bloom to use as mulch in their various projects enhancing the town.

Being able to use this grant money to offset our costs, the Trustees have been able to make grants to four Year 6 pupils to go on a residential trip with their year group in May and to support a local student buy necessary equipment for their medical course at university.

Once again, on behalf of the Trustees, thank you to the Business Committee and the Council for their support.

With kind regards,



Simon Lewis
Trust Administrator

Enclosed: Copy on invoice

CL 409

King's Tree Services Ltd Invoice



To: STONEHOUSE SCHOOL TRUSTEES
28 MEADOW ROAD
STONEHOUSE
GLOUCESTERSHIRE
GL102HL

Invoice Date: 21.02.24
Invoice #: 1382
Please pay via BACS transfer to:
Bank Name: BARCLAYS BANK
Sort Code: 20.84.58
Account No: 83982831

Project		Due Date
TREE SURGERY	PAYMENT TERMS 14 DAYS	06.03.24
Description	Unit Price	
1.00 TREE WORK COMPLETED AS PER QUOTATION DATED MONDAY 22ND JANUARY 2023	£933.00	£933.00

Sub Total £933.00
VAT @ 20% £186.60
Total £1119.60

Thank you for your business!

Ben King, Director
Registered Office: 25 Quail Meadows, Tetbury, Glos. GL8 8PQ
T: 01666 500216 E: ben@kingstrees.co.uk
Registered in England & Wales: Company No. 08875831
VAT No. 178 0337 96

Bank Account Reconciled Statement

Stonehouse Town Council

01651837

30-98-29

Statement Number

48

Bank Statement No.

48

Statement Opening Balance

£12,130.31

Opening Date

01/03/24

Statement Closing Balance

£49,035.54

Closing Date

31/03/24

True/ Cashbook Closing
Balance

£49,035.54

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/03/24	BGC010324HSBC	HSBC	0.00	180.00	12,310.31
01/03/24	DD010324NEST	NEST	2,017.89	0.00	10,292.42
01/03/24	DEB010324SETON	Seton	46.12	0.00	10,246.30
01/03/24	DEB010324UKOFFICE	UK Office Direct	32.11	0.00	10,214.19
04/03/24	FPI040324MAGPIES	Magpies Social Club	0.00	262.50	10,476.69
06/03/24	BGC060324EDF	EDF	0.00	247.68	10,724.37
06/03/24	FPI060324CCCLA		0.00	70,000.00	80,724.37
07/03/24	DD070324O2	O2	69.02	0.00	80,655.35
08/03/24	DD080324YUENERGY	YU Energy	273.53	0.00	80,381.82
11/03/24	DD110324YUENERGY	YU Energy	467.63	0.00	79,914.19
11/03/24	DEB110324AMAZON	Amazon	32.06	0.00	79,882.13
11/03/24	FPO110324DOUGFIELD	Dougfield Plumbers Supplies	6.72	0.00	79,875.41
11/03/24	FPO110324EASYWINDOW	Easy Window Cleaning	16.80	0.00	79,858.61
11/03/24	FPO110324GCC	Gloucestershire County Council	701.14	0.00	79,157.47
11/03/24	FPO110324KIBLEC	Kiblec Electrical & Security	90.00	0.00	79,067.47
11/03/24	FPO110324SANCTUS	Sanctus Training	264.00	0.00	78,803.47
11/03/24	FPO110324SST	Stonehouse School of Trustees	1,000.00	0.00	77,803.47
11/03/24	FPO110324STROUDALARM	Stroud Alarms	44.28	0.00	77,759.19
11/03/24	FPO110324THEDOOR	The Door	866.37	0.00	76,892.82
11/03/24	FPO110324TWHAWKINS	T W Hawkins & Sons	2,478.00	0.00	74,414.82
12/03/24	DEB120324VOIPFONE	Voipfone	20.00	0.00	74,394.82
13/03/24	DEB130324WILDWOOD	Wildwood Ecology	192.00	0.00	74,202.82
14/03/24	DD140324WATERPLUS	WaterPlus	94.72	0.00	74,108.10
15/03/24	BGC150324HFT	Home Farm Trust (South West)	0.00	36.00	74,144.10

Bank Account Reconciled Statement

15/03/24	BGC150324LLOYD S	Lloyds Bank	11.50	0.00	74,132.60
20/03/24	FPO200324ADAD	All Done and Dusted	98.40	0.00	74,034.20
20/03/24	FPO200324EASYW INC	Easy Window Cleaning	16.80	0.00	74,017.40
20/03/24	FPO200324GCC	Gloucestershire County Council	165.94	0.00	73,851.46
20/03/24	FPO200324GRUND ON	Grundon Waste Management Ltd	64.79	0.00	73,786.67
20/03/24	FPO200324HMRC	HMRC	3,736.00	0.00	70,050.67
20/03/24	FPO200324JIREH	Jireh Solutions Ltd	802.48	0.00	69,248.19
20/03/24	FPO200324JMC	Jo Mew Creative	175.00	0.00	69,073.19
20/03/24	FPO200324KELL	Kellaway Building Supplies Ltd	52.57	0.00	69,020.62
20/03/24	FPO200324MDL	MDL Kelex	80.00	0.00	68,940.62
20/03/24	FPO200324MRG	MRG Systems	348.00	0.00	68,592.62
20/03/24	FPO200324PROLIF IC	Prolific Solutions (South West) Ltd	18.00	0.00	68,574.62
20/03/24	FPO200324SIB	Stonehouse In Bloom	100.00	0.00	68,474.62
20/03/24	FPO200324SLCC	SLCC Enterprises Ltd	442.00	0.00	68,032.62
20/03/24	FPO200324STL	STL Gloucester Ltd	2,341.50	0.00	65,691.12
20/03/24	FPO200324STMEN V	STM Enviromental	780.00	0.00	64,911.12
20/03/24	FPO200324STROU DALARM	Stroud Alarms	53.58	0.00	64,857.54
20/03/24	FPO200324STROU DALRMS	Stroud Alarms	90.00	0.00	64,767.54
20/03/24	FPO200324TRANSI TION	Transition Stroud	2,000.00	0.00	62,767.54
20/03/24	FPO200324TW	Theresa Watt	12.75	0.00	62,754.79
21/03/24	DD210324NEST	NEST	1,879.68	0.00	60,875.11
21/03/24	DD210324WATERP LUS	WaterPlus	276.23	0.00	60,598.88
21/03/24	DEB210324VOIPFO NE	Voipfone	8.40	0.00	60,590.48
22/03/24	DD220324WATERP LU	WaterPlus	59.52	0.00	60,530.96
22/03/24	FPI220324	Redkite Solicitors	0.00	25.00	60,555.96
25/03/24	DD250324BT	BT	194.92	0.00	60,361.04
25/03/24	SO250324SALARIE S	Staff Salaries	10,378.31	0.00	49,982.73
27/03/24	DD270324JOHNST AYTE	John Stayte Services Ltd	80.00	0.00	49,902.73
27/03/24	DEB270324GE&CO	Gordon Ellis & Co	282.00	0.00	49,620.73
28/03/24	BGC280324MELTO N	Melton Mowbray Building Society	0.00	127.85	49,748.58
28/03/24	DD280324PEAC	PEAC Finance	176.88	0.00	49,571.70
28/03/24	DD280324WATERP LUS	WaterPlus	2.61	0.00	49,569.09

Bank Account Reconciled Statement

28/03/24	SO280324PATA	PATA Payroll	65.55	0.00	49,503.54
28/03/24	SO280324UBICO	Ubico Limited	468.00	0.00	49,035.54

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	33973.8	70879.03

Reconciled by Carla Swindells

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	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	£829.87	£29.87	3.73%
125	Stonehouse Town FC lease	£600.00	£0.00	£600.00	£0.00	0.00%
126	STFC Water Recharge	£0.00	£0.00	£0.00	£0.00	0.00%
127	STFC Electric Recharge	£0.00	£0.00	£1,999.53	£1,999.53	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	£5,998.12	£1,001.88	-14.31%
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	£3,150.00	£0.00	0.00%
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	£1,803.28	£1,303.28	260.66%
170	Investments Interest	£0.00	£0.00	£127.85	£127.85	100.00%
171	Bank Interest - Lloyds Bank	£200.00	£0.00	£127.85	£72.15	-36.08%
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	£2,073.88	£1,873.88	936.94%
175	Town Hall/Library Recharges	£3,700.00	£0.00	£2,863.55	£836.45	-22.61%
176	Bank Interest - Nationwide	£200.00	£0.00	£3,074.03	£2,874.03	1437.02%
177	Bank Interest - Melton Building Society	£0.00	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	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	£417,402.51	£23,442.30	5.95%
Town Environment Committee						
200	Stonehouse in Bloom	£1,500.00	£0.00	£0.00	-£1,500.00	-100.00%
205	Event Income/Donations					
205/1	Events	£1,200.00	£0.00	£1,140.00	-£60.00	-5.00%
205/2	Donations	£0.00	£0.00	£259.64	£259.64	100.00%
205	Total	£1,200.00	£0.00	£1,399.64	£199.64	16.64%
210	Planting Sponsorship	£1,500.00	£0.00	£650.00	-£850.00	-56.67%
215	Grants	£0.00	£0.00	£0.00	£0.00	0.00%
Total Town Environment Committee		£4,200.00	£0.00	£2,049.64	-£2,150.36	-51.20%
Total Income		£398,160.21	£0.00	£419,452.15	£21,291.94	5.35%
EXPENDITURE						
Town Business Committee						
1000	Salaries					
1000/1	Contracted staff	£180,000.00	£0.00	£179,353.09	£646.91	-0.36%
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	£179,353.09	£646.91	-0.36%
1010	Training & Recruitment					
1010/1	Contracted Staff	£4,000.00	£0.00	£2,833.00	£1,167.00	-29.18%
1010/2	Councillors	£1,000.00	£0.00	£127.68	£872.32	-87.23%
1010	Total	£5,000.00	£0.00	£2,960.68	£2,039.32	-40.79%

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
1020	Health & Safety	£2,500.00	£0.00	£583.41	£1,916.59	-76.66%
1030	Professional Fees	£8,000.00	£0.00	£6,412.40	£1,587.60	-19.85%
1040	IT support					
1040/1	General	£6,750.00	£0.00	£6,299.23	£450.77	-6.68%
1040/2	Website	£1,000.00	£0.00	£1,478.47	£-478.47	47.85%
1040/3	Newsletter	£0.00	£0.00	£0.00	£0.00	0.00%
1040/4	Phones	£1,500.00	£0.00	£464.96	£1,035.04	-69.00%
1040/5	Printing	£0.00	£0.00	£640.95	£-640.95	100.00%
1040	Total	£9,250.00	£0.00	£8,883.61	£366.39	-3.96%
1050	Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	-100.00%
1060	Grants					
1060/1	One-Offs	£10,000.00	£5,000.00	£22,136.00	£-7,136.00	71.36%
1060/2	Long-Term	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
1060	Total	£15,000.00	£5,000.00	£22,136.00	£-2,136.00	14.24%
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	£800.38	£-100.38	14.34%
1070/3	Electric	£3,000.00	£0.00	£2,689.97	£310.03	-10.33%
1070/4	Gas	£4,000.00	£0.00	£1,939.19	£2,060.81	-51.52%
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	£584.28	£415.72	-41.57%
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%

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
1070	Total	£14,500.00	£0.00	£7,750.34	-53.45%
1080	Town Hall/Library STC costs				
1080/1	Exterior Maintenance/Cleaning	£1,000.00	£150.00	£850.00	-85.00%
1080/2	Interior Cleaning	£1,500.00	£1,954.31	-£454.31	30.29%
1080	Total	£2,500.00	£2,104.31	£395.69	-15.83%
1090	Admin Expenses				
1090/1	Paper	£250.00	£127.25	£122.75	-49.10%
1090/2	Other	£2,000.00	£2,534.36	-£534.36	26.72%
1090/3	Printing and Delivery of Newsletters	£1,500.00	£3,120.00	-£1,620.00	108.00%
1090	Total	£3,750.00	£5,781.61	-£2,031.61	54.18%
1100	Mayor's Charity & Expenses	£300.00	£66.48	£233.52	-77.84%
1110	Travel Costs/Staff & Councillors	£400.00	£0.00	£400.00	-100.00%
1120	Election Costs	£0.00	£8,924.35	£0.00	0.00%
1130	Civic/Remembrance Parades	£180.00	£0.00	£180.00	-100.00%
1140	Pavilion Overheads				
1140/1	Rates	£0.00	£0.00	£0.00	0.00%
1140/2	Water	£600.00	£1,167.33	-£567.33	94.56%
1140/3	Electric	£8,300.00	£5,905.56	£2,394.44	-28.85%
1140/4	Cleaning	£1,000.00	£327.87	£672.13	-67.21%
1140/5	Maintenance (reactive)	£3,000.00	£1,466.02	£1,533.98	-51.13%
1140/6	Maintenance (programmed)	£1,000.00	£11,745.41	£858.59	-85.86%
1140/7	Waste Collection	£900.00	£312.16	£587.84	-65.32%
1140/8	Security	£200.00	£526.50	-£326.50	163.25%

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
1140/9	Septic Tank	£700.00	£0.00	£480.00	£220.00	-31.43%
1140	Total	£15,700.00	£11,604.00	£21,930.85	£5,373.15	-34.22%
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	£780.27	-£480.27	160.09%
1150/4	Maintenance (programmed)	£2,000.00	£0.00	£233.24	£1,766.76	-88.34%
1150/5	Waste Collection	£2,000.00	£0.00	£945.12	£1,054.88	-52.74%
1150/6	Security	£0.00	£0.00	£210.86	-£210.86	100.00%
1150	Total	£4,600.00	£0.00	£2,169.49	£2,430.51	-52.84%
1160	Equipment & Vehicle Costs					
1160/1	Equipment and Vehicle costs	£1,000.00	£0.00	£1,768.39	-£768.39	76.84%
1160/2	Maintenance	£1,000.00	£0.00	£715.07	£284.93	-28.49%
1160/3	Fuel	£1,000.00	£0.00	£561.50	£438.50	-43.85%
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	£3,424.50	£375.50	-9.88%
1170	Youth Centre Workers	£54,000.00	£0.00	£55,625.11	-£1,625.11	3.01%
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	£2.61	£297.39	-99.13%
1180/3	Electric	£3,000.00	£0.00	£1,700.41	£1,299.59	-43.32%
1180/4	Cleaning	£1,000.00	£0.00	£983.00	£17.00	-1.70%

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
1180/5	Maintenance (reactive)	£2,000.00	£0.00	£2,000.00	-100.00%
1180/6	Maintenance (programmed)	£1,500.00	£0.00	£1,500.00	-100.00%
1180/7	Waste collection	£700.00	£109.44	£590.56	-84.37%
1180/8	Security	£500.00	£1,211.55	£-711.55	142.31%
1180/9	IT costs	£500.00	£797.26	£-297.26	59.45%
1180	Total	£10,900.00	£4,804.27	£6,095.73	-55.92%
1200	Subscriptions	£3,500.00	£2,665.96	£834.04	-23.83%
1210	Insurances				
1210/1	Public/Employee Liability	£7,000.00	£6,239.18	£760.82	-10.87%
1210/2	Buildings	£0.00	£0.00	£0.00	0.00%
1210/3	Vehicle	£0.00	£0.00	£0.00	0.00%
1210	Total	£7,000.00	£6,239.18	£760.82	-10.87%
1220	Project Planning & Delivery	£0.00	£299.00	£0.00	0.00%
1230	Climate Change	£5,000.00	£4,690.00	£310.00	-6.20%
Total Town Business Committee		£346,380.00	£345,803.96	£26,403.39	-7.62%
Town Environment Committee					
1190	Amenity Areas				
1190/1	Grounds Maintenance (contract)	£25,000.00	£26,242.98	£-1,242.98	4.97%
1190/2	Grounds Maintenance (in-house)	£2,000.00	£978.09	£1,021.91	-51.10%
1190/3	Play Equipment maint/repairs/insp	£2,500.00	£17,993.54	£-15,493.54	619.74%
1190/4	Public Space Improvements	£5,300.00	£1,582.80	£1,505.31	-28.40%
1190/5	Tree & Hedge/boundary maintenance	£6,500.00	£0.00	£2,744.30	-42.22%
1190/6	Waste Collection	£5,000.00	£5,564.00	£-564.00	11.28%

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance	Bal %age	
1190	Total	£46,300.00	£1,582.80	£59,911.80	-£12,029.00	25.98%
2000	Christmas Lights	£5,000.00	£0.00	£2,597.25	£2,402.75	-48.06%
2005	Climate Change	£2,000.00	£0.00	£2,000.00	£0.00	0.00%
2010	In Bloom					
2010/1	Contract Planting	£0.00	£2,677.98	£0.00	£2,677.98	100.00%
2010/2	Non-Contract Planting	£3,000.00	£0.00	£2,209.06	£790.94	-26.36%
2010/3	Watering Services	£3,000.00	£0.00	£0.00	£3,000.00	-100.00%
2010/4	Other	£1,000.00	£0.00	£4,206.33	-£3,206.33	320.63%
2010	Total	£7,000.00	£2,677.98	£6,415.39	£3,262.59	-46.61%
2050	Cultural Events & Studies					
2050/1	Goodwill	£5,000.00	£0.00	£4,801.10	£198.90	-3.98%
2050/2	Civic Awards	£300.00	£0.00	£111.34	£188.66	-62.89%
2050/3	Other	£3,000.00	£930.92	£1,224.54	£2,706.38	-90.21%
2050/4	Communications	£1,000.00	£0.00	£300.00	£700.00	-70.00%
2050	Total	£9,300.00	£930.92	£6,436.98	£3,793.94	-40.80%
2080	Neighbourhood Plan Review	£0.00	£0.00	£0.00	£0.00	0.00%
2090	Planning Specialist Advice					
2090/1		£0.00	£0.00	£884.00	-£884.00	100.00%
2090/2		£0.00	£0.00	£0.00	£0.00	0.00%
2090	Total	£0.00	£0.00	£884.00	-£884.00	100.00%
Total Town Environment Committee		£69,600.00	£5,191.70	£78,245.42	-£3,453.72	4.96%
Total Expenditure		£415,980.00	£31,019.05	£424,049.38	£44,745.37	-10.76%

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
Total Income	£398,160.21	£0.00	£419,452.15	£21,291.94	5.35%
Total Expenditure	£415,980.00	£31,019.05	£424,049.38	£22,949.67	-5.52%
Total Net Balance	-£17,819.79		-£4,597.23		

Expenditure transactions - approval list

Cheque	Gross	Heading	Invoice date	Details	Cheque Total
	£2,070.84	1200	01/04/24	GAPTC - Subscription 24/25	
	£4,898.94	1070/1	02/04/24	Stroud District Council - NDR 2024/25 - TH	
	£32.35	1020	03/04/24	Workwear Express Ltd - Polo Shirts x 4	
	£277.25	2010/4	04/04/24	Gordon Ellis & Co - Hanging Basket & Car carriage - Debit Card	
	£11,337.00	1170	04/04/24	The Door - Quarter 1 - Youthwork 1st Quarter	
	£1,167.10	1180/1	04/04/24	Stroud District Council - Non-domestic rates - Pod - April 24 - Mar 25	
	£60.00	1090/2	05/04/24	Paul Crosby - Expenses - Mobile Phone Feb - Apr 2024	
	£33.00	1090/2	05/04/24	Timpson - Cylinder & Mort Keys	
	£65.63	1070/2	09/04/24	WaterPlus - April 2024 - Water - TH	
	£3.29	1090/2	09/04/24	David Marsden - Expenses - Tea Bags	
	£31.38	1150/4	09/04/24	G R Fasteners - Black Cable Ties, Zinc Hose, Clips, Glue	
	£180.00	1010/1	09/04/24	A&E Fire and Security - Fire Marshall & Warden Training DM & CN	
	£324.00	2050/3	10/04/24	Five Valleys Signs - 6 x PVC Banners & Eyelets - Verney Fields Consultation	
	£390.00	1030	10/04/24	GAPTC - Internal Audit + service	
	£88.63	1190/5	11/04/24	Fruugo - 12 x Tree Water Bags - Debit Card	
	£30.00	1090/1	12/04/24	Delta Nine Ltd - Paper - Paid by card	
	£17.80	1090/2	12/04/24	Gary Wetson - Expenses - Toilet Rolls & Milk & Disinfectant	
	£25.00	1200	12/04/24	GRCC - 24/25 - Membership renewal	
	£18.49	1090/2	27/04/24	Hurns Hardware - Batteries x 16 & Door Bolt - TH	
	£35.00	1200	29/04/24	Information Commissioners Office - Annual fee	
Sub Total	£21,085.70				
Total	£21,085.70				

Signature

Date

Signature



STONEHOUSE
TOWN COUNCIL

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

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

Stonehouse Community Grant Application Form

Name of Club, Group or Organisation

Stonehouse in Bloom

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

Pam Swain - Chairman

Address

[REDACTED]
[REDACTED]
Stonehouse
[REDACTED]

Telephone Number:

email:

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

Is your organisation:

- | | |
|--|---|
| 1) Stonehouse based for Stonehouse residents | <input checked="" type="radio"/> YES / NO |
| 2) a Gloucestershire Organisation serving Stonehouse | YES / NO |
| 3) Stonehouse branch of a National Organisation | YES / NO |
| 4) Other | |

How much of the funds you raise is used locally?

☒ ALL / MOST / SOME / NONE

What is your total local membership?

28

What is your VAT status?

REGISTERED / ☒ NOT REGISTERED

What are the aims and objectives of your Organisation? SIB exists to improve the local environment for the whole community. It works with the TC, GWR, Network Rail and local schools and businesses to transform neglected areas into spaces that encourage wild life, bring a sense of pride to the town and lift the spirits of those who see them. It has also contributed to economic regeneration in Stonehouse. People come here to see the flowers and visit local shops increasing footfall and spend.

Details about the grant you are applying for:

To which Funding Scheme are you applying (please tick)

- Small grants (under £1000)
- Large Grants (over £1000) *Large ~~Small~~ grants*
- Carbon Reduction Grants
- Revenue Grants

What will the grant be used for?

To support SIBs entry into the Heart of England in Bloom and Britain in Bloom 2024 with summer planting displays.

What is the total cost going to be?

£3000

How much would you like Stonehouse Town Council to contribute?

£3000

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

£1015.00 in business sponsorship

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

*Regular summer events in the Old Chapel garden
~~the library~~*

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

£6225.22 including business sponsorship

What impact will the project have on the environment?

The hanging baskets and pole planters make a huge impact on the town and draw visitors to the High Street.

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

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

Signed P. Susan

Date 5th April 2024

2022 Expenditure

Plants; snowdrops; materials for rusty planter reservoirs	GP	Receipt No 1	236	48
Wildlife bus stop trough	BC	Receipt No 2	109	68
Metal for sculptures for wildlife bus stop trough	BC	Receipt No 3	60	0
Community Rail Annual membership	DC	Receipt No 4	30	0
RHS Public Liability Insurance	DC	Print receipt/emails	75	0
Plants for Woolpack bed	S&M	Receipt No 6	36	50
Plants for rusty planters and co-op beds	GP	Receipt No 7	78	76
Pots for home-grown bedding/plants	JL	Receipt No 8	10	80
2 x 6ft planters	PS	Receipt No 9	311	75
Materials for metal sculptures/wildlife planter	BC	Receipt No10	136	96
Plants for boat 'Iris'	PS	Receipt No11	42	30
Compost for home-grown bedding/plants	DC	Receipt No12	23	20
Plants for Co-op beds	GP	Receipt No13	4	49
Plants for Co-op beds	GP	Receipt No14	4	49
Two 4ft troughs for Zaika	DC	Receipt No 15	219	36
Two water butts	DC	Receipt No 16	130	0
Plants for 2 x wooden & 2 x metal planters	DC	Receipt No 17	134	10
Plants for 2 x wooden & 2 x metal planters	PS	Receipt No 18	59	36
Pipes for 2 x wooden and 2 x metal planters	PS	Receipt No 19	506	77
Paint for wildlife planter	BC	Receipt No 20	32	69
Paint for wooden crowns	MD	Receipt No 21	39	0
Paint for wooden crowns	MD	Receipt No 22	9	50
Garden stick canes for wooden crowns	MD	Receipt No 23	7	29
Steel for platinum jubilee crown	BC	Receipt No 24	93	48
Steel for platinum jubilee crown	BD	Receipt No 25	48	58
Plants for Standish End	RH	Receipt No 26	47	16
Pipes for Zaika planters	DC	Receipt No 27	22	26
Compost for Zaika planters/weed control for Verdun Ct	DC	Receipt No 28	84	88
Plants for bike planters	DC	Receipt No 29	15	57
Compost for Horse Trough	DC	Receipt No 30	46	67
Three new signs for Wildlife Bus Stop	DC	Receipt No 31	113	40
Plants for Standish End	DG	Receipt No 32	10	0
Plants for Verdun Court and OCG entrance	PS	Receipt No 33	147	20
Plants for Zaika planters	CG	Receipt No 34	35	90
Shrubs for Zaika planters	CG	Receipt No 35	35	95
Plants for Apothecary's Garden	GP	Receipt No 36	5	38
Slate for OCG car park	GP	Receipt No 37	5	99
Summer bedding	GP	Receipt No 38	7	0
Plants	GP	Receipt No 39	10	0
Plants from Kits Green	GP	Receipt No 40	23	90
Plants for OCG	DG	Receipt No 41	58	50
Plants for Standish End	DG	Receipt No 42	9	60
Signs for Poetry Bus Stop etc	DC	Receipt No 43	120	0
HoE in Bloom entry fee	DC	Receipt No 44	110	0
Hanging basket brackets	DC	Receipt No 45	57	0
Plants for crown bed	PS	Receipt No 46	215	28
Misc extra plants for Ivy	DC	Receipt No 47	45	18
New sign for town green	RW	Receipt No 48	450	0

Plants	DG	Receipt No 49	65	70
Plants	DG	Receipt No 50	21	99
Crown boards purple paint and lacquer spray	BC	Receipt No 51	300	89
Feed for hanging baskets	DC	Receipt No 52	169	98
Stationary for poster boards	DC	Receipt No 53	12	78
Perennial plants for Ivy	DC	Receipt No 54	28	0
Plants for Apothecary's Garden	DC	Receipt No 55	45	0
Gravel	DC	Receipt No 56	5	0
Lunch for judges	DC	Receipt No 57	32	0
Plastic sheeting	DC	Receipt No 58	22	76
Steel for roses	DC	No receipt	50	0
Clay for roses	DC	No receipt	20	0
Plants - extra for Ruth's baskets/Red Kite and MDHP	DC	No receipt	46	92
Plants - gaps	DC	No receipt	32	0
Plants	PS	Receipt No 58	83	75
Paint for post box	PS	Receipt No 59	18 2 pence	
Aggregate for OCG car park	GP	Receipt No 60	19	69
TOTAL to Sept 11 2022			5175	60
Plants & manure	GP	Receipt No 61	78	77
Lavenders for crown	PS	No receipt	51	0
Thank you bonus for Rich & Paul	Cash	No receipt	200	0
Purple paint and board for car park	BC	Receipt No 62	36	75
Trough for wildlife corner	BC	Receipt No 63	109	68
Bedding for town centre planters	DC	Receipt No 64	429	30
Bedding for station planters	DC	Receipt No 65	248	80
Compost for winter bedding	DC	Receipt No 66	143	0
Steel for planter/art projects	BC	Receipt No 67	129	0
Paint & primer for planter/art projects	BC	Receipt No 68	80	16
White PVC	BC	Receipt No 69	10	63
Storage boxes for reservoir	BC	Receipt No 70	47	99
Compost	DC	Receipt No 71	57	20
Total expenditure 2022			6797	88

Income for Stonehouse in Bloom 2022

Opening Balance	7756	71
Bank Account	7725	14
Cash	31	57

Donation from local resident	5	0
Donation from local resident	5	0
Donation from local resident	5	0
Climate Action Day fundraiser	205	0
Lucky Severn Lottery March 21	28	0
Lucky Severn Lottery Feb 21	38	50
Lucky Severn Lottery Jan 17	26	0
Lucky Severn Lottery April 12	28	0
Interest March 31	2	50
Midcounties Co-Op grant	1700	0
MDHP Feb 15	50	0
MDHP Feb 15	12	0
Zaika sponsorship	429	8
Donation to created Verdun Ct garden	147	0
Lucky Severn Lottery May 15	31	0
Broomhall's sponsorship	35	0
Donation from local resident	20	0
Lucky Severn Lottery June 14	39	50
Interest June 30	5	80
Community Rail grant for station bank	890	0
Lucky Severn Lottery July 26	28	0
Jubilee Roses	340	0
Lucy Severn Lottery August 2	28	0
Three Greens Fair fundraiser	81	0
Dontation from Hort participant	20	0
Donation from Broomhall's for basket	25	0
Donation from Cotswold Prime Meats	25	0

Total for 11 September 2022 4250 10

Jubilee Roses	90	0
Jubilee crowns	28	50
Donation D.Stoner	50	0
Donation	20	0
Donation	20	0
Jubilee roses	40	0
Goodwill fundraiser	168	0
Jubilee roses	40	0
Jubilee roses	40	0
Gill MS donation	30	0
September OCG fundraiser	432	0
Lucky Severn Lottery 21 Sept	32	50
Interest	9	70

Lucky Severn Lottery 18 Oct	26 0
Lucky Severy Lottery 22 Nov	26 0
GWR grant for station planters phase 3	1310 32
Lucky Severn Lottery 14 Dec	26 0
Interest 31 Dec	18 58

Total income 2022	6657 70
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Opening Balance 2022	7756 71
Total Income 2022	6657 70

Total	14414 41
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Total expenditure	6797 88
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Closing balance	7616 53
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Bank account as of Dec 31 2022	6811 36
Cash	805 17

2023 Expenditure

RHS insurance for in bloom groups	DC	Receipt No 1	75
Community Rail membership	DC	Receipt No 2	30
Manure	GP	Receipt No 3	90
Winter bedding	DC	Receipt No 4	20
Winter bedding	DC	Receipt No 5	369
Materials for wooden, wildlife, Standish planters	BC	Receipt No 6	202
Trough and paint for Quietways project	BC	Receipt No 7	241
Trough Station planter project phase 3	PS	Receipt No 8	552
Compost for new station planters	DC	Receipt No 9	126
Capillary matting for new station/standish planters	DC	Receipt No 10	35
Water butt for poetry bus stop	PS	Receipt No 11	32
Pipe for new station troughs	BC	Receipt No 12	120
Primer for new station troughs	BC	Receipt No 13	24
Roses for Poetry Bus Stop	DC	Receipt No 14	60
Perennial plants for new station planters	DC	Receipt No 15	44
Perennial plants for station planters + compost	DC	Receipt No 16	113
Compost for new station planters	DC	Receipt No 17	85.8
Plants and compost	PS	Receipt No 18	42.6
Plants for Zaika planters	CG	No receipt	27
Boards for raised beds in new community garden	PW	Receipt No 19	191
Capillary matting for lampost planters and hanging baskets	DC	Receipt No 20	59
Bedding plants	DG	Receipt No 21	11.6
Perennial & bedding plants	PS	Receipt No 22	54.9
Perennial & bedding plants & gravel	DC	Receipt No 23	178
Plants & hose sundries	GP	Receipt No 24	59.3
Stonehouse in Bloom portfolio	JMC	Receipt No 25	300
Refreshments for judging day	RH	Receipt No 26	15.8
Horticultural grit for dry bed	PS	Receipt No 27	20.7
Purple paint for bike	PS	Receipt No 28	20
Summer bedding plants from Pound Farm town & station	Pound F	Receipt No 29	1068
Peat-free compost for winter bedding	DC	Receipt No 30	32
Wood for greenhouse shelving	BC	Receipt No 31	26
HoE in Bloom awards x 4	DC	No Receipt	60
Thank you for STC Groundsmen	DC	No receipt	200
Winter bulbs for town and planters	PF	Receipt 32	299
Winter violas for town hall & OCG entrance	GP	Receipt 33	46
Winter violas for town hall & OCG entrance	GP	Receipt 34	47.8
Resin to repair town hall window box	GP	Receipt 35	7.59
Grit for station master's garden	JG	Receipt 36	9.98
Stainless steel eyes for rose support	JG	Receipt 37	3.51
Galvanised wire for rose support	JG	Receipt 38	2.99
3 combination padlocks	PS	Receipt 39	60
Plants for OCG planters	CG	Receipt 40	20
Materials for 3rd raised bed in community garden	PW	Receipts 41/42	200
Postcards for fundraising	SF	Receipt 43	201
Materials for community garden compost heap	BC	Receipt 44	38.9
Plants & compost for horse trough winter bedding	DC	Receipt 45	33.3
Winter bedding Pound Farm	PF	Receipt 46	267

Scrap metal for Chapel Garden art project	BC	Receipt 47	55
Rusty spades and forks for mystery project	BC	No receipt	30
SIB Banners	JMC	Receipt 48	126
Total expenditure 2024			6030

Opening balance 2023	7616.53
Bank account	6811.36
Cash	805.17
Lucky Severn Lottery	26
Lucky Severn Lottery	32.5
Portfolio sponsorship	337.5
Lucky Severn Lottery	26
Interest	33.54
Donation from member of public	20
Lucky Severn Lottery	26
Barbers Bridge donation	24
Coronation picnic fundraising	445
Canal Spring Festival fundraising	450
Lucky Severn Lottery	26
Afternoon Tea fundraiser Aug 4	180
Donation from DC	18
Community Rail Grant for Station project	510
Donation from member of public	15
Gill MS donation	25
Lucky Severn Lottery	32.5
Music in the OCG fundraiser Sept 16	450
Interest	38.64
Red Kite for plants	25
Red Kite for plants	40
Lucky Severn Lottery	26
Lucky Severy Lottery	32.5
MDHP for plants	25
Red Kite for plants	40
Lucky Severn Lottery	26
Interest	44.25
Goodwill Fundraising	258.5
Postcard sales	145
Lucky Severy Lottery	26
Lucky Severn Lottery	32.5
Stonehouse Rotary bench grant	175
Lucky Severn Lottery	24
Interest	40.57
Total income 2023	3676
Opening balance	7616.53
Income 2023	3676
Total	11292.53
Expenditure 2023	6030.01
Closing balance 2023	5262.52
Bank account	5217.16
Cash	45.36

Stonehouse Town Council

Internal Audit checklist

Presented: Internal Audit on 10th April 2024.
Present: David Marsden, Celia Swindells.

Online banking payments approved after approved in Minutes (except direct debits/standing orders and urgent payments)			Minutes of Meetings (Business) 4 th March 2024. Seen: N
Invoices authorised on Edge by 2 signatories/councillors			Yes shown on example. Delta 9. 11 th . Viewed Multiple Payment Authorisation N-3571 for 1 st March. FRP + 2 councillors seen
Online banking payments are authorised by 2 signatories/two councillors who are authorised for online banking			See reverse. All O.K.
Original bank statement cross-referenced to minimum 6 entries to town council documents			Schedule provided 1 st Dec 2023/24. Schedule 1 st March available for checking 1 st Feb 2024
Direct debit/Standing order payments agree with authorised list			
Bank accounts reconciled monthly			
Check bank reconciliations to statements for each account			
Salaries			
PAYE and NIC paid over on time?			Yes. Schedule seen O.K.
PAYE and NIC payments agreed to payroll? Agree to bank statement			Autumn system. History is the Bank seen O.K.
Check pension payments made and agree to schedule			Bank statement seen O.K.
Evidence that all end of year reporting completed with HMRC			Schedule seen O.K.
Budget Control			
All payments entered into Finance system accurately			Minor inaccuracies noted but system entries are accurate
Payment schedule presented to council in line with town council's latest Financial regs			As recorded in Business Council Regs
All payments within budget			Compliance with Financial Regs
If not - approval to transfer Minuted			

S137 is accounted for separately

VAT

There is a separate record of VAT on the Finance system

The VAT is claimed quarterly and last reclaim date recorded

Income

All income including BACS payments and income from other sources eg precept, grants etc is recorded in the Finance system

Bank statements are received and reconciled monthly

For funds being transferred between accounts, a virement has been agreed and recorded by the town council

A finance report is presented to town council monthly

NDT application on Council has been completed

Claimed quarterly ~~Seen VAT~~ ^{Income and} ~~seen~~ ^{due/seen} + Dec.

Sales Day Book checked (structured)

Comprehensive record available

Yes -

Yes

Internal Checker: - PRINT NAME and Signature

J. M. CALLWARD

10th April 2024

1st March 2024 - 31st March 2024

3581 1. Strand Account £44.28

Seen on Statement

3556 2. St Andrew School of Trustees £1,000.00

"

3584 3. T. W. Herbert £2478. Seen on statement

3554 4. Sanctus Trusts £264.00

"

3574 5. CVD Insurance £923.12 ^{12th Feb 2024 - 29th Feb} ^{Card for work} ^{seen bank statement}

3576 6. Easy Window Cleanings £16.80 ^{seen on statement (March)}

Annual Internal Audit Report 2023/24

STONEHOUSE TOWN COUNCIL

stonehousetowncouncil.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

NO
PETTY
CASH

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

18/03/2024

26/02/2024

04/04/2024

Name of person who carried out the internal audit

ANITA SACH

Signature of person who
carried out the internal audit

Anita Sach

Date

04/04/2024

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



STONEHOUSE TOWN COUNCIL

Internal auditor's report for the year ended 31 March 2024

Name of Auditor: Anita Sach

GAPTC internal audits comply with the proper practices outlined in the Governance & Accountability for Smaller Authorities – A Practitioners' Guide and the Accounts and Audit Regulations 2015.

The GAPTC internal audit reviews and reports on whether the systems of financial and other internal controls over its activities and operating procedures are effective. The audit tests a variety of documents, including agendas and minutes, policies, insurance and risk management processes, to ensure Council meets the requirements set out in the Annual Internal Audit Report in the Annual Governance & Accountability Return. The internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

Our auditors are independent of the Council and are competent to be able to carry out the requirements of the internal audit service.

NOTE The auditor will complete the Annual Internal Audit Report (AIAR) page on the Annual Governance & Accountability Return (AGAR). The AIAR informs the Annual Governance Statement (AGS) assertions on the AGAR, so when council reviews the AGS, the responses must reflect the AIAR report.

1. Council working documents

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
1.1	Have Standing Orders been a) tailored to council?	a) Yes b) Yes c) Yes		May minute TC3046 Standing Orders on website

	b) reviewed using the most recent version? c) minuted?		Annual Governance Statement Assertion 1	
1.2	Have Financial Regulations been a) tailored to council? b) reviewed using the most recent version? c) minuted? (Objective B)	a) Yes b) Yes c) Yes		April minute TC3034 and May minute TC3046 revised Financial Regulations on website
1.3	Does the council a) give grants? b) have a grant-awarding policy?	a) Yes b) Yes	Annual Governance Statement Assertion 1 Grants awarded at Full Council and Business Committee	a) June minute TC3071 b) Policy reviewed March minute TC33217
1.4	Have items/ services been competitively purchased in accordance with Financial and/or Procurement Regulations?	Yes		May minute TC3062 website support September minute TC3107 demolition of changing rooms October minute TC3126 pavilion insulation December minute TC3156 IT support
1.5	Code of conduct reviewed in the last 2/3 years?	Yes	Annual Governance Statement Assertion 2 & 3 Annual Governance Statement Assertion 3	Code of Conduct on website Reviewed March minute TC3217

2. Finance

Ref	Test	Meets	Internal Auditor's comments/recommendations	Evidence
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		reqmts? Yes, No or N/A			
2.1	Has the General Power of Competence been adopted (e.g. a minute reference), if Council qualifies?	Yes		Annual Governance Statement Assertion 3	May minute TC3048
2.2	S137 a) is there a separate account for payments? b) are totals within statutory limits? (for Council's that do not held General Power of Competence)	N/A		Annual Governance Statement Assertion 1 & 3	
2.3	Is there an annual council authorisation of Direct Debit list and Standing Orders? (Objective B)	Yes		Annual Governance Statement Assertion 1	March minute TC3210
2.4	Was Petty Cash expenditure approved, if any? (Objective F)	N/A		Annual Governance Statement Assertion 1	
2.5	Is all expenditure supported by VAT invoices, if applicable?	Yes			Invoices viewed for transaction sampling

	(Objective B)		Annual Governance Statement Assertion 1	
2.6	VAT – a) recorded in accounts b) reclaimed? (Objective B)	a) Yes b) Yes		VAT receipt viewed in May finance reports VAT reclaimed quarterly
			Annual Governance Statement Assertion 1	

3. Risk management

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
3.1	Insurance policy a) in place? b) cover reviewed to ensure still fit for purpose? (Objective C)	a) Yes b) Yes		May minute TCC3061 Insurance schedule viewed
3.2	Copy of Risk Management policy a) adopted? b) reviewed annually by Council? (Objective C)	a) Yes b) Yes	Annual Governance Statement Assertion 5	a) Risk Management Policy viewed b) Financial Risk Assessment May minute TC3055; Risk Management Policy reviewed March minute TC3217
3.3	Asset register a) reviewed regularly? (Objective H) b) published on website?	a) Yes b) Yes	Annual Governance Statement Assertion 5	January minute TC3175iv Asset register on website

	(Objective L)			<p>Annual Governance Statement Assertion 5</p> <p>b) Weekly inspections and detailed monthly inspections by trained grounds staff Any actions required are undertaken by staff and on agenda if expenditure required. Reports available in the office.</p> <p>Annual Governance Statement Assertion 5</p>	<p>b) Weekly inspections and detailed monthly inspections by trained grounds staff Any actions required are undertaken by staff and on agenda if expenditure required. Reports available in the office.</p> <p>Annual Governance Statement Assertion 5</p>	<p>a) Yes b) No but c) Yes</p>	<p>Environment Committee is responsible for playing fields and periodic inspections to assess safety. July Environment Committee minute E656 replacing play area gates October minute E685 update on play area including RoSPA report March minute E763 Tree inspection report</p>
3.4	<p>Evidence that assets a) have been inspected for risk? b) reported in minutes? c) any actions undertaken? (Objective C)</p>	<p>a) Yes b) No but c) Yes</p>		<p>Annual Governance Statement Assertion 5</p>	<p>Annual Governance Statement Assertion 5</p>	<p>a) Yes b) Yes c) Yes</p>	<p>October minute TC3121 Q1 & Q2 February minute TC3191 Q3 Q3 Internal control document viewed on website</p>
3.5	<p>Evidence that internal controls a) take place? b) are documented? c) minuted? as per Council's Financial Regulations/Standin g Orders (Objective B)</p>	<p>Yes</p>		<p>Annual Governance Statement Assertion 2</p>	<p>Annual Governance Statement Assertion 2</p>	<p>Yes</p>	<p>Bank reconciliations appear on all agendas July minute TC3085</p>
3.6	<p>Bank reconciliations are on agenda to be considered by Council? (Objective I)</p>	<p>Yes</p>		<p>Annual Governance Statement Assertion 1</p>	<p>Annual Governance Statement Assertion 1</p>	<p>a) Yes b) Yes</p>	<p>a) October minute TC3127 b) Limited review of bank mandates – Clerk added May minute TC3055</p>
3.7	<p>Review of a) investments? b) bank mandates (signatories on bank accounts)? (Objective B/C)</p>	<p>a) Yes b) Yes</p>		<p>Investment strategy from January 2023 in place and reviewed March 2024 b) Recommend full review of bank mandates after May elections</p>	<p>Investment strategy from January 2023 in place and reviewed March 2024 b) Recommend full review of bank mandates after May elections</p>	<p>a) Yes b) Yes</p>	<p>a) October minute TC3127 b) Limited review of bank mandates – Clerk added May minute TC3055</p>

			Annual Governance Statement Assertion 1	
3.8	If bank cards in use, are proper procedures in place? (Objective B)	Yes		Financial Regulation 6.18 max spend £500 by RFO or authorised officer Clerk advised debit card used when required for online transactions
3.9	Are a) physical records secure? b) electronic records backed up?	a) Yes b) Yes	Annual Governance Statement Assertion 1 Annual Governance Statement Assertion 5	Clerk advises that all documents scanned and backed up to cloud

4. Budgetary controls

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
4.1	Was a budget properly for the year under review a) prepared? b) adopted? c) minuted? (Objective D)	a) Yes b) Yes c) Yes		January 2023 minute TC2981Bi Precept Calculator viewed
4.2	a) Were the earmarked objectives of the reserves identified in the budget, if any? b) Were the general	a) Yes b) Yes	Annual Governance Statement Assertion 1	Several reserves headings Clerk advised general reserves between 3 and 6 months of expenditure

	reserves reasonable? (Objective D)		Annual Governance Statement Assertion 1	
4.3	Was the precept demand for the year under review properly minuted in full council?	Yes		January 2023 minute TC2981Bii
4.4	Did the council a) regularly compare budget vs spend (as detailed in the financial regulations) b) and evidenced in the minutes? (Objective D)	a) Yes b) Yes	Annual Governance Statement Assertion 1	Financial budget comparison provided at every full council meeting and included as appendix to minutes
4.5	Are any significant variances from budget reported?	Yes	Annual Governance Statement Assertion 2	January minute TC3169 March minute TC3208

5. Payroll

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
5.1	Do all staff have a contract of employment?	Yes	Annual Governance Statement Assertion 3	Senior Town Maintenance Officer contract viewed
5.2	Do salaries paid agree with those approved by	Yes		October monthly pay analysis viewed

	Council? (Objective G)		Annual Governance Statement Assertion 1	
5.3	Has Council a) registered as an employer with HMRC? b) have PAYE / NIC been properly dealt with (including year-end procedures)? (Objective G)	a) Yes b) Yes		Payroll carried out by PATA HMRC payments viewed on bank statements
5.4	Are Councilor's allowances and expenses properly authorised & controlled, if any?	Yes		Clerk advised that Councilors generally only spend small amounts without prior authorisation, when required as a matter of urgency, such as during the Goodwill event, Father Christmas gifts, etc
5.5	Pension provision – eligible employees a) offered pension scheme? b) outcome minuted?	a) Yes b) No	Annual Governance Statement Assertion 1 Annual Governance Statement Assertion 3	
5.6	Is Council a) registered with the Pension Regulator for auto-enrolment pensions? b) Has auto-enrolment registration with Pension Regulator	a) Yes b) Yes		b) Council noted re-declaration in October 2022 (checked for 22/23 audit)

	been reviewed (required every 3 years)		Annual Governance Statement Assertion 3	
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6. Year-end procedures

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
6.1	Are debtors and creditors recorded properly on separate balance sheet if using Income & Expenditure reporting? (Objective J)	Yes		May minute TC3050 Balance sheet viewed attached to minutes
6.2	Does Council as a whole consider the year-end accounts in addition to 6.5? (Objective J)	Yes	Annual Governance Statement Assertion 1	May minute TC3050
6.3	Minute confirming that council is eligible for Certificate of Exemption (only for councils with a turnover of less	N/A	Annual Governance Statement Assertion 1	

	than £25,000) (Objective K)		Annual Governance Statement Assertion 1	
6.4	Annual Governance Statement, section 1 of Annual Return, approved by whole council (with separate minute number from Section 2 below)?	Yes		May minute TC3053
6.5	Annual Statement of Accounts, section 2 of Annual Return, approved by whole council (with separate minute number from Section 1 above)?	Yes	Annual Governance Statement Assertion 3	May minute TC3051
6.6	Are all sections of the Annual Governance & Accountability Return published on the website? (Objective L/N)	Yes	Annual Governance Statement Assertion 3	Finance section of website
6.7	Did council correctly provide for the exercise of public rights? (Objective M)	Yes but	Annual Governance Statement Assertion 3 Recommend that the actual dates for the period of exercise of public rights are minuted. Annual Governance Statement Assertion 4	May minute TC3054 council approved dates but dates not on agenda or in minutes
6.8	Previous internal audit report reviewed by council	Yes		May minute TC3052

	and action taken where recommended?		Annual Governance Statement Assertion 7	
6.9	Previous external audit report (for councils with turnover over £25,000) reviewed by council and action taken where recommended?	Yes		September minute TC3105
			Annual Governance Statement Assertion 7	

7. Other matters

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
7.1	Policies in place for compliance with GDPR, such as Data Protection Policy for Staff & Councillors and for the public?	Yes		September minute TC3108
7.2	Is the Council a Managing Trustee?	Yes	Annual Governance Statement Assertion 3	Doverow Hill Trust
7.3	Do trustees meet at least once a year and publish separate accounts? (Objective O)	Yes	Annual Governance Statement Assertion 9	March minutes and financial statement viewed

7.4	Website Accessibility Statement on website home page?	Yes	Annual Governance Statement Assertion 9 Recommend that it is made more obvious that the wheelchair symbol links to the Accessibility Statement Annual Governance Statement Assertion 3 Council confirmed that the Internal Auditor is competent and independent of Council when appointing them Annual Governance Statement Assertion 6	Website Accessibility Statement in Documents section on website with wheelchair symbol link on home page September minute TC3108
7.5	Did council formally appoint GAPTIC as the Internal Auditor?	Yes		
7.6	Are registers up to date for council-owned burial grounds (if any) and purchase of Exclusive Rights of Burials certificate completed?	N/A	Annual Governance Statement Assertion 3	

8. Procedures

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments	Evidence
8.1	Minutes: a) DPLs or other interests recorded? b) published on website in draft	a) Yes b) Yes c) Yes		a) Declaration of interests appears on all agendas and consistently minuted when councillors have a DPI and leave the meeting for debate May TC3058 minuted that councillors left the

	form within one month (mandatory for councillors with a turnover of less than £25,000)? (Objective L) c) initialled on each page and final page signed?			meeting for that agenda item b) 19 February minutes on website within one month c) Minutes on website are initialled and signed on first page
8.2	List of members' a) responsibilities (Objective L) and b) interests held and published on the website?	a) Yes b) Yes	Annual Governance Statement Assertion 3	Your Councillors section of website
8.3	Agendas signed and displayed on website 3 clear days' prior to meeting? (Objective L)	Yes	Annual Governance Statement Assertion 3	Agendas on website
8.4	Summons issued in proper format?	Yes	Annual Governance Statement Assertion 3	Agendas on website



**Minutes of a Town Business Committee
held on Monday 8th April '24 at 7.00pm
at the Town Hall**

Present: Councillors, John Callinan (Committee Vice Chair), Keith Creighton, Mike Davis (Committee Chair), Carol Kambites, Gary Powell, Madelaine Maraboli-Roman, 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/688 To receive apologies
There were no apologies

B/689 To receive Declarations of Interest
There were no declarations of interest

B/690 To approve the minutes of the Business Committee meeting held on 4th March '24
Subject to the following amendments, Committee **APPROVED** the minutes as a true and accurate record of the meeting:

- B/670 - the first sentence under the heading 'Grants' to be relocated to reflect that it needed to refer to all grants
- B/673 - Numbering to be readjusted

B/691 To receive the latest budget position
The Clerk presented the latest budget position but identified that there were two or three additional expenses that are yet to be included in the report to conclude matters for the 2023/24 financial year. Total 'Actual Net' expenditure for the year stands at £346,039.23 - final end of year expenditure should read approx £348,000; Reserve payments however total £25,827.35. Total 'Actual Net' income at £412,116.59, approximately £18,000 above budget - this largely relates to unexpected income from investments and a payment for the lease of the telecoms tower at Oldends Lane; a payment Government suggested the mast owners need not pay.
There was a suggestion that the budget reports could be more detailed in as much as they could present the budget spend and income month on month. It

was explained that this had been raised with 'Edge' and at the time they could not produce such a report. The Clerk committed to following this up again. The budget line for 'Newsletters' is currently repeated and this is due to a discontinuation of one of the lines. The duplicate budget line could not be removed until it had gone through a full financial year without income or expenditure.

Committee **NOTED** the latest budget update

B/692 To approve the latest payments list

Committee were forwarded an incorrect payment list within their supporting papers; the payments listed included payments that the council had not yet been invoiced but reflected anticipated amounts for expected invoices - this was to help with creating debtors and creditors for end of year. A revised copy of the payment totalling £42,472.50 was provided for approval at the meeting. Committee **APPROVED** the revised payment list totalling £42,472.50

B/693 To receive the following updates on the programmed High street car park and public conveniences

- **Impact of changes to parking restrictions**

Many of the town's businesses have raised concerns over the lack of parking available for business owners and staff within the High street car park. These have been relayed to Stroud District Council. As a holding position, STC Officers have offered businesses the opportunity to park at Oldends Lane car park. This would be suggested to residents along the High street who have also been impacted by the recent changes. The Clerk confirmed that he had suggested the use of Oldends Lane car park as an interim solution. Suggestions from Cllrs to resolve the issue included the use of Permits, a reduction in the time allowed for long stay, charging for parking. Stroud District Council has confirmed that they will be reviewing the parking arrangements within the next 6 to 12 months.

- **Resurfacing and re-lining**

Stroud District Council has committed to resurfacing the High street car park in the local press. Officers (STC) have met with SDC officers on site and have identified a number of improvements that would ideally be made in preparation for the resurfacing works. There is currently no timeline for these works.

- **Public Convenience improvements**

The public conveniences in addition to the car park are in need of attention and as they provide visitors and shoppers alike with a view of the town, it was necessary to highlight the need to make improvements; visiting officers agreed that the improvements can be made fairly quickly as the issues were somewhat superficial.

B/694 To receive an update on the council's investment accounts and consider alternative options

There was widespread discussion on the council's future approach to its investments. It was established that committee members preferred to invest with Building Societies for ethical reasons. There was also a recognition that Cllrs wished to have some level of autonomy in determining who to invest with. Should the council not receive a good level of customer service from organisations currently used by the town council, the council should consider moving their investments.

B/695 To recommend for town council approval the council's Financial Risk Assessment

Committee RECOMMENDED the revised Financial Risk Assessment for approval subject to the following amendments:

- Under 'Administration' heading - Add the following details
Risk - Council unable to make payments due to lack of signatories
Control - Authorise the Clerk and Deputy Clerk to act as back up full bank signatories to the council's Lloyds bank account
Scoring - 2, 2, 4
Committee **RECOMMENDED** for council to approve the use of the Clerk and Deputy Clerk as full bank Signatories for the council's Lloyds account in case there were not enough existing bank signatories post election
- Under 'Finance' heading - Under 'Comments' column - after CCLA, add 'or alternative investment organisations'.

B/696 To recommend for town council approval the updated council policies:

Cllr Wendy Thomson raised the issue of the paragraph and page numbers for each of the policies presented for discussion. There was debate on the issue. It was agreed that the formatting of key documents and policies should be presented to the post-election administration for consideration.

- **Financial Regulations**

Committee RECOMMENDED the Financial Regulations for Council approval

Cllr Wendy Thomson asked for a recorded vote for the remaining decisions on policy

- **Standing Orders**

Committee RECOMMENDED the Standing Orders for Council approval
Cllrs John Callinan, Keith Creighton, Mike Davis, Carol Kambites, Gary Powell and Theresa Watt voted in favor of recommending the latest Standing Orders for council approval.
Cllrs Wendy Thomson and Madelaine Maraboli-Roman abstained

- **Complaints Policy**

Discussion took place on the issue of the policy not being clear enough about how complaints could be made to the council. It was felt by one Cllr that the policy did not make this clear. It was agreed there was a difference of opinion. It was also felt that a Complaints button on the front screen of the council's website to help those people who lacked confidence contacting the council. It was suggested that the complaints policy be looked at together with the equality and diversity policy to help people with neurodivergency.

Committee RECOMMENDED the Complaints Policy for Council approval
Cllrs John Callinan, Keith Creighton, Mike Davis, Carol Kambites, Gary Powell and Theresa Watt voted in favor of recommending the latest Complaints Policy for council approval.
Cllrs Wendy Thomson and Madelaine Maraboli-Roman abstained

- **Equality and Diversity Policy**

Committee RECOMMENDED the Equality and Diversity Policy for Council approval

Cllrs John Callinan, Keith Creighton, Mike Davis, Carol Kambites, Gary Powell and Theresa Watt voted in favor of recommending the latest Equality and Diversity Policy for council approval.

Cllr Wendy Thomson; Cllr Madelaine Maraboli-Roman voted against

B/697 To receive updates from the following working groups:

1. **Climate Change Action Forum** - The 'e' bike scheme has started. Climate cafes now being organized by Liz Greene
2. **Oldends Lane Development** - Cllr Powell acknowledged the work being undertaken by the Project Officer and Cllr John Callinan. Progress is being made with STFC re the new sewer line; back up arrangements also being made. The project will be led by the project officer.
3. **Support Stonehouse** - Latest leaflets are due for distribution. The group are now focusing on the cost of living emergency.
4. **Youth** - Good productive quarterly meeting recently. There will be a slight change of staff. External funding has been secured to meet costs. Will arrange to meet other youth service providers.
5. **Policy** - Environment policy still to be looked at - this will need some work
6. **Internal Audit Panel** - Cllr John Callinan to undertake the 4th quarter internal control checks

B/698 To note the date of the next meeting - Monday 3rd June 2024

Committee NOTED the next meeting.

The Committee Chair thanked Business Committee Members for their help and support. The thanks were reciprocated



STONEHOUSE TOWN COUNCIL

Standing Orders

Date Adopted: 15th May 2023 (TC3046)
Review Date: 2024

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Text in bold is required by statute.

The Chair and Deputy Chair of the Council will be the Mayor and Deputy Mayor respectively.

The Proper Officer will be the Town Clerk.

These Standing Orders should be read in conjunction with all relevant policies/documents produced by the Council

- 1 Conduct of formal meetings of the Council, committees and sub-committees.
 - a Meetings will not take place in premises which at the time of the meeting are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.
 - b The minimum 3 clear days' notice of a Full Council meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break, a bank holiday or a day appointed for public thanksgiving or mourning.
 - c The minimum 3 clear days *for public notice* of a committee meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
 - d Meetings will be open to members of the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting will be by a resolution which will give reasons for the public's exclusion.
 - e Subject to Standing Order 1(d) above, members of the public are welcome to make representations and a part of the agenda will be allocated for this purpose. The period of time designated for public participation will not exceed 15 minutes unless directed by the Chair. Meetings can be suspended by resolution to involve the public at any time.
 - f Questions from the public may be answered at a later date at the discretion of the Chair.
 - g A summary record of public participation at a meeting will be included in the minutes of the meeting.
 - h Only one person is to speak at a time and will direct their comments to the Chair. If more than one person wishes to speak, the Chair will direct the order of speaking.
 - i **Subject to standing order 11 a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
 - j **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
 - k The press shall be provided reasonable facilities for reporting all or part of a

meeting at which they are entitled to be present.

- l **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair may in their absence be done by, to or before the Deputy-Chair.**
- m **The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Deputy-Chair, if present, will preside. If both the Chair and the Deputy-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting will preside at the meeting.**
- n **Subject to a meeting being quorate, all questions at a meeting will be decided by a majority of the Councillors and non-councillors with voting rights present and voting.**
- o **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**
- p **Unless Standing Orders provide otherwise, voting on any question will be by a show of hands. At the request of a Councillor, the voting on any question will be recorded so as to show whether each Councillor present and voting gave their vote for or against that question. Such a request will be made before the vote is taken.**
- q **The minutes of a meeting will record the names of councillors present at the beginning of the meeting or when they arrive afterwards and/or leave before the end, interests declared, dispensations granted, withdrawals due to declared interests, and resolutions made.**
- r **A councillor or non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- s **No business may be transacted at a meeting unless at least one third of the whole number of members of the Council or Committee are present and in no case shall the quorum of a meeting be less than 3. Deferring an item will always be considered if fewer than half the total number of councillors on the Council or Committee is present.**
- t **If a meeting is or becomes inquorate no business will be transacted.**
- u **A meeting will not exceed 2.5 hours unless a motion is passed to suspend this Standing Order.**

2 Annual Council Meetings and Ordinary Meetings

- a In an election year, the annual meeting of the Council will be held on or within 14 days following the day on which the new councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council will be held on such day in May as the Council may direct.
- c If no other time is fixed, the annual meeting of the Council will take place at 6pm.
- d In addition to the annual meeting of the Council, at least 3 other ordinary meetings will be held in each year on such dates and times as the Council directs.
- e **The election of the Chair of Council (Chair – also known as the Mayor) and Deputy Chair of Council will be the first business completed at the annual meeting of the Council.**
- f The Chair, unless they have resigned or become disqualified, will continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- g The Deputy Chair, unless they resign or become disqualified, will hold office until immediately after the election of the Chair at the next annual meeting of the Council.
- h Neither the Chair nor the Deputy Chair may hold the same office for more than 4 consecutive years but may stand for re-election after a further 4 years has elapsed.
- i In an election year, if the current Chair has not been re-elected as a member of the Council, they will preside at the meeting until a successor has been elected. The current Chair will not have an original vote in respect of the election of the new Chair but must give a casting vote in the case of an equality of votes.
- j In an election year, if the current Chair has been re-elected as a member of the Council, they will preside at the meeting until a new Chair has been elected. They may exercise an original vote in respect of the election of the new Chair and must give a casting vote in the case of an equality of votes.
- k Following the election of the Chair and Deputy Chair of the Council at the annual meeting of the Council, the order of business will be as follows:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office form unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair and Deputy Chair of their acceptance of office form unless the Council resolves for this to be done at a later date.**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council
 - iii. Resolving whether to review or approve the Council's Standing Orders, Financial Regulations and the composition of committees
 - iv. Receiving nominations for and appointment of councillors to committees
 - v. Confirmation of S137 of the Local Government Act 1972 expenditure level or the general power of competence.
- L The dates, times and place of ordinary meetings of the Council and committees for the

year ahead will be agreed at the last Council meeting of the calendar year.

3. Extraordinary Meetings

- a **The Chair may convene an extraordinary meeting of the Council at any time.**
- b The Chair of a committee may convene an extraordinary meeting of the committee at any time.
- c **If the Chair of Council or Chair of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by two councillors, any two councillors may convene an extraordinary meeting. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**

4. Matters that must be resolved by the whole Council

- a Agreeing, and reviewing annually, the Strategic Plan
- b Setting the precept demand
- c Agreeing to borrow money
- d Approving the end of year Accounts and approving submission of the Annual Return to the External Auditors
- e Incurring capital or revenue expenditure which is over and above the Council's approved budget
- f Adopting, amending or revoking Standing Orders, Financial Regulations and all Council policy documents.
- g Determining the remit of the Committees
- h Agreeing the dates of meetings of the Council and Committees
- i Filling of Councillor vacancies occurring on any outside bodies
- j Making, amending or revoking byelaws
- k Making of Orders under any statutory powers
- l Important matters of principle or policy which have been referred directly by Committees or the Town Clerk
- m Prosecution or defence in a court of law
- n Acquiring land and other significant assets and commissioning services of significant value.
- o Filling vacancies on the Council by co-option.

5. General Power of Competence

- a. Before exercising the general power of competence, Council must at each annual meeting of the Council resolve that it meets the statutory criteria.
- b. After the expiry of its preceding period of eligibility, the Council continues to be an eligible Council solely for the purpose of completing any activity undertaken in the exercise of the power which was not completed before the expiry of the Council's preceding period of eligibility.

6. Minutes

- a. Minutes, including any amendment to correct their accuracy will be confirmed by resolution and every page will be signed and dated by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate. Every page will be numbered.
- b. There will be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy.
- c. Draft minutes of full Council and committee meetings will be made available to all councillors within 2 weeks of the meeting and before they are put on the public website.

7. Committees

- a. Every committee will have Terms of Reference agreed by the Council and will appoint their own Chair.
- b. **Unless the Council determines otherwise, a committee may appoint a subcommittee whose terms of reference and members shall be determined by the committee.**
- c. **The members of a committee may include non councillors unless it is a committee which regulates and controls the finances of the council.**
- d. **Unless the Council determines otherwise, all the members of any advisory committee and a subcommittee of the advisory committee may be non councillors.**
- e. Each committee will meet on at least five occasions each year.
- f. Councillors who are not members of a committee may participate in debate but will not be permitted to vote on business at that meeting.

8. Working Groups

- a. Council and committees may establish Working Groups comprising Councillors and, where appropriate, members of the public or members of staff.
- b. The remit, timescale and membership of a working group will be determined by

Council or the committee that established it.

- c Any Councillor with an interest in the remit of a working group may join it.

9 Proper Officer

- a The Council will appoint a Proper Officer (Town Clerk) who is responsible for ensuring that the Council conducts itself within the law.
- b The Council will appoint a Responsible Financial Officer.
- c A member of Staff will be nominated by the Council to undertake the role of the Proper Officer or the Responsible Financial Officer during her/his absence.
- d The Proper Officer shall:
 - i. **at least 3 clear days before a meeting of the Council, committee or sub-committee**
 - (1) **Serve on Councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, date, place and the agenda (provided the councillor has consented to service by email) and**
 - (2) **provide, in a conspicuous place, public notices of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them) and publish electronically notice of the time and place and, as far as reasonably practicable, any documents related to the business to be transacted at the meeting, unless they refer to business which is likely to be considered private or their disclosure would be contrary to any enactment.**
 - ii. Subject to standing order 10, include on the agenda all motions received from councillors unless a councillor has given written notice at least 3 days before the meeting confirming withdrawal of their motion
 - iii. **Convene a meeting of the Council for the election of a new Chair on the occasion of a casual vacancy in this office**
 - iv. **Facilitate the inspection of the minute book by local government electors**
 - v. **Receive and retain copies of byelaws made by other local authorities**
 - vi. Provide a copy of the Council's Standing Orders to a Councillor upon delivery of their declaration of acceptance of office
 - vii. Provide objective advice on all matters

10 Motions

- a No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 5 clear days

before the meeting or unless it relates directly to an issue addressed by an existing motion on the agenda.

- b If the Proper Officer considers the wording of a motion received is not clear in meaning, or is not supported by sufficient information or evidence, the motion shall be rejected until the mover of the motion resubmits it so that it can be understood to the Proper Officer in accordance with standing order 10a
- c If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer will consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion will be included in the agenda or rejected. Rejected motions will be recorded with the Proper Officer's explanation of the reason for rejection.
- d Motions in respect of the following matters may be moved without written notice:
 - i. to appoint a person to preside at a meeting
 - ii. to move to a vote
 - iii. to approve the accuracy of the minutes of the previous meeting
 - iv. to correct an inaccuracy in the minutes of the previous meeting
 - v. to dispose of business, if any, remaining from the last meeting
 - vi. to alter the order of business on the agenda
 - vii. to proceed to the next business on the agenda
 - viii. to close or adjourn debate
 - ix. to refer by formal delegation a matter to a committee or to a sub-committee or an employee
 - x. to appoint a committee or sub-committee to consider a report and/or recommendations made by an employee, professional advisor, expert or consultant
 - xi. to move an amendment relevant to the original or substantive motion under consideration which will not have the effect of nullifying it
 - xii. to exclude the press and public for all or part of a meeting
 - xiii. to silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct
 - xiv. to consider a motion of no confidence in the Chair of the meeting
 - xv. to suspend any Standing Order except those which are mandatory by law
 - xvi. to adjourn the meeting
- e A motion to add or vary or revoke one of more of the Council's Standing Orders, not mandatory by law, must be proposed by a special written motion bearing the names or at least two councillors.

11 Previous Resolutions

- a A resolution shall not be reversed within 6 months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Clerk in accordance with standing order 10a, or by a motion moved in pursuance of the recommendation of a committee or a subcommittee.
- b When a motion moved pursuant to standing order 10a has been disposed of, no similar motion may be moved for a further 6 months.

12 Rules of Debate

- a The Chair will abide by the rules of debate and their decision is final.
- b A motion (including an amendment) will not be voted on unless it has been proposed and seconded.
- c Subject as above, a motion included in an agenda not moved may be treated as withdrawn
- d A motion (including an amendment) which has been seconded may be amended or withdrawn by the proposer only with the consent of the seconder and the meeting.
- e The Chair will decide the order in which amendments are considered and dealt with.
- f Only one amendment will be moved at a time.
- g The mover of a motion or the mover of an amendment will have a right of reply.
- h During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and if so, required by the Chair, the Councillor who was interrupted will stop speaking. A Councillor raising a point of order will identify the Standing Order which they consider has been breached or identify any irregularity.
- i A point of order will be decided by the Chair and their decision will be final.
- j When a motion is under debate no other motion will be moved except:
 - i. to amend the motion
 - ii. to proceed to the next business
 - iii. to adjourn the debate
 - iv. to put the motion to a vote
 - v. to ask a person to be silent or for them to leave the meeting
 - vi. to refer a motion to a committee or sub-committee for consideration
 - vii. to exclude the public and press
 - viii. to adjourn the meeting
 - ix. to suspend any Standing Order, except those which are mandatory
- j If a motion is not passed, a new motion that addresses the same issue as the original motion may be moved in accordance with standing order 10a

13 Disorderly Conduct

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair shall request such person(s) to moderate or improve their conduct.
- b If the person(s) disregard the request of the Chair to moderate or improve their conduct, any Councillor or the Chair may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made in accordance with Standing Order 13b above, is ignored the Chair may take further reasonable steps to restore order or to progress the meeting.

This may include temporarily suspending or closing the meeting.

- d A Councillor in breach of any Standing Order may be removed from a committee or a sub-committee by a resolution of the Council.

14 Code of Conduct

- a All councillors will observe the code of conduct adopted by the Council at all times.
- b **Dispensation requests shall be in writing and submitted to the Town Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required. The dispensation shall be recorded in the minutes of the meeting.**
- c **A dispensation may be granted in accordance with standing order 14b if having regard to all relevant circumstances, any of the following apply:**
 - i. **Without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business**
 - ii. **Granting the dispensation is in the interests of persons living in the Council's area or**
 - iii. **It is otherwise appropriate to grant a dispensation.**
- d A decision to grant a dispensation will be made by the meeting of the Council, committee or sub-committee for which the dispensation is required, and such decision will be final.
- e Unless granted a dispensation, a councillor will withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest or as required by the Council's code of conduct.

15 Allegations of Breaches of the Code of Conduct

- a. All alleged breaches of the Council's Code of Conduct will be dealt with in accordance with the relevant (District) Council Policy.
- b. **Upon notification by the District council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the District Council shall consider what, if any, action to take against him/her. Such action excludes disqualification or suspension from office.**

16 Restrictions on Councillor Activities

- a. Unless duly authorised, no councillor shall
 - i. Inspect any land and/or premises which the Council has a right or duty to inspect or
 - ii. Issue orders, instructions or directions to Council staff without the express permission of the Town Clerk.

17 Voting on Appointments to Committees, Sub-committees and Working Groups

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes will be struck off the list and a fresh vote taken. This process will continue until a majority of votes is given in favour of one person. Any tie will be settled by the Chair's casting vote.

18 Execution and Sealing of Legal Deeds

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to 18a any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer (Clerk) shall witness their signatures.**

19 Finance and Procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 19(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender

process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

20 Management of Information

- a **Information will be managed in accordance with the Council's Data Protection and Confidentiality Policies.**
- b **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- c **The council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible, the criteria used to determine that period (egg the Limitation Act 1980).**

- d The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information, or personal data without legal justification.
- e Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

21 Responsibilities to provide information

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to the request for information held by the Council.
- b The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

22 Responsibilities under Data Protection Legislation

- a. The Council may appoint a Data Protection Officer.
- b. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her personal data.**
- c. **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d. **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e. **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f. **The Council shall maintain a written record of its processing activities.**

23 Liaison with District and County Councillors

- a An invitation to attend all meetings of the Council and its committees will be sent, together with the agenda and other papers as deemed appropriate by the Town Clerk, to Stonehouse's County and District Councillors.



STONEHOUSE TOWN COUNCIL FINANCIAL REGULATIONS 2022

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1. General

1.1. These Financial Regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial Regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial Regulations must be observed in conjunction with the Council's standing orders¹ and any individual financial regulations relating to contracts.

1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

1.3. The Council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These Financial Regulations demonstrate how the Council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or willful breach of these regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of Council are expected to follow the instructions within these regulations and not to entice employees to breach them. Failure to follow instructions within these regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.

1.9. The RFO;

- acts under the policy direction of the Council;
- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the Council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

- maintains the accounting records of the Council up to date in accordance with proper practices;
- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;

- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full Council only.

1.14. In addition, the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chair or a bank signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council or Business Committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the Council;
- report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- have no involvement in the financial decision making, management or control of the Council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
- initiate or approve accounting transactions; or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

3.1. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committees and the Council.

3.2. The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.3. The Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.4. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for all items over £5,000;
- a duly delegated committee of the Council for items up to £5,000; or
- the Clerk, in conjunction with Chair of Council or Chair of the appropriate committee, for any items below £1000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chair.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3,000. The Clerk shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting (Cllrs will have the opportunity to look at all invoices detailed on the payment schedule/list by electronic means on request, through the council offices), present the schedule to Council or Business Committee. The Council or Committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council or Business Committee. The approved schedule shall be ruled off and initialled by the Chair of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council or Business Committee meeting.

5.5. The RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled meeting of Council or Business Committee, where the RFO certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Business Committee;
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations including materials and regular maintenance) provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Business Committee; or
- c) fund transfers within the Council's banking and investment arrangements up to the sum of £50,000 subject to the requirements of CCLA, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Business Committee. Authorisation of transfer greater than £50,000 shall be determined by the RFO in consultation with the Chair and/or Vice Chair of Council and reported back

5.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.

5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a member.

6. Instructions for the making of payments

6.1. The Council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected in accordance with a resolution of Council or duly delegated authority.

6.4. All payments shall be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

6.5. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.

6.6. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order or electronic transfer provided that the instructions are signed, or otherwise evidenced by two members, are retained and any payments are reported to Council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.

6.7. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or Business Committee shall be signed by two members of Council and countersigned by the RFO or authorised Officer in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.8. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.9. Cheques or orders for payment shall not normally be presented for signature other than at a Council or Business Committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Council or Business Committee at the next convenient meeting.

6.10. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chair of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the RFO. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the RFO or authorised officer and will also be restricted to a single transaction maximum value of £1,000 unless authorised by Council or Business Committee in writing before any order is placed.

6.19 The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

7. Payment of salaries

7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

7.8. Before employing interim staff, the Council must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

8.3. The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the Chair of the council at the same time as one is issued to the RFO.

8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

8.5. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

8.6. All investments of money under the control of the Council shall be in the name of the Council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.

9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below).

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the Council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;

ii. for specialist services such as are provided by legal professionals acting in disputes;

iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chair and Vice Chair of council); and

- vi. for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations².
- c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £300 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j) Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a) For public supply and public service contracts 209,000 Euros (£181,302)
- b) For public works contracts 5,225,000 Euros (£4,551,413)

12. Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum by 5% or more a report shall be submitted to the Council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.

15.2. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.

15.4. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. Charities

16.1. Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. Risk management

17.1. The Council is responsible for putting in place arrangements for the management of risk. The RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

17.2. When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. Suspension and revision of Financial Regulations

18.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and

that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

Reviewed and Adopted: 15th May '23 (Minute No: TC3046)

Next Review: May 2024



STONEHOUSE TOWN COUNCIL

COMPLAINTS POLICY AND PROCEDURE

The Importance of Complaints

Complaints are valuable because they provide a chance to put things right if there has been an error, and to make sure that the same mistake is not repeated.

The Town Council seeks to deal with complaints in a positive manner to inform future actions of the Council.

Definition of a Complaint

A complaint is '*any expression of dissatisfaction, however made, about the standard of service, actions or lack of action by the Town Council, its staff or anyone acting on behalf of the Council which affects an individual or group*'.

What the complaints procedure will deal with:-

The complaints procedure will deal with matters of maladministration, which is if the Town Council does something the wrong way, fails to do something it should do or does something it should not do. Some examples include:

- neglect or unjustified delay
- malice, bias, or unfair discrimination
- failure to provide advice or information when reasonably requested
 - providing misleading or inaccurate advice
- unprofessional practice or conduct.

What the complaints procedure will not deal with:-

- complaints for which there is a legal remedy or where legal proceedings already exist.
- allegations of financial irregularity - see rights under the Local Audit and Accountability Act 2014
- internal complaints about employment matters - the Town Council operates alternative procedures to deal with grievances or disciplinary matters against staff.
- complaints about Councillors - alleged breaches of the code of conduct are dealt with by the district council
- complaints relating to the services of another Council (these complaints will be referred on to the relevant body)

Equal Opportunities

The Town Council is committed to equal opportunities. Complaints and feedback will be used to highlight any discriminatory practices, and to promote equality of opportunity. Complaints by members of the public of discrimination and/or harassment against the Town Council will be dealt with through the complaints procedure unless it is a complaint that should be dealt with through a statutory procedure.

Complaints Officer

The Complaints Officer for the Town Council is the Town Clerk. The Clerk's main duties are:

- the day-to-day operation and management of the procedure, including providing a reference point for staff queries on informal complaints.
- to oversee, and undertake where necessary, the investigation of formal complaints at the first stage, within the relevant time scales.
- to maintain a record of all complaints received including details of the nature of the complaint, action taken, outcome, and time taken to resolve.
- to identify improvement points arising from any complaints.
- to identify staff training issues.

Where a complaint relates to the Town Clerk, the complaint will be dealt with by the Town Mayor in line with the stages of procedure as detailed below.

Stages of Procedure

The stages of the procedure are designed to provide the complainant with a thorough and fair means of redress and to provide a framework for officers to work within. However, there may be occasions when a complainant makes an approach in a different manner and it is important that the procedure does not in itself become a barrier to effective communication.

Everyday problems, queries and comments

The Council receives queries, problems and comments as part of its day-to-day running, and they should not all be regarded as complaints. These are routine and expected and are generally resolved quickly and satisfactorily.

If someone is dissatisfied with the original service or response they received and wishes to take the matter further then the issue should be recognised as a complaint.

Informal Complaint

During the course of daily business, minor complaints may be made to officers about the services the Council provides. These will usually be dealt with by the relevant officer as appropriate. It is not appropriate for every complaint to be treated as a formal complaint. Every effort should be made to deal with these problems immediately, either by providing information, instigating the appropriate action or explaining a decision.

Formal Complaint (First Stage)

A person may wish to make a formal complaint directly, or may be unsatisfied with the outcome of an informal complaint and may wish to take the matter further. This complaint should be made in writing and will be recorded as a complaint and passed to the Town Clerk to investigate, or if about the Town Clerk, to the Town Mayor. The complainant will be notified of the outcome of their complaint in writing within 20 working days of the formal complaint being made. Where this time scale cannot be met, due to the nature of the complaint or resources, the complainant will be informed. Complaints will be treated as confidential unless the complainant confirms that they waive their right to confidentiality.

If the complainant remains unsatisfied with the response following an investigation, they should be informed of their right to take the matter further.

Review of Investigation and Complaint (Second Stage)

If the complainant is not satisfied with the Town Clerk's response, (or Town Mayor's response if relating to the Town Clerk), they should be advised of their right to request, within 28 days of the Town Clerk's or Town Mayor's response, that the complaint be referred to a Complaints Panel consisting of 3 councillors which will review the complaint within 4 weeks of the request being made.

The complainant will be notified of the outcome in writing within 7 working days of the meeting taking place. Where this time scale cannot be met the complainant will be informed.

Appeals Panel

If the issue still remains unresolved, the complainant should be notified of their right to request, within 28 days of notification of the Complaints Panel outcome, that the matter be referred to a Complaints Appeals Panel consisting of 3 councillors not previously involved in the complaint.

The complainant will have the right to attend the meeting and make representation for a time that is at the discretion of the Chair, usually 5 minutes. There will be an opportunity for the complainant and councillors to ask questions. The complainant will be asked to leave during deliberation. The complainant will be advised when a decision is likely to be made and when it is likely to be communicated to them. The decision of the Appeals Panel will be final.

The outcome of all formal complaints dealt with by the Appeals Panel will be advised to the Council at its next meeting in confidential session.

Unreasonable and Vexatious Complaints

There will be circumstances when a complainant persists in wishing to pursue a complaint when it clearly has no reasonable basis, or when the Council has already taken reasonable action in response, or where some other process, whether through the courts or some other recognised procedure, should or has been taken.

These matters should be referred to the Town Clerk with a summary of the issues and of the attempts made to resolve the complaint. The Town Clerk may, in such circumstances, decide that no further action can usefully be taken in response to the complainant, and inform the complainant so, making it clear that only new and substantive issues will merit a response.

Anonymous Complaints

The Council will not respond to this type of complaint.

Resolutions and Remedies

The aim in dealing with all complaints is to provide a remedy, a reasonable explanation or, if appropriate, an apology.

A record will be kept of all formal complaints and their outcomes, subject to Data Protection and confidentiality requirements.

Reviewed - 15 March 2021

(Minute No. TC2582)

Next Review - March 2024



EQUALITY AND DIVERSITY POLICY

Stonehouse Town Council is committed to promoting equality and diversity and to eliminating unlawful discrimination. Our aim is to treat people with respect by making the Council an accessible, welcoming and inclusive organisation that respects the diversity of its staff, councillors, volunteers and members of the public.

Legal Responsibilities

This policy will adhere to the legal requirement as set out by the Equality Act 2010 which protects people from discrimination based on nine protected characteristics which are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation.

This Policy provides a framework for making equality integral to the way we make decisions, provide services, recruit and support our employees, provide training and other developmental opportunities, work with other organisations and involve the public.

Equality and Diversity Commitments

We are committed to:

- Promoting equality of opportunity for all persons.
- Promoting a good and harmonious environment in which all are treated with respect and dignity and in which no form of Intimidation or harassment is tolerated.
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation.
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice.
- Complying with this Equality & Diversity Policy and associated policies.
- Taking lawful affirmative or positive action where appropriate.

Implementation

The Chair/Deputy Chair of Town Council and the Chair/Deputy Chair of the Business Committee have specific responsibility for effective implementation of this policy. In order to implement this policy the Council will:

- communicate the policy to Members by notifying existing and new Members.
- endeavour through appropriate training to ensure that the Council does not consciously or unconsciously discriminate in the selection or recruitment of applicants for co-option/election to the Council.

- ensure Stonehouse Town Council aims to put equality and diversity issues at the core of service delivery and staff management.
- incorporate equal opportunities notices into general communications practices.
- ensure that adequate resources are made available to fulfil the objectives of this policy.

Monitoring and review

All employees, councillors and volunteers must be made aware of this policy and take responsibility for promoting equality and diversity and challenging discrimination. Every effort will be made to ensure that the policy is effectively implemented. Any breaches of the policy on the part of staff will be considered as misconduct, and if by councillors, as breach of the code of conduct. This Equality & Diversity Policy will be reviewed every four years, and the effectiveness of its implementation reviewed at least annually.

Adopted by the Town Council

Last Reviewed: 11th October 2021 (TC2693)

Date: 2024



STONEHOUSE TOWN COUNCIL

FINANCIAL RISK ASSESSMENT – April 2024

The Council is required to review risk annually. The following is a list of recommendations for approval:

Service Area	Risk	Control	Risk	Impact	Score	Comments
Insurance	Current insurance cover includes: Public Liability £10M Employers Liability 10m Officials Indemnity £500K Legal Expenses £100K Business Interruption £100K Total Buildings - £2.02M Gates and fences £47k Fixed outside equipment £3.5k War Memorials £105k Office Contents £26K	Current insurance levels as detailed. Insurance cover is through 'Came and Co' Insurance – agreement in force from the 1 st June 2023 to 31st May 2024	1	3	3	Council needs to agree new insurance policy for the period 1 st June 2024 to 31 st May 2025
Payroll	Loss of data	Outsourced to PATA. At risk if service provider business fails but data could be	1	3	3	Council has resourced PATA's services for the 2024/25 financial

		restored from the Council's Cloud based IT storage.	1	2	2	year
Fraud		Quarterly internal control checks undertaken and reported to Committee and Town Council. Annual check also made by internal auditor	1	2	2	
Staff	Loss of personnel	General reserves in case of temporary staff needs Improved management of and communications with staff to ensure good retention. The Council offers reasonable terms and conditions. Need to build in further resilience to staffing	2	2	4	The Council has undergone significant staff disruption which has culminated in the need to recruit four new staff members providing increased resilience and ability to help undertake project work – regular 1-1s and team meetings held in addition to day to day communications
	Covid impact	Risk assessment undertaken on existing staff arrangements in line with Government Guidance. Can be reapplied as and when necessary	1	3	3	
Administration	Management of Finance	'Edge' finance software provides a closed system that is fully auditable. It supports improved budget controls. Adequate up to date training is provided to staff. Accounts audited internally each quarter Accounts and payment lists reported each month to Business Committee and Full Council	1	3	3	

	Policy non compliance Council unable to make payments due to lack of signatories	The Policy register is up to date and reviewed in line with Council agreed frequencies by the Member led Policy Review working group Authorise Clerk and Deputy Clerk to act as back up full bank signatories to the council's Lloyds account	1 2	2 2	2 4		
Allotments	Non compliance with Management agreement	Management agreement details discussed with allotment association annually	1	2	2		
Data	Security breach Legal Documents becoming lost	Data stored off site on cloud system. Now protected by remote monitoring and updating of computer company – 'JIREH' – information is further backed up. Data Protection Policy has been adopted and will be regularly reviewed. Safe custody for title documents/legal agreements currently in the Town Hall in fire proof cabinet - Title Nos. on Asset Register.	1 2	3 3	3 6	In 2024, Council agreed a long term service agreement with Jireh to provide IT services Off-site storage provision to be considered	
Parks	Play Equipment becoming redundant or unfit for use	Weekly visual checks and quarterly detailed checks carried out in addition to annual review by ROSPA Council staff trained to undertake nterim inspections Tree Strategy in place – full list and location	1 2	3 3	3 6	Recently employed additional grounds staff provides increased resilience and ensures that regular checks and repairs are undertaken It is noted that although trees may be regularly inspected by	

	Unmanaged trees	of trees now in place. Regular annual inspection undertaken				qualified personnel, this does not ensure they will not fail
Precept	Illegal Expenditure	Council has its General Power of Competence, the power of first resort. Business Committee and Full council oversee all payments made through its authorisation process	1	3	3	
	Late payment or over exposure at year end	Ensure adequate general reserve for 3-6 months in addition to substantial Earmarked Reserves. Late payment is limited due to current authorisation opportunities and use of 'Edge'	1	2	2	
Accounting	Non-compliance	Ensure adequate training, Systems, audits and adequate staff levels. Resilience on 'Edge' Finance in place – system very intuitive	1	2	2	
	Late returns	HMRC vat claims programmed each quarter – GAPTC advises in detail on end of year process - subscription to GAPTC maintained	1	2	2	
	Inaccuracy	Internal control checks made of the council's accounts and payments and these are reported to Council. Processes reported on by Annual Internal Auditor and through internal control checks	1	1	1	Minor inputting errors on use of Edge picked up during the year – staff familiarity with system now limits the errors
Contracts	Ensure value for money	Financial Regs are regularly reviewed and applied	2	1	2	
	Need to advertise contracts	Contracts over £25,000 to be advertised on the council and public contract finance	1	3	3	Contracts secured without

		website. Expected annual contract costs reviewed for large scale work/services					advertisement can be legally challenged
Health and Safety	Non Compliance with health and safety regulations	<p>Health and safety documents currently in review .</p> <p>Significant changes made to working equipment and practices to reduce risk</p> <p>New staff encouraged to take cautionary approach to all work – no time bound requirements.</p> <p>Regular communications with office staff and arrangements in place to help deal with unusual events ie heat, severe cold etc</p>	1	3	3		
Buildings	Deterioration, over – expenditure and under utilisation	All buildings currently checked for general condition on a regular basis mainly by grounds staff. Issues reported to the town hall and actioned.	2	1	2		
Finance	Cash deposits at risk in bank	Currently use CCLA for large proportion of the council's investments thereby reducing risk. Other investments currently being considered for review.	1	3	3		Need to review non CCLA investments due to external fraudulent attempts to access accounts
	Access to investments (Council's exposure with its operating	Officers trying to access information in relation to the council's accounts. The council's ever changing circumstances has	1	2	2		Dealing with Banks and Building Societies has been a major problem. Consideration should

account)	made this difficult.				be given to moving further investments in to CCLA or use of alternative investment organisations
Lack of liquid funds/cashflow	Cashflow secured by keeping treasury account topped up through CCLA – top up arrangement made very easy	1	3	3	
External Funding – non-compliance with grant conditions	Ensure criteria from grant awarding body is strictly followed	1	3	3	
	Ensure adequate scrutiny is applied to accounts and spending	1	2	2	
Loss of income i.e. rent and	Ensure regular contact with leaseholders and bodys renting facilities	1	3	3	
Compliance with Pension regulations	Re-declaration made by the council every three years as required by Pensions Regulator and at onset of new staff arrivals	2	2	4	

Last Review: 15th May 2023 (TC3055)

Next Review: May 2024



STONEHOUSE TOWN COUNCIL

Minutes (subject to agreement at the next Committee meeting) of a meeting of the **Town Environment Committee on Monday 25th March, 7pm at Stonehouse Library, High Street, Stonehouse, GL10 2NG.**

Present:

Councillors: Rachel Armstrong, Deborah Curtis, Marcus Dixon, Neil Gibbs (Committee Chair), Carol Kambites (Chair/Town Mayor), Val Randell, Keith Terry (Committee Vice Chair) and Theresa Watt.

Also present: Jacqui Sanders (Deputy Clerk)

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

E/759 To receive apologies.

No apologies received.

E/760 Declarations of Interest

There was a declaration of interest by Cllrs Keith Terry and Val Randell in relation to agenda item E/767 (planning application S.24/0478/HHOLD)

E/761 To approve the minutes of the Town Environment Committee meeting held on Monday 26th February.

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

E/762 To receive the latest updated Environment Budget.

Committee NOTED the updated report showing a total 'Actual Net' Income of £2,019.64; 'Actual Net' Expenditure of £57,130.92 and Reserve Expenditure of £5,191.70

E/763 To receive the tree inspection from Glendale Services and approve recommended works.

Committee APPROVED the recommended works following Glendale Services tree inspection. Officers to seek quotations.

E/764 To consider developing a Biodiversity Policy for Stonehouse.

Committee RECOMMENDED for Policy Working Group to develop a Biodiversity Policy for Stonehouse.

E/765 To consider the request for:

- a. The relocation of a bench in Laburnum Park



STONEHOUSE

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Committee APPROVED the relocation of a bench (new position to be decided by Council) with a contribution to be received from requestee.

b. The siting of a memorial bench at Doverow Hill Woods

Committee APPROVED the siting of a memorial bench in Doverow Hill Woods, in the location of the existing broken one.

E/766 To approve the purchase of self-watering bags for the towns recently planted trees.

Committee APPROVED the purchase of 12 self-watering bags for the towns recently planted trees at a cost of £82.64.

Committee RETROSPECTIVELY APPROVED the purchase of 20 liners for the planters along the High Street.

E/767 To comment on planning applications.

S.24/0253/FUL Little Court, Bristol Road, Stonehouse

Change of use of Grade 2 listed residential property into additional hotel accommodation for Stonehouse Court Hotel.

Comment: No Comment.

S.24/0360/TCA Bridgend Farmhouse , Downton Road, Bridgend, Stonehouse.

4x alders - reduce to previous cut height (around 1-1.2m above ground level).

Comment: No objections.

S.24/0419/HHOLD 1 Crescent Close, Bridgend, Stonehouse

Proposed loft conversion with dormer.

Comment: No objections as long as none from neighbours.

S.24/0409/REM Land Adjoining Nastend Farm, Nastend Lane, Nastend, Stonehouse

Approval of reserved matters from planning permission S.14/0810/OUT, Phase 4C Primary Infrastructure (serving parcels E1, E2 and E3).

Comment: Insufficient information to make a judgement regarding this Application.

S.24/0254/LBC Little Court , Bristol Road, Stonehouse

Conversion of Grade 2 listed residential property into additional hotel accommodation for Stonehouse Court Hotel

Comment: No comment.

S.23/1044/FUL APPEAL REF: S.23/060/APREF Maidenhill House Horsemarling Lane Standish Stonehouse.



STONEHOUSE TOWN COUNCIL

Change of use from a domestic dwelling to sui generis commercial holiday accommodation - Resubmission of S.23/0138/FUL

Comment: Previous comment remains unchanged.

Cllrs KT and VR left the room at 7.51pm

S.24/0478/HHOLD 36 Rosedale Avenue, Stonehouse
Erection of single storey rear and side extensions.

Comments: No objections as long as none from neighbours.

Cllrs KT and VR returned to the room at 7.55pm

E/768 To receive Working Groups updates. Members may wish to note any reports from the following:

Comms - Newsletters have been printed. Awaiting distribution.

Stroudwater (Bristol Road) Station - District Councillors have been written to, to request about speaking about this in the Elections. A suggestion was raised to write to local businesses for possible financial support. The committee APPROVED the suggestion to approach local businesses for financial support.

Canal Rejuvenation - The lease is due to go to Full Council. Ecology survey is currently being undertaken and will finish mid-April. Events are being planned for June and September.

Transport and Highways - Not met.

Public Rights of Way - Awaiting GCC consultation regarding Town Green status for Verney Fields.

Recreation - Stagholt - a revised planning application is being submitted. A revised Flood Risk and Biodiversity Assessment are being undertaken.

E/769 To receive a report on planning decisions received from Stroud District Council.

Committee NOTED the latest planning decisions

E/770 To approve communications in support of the meeting's decisions.

Newsletter information to be shared.

Self-watering bags for the trees - photos to be taken and shared when the bags are in place.

E/771 Date of next Environment Committee meeting: Monday 29th April 2024.

Committee NOTED the date of the next meeting.

DATED

2024

STROUD DISTRICT COUNCIL

and

STONEHOUSE TOWN COUNCIL

LICENCE FOR TEMPORARY USE

relating to

The Site Of The Former Ship Inn Bristol Road Stonehouse, Stroud
Gloucestershire

BETWEEN

- ## BACKGROUND

WITNESS as follows:

1.1. In this Licence the following terms have the following meanings:

1

Licence Land 1	means that part of the Council's Land shown edged green including that shown hatched black coloured blue on the Plan;
Licence Land 2	means that part of the Council's Land shown edged green but excluding that shown hatched black coloured blue on the Plan;
Licence Period	means the period from and including the date hereof expiring on 1st April 2025 (or such other date as may be agreed) until such earlier date on which this Licence terminates in accordance with clause 8;
Local Wildlife Site	Means the land designated in the Stroud District Local Plan as a Local Wildlife Site shown coloured blue and coloured blue hatched black on the Plan;
Nominated Officer	means the officer nominated from time to time by the Council;
Plan	means the plan annexed hereto at Appendix 1;
Permitted Hours	means the daylight hours between 08:00 and 21.00 (8.00 am and 9.00 pm) during the Licence Period but subject to an hour before and an hour after this period being available for use for setting up and removal of items used in connection with the Permitted Activities;
Permitted Activities	Means: <ol style="list-style-type: none"> 1. the carrying out of non-intrusive ecological surveys within Licence Land 1 ; and

2. holding public events in support of community engagement and for trialling community uses and /or in support of the canal Restoration Project and operation of the Canal within Licence Land 2; and
3. stationing a portacabin (sited on pads) or mobile vehicle, temporary seating and tables with welfare facilities for preparing and selling hot and cold food and non-alcoholic beverages to the public within Licence Land 2 in connection with 2 above.

Rights

Means the rights granted under this licence

- 1.2. Words importing one gender include all other gender; words importing the singular include the plural and vice versa; words importing persons include a corporate body and a partnership and vice versa;
- 1.3. Any agreement by the Licensee not to do anything includes an obligation to use reasonable endeavours not to permit or suffer that thing to be done by another person so far as is reasonably possible;
- 1.4. Where any party to this Licence for the time being comprises two or more persons, obligations expressed or implied to be made by or with that party are deemed to be made by or with the persons comprising that party jointly and severally;
- 1.5. Unless expressly stated to the contrary, any reference to a specific statute or to statutes generally includes any statutory extension or modification, amendment or re-enactment of it or them and any regulations or orders made under it or them;

- 1.6. Any obligation on the part of the Licensee herein contained includes an obligation to ensure that all and any employees contractors servants and agents of the Licensee comply with such obligation.

2. GRANT OF LICENCE

- 2.1. In consideration of the agreements and undertakings on the part of the Licensee hereinafter contained the Council hereby grants to the Licensee the right to carry out the Permitted Activities within the Licence Land within the Permitted Hours during the Licence Period only.
- 2.2. The Licensee acknowledges that:
 - 2.2.1. no relationship of landlord and tenant is created between the Council and the Licensee by this Licence; and
 - 2.2.2. this Licence is personal to the Licensee and not assignable and the Rights may only be exercised by the Licensee and its employees.

3. LICENSEE'S OBLIGATIONS

The Licensee hereby agrees with the Council:

- 3.1. To only access and use the Licence Land to carry out the Permitted Activities and for no other purpose whatsoever;
- 3.2. Prior to carrying out any Permitted Activities entailing the carrying out of non-intrusive ecological surveys the Licensee shall submit a Risk Assessment and Method Statement to the Council for its approval;
- 3.3. Prior to holding any public events falling within the Permitted Activities the Licensee shall submit an Event Management Plan to the Council for its approval and following this will undertake to comply with the Event Management Plan at all times during each and any public event;

- 3.4. Not to allow any ecological surveys to be carried out other than by a person or firm which is a member of The Chartered Institute of Ecology and Environmental Management;
- 3.5. Not to park vehicles on the Licence Land other than in accordance with clause 3.2 and 3.6;
- 3.6. Not at any time to park vehicles other than on such part of the Licence Land as the Council may designate or block or restrict the passage of any other vehicles using the same;
- 3.7. Not to obstruct any paths adjoining the Licence Land;
- 3.8. Not to allow (as far as is reasonably possible) any encroachments upon the Licence Land and to immediately inform the Council of any encroachment;
- 3.9. Not at any time to use or permit the Licence Land to be used for the purpose of camping in tents or the parking and use of mobile caravans;
- 3.10. Not to allow (as far as is reasonably possible) the acquisition of any rights of way or public or private easements over any part of the Licence Land;
- 3.11. To ensure compliance at all times with the Risk Assessment and Ecological Management Plan in the exercise of the Rights;
- 3.12. To keep the Licence Land clean and tidy and clear of any rubbish (to the reasonable satisfaction of the Council) during and arising from the exercise of the Rights;
- 3.13. To ensure that all rubbish is disposed of in a manner reasonably approved by the Council at the end of the Permitted Hours on each day that the Licence Land is used during the Licence Period;
- 3.14. To take all necessary or reasonably advisable steps to ensure the safety of any person and to prevent any injury to any person whilst on the Licence Land and to prevent any damage being caused to the Licence Land or any other property of any kind on the Licence Land;

- 3.15. To comply with all reasonable requirements of the Council for the purpose of protecting the Licence Land from damage;
- 3.16. Not at any time to light fires on the Licence Land;
- 3.17. Not to access or use the Licence Land when the same is flooded or waterlogged;
- 3.18. Not to erect any fences or walls or any permanent structures, buildings or shelters of any kind on the Licence Land;
- 3.19. Not to use any sprays pesticides fertilisers or any other chemicals on the Licence Land without the approval of the Nominated Officer first being obtained;
- 3.20. To display appropriate safety and directional signage on the Licence Land at all times for the entire duration of the Licence Period for the purposes of public protection such signage to include the contact details of the Licensee;
- 3.21. To provide adequate protection to the wildlife and plants and any historic features of archaeological interest and the natural ecological features on the Licence Land and to exercise of the Rights respectfully and with the preservation of the wildlife, plants and other features in mind at all times;
- 3.22. Not to do anything on the Licence Land to cause any nuisance or do any act or thing which may be or become a source of danger, inconvenience or annoyance to the Council or any owners or occupiers of adjoining property and to exercise of the Rights in an orderly and proper manner;
- 3.23. Not permit the Rights to extend onto adjoining or neighbouring land;
- 3.24. To obtain all planning or other permissions, licences and consents from all appropriate authorities and serve or display all notices that may be required in relation to the exercise of the Rights;
- 3.25. To observe all statutory and other provisions byelaws and regulations for the time being in force;

- 3.26. To comply with all statutory regulatory and other requirements relating to health and safety; and to take such steps and prepare all documents necessary or advisable flowing from or to support such requirements; and prepare any documents which the Council notifies the Licensee that it requires; and produce to the Council upon demand any such documents; and to supply the Council with such other information and documentation as the Council may reasonably require.

4. USE OF THE LICENCE LAND BY THIRD PARTIES

The Licensee acknowledges that Licence Land 1 and Licence Land 2 may be accessed by third parties including members of the public and the Licensee agrees to use all reasonable endeavours to ensure that third parties are not endangered in the exercise of the Rights.

5. RETURN OF THE LICENCE LAND

- 5.1. As soon as practicable after the end of the Licence period the Licensee will leave the Licence Land in a clean and tidy condition to the reasonable satisfaction of the Council;
- 5.2. Immediately upon the occurrence of any damage to any other property of any kind on the Licence Land or any injury to any person in any way attributable to the exercise of the Rights the Licensee shall immediately notify the Council.

6. INDEMNITY

The Licensee hereby agrees to indemnify and keep indemnified the Council fully and effectively from and against all losses claims actions demands and liabilities arising out of the exercise of the rights granted by this Licence or by reason of or in consequence of anything done or omitted to be done by or on behalf of the Licensee in or upon the Licence Land or in the execution of the Permitted Works.

7. INSURANCE

- 7.1. Before exercising the Rights the Licensee must:
 - 7.1.1. effect a policy of public liability insurance ("the **Insurance**") in the terms hereinafter referred and to produce the Insurance to the Nominated Officer together with the certification of the current premium in respect thereof;
 - 7.1.2. keep the Insurance in force throughout the Licence Period; and
 - 7.1.3. effect the Insurance with an insurer of repute in the minimum sum of FIVE MILLION POUNDS (£5,000.000) (for any one claim total number of claims unlimited) such terms to include indemnity against any legal liability for damage loss or injury to any property or any person arising directly or indirectly as a result of the exercise of the Rights;
- 7.2. The Licensee acknowledges that they enter the Licence Land at their own risk and must take out such other insurance as they see fit in respect of any loss or damage to themselves and to their property;
- 7.3. The Licensee must not do or omit anything that could cause any insurance policy held by the Council and relating to the Licence Land to become wholly or partly void or voidable or do anything by which additional insurance premiums may become payable.

8. TERMINATION OR SUSPENSION

- 8.1. The Rights shall end and this Licence shall cease (without prejudice to the Council's rights in respect of any breach of the Licensee's obligations contained in this Licence) on the earliest of:
 - 8.1.1. On the expiry of the Licence Period ; or

8.1.2. on the expiry of any notice given by the Council to the Licensee at any time on a material breach of any of the Licensee's obligations contained in this Licence;

8.2. The Rights may be suspended for such period as the Council may in its absolute discretion determine and for whatever reason as the Council may see reasonably necessary;

8.3. If this Licence is terminated in accordance with clauses 8.1.1 or 8.1.2 or suspended in accordance with clause 8.2 the Council (at the Council's sole and absolute discretion) may require that Licensee to reinstate all or part of the Licence Land to at least the same state as is evidenced by a Schedule of Condition to be prepared and appended to this Licence;

9. NOTICES

Any notice given by either party to the other pursuant to the provisions of this Licence shall be in writing and shall be sufficiently served if delivered by hand or sent by recorded delivery to the address of the other party specified in this Licence or such other address as either party may communicate to the other from time to time.

10. THE COUNCIL'S RIGHTS

10.1. The Council retains control possession and management of the Council's Land and the Licence Land and the Licensee must not exclude the Council or its officers, servants or agents from the Licence Land or impede in any way the Council or its officers, servants or agents or in the exercise of the Council's rights over the Licence Land;

10.2. The Licensee must permit the Council or its officers, servants or agents to inspect the Permitted Works at any time.

11. EXCLUSION OF WARRANTY AS TO USE

Nothing in this Licence is to imply or warrant that the Licence Land may lawfully be used or is physically suitable for the exercise of the Rights.

12. EXCLUSION OF COUNCIL'S LIABILITY

The Council in so far as the law allows shall not be liable for the death of or injury to or for damage to any property of or for any losses or other liability incurred by the Licensee or any person exercising the Rights or in the purported exercise of the Rights.

13. THE COUNCIL'S PRIORITY

The Council's use and enjoyment of the Licence Land takes precedence over the exercise of the Rights and the Licensee is not entitled to exclusive possession or occupation of the Licence Land or any part or parts thereof and may not make any claim in respect of any interference with the Council's use of the Licence Land.

14. THE COUNCIL AS LOCAL AUTHORITY

Nothing herein contained shall prejudice or affect the statutory rights powers and duties of the Council as local or other authority for the area in which the Licence Land is situate and any consent or approval given by the Council in such capacity shall not be construed as a consent or approval given under the provisions of this Licence or vice versa.

15. EXCLUSION OF THIRD PARTY RIGHTS

A person who is not a party to this Licence shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Licence.

16. GOVERNING LAW

This Licence and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of England and Wales.

17. JURISDICTION

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this Licence or its subject matter or formation (including non-contractual disputes or claims).

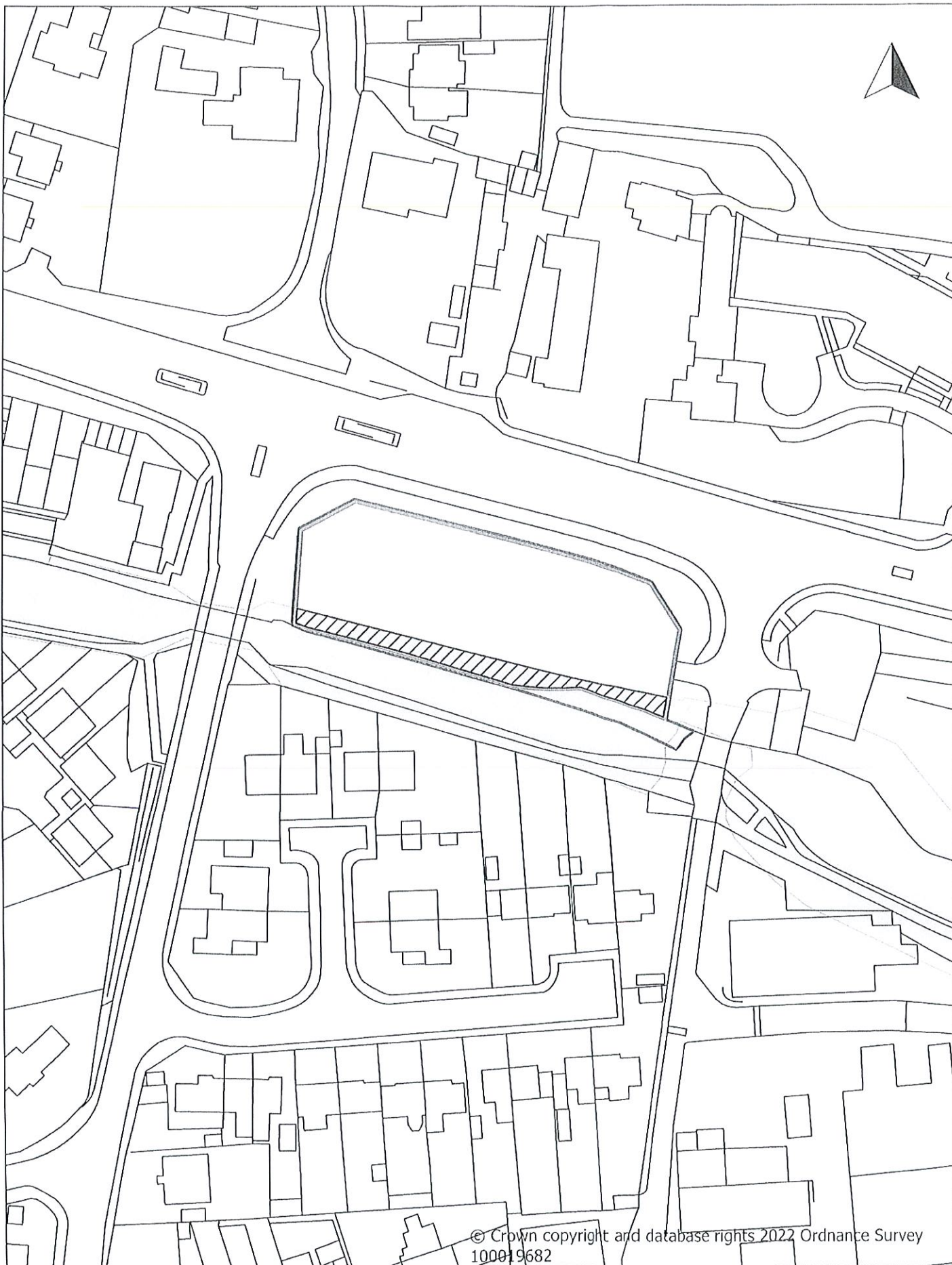
AS WITNESS the hands of the following this.....day of..... 2024.

SIGNED for and on behalf of
STROUD DISTRICT COUNCIL

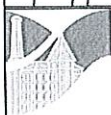
.....
Alison Fisk, Head of Property Services
Authorised/Proper Officer

SIGNED for and on behalf of
STONEHOUSE TOWN COUNCIL

.....
Name: CARLOS NOVOA (TOWN CLERK)
Authorised/Proper Officer



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100019682



**STROUD
DISTRICT
COUNCIL**

Former site of Ship Inn,
Stonehouse
Licence Plan

Date: January 2024

Scale printed at A4 - 1:1,000

0 20 40 60 80 m



