



## STONEHOUSE TOWN COUNCIL

To Members of the Town Council

You are hereby summoned to attend the Annual General Meeting of the Town Council to be held on Monday 17<sup>th</sup> June '24 at 7.00pm at the Town Hall, 1 Queens Street, Stonehouse

**Council Members:**

Councillors: John Callinan, Debbie Curtis, Marcus Dixon, Carol Kambites, Simon MacGregor, Madelaine Maraboli-Roman, Neil Gibbs, Gary Powell, Val Randell, Keith Terry, Theresa Watt

*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  
11th June '24

---

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

---

### A G E N D A

- |        |   |
|--------|---|
| TC3260 | To receive apologies  |
| TC3261 | To receive declarations of interest   |
| TC3262 | To approve the minutes of the Town Council meeting of 13 <sup>th</sup> May 2024   |
| TC3263 | To receive an update on town councillor vacancies following recent elections  |
| TC3264 | To receive reports from Chair of Town Council and town councillors  |
| TC3265 | To receive and request reports from County and District Councillors   |
| TC3266 | To receive RFO's budget report and bank reconciliation for May '24  |
| TC3267 | To approve the latest payment list  |
| TC3268 | To receive a report on the current financial year's supplier payments   |
| TC3269 | To receive the draft minutes of Business Committee meeting of 3 <sup>rd</sup> June '24 and to approve the following recommendation: |

1. B/709 - Committee RECOMMENDS Council approves the purchase of three 'Terra' laptop computers with Docking Stations at a total cost of £2,259.87 plus vat
2. B/710 - Committee RECOMMENDS Council approves Business Committee's Terms of Reference

TC3270	To receive the draft minutes of Environment Committee meeting of 28 <sup>th</sup> May '24
TC3271	To consider and approve a financial asset transfer to the newly created Great Oldbury Parish Council
TC3272	Date of next meeting - Monday 22 <sup>nd</sup> July 2024



**STONEHOUSE**  
TOWN COUNCIL

**Minutes of a meeting of the Town Council  
held on Monday 13<sup>th</sup> May 2024, 7pm  
at the Town Hall**

**Present:**

Councillors: Councillors: John Callinan, Debbie Curtis, Marcus Dixon, Neil Gibbs (Newly voted Chair of Council), Carol Kambites (Outgoing Chair of Council), Simon Macgregor, Madelaine Maraboli-Roman, Gary Powell, Val Randell, Keith Terry and Theresa Watt (Vice Chair of Council).

In Attendance: Town Clerk, Carlos Novoth, Representatives of the Royal British Legion, members of the public and newly elected Ward Councillors for Stonehouse including Cllr John Parker

---

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

---

Town Cllr Carol Kambites started the meeting as the incumbent Chair of Council

**TC3238 To appoint the Chair of Council/Town Mayor**  
Cllr John Callinan Proposed Neil Gibbs as new Chair of Council; this was seconded by Cllr Gary Powell. All in Favour - Vote was carried.

Cllr Carol Kambites was immediately replaced by Cllr Neil Gibbs as Chair of the meeting

**TC3239 To appoint the Vice Chair of Council/Deputy Town Mayor**  
Cllr Gary Powell Proposed Theresa Watt as new Vice Chair of Council; this was seconded by Cllr Madelaine Maraboli-Roman. All in Favour - Vote was carried.

**Public Questions:**

A member of the public raised the issue of the state of the footpaths around Stonehouse, in particular the Meadow road area - the issue arose as a result of a family member being unable to safely walk in some areas due to their frailty; she felt the council had committed to a long term plan to improve these through the Neighbourhood Plan and asked that the council fulfilled this commitment. It was explained that the commitment was an aspiration and that the footpaths were the responsibility of other Local Authorities/agencies that the Clerk would be happy to



pursue to make improvements. There was another related issue with regards the general state of repair of footpaths with the tarmac being damaged as a result of normal wear and tear and also drivers using them to park their cars. The Clerk asked for further detail to allow him to pursue the matter.

**TC3240 To receive apologies**  
There were no apologies

**TC3241 To receive declarations of interest**  
There were declarations of interest from Cllrs Theresa Watt and Carol Kambites in relation to agenda item TC3255 and Gary Powell re agenda item TC3256

**TC3242 To receive an update on town councillor vacancies following recent elections**  
Council was advised on the need to fill three vacancies left by the recent Elections and that this could be achieved through Co-option. No formal 14 day notice is required on this occasion.  
Council felt that it would prefer to pursue a further election process to fill the three remaining vacancies. Officers were asked to raise the matter with the Election Authority prior to taking further action.

**TC3243 To receive an update on the Annual Town Meeting held 25<sup>th</sup> April 2024**  
Council was updated on the successful evening at the Town Hall Library. The meeting was well attended.  
Council **NOTED** the draft minutes.

**TC3244 To approve the minutes of the Town Council meeting of 22nd April 2024**  
Subject to the correction of an error in relation to the presence of Cllr Neil Gibbs at the meeting and his voting on agenda item TC3232, Council **APPROVED** the minutes as a true and accurate record of the meeting.

**TC3245 To approve Standing Orders and Financial Regulations**  
Cllr Carol Kambites Proposed to approve Standing Orders; Seconded by Cllr John Callinan. Vote carried with one abstention - Cllr Madelaine Maraboli-Roman.  
Cllr Theresa Watt Proposed to approve the Financial Regulations; Seconded by Cllr Carol Kambites. Vote carried with one abstention - Cllr Madelaine Maraboli-Roman  
Council **APPROVED** the Standing Orders and Financial Regulations.

**TC3246 To approve the appointment of Councillors to Committees, Working Groups and as representatives to external Organisations**  
Membership to committees, working groups and outside groups were agreed at the meeting. The Clerk to circulate the list.

**TC3247 To receive and note confirmation that Stonehouse Town Council retains the General Power of Competence**



Notes on Agenda items, Full Town Council Monday 17<sup>th</sup> June 2024

TC3262 - Minutes	See attached minutes
TC3263 – Co options	<p>The town council is currently seeking to fill three Councillor vacancies. The council has received 5 applications.</p> <p>The voting process to determine the successful candidates could potentially take considerable time and so a proposal has been put forward to consider applications through an extraordinary full council meeting.</p> <p>Emails have been sent to establish availability as it is important for as many Cllrs as possible to take part in the decisions; equally, candidates have also been approached to determine their availability.</p>
TC3266 – Budget/Recon	See attached reports
TC3267 – Payment list	See attached report
TC3268 – Supplier payments	<p><b>Recent finance issues – EDGE</b></p> <p>A couple of errors were recently noted by a council signatory when asked to sign off payments on EDGE Finance. A review of payments and income has since been undertaken for the months of April and May and the following issues found:</p> <p><b>Ubico</b> – Transaction Nos 3732 and 2726 – the invoiced amount was £468. The original transaction was duplicated in error and mis referenced. T/No 3732 had not been approved on a payment list but the duplicate had. This support paper serves to retrospectively authorise the April '24 payment on T/No 3732</p> <p><b>Yu Energy</b> – Transaction No 3739 – the invoiced amount was £181.89 This invoice was paid through a variable Direct Debit; it was not placed on a payment list for Council approval before being signed off as paid in May and the bank account reconciled. This support paper serves to retrospectively authorise the payment</p> <p><b>Delta Nine</b> – Transaction No 3772 – the invoiced amount was £30 This was paid for on the council's debit card; it was not placed on a payment list for approval. This support paper serves to retrospectively authorise the payment</p> <p><b>Jireh</b> – Transaction No's 3636 and 3721 – Costs of £273.29 and £300 respectively making a total authorised payment of £573.29. The latter portion of the total payment was put forward for authorisation in error as it did not reflect an actual invoice but an end of year assessment of an anticipated monthly additional cost. Payment was made but later retrieved.</p> <p><b>Recent finance issues – Bank</b></p> <p>There has been a recent issue involving Bank payments – the bank is currently looking into the issue</p>
TC3269 – B/C	<p><b><u>New Laptops</u></b></p> <p>A Terra laptop and docking station was purchased in January 2024 (TC3171) for the office and has performed extremely well. Officers are impressed with the speed, accessibility, and performance of the laptop. Officers seek to purchase a further three laptops and docking stations for the remaining officers.</p> <p><b><u>Current Provision</u></b></p> <p>Currently, the remaining three officers are using two laptops and one desktop computer. All of these computers are now too old for updates, are very slow to respond and one of them has poor sound quality, making Teams and Zoom meetings very difficult.</p> <p><b><u>IT consultants' advice</u></b></p> <p>Officers have sought advice from Jireh, who the council have employed as IT support. They have given the following pricing and advice: Comparison of prices between a Terra laptop (Jireh's recommendation as being the best quality and most efficient laptop brand) and a refurbished laptop.</p>

Terra Mobile 1517-i5	Refurbished Lenovo Thinkpad
New	8 years old (released in 2016)
*Benchmark 13,624	Benchmark 2,995
16GB RAM (Memory)	16GB Ram (Memory)
500GB SSD (Storage)	256GB SSD (Storage)
15.6" Full HD	14" Low resolution screen
Windows 11 Pro	Windows 10
£648.29	£229.97

\*In computing, a benchmark is the act of running a computer program, a set of programs, or other operations, in order to see how fast it can work.

- There are many things that constitute good IT security practice, but one of the basics is ensuring that all software, utilities and operating systems are kept up to date and fully patched (within two weeks of release – as per National Cyber Security Centre Guidance and Cyber Essentials Requirements). Unfortunately, these updates, that are so essential to staying secure, demand more and more from the computers that they are applied to. This is one of the primary reasons why old computers are not powerful enough to provide a productive and secure experience for users. The new Terra laptops are almost 6 times more powerful than the refurbished ones.
- Laptop manufacturers will not provide warranties on their laptops beyond 5 years. This is a good indication of how long they anticipate their customers will get trouble free computing from their purchase. The refurbished laptops are already 8 years old.
- Not only are the refurbished laptops old and likely near the end of their useful/reliable life, but they will also be slow now and get even slower with use – severely hampering office productivity. It is false economy to “save money” buying cheap/slow/old computers as the time lost/wasted by the officers using the computers will far outweigh the laptop purchase cost difference.
- There is a “cost to change” when it comes to deploying a computer. This is a combination of the fee paid to setup and provision the computer as well as the lost productivity to the staff member in undergoing the change. Council will end up having to go through this cost/disruption more often if old/slow unreliable laptops are purchased.

#### Conclusion

It is clear from Jireh’s comments and recommendations, they acknowledge the need for good performance, a high level of IT security and the need for future proofing. The equipment recommended by them, whilst appearing to be more expensive may be a more cost effective option if considering performance levels and potential downtime.

#### Recommendation:

**Officers recommend purchasing three Terra laptops from Jireh @ £648.29 each and three docking stations @ £105 each, total of £2,259.87.**

#### Terms of Reference - Council Business Committee (Chair and Vice Chair of Council plus 6 councillors)

- To set a budget for the sound administration of the council’s business and town hall
- Authorises General Expenditure
- To monitor the annual draft budgets for each committee ensuring value for



	<p>money and recommend the level of precept</p> <ul style="list-style-type: none"> <li>• To approve the annual accounts prior to submission for internal audit and presentation at annual town meeting</li> <li>• To review expenditure against budget</li> <li>• To consider internal and external auditors' reports and make recommendations to council</li> <li>• To consider the objectives and priorities of the TC and make recommendations as necessary to the council</li> <li>• Promotion of the TC, through Mayoral activities, Annual Town meeting, website, newsletter, social media and community engagement</li> <li>• To draw up and review TC policies and standing orders</li> <li>• To review TC investments</li> <li>• To set fees and charges for hire of council premises</li> <li>• To consider applications for TC grants.</li> <li>• To carry out annual risk assessments on all council activities</li> <li>• To manage the lease or hire of the sports stadium, pitches, and public land making an annual review of charges</li> <li>• To appoint working groups and consider their reports and agree any actions</li> <li>• To review the levels of use of the Youth Centre, ensuring value for money</li> <li>• To create management policies with regards to youth matters <ul style="list-style-type: none"> <li>• To be responsible for those staffing matters not in the responsibility of the line manager i.e. grievance appeals, salary adjustments, staffing structure, dismissals, appointments</li> </ul> </li> <li>• To ensure adequate staff training and development</li> <li>• To review staffing levels to minimise risk to council's operation</li> </ul>
<b>TC3271 – Great Oldbury</b>	Please find attached letter from the Clerk of Great Oldbury Parish Council





Council **NOTED** the Clerk's confirmation that Stonehouse Town Council has retained in General Power of Competence (GPC). There appeared to be some confusion as to the period the GPC applied to in the event that the town council would fail to meet the GPC qualifying criteria. The Clerk was asked to seek clarification.

**TC3248 To approve account signatories for the following bank and building society accounts:**

- Lloyds Bank (Council's Operating Account)
- CCLA (Churches, Charities and Local Authorities)
- Charity Bank
- Nationwide Building Society
- Melton Building Society
- Cambridge Building Society

Council **APPROVED** the following Cllrs as Full Signatories to each of the above noted banks and Building Society accounts:  
Cllrs Neil Gibbs, John Callinan, Debbie Curtis, Theresa Watt and Carol Kambites

**TC3249 To approve the 2023/24 Year End Accounts, Balance Sheet and Bank Reconciliation**

Council **APPROVED** the Year End Accounts, Balance Sheet and Bank Reconciliation.

**TC3250 To approve the 2023/24 Accounting Statements by Resolution and for the meeting's Presiding Officer to sign the Accounting Statements**

Council **RESOLVED** to **APPROVE** the 2023/24 Accounting Statements - signed and dated by both the Chair of Council and the Clerk

**TC3251 To approve the Annual Governance Statement for the 2023/24 financial year**

Council **APPROVED** the Annual Governance Statement for 2023/24 - signed and dated by both the Chair of Council and the Clerk

**TC3252 To approve dates for the 'Exercise of Public Rights'**

Council **APPROVED** the dates for the 'Exercise of Public Rights' (Commence Monday 3<sup>rd</sup> June 2024 and End Friday 12<sup>th</sup> July 2024)

**TC3253 To receive the Minutes of Environment Committee meeting of 29<sup>th</sup> April 2024 and approve the following recommendation:**

**E/788 To consider the planting of a Gernika Oak on the Memorial Green.**

With 10 votes for the proposal to approve the recommendations and one against (Cllr Gary Powell). Committee **APPROVED** the recommendation to Full Council to the planting of a Gernika Oak on the Memorial Green subject to:

1. Written confirmation from Historic England and Stroud District Council Planning Department.
2. Consultation with residents.

**TC3254**      **To receive RFO's budget report and bank reconciliations for April '23**  
Council **NOTED** the Budget Report for April 2024 with a 'Net Actual' Income of £277.50; a 'Net Actual Expenditure of £42,462.41 and a Reserve Movement of £0.  
Council also **NOTED** the bank reconciliation for April 2024 with a closing balance of £217,768.62

Cllrs Carol Kambites and Theresa Watt removed themselves from the meeting in light of their declared interest in agenda item TC3255

**TC3255**      **To approve the latest payment list**  
Council **APPROVED** the payments list totalling £31,984.29 with 10 votes in favour and one abstention - Cllr Gary Powell

Cllrs Carol Kambites and Theresa Watt returned to the meeting

Cllr Gary Powell removed himself from the meeting in light of his declared interest in Agenda Item TC3256

**TC3256**      **To approve a grant application from the Royal British Legion for the commemoration of the 80<sup>th</sup> Anniversary of the D-Day Landings**  
Council **APPROVED** a grant application for £775  
A representative provided an overview of the grant application and offered to answer any questions. He explained that the local branch were trying to secure funding from other sources in addition to the town council. Cllrs appreciated the efforts of the branch in marking D Day and felt that the event should be fully supported. The official date for D Day was Thursday 6<sup>th</sup> June - this would be acknowledged on the day but the celebrations will take place on the Memorial Green on Saturday 8<sup>th</sup> June. Council **APPROVED** the grant application but increased the funding level to £1,000

Cllr Gary Powell returned to the meeting

**TC3257**      **To receive reports from Chair of Town Council and town councillors**  
The New Chair thanked Cllrs for voting him in as Chair of Council stating that he appreciated the support and confidence shown in him. He mentioned that Stonehouse will be judged twice this year for its in bloom efforts.  
Cllr Gary Powell raised an issue with regards the condition of the red tarmacked surface on the High street and footpaths - he was advised that these matters would be raised with GCC through the council's Transport and Highways working group  
Cllr Carol Kambites provided an update from SDC on district wide issues - this was appreciated by Cllrs.



- TC3258 To receive and request reports from County and District Councillors**  
The Chair congratulated the three new Ward Cllrs and welcomed them to the meeting in their new roles. It was noted that once again, there was no representation from the County Councillor, Nick Housden. Cllrs felt that with the ongoing lack of feedback from Cllr Housden and general communications has had a deleterious effect on the working relationship between Stonehouse Town Council and Glos County Council and that it wishes to reinstate a sense of joint working as soon as possible. The Clerk was asked to write to the Chair of Council at Glos County Council to this effect.
- TC3259 To approve the Council's Insurance renewal**  
Council **APPROVED** a three year contract with Gallagher's insurance at an annual premium (including IPT and all fees) of £8,549.25 on the conditions laid out in the quotation.
- TC3260 Date of next meeting - Monday 17<sup>th</sup> June 2024**  
Council **NOTED** the date of the next meeting



# Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions. Includes commitments.  
Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Reserve Movements	Actual Net	Balance	Bal %age
INCOME						
Town Business Committee						
100	Precept	£383,870.25	£0.00	£191,935.00	-£191,935.25	-50.00%
105	Newsletter Advertising	£100.00	£0.00	£0.00	-£100.00	-100.00%
120	Feed-in Tariff from Town Hall	£800.00	£0.00	£0.00	-£800.00	-100.00%
125	Stonehouse Town FC lease	£600.00	£0.00	£0.00	-£600.00	-100.00%
126	STFC Water Recharge	£200.00	£0.00	£0.00	-£200.00	-100.00%
127	STFC Electric Recharge	£1,500.00	£0.00	£358.86	-£1,141.14	-76.08%
130	Athletics Field Lease	£0.00	£0.00	£0.00	£0.00	0.00%
135	Phone Mast on Land	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%
140	Building Lease at OEL	£637.00	£0.00	£0.00	-£637.00	-100.00%
145	Magpies Social Club	£3,150.00	£0.00	£525.00	-£2,625.00	-83.33%
150	Community Centre Lease	£500.00	£0.00	£0.00	-£500.00	-100.00%
155	OEL Pitch Hire	£2,000.00	£0.00	£230.00	-£1,770.00	-88.50%
160	Misc Income	£500.00	£0.00	£15.00	-£485.00	-97.00%
170	Investments Interest	£0.00	£0.00	£0.00	£0.00	0.00%
171	Bank Interest - Lloyds Bank	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%
172	Bank Interest - Charity A/C	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%
173	Bank Interest - Natwest	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%
174	Bank interest - Cambridge BS	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%
175	Town Hall/Library Recharges	£3,400.00	£0.00	£0.00	-£3,400.00	-100.00%
176	Bank Interest - Nationwide	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%
177	Bank Interest - Melton Building Society	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%





# Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions. Includes commitments.  
Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve Movements	Actual Net	Balance	Bal %age
178	CCLA Interest	£0.00	£0.00	-£10,000.00	-100.00%
<b>Total Town Business Committee</b>		£0.00	£193,063.86	-£221,193.39	-53.40%
<b>Town Environment Committee</b>					
200	Stonehouse in Bloom	£0.00	£0.00	£0.00	0.00%
205	Event Income/Donations	£0.00	£0.00	-£1,200.00	-100.00%
210	Planting Sponsorship	£0.00	£0.00	£0.00	0.00%
215	Grants	£0.00	£0.00	£0.00	0.00%
<b>Total Town Environment Committee</b>		£0.00	£0.00	-£1,200.00	-100.00%
<b>Total Income</b>		£0.00	£193,063.86	-£222,393.39	-53.53%

## EXPENDITURE

<b>Town Business Committee</b>					
1000	Salaries	£205,000.00	£34,831.33	£170,168.67	-83.01%
1010	Training & Recruitment	£4,000.00	£335.00	£3,665.00	-91.63%
1020	Health & Safety	£2,500.00	-£270.48	£2,770.48	-110.82%
1030	Professional Fees	£8,000.00	£9,839.87	-£1,839.87	23.00%
1040	IT support	£9,550.00	£451.14	£9,098.86	-95.28%
1050	Office Equipment Renewals	£500.00	£0.00	£500.00	-100.00%
1060	Grants	£17,400.00	£4,500.00	£12,900.00	-74.14%
1070	Town Hall/Library Shared Costs	£13,700.00	£5,374.85	£8,325.15	-60.77%
1080	Town Hall/Library STC costs	£2,700.00	£174.28	£2,525.72	-93.55%
1090	Admin Expenses	£5,750.00	£440.95	£5,309.05	-92.33%
1100	Mayor's Charity & Expenses	£300.00	£151.10	£148.90	-49.63%
1110	Travel Costs/Staff & Councillors	£400.00	£0.00	£400.00	-100.00%





# Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions. Includes commitments.  
Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve Movements	Actual Net	Balance	Bal %age
1120	Election Costs	£0.00	£0.00	£0.00	0.00%
1130	Civic/Remembrance Parades	£180.00	£0.00	£180.00	-100.00%
1140	Pavilion Overheads	£12,900.00	£237.10	£12,662.90	-98.16%
1150	Workshop Overheads	£3,800.00	£476.04	£3,323.96	-87.47%
1160	Equipment & Vehicle Costs	£3,800.00	£172.87	£3,627.13	-95.45%
1170	Youth Centre Workers	£61,000.00	£11,337.00	£49,663.00	-81.41%
1180	Youth Centre Overheads	£10,400.00	£1,874.89	£8,525.11	-81.97%
1200	Subscriptions	£3,500.00	£2,430.84	£1,069.16	-30.55%
1210	Insurances	£7,000.00	£0.00	£7,000.00	-100.00%
1220	Project Planning & Delivery	£0.00	£0.00	£0.00	0.00%
1230	Climate Change	£5,000.00	£0.00	£5,000.00	-100.00%
Total Town Business Committee		£377,380.00	£72,356.78	£305,023.22	-80.83%
Town Environment Committee					
1190	Amenity Areas	£46,800.00	£7,170.56	£39,629.44	-84.68%
2000	Christmas Lights	£2,000.00	£0.00	£2,000.00	-100.00%
2005	Climate Change	£0.00	£0.00	£0.00	0.00%
2010	In Bloom	£0.00	£243.17	-£243.17	100.00%
2050	Cultural Events & Studies	£9,300.00	£270.00	£9,030.00	-97.10%
2080	Neighbourhood Plan Review	£0.00	£0.00	£0.00	0.00%
2090	Planning Specialist Advice	£0.00	£0.00	£0.00	0.00%
Total Town Environment Committee		£58,100.00	£7,683.73	£50,416.27	-86.77%
Total Expenditure		£435,480.00	£80,040.51	£355,439.49	-81.62%



# Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions. Includes commitments.  
Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve Movements	Actual Net	Balance	Bal %age
Total Income	£415,457.25	£0.00	£193,063.86	-£222,393.39	53.53%
Total Expenditure	£435,480.00	£0.00	£80,040.51	£355,439.49	-81.62%
Total Net Balance	-£20,022.75		£113,023.35	-£577,832.88	





# Bank Account Reconciled Statement

**Stonehouse Town Council**

**01651837**

**30-98-29**

Statement Number	50	Bank Statement No.	50
Statement Opening Balance	£217,768.62	Opening Date	01/05/24
Statement Closing Balance	£194,062.48	Closing Date	31/05/24
True/ Cashbook Closing Balance	£194,062.48		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/05/24	BGC010524HMRC	HMRC (VAT)	0.00	1.01	217,769.63
02/05/24	FPO290424A&E	A&E Fire and Security	-180.00	0.00	217,949.63
07/05/24	FPI070524MAGPIE S	Magpies Social Club	0.00	262.50	218,212.13
08/05/24	DD080524YUENER GY	YU Energy	400.27	0.00	217,811.86
10/05/24	DD100524YUENER GY	YU Energy	181.89	0.00	217,629.97
14/05/24	DD140524WATERP LUS	WaterPlus	97.12	0.00	217,532.85
15/05/24	FPO150524RBL	Royal British Legion	1,000.00	0.00	216,532.85
15/05/24	FPO150524ROSPA	ROSPA Play Safety	588.00	0.00	215,944.85
16/05/24	DEB1600524NETW ORLD	Net World Sports	49.53	0.00	215,895.32
16/05/24	FPO160524	Jacqui Sanders	30.00	0.00	215,865.32
16/05/24	FPO160524ALLST ONESP	Allstone Speedy Skips	297.60	0.00	215,567.72
16/05/24	FPO160524CKAMB ITES	Carol Kambites	11.10	0.00	215,556.62
16/05/24	FPO160524CNOVO TH	Carlos Novoth	51.75	0.00	215,504.87
16/05/24	FPO160524EASYW INDOWS	Easy Window Cleaning	21.60	0.00	215,483.27
16/05/24	FPO160524EDGE	Edge IT Systems Ltd	180.00	0.00	215,303.27
16/05/24	FPO160524ERMIN PLANT	Ermin Plant	81.65	0.00	215,221.62
16/05/24	FPO160524GLEND ALE	Glendale Countryside Limited	976.44	0.00	214,245.18
16/05/24	FPO160524HMRC	HMRC	3,067.43	0.00	211,177.75
16/05/24	FPO160524JIREH	Jireh Solutions Ltd	573.29	0.00	210,604.46
16/05/24	FPO160524PROLIF IC	Prolific Solutions (South West) Ltd	18.00	0.00	210,586.46
16/05/24	FPO160524RFHEL PS	R F Helps	104.10	0.00	210,482.36
16/05/24	FPO160524SGC	Stonehouse Gardening Club	500.00	0.00	209,982.36
16/05/24	FPO160524TWATT	Theresa Watt	15.00	0.00	209,967.36
16/05/24	FPO160524TWAH WKINS	T W Hawkins & Sons	2,850.00	0.00	207,117.36
17/05/24	DEB170524COOPE RS	Coopers Gloucester	75.00	0.00	207,042.36

# Bank Account Reconciled Statement

17/05/24	FPO160524JIREH	Jireh Solutions Ltd	-300.00	0.00	207,342.36
20/05/24	DEB200524VOIPFO NE	Voipfone	8.40	0.00	207,333.96
20/05/24	PAY200524LLOYD S	Lloyds Bank	7.00	0.00	207,326.96
22/05/24	DD220524WATERP LUS	WaterPlus	72.66	0.00	207,254.30
24/05/24	DD240524JOHNST AYTE	John Stayte Services Ltd	125.80	0.00	207,128.50
24/05/24	SO240524STAFFS ALAR	Staff Salaries	13,023.36	0.00	194,105.14
28/05/24	SO280524PATA	PATA Payroll	149.60	0.00	193,955.54
29/05/24	DD290524WATERP LUS	WaterPlus	17.82	0.00	193,937.72
31/05/24	DEB310524DELTA9	Delta Nine Ltd	30.00	0.00	193,907.72
31/05/24	FPI310524STFC	Stonehouse Town Football Club	0.00	154.76	194,062.48

## Uncleared and unpresented effects

Total uncleared and unpresented	0.00	0.00
Total debits / credits	24124.41	418.27

Reconciled by Jacqui Sanders

Signed \_\_\_\_\_  
Clerk / Responsible Financial Officer

\_\_\_\_\_  
Chair

Date \_\_\_\_\_

\_\_\_\_\_



# Stonehouse Town Council

## Expenditure transactions - payments approval list    Start of year 01/04/24

No	Payment Reference	Gross	To pay Heading	Invoice date	Invoice no.	Details	Payment Reference Total
3769		£35.00	£35.00 1010/1	30/05/24	485	GAPTC - Training- Crisis Comms - CN	
3770		£120.07	£120.07 1140/2	30/05/24	5844590	WaterPlus - May 2024 - Water - Pavilion	
3771		£8,549.25	£8,549.25 1030	31/05/24	533873607	Hiscox Insurance Company Limited - 24-25 Insurance Renewal	
3773		£83.28	£83.28 1040/5	31/05/24	10593	Prolific Solutions (South West) Ltd - May 2024 - Printer TH	
3778		£140.00	£140.00 1100	31/05/24	A1229	Allsorts - 2 x Stonehouse Court Hotel Tickets - Cllrs Gibbs & Watt	
3780		£180.00	£180.00 1040/1	31/05/24	29763	Jireh Solutions Ltd - IT Support - General	
3782		£93.90	£93.90 1150/5	31/05/24	PSI-1076051	Grundon Waste Management Ltd - April 2024 - Waste - Workshop	
3785		£54.12	£54.12 1180/4	31/05/24	1906	All Done and Dusted - May 2024 - Pod cleaning	
3775		£49.89	£49.89 1070/3	01/06/24	01727452	YU Energy - May 2024 - Electricity - Library	
3776		£113.83	£113.83 1180/3	01/06/24	01727453	YU Energy - Msy 2024 - Electricity - POD	
3777		£202.83	£202.83 1070/3	01/06/24	01727451	YU Energy - May 2024 - Electricity - TH	
3779		£72.02	£72.02 1070/4	03/06/24	01769591	YU Energy - May - 2024 Gas - TH	
3784		£20.52	£20.52 1150/4	04/06/24	856505	G R Fasteners - Abracs Proflex Extra Thin, AA & 9V batteries	
3783		£80.00	£80.00 1010/2	05/06/24	CTC619	Cainscross Town Council - 4 x GAPTC Training - Being a Better Councillor	

Signature

Signature

Date

11/06/24 05:12 PM Vs: 8.99.02

# Stonehouse Town Council

## Expenditure transactions - payments approval list    Start of year 01/04/24

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
3786		£42.00	£42.00	1220	11/06/24	51103	Five Valleys Signs - Banner with eyelets - ship inn site	
3787		£165.94	£165.94	1080/2	11/06/24	1800754443	Gloucestershire County Council - May 24 - TH Cleaning	
Sub Total		£10,002.65	£10,002.65					
Total		£10,002.65	£10,002.65					

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_



**Minutes of a Town Business Committee  
held on Monday 3<sup>rd</sup> June '24 at 7.00pm  
at the Town Hall**

**Present:** Councillors, John Callinan (Committee Vice Chair), Neil Gibbs, Gary Powell, Madelaine Maraboli-Roman, Keith Terry and Theresa Watt

**In Attendance:** Carlos Novoth (Clerk); representatives of Hopelands School, Stonehouse Town Football Club and the Walking Festival

---

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

---

Representatives of the above mentioned groups were in attendance and were offered the opportunity to present their comments when discussing the relevant agenda item. There were no other members of the public in attendance.

In light of the absence of the Pre Election Committee Chair, Cllr John Callinan Chaired the meeting for the first agenda item

**B/699 To Elect the Chair of Business Committee**

The Chair opened the meeting with a request for nominations. Cllr Neil Gibbs proposed Theresa Watt for Chair of Business Committee. This was seconded by Cllr Gary Powell. All voted in favor of Cllr Theresa Watt becoming Chair of Business Committee.

Cllr Theresa Watt replaced Cllr John Callinan as Chair for the meeting.

**B/700 To Elect the Vice Chair of Business Committee**

Cllr Gary Powell proposed John Callinan for Vice Chair of Business Committee. This was seconded by Cllr Neil Gibbs. All voted in favor of Cllr John Callinan retaining his position as Vice Chair of Business Committee.

**B/701 To receive apologies.**

Apologies were received from Cllr Carol Kambites

**B/702 To receive Declarations of Interest**

A declaration of interest was raised by Cllr Keith Terry in relation to Agenda Item B/712

**B/703 To approve the minutes of the Business Committee meeting held on 8<sup>th</sup> April '24**



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

In light of the presence of the above representatives, the following agenda items were brought forward by agreement.

**B/707 To approve a grant application from:**

- 'Cotswold Boat Mobility'  
Committee APPROVED a grant of £450 plus vat
- 'Stonehouse Walking Festival'  
Committee APPROVED a grant of £700

A comment was made that it was helpful to have the financial accounts for both organisations.

**B/708 To consider the use of Laburnum recreation field by Hopelands School for physical education classes.**

A representative of Hopelands School spoke on behalf of the school confirming that the school covered an age range of 3 to 11 year olds, some of whom lived in Stonehouse. The Committee considered the school's request but had concerns that it was being asked to work outside of the council's current policy on recharging for the use of the playing field. This prompted agreement to reconsider the council's scale of charges and as such, committee resolved to DEFER the decision until the next Business Committee meeting on the basis that the school could continue to use the playing field at no charge.

**B/713 To consider Stonehouse Town Football Club's proposal to increase the size of its welfare facility.**

Council agreed with the potential extension of the football club's new welfare facility but stated that nothing would be agreed until the new lease was agreed.

The Chair returned to the natural order of the agenda items.

**B/704 To receive the latest budget position**

Officers drew attention that the council had received the first of two precept payments. Committee NOTED the budget report totalling 'Actual Net Income' of £192,679.10; 'Actual Net Expenditure' of £65,569.59.

**B/705 To approve the latest payments list**

Committee APPROVED payments totalling £37,990.52.

**B/706 To provide an update on the signatory changes to the Council's investment accounts.**

Changes to bank signatories has been slow to progress especially as each of the banks and building societies with which the council hold investments in require subtly different approaches.

Council NOTED the update.

**B/707 To approve a grant application from:**

- 'Boat Mobility'
- 'Stonehouse Walking Festival'

Agenda Item brought forward - see above for details.



**B/708 To consider the use of Laburnum recreation field by Hopelands School for physical education classes.**

Agenda Item brought forward - see above for details

**B/709 To approve the purchase of three new Laptop computers with docking stations**

The Clerk advised that as the funding would come from Reserves, the matter needed full council approval. As requested at an early meeting the issue was raised at, advice from Jireh was sought and their recommendations detailed in the supporting papers.

Committee RECOMMENDS Council approves the purchase of three 'Terra' laptop computers with Docking Stations at a total cost of £2,259.87 plus vat

**B/710 To review Business Committee's Terms of Reference and make recommendations to Full Town Council for approval**

Committee APPROVED the current Terms of Reference confirming there were no changes necessary. However, concern was raised by Cllrs that the ToR for the HR Sub Committee were not detailed enough and needed to be looked at. Committee RESOLVED to ask for recommendations from HR Sub Committee for the Policy Working Group to consider and present to full council for consideration. It was suggested that HR becomes a free standing Committee that would hold its own budgets and report directly to Full Town Council.

**B/711 To receive a Fundraising update from 'The Door'**

Committee NOTED the report from 'The Door' which detailed the many applications for external funding that could be used to support the youth in Stonehouse. Unfortunately, there has been limited if any help and support given by Gloucestershire County Council through its funding streams, particularly the Build Back Better funding.

**B/712 To approve the next stage of discussions with Taylor Wimpey in relation to the potential adoption of open spaces at Court View, Stonehouse.**

The support paper detailed an agreed commuted sum with the developer along with 11 areas of concern that would require the developers' specific attention. Committee added to the list of concerns with regards the approach from the main Bristol Road to the bridge over the disused railway; it was felt that people with disabilities experience difficulties using this access to the town. Committee RESOLVED to take the next step of seeking a commitment from the developers to resolving all twelve areas of concerns before presenting the matter for town council approval.

Note! Cllr Keith Terry provided comment during the discussion but withdrew from voting in light of his declared interest.

**B/713 To consider Stonehouse Town Football Club's proposal to increase the size of its welfare facility**

Agenda Item brought forward - see above for details

**B/714 To receive updates from the following working groups:**

1. **Climate Change Action Forum** - There were no updates - Cllr Theresa Watt to seek an update on the Electric Bike initiative

2. **Communications** - the Comms group met to discuss the council's communications in general. A further meeting was arranged for the 15<sup>th</sup> July to progress discussion - the meeting is to include representatives from two local companies that the council currently uses for some of its comms work
3. **Oldends Lane Development** - Two quotes have now been received in relation to the installation of a new sewer line - a third quote is imminent - a further meeting will be arranged once the quote is received.
2. **Support Stonehouse** - there were no updates
3. **Youth** - a quarterly meeting is due soon. There will be a need to commence the tender process for a new youth service contract. It was suggested that the council should plan to cover full costs
5. **Policy** - A meeting is to be arranged soon
6. **Internal Audit Panel** - Cllr Keith Terry to undertake the first quarter ICC check - it was suggested that other Cllrs may wish to look at the financial system themselves and can undertake some of the auditing work
7. **Court View** - as detailed above

**B/715 To note the date of the next meeting - Monday 8<sup>th</sup> July 2024**

Committee NOTED the date of the next meeting





## **STONEHOUSE**

### **TOWN COUNCIL**

Minutes (subject to agreement at the next Committee meeting) of a meeting of the **Town Environment Committee on Monday 28<sup>th</sup> May, 7pm at Stonehouse Library, High Street, Stonehouse, GL10 2NG.**

**Present:**

Councillors: Deborah Curtis, Marcus Dixon, Simon Macgregor, Val Randell, Keith Terry (Committee Vice Chair) and Theresa Watt.

**Also present:** Jacqui Sanders (Deputy Clerk),

Due to the absence of the Committee Chair, Neil Gibbs, the meeting was chaired by Keith Terry (Committee Vice Chair).

---

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

---

**E/787 To receive apologies.**

Apologies were received from Cllr Neil Gibbs (Committee Chair).

**E/788** Cllr Theresa Watt proposed Cllr Deborah Curtis as Chair; this was seconded by Cllr Marcus Dixon. All voted in favour.  
Cllr Deborah Curtis was elected as Chair.

**E/789** Cllr Theresa Watt proposed Cllr Val Randell as Vice Chair; this was seconded by Cllr Simon Macgregor. All voted in favour.  
Cllr Val Randell was elected as Vice Chair.

**E/790 Declarations of Interest**

There were no declarations of interest.

**E/791** To approve the minutes of the Town Environment Committee meeting held on Monday 29<sup>th</sup> April.  
Committee APPROVED the minutes as a true and accurate record of the meeting.

**E/792 To receive the latest updated Environment Budget.**

Committee NOTED the updated report showing a total 'Actual Net' Income of £0; 'Actual Net' Expenditure of £6,864.10 and Reserve Expenditure of £0.

**E/793** To support the campaign to improve the safety of lithium batteries and their disposal.



## **STONEHOUSE**

### **TOWN COUNCIL**

Committee RESOLVED to write to Parliament to give support for the campaign to improve the safety of lithium batteries and their disposal.

**E/794** To consider the request by Virgin Media to install a VHUB cabinet on a grass verge on the High Street owned by Stonehouse Town Council.

Committee RESOLVED to respond to the request by Virgin Media with the following points:

- Cabinets are to be painted green to match the existing one on the proposed Town Green site.
- An annual rental fee of £1000 is agreed, or a donation is made.

Officers will await a response and refer the matter back to council.

Cllrs Curtis and Dixon declared an interest in the following 2 agenda items and although took part in the discussions, abstained from voting.

**E/795** To approve the purchase, from earmarked reserve, of a wireless CCTV camera and associated equipment for use on the Ship Inn site, at a cost of £537.16 plus VAT.

Committee APPROVED the purchase of a wireless CCTV camera and associated Equipment at a cost of £537.16 plus VAT.

**E/796** To approve financial support, from earmarked reserve, up to £700 for Ship Inn site consultation event.

Committee APPROVED financial support, from earmarked reserves, of up to £700 for Ship Inn site consultation event.

**E/797** To comment on planning applications.

**S.24/0752/FUL** 1 Crescent Road, Bridgend, Stonehouse

Siting of two shipping containers for storage (retrospective).

**Comment:** No objections as long as no chemicals are stored in the container that could leak into the water course.

**E/798** To receive Working Groups updates. Members may wish to note any reports from the following:

**Comms** - Not met. Meeting scheduled for 30<sup>th</sup> May.



## **STONEHOUSE**

### **TOWN COUNCIL**

**Stroudwater (Bristol Road) Station - Not met**

**Canal Rejuvenation - Not met.** A meeting is being arranged with Mike Lambert (Director of Stroud Valleys Canal Company) and Cllrs Dixon, Curtis and Callinan)

**Transport and Highways - Not met.**

**Public Rights of Way - Not met.**

**Recreation - Not met.**

**E/799 To receive a report on planning decisions received from Stroud District Council.**

Committee NOTED the latest planning decisions.

**E/785 To approve communications in support of the meeting's decisions.**

To communicate the support of the campaign to improve the safety of lithium batteries and their disposal.

**E/786 Date of next Environment Committee meeting: Monday 1<sup>st</sup> July 2024.**

Committee NOTED the date of the next meeting.

---







# GREAT OLDBURY PARISH COUNCIL

Mrs Irena Litton BEM. 34 Dozule Close, Gloucestershire. GL10 3NL  
Tel No 01453 822287

Mr Carlos Novoth  
Town Clerk  
Stonehouse Town Council  
Town Hall  
Stonehouse  
Gloucestershire  
GL10 2NG

30<sup>th</sup> May 2024

## Fair Resolution of Financial Assets for Great Oldbury Parish Council

Dear Carlos

Firstly, thank you for assistance in providing the venue for the inaugural meeting of Great Oldbury Parish Council, it was very kind of you to set the room up and staying on late for us.

As per our conversation last month, Great Oldbury Parish Council are disappointed that the only asset transfers made to them are a Dog Waste Bin and a Noticeboard. This is despite the residents of Great Oldbury paying towards the precept requests for Stonehouse Town Council and Eastington Parish Council over a number of years. I of course appreciate that there is no legal obligation to make any financial asset transfer.

Eastington Parish Council were the main recipients of the Precept payments made by residents of the newly created Great Oldbury Parish Council, and have now kindly agreed to form a joint working group to 'explore' a fair resolution.

For Stonehouse Town Council, the numbers are much smaller and not so easy to work out the overall contribution, and of course those residents would have benefited from facilities in Stonehouse and were duly represented by Stonehouse Town Council.

Some residents of the now Great Oldbury would have been paying their precept element to Stonehouse Town Council as far back as 2019. Looking back over the past 2 financial years, I estimate that the tax base element for Great Oldbury contributing to Stonehouse Town Council was approx. 100 households. The band d rate (for STC) was set at £148.42 for Financial Year 2022/23 and £155.84 for Financial Year 2023/24, so that would make an overall contribution of approximately £30,426 over the two years.

The Precept for Great Oldbury Parish Council for this Financial Year is £38,430, equating to a band d contribution of £44.72 per household. This figure was set by Stroud District Council after consultation with another newly created Parish Council and taking into consideration that the residents are/will be paying an additional Estate Management fee.

Great Oldbury Parish Council have now adopted a budget for this Financial Year, which leaves absolutely no wriggle room and no funds for providing any aspirations. Ideally, Great Oldbury would like to consult with their residents and start to put together a Parish Plan, to start delivering benefits for the community, however, they are wary that at present they would not be able to deliver on any identified projects. The Members themselves, want to be able to purchase items like further noticeboards, road entrance signs and explore options of

purchasing land for allotments and a burial site. In addition, inspired by the amazing success of Stonehouse, take part in future In Bloom competitions.

I am therefore, formally requesting that the Members of Stonehouse Town Council give some consideration to making a financial asset transfer to Great Oldbury Parish Council. I appreciate this is a big ask, but if this could be in the region of £10,000, then that would enable Great Oldbury Parish Council to start making a real difference to their community.

Regardless of the Members decision, Great Oldbury Parish Council look forward to being a good neighbour to Stonehouse and hope to be able to collaborate on some projects.

A handwritten signature in black ink, appearing to read 'Irena Litton', with a horizontal line drawn through the middle of the signature.

Mrs Irena Litton  
Clerk to the Parish Council