



**Minutes of a meeting of the Town Council
held on Monday 17th June 2024, 7pm
at the Town Hall**

Present:

Councillors: Councillors: Debbie Curtis, Marcus Dixon, Neil Gibbs (Chair of Council), Carol Kambites, Simon Macgregor, Madelaine Maraboli-Roman, Gary Powell, Val Randell and Keith Terry.

In Attendance: Town Clerk, Carlos Novoth, Ward Cllr John Parker and several members of the public

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

There were no questions raised or comments made by the members of the public attending the meeting

TC3260 To receive apologies

Council received apologies from Cllrs John Callinan and Theresa Watt

TC3261 To receive declarations of interest

There were no declarations of interest

TC3262 To approve the minutes of the Town Council meeting of 13th May 2024

Council **APPROVED** the minutes as a true and accurate record of the meeting subject to the removal of the last sentence of Agenda item TC3257 relating to an update provided by Ward Cllr Carol Kambites and adding the information to agenda item TC3258

TC3263 To receive an update on town councillor vacancies following recent elections

The Clerk provided an overview of the guidance provided by the elections authority in terms of filling the three current vacancies through Co-option - it was suggested that to demonstrate an open and

transparent process, an observer (an experienced clerk from another authority) will be asked to attend. It was felt appropriate to arrange an extraordinary meeting for the co-option process to ensure adequate time was given.

There are currently 5 candidates applying to be co-opted onto the council. Each Candidate has been asked to provide dates they would be unavailable - only 4 have replied to date - once the last candidate replies, a date for the Co-option meeting can be set.

TC3264 To receive reports from Chair of Town Council and town councillors

The Chair attended the D Day ceremony, the celebration on the Town Green and delivered the declaration.

Cllr Marcus Dixon attended the 'Code of Conduct' training. He and others felt that the training did not fully deliver what was being advocated - he asked of for the Clerk to seek a reimbursement from the organisers of the event.

Cllr Gary Powell raised concerns about the traffic management at Oldends Lane by 'Atlas' when holding sports events at the recreation field.

TC3265 To receive and request reports from County and District Councillors

See update from Cllr Carol Kambites. Ward Cllrs John Callinan and John Parker also provided a brief update. Once again, there was no attendance or update provided by County Councillor Nick Housden

TC3266 To receive RFO's budget report and bank reconciliation for May '24

Council NOTED the latest budget report showing an 'Actual Net Income' of £193,063.86 and an 'Actual Net Expenditure' of £80,040.51.

Council also NOTED the closing balance for the May '24 Bank Reconciliation of £194,062.48

TC3267 To approve the latest payment list

Council APPROVED the payment list totalling £10,002.65

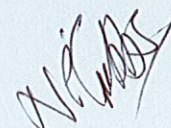
TC3268 To receive a report on the current financial year's supplier payments

The Clerk presented an update on the difficulties experienced with the bank holding the council's operating account, during the past two weeks. He is awaiting a call from the Bank's complaints department.

Council NOTED the Clerk's concerns.

TC3269 To receive the draft minutes of Business Committee meeting of 3rd June '24 and to approve the following recommendation:

Council RECEIVED the draft minutes



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**

Council **APPROVED** the purchase of the three 'Terra' Laptops with Docking Stations at a total cost of £2,259.87 plus vat through the council's IT provider 'Jireh'. (Cllr Marcus Dixon abstained from the vote that approve the purchase)

2. **B/710 - Committee RECOMMENDS Council approves Business Committee's Terms of Reference**

Council **APPROVED** the Terms of Reference for the Council's Business Committee subject to the following changes, to:

- Remove 'To monitor the annual draft budget for each committee ensuring value for money and recommend the level of precept' - it was considered that due to a change made to engage full council as a whole throughout the budget and precept setting process, Business Committee was no longer required to undertake this role for the council.
- Add 'To review the council's environmental performance'
- Amend 'To ensure adequate staff training and development' to include Councillors

- TC3270 To receive the draft minutes of Environment Committee meeting of 28th May '24**

Council **RECEIVED** the draft minutes of the meeting

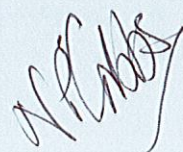
- TC3271 To consider and approve a financial asset transfer to the newly created Great Oldbury Parish Council**

Council acknowledged Great Oldbury parish council's request for financial asset transfer of a proportion of the precepted income received by Stonehouse Town Council during the past two years. Council felt there was credibility in Great Oldbury's request.

Council **APPROVED** the transfer of £10,000 to the newly formed Parish of Great Oldbury subject to the council being legally allowed to do so. The Clerk will seek to clarify the situation and make payment, if legally permitted. (Proposed by Cllr Madelaine Maraboli-Roman; Seconded by Keith Terry; all in favour)

- TC3272 Date of next meeting - Monday 22nd July 2024**

Council **NOTED** the date of the next meeting - The Chair offered his apologies ahead for the next meeting



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 - Clifs 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 - May 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	Caincross Town Council - 4 x GAPTC Training - Being a Better Councillor	

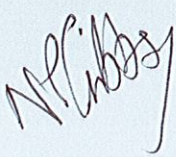
Signature

Signature

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
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 _____ Signature _____

Date _____

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	FPO160524TWHAWKINS	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 unrepresented effects

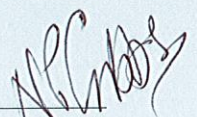
Total uncleared and unrepresented	0.00	0.00
Total debits / credits	24124.41	418.27

Reconciled by Jacqui Sanders

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____



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

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	£10,000.00	£0.00	£0.00	£10,000.00	-100.00%
Total Town Business Committee	£414,257.25	£0.00	£193,063.86	£221,193.39	-53.40%
Town Environment Committee					
200 Stonehouse in Bloom	£0.00	£0.00	£0.00	£0.00	0.00%
205 Event Income/Donations	£1,200.00	£0.00	£0.00	£1,200.00	-100.00%
210 Planting Sponsorship	£0.00	£0.00	£0.00	£0.00	0.00%
215 Grants	£0.00	£0.00	£0.00	£0.00	0.00%
Total Town Environment Committee	£1,200.00	£0.00	£0.00	£1,200.00	-100.00%
Total Income	£415,457.25	£0.00	£193,063.86	£222,393.39	-53.53%

EXPENDITURE

Town Business Committee					
1000 Salaries	£205,000.00	£0.00	£34,831.33	£170,168.67	-83.01%
1010 Training & Recruitment	£4,000.00	£0.00	£335.00	£3,665.00	-91.63%
1020 Health & Safety	£2,500.00	£0.00	£270.48	£2,270.48	-110.82%
1030 Professional Fees	£8,000.00	£0.00	£9,839.87	£1,839.87	23.00%
1040 IT support	£9,550.00	£0.00	£451.14	£9,098.86	-95.28%
1050 Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	-100.00%
1060 Grants	£17,400.00	£0.00	£4,500.00	£12,900.00	-74.14%
1070 Town Hall/Library Shared Costs	£13,700.00	£0.00	£5,374.85	£8,325.15	-60.77%
1080 Town Hall/Library STC costs	£2,700.00	£0.00	£174.28	£2,525.72	-93.55%
1090 Admin Expenses	£5,750.00	£0.00	£440.95	£5,309.05	-92.33%
1100 Mayor's Charity & Expenses	£300.00	£0.00	£151.10	£148.90	-49.63%
1110 Travel Costs/Staff & Councillors	£400.00	£0.00	£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	0.00%
1130	Civic/Remembrance Parades	£180.00	£0.00	£0.00	£180.00	-100.00%
1140	Pavilion Overheads	£12,900.00	£0.00	£237.10	£12,662.90	-98.16%
1150	Workshop Overheads	£3,800.00	£0.00	£476.04	£3,323.96	-87.47%
1160	Equipment & Vehicle Costs	£3,800.00	£0.00	£172.87	£3,627.13	-95.45%
1170	Youth Centre Workers	£61,000.00	£0.00	£11,337.00	£49,663.00	-81.41%
1180	Youth Centre Overheads	£10,400.00	£0.00	£1,874.89	£8,525.11	-81.97%
1200	Subscriptions	£3,500.00	£0.00	£2,430.84	£1,069.16	-30.55%
1210	Insurances	£7,000.00	£0.00	£0.00	£7,000.00	-100.00%
1220	Project Planning & Delivery	£0.00	£0.00	£0.00	£0.00	0.00%
1230	Climate Change	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
Total Town Business Committee		£377,380.00	£0.00	£72,356.78	£305,023.22	-80.83%
Town Environment Committee						
1190	Amenity Areas	£46,800.00	£0.00	£7,170.56	£39,629.44	-84.68%
2000	Christmas Lights	£2,000.00	£0.00	£0.00	£2,000.00	-100.00%
2005	Climate Change	£0.00	£0.00	£0.00	£0.00	0.00%
2010	In Bloom	£0.00	£0.00	£243.17	-£243.17	100.00%
2050	Cultural Events & Studies	£9,300.00	£0.00	£270.00	£9,030.00	-97.10%
2080	Neighbourhood Plan Review	£0.00	£0.00	£0.00	£0.00	0.00%
2090	Planning Specialist Advice	£0.00	£0.00	£0.00	£0.00	0.00%
Total Town Environment Committee		£58,100.00	£0.00	£7,683.73	£50,416.27	-86.77%
Total Expenditure		£435,480.00	£0.00	£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	

