



STONEHOUSE TOWN COUNCIL

To Members of the Town Business Committee

You are hereby summoned to attend a meeting of the Committee to be held on Monday 8th July 2024 at 7pm at the Stonehouse Town Hall/Library, Queens road, Stonehouse, GL10 2QA

Committee Members:

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

All residents of the Parish are welcome to attend and a period of 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

2nd July 2024

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

A G E N D A

B/716 To receive apologies

B/717 To receive Declarations of Interest

B/718 To approve the minutes of the Business Committee meeting held on 3rd June '24

B/719 To receive the latest budget position

B/720 To approve the latest payments list

B/721 To receive an update on the council's Nat West bank account

B/722 To receive an update on the council's Lloyds operating account

B/723 To review the council's Scale of Charges

B/724 To approve The Door's latest spending proposal

B/725 To approve the following grant applications in relation to Doverow Hill Woods

1. Printing of a publication called 'The history of Doverow Hill'
2. The holding of a public event

B/726 To recommend for town council approval the award of the sewer pipe installation contract at Oldends Lane

B/727 To note decisions made by HR Sub Committee at its last meeting on 1st July '24:



**STONEHOUSE
TOWN COUNCIL**

**Minutes of a Town Business Committee
held on Monday 3rd 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 8th 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 15th 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 8th July 2024
Committee NOTED the date of the next meeting

Notes on Agenda items, Business Committee Monday 8th July 2024

B/718 BC Minutes	In supporting papers
B/719 Budget report	In supporting papers
B/720 Payment list	In supporting papers
B/721 Nat West Investment	The Nat West have finally closed the Town Council's investment account after nine months, making a final payment into the council's Lloyds operating account of £862.06.
B/722 Lloyds Bank	<p>At its last meeting, Council was advised of a number of issues in relation to its business with the bank – see attached letter of response:</p> <ul style="list-style-type: none"> • Allowing me as the Town Clerk to approve payments with the bank without the need to apply the two-signatory requirement. Please see the response to Officer's complaint. The matter appears to have been dealt with the council's signatories being required to sign off payments • The Deputy Clerk still after several months of trying to become a part signatory, cannot update payments online This is ongoing despite further attempts by Officers. Further discussions are taking place • Officers are still unable to authorise the additional Cllrs to act as the authority's signatories The bank's response mentions a request for further information but Officers have received no such request. Issue ongoing
B/723 Scale of Charges	See current scale of charges
B/724 The Door Proposal	In supporting papers
B/725 Grant Apps	<p>In supporting papers – grant applications in support of:</p> <ul style="list-style-type: none"> • The printing of 'The History of Doverow Hill' • The holding of a public event – Doverow Hill Woods
B/726 Oldends lane	See attached Oldends lane working group report
B/727 HR Sub Comm	<p>Flexible working request – Town Clerk The Town Clerk recently submitted a 'Flexible Working Request' for HR Sub Committee consideration. The recommendation is detailed in the agenda. The request was made to improve the Clerk's work/life balance.</p> <p>Project Officer Two years ago, Council made a decision to make the post a temporary one as it could not guarantee a sustained future workload. It has since been established, that projects already progressed by the incumbent post holder take considerably longer than anticipated and that there are a number of outstanding projects still to be started in addition to new projects that would be recommended over time. With this in mind, it was felt that the Project Officer's role was essential to meet the demands of the community and that the post should be made permanent.</p>
B/728 ToR working groups	See supporting papers
B/729 Magpies lease	<p>The town council currently holds a six year lease with Magpies Social club that is due to naturally terminate on 31st December 2024 at an annual rent of £3,150 per year. The rent is to be renewed every three years – the council did not review the rent at year 3 of the lease.</p> <p>Magpies has historically been a Members only club. It is currently considering changing this designation albeit there are recognised hurdles to overcome in putting this into action. The club has sought advice from Stroud District Council's Licensing Officer – the advice is attached.</p>

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 03/07/24 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

INCOME		2024/2025	Reserve	Actual Net	Balance	Bal %age
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	£787.50	-£2,362.50	-75.00%
150	Community Centre Lease	£500.00	£0.00	£0.00	-£500.00	-100.00%
155	OEL Pitch Hire	£2,000.00	£0.00	£205.00	-£1,795.00	-89.75%
160	Misc Income	£500.00	£0.00	£255.00	-£245.00	-49.00%
170	Investments Interest	£0.00	£0.00	£0.00	£0.00	0.00%
171	Bank Interest - Lloyds Bank	£1,000.00	£0.00	£862.06	-£137.94	-13.79%
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	£5.79	-£994.21	-99.42%
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

for Town Business Committee

Comparison between 01/04/24 and 03/07/24 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Reserve	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	£194,409.21	-£219,848.04	-53.07%
EXPENDITURE						
Town Business Committee						
1000	Salaries					
1000/1	Contracted staff	£205,000.00	£0.00	£52,431.35	£152,568.65	-74.42%
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	£205,000.00	£0.00	£52,431.35	£152,568.65	-74.42%
1010	Training & Recruitment					
1010/1	Contracted Staff	£3,000.00	£0.00	£410.00	£2,590.00	-86.33%
1010/2	Councillors	£1,000.00	£0.00	£80.00	£920.00	-92.00%
1010	Total	£4,000.00	£0.00	£490.00	£3,510.00	-87.75%
1020	Health & Safety	£2,500.00	£0.00	£49.46	£2,450.54	-98.02%
1030	Professional Fees	£8,000.00	£375.00	£10,214.87	-£1,839.87	23.00%
1040	IT support					
1040/1	General	£6,750.00	£0.00	£572.38	£6,177.62	-91.52%
1040/2	Website	£1,300.00	£0.00	£225.00	£1,075.00	-82.69%
1040/3	Newsletter	£0.00	£0.00	£0.00	£0.00	0.00%
1040/4	Phones	£1,500.00	£0.00	£42.09	£1,457.91	-97.19%
1040/5	Printing	£0.00	£0.00	£364.04	-£364.04	100.00%
1040	Total	£9,550.00	£0.00	£1,203.51	£8,346.49	-87.40%
1050	Office Equipment Renewals	£500.00	£2,838.87	£2,838.87	£500.00	-100.00%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 03/07/24 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve	Actual Net	Balance	Bal %age
1060 Grants					
1060/1 One-Offs	£10,000.00	£0.00	£1,500.00	£8,500.00	-85.00%
1060/2 Long-Term	£7,400.00	£0.00	£3,000.00	£4,400.00	-59.46%
1060 Total	£17,400.00	£0.00	£4,500.00	£12,900.00	-74.14%
1070 Town Hall/Library Shared Costs					
1070/1 Rates	£4,500.00	£0.00	£4,898.94	-£398.94	8.87%
1070/2 Water	£700.00	£0.00	£209.10	£490.90	-70.13%
1070/3 Electric	£3,000.00	£0.00	£651.87	£2,348.13	-78.27%
1070/4 Gas	£3,000.00	£0.00	£241.82	£2,758.18	-91.94%
1070/5 Interior Maintenance (reactive)	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
1070/6 Interior Maintenance (programmed)	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
1070/7 Waste Collection	£300.00	£0.00	£0.00	£300.00	-100.00%
1070/8 Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1070 Total	£13,700.00	£0.00	£6,001.73	£7,698.27	-56.19%
1080 Town Hall/Library STC costs					
1080/1 Exterior Maintenance/Cleaning	£1,000.00	£0.00	£54.00	£946.00	-94.60%
1080/2 Interior Cleaning	£1,700.00	£0.00	£426.12	£1,273.88	-74.93%
1080 Total	£2,700.00	£0.00	£480.12	£2,219.88	-82.22%
1090 Admin Expenses					
1090/1 Paper	£250.00	£0.00	£50.00	£200.00	-80.00%
1090/2 Other	£1,000.00	£0.00	£519.03	£480.97	-48.10%
1090/3 Printing and Delivery of Newsletters	£4,500.00	£0.00	£0.00	£4,500.00	-100.00%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 03/07/24 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve	Actual Net	Balance	Bal %age
1090 Total	£5,750.00	£0.00	£569.03	£5,180.97	-90.10%
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%
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					
1140/1 Rates	£0.00	£0.00	£0.00	£0.00	0.00%
1140/2 Water	£1,200.00	£0.00	£251.86	£948.14	-79.01%
1140/3 Electric	£6,300.00	£0.00	£0.00	£6,300.00	-100.00%
1140/4 Cleaning	£1,000.00	£0.00	£92.27	£907.73	-90.77%
1140/5 Maintenance (reactive)	£2,000.00	£0.00	£0.00	£2,000.00	-100.00%
1140/6 Maintenance (programmed)	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
1140/7 Waste Collection	£500.00	£0.00	£46.14	£453.86	-90.77%
1140/8 Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1140/9 Septic Tank	£700.00	£0.00	£0.00	£700.00	-100.00%
1140 Total	£12,900.00	£0.00	£390.27	£12,509.73	-96.97%
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	£153.56	£146.44	-48.81%
1150/4 Maintenance (programmed)	£1,000.00	£0.00	£73.91	£926.09	-92.61%
1150/5 Waste Collection	£2,000.00	£0.00	£355.98	£1,644.02	-82.20%
1150/6 Security	£200.00	£0.00	£0.00	£200.00	-100.00%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 03/07/24 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve	Actual Net	Balance	Bal %age
1150 Total	£3,800.00	£0.00	£583.45	£3,216.55	-84.65%
1160 Equipment & Vehicle Costs					
1160/1 Equipment and Vehicle costs	£1,000.00	£0.00	£68.04	£931.96	-93.20%
1160/2 Maintenance	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
1160/3 Fuel	£1,000.00	£0.00	£104.83	£895.17	-89.52%
1160/4 Tax	£200.00	£0.00	£0.00	£200.00	-100.00%
1160/5 MOT/Service	£600.00	£0.00	£0.00	£600.00	-100.00%
1160 Total	£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					
1180/1 Rates	£1,400.00	£0.00	£1,167.10	£232.90	-16.64%
1180/2 Water	£300.00	£0.00	£57.26	£242.74	-80.91%
1180/3 Electric	£2,500.00	£0.00	£338.85	£2,161.15	-86.45%
1180/4 Cleaning	£1,000.00	£0.00	£225.50	£774.50	-77.45%
1180/5 Maintenance (reactive)	£2,000.00	£0.00	£230.00	£1,770.00	-88.50%
1180/6 Maintenance (programmed)	£1,500.00	£0.00	£0.00	£1,500.00	-100.00%
1180/7 Waste collection	£700.00	£0.00	£22.55	£677.45	-96.78%
1180/8 Security	£500.00	£0.00	£164.90	£335.10	-67.02%
1180/9 IT costs	£500.00	£0.00	£316.50	£183.50	-36.70%
1180 Total	£10,400.00	£0.00	£2,522.66	£7,877.34	-75.74%
1200 Subscriptions	£3,500.00	£0.00	£2,530.84	£969.16	-27.69%
1210 Insurances					
1210/1 Public/Employee Liability	£7,000.00	£0.00	£0.00	£7,000.00	-100.00%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 03/07/24 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve	Actual Net	Balance	Bal %age
1210/2 Buildings	£0.00	£0.00	£0.00	£0.00	0.00%
1210/3 Vehicle	£0.00	£0.00	£0.00	£0.00	0.00%
1210 Total	£7,000.00	£0.00	£0.00	£7,000.00	-100.00%
1220 Project Planning & Delivery	£0.00	£130.59	£242.79	£-112.20	100.00%
1230 Climate Change	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
Total Town Business Committee	£377,380.00	£3,344.46	£96,709.92	£284,014.54	-75.26%

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3801		£90.00	1010/1	19/06/24	A&E Fire and Security - Fire marshal/warden training Rod Helps - re-issue of transaction number 3507, bounced due to wrong bank details in February 2024	3692
		£90.00			A&E Fire and Security - Total	
3802		£125.02	1090/2	19/06/24	Adobe Systems Software - Adobe PDF Pack Subscription 2024/25 - Paid by D/D	
		£125.02			Adobe Systems Software - Total	
3818		£199.80	1180/9	24/06/24	BT - Internet - Pod - 1st Quarter	BT0557
		£199.80			BT - Total	
3823		£5.30	1040/4	26/06/24	BuyaBattery - Debit Card 2 x NIMH AAA rechargeable batteries for Gigaset handset	
		£5.30			BuyaBattery - Total	
3840		£540.00	1060/1	04/07/24	Cotswold Boatmobility - Grant - Approved BC 3rd June 2024 B/707	
		£540.00			Cotswold Boatmobility - Total	
3814		£54.00	1180/8	21/06/24	Cotswold Security Group Ltd - Alarm call out - Pod May 2024	8547
3815		£180.00	1180/9	21/06/24	Cotswold Security Group Ltd - Annual Keyholding - Pod	7477
3816		£36.00	1180/8	21/06/24	Cotswold Security Group Ltd - Alarm call out - Pod November 2023	7743
		£270.00			Cotswold Security Group Ltd - Total	
3813		£11.99	1090/2	21/06/24	David Marsden - Mouse mat & keyboard wrist support set	
		£11.99			David Marsden - Total	
3789		£21.60	1080/1	14/06/24	Easy Window Cleaning - June 2024 - TH	21214
		£21.60			Easy Window Cleaning - Total	
3808		£92.64	1220	20/06/24	Five Valleys Signs - 2 x Banners with eyelets - Ship Inn Site	51200
		£92.64			Five Valleys Signs - Total	
3788		£23.32	1150/4	14/06/24	G R Fasteners - Abracs Proflex Extra Thin, JCS 100mm hose clip x 100	857208
3807		£13.48	1150/4	20/06/24	G R Fasteners - JCS 100mm Hose Clip x 100	857615
		£36.80			G R Fasteners - Total	

Signature

Signature

Date

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3827		£11.69		01/07/24	Gary Wetson - 15mm Comp Stop & June 24 Telephone Expenses	
	1	£1.69	1090/2		15mm Comp Stop	
	2	£10.00	1090/2		Telephone Expenses	
		£11.69			Gary Wetson - Total	
3830		£165.94	1080/2	01/07/24	Gloucestershire County Council - June 2024 - TH Cleaning	1800763601
3787	FPO210624 GCC	£165.94	1080/2	11/06/24	Gloucestershire County Council - May 24 - TH Cleaning	1800758893
		£331.88			Gloucestershire County Council - Total	
3798		£100.00	1200	19/06/24	Gloucestershire Playing Fields Association - Renewal 24/25	
		£100.00			Gloucestershire Playing Fields Association - Total	
3795		£18.00	2010/4	18/06/24	Gordon Ellis & Co - Hanging basket bracket & carriage	1204084
3819		£18.00	2010/4	25/06/24	Gordon Ellis & Co - Hanging basket bracket & carriage	1204145
		£36.00			Gordon Ellis & Co - Total	
3794		£156.71	1220	17/06/24	Hivis.Co.Uk - 10 x Hi Vis Vests - Ship Inn Site - paid by Debit Card. Payment by Lloyds to Elite Industrial Supplies	
		£156.71			Hivis.Co.Uk - Total	
3820		£21.59	1150/3	25/06/24	Hygiene4Less - Debit Card - Graffiti Removal Wipes x 150	31194
		£21.59			Hygiene4Less - Total	
3793		£2.00	1090/2	17/06/24	Jacqui Sanders - Washing up liquid - TH	
		£2.00			Jacqui Sanders - Total	
3774		£273.29	1040/1	01/06/24	Jireh Solutions Ltd - June 2024 - Contract	29833
3817		£3,406.64	1050	24/06/24	Jireh Solutions Ltd - 3 x Terra Mobile Laptops with docking stations & pre-configuration	29994
3828		£260.28	1040/1	01/07/24	Jireh Solutions Ltd - July 2024 - Contract	30075
		£3,940.21			Jireh Solutions Ltd - Total	
3809		£7.00	1090/2	20/06/24	Lloyds Bank - June Bank Charges - No invoice issued by Lloyds	
		£7.00			Lloyds Bank - Total	

Signature

Signature

Date

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3822		£17.80	1090/2	26/06/24	Netsilla - 1 x Vertical computer mouse	24586
		£17.80			Netsilla - Total	
3810		£27.06	1180/7	20/06/24	PHS Group - June 2024 The Pod Sanitary Waste x 2	70644676
3811		£55.37	1140/7	20/06/24	PHS Group - June 2024 Pavilion Sanitary Waste x 4	70633537
3812		£13.54	1080/2	20/06/24	PHS Group - June 2024 TH Sanitary Waste x 1	70644677
		£95.97			PHS Group - Total	
3824		£49.99	1150/3	26/06/24	Screwfix - 400w multi use pump - Debit Card	18041191615
		£49.99			Screwfix - Total	
3792		£27.00	1020	17/06/24	Sevenside Safety Supplies Ltd - 2 x Safety Spectacles - Workshop	474920
		£27.00			Sevenside Safety Supplies Ltd - Total	
3839		£700.00	1060/1	04/07/24	Stonehouse Walking Festival - Grant - Approved BC 3rd June 2024 B/707	
		£700.00			Stonehouse Walking Festival - Total	
3821		£2,850.00	1190/1	25/06/24	T W Hawkins & Sons - June 2024 - Contract Mowing	13388
		£2,850.00			T W Hawkins & Sons - Total	
3796		£8.40	1040/4	18/06/24	Voipfone - Renewal of number and PBX - paid by DD	1014437862
3797		£20.00	1040/4	18/06/24	Voipfone - Auto Top Up	1014438439
		£28.40			Voipfone - Total	
3790		£70.81	1070/2	17/06/24	WaterPlus - May 2024 - Water - TH	5948979
3791		£21.49	1180/2	17/06/24	WaterPlus - May 2024 - Water - Pod D/D	6030315
3829		£34.67	1140/2	01/07/24	WaterPlus - June 2024 - Water - Pavilion	6132437
		£126.97			WaterPlus - Total	
3799		£324.57	1020	19/06/24	Workwear Express Ltd - 4 x Trousers 6 x Polos 2 x Sweatshirt + embroidery - re-issue of bounced transaction 3674	1812764
3800		£32.35	1020	19/06/24	Workwear Express Ltd - Polo Shirts x 4 - Re-issue of bounced transaction 3688	1842407
		£356.92			Workwear Express Ltd - Total	

Signature

Signature

Date

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£5,049.93	Confidential			
Total		£15,303.21				

Signature	_____	Signature	_____
Date	_____		

Lloyds Bank Payments 6th June 2024

On the 6th June 2024, after the approval list had been presented to 3rd June Business Committee, Carlos made payment on the Lloyds Bank account prior to final approval by Councillors. However, in error, Lloyds Bank made the payments immediately without that final councillor authorisation.

When officers realised that because of this error payments had not been authorised on Edge, Edge Support advised that as councillors had not been involved in the authorisation of these Lloyds payments, it was logical for Carlos and Edge Support to retrospectively approve them on Edge. The payments had already been made after all. The transactions approved on Edge in this manner are:

3763, 3764, 3741, 3767, 3761, 3747, 3744, 3751, 3743, 3754, 3755

An approval list for these eleven transactions is attached.

A further nine of these transactions (mistakenly paid by Lloyds) were authorised by Cllr Kambites before Carlos and Edge Support could do so. For these nine transactions, Carlos provided the second authorisation on Edge. The transactions approved in this manner are:

3760, 3758, 3742, 3745, 3746, 3748, 3750, 3759, 3768

An approval list for these nine transactions is also attached, with the transactions marked on Page 1.

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3763	FPO06062 4KELLAWAY	£28.21	1150/3	24/05/24	Kellaway Building Supplies Ltd - Cement, sand, ballast for manhole cover by Magpies	
3764	FPO06062 4KELLAWAY	£14.56	2010/4	24/05/24	Kellaway Building Supplies Ltd - Drill Bits & 100 x universal plugs for SIB basket brackets	
		£42.77			Kellaway Building Supplies Ltd - Total	
3741	FPO06062 4PARISHO NLIN	£360.00	1200	21/05/24	Parish Online - Subscription - 24/25	23UFO44-0008
		£360.00			Parish Online - Total	
3767	FPO06062 4STONEH OUSEA	£34.96	1150/3	28/05/24	Stonehouse Autoparts - Locktite & WD40 - Workshop Direct Debit	
		£34.96			Stonehouse Autoparts - Total	
3761	FPO06062 4SIB	£3,000.00	1060/2	23/05/24	Stonehouse In Bloom - Grant - Approved TC 22nd April 2024 TC3229	
		£3,000.00			Stonehouse In Bloom - Total	
3747	FPO06062 4STROUD ALARM	£107.88	1180/8	21/05/24	Stroud Alarms - Power supply fault - replace batteries - The Pod	58396
		£107.88			Stroud Alarms - Total	
3744	FPO06062 4TWHAWK INS	£2,850.00	1190/1	21/05/24	T W Hawkins & Sons - Contract mowing - May & provisional May 2024	013315
		£2,850.00			T W Hawkins & Sons - Total	
3751	FPO06062 4TTBSUPP LIES	£23.89	1140/4	21/05/24	TTB Supplies - Hand Towels x 5000	TTBS61636
		£23.89			TTB Supplies - Total	
3743	FPO06062 4WESTMID FORE	£228.00	1190/5	21/05/24	West Country Forestry - Tree Works - Old Chapel Gardens	1063
		£228.00			West Country Forestry - Total	
3754	FPO06062 4WORKNE ST	£2,229.60	1030	21/05/24	WorkNest - Employment Law - Year 1	65754

Signature

Signature

Date

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3755	FPO06062 4WORKNE ST	£328.50		21/05/24	WorkNest - Insurance & Admin Fee	65700
1		£262.50	1030		Insurance	
2		£66.00	1030		Admin Fee	
		£2,558.10			WorkNest - Total	
Total		£9,205.60				

Signature

Date

Signature

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3758		£180.00	1010/1	09/04/24	A&E Fire and Security - Fire Marshall & Warden Training DM & CN. Payment reissued after bank bounced the payment txn 3697.	3874
3760		£180.00	1010/1	01/04/24	A&E Fire and Security - Fire Marshall and Fire Warden Training March 7th 2024. Payment reissued after bank bounced the payment txn 3543 (in 2023/24).	3749
		£360.00			A&E Fire and Security - Total	
3750		£108.24	1180/4	21/05/24	All Done and Dusted - April 2024 - Pod cleaning	1860
		£108.24			All Done and Dusted - Total	
3745		£230.00	1180/5	21/05/24	Clarian Property Services - New drain cover - The Pod	05
		£230.00			Clarian Property Services - Total	
3762		£75.00	1190/4	23/05/24	Coopers Gloucester - 1 x manhole cover	39111
		£75.00			Coopers Gloucester - Total	
3759		£1,362.00	1190/4	23/05/24	Drew Landscape & Fencing - Install 3 x steel posts	
		£1,362.00			Drew Landscape & Fencing - Total	
3748		£21.60	1080/1	21/05/24	Easy Window Cleaning - May 2024 - TH	28529
		£21.60			Easy Window Cleaning - Total	
3742		£95.04	1190/3	21/05/24	GB Sport & Leisure - 8 x spare bushes & bolts - Group Swing Oldends Lane	15072
		£95.04			GB Sport & Leisure - Total	
3740		£165.94	1080/2	21/05/24	Gloucestershire County Council - April 2024 - TH Cleaning	1800754443
		£165.94			Gloucestershire County Council - Total	
3746		£35.68	1150/5	21/05/24	Grundon Waste Management Ltd - April 2024 - Waste - Workshop	PSI-1054617
		£35.68			Grundon Waste Management Ltd - Total	
3768		£225.00	1040/2	28/05/24	Jo Mew Creative - April & May Website management & Survey Monkey support	1077
		£225.00			Jo Mew Creative - Total	
3727		£125.80	1160/3	07/05/24	John Stayte Services Ltd - April 2024 - Fuel	9002255
		£125.80			John Stayte Services Ltd - Total	

Signature

Signature

Date

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3763		£28.21	1150/3	24/05/24	Kellaway Building Supplies Ltd - Cement, sand, ballast for manhole cover by Magpies	
3764		£14.56	2010/4	24/05/24	Kellaway Building Supplies Ltd - Drill Bits & 100 x universal plugs for SIB basket brackets	
		£42.77			Kellaway Building Supplies Ltd - Total	
3765		£7.00	1090/2	28/05/24	Lloyds Bank - Bank Charges - no invoice issued by Lloyds	
		£7.00			Lloyds Bank - Total	
3681	310324NAT WEST	£23.00	1090/2	31/03/24	Nat West Bank - CHAPS Payment cost for £23 for transfer of funds from Nat West to CCLA on 23rd Feb 24	
		£23.00			Nat West Bank - Total	
3749		£49.53	1150/3	21/05/24	Net World Sports - 8 x rubber tennis socket caps - Oldends Lane - Paid by Debit Card	S13038993
		£49.53			Net World Sports - Total	
3741		£360.00	1200	21/05/24	Parish Online - Subscription - 24/25	23UFO44-0008
		£360.00			Parish Online - Total	
3766		£1,000.00	1060/1	28/05/24	Royal British Legion - Grant - Approved FTC 13th May 2024 TC3256	
		£1,000.00			Royal British Legion - Total	
3767		£34.96	1150/3	28/05/24	Stonehouse Autoparts - Locktite & WD40 - Workshop Direct Debit	
		£34.96			Stonehouse Autoparts - Total	
3761		£3,000.00	1060/2	23/05/24	Stonehouse In Bloom - Grant - Approved TC 22nd April 2024 TC3229	
		£3,000.00			Stonehouse In Bloom - Total	
3747		£107.88	1180/8	21/05/24	Stroud Alarms - Power supply fault - replace batteries - The Pod	58396
		£107.88			Stroud Alarms - Total	
3744		£2,850.00	1190/1	21/05/24	T W Hawkins & Sons - Contract mowing - May & provisional May 2024	013315
		£2,850.00			T W Hawkins & Sons - Total	
3733		£1,000.00	1060/1	15/05/24	The Royal British Legion Stonehouse Branch - Grant of £1,000 for D Day Celebration 2024. FTC decision TC3256 on 13th May 2024	
		£1,000.00			The Royal British Legion Stonehouse Branch - Total	

Signature

Signature

Date

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3751		£23.89	1140/4	21/05/24	TTB Supplies - Hand Towels x 5000	TTBS61636
		£23.89			TTB Supplies - Total	
3756		£8.40	1040/4	22/05/24	Voipfone - Renewal of number and PBX - paid by DD	1014410582
		£8.40			Voipfone - Total	
3640		£100.00	1070/2	25/03/24	WaterPlus - March 2024 - Water - TH	
3752		£17.82	1180/2	21/05/24	WaterPlus - May 2024 - Water - Pod D/D	5744894
3753		£72.66	1180/2	21/05/24	WaterPlus - May 2024 - Water - TH	5648550
		£190.48			WaterPlus - Total	
3743		£228.00	1190/5	21/05/24	West Country Forestry - Tree Works - Old Chapel Gardens	1063
		£228.00			West Country Forestry - Total	
3754		£2,229.60	1030	21/05/24	WorkNest - Employment Law - Year 1	65754
3755		£328.50		21/05/24	WorkNest - Insurance & Admin Fee	65700
1		£262.50	1030		Insurance	
2		£66.00	1030		Admin Fee	
		£2,558.10			WorkNest - Total	
3664		£3,232.25	1140/3	28/03/24	YU Energy - November 2023 - March 2024 - Electricity - Pavilion - predicted costs based on 22/23 charges	
		£3,232.25			YU Energy - Total	
		£20,469.96			Confidential	
Total		£37,990.52				

Signature

Date

Signature



J31E6E0101HUAA0000000110001002 100

Mr C Novoth
Stonehouse Town Council
Townhall
1 Queens Road
Stonehouse
Gloucestershire
GL10 2QA



Lloyds Bank plc.
Customer Services
BX1 1LT

Telephone: 0800 092 2485
Extension: 1580767



13 June 2024

Our reference: BC11356889
Account number ending: 1837

We've looked into your complaint

Dear Mr Novoth,

Re: Stonehouse Town Council

Thanks for speaking to me about the poor service you had when you called us to find out why payments were made online without any other signatories approving them. I agree with this part of your complaint and want to put things right.

I'm sorry you've had cause to complain, and thanks for bringing it to our attention.

You also let me know about your dissatisfaction when you've tried to amend the account mandate in the past and Mrs J Sanders has online banking access, but hasn't been able to log on. I've looked into this for you, and based on what you've told me and my review we're declining this part of your complaint. I appreciate this wasn't what you expected, so I'd like to explain our decision and what you can do next.

We're paying you £75.00

To make up for the poor service you've had from us, and the frustration and inconvenience this has caused you, I'm arranging to pay you £75.00. You'll see this in your account ending 1837 within the next 48 hours.

We should've given you better service

We pride ourselves on the level of service we provide to all our customers, and I've carefully reviewed what you've told us and our records. I was disappointed to learn of the lapse in our service to you. You were transferred to the wrong department, and your account details weren't passed over to the other colleague, so you had to explain the situation again. I appreciate the frustration and inconvenience this caused you. I can only put this down to human error, and they dialled the incorrect telephone number.

5 times

Yours sincerely

L Nunn

Laura Nunn
Complaint Manager

Enclosed: Things you need to know summary
Financial Ombudsman Service leaflet



SCALE OF CHARGES - 1st APRIL 2022 (Exclusive of VAT)

Hire type	Location	Charge	General Conditions/Requirements
Daily Hire (Use of Oldends Lane includes Pavilion toilets for Junior pitches and Changing rooms and Toilets for adults – and leave in good, clean condition)	Oldends Lane Car Park Oldends Lane Playing Field Laburnum Playing Field Meadow Playing Field Stagholt Playing Field Town Green Parking on Playing Fields (when conditions allow)	£50 £180 £140 £140 £140 £204 £100	<ul style="list-style-type: none"> • Half Day Hires will be charged at 50% of the Daily Hire charge – Half days will run from dusk to 12 noon and from 12 noon to dusk • Pavilion keys to be collected from and returned to the Town Hall as agreed with the town council • A deposit of £10 will be taken for keys and held against loss • A deposit of £40 will be taken should an event require the use of vehicles accessing the location • The Pavilion will be left in a clean condition of a standard commensurate with the condition found prior to use
Pitch Hire (incl Pavilion Changing rooms/Toilets)	Oldends Lane Playing Field (Adults) Oldends Lane Playing Field (Junior)	£60 £15	
Market Pitch (Per day)	Town Green	£24/Pitch	<ul style="list-style-type: none"> • Pitch organisers to ensure that the town green is protected from damage
Meeting Room (Per hour)	Pavilion Town Hall Library (between hours 9am-5pm)	£14 £14	
<ol style="list-style-type: none"> 1. Stonehouse based voluntary, un-subscripted, not for profit community groups may apply to the Town Clerk for free use of facilities when they do not charge an entrance fee and the sole purpose of the event is to raise funds for charitable purposes. A damage deposit will however still apply 2. All events requiring the use of the town council's facilities must provide the town council with their Events/Public Liability Insurance, relevant licensing and safety documentation prior to the event taking place. 3. In the event of bad weather, the Town Council reserve the right to prevent use of any of its fields and pitches at the last minute if it is considered that the scheduled event may cause irreparable damage 4. Small Businesses wishing to run small outdoor classes ie exercise classes, on one of the council's playing fields may be allowed to do so providing they do not occupy an area in excess of 100 square metres of space and do not occupy an area allocated to an organised sport or event – there will be a requirement for the business owner to: <ol style="list-style-type: none"> a. provide copies of their Public Liability Insurance and an appropriate Health and Safety Risk Assessment – to include Covid measures and, b. book a space with the council in advance 			
Stonehouse Town Council can be contacted between 09:30 and 15:30 on Monday, Tuesday, Wednesday, Thursday and Friday of each week			

6. FUNDING REPORT

6.a Additional funding sourced externally

Key Cafe – As young people are entering into the adult world, Key café has witnessed young people growing in their own self-awareness and an empathy for the reality that many other adults live in, particularly in the cost of living crisis. This has resulted in them having more respect for themselves and the impact they can have on wider community, increasing their self-worth. Some have even grown sufficiently in confidence that they have begun mentoring their younger peers. In addition, they have engaged positively with their community by volunteering in local initiatives as well as being key stakeholders in the decision making arm of The Door. Further impact has been that Key café's young people have found college places, jobs, apprenticeships, passed exams, gained independent personal finance, cooked meals for their families and are able to drive themselves to their place of work.

Digital Youthwork – Pod users have been enjoying logging on to our gaming stream during this quarter, giving them further positive activities at home on a Tuesday evening, having more opportunity to engage with friends and youthworkers in a safe way.

HAF – The Door has secured further funding from the DfE's Holiday, Activity & Food programme to deliver 4 extra food sessions in the Summer and a trip to Airhop.

Thrive -Willow has developed a resource that is now being used at the Pod which supports young people in conversations about risky behaviours and negative coping strategies. This can be used in a one-to-one context in a casual or even more formal mentoring context as well as within groups. She has delivered activities in the Pod this quarter regarding these themes and since then, The Door has also secured a further £10,000 from SDC to fund further work with young people on the specific issue of vaping.

6b. Additional funding from STC in Q1

All items A through D from the previous report were spent as planned. The original planned Cinema trip also went ahead, although young people opted to trade this activity for Bowling instead, which was the same costing.

The following items are funding already agreed from STC, which remain to be spent.

Mural making in Pod - Artist's time and supplies. Indicative Cost £500

Updated games for Consoles - £150

Kitchen resources - £50

HISTORY OF DOVERON HILL



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

N/A

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

Address

Telephone Number

email:

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

Is your organisation:

- | | |
|--|---------------------|
| 1) Stonehouse based for Stonehouse residents | N/A |
| 2) a Gloucestershire Organisation serving Stonehouse | N/A |
| 3) Stonehouse branch of a National Organisation | N/A |
| 4) Other | Not an organisation |

How much of the funds you raise is used locally? N/A

What is your total local membership? N/A

What is your VAT status? N/A

What are the aims and objectives of your Organisation? N/A

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:

June 26th, 2024

DOVERON HILL CELEBRATIONS



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

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

Address

Telephone Number: email:

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

Is your organisation:

- | | |
|--|-----|
| 1) Stonehouse based for Stonehouse residents | N/A |
| 2) a Gloucestershire Organisation serving Stonehouse | N/A |
| 3) Stonehouse branch of a National Organisation | N/A |
| 4) Other | |

How much of the funds you raise is used locally? N/A

What is your total local membership? N/A

What is your VAT status? N/A

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:

Date: June 28th, 2024

OLDENDS LANE SEWER PIPEWORK CONNECTION.
July 2024.

The three main deliverables of this project have been identified as.

1. Connection of Stonehouse Town football club 'nest' building to a main sewer line.
2. Connection of the Stonehouse Town Council pavilion to a main sewer line.
3. Installing a sewer line connection point to the Stonehouse Town council workshop.

Benefits.

Allowing the pavilion to connect into a main line sewer pipework, removing the need for an aged septic tank system, not only will this be a more environmentally favourable way of waste management but will also eradicate ongoing septic tank management and spiralling maintenance costs.

Connecting the Stonehouse Town football club hospitality suite to a main sewer line, at present when in use the football club members and guests have to walk out of the 'NEST' building and use the welfare facilities within the adjacent pavilion.

The new line will provide a connection point that in future will allow the Town Council workshop building to connect into a main sewer line allowing for a dedicated welfare facility.

Initial thoughts indicated that the football club would provide suitably qualified manpower and equipment to dig trenches and lay pipework, whilst the Town Council would source a pumping station and cover the costs of most materials. The project would be managed by members of the football club offering part time working, whilst offering some savings the risk to the Town Council would be regarded as high due to public safety and legislative H&S requirements. Also, with no dedicated project time line feelings were expressed that a project such as this may well drag on and prove to be problematic.

Due to the high risks associated with self-delivery STC decided to approach a suitably qualified third-party contractor to install underground sewer services, due to ground level fluctuations and gradients this would need to include a dedicated sewer pumping station (including electrical connection) and an outlet to a Severn Trent main line sewer. The majority of the line will run from the pavilion area through the Oldends Lane car park, and onward through to the 'pod' area and finally connect and discharge into the Midland Rd main sewer line.

Three contractors were invited to review and tender.

- Cotswold Drain services. (maintain the current septic tank at Oldends Lane)
- Smiths Gloucester. (have been used by the Town Council for previous work)
- Cambrain Engineering. (recommended by Robert Hitchens homes)

All three companies have offered quotations and I summarize as.

Cotswold Drain Services. To install to STW design guidance new drainage following the pipeline drawing provided by STC. Work will include the digging of all trench work laying 100mm pipeline to a TT pumping station requiring a three phase 400v power supply. The line will have 5 new 450mm manholes fitted with D400 spec covers. (heavy duty). Cotswold Drain will install the new pumping station surround in concrete, install the electrical control kiosk at additional cost and connect into the existing manhole outlet in close proximity to the POD. They will also at cost help manage the STW 106 connection agreement. No timeline plan has been made available and Costwold Drain have quoted from a desktop with no site visit.

Sewer line, and pumping station **£98,850 + VAT**

Additional costs. Electrics **£4,000.00 + VAT**

Stas for utility providers **£420.00+ VAT**

STW 106 administration costs **£280.00 + VAT**

£103,550.00 +VAT.

Stonehouse Town Council Working Groups and Terms of Reference 13th May 2024

Updated May 2024, C Novoth. Terms of Reference to be discussed at respective committees in June/July 2024. Recommendations to full council for approval
Officers – CS Business Support, CN - Town Clerk, JS - Deputy Clerk, GW – Project Officer

Working Group	Terms of Reference (ToR)	Date ToR last agreed	Reports to Committees: Business –BC Environment – EC	Membership May '24	Officer
Business Networking Group	Communicating with businesses to ensure town centre vitality and stakeholder inclusion.	22 nd May 2023	BC	Cllr Terry	CS
Canal rejuvenation group	<p>Objectives:</p> <ul style="list-style-type: none"> To ensure that the opportunities provided by Phase 1b of the Canal Restoration project connecting the Stroudwater Navigation with the national waterways network at Saul Junction provide maximum benefit, both economically and socially, to Stonehouse and the surrounding area. For the Canal Rejuvenation WG, with the help of TC officers to work with all local stakeholders to promote Stonehouse as a canal town. To support the creation of a canal-side hub and wharf so that canal users are able to access and use local facilities <p>Click here for full Terms of Reference</p>	Feb 2023	EC	<p>Cllrs Marcus Dixon, Debbie Curtis, Theresa Watt, Madelaine Maraboli-Roman</p> <p>Ward Cllrs John Callinan, Carol Kambites and John Parker</p>	JS and CN

Stonehouse Town Council Working Groups and Terms of Reference 13th May 2024

Climate Change Action Forum	<ul style="list-style-type: none"> The Working Group will support the Council to examine environmental implications regarding CO2 emissions alongside legal and financial implications in all the decisions it makes. The Working Group will seek ways to facilitate our community to reduce CO2 emissions and create resilience to climate change. The Working Group will research funding available and make recommendations for budget provision for grant schemes from 2020-2021 onwards which will enable carbon-reduction activities in Stonehouse and provide guidance on grant criteria. The Working Group will provide reports to the Council's Business Committee to aid decision making. 	22 nd May 2023	BC	Cllrs Simon Macgregor, Carol Kambites	CN
Communications	To oversee the editing and production of the Stonehouse Newsletter, review communication methods and standards ensuring that the website/social media is fit for purpose and conforms with legislation and, is proactive in the publicizing the council's work	22 nd May 2023	BC	Cllrs Carol Kambites , Keith Terry, Gary Powell Non Council Members – Keith Creighton, Mike Davis	JS
Group Events Working	To devise cultural events with community participation	Feb 2023	EC	Cllrs Debbie Curtis, Keith Creighton, Gary Powell and Theresa Watt Non Council Members: Ruth Creighton	JS
Internal Audit Panel	To review internal controls at the end of each quarter as required by Financial Regulations	22 nd May 2023	BC	Cllrs Simon Macgregor, Keith Terry	CN

Stonehouse Town Council Working Groups and Terms of Reference 13th May 2024

	Costs of proposals and funding options. Public consultation. Demolition of the building that once housed the old football Changing Rooms 3. The work carried out by the OLDWG will be in line with the STC 's Policy document titled The Role of Working Groups. 4. The OLDWG will report to the instructing Committee (Business)				
Policy Working Group	To review and create Council policies as per review program	22 nd May 2023	BC	Cllrs Theresa Watt, Madelaine Maraboli-Roman	CN
Public Rights of Way	To investigate rights of way to be recorded by 2026.	Feb 2023	EC	Cllrs John Callinan, Gary Powell Non Council Members: Mike Davis	JS
Recreation	To review recreation facilities to ensure they are sustainable, accessible, functional and where necessary seek funding for improvements	Feb 2023	EC	Cllrs. Neil Gibbs (Convenor), Gary Powell, Theresa Watt, Simon Macgregor	JS and GW

Stonehouse Town Council Working Groups and Terms of Reference 13th May 2024

Youth Working Group	To liaise with youth workers, young people, other involved in youth provision and outside agencies ensuring a worthwhile service is provided and to review the building condition, staff requirements, health and safety	Feb 2023	BC	Cllrs. John Callinan, Theresa Watt	CN
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Town Clerk

From: Andrew, Rachel <Rachel.Andrew@stroud.gov.uk>
Sent: 08 February 2024 10:47
To: magpiesstonehouse@outlook.com; Town Clerk
Cc: Rice, Sophia
Subject: Magpies Sports and Social Club - Licences

Hello Rob, Chris And Carlos (sorry Chris I don't have your direct email)

Following our meeting at the Club on 7th February 2024, below are some notes of matters discussed as requested.

Magpies Sports and Social Club currently holds a Club Premises Certificate. This allows supply of alcohol and regulated entertainment to Club Members and their guests. This includes associated guests which are visiting teams and their guests eg a visiting skittles team. It also allows club members to hire the venue and have their invited guests to a party or event.

If the club wants to sell alcohol to the general public it must be covered by either a temporary event notice or a premises licence.

Currently Magpies applies for temporary event notices to cover them if they want to have an event with a bar and/or music which is open to the general public . There is a limit of no more than 15 temporary event notices per calendar year.

The Club are looking at options to be able to operate partly as a community venue which may give opportunity for applying for funding to make improvements to the building.

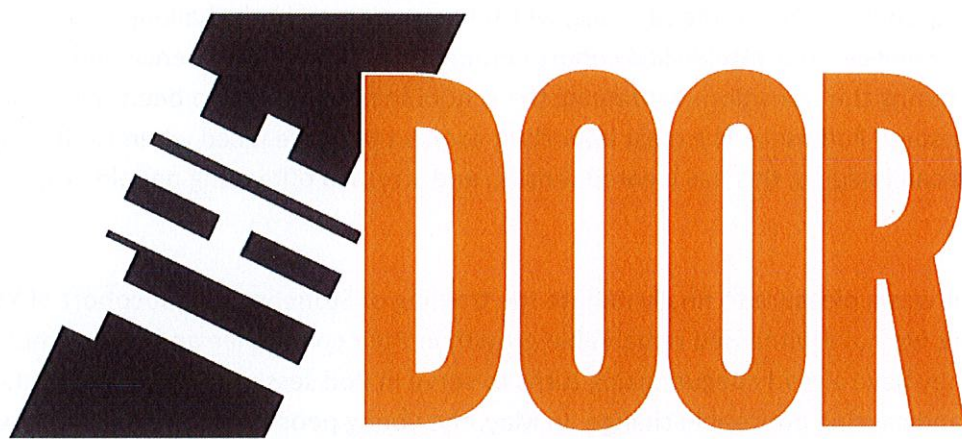
The Club can already host community events where there is no bar or regulated entertainment without the need for any licences.

If the club wants more scope for community hirings, where a bar is required or there is music, they could apply for a premises licence.

The Club would need to decide how they wish to operate under a premises licence. Would it be to cover sale and alcohol and entertainment at community events or bookings only, or are they planning to also open up the bar to the general public on regular occasions – ie operate like a public bar or pub? An application for a premises licence can be specific and the licence if granted can be conditioned to suit the proposal.

Applications for a premises licence go out for public consultation so the Club need to think about how local residents or other agencies might perceive it if there are proposed to be more events at the venue or if the plan is to open up the bar to the general public on a regular basis.

The Club needs to be aware that currently under the club premises certificate they have control over club membership and so they know who is in the venue. If they open up the bar generally to the general public they need to consider how they will manage this.



UNLOCKING POTENTIAL... OPENING OPPORTUNITY...

**STONEHOUSE TOWN COUNCIL
YOUTHWORK PROVISION REPORT
MARCH-MAY 2024**



**44-45 HIGH STREET,
STROUD, GL5 1AN**

**01453 756745
INFO@THEDOOR.ORG.UK**

**THEDOOR.ORG.UK
@THEDOORSTROUD**

NYA
Quality Mark



2. STATISTICS

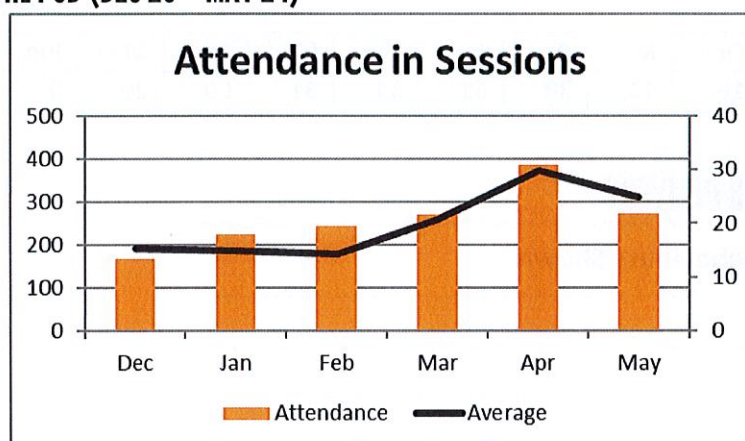
THIS REPORTING PERIOD (1ST MARCH-31ST MAY 2024)

	Sessions	Hours	Footfall	Unique	Regular	New	Achievements	Incidents
THE POD	38	78.33	827 (+13%)	180	38	15	183	1
KEY CAFÉ	5	5	22	n/a	n/a	4	0	0
MAIDENHILL SCHOOL	10	20	920	n/a	n/a	n/a	0	0

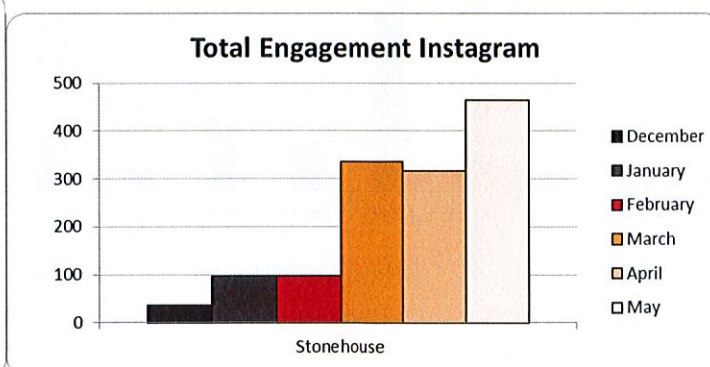
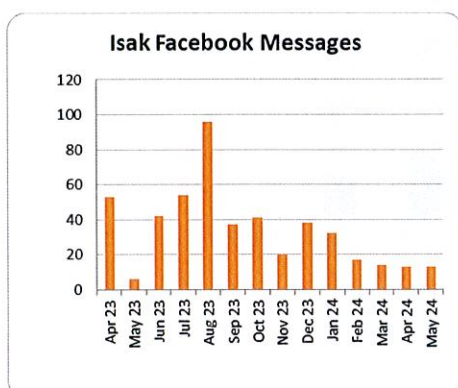
PREVIOUS QUARTER (1ST DECEMBER 2023 – 29^H FEBRUARY 2024)

	Number Of Sessions	Hours	YP Footfall	Achievements	Incidents
THE POD	32	64	614	33	2
MAIDENHILL SCHOOL	10	20	750	0	0

THE POD (DEC 23 – MAY 24)



SOCIAL MEDIA ENGAGEMENT



INTENSIVE SUPPORT SNAPSHOT (13TH JUNE 2024)

As well as providing community youthwork, The Door's Intensive Support team is currently supporting this number of young people and parents across the whole district.

YP Pursuing Support	YP Engaging in Support	Parents Pursuing Support	Parents Engaging in Support
159	116	15	46

Nb Parent Support Recording has changed to exclude those attending groups hence lower figure

17th June 2024 – 346 active service users, 31 with GL10 Postcode, representing 9% of all service users

INTENSIVE SUPPORT SNAPSHOT (9TH FEB 2024)

YP Pursuing Support	YP Engaging in Support	Parents Pursuing Support	Parents Engaging in Support
138	134	20	94

6th March 2024 – 378 active service users, 37 with GL10 Postcode, representing 10% of all service users

3. ACTIVITIES THROUGH THIS PERIOD

MARCH

The impending excitement of the year 6 cohort has been palpable. These young individuals haven't needed reminders about our policy of allowing them to start attending youth sessions after Easter. It's a testament to Pod's success that there is such enthusiasm among the new attendees. We eagerly anticipate managing the slight shift in dynamics as the year 6 students join our sessions. On the other end of the age scale, we've witnessed significant developments in our relationships with some of the older young people. Notably, these individuals have demonstrated increased maturity. However, what truly stands out is their vulnerability—their willingness to share their burdens. This openness reflects the trust and respect they have for the work we do at Pod. It has been a joy to witness both the excitement of new beginnings and the deepening connections with our older participants. Our commitment to fostering a supportive and trusting environment continues to bear fruit.

APRIL

Our transition work for young people in school year 6 took centre stage. During the Easter half term, we began allowing year 6 students to attend the youth club. The response was enthusiastic, with many new relationships forming between the current year 6 participants. As new young people joined the dynamic of the youth club, we encountered some turbulence during the transition from forming to storming. Despite the initial challenges, this transition provided an opportunity for our established young people to demonstrate their influence and commitment to The Pod's culture. When upset occurred, older participants were quick to offer

4. KEY ACHIEVEMENTS

Here are just a few typical examples of the achievements recorded during this quarter:

Addiction Management	1
Anger Management	1
Anxiety Management	1
Developing leadership skills	8
Increased Maturity	11
Increased Participation in Activities	4
Relationships and Friendships	1
Self Confidence or Self Worth	2
Showing Empathy, Respect and Understanding to Others	3
Steps Towards Positive Future Prospects	1
	33

- Signing up to be in the photoshoot
- Coming in to work on interview skills
- Engaging positively in his first session
- Apologised to those he was being rude too.
- Positive engagement with Challenge
- Engaging with new members
- Helping with toast and tidying up
- Civic award winner!
- Filming a video for the doors youtube channel
- Being vulnerable in session
- Tidying up in pod
- Being respectful in session
- Forgiving friends
- Self harm free for 12 days
- Filled in young leaders application form
- Respectful and kind
- Feeling good about college interview

5.SAFEGUARDING CONCERNS

There were no notifiable safeguarding concerns this quarter. There is one young person we are concerned about potential online sexual exploitation.

6.FUNDING REPORT

6.a Additional funding sourced externally

Key Cafe – As young people are entering into the adult world, Key café has witnessed young people growing in their own self-awareness and an empathy for the reality that many other adults live in, particularly in the cost of living crisis. This has resulted in them having more respect for themselves and the impact they can have on wider community, increasing their self-worth. Some have even grown sufficiently in confidence that they have begun mentoring their younger peers. In addition, they have engaged positively with their community by volunteering in local initiatives as well as being key stakeholders in the decision making arm of The Door. Further impact has been that Key café's young people have found college places, jobs, apprenticeships, passed exams, gained independent personal finance, cooked meals for their families and are able to drive themselves to their place of work.

7. COMMUNITY ENGAGEMENT

Maidenhill School - Our involvement with Maidenhill School continues to be instrumental in fostering positive connections with students, staff, and the broader school community. Our collaborative efforts with teachers contribute to a nurturing and inclusive atmosphere.

The Breakfast Club - a cornerstone of our work, plays a vital role in supporting students' daily routines. Thursday morning, we provide a warm and welcoming space where students can start their day with a nutritious meal. Beyond the physical nourishment, the Breakfast Club fosters social interactions, builds friendships, and offers a sense of belonging. We've witnessed firsthand how this simple yet impactful initiative positively influences students' overall well-being and readiness for learning.

8. LOOKING AHEAD

APT Funday – The team is looking forward to joining in on the APT Family Fun Day, which we'll be bringing our newly designed events space, hoping to bring better community engagement, showcasing what The Door does and better engaging young people in activities in positive ways.

Young Leaders – The first group of graduated young leaders will be supporting in sessions and a new group are already showing interest in the next course

Summer Plans – The Door will be a HAF provider over the summer period once again, providing four food sessions that will be complimented by exciting activities. It will culminate in a trip to Airhop and The Door would like to run a second trip also.

Youth Voice – The Door will launch it's first cohort on it's youth voice board (name to be decided), during this quarter. They will assist The Door in understanding the current needs of young people as well as participating in key decision making.

9. POINTS FOR DISCUSSION

- Pod Revamp - Permission to allow young people to redecorate
- Contract – What are the plans for early 2025?

In March, B became old enough to join The Pod. At first, they approached with a lie, saying they were older than they were. This raised suspicion as the age they gave didn't match up with what we know of them. They were disrespectful, challenging and rude to others, thus they were asked to come back another time. The following session, B came back, apologising and said they had not told us the truth. In fact, their real date of birth made them eligible for to come to Pod and the team discussed how to best set the tone of the youth centre with this young person.

However, Young person B's second session proved difficult for them, as they experienced a situation that caused them to react aggressively. This behaviour was challenged, which resulted in the young person leaving to regulate their emotions.

At the end of the session the youth workers sat with the young person and made sure they understood why this behaviour was not acceptable. B was very apologetic and understanding. The following week, B was called in to have a check in before session. We went over the importance of safe behaviour in Pod, and started to plan how they can support themselves in regulating their emotions, so that they don't feel the need to lash out. We also discussed how important that when their emotion were escalating, that we care about how situations make them feel and they can ask us for help.

Since then, B has been an advocate for The Pod rules, encouraging young people in The Pod community to be kind, respectful and patient. B prides themselves on their good manners and encourages others to do the same.

Training & Events Calendar

<div><div>⏪</div><div>July</div><div>2024</div><div>⏩</div></div> <div><div>Go</div><div>Today</div></div>						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
		Internal Controls Being a Better Councillor Part 1 EVENING				
8	9	10	11	12	13	14
	The Power of Local Climate & Biodiversity Action AM	Community Engagement Part 2 Being a Better Councillor Part 2 EVENING			Being a Better Councillor	
15	16	17	18	19	20	21
	Clerks the Knowledge: Essentials Planning in Plain English		Engaging with Young People	Agendas & Minute Writing	GAPTC AGM	
22	23	24	25	26	27	28
	New Councillor Toolkit - Introduction In the Hot Seat: Being an Effective Chairperson	Clerks Networking PROCUREMENT Councillor Networking ALLOTMENTS			In the Hot Seat: Being an Effective Chairperson	
29	30	31	1	2	3	4

Internal Controls

Training & Events Calendar

<div><div>«</div><div>August</div><div>▼</div><div>2024</div><div>▼</div><div>Go</div><div>Today</div><div>»</div></div>						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	31	1	2	3	4
5	6 Clerks the Knowledge: A Miscellany	7 Being a Better Councillor Part 1 EVENING	8	9	10 Being a Better Councillor	11
12	13	14 Being a Better Councillor Part 2 EVENING	15	16	17	18
19	20 New Councillor Toolkit - Feedback	21 In the Hot Seat: Being an Effective Chairperson	22	23	24	25
26	27	28	29	30	31 In the Hot Seat: Being an Effective Chairperson	1

Clerks the Knowledge: A Miscellany

Tue, 6 Aug 2024 10:00

Clerks More Knowledge: Part 2 - a miscellany

Trainer led

Planning a brief introduction

Training & Events Calendar

<div><div>«</div><div>September</div><div>»</div><div>2024</div><div>Go</div><div>Today</div><div>»</div></div>						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27	28	29	30	31 In the Hot Seat: Being an Effective Chairperson	1
2	3	4	5	6	7	8
9 CILCA Training & Mentoring	10 Planning in Plain English	11 Recruiting local councillors	12 CILCA Training & Mentoring	13	14	15
16	17 Clerks the Knowledge: Finance Module	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

In the Hot Seat: Being an Effective Chairperson

Sat, 31 Aug 2024 10:00

Chairmanship Skills

£45 members

A 2-hour course which covers a wide range of subjects and skills.