



## 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 4<sup>th</sup> November 2024 at 7pm at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA

**Committee Members:**

Councillors: Keren Capeling, Keith Creighton, 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

2<sup>nd</sup> October 2024

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

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### A G E N D A

B/767 To receive apologies

B/768 To receive Declarations of Interest

B/769 To appoint a Vice Chair for Business Committee

B/770 To approve the minutes of the Business Committee meeting held on 7th Oct '24

B/771 To receive the latest budget position

B/772 To approve the latest BACS payment list and provide retrospective approval for Debit Card Payments

B/773 To approve a refund for a Goodwill stall holder

B/774 To receive a report on Internal Control Check (ICC) on the second quarter of the 2024/25 financial year

B/775 To provide an update on the commencement of the budget setting process for the 2025/26 Financial Year

B/776 To consider a grant application from Stroud based 'Night Angels'

B/777 To recommend for town council approval the latest NALC model financial Regulations localised for Stonehouse

**B/778** To note a letter from Stonehouse School of Trustees dated 28<sup>th</sup> October 2024 in relation to the ownership of land at Elm Road, Stonehouse and consider a response

**B/779** To note the following issues discussed at HR sub Committee

- the recently agreed public sector National Pay increase for the 2024/25 financial year and its immediate implementation
- the increase in annual leave for public sector staff from the 2023/24 financial year

**B/780** To receive updates from the following working groups:

1. Climate Change Action Forum
2. Communications
3. Oldends Lane Development
3. Support Stonehouse
4. Youth
5. Policy
6. Internal Audit Panel
7. Court View

**B/781** To note the date of the next meeting - Monday 13<sup>th</sup> January 2025





## Minutes of a Town Business Committee held on Monday 7<sup>th</sup> October '24 at 7.00pm at the Town Hall

**Present:** Councillors, John Callinan (Committee Vice Chair), Keren Capeling, Keith Creighton, Carol Kambites, Gary Powell; Keith Terry and Theresa Watt (Committee Chair)

**In Attendance:** Carlos Novoth (Clerk); a representative of Homestart

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

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The Chair allowed the representative of Homestart to speak when discussing agenda item B/762

**B/754 To receive apologies**

Committee received apologies from Cllrs John Callinan (will be unavoidably late to the meeting) and Madelaine Maraboli-Roman

**B/755 To receive Declarations of Interest**

A declaration of interest was raised by Cllr Gary Powell in relation to agenda item B/764

**B/756 To approve the minutes of the Business Committee meeting held on 9<sup>th</sup> Sept '24**

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

**B/757 To receive the latest budget position**

A query was raised in relation to the spend against 'Admin' 'Other'. The spend related to the payment of £10,000 to Great Oldbury Parish Council. The Clerk stated that, whilst not ideal, there was no other relevant cost code that could be used.

Committee **NOTED** the report showing an 'Actual Net' expenditure of £195,383.03; an 'Actual Net' income of £397,783.34 and a reserve movement totalling £16,165.59

**B/758 To approve the latest BACS payment list; provide retrospective approval for Debit Card Payments; receive the latest Direct debit payments and Standing Order payments**

Committee **APPROVED** the BACS payment list totalling £7,668.23







Committee **RETROSPECTIVELY APPROVED** the Debit Card Payments list totalling £1,035.72

Committee **NOTED** the expenditure reports for both Direct Debit and Standing Order payments of £3338.18 and £10,859.53 respectively

**B/759 To receive a report on Internal Control Checks (ICC) on the first and second quarters of the 2024/25 financial year**

Results of the 1<sup>st</sup> quarter checks were completed without issue

The 2<sup>nd</sup> quarter checks were reported in part - completion scheduled within the week

Committee **NOTED** the reports

**B/760 To receive the External Auditor's report on the Council accounts for the 2023/24 financial year**

The Clerk identified that the accounts for 2023/24 were now signed off with two 'except for' issues - these were detailed within the attached support papers. The first issue related to one of not working to a recognized order of decision making - this to be rectified prior to next year's audit. The second issue related to a minor difference in total asset value between figures provided by two different information sources - this to be rectified prior to next year's external audit with Edge finance.

Committee **NOTED** the external auditor's report along with the required actions in preparation for next year's audit

**B/761 To provide an update on the commencement of the budget setting process for the 2025/26 Financial Year**

The Clerk highlighted several budget lines and the suggested actions from the first round of discussions. It was suggested that the 2025/26 recommended budget column be completed in full in preparation for the next round of discussion.

**B/762 To receive a presentation from 'Homestart' on the use of council funding for the 2023/24 financial year and to secure the third year of revenue finding for 2024/25**

Councillors were presented with a detailed report on 'Homestart's' work and the sheer number of individuals and families that were helped during the past year. Examples of positive feedback were provided from service users.

It was recognized there was a growing need for more of the work undertaken by the organization citing examples of increased teenage pregnancies and other issues. The organization was having to compete for volunteers and external funding sources were continually dwindling with known funders preferring to continue supporting the organisations they already fund. It was recognised that under the prevailing circumstances, Homestart may require further future support. The Committee suggested that a further grant application be made should this be the case.

Committee to **RECOMMEND** payment of the third year of an agreed three year revenue grant to Homestart totalling £10,000 for the 2024/25 financial year.

**B/763 To recommend the appointment of GAPTC as a competent auditor to complete the council's 2024/25 internal audit**

Committee **APPROVED** the appointment of GAPTC to undertake the council's annual internal audit for the 2024/25 financial year







**B/764 To recommend the disposal of the council's petrol driven grounds maintenance equipment**

Officers reported that three quotes were sought for the disposal of the petrol driven grounds equipment. Only two offers were received, the highest provided by Stonehouse Town Football Club.

Committee to **RECOMMEND** to Town Council to approve the disposal of the equipment to Stonehouse Town Football Club for £3,000

**B/765 To receive updates from the following working groups:**

1. **Climate Change Action Forum** - Minimal progress was being made in encouraging users to take up the offer (one week's use of an electric bike for a refundable deposit and donation). An individual has been appointed to run the scheme.
2. **Communications** - positive feedback re the council's newsletters - suggestion was to have them delivered through volunteers
3. **Oldends Lane Development** - work on the new sewer line to start imminently with a slight potential for there to be added costs over and above what was originally quoted. Members to be kept informed. Communications around the project to be agreed
4. **Support Stonehouse** - The list of warm spaces to be updated to prepare for new posters and online advertising
5. **Youth** - the youth working group to meet Friday 11<sup>th</sup> Oct. The new contract documents are being prepared and will hopefully be presented for approval to Town Council at its meeting in October
6. **Policy** - Further help is needed on the working group - current workload is not progressing
7. **Internal Audit Panel** - work is relatively up to date
8. **Court View** - Consultants are being encouraged to speed matters up. A meeting is to be arranged to agree works to be undertaken and a timeline for transfer

**B/766 To note the date of the next meeting - Monday 4<sup>th</sup> November 2024**

Committee **NOTED** the date of the next meeting







# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/24 and 03/10/24 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
<b>INCOME</b>					
<b>Town Business Committee</b>					
100 Precept	£383,870.25	£0.00	£383,870.00	-£0.25	0.00%
105 Newsletter Advertising	£100.00	£0.00	£0.00	-£100.00	-100.00%
120 Feed-in Tariff from Town Hall	£800.00	£0.00	£639.94	-£160.06	-20.01%
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	£1,094.24	-£405.76	-27.05%
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	£1,575.00	-£1,575.00	-50.00%
150 Community Centre Lease	£500.00	£0.00	£0.00	-£500.00	-100.00%
155 OEL Pitch Hire	£2,000.00	£0.00	£1,115.00	-£885.00	-44.25%
160 Misc Income	£500.00	£0.00	£345.00	-£155.00	-31.00%
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	£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	£793.33	-£2,606.67	-76.67%
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%







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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	£8,345.04	-£1,654.96	-16.55%
<b>Total Town Business Committee</b>	<b>£414,257.25</b>	<b>£0.00</b>	<b>£397,783.34</b>	<b>-£16,473.91</b>	<b>-3.98%</b>
<b>EXPENDITURE</b>					
<b>Town Business Committee</b>					
1000 Salaries					
1000/1 Contracted staff	£205,000.00	£0.00	£103,778.84	£101,221.16	-49.38%
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	£103,778.84	£101,221.16	-49.38%
<b>Training &amp; Recruitment</b>					
1010 Contracted Staff	£3,000.00	£0.00	£499.64	£2,500.36	-83.35%
1010/2 Councillors	£1,000.00	£0.00	£395.00	£605.00	-60.50%
1010 Total	£4,000.00	£0.00	£894.64	£3,105.36	-77.63%
1020 Health & Safety	£2,500.00	£0.00	£76.44	£2,423.56	-96.94%
1030 Professional Fees	£8,000.00	£375.00	£4,140.50	£4,234.50	-52.93%
<b>IT support</b>					
1040/1 General	£6,750.00	£0.00	£1,741.88	£5,008.12	-74.19%
1040/2 Website	£1,300.00	£0.00	£954.80	£345.20	-26.55%
1040/3 Newsletter	£0.00	£0.00	£0.00	£0.00	0.00%
1040/4 Phones	£1,500.00	£0.00	£79.76	£1,420.24	-94.68%
1040/5 Printing	£0.00	£0.00	£620.84	-£620.84	100.00%
1040 Total	£9,550.00	£0.00	£3,397.28	£6,152.72	-64.43%
1050 Office Equipment Renewals	£500.00	£2,838.87	£3,170.77	£168.10	-33.62%







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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	£2,740.00	£7,260.00	-72.60%
1060/2 Long-Term	£7,400.00	£0.00	£3,000.00	£4,400.00	-59.46%
1060 Total	£17,400.00	£0.00	£5,740.00	£11,660.00	-67.01%
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	£420.19	£279.81	-39.97%
1070/3 Electric	£3,000.00	£0.00	£1,494.76	£1,505.24	-50.17%
1070/4 Gas	£3,000.00	£0.00	£544.10	£2,455.90	-81.86%
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	£7,357.99	£6,342.01	-46.29%
1080 Town Hall/Library STC costs					
1080/1 Exterior Maintenance/Cleaning	£1,000.00	£0.00	£126.00	£874.00	-87.40%
1080/2 Interior Cleaning	£1,700.00	£0.00	£714.31	£985.69	-57.98%
1080 Total	£2,700.00	£0.00	£840.31	£1,859.69	-68.88%
1090 Admin Expenses					
1090/1 Paper	£250.00	£0.00	£94.57	£155.43	-62.17%
1090/2 Other	£1,000.00	£10,000.00	£10,997.97	£2.03	-0.20%
1090/3 Printing and Delivery of Newsletters	£4,500.00	£0.00	£992.00	£3,508.00	-77.96%







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

	2024/2025	Reserve	Actual Net	Balance	Bal %age
1090 Total	£5,750.00	£10,000.00	£12,084.54	£3,665.46	-63.75%
1100 Mayor's Charity & Expenses	£300.00	£0.00	£195.25	£104.75	-34.92%
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	£523.12	£676.88	-56.41%
1140/3 Electric	£6,300.00	£0.00	£3,201.53	£3,098.47	-49.18%
1140/4 Cleaning	£1,000.00	£0.00	£367.07	£632.93	-63.29%
1140/5 Maintenance (reactive)	£2,000.00	£0.00	£167.45	£1,832.55	-91.63%
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	£4,305.31	£8,594.69	-66.63%
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	£364.41	-£64.41	21.47%
1150/4 Maintenance (programmed)	£1,000.00	£0.00	£147.27	£852.73	-85.27%
1150/5 Waste Collection	£2,000.00	£0.00	£765.95	£1,234.05	-61.70%
1150/6 Security	£200.00	£0.00	£0.00	£200.00	-100.00%







# Financial Budget Comparison

## for Town Business Committee

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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	£1,277.63	£2,522.37	-66.38%
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	£340.84	£659.16	-65.92%
1160/4 Tax	£200.00	£0.00	£0.00	£200.00	-100.00%
1160/5 MOT/Service	£600.00	£0.00	£473.60	£126.40	-21.07%
1160 Total	£3,800.00	£0.00	£882.48	£2,917.52	-76.78%
1170 Youth Centre Workers	£61,000.00	£0.00	£25,341.00	£35,659.00	-58.46%
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	£121.25	£178.75	-59.58%
1180/3 Electric	£2,500.00	£0.00	£618.32	£1,881.68	-75.27%
1180/4 Cleaning	£1,000.00	£0.00	£518.65	£481.35	-48.14%
1180/5 Maintenance (reactive)	£2,000.00	£0.00	£295.00	£1,705.00	-85.25%
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	£211.55	£288.45	-57.69%
1180/9 IT costs	£500.00	£0.00	£316.50	£183.50	-36.70%
1180 Total	£10,400.00	£0.00	£3,270.92	£7,129.08	-68.55%
1200 Subscriptions	£3,500.00	£0.00	£2,575.84	£924.16	-26.40%
1210 Insurances					
1210/1 Public/Employee Liability	£7,000.00	£0.00	£7,124.37	£-124.37	1.78%







# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/24 and 03/10/24 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	£7,124.37	-£124.37	1.78%
1220	Project Planning & Delivery					
1220/1	OEL Car Park	£0.00	£2,951.72	£8,928.92	-£5,977.20	100.00%
1220/2	Stagholt	£0.00	£0.00	£0.00	£0.00	0.00%
1220/3	Ship Inn site	£0.00	£0.00	£0.00	£0.00	0.00%
1220	Total	£0.00	£2,951.72	£8,928.92	-£5,977.20	100.00%
1230	Climate Change	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
Total Town Business Committee		£377,380.00	£16,165.59	£195,383.03	£198,162.56	-52.51%







# Stonehouse Town Council

## Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

BACS

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3984		£96.00	1140/4	02/10/24	All Done and Dusted - Deep clean Pavilion showers	050
3985		£135.30	1180/4	02/10/24	All Done and Dusted - September 2024 - Pod cleaning	046
		<b>£231.30</b>			All Done and Dusted - Total	
3983		£21.60	1080/1	03/10/24	Easy Window Cleaning - October 2024 - TH	23291
		<b>£21.60</b>			Easy Window Cleaning - Total	
3966		£9.70	1150/4	19/09/24	G R Fasteners - Bolts, nuts & washers	864216
		<b>£9.70</b>			G R Fasteners - Total	
3969		£45.00	1010/2	23/09/24	GAPTC - Training - New councillor Toolkit - Cllr Maraboli-Roman	562
		<b>£45.00</b>			GAPTC - Total	
3979		£355.25	1040/1	01/10/24	Jireh Solutions Ltd - October 2024 - Contract	30835
3981		£45.00	1040/1	30/09/24	Jireh Solutions Ltd - Billable hrs re CN's emails	30771
		<b>£400.25</b>			Jireh Solutions Ltd - Total	
3976		£20.94	1140/5	27/09/24	Kellaway Building Supplies Ltd - Hat & Coat hooks, Barrel Boly - The Pavilion	2859630
		<b>£20.94</b>			Kellaway Building Supplies Ltd - Total	
3982		£1,260.00	1030	02/10/24	PKF Littlejohn - Annual Governance & Accountability Return	20242809
		<b>£1,260.00</b>			PKF Littlejohn - Total	
3980		£110.30	1040/5	30/09/24	Prolific Solutions (South West) Ltd - September 2024 - Printer TH	10987
		<b>£110.30</b>			Prolific Solutions (South West) Ltd - Total	
3964		£2,850.00	1190/1	19/09/24	T W Hawkins & Sons - Sept 2024 - Contract mowing & Provisional Area	13589
		<b>£2,850.00</b>			T W Hawkins & Sons - Total	
		<b>£2,719.14</b>			Confidential	
<b>Total</b>		<b>£7,668.23</b>				

Signature

Signature

Date







# Stonehouse Town Council

## Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

DEBIT CARD

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3967		£60.95	1090/2	20/09/24	Amazon - Stationery Order - Laminating pouches, pens, key fobs, sellotape, batteries	
3968		£23.49	1090/1	20/09/24	Amazon - Printer Paper part of larger stationery order see Transaction 3967	
3974		£37.27	1090/2	27/09/24	Amazon - Stationery Order - 5 x A5 Notebooks	
		<b>£121.71</b>			Amazon - Total	
3970		£700.00	2050/1	24/09/24	Little Party Heaven - Deposit for Goodwill 2024 Entertainment	402
		<b>£700.00</b>			Little Party Heaven - Total	
3977		£19.98	1180/8	26/09/24	Screwfix - Anti-climb paint and notice - The Pod	
		<b>£19.98</b>			Screwfix - Total	
3965		£109.03	1220/1	19/09/24	Severn Trent - OEL - STW Application	
		<b>£109.03</b>			Severn Trent - Total	
3975		£85.00	2050/1	25/09/24	Stroud District Council - 2nd Road Closure - Goodwill 2024 Lantern Parade	SDC110714
		<b>£85.00</b>			Stroud District Council - Total	
<b>Total</b>		<b>£1,035.72</b>				

Signature

Signature

Date







Purchase Day Book

Purchase Day Book

Showing only

Account type All

Supplier

Type All

Ledger Date before

03/10/24

Ledger Date after

10/09/24

Paid date before

Paid date after

Payment type

Direct Debit

Reference

No.	Date	Invoice no.	Supplier	Details	Heading	Net	Vat type	Vat	Gross Due	Payment Reference	Paid
3962	19/09/24		NEST	September 2024	1000/1	£2,777.54	Outside the S	£0.00	£2,777.54	19/10/24	
3973	20/09/24	6899152	WaterPlus	August 2024 - Water - Pod D/D	1180/2	£24.68	Zero Rated	£0.00	£24.68	20/10/24	
3978	29/09/24	7001077	WaterPlus	September 2024 - Water - Pavilion - D/D	1140/2	£84.16	Zero Rated	£0.00	£84.16	29/10/24	
3986	01/10/24	2006630	YU Energy	September 2024 - Elec - TH - D/d	1070/3	£250.43	5%	£12.52	£262.95	31/10/24	
3987	01/10/24	2006631	YU Energy	September 2024 - Elec - Library - D/D	1070/3	£70.02	5%	£3.50	£73.52	31/10/24	
3988	01/10/24	2006633	YU Energy	September 2024 - Elec - Pod - D/D	1180/3	£109.84	5%	£5.49	£115.33	31/10/24	
Transactions					Total	£3,316.67		£21.51	£3,338.18		















Notes on Agenda items, Business Committee Monday 4<sup>th</sup> November 2024

<b>B/769 Vice Chair</b>	Owing to a change in committee membership, Business Committee needs to appoint a new Vice Chair
<b>B/770 BC Minutes</b>	In supporting papers
<b>B/771 Budget report</b>	In supporting papers
<b>B/772 Payment list</b>	In supporting papers Members to note that papers will include the following: <ul style="list-style-type: none"> <li>• <b>Payment list for all BACS payments requiring approval</b></li> <li>• <b>Payment list for debit card payments already made but requiring retrospective approval</b></li> </ul>
<b>B/773 Refund</b>	A payment has been made to the council by a member of the public wishing to secure a stall for the Goodwill event this Christmas. The individual has since determined that she will not be able to meet the council's criteria with regards to PL insurance. She wishes to cancel the stall and retrieve her money (£36)
<b>B/774 ICC checks</b>	Report for quarter two attached (July to September 2024)
<b>B/775 Budget setting</b>	Latest update to follow
<b>B/776 Grant App</b>	In supporting papers – The organisation is funded through a Stroud based business that has only recently been set up – there are only a few eeks of accounts to note – these will be provided at the meeting
<b>B/777 Finance Regs</b>	See localised NALC financial Regulations – track changed
<b>B/778 SSoT</b>	See letter in supporting papers seeking s council response re ownership of land on which the London Plane trees are located in Elm Road
<b>B/779 HR</b>	<ul style="list-style-type: none"> <li>• Unions have now agreed the national pay increase for the 2024/25 financial year. On the basis that the agreement on pay and conditions refer to staff members employment contracts, staff are to be awarded the pay rise of £1,290 with immediate effect, backdated to 1<sup>st</sup> April 2024.</li> <li>• Further to the negotiated pay settlement for 2023/24, public sector employees were awarded 1 extra annual leave day. This had been left unnoticed by Officers until recently. Staff therefore will this financial year have 2 extra annual leave days</li> </ul>







# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/24 and 30/10/24 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
<b>INCOME</b>						
<b>Town Business Committee</b>						
100	Precept	£383,870.25	£0.00	£383,870.00	-£0.25	0.00%
105	Newsletter Advertising	£100.00	£0.00	£0.00	-£100.00	-100.00%
120	Feed-in Tariff from Town Hall	£800.00	£0.00	£639.94	-£160.06	-20.01%
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	£1,094.24	-£405.76	-27.05%
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	£1,837.50	-£1,312.50	-41.67%
150	Community Centre Lease	£500.00	£0.00	£0.00	-£500.00	-100.00%
155	OEL Pitch Hire	£2,000.00	£0.00	£1,115.00	-£885.00	-44.25%
160	Misc Income	£500.00	£0.00	£7,941.70	£7,441.70	1488.34%
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	£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	£793.33	-£2,606.67	-76.67%
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 30/10/24 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	£12,422.62	£2,422.62	24.23%
<b>Total Town Business Committee</b>	<b>£414,257.25</b>	<b>£0.00</b>	<b>£409,720.12</b>	<b>-£4,537.13</b>	<b>-1.10%</b>

## EXPENDITURE

### Town Business Committee

1000 Salaries					
1000/1 Contracted staff	£205,000.00	£0.00	£120,151.91	£84,848.09	-41.39%
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	£120,151.91	£84,848.09	-41.39%
1010 Training & Recruitment					
1010/1 Contracted Staff	£3,000.00	£0.00	£499.64	£2,500.36	-83.35%
1010/2 Councillors	£1,000.00	£0.00	£485.00	£515.00	-51.50%
1010 Total	£4,000.00	£0.00	£984.64	£3,015.36	-75.38%
1020 Health & Safety	£2,500.00	£0.00	£96.77	£2,403.23	-96.13%
1030 Professional Fees	£8,000.00	£375.00	£3,690.50	£4,684.50	-58.56%
1040 IT support					
1040/1 General	£6,750.00	£0.00	£1,741.88	£5,008.12	-74.19%
1040/2 Website	£1,300.00	£0.00	£954.80	£345.20	-26.55%
1040/3 Newsletter	£0.00	£0.00	£396.00	-£396.00	100.00%
1040/4 Phones	£1,500.00	£0.00	£103.43	£1,396.57	-93.10%
1040/5 Printing	£0.00	£0.00	£620.84	-£620.84	100.00%
1040 Total	£9,550.00	£0.00	£3,816.95	£5,733.05	-60.03%
1050 Office Equipment Renewals	£500.00	£2,838.87	£3,307.86	£31.01	-6.20%







# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/24 and 30/10/24 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	£10,000.00	£12,740.00	£7,260.00	-72.60%
1060/2 Long-Term	£7,400.00	£0.00	£3,000.00	£4,400.00	-59.46%
1060 Total	£17,400.00	£10,000.00	£15,740.00	£11,660.00	-67.01%
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	£489.66	£210.34	-30.05%
1070/3 Electric	£3,000.00	£0.00	£1,494.76	£1,505.24	-50.17%
1070/4 Gas	£3,000.00	£0.00	£544.10	£2,455.90	-81.86%
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	£7,427.46	£6,272.54	-45.78%
1080 Town Hall/Library STC costs					
1080/1 Exterior Maintenance/Cleaning	£1,000.00	£0.00	£126.00	£874.00	-87.40%
1080/2 Interior Cleaning	£1,700.00	£0.00	£1,014.13	£685.87	-40.35%
1080 Total	£2,700.00	£0.00	£1,140.13	£1,559.87	-57.77%
1090 Admin Expenses					
1090/1 Paper	£250.00	£0.00	£94.57	£155.43	-62.17%
1090/2 Other	£1,000.00	£0.00	£1,034.97	-£34.97	3.50%
1090/3 Printing and Delivery of Newsletters	£4,500.00	£0.00	£992.00	£3,508.00	-77.96%







# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/24 and 30/10/24 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	£5,750.00	£0.00	£2,121.54	£3,628.46	-63.10%
Total					
1100	£300.00	£0.00	£55.25	£244.75	-81.58%
Mayor's Charity & Expenses					
1110	£400.00	£0.00	£0.00	£400.00	-100.00%
Travel Costs/Staff & Councillors					
1120	£0.00	£0.00	£0.00	£0.00	0.00%
Election Costs					
1130	£180.00	£0.00	£0.00	£180.00	-100.00%
Civic/Remembrance Parades					
1140					
Pavilion Overheads					
1140/1	£0.00	£0.00	£0.00	£0.00	0.00%
Rates					
1140/2	£1,200.00	£0.00	£580.37	£619.63	-51.64%
Water					
1140/3	£6,300.00	£0.00	£3,201.53	£3,098.47	-49.18%
Electric					
1140/4	£1,000.00	£0.00	£472.24	£527.76	-52.78%
Cleaning					
1140/5	£2,000.00	£0.00	£577.45	£1,422.55	-71.13%
Maintenance (reactive)					
1140/6	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
Maintenance (programmed)					
1140/7	£500.00	£0.00	£46.14	£453.86	-90.77%
Waste Collection					
1140/8	£200.00	£0.00	£0.00	£200.00	-100.00%
Security					
1140/9	£700.00	£0.00	£0.00	£700.00	-100.00%
Septic Tank					
1140	£12,900.00	£0.00	£4,877.73	£8,022.27	-62.19%
Total					
1150					
Workshop Overheads					
1150/1	£0.00	£0.00	£0.00	£0.00	0.00%
Water					
1150/2	£300.00	£0.00	£0.00	£300.00	-100.00%
Electric					
1150/3	£300.00	£0.00	£1,056.53	-£756.53	252.18%
Maintenance (Reactive)					
1150/4	£1,000.00	£0.00	£147.27	£852.73	-85.27%
Maintenance (programmed)					
1150/5	£2,000.00	£0.00	£819.94	£1,180.06	-59.00%
Waste Collection					
1150/6	£200.00	£0.00	£0.00	£200.00	-100.00%
Security					







# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/24 and 30/10/24 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	£2,023.74	£1,776.26	-46.74%
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	£315.83	£684.17	-68.42%
1160/3 Fuel	£1,000.00	£0.00	£363.25	£636.75	-63.68%
1160/4 Tax	£200.00	£0.00	£0.00	£200.00	-100.00%
1160/5 MOT/Service	£600.00	£0.00	£473.60	£126.40	-21.07%
1160 Total	£3,800.00	£0.00	£1,220.72	£2,579.28	-67.88%
1170 Youth Centre Workers	£61,000.00	£0.00	£41,596.00	£19,404.00	-31.81%
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	£135.88	£164.12	-54.71%
1180/3 Electric	£2,500.00	£0.00	£618.32	£1,881.68	-75.27%
1180/4 Cleaning	£1,000.00	£0.00	£518.65	£481.35	-48.14%
1180/5 Maintenance (reactive)	£2,000.00	£0.00	£295.00	£1,705.00	-85.25%
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	£211.55	£288.45	-57.69%
1180/9 IT costs	£500.00	£0.00	£464.09	£35.91	-7.18%
1180 Total	£10,400.00	£0.00	£3,433.14	£6,966.86	-66.99%
1200 Subscriptions	£3,500.00	£0.00	£2,575.84	£924.16	-26.40%
1210 Insurances					
1210/1 Public/Employee Liability	£7,000.00	£0.00	£7,124.37	-£124.37	1.78%







# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/24 and 30/10/24 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	£7,124.37	-£124.37	1.78%
1220 Project Planning & Delivery					
1220/1 OEL Car Park	£0.00	£90.86	£90.86	£0.00	0.00%
1220/2 Stagholt	£0.00	£0.00	£450.00	-£450.00	100.00%
1220/3 Ship Inn site	£0.00	£6,723.26	£12,692.91	-£5,969.65	100.00%
1220/4 Court View	£0.00	£0.00	£0.00	£0.00	0.00%
1220/5 Great Oldbury	£0.00	£10,000.00	£10,000.00	£0.00	0.00%
1220 Total	£0.00	£16,814.12	£23,233.77	-£6,419.65	100.00%
1230 Climate Change	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
Total Town Business Committee	£377,380.00	£30,027.99	£244,618.32	£162,789.67	-43.14%







# Stonehouse Town Council

## Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

### Direct Debit Approval List

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
4026		£26.89	1160/3	28/10/24	John Stayte Services Ltd - October 24 - Super unleaded & unleaded	
		<b>£26.89</b>			John Stayte Services Ltd - Total	
4022		£7.00	1090/2	22/10/24	Lloyds Bank - October Bank Charges	438614958
		<b>£7.00</b>			Lloyds Bank - Total	
4018		£12.00	1220/3	18/10/24	Sky Mobile - Oct 2024 - CCTV Sim Card Ship Inn Site	
		<b>£12.00</b>			Sky Mobile - Total	
4025		£20.00	1040/4	28/10/24	Voipfone - Auto Top Up	1014545403
		<b>£20.00</b>			Voipfone - Total	
3998		£69.47	1070/2	08/10/24	WaterPlus - Sept 2024 - Water - TH - D/D	7099477
4009		£14.63	1180/2	16/10/24	WaterPlus - Sept 2024 - Water - Pod - D/D	7186127
		<b>£84.10</b>			WaterPlus - Total	
		£2,784.91			Confidential	
<b>Total</b>		£2,934.90				

Signature

Signature

Date







# Stonehouse Town Council

## Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

### BACS Approval List

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
4021		£90.00	1010/2	22/10/24	GAPTC - Training - Planning in Plain English Training - Cllrs Dixon & Maraboli-Roman	702
		<b>£90.00</b>			GAPTC - Total	
4024		£10,000.00	1060/1	24/10/24	Home-Start Stroud and Gloucester - 3rd Grant Payment - B762 7th October 2024 BC	57
		<b>£10,000.00</b>			Home-Start Stroud and Gloucester - Total	
4027		£396.00	1040/3	28/10/24	Leaflet Distribution - Darren - Delivery of Newsletter - Issue 54 Summer 2024 x 3600	
		<b>£396.00</b>			Leaflet Distribution - Darren - Total	
4019		£2,850.00	1190/1	21/10/24	T W Hawkins & Sons - Oct 2024 - Contract mowing & provisional area	13660
		<b>£2,850.00</b>			T W Hawkins & Sons - Total	
4028		£89.08	1140/4	28/10/24	TTB Supplies - Hand Towels x 5000 x 3	TTBS63185
		<b>£89.08</b>			TTB Supplies - Total	
		£2,588.77			Confidential	
<b>Total</b>		<b>£16,013.85</b>				

Signature

Signature

Date







# Stonehouse Town Council

## Income transactions - receipts approval list

Start of year 01/04/24

Refund to be Approved

Tn no	Ref.	Gross	Heading	Cttee Invoice date	Details	Ref. Total
536	FPI060924 SCANLON	-£36.00	205/1	ENV 23/10/24	Ruth Scanlon - Contra 500, Stonehouse Goodwill 2024 - 1 x Stall - Cancelled booking because Ruth didn't want to buy £5m PLI policy	-£36.00
Total		-£36.00				

Signature \_\_\_\_\_  
Date \_\_\_\_\_

Signature \_\_\_\_\_







## Stonehouse Town Council

### Internal Audit checklist

Q2 2024

	Yes	No	Comment
<b>Payments</b>			
Online banking payments approved after approved in Minutes (except direct debits/standing orders and urgent payments)			Payments approved at July 24 FTC: Nos 3834, 3861, 3845 & 3847 See Online payment approvals below.
Invoices authorised on Edge by 2 signatories/councillors			Payment approved but no separate Invoice authorisation process was apparent.
Online banking payments are authorised by 2 signatories/two councillors who are authorised for online banking			3834(All Done & Dusted) Cllrs Curtis/Watt: 30.07: £108.24 3861(Cotswold Security Group Ltd) Cllrs Curtis/Watt: 30.07: 36.00 3845(Great Oldbury TC) Cllrs Curtis/Watt: 30.07: £10,000 3847 (3863/3876) (MCL Kelex) Cllrs Curtis/Watt: 30.07: £1032
Original bank statement cross- referenced to minimum 6 entries to town council documents			3834, 3861, 3845 & 3847 plus Direct Debits: John Stayte & Sons £80, Olympic Cars £556 (Approved, 3959) and Voiphone £8.40 (Approved, 3956)
Direct debit/Standing order payments agree with authorised list			No list available for cross-checking this time. (Maybe not shared with David?)
Bank accounts reconciled monthly			System revised for future transactions (from End Aug). Reconciliation report in FTC Papers
Check bank reconciliations to statements for each account			Just one account reviewed - are there others?
<b>Salaries</b>			
PAYE and NIC paid over on time?			Salaries, Nest payments - and all remuneration issues - are processed via PATA (per Town Clerk)
PAYE and NIC payments agreed to payroll? Agree to bank statement			PATA
Check pension payments made and agree to schedule			PATA
Evidence that all end of year reporting completed with HMRC			PATA
<b>Budget Control</b>			
All payments entered into Finance system accurately			Those payments reviewed (see above) were entered accurately.
Payment schedule presented to council in line with town council's latest Financial regs			As per Para 5.2 STC Financial Regulations 2024.
All payments within budget			July: Expenditure Transactions Approvals List
If not - approval to transfer Minuted			Yes
S137 is accounted for separately			Is not relevant to this authority at present time.
<b>VAT</b>			
There is a separate record of VAT on the Finance system			On Edge. 2nd Qtr no completed. 1st Qtr completed.
The VAT is claimed quarterly and last reclaim date recorded			
<b>Income</b>			



All income including BACS payments and income from other sources eg precept, grants etc is recorded in the Finance system Bank statements are received and reconciled monthly For funds being transferred between accounts, a virement has been agreed and recorded by the town council A finance report is presented to town council monthly			Not checked at this time.
			Checked
			None during this period.
			Yes : Expenditure Transactions Approvals list (mentioned above), Financial Budget Comparison and Bank Account Reconciliations Statement.
Internal Checker: - PRINT NAME and Signature			KEITH TERRY



# Reserve Movements

Start of year 01/04/24

## General Fund

-£92,555.36	Start of year value
£77,887.29	Value as at 30/10/24

This value is calculated and not just a sum of reserve movements plus starting balance.

## General Reserve (Contingency)

	£124,974.61	Start of year value
31/07/24	-£10,000.00	: Expenditure transaction 3877, Financial asset transfer - £10 000 for financial
	£114,974.61	Current value

## Replacement Recreation Land

£53,056.00	Start of year value
£53,056.00	Current value

## Asset Renewal Reserve

	£22,000.00	Start of year value
24/06/24	-£2,838.87	: Expenditure transaction 3817, 3 x Terra Mobile Laptops with docking stations
	£19,161.13	Current value

## Elections

£10,000.00	Start of year value
£10,000.00	Current value

## Community Facilities

£399,475.00	Start of year value
£399,475.00	Current value

## Street Furniture

£5,000.00	Start of year value
£5,000.00	Current value

## Oldends Lane Seage Development

	£70,000.00	Start of year value
19/09/24	-£90.86	: Expenditure transaction 3965, OEL - STW Application
	£69,909.14	Current value

## Replacement vehicle

£3,522.00	Start of year value
£3,522.00	Current value

## Mowers & Equipment

£17,657.50	Start of year value
£17,657.50	Current value

## Neighbourhood Plan Review

£13,000.00	Start of year value
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£13,000.00 Current value

#### Stroud DC Tourism Grants 2019

£651.27 Start of year value

£651.27 Current value

#### Stroud District Council Market Towns Initiative Funding

£43,325.00 Start of year value

£43,325.00 Current value

#### GWR Cycle Shelter

£0.00 Start of year value

£0.00 Current value

#### CIL

£8,592.16 Start of year value

£8,592.16 Current value

#### Bus shelter replacement & repairs

£16,000.00 Start of year value

£16,000.00 Current value

#### Meadow Road Play area refurbishment

£16,000.00 Start of year value

£16,000.00 Current value

#### Stagholt Brook Repairs

£0.00 Start of year value

£0.00 Current value

#### Underwrite Rev Budget

£20,000.00 Start of year value

£20,000.00 Current value

#### Laburnum Recreation Field Trees and Wildflower seeds Memorial Fund

£1,608.34 Start of year value

£1,608.34 Current value

#### GCC Build Back Better Fund

£1,250.00 Start of year value

£1,250.00 Current value

#### Welcome Back Funding

£1,115.00 Start of year value

£1,115.00 Current value

#### Stagholt

£43,417.20 Start of year value





03/07/24	-£375.00	: Expenditure transaction 3832, Pre Application Advice - K334020K333S1 Stag
	£43,042.20	Current value
Court View		
	£30,000.00	Start of year value
	£30,000.00	Current value
Major Projects Support		
	£0.00	Start of year value
	£0.00	Current value
Tourism Market Towns		
	£1,010.00	Start of year value
	£1,010.00	Current value
Stroudwater Railway station		
	£10,000.00	Start of year value
	£10,000.00	Current value
Homestart Grant		
	£10,000.00	Start of year value
24/10/24	-£10,000.00	: Expenditure transaction 4024, 3rd Grant Payment - B762 7th October 2024 B
	£0.00	Current value
Support Stonehouse		
	£5,000.00	Start of year value
	£5,000.00	Current value
In Bloom Planting display		
	£7,322.02	Start of year value
	£7,322.02	Current value
Canal Spring Festival		
	£2,000.00	Start of year value
	£2,000.00	Current value
Youth Support		
	£0.00	Start of year value
	£0.00	Current value
Kings Coronation		
	£0.00	Start of year value
	£0.00	Current value
Ship Inn Site		
	£10,000.00	Start of year value
17/06/24	-£130.59	: Expenditure transaction 3794, 10 x Hi Vis Vests - Ship Inn Site - paid by Debit





21/08/24	-£141.66	: Expenditure transaction 3925, CCTV Camera & Solar Panel - Ship Inn Site
21/08/24	-£2,567.00	: Expenditure transaction 3928, Vegetation clearance & Reptile fence repairs
22/08/24	-£7.48	: Expenditure transaction 3926, 6 x Fire Action Signs for TH and for Ship Inn Si
22/08/24	-£14.13	: Expenditure transaction 3926, 6 x Fire Action Signs for TH and for Ship Inn Si
10/09/24	-£440.00	: Expenditure transaction 3906, Installation of reptile exclusion fence Ship Inn S
29/10/24	-£3,422.40	: Expenditure transaction 4030, Ecology Consultancy - reptile translocation, pre
	£3,276.74	Current value

#### Climate change

£4,000.00	Start of year value
£4,000.00	Current value

#### Christmas Lighting

£3,000.00	Start of year value
£3,000.00	Current value

#### Cotswold Canal Trust Grant

£0.00	Start of year value
£0.00	Current value

£922,948.11	Current Reserves total excluding the General Fund
£1,000,835.40	Current Reserves total including the General Fund







**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 *The Night Angels*

Name of person submitting application (inc. position in the organisation)  
*CLAIRE EISLEY (money angel) one of the leads*

Address *union Street*  
*Stroud*  
*GL5 2HE*

Telephone Number: *01453 752448* email: *www.Salespacescheme.org*

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

Is your organisation:

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

How much of the funds you raise is used locally? ☒ ALL / MOST / SOME / NONE

What is your total local membership?

*70*

What is your VAT status?

REGISTERED / ☒ NOT REGISTERED

What are the aims and objectives of your Organisation?



**Details about the grant you are applying for:**

To which Funding Scheme are you applying (please tick)

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

What will the grant be used for?

TO EXPAND OUR SERVICES INTO Stonehouse

What is the total cost going to be? £10,000

How much would you like Stonehouse Town Council to contribute? 20%

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

the raising of Grants / funds event nights

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

to apply to other councils etc for support

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

£968.00

What impact will the project have on the environment? to help the Stonehouse residents stay safe whilst socialising

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

we support women from Stonehouse coming to stand at the weekend to enjoy the night time economy

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

16.10.24

This application must be returned to the Town Council Office  
together with your accounts

we patrol Stroud town and streets every  
Friday & Saturday night, we assist and  
wait for women to safely board the last  
train from Stroud to Stonehouse, we are  
wanting to be able to patrol and help  
residents in Stonehouse Friday & Saturday  
nights we need funding to be able to  
do this, we would also like to purchase  
a car to assist women safely home  
from either Stroud or Stonehouse.

we do regularly help Stonehouse residents  
in Stroud needing assistance to either  
the train or the taxi rank.

Keeping women and girls safe is so  
very important to us. please help us to  
continue to be able to do this





## MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
  - a) In 1.5 – is the Clerk the RFO?
  - b) In 3.3 and 3.4, the words "Governance and Accountability" do not apply in Wales
  - c) In section 4, does the council have committees and how many years are forecast?
  - d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
  - e) In 5.9, are online prices acceptable evidence?
  - f) In 5.13, 5.15 and 5.17, does the council have committees?
  - g) In 5.16, will a councillor ever be instructed to place an order?
  - h) In 5.20, is there a minimum level for official orders?
  - i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
  - j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
  - k) Section 10 gives two alternatives, with or without petty cash.
  - l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
  - m) 13.7 and 13.8 are removable if they don't apply to the council.



- n) Much of Section 16 can be deleted if not applicable.
- o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.
  - a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
  - b) In Section 4, the council needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
  - a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.
  - b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?
  - c) In 5.9, at what level can smaller purchases be made without competition?
  - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
  - e) In 5.18, how much can the clerk commit to spending in an emergency?
  - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
  - g) In Section 9, what are the limits for card payments?
  - h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?
- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying "update table" appears at the top of the list.
- 10) Once this model has been tailored to fit the council's needs, the resulting Financial Regulations (with the insertion of the council's name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
- 11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.
- 12) Please ensure that the latest approved version is published on the council's website.

## STONEHOUSE TOWN COUNCIL - FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on [enter date].



## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. [The Clerk has been appointed as RFO and these regulations apply accordingly.] The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- setting the final budget or the precept (council tax requirement);
- the outcome of a review of the effectiveness of its internal controls
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations from the internal or external auditors

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of ~~£5,000~~; and

## 2. Risk management and internal control

2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2. The Clerk/~~RFO~~ ~~[with the RFO]~~ shall prepare, for approval by ~~[the council]~~, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk/~~RFO~~ ~~[with the RFO]~~ shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5. The accounting control systems determined by the RFO must include measures to:

- ensure that risk is appropriately managed;
- ensure the prompt, accurate recording of financial transactions;
- prevent and detect inaccuracy or fraud; and
- allow the reconstitution of any lost records;
- identify the duties of officers dealing with transactions and
- ensure division of responsibilities.

2.6. At least ~~[once in each quarter]~~, and at each financial year end, a member other than ~~the Chair~~ ~~[or a cheque signatory]~~ shall be appointed to verify bank reconciliations ~~(for all accounts)~~ produced by the RFO. The member shall sign and date the reconciliations and the original bank statements ~~(or similar document)~~ as evidence of this. This activity, including any exceptions, shall be reported to and noted by ~~the council~~ ~~[Finance Committee]~~.

Commented [TC1]: Not currently being done

Commented [TC2R1]: Quarterly ICC checks done but not year end by a Councillor



- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

**Commented [TC3]:** Council stores all information in the cloud - thereby allowing access by all staff to all information (save personal information - the deputy will have access)

### 3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:
- day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;
  - a record of the assets and liabilities of the council;
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual ~~{Governance and Accountability}~~ Return (AGAR).
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual ~~{Governance and Accountability}~~ Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.
- 3.6. Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by ~~{the council}~~ and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

**Commented [TC4]:** Usually submitted to council for approval by May/June

**Commented [TC5]:** Officers seek approval by council to employ an internal auditor - currently GAPTC - by Oct or Nov each year. The audit is normally undertaken in March of the audit year.



- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

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

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

**Commented [TC6]:** The council publishes the exercise of public rights allowing members of the public to look at the council's account in detail. This is a pre requisite of the external audit process.

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

**Commented [TC7]:** Both internal and external audit reports are submitted to council

#### 4. Budget and precept

- 4.1. Before setting a precept, the council must calculate its ~~council tax~~ ~~(England)/budget (Wales)~~ requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by ~~the council~~ at least annually in ~~November~~~~October~~ for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the ~~Chair of the Council or relevant committee~~. ~~{The RFO will inform committees of any salary implications before they consider their draft their budgets.}~~
- 4.3. No later than ~~October~~~~month~~ each year, the RFO shall prepare a draft budget with detailed estimates of all ~~receipts and payments~~ income and expenditure for the following financial year ~~{along with a forecast for the following {three financial years}}~~, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. ~~{Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.}~~

**Commented [TC8]:** This has been considered unnecessary by clrs in the past - the only time it becomes valuable to STC is in dealing with long term contracts albeit they are usually tied to inflation and short term posts



- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council ~~{finance committee}~~ not later than the end of ~~[November]~~ each year.
- 4.6. The draft budget ~~{with any committee proposals and {three-year}}~~ forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the ~~{finance committee and a recommendation made to the}~~ council.
- 4.7. Having considered the proposed budget and ~~{three-year}~~ forecast, the council shall determine its ~~[precept council tax (England)/budget (Wales)]~~ requirement, ~~by setting a budget.~~ The council shall set a precept to cover the budget requirement (with consideration given to the use of its general reserves) for this amount no later than ~~[the end of January]~~ for the ensuing financial year.
- 4.8. Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 ~~and must~~ and must disclose at the start of the meeting that Section 106 applies to them.
- 4.9. The RFO shall issue the precept to the billing authority no later than the end of February and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council ~~{or relevant committee}~~.

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with ~~these~~ the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed [£60,000] including VAT, the Clerk shall ~~{seek formal tenders from at least {three} suppliers agreed by {the council}}~~ ~~OR~~ ~~{advertise~~

**Commented [TC9]:** STC has the General Power of Competence GPC which allows it to conduct its business without constant reference to legal powers

**Commented [TC10]:** We have perhaps two contracts where we were required to follow procurement regs (Grounds maintenance contract and the Youth contract - the contracts are placed on the Gov portal Contracts Finder



an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.

5.7. For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.

5.8. For contracts greater than [£3,000] excluding VAT the Clerk-{er/-RFO} shall seek at least {3} fixed-price quotes;

5.9. where the value is between [£500] and [£3,000] excluding VAT, the Clerk-{er/-RFO} shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}

5.10. For smaller purchases, {the clerk} shall seek to achieve value for money.

5.11. Contracts must not be split into smaller lots to avoid compliance with these rules.

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council-{or relevant committee}. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- {the Clerk}, under delegated authority detailed within the Scheme of Delegations, for any items below [£51,000] excluding VAT;
- the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below [£2,000] excluding VAT.
- {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT}
- {in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}

Commented [TC11]: Currently £1,000

Commented [TC12]: Current policy is £1,000 - suggest increasing to £2,000 in light of significant cost increases

<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.



- the council for all items over ~~£5,000~~;

Commented [TC13]: As is current policy

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order ~~{unless instructed to do so in advance by a resolution of the council}~~ or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council ~~{or a duly delegated committee acting within its Terms of Reference}~~ except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to ~~£23,000~~ excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to ~~{the council}~~ as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless ~~{the council}~~ is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services ~~{above £250}~~ £1,000 excluding VAT; unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by ~~{the RFO}~~.

Commented [TC14]: As is the current policy

## 6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with several institutions including 'Churches, Charities and Local Government (CCLA)', 'Lloyds Banks', 'Charity Bank', 'Cambridge Building Society', 'Melton Building Society', 'Nationwide Building Society'~~{name bank}~~. The arrangements shall be reviewed ~~{annually}~~ for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation ~~or dual cheque signing~~. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised



by the council before being certified by [the RFO]. ~~{Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO}.~~

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by [online banking and occasionally through the forced use of a Debit Card/cheque], in accordance with a resolution of the council, ~~{or duly delegated committee}~~, ~~{or a delegated decision by an officer}~~, unless [the council] resolves to use a different payment method.
- 6.6. ~~{For each financial year [the RFO] may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council {or a duly delegated committee} may authorise in advance for the year}.~~
- 6.7. {A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments}.
- 6.8. ~~{A list of such payments shall be reported to the next appropriate meeting of the council or Business Finance Committee for information only}.~~
- 6.9. The Clerk ~~and~~ RFO shall have delegated authority to authorise payments ~~{only}~~ in the following circumstances:
- i. ~~{any payments of up to [£500] excluding VAT, within an agreed budget}.~~
  - ii. payments of up to [£2,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 ~~{or to comply with contractual terms}~~, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council ~~{or finance committee}~~.
  - iv. Fund transfers within the councils banking arrangements up to the sum of ~~[£100,000]~~, provided that a list of such payments shall be submitted to the next appropriate meeting of council ~~{or Business finance committee}~~.
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, ~~together with the~~ (relevant invoices to be made available upon request), to the council ~~{or Business finance committee}~~. The council ~~{or Business committee}~~ shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

**Commented [TC15]:** This is currently being done - it comes under the heading of 'Confidential' in the payment list presented for authorisation

**Formatted:** Highlight

**Commented [TC16]:** I don't understand what they mean by this - will check with GAPTC

**Formatted:** Highlight



## 7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, ~~{the RFO}~~ shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify ~~{a number of five }~~ councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. ~~{The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}~~

~~7.2. All authorised signatories shall have access to view the council's bank accounts online.~~

Commented [TC17]: This would create a lot of work for minimum value - suggest that it is removed

~~7.3.7.2.~~ No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

~~7.4.7.3.~~ The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent ~~{by email}~~ to ~~all five {two}~~ authorised signatories.

~~7.5.7.4.~~ In the prolonged absence of the Service Administrator, ~~the Deputy Clerk will act as the Service Administrator for the purpose of -{an authorised signatory}-~~ shall ~~setting~~ up any payments due before the return of the Service Administrator.

~~7.6.7.5.~~ Two ~~{councillors who are}~~ authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

~~7.7.7.6.~~ Evidence shall be retained showing which members approved the payment online ~~{and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.}~~

~~7.8.7.7.~~ A full list of all payments made in a month shall be provided to the next ~~{council}~~ meeting ~~through a Bank Reconciliation statement { a copy of which will be and appended to the minutes.}~~

~~7.9.7.8.~~ With the approval of ~~{the council}~~ in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are ~~{signed/approved online}~~ by ~~{two authorised signatoriesmembers}~~. The approval of the use of each variable direct debit shall be reviewed by ~~{the council}~~ at least every two years.

~~7.10.7.9.~~ Payment may be made by BACS or CHAPS by resolution of ~~{the council}~~ provided that each payment is approved online by ~~{two authorised bank signatories}~~, evidence is retained and any payments are reported to ~~{the council}~~ at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

~~7.11.7.10.~~ If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed ~~{or approved online}~~ by ~~{two members}~~, evidence of this is retained and any payments



are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by ~~[the council]~~ at least every two years.

~~7.12-7.11.~~ Account details for suppliers may only be changed upon written notification by the supplier verified by ~~[two of]~~ the Clerk ~~and [the RFO] [a member]~~. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every [two years].

Commented [TC18]: I don't think Members will want to get involved and as I am the Clerk and the RFO, there is no point in mentioning both. I believe it is enough for the Clerk alone to verify changes as is currently done

~~7.13-7.12.~~ Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

~~7.14-7.13.~~ Remembered password facilities ~~{other than secure password stores requiring separate identity verification}~~ should not be used on any computer used for council banking.

## ~~8. Cheque payments~~

~~8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by [two members] and countersigned by the Clerk.~~

~~8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.~~

~~8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.~~

~~8.4. [Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council {or committee} meeting]. Any signatures obtained away from council meetings shall be reported to the council {or Finance Committee} at the next convenient meeting.]~~

Commented [TC19]: To be deleted as payments are no longer made by cheque and haven't been for at least three years

## ~~9.8. Payment cards~~

~~9.1-8.1.~~ Any Debit Card issued for use will be specifically restricted to ~~[the Clerk/RFO and the RFO]~~ and will also be restricted to a single transaction maximum value of ~~[£1,000/500]~~ unless authorised by council or ~~Business finance~~ committee in writing before any order is placed.

~~9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the council]. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].~~

~~9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk {and RFO} {specify other officers} and any balance shall be paid in full each month.~~

~~9.4-8.2.~~ Personal credit or debit cards of members or staff shall not be used ~~{under any circumstances.} OR {except for expenses of up to [£250]-including VAT, incurred in accordance with council policy.}~~

Commented [TC20]: Needs discussion - there is a need for staff on occasions to pay for travel expenses etc using their own debit cards. Members should not need to use their Debit or Credit cards as it is somewhat frowned upon

## ~~10. Petty Cash~~

Commented [TC21]: The council does not operate a petty cash process



~~10.1. (The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.) OR (The RFO shall maintain a petty cash [float/imprest account] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.~~

- ~~a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.~~
- ~~b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.~~
- ~~c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.)~~

#### **11.9. Payment of salaries and allowances**

11.9.1. As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.

11.9.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

11.9.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council ~~(or relevant committee).~~

11.9.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.9.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.9.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Audit Working Group through the Council's quarterly Internal Control Checks ~~by the finance committee~~ to ensure that the correct payments have been made.

11.9.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.9.8. Before employing interim staff, the council must consider a full business case.

#### **12.10. Loans and investments**

12.10.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.



~~12.2.10.2.~~ Any financial arrangement which does not require formal borrowing approval from the ~~[Secretary of State~~~~Welsh Assembly Government]~~ (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year, ) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

~~12.3.10.3.~~ The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

~~12.4.10.4.~~ All investment of money under the control of the council shall be in the name of the council.

~~12.5.10.5.~~ All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

~~12.6.10.6.~~ Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

#### ~~13.11.~~ Income

~~13.1.11.1.~~ The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

~~13.2.11.2.~~ The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. ~~[The RFO]~~ shall be responsible for the collection of all amounts due to the council.

~~13.3.11.3.~~ Any sums found to be irrecoverable and any bad debts shall be reported to the council by ~~[the RFO]~~ and shall be written off in the year. The council's approval shall be shown in the accounting records.

~~13.4.11.4.~~ All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

~~13.5.11.5.~~ Personal cheques shall not be cashed out of money held on behalf of the council.

~~13.6.11.6.~~ ~~{The RFO shall ensure that VAT is correctly recorded in the council's accounting software-~~software~~ and that any VAT Return required is submitted form the software by the due date}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}~~

~~13.7.11.7.~~ ~~{Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such~~



as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}

**Commented [TC22]:** It is unlikely that the council will receive large amounts of cash but it is worth keeping in just in case ie potentially Goodwill

~~43-8-11.8.~~ {Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.}

#### **~~44-12.~~ Payments under contracts for building or other construction works**

~~44-1-12.1.~~ Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

~~44-2-12.2.~~ Any variation of, addition to or omission from a contract must be authorised by {the Clerk} to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

#### **~~45-13.~~ Stores and equipment**

~~45-1-13.1.~~ {{The officer in charge of each section} shall be responsible for the care and custody of stores and equipment {in that section}.}

~~45-2-13.2.~~ Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

~~45-3-13.3.~~ {Stocks shall be kept at the minimum levels consistent with operational requirements.}

~~45-4-13.4.~~ {The RFO shall be responsible for periodic checks of stocks and stores, at least annually.}

#### **~~46-14.~~ Assets, properties and estates**

~~46-1-14.1.~~ The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

~~46-2-14.2.~~ The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

~~46-3-14.3.~~ The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

~~46-4-14.4.~~ No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council



in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed ~~£500~~. In each case a written report shall be provided to council with a full business case.

Commented [TC23]: All disposals are taken to council for approval

#### **17.15. Insurance**

~~17.1.15.1.~~ The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

~~17.2.15.2.~~ The Clerk/RFO shall give ~~due consideration of prompt notification to the RFO~~ of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

~~17.3.15.3.~~ The Clerk/RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to ~~the council~~ at the next available meeting. The Clerk/RFO shall negotiate all claims on the council's insurers. ~~in consultation with the Clerk.~~

~~17.4.15.4.~~ All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined ~~annually~~ by the council, or duly delegated committee.

#### **18.16. [Charities]**

~~18.1.16.1.~~ Where the council is sole managing trustee of a charitable body the Clerk/~~and~~ RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk/~~and~~ RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

#### **19.17. Suspension and revision of Financial Regulations**

~~19.1.17.1.~~ The council shall review these Financial Regulations ~~annually~~ and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

~~19.2.17.2.~~ The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.



49-3-17.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

#### Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Orders clause 19 d – f ~~insert reference of the council's relevant standing order~~ and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.





# STONEHOUSE SCHOOL TRUSTEES

registered charity 299061

28 Meadow Road, Stonehouse, Glos, GL10 2HL – Tel: 07807 773743

[info@stonehouseschooltrustees.org.uk](mailto:info@stonehouseschooltrustees.org.uk)

28<sup>th</sup> October 2024

The Clerk to the Council  
Stonehouse Town Council  
Town Hall  
High Street  
Stonehouse  
GL10 2NG

Dear Carlos,

## Re: Land at Elm Road, adjacent to schools

At a recent meeting of the Stonehouse School Trustees, the Trustees discussed recent legal advice pertaining to the land at Elm Road.

As you are aware, in 2022 Gloucestershire County Council and Stonehouse Town Council informed Stonehouse School Trustees that the Trust has responsibility for this piece of land. However, since May 2024, the Trustees and John Parker have tried to establish the legal position, and it now transpires that the land is not registered with the Land Registry.

The legal advice is detailed below and comes from a letter to John Parker from his solicitor:

*I have liaised extensively with the Land Registry and gone through the documents they hold on record and reviewed the documents from Simon Lewis also.*

- 1) I have cross checked all the information provided with the Land Registry documents and have now received a certified copy of the Land registry docs held including the transfer of the land, they do exclude the area you are seeking to take ownership of as discussed clearly evidencing that this was not transferred to the Council in 1994. That is fine, however whilst this shows that the land wasn't passed to the council it doesn't demonstrate that ownership was with any other party. Neither I nor the land registry can locate anything further on this point.*
- 2) The Agreement dated 1984 does make reference to the land in question being vested in the Stonehouse Trustees within the body of the agreement but we would need to obtain an original or certified copy of an original to fully assist with Land Registry registration.*
- 3) There is no unequivocal deed that shows that ownership was vested in the Stonehouse Trustees that the Land Registry are able to locate or amongst the documents provided by the Trustees. Whilst the implication is that the land is owned by Stonehouse, this won't be sufficient on its own for the Land Registry.*





As it was the opinion of both the County Council and the Town Council that the land was the responsibility of the Trust, the Trustees have requested that you provide evidence to this effect. Without this evidence, which must be sufficient for the Land Registry to register the land in the ownership of Stonehouse School Trustees as outlined in the legal advice above, the Trust does not consider itself legally bound to take responsibility for the land.

The Trustees look forward to your response in due course.

Yours sincerely,



**Simon Lewis**  
**Trust Administrator, on behalf of the Stonehouse School Trustees**

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