



To Members of the Town Business Committee

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

Committee Members:

Councillors: John Callinan (Committee Vice Chair), 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

2nd October 2024

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

A G E N D A

B/754 To receive apologies

B/755 To receive Declarations of Interest

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

B/757 To receive the latest budget position

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

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

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

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

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

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

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

B/765 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/766 To note the date of the next meeting - Monday 4th November 2024

Notes on Agenda items, Business Committee Monday 7th October 2024

B/756 BC Minutes	In supporting papers
B/757 Budget report	In supporting papers
B/758 Payment list	<p>In supporting papers</p> <p>Members to note that papers will include the following:</p> <ul style="list-style-type: none"> • Payment list for all BACS payments requiring approval • Payment list for debit card payments already made but requiring retrospective approval • Reports of recent pre-authorised Standing Order and Direct debit payments made
B/759 – ICC checks	<p>Report for quarter one (1April to June 2024) included in papers</p> <p>A verbal report will be given at the meeting on quarter two (July to Sept 24)</p>
B/760 - Ext Audit	<p>See report from auditor</p> <p>Due to the lateness with which the report from the external auditor was issued, it was necessary to publish the results by the 30th Sept in line with guidance.</p> <p>Section 3 of the AGAR highlights the auditor's concerns</p>
B/761 – 2024/25 Budget	See support paper showing initial thoughts and discussion
B/762 – Homestart	Homestart to provide update on the use of and at the meeting.
B/763 – Int Audit	<p>Council is required to have an independent audit of its processes done at least once each year. GAPTC have undertaken the council's annual audits over the last few years, generating detailed reports that in the main have been useful to the authority in driving improvements.</p> <p>It is recommended GAPTC are contracted to undertake the authority's internal audit for the 2024/25 financial year.</p>
B/764 - Equipment disposal	<p>The town council currently has a number of petrol driven grounds maintenance equipment that has been made surplus to requirements on the introduction of its battery powered replacements in March 2022.</p> <p>Petrol driven equipment includes:</p> <p>Iseki SXG216 Ride on mower year 2011</p> <p>Stihl MS261 Chainsaw</p> <p>Stihl HS86C Hedgecutter</p> <p>Stihl FS380 Strimmers</p> <p>Stihl BR800 Backpack blower</p> <p>Danarm pedestrian mower</p> <p>Having experienced the benefits of using the battery-operated equipment for the last two and a half years (Benefits include low noise, low vibration, lighter equipment etc) Officers see no reason to revert to the use of the older petrol equipment in future. Officers therefore feel it is time to dispose of the petrol equipment to realise their current value.</p> <p>The council has secured two offers for all of the equipment with a third confirming that it could not provide an offer as it could not find a buyer. The two quotes totalled £2,725 and £3,000. The latter of the two offers is from Stonehouse Town Football Club. The third source was able to confirm £2,500 would be a fair price for the ride-on mower.</p> <p>There may be a need for the council to purchase a ride-on mower to undertake grounds maintenance at Court View should its green open spaces be adopted. In this event, a battery operated option should be considered due to its flexibility, productivity and compatibility with the council's current battery equipment.</p> <p>Recommendations:</p>

	<ol style="list-style-type: none">1. For council to sell the listed petrol driven grounds maintenance equipment to Stonehouse Town Football Club for £3,0002. To retain the income from the sale of equipment within the council Earmarked reserves for equipment purchases
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**Minutes of a Town Business Committee
held on Monday 9th September '24 at 7.00pm
at the Town Hall**

Present: Councillors, John Callinan (Committee Vice Chair), Carol Kambites, Gary Powell and Theresa Watt (Committee Chair)

In Attendance: Carlos Novoth (Clerk); three representatives of Magpies Social Club and a member of the public

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

Attending members of the public did not wish to speak

B/735 To receive apologies

Apologies were received from Cllrs Neil Gibbs, Madelaine Maraboli-Roman and Keith Terry

B/736 To receive Declarations of Interest

There were no declarations of interest

B/737 To approve the minutes of the Business Committee meeting held on 8th July '24

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

With Committee agreement, the Chair brought forward Agenda Item B/745 (7.03pm)

B/745 To recommend town council renew the council's lease arrangements with Magpies Social Club.

Committee acknowledged the club had made significant improvements to the facility, including incorporating a rear gate to make the yard child safe. Committee also acknowledged that lease payments to date had been consistent and made on time. Supporting documents showed the level of support for the facility in recent years leading up to the current day. The Club now have funding to make improvements to the outside of the building which will include plastic cladding and wall insulation. Concerns were raised about the club being a Members club but Committee acknowledged the introduction of the £1 Membership fee was a move in a positive direction.

Subject to the £1 Membership fee level being maintained for the duration of the lease term and the inclusion of a break clause at 5 years for both parties, Committee **RECOMMENDS** town council approve a lease of 10 years.

B/738 To receive the latest budget position

Committee **NOTED** the latest budget report detailing an 'Actual Net' Expenditure totalling £175,195.46; an 'Actual Net Income of £204,777.78 and Reserve Movements of £16,074.73

B/739 To approve the latest payments list

Committee was advised of the reason for the significant YU Energy payments. Committee **APPROVED** the latest payment list with a total expenditure of £37,608.30

B/740 To receive an update on the council's Lloyds operating account following the bank's failure to observe its own payment protocol

The Clerk confirmed that signing up the new signatories was proving to be difficult with all banks and building societies barring CCLA who have confirmed the use of additional signatories
Committee **NOTED** the Clerk's update

B/741 To receive a report and provide initial comment on a revised format for future 'Payment lists' presented to Council and Business Committee

Committee first of all thanked the report author for his clarity. Committee felt this was a significant move in the right direction for improving the payment process offering greater clarity for Members, Signatories and Officers; budget reports will in future be more up to date due to the fact that payments identified on the bank statement can be registered immediately on Edge as having been paid. The Clerk committed to identifying the changes necessary within the Financial Regulations to allow the subtle change to the process.

Committee **RECOMMENDS** the adoption of the revised payment list approval process subject to the necessary changes to the Council's Financial Regulations.

B/742 To receive an update on the Yu Energy account for the pavilion building
Committee **NOTED** the report and thanked the author for his clarity

B/743 To highlight the commencement of the budget setting process for the 2025/26 Financial Year

Committee **NOTED** the commencement of the Budget setting process and agreed the same format used in the previous year.

B/744 To receive a letter of thanks from Boatmobility

Committee **NOTED** receipt of the letter of thanks

B/745 To recommend town council renew the council's lease arrangements with Magpies Social Club.

Agenda Item brought forward - see above for details

B/746 To recommend town council approve the parameters for the Council's next Youth Services contract from April 2025.

Committee agreed that in principle, the new contract would reflect the service as is currently being successfully provided by 'The Door'. A proportion of the budget to be set aside within the contract as 'provisional sums' for additional activities 'The Door' may not be able to find external funding for. It was hoped that the contract costs would be known in time to inform the final budget meeting for the 2025/26 financial year.

Committee **AGREED** for the youth working group to present Business Committee with the tender documents at its next meeting for recommendation to full council.

B/747 To discuss and recommend to town council the approach to be taken to renew the council's utility contracts (Electricity and Gas)

In recent years, council has used a utilities broker, 'Clear Utility Solutions' (CUS) to find competitive quotes for its electric and gas supplies. This company was recommended by GAPTC; a number of parish and town councils now use this company.

Having defined the council's wish to secure 100% renewable energy that can be verified, Clear Utility Solutions have undertaken a full market review and have secured firm quotations from 'Yu Energy' (the council's current supplier of Gas and Electricity) and 'British Gas Lite'. Currently there are only another two much lesser known companies that provide energy contracts for the business sector but these are considered to be very expensive.

There is a recommendation from CUS that this council would ideally consider signing new supply contracts for both Gas and Electricity to run immediately after the natural termination of the council's current contracts as price increases are due later this year and the beginning of next year; this falls in line with Ofgem's decision to increase the Domestic energy prices by 8% at the end of this month.

Committee **RECOMMENDS** that new Gas and Electricity supply contracts be approved by town council at its meeting on the 23rd September to run concurrently with the end of the current supply contracts (Gas contract ends 2nd December 2024: Electricity contract ends 31st March 2025)

B/748 To recommend Town Council approve Stonehouse Town Football Club's request to extend the current Hospitality building at the Council football stadium

Committee **RECOMMENDS**:

1. council approve the extension of 'The Nest' subject to the new lease agreement being agreed and signed
2. the authorization for the football club to proceed with the Nest extension be delegated to the Chair and Vice Chair of council.

B/749 To consider the potential purchase of the old Comrades club
Committee **DEFERRED** the matter

B/750 To receive updates from the following working groups:

1. **Climate Change Action Forum**
The electric bikes provided by Transition Stroud are currently being hired out
2. **Communications**
Newsletter survey currently in progress in electronic and paper form

3. Oldends Lane Development

Council is reaching the final stage leading to commencement of works seeking STW approval

4. Support Stonehouse

No recent meetings

5. Youth

The Youth Working Group met in July

6. Policy

Policy reviews have not yet started - it was recommended that discussions can be by way of email as it is currently difficult for members of the group to meet up

7. Internal Audit Panel

Q1 and Q2 ICC checks have not yet been undertaken - will discuss with Cllr Simon MacGregor and Keith Terry

8. Court View

Good progress is being made; meetings are being arranged with the project managers employed by Taylor Wimpy to discuss the work plan over the next few months. It was recommended by Committee that where tree works were being considered that someone from the council with a knowledge of trees be asked to attend the relevant meetings

B/751 To note the date of the next meeting - Monday 7th October 2024

Committee **NOTED** the next meeting date

Public Bodies (Admission to Meetings) Act 1960

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

B/752 To receive information in relation to the value of Verney Fields

The Clerk confirmed that he had approached the company originally asked to value the land for the council; it was confirmed that prices nationally have seen an increase of up to 10% but this is not necessarily reflected in local pricing. In addition, it was noted that there was a town green application pending on the land and several DMMOs which would ultimately reflect the eventual price.

B/753 To note decisions made by HR Sub Committee at its last meeting on

1. To extend the current temporary Business Support Officer's contract of employment to the 31st March 2025 with agreed changes

In light of the impact on the council's budget, Committee felt it appropriate to seek Council approval on the contract extension. Committee **RECOMMENDS** Council approve the following:

- a. an extension to the temporary Business Support Officer's (BSOs) contract of employment to the 31st December 2024 with no change
- b. a further extension of the BSO contract of employment from 1st January 2025 to 31st March 2025 based 30 hours over a 4 day working week and at an increased annual

salary (pro rata) from SCP 4 to SCP 9 to reflect his maturity within the role.

2. **To offer the now permanent Project Officer post to the incumbent postholder with immediate effect**
Committee **NOTED** HR Sub Committee's decision
3. **To approve the office closure during the period Christmas Day to New Years Day necessitating the use of three days of staff annual leave.**
Committee **NOTED** HR Sub Committee's decision

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 03/09/24 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/24

INCOME	2024/2025	Reserve	Actual Net	Balance	Bal %age
Town Business Committee					
100 Precept	£383,870.25	£0.00	£191,935.00	-£191,935.25	-50.00%
105 Newsletter Advertising	£100.00	£0.00	£0.00	-£100.00	-100.00%
120 Feed-in Tariff from Town Hall	£800.00	£0.00	£0.00	-£800.00	-100.00%
125 Stonehouse Town FC lease	£600.00	£0.00	£0.00	-£600.00	-100.00%
126 STFC Water Recharge	£200.00	£0.00	£0.00	-£200.00	-100.00%
127 STFC Electric Recharge	£1,500.00	£0.00	£926.12	-£573.88	-38.26%
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	£1,312.50	-£1,837.50	-58.33%
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%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 03/09/24 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	£8,345.04	-£1,654.96	-16.55%
Total Town Business Committee	£414,257.25	£0.00	£204,777.78	-£209,479.47	-50.57%
EXPENDITURE					
Town Business Committee					
1000 Salaries					
1000/1 Contracted staff	£205,000.00	£0.00	£87,422.63	£117,577.37	-57.35%
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	£87,422.63	£117,577.37	-57.35%
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	£267.50	£732.50	-73.25%
1010 Total	£4,000.00	£0.00	£767.14	£3,232.86	-80.82%
1020 Health & Safety	£2,500.00	£0.00	£76.44	£2,423.56	-96.94%
1030 Professional Fees	£8,000.00	£375.00	£3,090.50	£5,284.50	-66.06%
1040 IT support					
1040/1 General	£6,750.00	£0.00	£1,383.04	£5,366.96	-79.51%
1040/2 Website	£1,300.00	£0.00	£829.80	£470.20	-36.17%
1040/3 Newsletter	£0.00	£0.00	£0.00	£0.00	0.00%
1040/4 Phones	£1,500.00	£0.00	£72.76	£1,427.24	-95.15%
1040/5 Printing	£0.00	£0.00	£528.92	-£528.92	100.00%
1040 Total	£9,550.00	£0.00	£2,814.52	£6,735.48	-70.53%
1050 Office Equipment Renewals	£500.00	£2,838.87	£3,170.77	£168.10	-33.62%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 03/09/24 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2024/2025	Reserve	Actual Net	Balance	Bal %age
1060 Grants					
1060/1 One-Offs	£10,000.00	£0.00	£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	£346.19	£353.81	-50.54%
1070/3 Electric	£3,000.00	£0.00	£1,174.31	£1,825.69	-60.86%
1070/4 Gas	£3,000.00	£0.00	£467.55	£2,532.45	-84.42%
1070/5 Interior Maintenance (reactive)	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
1070/6 Interior Maintenance (programmed)	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
1070/7 Waste Collection	£300.00	£0.00	£0.00	£300.00	-100.00%
1070/8 Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1070 Total	£13,700.00	£0.00	£6,886.99	£6,813.01	-49.73%
1080 Town Hall/Library STC costs					
1080/1 Exterior Maintenance/Cleaning	£1,000.00	£0.00	£90.00	£910.00	-91.00%
1080/2 Interior Cleaning	£1,700.00	£0.00	£564.40	£1,135.60	-66.80%
1080 Total	£2,700.00	£0.00	£654.40	£2,045.60	-75.76%
1090 Admin Expenses					
1090/1 Paper	£250.00	£0.00	£75.00	£175.00	-70.00%
1090/2 Other	£1,000.00	£10,000.00	£10,909.12	£90.88	-9.09%
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 03/09/24 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve	Actual Net	Balance	Bal %age
1090 Total	£5,750.00	£10,000.00	£11,976.12	£3,773.88	-65.63%
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	£438.96	£761.04	-63.42%
1140/3 Electric	£6,300.00	£0.00	£3,201.53	£3,098.47	-49.18%
1140/4 Cleaning	£1,000.00	£0.00	£287.07	£712.93	-71.29%
1140/5 Maintenance (reactive)	£2,000.00	£0.00	£150.00	£1,850.00	-92.50%
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	£4,123.70	£8,776.30	-68.03%
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	£355.02	£-55.02	18.34%
1150/4 Maintenance (programmed)	£1,000.00	£0.00	£139.19	£860.81	-86.08%
1150/5 Waste Collection	£2,000.00	£0.00	£711.96	£1,288.04	-64.40%
1150/6 Security	£200.00	£0.00	£0.00	£200.00	-100.00%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 03/09/24 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	£1,206.17	£2,593.83	-68.26%
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	£274.17	£725.83	-72.58%
1160/4 Tax	£200.00	£0.00	£0.00	£200.00	-100.00%
1160/5 MOT/Service	£600.00	£0.00	£0.00	£600.00	-100.00%
1160 Total	£3,800.00	£0.00	£342.21	£3,457.79	-90.99%
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	£96.57	£203.43	-67.81%
1180/3 Electric	£2,500.00	£0.00	£508.48	£1,991.52	-79.66%
1180/4 Cleaning	£1,000.00	£0.00	£338.25	£661.75	-66.18%
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	£194.90	£305.10	-61.02%
1180/9 IT costs	£500.00	£0.00	£316.50	£183.50	-36.70%
1180 Total	£10,400.00	£0.00	£2,939.35	£7,460.65	-71.74%
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 03/09/24 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	£0.00	£2,860.86	£8,748.06	-£5,887.20	100.00%
1230	Climate Change	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
Total Town Business Committee		£377,380.00	£16,074.73	£175,195.46	£218,259.27	-57.84%

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3915		£558.00	2050/3	20/08/24	Abbey Loos - 5 x Portaloos - Stonehouse Canal Festival, St Cyrs Church	75375
		£558.00			Abbey Loos - Total	
3930		£198.00	1140/4	28/08/24	All Done and Dusted - Deep clean Pavilion toilets & shower block	2011
		£198.00			All Done and Dusted - Total	
3926		£30.33		22/08/24	Amazon - 6 x Fire Action Signs for TH and for Ship Inn Site - Scandisk 128GB microsd card and CCTV signs x 2	
1		£4.39	1020		6 x Alarm Fire Action Notice Signs for Pod, Pavilion and Workshop	
2		£16.96	1220		SanDisk 128GB Ultra microSDXC card - for Ship Inn Site	
3		£8.98	1220		CCTV in operation Signs x 2 - for Ship Inn Site	
		£30.33			Amazon - Total	
3931		£105.60	1050	28/08/24	Best Buy Office Chairs - Vantage Office Chair - Deputy Clerk	178259
		£105.60			Best Buy Office Chairs - Total	
3927		£21.60	1080/1	24/08/24	Easy Window Cleaning - August 2024 - TH	22582
		£21.60			Easy Window Cleaning - Total	
3941		£225.00	1010/2	29/08/24	GAPTC - Training - Climate, In the Hot Seat, Being a Better Councillor - Cllrs Maraboli-Roman, Watt, Kambites & Gibbs	592
		£225.00			GAPTC - Total	
3901		£66.60	1150/3	07/08/24	Gloucester Locksmiths - 2 x Heavy Duty Locks - Debit Card	022886
		£66.60			Gloucester Locksmiths - Total	
3906		£528.00	1220	13/08/24	Gloucestershire Wildlife Trust - Installation of reptile exclusion fence Ship Inn Site	11406
3929		£2,568.00	1220	28/08/24	Gloucestershire Wildlife Trust - Water Vole survey report & BNG Assessment	11414
		£3,096.00			Gloucestershire Wildlife Trust - Total	
3899		£64.79	1150/5	31/07/24	Grundon Waste Management Ltd - July 2024 - Waste - Workshop	PSI-1109999
		£64.79			Grundon Waste Management Ltd - Total	
3922		£17.57	1010/1	22/08/24	ISOPA - Diisocyanates - safe training and registration - R Helps & P Crosby	202155741
		£17.57			ISOPA - Total	

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Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3935		£313.00	1040/1	01/09/24	Jireh Solutions Ltd - September 2024 - Contract & Remote Support	30586
3940		£232.50	1040/1	31/08/24	Jireh Solutions Ltd - Billable hours for various issues inc CCTV software installation, checking spurious emails, increasing data storage for M Dixon, wipe and return of 2 x laptops	30525
		£545.50			Jireh Solutions Ltd - Total	
3919		£465.00	1040/2	14/08/24	Jo Mew Creative - July 2024 - Website management & hosting, Divi theme, Events calendar Pro & Gravity Forms	1085
		£465.00			Jo Mew Creative - Total	
3880		£92.48	1160/3	30/07/24	John Stayte Services Ltd - July 2024 - Fuel - Diesel	
3890		£15.07	1160/3	30/07/24	John Stayte Services Ltd - July 2024 - Super Unleaded	9002341
		£107.55			John Stayte Services Ltd - Total	
3928		£3,080.40	1220	21/08/24	JPR Environmental - Vegetation clearance & Reptile fence repairs	7000
		£3,080.40			JPR Environmental - Total	
3902		£69.60	1150/4	08/08/24	Kellaway Building Supplies Ltd - Dumpy Bag Blended Topsoil	2810816
		£69.60			Kellaway Building Supplies Ltd - Total	
3923		£7.00	1090/2	22/08/24	Lloyds Bank - August Bank Charges	434105953
		£7.00			Lloyds Bank - Total	
3916		£78.00	1180/5	20/08/24	M D Electrical Contracting - Repairs to Pod Roller Shutters	1854
		£78.00			M D Electrical Contracting - Total	
3900		£292.68	1050	07/08/24	Office Boffins - Office Chairs x 2 - Debit Card	
		£292.68			Office Boffins - Total	
3943		£116.68	1040/5	30/08/24	Prolific Solutions (South West) Ltd - August 2024 - Printer TH	
		£116.68			Prolific Solutions (South West) Ltd - Total	
3925		£169.99	1220	21/08/24	Reolink - CCTV Camera & Solar Panel - Ship Inn Site	3414366
		£169.99			Reolink - Total	
3932		£117.00	1090/2	23/08/24	Stroud Alarms - Attend Pod's CCTV system, demonstrate live view and playback at TH	59511

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Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£117.00			Stroud Alarms - Total	
3917		£723.56	1190/6	15/08/24	Stroud District Council - Balancing payment for litter bin collections 2024/25	401805737
3942		£85.00	2050/1	03/09/24	Stroud District Council - Road Closure - Goodwill 2024	Stonehouse7.12.24
		£808.56			Stroud District Council - Total	
3907		£2,850.00	1190/1	11/08/24	T W Hawkins & Sons - Contract mowing - August & provisional area	13512
		£2,850.00			T W Hawkins & Sons - Total	
3905		£20.00	1040/4	08/08/24	Voipfone - Auto Top Up	1014480307
3918		£8.40	1040/4	17/08/24	Voipfone - August 2024 - Renewal of number and PBX - paid by DD	1014487298
		£28.40			Voipfone - Total	
3904		£70.81	1070/2	08/08/24	WaterPlus - July 2024 - Water TH D/D	6514249
3908		£18.29	1180/2	14/08/24	WaterPlus - July 2024 - Water - Pod D/D	6604372
3933		£86.06	1140/2	29/08/24	WaterPlus - August 2024 - Water - Pavilion	6714167
		£175.16			WaterPlus - Total	
3903		£1,481.79	1140/3	08/08/24	YU Energy - Outstanding Electricity Workshop/Pavilion - replaces opening creditor transaction 3664. D/D's halted by YU Energy in Nov 23 and invoices not issued until July 2024. (See attachment.) See also transaction 3913.	
3913		£4,448.90	1140/3	19/08/24	YU Energy - Outstanding Electricity Workshop/Pavilion - replaces opening creditor transaction 3664. D/D's halted by YU Energy in Nov 23 and invoices not issued until July 2024. (See attachment.) See also transaction 3903.	
3936		£96.09	1180/3	01/09/24	YU Energy - August 2024 - Electricity - POD - D/D	1927207
3937		£213.68	1070/3	01/09/24	YU Energy - August 2024 - Electricity - TH - D/D	1927203
3938		£48.08	1070/3	01/09/24	YU Energy - August 2024 - Electricity - Library - D/D	1927204
3939		£663.16	1140/3	02/09/24	YU Energy - August 2024 - Electricity - Pavilion	1927206
		£6,951.70			YU Energy - Total	
		£17,361.59			Confidential	
Total		£37,608.30				

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Date

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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
INCOME					
Town Business Committee					
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%

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

178	CCLA Interest	2024/2025 £10,000.00	Reserve £0.00	Actual Net £8,345.04	Balance -£1,654.96	Bal %age -16.55%
Total Town Business Committee		£414,257.25	£0.00	£397,783.34	-£16,473.91	-3.98%

EXPENDITURE

Town Business Committee

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%
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	£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%
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	£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%

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
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%

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
1090	Total	£5,750.00	£12,084.54	£3,665.46	-63.75%
1100	Mayor's Charity & Expenses	£300.00	£195.25	£104.75	-34.92%
1110	Travel Costs/Staff & Councillors	£400.00	£0.00	£400.00	-100.00%
1120	Election Costs	£0.00	£0.00	£0.00	0.00%
1130	Civic/Remembrance Parades	£180.00	£0.00	£180.00	-100.00%
1140	Pavilion Overheads				
1140/1	Rates	£0.00	£0.00	£0.00	0.00%
1140/2	Water	£1,200.00	£523.12	£676.88	-56.41%
1140/3	Electric	£6,300.00	£3,201.53	£3,098.47	-49.18%
1140/4	Cleaning	£1,000.00	£367.07	£632.93	-63.29%
1140/5	Maintenance (reactive)	£2,000.00	£167.45	£1,832.55	-91.63%
1140/6	Maintenance (programmed)	£1,000.00	£0.00	£1,000.00	-100.00%
1140/7	Waste Collection	£500.00	£46.14	£453.86	-90.77%
1140/8	Security	£200.00	£0.00	£200.00	-100.00%
1140/9	Septic Tank	£700.00	£0.00	£700.00	-100.00%
1140	Total	£12,900.00	£4,305.31	£8,594.69	-66.63%
1150	Workshop Overheads				
1150/1	Water	£0.00	£0.00	£0.00	0.00%
1150/2	Electric	£300.00	£0.00	£300.00	-100.00%
1150/3	Maintenance (Reactive)	£300.00	£364.41	-£64.41	21.47%
1150/4	Maintenance (programmed)	£1,000.00	£147.27	£852.73	-85.27%
1150/5	Waste Collection	£2,000.00	£765.95	£1,234.05	-61.70%
1150/6	Security	£200.00	£0.00	£200.00	-100.00%

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
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
		£231.30			All Done and Dusted - Total	
3983		£21.60	1080/1	03/10/24	Easy Window Cleaning - October 2024 - TH	23291
		£21.60			Easy Window Cleaning - Total	
3966		£9.70	1150/4	19/09/24	G R Fasteners - Bolts, nuts & washers	864216
		£9.70			G R Fasteners - Total	
3969		£45.00	1010/2	23/09/24	GAPTC - Training - New councillor Toolkit - Cllr Maraboli-Roman	562
		£45.00			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
		£400.25			Jireh Solutions Ltd - Total	
3976		£20.94	1140/5	27/09/24	Kellaway Building Supplies Ltd - Hat & Coat hooks, Barrel Boly - The Pavilion	2859630
		£20.94			Kellaway Building Supplies Ltd - Total	
3982		£1,260.00	1030	02/10/24	PKF Littlejohn - Annual Governance & Accountability Return	20242809
		£1,260.00			PKF Littlejohn - Total	
3980		£110.30	1040/5	30/09/24	Prolific Solutions (South West) Ltd - September 2024 - Printer TH	10987
		£110.30			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
		£2,850.00			T W Hawkins & Sons - Total	
		£2,719.14			Confidential	
Total		£7,668.23				

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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, selloptape, 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	
		£121.71			Amazon - Total	
3970		£700.00	2050/1	24/09/24	Little Party Heaven - Deposit for Goodwill 2024 Entertainment	402
		£700.00			Little Party Heaven - Total	
3977		£19.98	1180/8	26/09/24	Screwfix - Anti-climb paint and notice - The Pod	
		£19.98			Screwfix - Total	
3965		£109.03	1220/1	19/09/24	Severn Trent - OEL - STW Application	
		£109.03			Severn Trent - Total	
3975		£85.00	2050/1	25/09/24	Stroud District Council - 2nd Road Closure - Goodwill 2024 Lantern Parade	SDC110714
		£85.00			Stroud District Council - Total	
Total		£1,035.72				

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Signature

Date

Purchase Day Book

Showing only Account type All				Ledger Date before 03/10/24		Ledger Date after 10/09/24	
Supplier				Paid date before		Paid date after	
Type	All	Details	Heading	Net	Vat type	Vat	Gross Due
				£2,777.54	Outside the S	£0.00	£2,777.54 19/10/24
				£24.68	Zero Rated	£0.00	£24.68 20/10/24
				£84.16	Zero Rated	£0.00	£84.16 29/10/24
				£250.43	5%	£12.52	£262.95 31/10/24
				£70.02	5%	£3.50	£73.52 31/10/24
				£109.84	5%	£5.49	£115.33 31/10/24
Total				£3,316.67		£21.51	£3,338.18

Showing only Account type All Supplier

Showing only Account type All

Supplier

Type
All

Ledger Date before

Paid date before

Payment type

Ledger Date after

Paid date after

Reference

Standing Order


2 Transactions

Stonehouse Town Council

Q1 2024

Internal Audit checklist

Online banking payments approved after approved in Minutes (except direct debits/standing orders and urgent payments)	✓		
Invoices authorised on Edge by 2 signatories/councillors	✓		
Online banking payments are authorised by 2 signatories/two councillors who are authorised for online banking	✓		
Original bank statement cross- referenced to minimum 6 entries to town council documents	✓		
Direct debit/Standing order payments agree with authorised list	✓		
Bank accounts reconciled monthly	✓		
Check bank reconciliations to statements for each account			
Salaries			
PAYE and NIC paid over on time?			
PAYE and NIC payments agreed to payroll? Agree to bank statement			
Check pension payments made and agree to schedule			
Evidence that all end of year reporting completed with HMRC			
Budget Control			
All payments entered into Finance system accurately	✓		
Payment schedule presented to council in line with town council's latest Financial regs			
All payments within budget	✓		
If not - approval to transfer Minuted			

S137 is accounted for separately	NA	
VAT		
There is a separate record of VAT on the Finance system	✓	
The VAT is claimed quarterly and last reclaim date recorded	✓	
Income		
All income including BACS payments and income from other sources eg precept, grants etc is recorded in the Finance system	✓	
Bank statements are received and reconciled monthly	✓	
For funds being transferred between accounts, a virement has been agreed and recorded by the town council		
A finance report is presented to town council monthly	✓	
Internal Checker: - PRINT NAME and Signature		
SIMON MACGREGOR		
		
30/9/24		

LIST ATTACHED

Internal Audit Q1 2024

Transactions Checked

MDL KELEX	10/04/24	£465
GB Sport and Leisure	10/04/24.	£19493.76
A&E Fire Security	29/04/24.	£180
Delta Nine	15/04/24.	£30
Prolific	10/04/24	£18
Jo New Creative	10/04/24.	£100

Stonehouse Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Stonehouse Town Council for the year ended 31 March 2024 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Stonehouse Town Council on application to:	
(a) <u>CARLOS NOVOTH - TOWN CLERK</u> <u>TOWN HALL</u> <u>1 QUEENS ROAD</u> <u>STONEHOUSE GL10 2QA</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) <u>9.30 - 3.30</u>	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £0.10(c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>CARLOS NOVOTH</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>02-10-24</u>	(e) Insert the date of placing of the notice

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on: 13th May 2024.

and recorded as minute reference: TC 3251

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

N. J. [Signature]
[Signature]

Section 2 – Accounting Statements 2023/24 for

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	893,136	860,602	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	357,130	373,973	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	38,418	54,275	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	142,160	179,353	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan Interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	285,921	249,076	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	860,602	860,420	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	873,069	880,769	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,555,410	1,547,759	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings		0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

A. Novello
7/5/24

I confirm that these Accounting Statements were approved by this authority on this date:

N.P. Jones 13/5/24

as recorded in minute reference:

TC 3250.

Signed by Chair of the meeting where the Accounting Statements were approved

N.P. Jones

Section 3 – External Auditor's Report and Certificate 2023/24

In respect of

Stonehouse Town Council – GL0215

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2023/24

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR has not been approved in accordance with the Accounts and Audit Regulations 2015. The minute references indicate Section 2 was approved before Section 1.

The AGAR was not accurately completed before submission for review. The smaller authority has not restated the prior year figure when revaluing assets in Section 2, Box 9. Please note that the Practitioners' Guide allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

25/09/2024

Precept Calculator

Start of year 01/04/24

Heading		Last year's net		Out turn		2024/2025	2025/2026
Town Business Committee Income							
100	Precept	£373,973.00	£373,972.21	£383,870.25	£0.00		
105	Newsletter Advertising	£0.00	£0.00	£100.00	£0.00		
120	Feed-in Tariff from Town Hall	£829.87	£800.00	£800.00	£0.00		
125	Stonehouse Town FC lease	£600.00	£600.00	£600.00	£0.00		
126	STFC Water Recharge	£0.00	£200.00	£200.00	£0.00		
127	STFC Electric Recharge	£1,999.53	£2,000.00	£1,500.00	£0.00		
130	Athletics Field Lease	£0.00	£0.00	£0.00	£0.00		
135	Phone Mast on Land	£5,998.12	£1,000.00	£1,000.00	£0.00		
140	Building Lease at OEL	£1,273.04	£637.00	£637.00	£0.00		
145	Magpies Social Club	£3,150.00	£3,150.00	£3,150.00	£2,000.00	Owing to disparity of approach on leases, Magpies lease reduced to £2,000	
150	Community Centre Lease	£500.00	£500.00	£500.00	£0.00		
155	OEL Pitch Hire	£870.00	£2,000.00	£2,000.00	£0.00		
160	Misc Income	£1,803.28	£1,700.00	£500.00	£0.00		
170	Investments Interest	£127.85	£0.00	£0.00	£0.00		
171	Bank Interest - Lloyds Bank	£0.00	£200.00	£1,000.00	£0.00		Leave unaltered
172	Bank Interest - Charity A/C	£2,153.08	£800.00	£1,000.00	£0.00		Leave unaltered
173	Bank Interest - Natwest	£2,124.53	£800.00	£1,000.00	£0.00		Leave unaltered
174	Bank interest - Cambridge BS	£2,073.88	£800.00	£1,000.00	£0.00		Leave unaltered
175	Town Hall/Library Recharges	£2,863.55	£3,400.00	£3,400.00	£0.00		Reposition budget line to new code 161
176	Bank Interest - Nationwide	£3,074.03	£800.00	£1,000.00	£0.00		Leave unaltered
177	Bank Interest - Melton Building Society	£0.00	£800.00	£1,000.00	£0.00		Leave unaltered
178	CCLA Interest	£22,783.90	£18,000.00	£10,000.00	£0.00		Leave unaltered

Precept Calculator

Start of year 01/04/24

Heading	Last year's net	Out turn	2024/2025	2025/2026
Town Business Committee Income Total	£426,197.66	£412,159.21	£414,257.25	£2,000.00
Town Environment Committee Income				
200 Stonehouse in Bloom	£0.00	£0.00	£0.00	£0.00 SIB now managing own payments and income
205 Event Income/Donations	£1,399.64	£1,345.00	£1,200.00	£0.00
210 Planting Sponsorship	£650.00	£550.00	£0.00	£0.00
215 Grants	£0.00	£0.00	£0.00	£0.00
Town Environment Committee Income Total	£2,049.64	£1,895.00	£1,200.00	£0.00
Total Income	£428,247.30	£414,054.21	£415,457.25	£2,000.00
Town Business Committee Expenditure				
1000 Salaries	£179,353.09	£172,000.00	£205,000.00	£0.00
1010 Training & Recruitment	£2,960.68	£2,000.00	£4,000.00	£3,000.00
1020 Health & Safety	£583.41	£1,000.00	£2,500.00	£0.00
1030 Professional Fees	£6,412.40	£5,000.00	£8,000.00	£0.00 Having to renew more leases
1040 IT support	£8,883.61	£9,000.00	£9,550.00	£0.00
1050 Office Equipment Renewals	£0.00	£0.00	£500.00	£0.00
1060 Grants	£22,136.00	£20,136.00	£17,400.00	£7,400.00
1070 Town Hall/Library Shared Costs	£6,749.66	£7,750.00	£13,700.00	£0.00 Fully review
1080 Town Hall/Library STC costs	£2,104.31	£1,900.00	£2,700.00	£0.00
1090 Admin Expenses	£5,804.61	£3,650.00	£5,750.00	£0.00 Possibly combine with cost code 1110 - travel costs staff and cllrs
1100 Mayor's Charity & Expenses	£66.48	£50.00	£300.00	£0.00
1110 Travel Costs/Staff & Councillors	£0.00	£100.00	£400.00	£0.00 Possibly combine with cost code 1090
1120 Election Costs	£8,924.35	£8,924.00	£0.00	£0.00 Remove as future elections to come from reserves
1130 Civic/Remembrance Parades	£0.00	£180.00	£180.00	£0.00

Precept Calculator

Start of year 01/04/24

Heading	Last year's net	Out turn	2024/2025	2025/2026
1140 Pavilion Overheads	£21,930.85	£17,451.00	£12,900.00	£0.00 Fully review costs
1150 Workshop Overheads	£2,169.49	£1,676.00	£3,800.00	£0.00 Fully review costs
1160 Equipment & Vehicle Costs	£3,424.50	£2,342.00	£3,800.00	£0.00
1170 Youth Centre Workers	£55,625.11	£54,000.00	£61,000.00	£65,000.00 Increase of £4000 on budget to keep up with inflation
1180 Youth Centre Overheads	£4,804.27	£5,055.00	£10,400.00	£0.00 Major work to be undertaken on the building - funding to come from reserves
1200 Subscriptions	£2,665.96	£3,500.00	£3,500.00	£0.00
1210 Insurances	£6,239.18	£7,000.00	£7,000.00	£8,000.00
1220 Project Planning & Delivery	£299.00	£299.00	£0.00	£0.00
1230 Climate Change	£4,690.00	£5,000.00	£5,000.00	£0.00
Town Business Committee Expenditure Total	£345,826.96	£328,013.00	£377,380.00	£83,400.00
Town Environment Committee Expenditure				
1190 Amenity Areas	£59,911.80	£44,317.00	£46,800.00	£0.00
2000 Christmas Lights	£2,597.25	£2,000.00	£2,000.00	£0.00
2005 Climate Change	£2,000.00	£2,000.00	£0.00	£0.00
2010 In Bloom	£6,415.39	£6,180.00	£0.00	£0.00
2050 Cultural Events & Studies	£6,436.98	£6,511.00	£9,300.00	£0.00
2080 Neighbourhood Plan Review	£0.00	£0.00	£0.00	£0.00
2090 Planning Specialist Advice	£884.00	£234.00	£0.00	£0.00
Town Environment Committee Expenditure	£78,245.42	£61,242.00	£58,100.00	£0.00
Total				
Total Expenditure	£424,072.38	£389,255.00	£435,480.00	£83,400.00

Precept Calculator

Start of year 01/04/24

Heading	Last year's net	Out turn	2024/2025	2025/2026
Net Expenditure	-£4,174.92	-£24,799.21	£20,022.75	£81,400.00
Funding				£20,000.00
Reserves				
S106 / CIL				
Loans				
Proposed Precept				£0.00
Other Income				£2,000.00
Total Funding				£22,000.00
Balance				-£61,400.00
01/04/24	Tax Base	Band D	01/04/25	
	New Tax Base			
	%age increase			
			Current year precept	
			extra cost per band D	New Precept
			0.00	0.0000
			Current precept	+ New additional = Proposed precept
				+ #Type! = £0.00