



STONEHOUSE
TOWN COUNCIL

Minutes of a meeting of the Town Council
held Monday 23rd September 2024
at the Town Hall

Present:

Councillors: Councillors: John Callinan, Deborah Curtis, Carol Kambites, Neil Gibbs (Chair of Council), Simon MacGregor, Madelaine Maraboli-Roman, Gary Powell, Val Randell and Keith Terry.

In Attendance: Carlos Novoth - Clerk; 5 Candidates for the vacant positions of Town Councillor; two representatives of Magpies Social Club; The Clerk of Leonard Stanley Parish Council.

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

A member of the public raised the issue of weed growth on housing estates as a follow up issue. Cllr John Callinan, leading on the issue confirmed that discussions are being held to look at the variety of ways the matter can be attacked on a long term basis, bearing in mind the minimal attention given to the matter by the highways authority. Those discussions will be reported to the person raising the issue in addition to identifying solutions that will be explored.

TC3295 To receive apologies

Apologies were received from Cllrs Marcus Dixon and Theresa Watt

TC3296 To receive declarations of interest

There were no declarations of interest

TC3297 To approve the minutes of the Extraordinary Town Council meeting of 13th August 2024

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

TC3298 To receive reports from Chair of Town Council and town councillors
The Chair of Council confirmed that Homestart had cancelled the Gala dinner

Cllr Debbie Curtis confirmed that Stonehouse achieved a gold award in the Heart of England awards scoring 98% - Stonehouse was also awarded the best small town. SIB wished to thank the town council for their

Theresa Watt

ongoing support and in particular the town centre maintenance team. Cllr Gary Powell stated that the inspectors had praised the quality of the In Bloom presentation - it was agreed that this should be presented to town council at a future meeting.

Cllr Maraboli-Roman commented on her involvement on complaints from local residents on council owned housing re improvements needed; she thanked Cllrs John Callinan and Carol Kambites for raising the issues with the housing department at SDC.

Cllr Carol Kambites mentioned that the walking festival had gone smoothly and was very enjoyable again this year

TC3299 To receive and request reports from County and District Councillors

Cllr Carol Kambites had distributed an update to Council as Ward Cllr, adding that she was drafting a Motion for Fossil Fuel non Proliferation Treaty.

Cllr John Callinan mentioned the cyber attack on Tewkesbury District Council and SDC's ability to move quickly in safeguarding itself until the matter had been resolved - the situation has now been resolved.

TC3300 To receive RFO's budget report and bank reconciliation for July and August '24

The following queries were raised: why were Admin costs significantly overspent - this related to project costs being directed to the cost code in the absence of a more suitable code; Had the 2nd half year's Precept been received - the Clerk confirmed that payment would be due in early October.

Council **NOTED** the Council's up to date budget position with a total 'Actual Net' expenditure of £192,578.72; a total 'Actual Net income of £206310.12 and a Reserve spend of £16,074.73.

Council also **NOTED** the Bank reconciliations for both July and August with respective closing balances of £91,479.37 and £74,825.84.

TC3301 To approve the latest payment list

Council **APPROVED** the latest payment list totalling £1,473.47


TC3302 To approve Committee and Council meeting dates for the 2025 calendar year

Whilst there was some discussion in relation to the historical absence of meetings during August, Council resolved to maintain the same arrangements and therefore **APPROVED** the meeting calendar for 2025

TC3303 To receive the draft minutes of Business Committee meeting of 9th September '24 and to approve the following recommendations:

- I. To approve a new lease of 10 years to Magpies Social Club with the inclusion of a break clause at 5 years for both parties and subject to the new £1 Membership fee level being maintained for the duration of the lease term.

A question was raised in connection with the organisation's consideration of moving away from a Members only club.



Representatives explained that this would result in much higher prices to the customer and the decision therefore was made to create a £1 basic membership that will allow basic access to the club's facilities.

Council **APPROVED** the award of a 10 year lease with a break clause after 5 years to Magpies Social club

II. To approve the adoption of the revised payment list approval process subject to the necessary changes to the Council's Financial Regulations.

Council **APPROVED** the revised payment list approval process highlighting the time savings for both officers and Cllrs and the clarity achieved when signing off payments to both Edge Finance and the Bank

III. To approve new two year Gas and Electricity supply contracts to run concurrently with the end of the current supply contracts (Gas contract ends 2nd December 2024: Electricity contract ends 31st March 2025).

Council **APPROVED** the award of a 2 year gas and renewable electricity supply contracts with Yu Energy to run from the natural termination of the current contract terms at an estimated total annual cost of £13,183.74.

IV. To approve

- a) the extension of 'The Nest' STFC Hospitality Suite) subject to the new lease agreement being agreed and signed
- b) the delegation to both the Chair and Vice Chair of Council to authorize the football club to proceed with the Nest extension subject to recommendation a) being met.

Council **APPROVED** the extension of 'The Nest' STFC Hospitality Suite subject to the new lease agreement being agreed and signed; authorisation to proceed being delegated to the Chair and Vice Chair of council on the basis of condition detailed in para a) being met.


V. To approve an extension to the temporary Business Support Officer's (BSOs) contract of employment to the 31st December 2024 with no change to terms and conditions
Council **APPROVED** the extension of the temporary Business Support Officer's contract of employment to the 31st December 2024.

The Clerk to Leonard Stanley Parish Council arrived at the meeting as a spectator at approximately 7.45pm.

1. Gareth Watt

- TC3304** **To receive the draft minutes of Environment Committee meeting of 2nd September '24 and to approve the following recommendations:**
- a) **To approve the submission of applications to Stroud District Council for both 'The Globe' and 'Woolpack' Public Houses to be considered as 'Assets of Community Value'**
Whilst both Public Houses currently have new tenants in place, Council **RESOLVED** to apply to Stroud District Council for the public houses to be considered as 'Assets of Community Value'
 - b) **To not approve the application from Stonehouse Medical Centre to erect signs on the Town Green to direct vehicles from the High street to their car park**
There was widespread discussion on this issue. Although the Environment Committee had recommended not to approve the application, Council considered the wider aspects and **RESOLVED to APPROVE** the application, subject to agreement of the location of the signs; this decision was made on the basis that it related mainly to directional signage allowing visitors to identify access to the Medical Centre's (a much needed community service) car park. Furthermore, the medical centre owned the old Anchor Pub sign located on the green and had willingly handed ownership of the sign to the town council. The resolution was considered to be a reciprocal arrangement.
- TC3305** **To approve a communication to the Stonehouse Community providing an update on the status of the Council's Town Green Application along including a fact sheet**
Cllr John Callinan asked for the matter to be withdrawn from discussion at the meeting.
- TC3306** **To approve the Co-option of Councillors to three vacancies**
Five candidates were considered for three Councillor vacancies. Council followed the process in line with the council's Co-option policy adopted by council on 14th February 2022 in addition to recommendations and advice from GAPTC and the Elections team at Stroud District Council. The following candidates were co opted as town councillors and were invited to attend the remainder of the meeting: Keren Capeling, Keith Creighton and Stephen Hunter.
The Chair of Council thanked the two remaining candidates for their time. (See additional notes on process in minutes file)
- TC3307** **To note the council's next town full town council meeting on 21st October 2024**
Council **NOTED** the date of the next meeting

Following Council's agreement, the Chair asked members of the public to vacate the meeting due to the sensitive nature of the issue discussed under agenda item TC3308



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.

- TC3308** To approve a recommendation from Business Committee to further extend the BSO contract of employment for the temporary postholder, from 1st January 2025 to 31st March 2025 based 30 hours over a 4 day working week and at an increased (pro rata'd) annual salary.
- Council APPROVED the extension of the employment contract for the Temporary Business Support Officer for the period of 1st January 2025 to the 31st March 2025 on 30 hours per week over four days on an increased annual salary (Disclosed at the meeting)

Fraser Watt

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
3945		£81.18	1180/4	31/08/24	All Done and Dusted - August 2024 - Pod cleaning	2055
		£81.18			All Done and Dusted - Total	
3955		£11.27	1150/3	17/09/24	Dougfield Plumbers Supplies - Ox Pro Copper Pipe Cutter	4145898
		£11.27			Dougfield Plumbers Supplies - Total	
3957		£21.60	1080/1	14/09/24	Easy Window Cleaning - September 2024 - TH	23024
		£21.60			Easy Window Cleaning - Total	
3953		£108.00	1220	12/09/24	Five Valleys Signs - 2 x Dibond signs for Ship Inn Site	51777
		£108.00			Five Valleys Signs - Total	
3947		£45.00	1010/2	03/09/24	GAPTC - Training - In the Hot Seat - Cllr Maraboli-Roman	610
		£45.00			GAPTC - Total	
3948		£179.89	1080/2	28/08/24	Gloucestershire County Council - August 2024 - TH Cleaning - Accn. Ending 0668	1800777200
		£179.89			Gloucestershire County Council - Total	
3951		£64.79	1150/5	31/08/24	Grundon Waste Management Ltd - August 2024 - Waste - Workshop	PSI-1124794
		£64.79			Grundon Waste Management Ltd - Total	
3944		£30.36	1040/1	03/09/24	Jireh Solutions Ltd - Office 365 - Exchange Online	30733
		£30.36			Jireh Solutions Ltd - Total	
3958		£125.00	1040/2	06/09/24	Jo Mew Creative - August 2024 - Website management & Updates on Mayor's name	1088
		£125.00			Jo Mew Creative - Total	
3950		£80.00	1160/3	06/09/24	John Stayte Services Ltd - August 2024 - Fuel Diesel	
		£80.00			John Stayte Services Ltd - Total	
3954		£7.00	1090/2	18/09/24	Lloyds Bank - September Bank Charges	
		£7.00			Lloyds Bank - Total	
3959		£556.60		10/09/24	Olympic Cars Peugeot - Peugeot MOT & Service	141184
	1	£498.00	1160/5		Parts & Labour for service	
	2	£58.60	1160/5		MOT	
		£556.60			Olympic Cars Peugeot - Total	

Signature

Signature

Date

Res. Watt

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
3956		£8.40	1040/4	16/09/24	Voipfone - September 2024 - Renewal of number and PBX - D/D	1014511779
		£8.40			Voipfone - Total	
3952		£74.00	1070/2	08/09/24	WaterPlus - August 2024 - Water - T/H - D/D	6806856
		£74.00			WaterPlus - Total	
3949		£80.38	1070/4	03/09/24	YU Energy - August 2024 - Gas - TH - D/D	1974769
		£80.38			YU Energy - Total	
Total		£1,473.47				

Signature _____
Date _____

Signature _____

Barbara Watt

Financial Budget Comparison

Comparison between 01/04/24 and 18/09/24 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Reserve Movements	Actual Net	Balance	Bal %age
INCOME						
Town Business Committee						
100	Precept	£383,870.25	£0.00	£191,935.00	-£191,935.25	-50.00%
105	Newsletter Advertising	£100.00	£0.00	£0.00	-£100.00	-100.00%
120	Feed-in Tariff from Town Hall	£800.00	£0.00	£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	£926.02	-£573.98	-38.27%
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%

Review note

Financial Budget Comparison

Comparison between 01/04/24 and 18/09/24 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve Movements	Actual Net	Balance	Bal %age
178	CCLA Interest	£10,000.00	£8,345.04	-£1,654.96	-16.55%
Total Town Business Committee	£414,257.25	£0.00	£205,680.12	-£208,577.13	-50.35%
Town Environment Committee					
200	Stonehouse in Bloom	£0.00	£0.00	£0.00	0.00%
205	Event Income/Donations	£1,200.00	£630.00	-£570.00	-47.50%
210	Planting Sponsorship	£0.00	£0.00	£0.00	0.00%
215	Grants	£0.00	£0.00	£0.00	0.00%
Total Town Environment Committee	£1,200.00	£0.00	£630.00	-£570.00	-47.50%
Total Income	£415,457.25	£0.00	£206,310.12	-£209,147.13	-50.34%

EXPENDITURE

Town Business Committee					
1000	Salaries	£205,000.00	£87,422.63	£117,577.37	-57.35%
1010	Training & Recruitment	£4,000.00	£849.64	£3,150.36	-78.76%
1020	Health & Safety	£2,500.00	£76.44	£2,423.56	-96.94%
1030	Professional Fees	£8,000.00	£375.00	£5,284.50	-66.06%
1040	IT support	£9,550.00	£0.00	£6,578.18	-68.88%
1050	Office Equipment Renewals	£500.00	£2,838.87	£168.10	-33.62%
1060	Grants	£17,400.00	£0.00	£11,660.00	-67.01%
1070	Town Hall/Library Shared Costs	£13,700.00	£0.00	£6,662.46	-48.63%
1080	Town Hall/Library STC costs	£2,700.00	£822.31	£1,877.69	-69.54%
1090	Admin Expenses	£5,750.00	£10,000.00	£3,766.88	-65.51%
1100	Mayor's Charity & Expenses	£300.00	£0.00	£104.75	-34.92%
1110	Travel Costs/Staff & Councillors	£400.00	£0.00	£400.00	-100.00%

Review next

Financial Budget Comparison

Comparison between 01/04/24 and 18/09/24 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve Movements	Actual Net	Balance	Bal %age
1120	Election Costs	£0.00	£0.00	£0.00	0.00%
1130	Civic/Remembrance Parades	£180.00	£0.00	£180.00	-100.00%
1140	Pavilion Overheads	£12,900.00	£4,123.70	£8,776.30	-68.03%
1150	Workshop Overheads	£3,800.00	£1,269.55	£2,530.45	-66.59%
1160	Equipment & Vehicle Costs	£3,800.00	£882.48	£2,917.52	-76.78%
1170	Youth Centre Workers	£61,000.00	£25,341.00	£35,659.00	-58.46%
1180	Youth Centre Overheads	£10,400.00	£3,007.00	£7,393.00	-71.09%
1200	Subscriptions	£3,500.00	£2,575.84	£924.16	-26.40%
1210	Insurances	£7,000.00	£7,124.37	-£124.37	1.78%
1220	Project Planning & Delivery	£0.00	£8,838.06	-£5,977.20	100.00%
1230	Climate Change	£5,000.00	£0.00	£5,000.00	-100.00%
Total Town Business Committee		£377,380.00	£176,522.02	£216,932.71	-57.48%
Town Environment Committee					
1190	Amenity Areas	£46,800.00	£14,898.53	£31,901.47	-68.17%
2000	Christmas Lights	£2,000.00	£0.00	£2,000.00	-100.00%
2005	Climate Change	£0.00	£0.00	£0.00	0.00%
2010	In Bloom	£0.00	£338.17	-£338.17	100.00%
2050	Cultural Events & Studies	£9,300.00	£820.00	£8,480.00	-91.18%
2080	Neighbourhood Plan Review	£0.00	£0.00	£0.00	0.00%
2090	Planning Specialist Advice	£0.00	£0.00	£0.00	0.00%
Total Town Environment Committee		£58,100.00	£16,056.70	£42,043.30	-72.36%
Total Expenditure		£435,480.00	£192,578.72	£268,976.01	-61.77%

Review 2024

Financial Budget Comparison

Comparison between 01/04/24 and 18/09/24 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve Movements	Actual Net	Balance	Bal %age
Total Income	£415,457.25	£0.00	£206,310.12	-£209,147.13	50.34%
Total Expenditure	£435,480.00	£16,074.73	£192,578.72	£258,976.01	-59.47%
Total Net Balance	-£20,022.75		£13,731.40	-£468,123.14	

David Smith

Bank Account Reconciled Statement

Stonehouse Town Council

01651837

30-98-29

Statement Number	53	Bank Statement No.	53
Statement Opening Balance	£91,479.37	Opening Date	01/08/24
Statement Closing Balance	£74,825.84	Closing Date	31/08/24
True/ Cashbook Closing Balance	£74,825.84		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/08/24	COR010824LLOYD S	Lloyds Bank	0.00	90.00	91,569.37
05/08/24	FPI050824MAGPIE S	Magpies Social Club	0.00	262.50	91,831.87
07/08/24	BGC070824HMRC	HMRC (VAT)	0.00	8,114.63	99,946.50
07/08/24	DEB070824DELTA9	Delta Nine Ltd	30.00	0.00	99,916.50
08/08/24	DD080824YUENER GY	YU Energy	368.83	0.00	99,547.67
08/08/24	DEB080824OFFICE BOFF	Office Boffins	292.68	0.00	99,254.99
08/08/24	FPO080824YUENE RGY	YU Energy	1,481.79	0.00	97,773.20
09/08/24	BGC090824GCC	Gloucestershire County Council	0.00	793.33	98,566.53
09/08/24	DEB090824GLOSL OCKS	Gloucester Locksmiths	66.60	0.00	98,499.93
09/08/24	DEB090824VOIPFO NE	Voipfone	20.00	0.00	98,479.93
12/08/24	DD120824YUENER GY	YU Energy	80.46	0.00	98,399.47
13/08/24	DD130824WATERP LUS	WaterPlus	101.04	0.00	98,298.43
14/08/24	FPI140824KENNAB Y	Claire Kennaby	0.00	108.00	98,406.43
16/08/24	FPI160824AGIBBS	Amy Gibbs	0.00	36.00	98,442.43
16/08/24	FPI160824HGOULD ING	Hazel Goulding	0.00	36.00	98,478.43
19/08/24	DD190824NEST	NEST	2,819.65	0.00	95,658.78
19/08/24	DEB190824VOIPFO NE	Voipfone	8.40	0.00	95,650.38
19/08/24	FPI190824GJACKS ON	Cheryl Jackson	0.00	36.00	95,686.38
19/08/24	FPI190824JBAGOU IN	Janine Bagouin - Stroud Cats Protection	0.00	24.00	95,710.38
19/08/24	FPO190824	Prolific Solutions (South West) Ltd	81.18	0.00	95,629.20
19/08/24	FPO190824ALLDO NE&DUS	All Done and Dusted	135.30	0.00	95,493.90
19/08/24	FPO190824ALLSTO NE	Allstone Speedy Skips	297.60	0.00	95,196.30
19/08/24	FPO190824GRFAS TENERS	G R Fasteners	8.74	0.00	95,187.56

Over Watt

Bank Account Reconciled Statement

19/08/24	FPO190824GWEST ON	Gary Wetson	42.40	0.00	95,145.16
19/08/24	FPO190824HMRC	HMRC	2,941.90	0.00	92,203.26
19/08/24	FPO190824HOGG& SMITH	Hogg and Smith	180.00	0.00	92,023.26
19/08/24	FPO190824JIREH	Jireh Solutions Ltd	427.30	0.00	91,595.96
19/08/24	FPO190824KELLA WAY	Kellaway Building Supplies Ltd	44.32	0.00	91,551.64
19/08/24	FPO190824STROU DALARM	Stroud Alarms	78.00	0.00	91,473.64
19/08/24	FPO190824YUENE RGY	YU Energy	4,448.90	0.00	87,024.74
19/08/24	PAY190824LLOYDS	Lloyds Bank	7.00	0.00	87,017.74
20/08/24	DEB200824ISOPA	ISOPA	17.57	0.00	87,000.17
20/08/24	DEB200824REOLIN K	Reolink	169.99	0.00	86,830.18
21/08/24	DEB210824ABBEY LOOS	Abbey Loos	558.00	0.00	86,272.18
21/08/24	DEB210824AMAZO N	Amazon	30.33	0.00	86,241.85
22/08/24	DD220824WATERP LUS	WaterPlus	70.81	0.00	86,171.04
22/08/24	FPI220824PRETTY THIN	Pretty Things	0.00	72.00	86,243.04
27/08/24	FPI27082024RBL	Stonehouse RBL	0.00	36.00	86,279.04
27/08/24	FPI27082024SUNFL OWER	Sunflowers Suicide Support	0.00	36.00	86,315.04
27/08/24	FPI270824COOMB S	Rosalind Coombes	0.00	36.00	86,351.04
27/08/24	FPI270824STAFFS ALAR	Staff Salaries	11,525.44	0.00	74,825.60
28/08/24	DD280824JOHNST AYTE	John Stayte Services Ltd	15.07	0.00	74,810.53
28/08/24	DEB280824BESTB UY	Best Buy Office Chairs	105.60	0.00	74,704.93
28/08/24	SO280824PATA	PATA Payroll	74.60	0.00	74,630.33
29/08/24	DD290824WATERP LUS	WaterPlus	18.29	0.00	74,612.04
30/08/24	FPI300824JEVANS	Janet Evans	0.00	24.00	74,636.04
30/08/24	FPI300824STFC	Stonehouse Town Football Club	0.00	189.80	74,825.84

Uncleared and unpresented effects

29/08/24	WO240829YU	YU Energy		0.00	74,825.84
	Total uncleared and unpresented		0.00	0.00	

Robert Watt

Bank Account Reconciled Statement

Total debits / credits 26547.79 9894.26

Reconciled by David Marsden

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____
