



STONEHOUSE TOWN COUNCIL

To Members of the Town Council

You are hereby summoned to attend a Town Council Meeting to be held on Monday 21st October '24 at 7.00pm at the Town Hall, 1 Queens Street, Stonehouse

Council Members:

Councillors: Keren Capeling, Keith Creighton, John Callinan, Debbie Curtis, Marcus Dixon, Stephen Hunter, Carol Kambites, Simon MacGregor, Madelaine Maraboli-Roman, Neil Gibbs (Chair of Council), Gary Powell, Val Randell, Keith Terry, Theresa Watt (Vice Chair of Council)

All residents of the Parish are welcome to attend the meeting. 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
16th October '24

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

A G E N D A

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| TC3309 | To receive apologies |
| TC3310 | To receive declarations of interest |
| TC3311 | To approve the minutes of the Town Council meeting of 23 rd September '24 |
| TC3312 | To receive reports from Chair of Town Council and town councillors |
| TC3313 | To receive reports from County and District Councillors |
| TC3314 | To review Membership of Business and Environment Committees following recent co options |
| TC3315 | To review and approve the Council Working Group Memberships and representation to external organisations |
| TC3316 | To receive RFO's budget report and bank reconciliation for September '24 |
| TC3317 | To approve the latest payment lists |
| TC3318 | To approve an application from Stonehouse Community Centre for revenue grant funding |

- TC3319 To approve the purchase of both a male and female silhouette representation of the 'Tommy'
- TC3320 To receive Committee updates on the budget setting process for the 2025/26 financial year
- TC3321 To receive the draft minutes of Business Committee meeting of 7th October '24 and to approve the following recommendations:
1. payment of the third year of an agreed three year revenue grant to Homestart totalling £10,000 for the 2024/25 financial year.
 2. disposal of the equipment to Stonehouse Town Football Club for £3,000
 3. award of the internal audit work for the 2025/26 financial year
- TC3322 To approve contract documents for the Youth Services Contract 2025 - 2028
- TC3323 To receive the draft minutes of Environment Committee meeting of 30th Sept '24.
- TC3324 To remind Council of the forthcoming events including Remembrance Day, Armistice Day, Christmas Float and Goodwill and, to secure event support
- TC3325 To note the council's next town full town council meeting on 18th Nov '24
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Notes on Agenda items, Full Town Council Monday 21st October 2024

TC3311 - Minutes	See attached minutes
TC3313 – GCC and SDC updates	See attached report from Ward Cllr Carol Kambites
TC3314/15 – Membership	See attached
TC3316 – Budget/Recon	See attached Budget and bank reconciliation reports
TC3317 – Payment list	See attached payment lists – Approval required for BACS payments Retro Approval required for Debit card payments Reports to note Direct Debit and Standing Order payments authorised at the beginning of the year
TC3318 – SCA	See attached grant application and accounts
TC3319 - Tommies	Following discussion with the Chair and Vice Chair of Council, Officers purchased two fabricated Tommy Silhouettes for the Remembrance Service in November at a total cost of £350. An early decision was required to secure the silhouettes in time for the remembrance service. Council are asked to provide retrospective approval for the purchase.
TC3320 – Budget setting	See attached report
TC3321 – Business Committee	See attached draft minutes including Committee recommendations for approval
TC3322 – Youth Services	See attached tender documents Recommendation: To approve the documents and commence tender process



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

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.

- 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.

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| TC3308 | <p>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.</p> <p>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)</p> |
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Stroud District Councillor report – October 2024

Council meetings

Link to meeting agenda and documents in the committee title.

Development Control Committee - 10th Sept

- Bristol Street Ford, London Road, Stroud, Gloucestershire S.24/0826/FUL
Demolition of existing car dealership & ancillary servicing facility & redevelopment of the site for 35 dwellings. Numerous reasons for refusal and indeed it was refused
- Barn, Mill Lane, Cranham, Gloucestershire, S.24/0535/FUL
Demolition of existing agricultural portal barn and erection of agricultural barn. Permitted.

[Video recording](#)

Housing Committee - 17th Sept

- **Policies adopted:** including: Gas & Electrical Safety, Aids and Adaptation & Private Sector Housing Renewal;
- **Budgets** monitored (Housing Revenue Account and General Fund budgets)
- **Consultation:** Depooling rents and service charges. [SDC consultation](#). The change should improve transparency, fairness, choice and hopefully lead to an improved service. All tenants invited to respond.
- **Grant funding for new homes** Agreed to accept a further £1.2m grant (from central Govt.) towards the purchase of four new council homes for Afghan families (families to be allocated by the Home Office) and four new temporary housing units (pods to be constructed on a disused garage site) for people experiencing homelessness in the district.
- **Future of Council Housing.** Committee agreed to sign this report (led by Southwark Council) and to write to the three MPs in the District to emphasise the committee's support for this vision for social housing.
- **Creation of a Housing Oversight Board**, as required by legislation, to scrutinise and improve service delivery, and appointment of a member to be responsible for complaints related to the housing service.
- **New Homes Programme:** 96 new council homes to be delivered over the coming years. The next phase of construction will cover Glebelands, Cam (23 homes), Cambridge Avenue, Dursley (13 homes) and Glos St/Bradley St, Wotton (8 homes).

[Video recording](#)

Environment Committee - 19th Sept

New Antisocial Behaviour (ASB) Policy

This which supports prevention and community involvement, early identification, supportive intervention, and enforcement. Approved by Environment Committee, and then subsequently by the Community Services & Licensing Committee.

SDC will focus on partnership work - with [SOLACE](#) , Counter Fraud and Enforcement Unit & One Legal. Community Wardens work closely with Neighbourhood Police teams, other councils and service partners.

The new ASB policy recognises that the alleged victim should be at the centre of the case, and treated with respect and dignity, regardless of whether the ASB is considered low, medium or high level. More enforcement training for selected officers will be provided. Noted the CCTV stock around the district is old and needs an upgrade. Next steps include a new Case Management System and better information sharing with partners.

Budget Monitoring: Revenue underspend of £116k (against budget of £7.4m) and capital overspend of £9k (for a budget of £9.3m). Largest item of spend is the Multi Service contract with Ubico which includes waste and recycling collection.

Other reports:

- **Strategic Planning Advisory Board**

Local Plan - Update on the progress of the draft local plan are published on the SDC website – [local plan examination library](#), including progress with design work to improve J14 and J12 of the M5. A final [consultation](#) on the technical evidence closed on 23rd September. An [update report](#) on the local plan was shared.

Planning policy - Changes to National Planning Policy Framework (NPPF) – SDC as Local Planning Authority would need to deliver an extra 3,200 homes by 2040 (increase of 36%) according to the Government's new housing targets. SDC has responded to Government's consultation and raised concern about scale of targets and importance of focusing on affordable homes. The revised NPPF is expected by the end of the year. Development Management decision-making will be subject to the new NPPF from the publication date. SDC will need to commence a brand new Local Plan to meet the higher housing targets, as soon as the Plan under Inspection is adopted.

- **Stroud Town Regeneration Committee.** Merrywalks transport hub improvements planned for next year, to include secure bike lockers.
- **Climate Leadership Gloucestershire.** Draft of the Gloucestershire Local Nature Recovery Strategy will go out for consultation in November.
- **Stroud Valleys Project Board.** Many projects right across the district which deliver big social and environmental benefits.
- **Cotswold National Landscape.** [Annual review](#) just published, which covers two important projects: Glorious Cotswold Grasslands, and Farming in Protected Landscapes.
- **Gloucestershire Resource & Waste Partnership.** Stroud District continues to have the best waste minimisation and recycling rates in the county. Committee agreed to write to GCC to request information about possible costs for the incinerator that may be passed onto Districts due to incinerators being brought within the Emissions Trading scheme.

- **Electric Vehicle charging points in car parks rollout.** SDC to install 26 charging bays in seven car parks. Mobilisation meeting with the contractor (Connected Kerb) took place in Sept. Officers keen to schedule works and commence installation as soon as possible.
- **Simpler recycling** - lots of changes afoot in the coming years, including collection of recyclable plastic film, extended producer responsibility, deposit return scheme for drinks containers.
- **Air Quality** – update on SDC responsibilities – an Air Quality Strategy is in progress.

[Video recording](#)

Audit & Standards Committee - 24th Sept

Counter Fraud and Enforcement Unit Update

Council is required to proactively tackle fraudulent activity. The core group consists of attendees from Gloucestershire Constabulary Economic Crime Team, Trading Standards, Victim Support, NHS and colleagues from Gloucester City and County Councils. Standalone web site in progress for signposting.

Reports

- Statement of Accounts audit for 2022/23 – approved.
- Treasury Management Quarter 1 report approved.
- Customer service standards (Corporate Care) Performance noted.
- Corporate Risk Register report.
- Internal Audit Plan – accepted.

Cyber attack risk - SDC IT Team have been assisting Tewkesbury Borough Council following their recent cyber incident and learning lessons.

[Video recording](#)

Community Services & Licensing Committee - 26th Sept

Cultural Strategy - Approved [draft strategy](#) and allocation of £250k to support the Action Plan. Arts and culture in Stroud district is thriving but needs targeted support. Final recommendations to be adopted and launched formally later in the year.

Gambling Act – review of SDC's Statement of Principles in relation to issuing and enforcing licences, permits and notifications for betting shops, adult gaming centres, family entertainment centres, pubs and social clubs with gaming machines and small lottery registrations. No significant changes made to the SDC approach. Committee agreed to write to local MP to voice concerns about impact of online gambling.

Taxi & Private Hire licencing: New policy approved for age criteria on first licensing of a vehicle. This will change to 7 years or less (currently 5 years or less) in response to feedback from the trade. The current exemptions for electric vehicles, low emission vehicles and wheelchair accessible vehicles to continue.

Gloucestershire Health Overview Scrutiny Committee – [briefing note](#) on cancer treatment improvements, urology improvement plan, dental treatment, and concerns about South West Ambulance Service response times.

Gloucestershire Police and Crime Panel [briefing note](#) on key issues including lack of OPCC budget due to £7m blackhole. PCSOs not being replaced is a concern. The main topic was Constabulary's £7m. budget black hole. The precept will be going up and cuts to service are inevitable.

Leisure Centres – Work underway for Stratford Park Leisure Centre to be brought back in house in November. New Air Source Heat Pumps for leisure centres (and also museum) with final commissioning expected in October.

Abandoned vehicles – SDC has a duty to investigate and remove (see [stats](#)).

[Video recording](#)

Gloucestershire City Region Board - 5th Sept

A devolution deal may be available for Gloucestershire – new Government is yet to confirm the options. Agreed to note the GCC Economic Strategy, and work underway on a new Local Growth Plan, in line with Government requirements.

Other news

- **Funding:** Stroudfunding – Crowdfunding for Stroud District launched ([link](#)). Final opportunity to apply for Rural England Prosperity Fund as funds must be spent by March 2025. Eligibility criteria [here](#).
- **Final appeal** to families with relatives buried in St Cyr's churchyard in Stonehouse: please check whether your memorials have been identified as unsafe before they are laid flat.
- **Batteries** It's extremely important that people do not dispose of batteries, vapes and electrical items in their household waste or recycling containers. [More info here](#).

Again, thanks to Councillor Gareth Kitchen from Wotton for the above report. Note that the penultimate bullet point highlighted (by me) specifically applies to Stonehouse.

I don't have a lot to add, except that the Council is working towards updating the Council Plan and introducing two new themes – 'Housing' and 'The Way We Work', to the existing three of 'Communities and Wellbeing', 'Environment, Climate and Nature' and 'Local Economy'.

The training I've attended this month, has mainly been about council tax support, housing benefit and social housing.

At the next Full Council meeting on 24th Oct, I will be proposing, and John will be seconding, a motion on the Fossil Fuel Non-proliferation Treaty. Supporters would be welcome. Other interesting motions are planned for the same meeting, so an exciting night!

Carol Kambites, 15th Oct 2024

Memberships October 2024 Calendar Year

Committees	Current Members	Leave	Join
Business Committee (7 Cllrs)	John Callinan Carol Kambites Gary Powell Theresa Watt Madelaine Maraboli-Roman Keith Terry Neil Gibbs		
Environment Committee (7 Cllrs)	Neil Gibbs Debbie Curtis Marcus Dixon Val Randell Simon Macgregor Theresa Watt		
HR Sub Committee (5 Cllrs)	Carol Kambites Theresa Watt John Callinan Val Randell Neil Gibbs		
Working Groups			
Policy	Madelaine M-R Theresa Watt		
Business Networking	Discontinued		
Climate Change	Carol Kambites Simon Macgregor		
Communications	Carol Kambites Keith Terry Keith Creighton Mike Davis (M of P) Gary Powell		
Events	Debbie Curtis Gary Powell Theresa Watt Ruth Creighton (M of P)		
Recreation	Neil Gibbs Gary Powell Theresa Watt Simon Macgregor		
Youth	John Callinan Theresa Watt		
Traffic and Highways	Keith Terry Marcus Dixon Madelaine Maraboli-Roman		
Support Stonehouse	Carol Kambites Valerie Randell Theresa Watt		

Canal Rejuvenation	Debbie Curtis Marcus Dixon Theresa Watt Madelaine Maraboli-Roman		
Oldends Lane Development	John Callinan Neil Gibbs Gary Powell Keith Creighton		
Public Rights of Way	John Callinan Gary Powell		
Stonehouse Bristol Rd Station	Theresa Watt Carol Kambites Madelaine Maraboli-Roman		
Internal Audit Panel	Simon Macgregor Keith Terry		
Court View	Theresa Watt John Callinan Val Randell		
Anchor Group (SHIP Inn site)	John Callinan Marcus Dixon Carol Kambites Theresa Watt Debbie Curtis Neil Gibbs		
SPICE (SHIP Inn canal-side working group)	Debbie Curtis Marcus Dixon Madelaine Maraboli-Roman		
Council Representatives on External Orgs			
Allotment Association	Neil Gibbs		
Doverow Hill Trust	Neil Gibbs Gary Powell Theresa Watt Carol Kambites		
Parish Cluster Group	Discontinued		
Stonehouse Community Partnership	Carol Kambites		
Stonehouse Community Association	Keith Terry		
Market Towns Forum	Keith Creighton (M of P)		
Cotswold Canal Exec Committee	Madelaine Maraboli-Roman Marcus Dixon		
Stonehouse In Bloom	Debbie Curtis Gary Powell		
Chartered Parishes	Discontinued		
Stonehouse School Trustees	Debbie Curtis		
Stroud Tourism Forum	Keith Creighton (M of P)		
Boat Mobility	Keith Creighton (M of P)		

Stonehouse Town Council Working Groups and Terms of Reference 22nd May 2023

Updated 22nd May 2023, C Novoth. Officers – CS Business Support, CN - Town Clerk, JS - Deputy Clerk, GW – Project Officer

Working Group	Terms of Reference (ToR)	Date ToR last agreed	Reports to: Business Com –BC Env Committee – EC	Membership May '23	Officer
Business Networking Group	Communicating with businesses to ensure town centre vitality and stakeholder inclusion.	22 nd May 2023	BC	Cllr Terry	CS
Canal rejuvenation group	<p>Objectives:</p> <ul style="list-style-type: none"> To ensure that the opportunities provided by Phase 1b of the Canal Restoration project connecting the Stroudwater Navigation with the national waterways network at Saul Junction provide maximum benefit, both economically and socially, to Stonehouse and the surrounding area. For the Canal Rejuvenation WG, with the help of TC officers to work with all local stakeholders to promote Stonehouse as a canal town. To support the creation of a canal-side hub and wharf so that canal users are able to access and use local facilities <p>Click here for full Terms of Reference</p>	Feb 2023	EC	<p>Cllrs. Powell, Marcus Dixon, Debbie Curtis (Convenor), Theresa Watt</p> <p>Ward Cllrs. Brine, Housden, Ross</p>	JS
Climate Change Action Forum	<ul style="list-style-type: none"> The Working Group will support the Council to examine environmental implications regarding CO2 emissions alongside legal and financial implications in all the decisions it makes. 	22 nd May 2023	BC	<p>Cllrs. Rachel Armstrong, Mike Davis, Carol Kambites (Convenor)</p>	CN

Stonehouse Town Council Working Groups and Terms of Reference 22nd May 2023

	<ul style="list-style-type: none"> • The Working Group will seek ways to facilitate our community to reduce CO2 emissions and create resilience to climate change. • The Working Group will research funding available and make recommendations for budget provision for grant schemes from 2020-2021 onwards which will enable carbon-reduction activities in Stonehouse and provide guidance on grant criteria. • The Working Group will provide reports to the Council's Business Committee to aid decision making. 				
Communications	To oversee the editing and production of the Stonehouse Newsletter, review communication methods and standards ensuring that the website/social media is fit for purpose and conforms with legislation and, is proactive in the publicizing the council's work	22 nd May 2023	BC	Cllrs. Mike Davis, Carol Kambites (Convenor) , Mark Edwards and Keith Terry	JS and CS
Events Working Group	To devise cultural events with community participation	Feb 2023	EC	Cllrs. Carol Kambites, Debbie Curtis, Val Randell, Mark Edwards, Keith Creighton, Gary Powell, Marcus Dixon and Theresa Watt	JS and CS
Internal Audit Panel	To review internal controls at the end of each quarter as required by Financial Regulations	22 nd May 2023	BC	Cllrs. Callinan, Terry (no Convener necessary)	CN

Stonehouse Town Council Working Groups and Terms of Reference 22nd May 2023

Oldends Lane development Working Group	1. To agree the long term aims of Stonehouse Town Council (STC) in the	22 nd May 2023	BC	Cllrs. Callinan, Gibbs, Mark Edwards (Convenor) , Gary Powell and Keith Creighton	LS and GW
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Stonehouse Town Council Working Groups and Terms of Reference 22nd May 2023

	<p>1. provision of a joint use facility at the Oldends Lane Recreational Ground site.</p> <p>2. To work with all stakeholders, including Stonehouse Town Football Club (STFC) along with the Magpies Sports and Social Club to develop a scheme that meets both their and the wider community needs, in addition to meeting STC's commitment to be carbon neutral by 2030.</p> <p>3. Building on the work already done, the working group will consider:</p> <p>Carpark resurfacing and installation of electric charging point system.</p> <p>Overall future power distribution for the site.</p> <p>Environmental impact of proposals</p> <p>Consider the present use of the existing pavilion and possible use in the future.</p> <p>Installation of toilets within the Council's Workshop.</p> <p>Transfer of existing Pavilion's septic tank</p>				
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Stonehouse Town Council Working Groups and Terms of Reference 22nd May 2023

	<p>sewage system to the standard sewage system being installed in the coming summer months by STFC.</p> <p>Location and design of new facility.</p> <p>Costs of proposals and funding options.</p> <p>Public consultation.</p> <p>Demolition of the building that once housed the Old football Changing Rooms</p> <p>4. The work carried out by the OLDWG will be line with the STC 's Policy document titled The Role of Working Groups.</p> <p>5. The OLDWG will report to the instructing Committee (Business)</p>			
<p>Policy Working Group</p>	<p>To review and create Council policies as per review program</p>	<p>22nd May 2023</p>	<p>BC</p>	<p>Cllrs. John Callinan (Convener) and Mike Davis</p> <p>CN</p>

Stonehouse Town Council Working Groups and Terms of Reference 22nd May 2023

Public Rights of Way	To investigate rights of way to be recorded by 2026.	Feb 2023	EC	Cllrs. Rachel Armstrong (Convenor), John Callinan, Mike Davis, Joe Gallagher ?	JS
Recreation	To review recreation facilities to ensure they are sustainable, accessible, functional and where necessary seek funding for improvements	Feb 2023	EC	Cllrs. Neil Gibbs (Convenor), Gary Powell, Theresa Watt	JS and GW
Stroudwater Bristol Road Station	To promote the re-opening of Stroudwater Bristol Road station as a new station on the existing Gloucester to Bristol line to provide a direct link to the regional centre, Bristol, from the Stroud Valleys.	Feb 2023	EC	Cllrs. Carlo Kambites, Theresa Watt (Convenor???) R Crockford (Rail Future)	JS
Support Stonehouse	Set up March 2020 in response to the onset of the COVID-19 crisis, initially with the aim of addressing food security in Stonehouse. Since then, the remit of the group has grown to encompass supporting the town with a view to helping with all of the physical, mental and emotional support that our community needs. Works closely with a range of local stakeholders such as All Pulling Together, Churches Together, The Long Table, The Door, Stonehouse Community Centre, Stroud District Council, Gloucestershire County Council and local businesses.	22 nd May 2023	BC	Cllrs. Carol Kambites, Val Randell, Theresa Watt (Convenor) , Keith Creighton	CN and CS
Transport and Highways	1. To look at traffic issues, particularly safety issues, across the parish. 2. To look at parking in relation to safety.	Feb 2023	EC	Cllrs Neil Gibbs and Keith Terry (Convenor)	JS

Stonehouse Town Council Working Groups and Terms of Reference 22nd May 2023

	3. To bring proposals for solutions to identified problems for consideration by the Regeneration and Environment Committee. 4. To look at sources of funding and advice regarding measures to improve safety.				
Youth Working Group	To liaise with youth workers, young people, other involved in youth provision and outside agencies ensuring a worthwhile service is provided and to review the building condition, staff requirements, health and safety	Feb 2023	BC	Cllrs. John Callinan, Mark Edwards and Theresa Watt (Convenor)	CN

Co-optee Committee and Working Group preferences

Keren Capeling – Business Committee
Working Groups –
Business Networking
Events
Support Stonehouse
Transport and Highways
Market External Representative

Keith Creighton - Business Committee
Working Groups –
Comms
OEL
Outside Agency Representative

Stephen Hunter - Environment Committee
Working Groups –
Comms
OEL

Financial Budget Comparison

Comparison between 01/04/24 and 15/10/24 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	£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	£441.70	£58.30	-11.66%
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

Comparison between 01/04/24 and 15/10/24 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Reserve Movements	Actual Net	Balance	Bal %age
178	CCLA Interest	£10,000.00	£0.00	£8,345.04	-£1,654.96	-16.55%
Total Town Business Committee		£414,257.25	£0.00	£398,142.54	-£16,114.71	-3.89%
Town Environment Committee						
200	Stonehouse in Bloom	£0.00	£0.00	£0.00	£0.00	0.00%
205	Event Income/Donations	£1,200.00	£0.00	£1,160.00	-£40.00	-3.33%
210	Planting Sponsorship	£0.00	£0.00	£0.00	£0.00	0.00%
215	Grants	£0.00	£0.00	£0.00	£0.00	0.00%
Total Town Environment Committee		£1,200.00	£0.00	£1,160.00	-£40.00	-3.33%
Total Income		£415,457.25	£0.00	£399,302.54	-£16,154.71	-3.89%

EXPENDITURE

Town Business Committee						
1000	Salaries	£205,000.00	£0.00	£103,778.84	£101,221.16	-49.38%
1010	Training & Recruitment	£4,000.00	£0.00	£894.64	£3,105.36	-77.63%
1020	Health & Safety	£2,500.00	£0.00	£96.77	£2,403.23	-96.13%
1030	Professional Fees	£8,000.00	£375.00	£4,140.50	£4,234.50	-52.93%
1040	IT support	£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%
1060	Grants	£17,400.00	£0.00	£5,740.00	£11,660.00	-67.01%
1070	Town Hall/Library Shared Costs	£13,700.00	£0.00	£7,427.46	£6,272.54	-45.78%
1080	Town Hall/Library STC costs	£2,700.00	£0.00	£990.22	£1,709.78	-63.33%
1090	Admin Expenses	£5,750.00	£10,000.00	£12,396.21	£3,353.79	-58.33%
1100	Mayor's Charity & Expenses	£300.00	£0.00	£55.25	£244.75	-81.58%
1110	Travel Costs/Staff & Councillors	£400.00	£0.00	£0.00	£400.00	-100.00%

Financial Budget Comparison

Comparison between 01/04/24 and 15/10/24 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	£0.00	£4,715.31	-63.45%	
1150	Workshop Overheads	£3,800.00	£0.00	£2,023.74	-46.74%	
1160	Equipment & Vehicle Costs	£3,800.00	£0.00	£1,198.31	-68.47%	
1170	Youth Centre Workers	£61,000.00	£0.00	£41,596.00	-31.81%	
1180	Youth Centre Overheads	£10,400.00	£0.00	£3,418.51	-67.13%	
1200	Subscriptions	£3,500.00	£0.00	£2,575.84	-26.40%	
1210	Insurances	£7,000.00	£0.00	£7,124.37	1.78%	
1220	Project Planning & Delivery	£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	£213,668.94	£179,876.65	-47.66%
Town Environment Committee						
1190	Amenity Areas	£46,800.00	£0.00	£21,460.63	£25,339.37	-54.14%
2000	Christmas Lights	£2,000.00	£0.00	£0.00	£2,000.00	-100.00%
2005	Climate Change	£0.00	£0.00	£0.00	£0.00	0.00%
2010	In Bloom	£0.00	£0.00	£338.17	-£338.17	100.00%
2050	Cultural Events & Studies	£9,300.00	£0.00	£1,655.00	£7,645.00	-82.20%
2080	Neighbourhood Plan Review	£0.00	£0.00	£0.00	£0.00	0.00%
2090	Planning Specialist Advice	£0.00	£0.00	£0.00	£0.00	0.00%
Total Town Environment Committee		£58,100.00	£0.00	£23,453.80	£34,646.20	-59.63%
Total Expenditure		£435,480.00	£16,165.59	£237,122.74	£227,474.57	-52.24%

Financial Budget Comparison

Comparison between 01/04/24 and 15/10/24 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	£399,302.54	-£16,154.71	3.89%
Total Expenditure	£435,480.00	£16,165.59	£237,122.74	£214,522.85	-49.26%
Total Net Balance	-£20,022.75		£162,179.80	-£230,677.56	

Bank Account Reconciled Statement

Stonehouse Town Council

01651837

30-98-29

Statement Number

54

Bank Statement No.

54

Statement Opening Balance

£74,825.84

Opening Date

01/09/24

Statement Closing Balance

£238,700.83

Closing Date

30/09/24

True/ Cashbook Closing
Balance

£238,700.83

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
29/08/24	WO240829YU	YU Energy	0.00	0.00	74,825.84
03/09/24	FPI030924APT	All Pulling Together - Jacky Edwards	0.00	36.00	74,861.84
03/09/24	FPI030924KITCHEN ER	Treena Kitchener	0.00	36.00	74,897.84
04/09/24	FPI040924HEARN	Angela Hearn - Cancer Research UK	0.00	24.00	74,921.84
04/09/24	FPI040924MAGPIE S	Magpies Social Club	0.00	262.50	75,184.34
04/09/24	FPI040924WOMEN SINST	Stonehouse Women's Institute	0.00	36.00	75,220.34
06/09/24	FPI060924SCANLON	Ruth Scanlon	0.00	36.00	75,256.34
09/09/24	DD090924YUENERGY	YU Energy	1,021.01	0.00	74,235.33
09/09/24	FPI090924HALE	G W Hale	0.00	36.00	74,271.33
09/09/24	FPI090924SWGWT	Gloucestershire Wildlife Trust	0.00	36.00	74,307.33
10/09/24	DD100924YUENERGY	YU Energy	80.38	0.00	74,226.95
10/09/24	FPI100924PARKPTA	Park Hill PTA	0.00	36.00	74,262.95
10/09/24	FPO100924	Easy Window Cleaning	21.60	0.00	74,241.35
10/09/24	FPO100924ALLDONE&DUS	All Done and Dusted	198.00	0.00	74,043.35
10/09/24	FPO100924GAPTC	GAPTC	225.00	0.00	73,818.35
10/09/24	FPO100924GRUNDON	Grundon Waste Management Ltd	64.79	0.00	73,753.56
10/09/24	FPO100924GWT	Gloucestershire Wildlife Trust	3,096.00	0.00	70,657.56
10/09/24	FPO100924JIREH	Jireh Solutions Ltd	545.50	0.00	70,112.06
10/09/24	FPO100924JOMEW	Jo Mew Creative	465.00	0.00	69,647.06
10/09/24	FPO100924JPENVIRONM	JPR Environmental	3,080.40	0.00	66,566.66
10/09/24	FPO100924KELLAWAY	Kellaway Building Supplies Ltd	69.60	0.00	66,497.06
10/09/24	FPO100924MDELECTRIC	M D Electrical Contracting	78.00	0.00	66,419.06
10/09/24	FPO100924PROLIFIC	Prolific Solutions (South West) Ltd	116.68	0.00	66,302.38
10/09/24	FPO100924SDC	Stroud District Council	808.56	0.00	65,493.82

Bank Account Reconciled Statement

10/09/24	FPO100924STROU DALARM	Stroud Alarms	117.00	0.00	65,376.82
10/09/24	FPO100924TWHHA WKINS	T W Hawkins & Sons	2,850.00	0.00	62,526.82
11/09/24	DEB110924OLYMPI C	Olympic Cars Peugeot	556.60	0.00	61,970.22
11/09/24	DEB110924SEVER NTRENT	Severn Trent	109.03	0.00	61,861.19
12/09/24	DD120924WATERP LUS	WaterPlus	86.06	0.00	61,775.13
13/09/24	BGC130924HFTRU ST	HFT - Learning Disability Allies	0.00	36.00	61,811.13
16/09/24	FPI160924HARRIS	Kirsty Harris	0.00	36.00	61,847.13
17/09/24	DEB170924VOIPFO NE	Voipfone	8.40	0.00	61,838.73
17/09/24	PAY170924LLOYDS	Lloyds Bank	7.00	0.00	61,831.73
19/09/24	FPI190924TWINNIN G	Donna Twinning	0.00	24.00	61,855.73
20/09/24	DD200924NEST	NEST	2,777.54	0.00	59,078.19
20/09/24	FPI200924A&EFIRE &SEC	A&E Fire and Security	-90.00	0.00	59,168.19
23/09/24	DD230924WATERP LUS	WaterPlus	74.00	0.00	59,094.19
23/09/24	PAY230924LLOYDS	Lloyds Bank	90.00	0.00	59,004.19
24/09/24	DD240924BT	BT	177.11	0.00	58,827.08
24/09/24	DEB240924AMAZO N	Amazon	84.44	0.00	58,742.64
24/09/24	FPI240924BAGOUI N	Janine Bagouin - Stroud Cats Protection	0.00	12.00	58,754.64
24/09/24	FPI240924CHURCH ES	Churches Together In Stonehouse	0.00	36.00	58,790.64
24/09/24	FPI240924LOSCUB ANOS	Los Cubanos	0.00	36.00	58,826.64
24/09/24	SO240924STAFF	Staff Salaries	10,784.93	0.00	48,041.71
25/09/24	DD250924JSTAYTE	John Stayte Services Ltd	92.48	0.00	47,949.23
25/09/24	DEB250924LITTLE PARTY	Little Party Heaven	700.00	0.00	47,249.23
25/09/24	FPI2509224ALLSO RTS	Allsorts	-140.00	0.00	47,389.23
25/09/24	FPI250924MUMMA S	Naina Gohil	0.00	36.00	47,425.23
25/09/24	FPO250924ALLDO NE	All Done and Dusted	81.18	0.00	47,344.05
25/09/24	FPO250924DOUGFI ELD	Dougfield Plumbers Supplies	11.27	0.00	47,332.78
25/09/24	FPO250924EASYW INDOWS	Easy Window Cleaning	21.60	0.00	47,311.18
25/09/24	FPO250924FIVEVA LLEYS	Five Valleys Signs	108.00	0.00	47,203.18
25/09/24	FPO250924GAPTC	GAPTC	45.00	0.00	47,158.18
25/09/24	FPO250924GCC	Gloucestershire County Council	179.89	0.00	46,978.29

Bank Account Reconciled Statement

25/09/24	FPO250924GRUND ON	Grundon Waste Management Ltd	64.79	0.00	46,913.50
25/09/24	FPO250924JIREH	Jireh Solutions Ltd	30.36	0.00	46,883.14
25/09/24	FPO250924JOMEW	Jo Mew Creative	125.00	0.00	46,758.14
26/09/24	BGC260924SDC	Stroud District Council	0.00	191,935.00	238,693.14
26/09/24	DEB260924SDC	Stroud District Council	85.00	0.00	238,608.14
26/09/24	FPI260924CRICK	Ken Crick	0.00	10.00	238,618.14
27/09/24	DD270924WATERP LUS	WaterPlus	24.68	0.00	238,593.46
27/09/24	DEB270924SCREW FIX	Screwfix	19.98	0.00	238,573.48
30/09/24	DEB300924AMAZO N	Amazon	37.27	0.00	238,536.21
30/09/24	FPI300924CLARK	Chauncy Clark	0.00	15.00	238,551.21
30/09/24	FPI300924CRICK	Ken Crick	0.00	36.00	238,587.21
30/09/24	FPI300924HARRIS	Kirsty Harris	0.00	10.00	238,597.21
30/09/24	FPI300924STFC	Stonehouse Town Football Club	0.00	168.22	238,765.43
30/09/24	FPI300924WTHOM SON	Wendy Thomson	0.00	10.00	238,775.43
30/09/24	SO300924PATA	PATA Payroll	74.60	0.00	238,700.83

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	29063.73	192938.72

Reconciled by David Marsden

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

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
4004		£737.27		14/10/24	Dursley Garden Machinery - To supply: powerhead, trimmer attachment, chainsaw & parts	5180
	1	£539.16	1150/3		To supply: powerhead, trimmer attachment, chainsaw	
	2	£198.11	1150/3		Blades, trimmer attachment, parts	
4005		£71.40	1150/3	14/10/24	Dursley Garden Machinery - Husqvarna mower repairs	6566
		£808.67			Dursley Garden Machinery - Total	
3991		£522.72	1190/3	03/10/24	GB Sport & Leisure - Meadow Road - Gullwing Seat x 2 & Cradle Seat x 2 plus fixings	16106
4003		£895.80	1190/3	14/10/24	GB Sport & Leisure - Cross Trainer replacement stub axle assemblies and fitting	16179
		£1,418.52			GB Sport & Leisure - Total	
3990		£179.89	1080/2	03/10/24	Gloucestershire County Council - September 2024 - TH Cleaning	1800782275
		£179.89			Gloucestershire County Council - Total	
3993		£64.79	1150/5	07/10/24	Grundon Waste Management Ltd - Sept 2024 - Waste - Workshop	PSI-1139762
		£64.79			Grundon Waste Management Ltd - Total	
3997		£492.00	1140/5	08/10/24	Hogg and Smith - Pavilion - diagnose and repair fault on hot water cylinders & plumbing system	2744
		£492.00			Hogg and Smith - Total	
4008		£21.88	1150/3	14/10/24	Kellaway Building Supplies Ltd - Survey & Spot Line Marker Paint 750ml	2878617
		£21.88			Kellaway Building Supplies Ltd - Total	
4001		£50.00	2050/3	10/10/24	Royal British Legion Poppy Appeal - 2 x Wreaths Remembrance Day - Stonehouse and Paddington	
		£50.00			Royal British Legion Poppy Appeal - Total	
3999		£16,255.00	1170	08/10/24	The Door - Quarter 3 - Youthwork & Additional funding	1412/1413
		£16,255.00			The Door - Total	
4000		£20.00	1090/2	09/10/24	Theresa Watt - 4 x Keys cut for Pavilion toilets	
		£20.00			Theresa Watt - Total	
3994		£1,020.00	1190/5	30/09/24	West Country Forestry - Doverow Woods - corrinet cuts to Ash tree	1471

Signature

Signature

Date

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3995		£1,473.60	1190/5	30/09/24	West Country Forestry - Tree Survey Works - to include stump removal, new trees, planting etc. See attachment	863
3996		£1,112.40	1190/5	30/09/24	West Country Forestry - Doverow Woods - provision of team, tractor and chipper to remove dead beech and ash tree	1332
		£3,606.00			West Country Forestry - Total	
Total		£22,916.75				

Signature

Signature

Date

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/24

DEBIT CARD

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
4002		£24.40	1020	10/10/24	Fire Protection Online - Fire Safety Log Book x 3	496353
		£24.40			Fire Protection Online - Total	
3989		£379.00	1160/2	02/10/24	Olympic Cars Peugeot - Peugeot Brakes - D/D	141471
		£379.00			Olympic Cars Peugeot - Total	
4007		£350.00	1090/2	14/10/24	Royal British Legion Industries - Pair of Tommy & Woman Statues	109942
		£350.00			Royal British Legion Industries - Total	
Total		£753.40				

Signature

Date

Signature

Showing only Account type All Supplier

Showing only Account type All

Supplier

Type All

15/09/24

Ledger Date after

Paid date after

Reference

Direct Debit

No.	Date	Invoice no.	Supplier	Details	Heading	Net	Vat type	Vat	Gross Due	Payment Reference	Paid
3978	29/09/24	7001077	WaterPlus	September 2024 - Water - Pavillon - D/D	1140/2	£84.16	Zero Rated	£0.00	£84.16	29/10/24	
3998	08/10/24	7099477	WaterPlus	Sept 2024 - Water - TH - D/D	1070/2	£69.47	Zero Rated	£0.00	£69.47	07/11/24	
2 Transactions					Total	£153.63		£0.00	£153.63		

STONEHOUSE COMMUNITY ASSOCIATION
LABURNUM WALK, STONEHOUSE
GLOUCESTERSHIRE
GL10 2NS

24th September 2024

Business Committee
Stonehouse Town Council
Town Hall
1 Queens Road
Stonehouse
Gloucestershire
GL10 2QA

Dear Business Committee

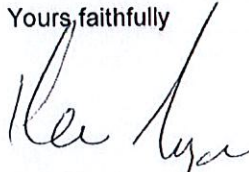
Stonehouse Community Association – application for financial support

We attach the following:

- 1) Stonehouse Community Grant Application Form
- 2) Request for support – September 2024, inc management accounts to 31st August 2024
- 3) Annual Accounts to 31st March 2024, with comparatives for 2023

We look forward to our application being considered at the meeting on Monday 7th October 2024, and meeting the committee to discuss any queries raised in the application.

Yours faithfully



Ken Fryer
Treasurer & Trustee

Phone 01453-823241

Direct Mobile 07831-180360



**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

STONEHOUSE COMMUNITY ASSOCIATION (a charity n°301624)

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

Ken Fryer TREASURER & TRUSTEE

Address COMMUNITY CENTRE

LABURNUM WALK

STONEHOUSE

GL10 2NS

Telephone Number: 01453-823241 **email:** STONEHOUSE1@TISCALI.CO.UK

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

Is your organisation:

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

How much of the funds you raise is used locally?

AEL / MOST / SOME / NONE

What is your total local membership?

20+ Groups } in 600 people
5+ Organisations } per month

What is your VAT status?

REGISTERED / NOT REGISTERED

What are the aims and objectives of your Organisation?

See Page 1 of full accounts attached.

Promote the well being of residents of Stonehouse and surrounds.

Main activity is the running of the Community Centre in Stonehouse

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? 1/ Repair and maintenance (R&M)

2/ Trees

3/ Marketing and advertising (M&A)

What is the total cost going to be? 1/ (R&M) 2024/5 2023/24

2/ Unknown estimated £10,000

3/ (M&A) - £12,000

How much would you like Stonehouse Town Council to contribute? 1/ 50% - say £7,500

2/ 60% - say £9,000

3/ 50% - say £6,000

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

Currently have net reserves at 31st August 2024 of £14,563

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

1/ As in previous years adhoc events.

These are in addition to normal income from 'lettings' & cafe.

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

Bank balances at 31st August 2024 = £14,002

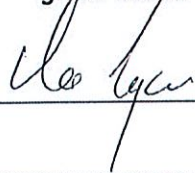
What impact will the project have on the environment? Neutral.

Please state here any further information, which you think, will help the Council when considering your application: See request for support September 2024 & management accounts

The centre provides a facility for the community.

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

24/9/2024

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

Stonehouse Community Association

Request for Support September 2024

The Association runs the Community Centre in Laburnum Walk.

The Centre consists of a hall and various rooms including a fully equipped kitchen. There are used by various community groups, individuals and organisation and the centre also provides a community café.

In recent years the level of usage enabled the centre to be financially self-sufficient, however the impact of Covid ended this, as initially no-one could use the centre. Once re-opened, initial reluctance to meet resulted in modest usage.

Fortunately, due to grants and other financial support the centre has been able to "break-even" over the last three years (2021,2022 & 2023).

Usage has increased however unfortunately it has not returned to the pre-covid levels, and this lack of income coupled with increased costs – light & heat and repairs & maintenance have led to deficits for the accounting year ended 31st March 2024 and also a projected deficit for 2025.

The Association has and continues to use reserves to fund costs (deficits), however these funds are anticipated to run out in 2025.

The centre needs support on three levels:

- 1) Marketing and advertising to increase patronage and use – this will increase income.
- 2) Provision of services to enable the centre to avoid additional expenditure – e.g. trees,
- 3) Funds to cover cost incurred to keep the centre open – e.g. repairs & maintenance.

It is hoped that the Town Council will be able to continue to provide support on all three levels.

Attached are the following for the period 1st April to 31st August 2024, with comparatives for the year ended 31st March 2024

- 1) Income and expenditure accounts,
- 2) Balance sheet

Committee
Stonehouse Community Association

The Community Centre
Laburnum Walk
Stonehouse
GL10 2NS

STONEHOUSE COMMUNITY ASSOCIATION

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE PERIOD ENDED 31st AUGUST 2024**

	Unrestricted Funds 31st August 2024	Unrestricted Funds 31st March 2023
INCOME		
Lettings General	14,797	35,970
Community café	<u>1,211</u>	<u>6,155</u>
	16,008	42,125
Other		
Stroud District Council - rate rebate	3,840	3,840
Interest received	0	1,266
Grants expended General		
Grants expended dry goods store	0	1,150
Donations	<u>20</u>	<u>701</u>
	3,860	6,957
Total Income	<u>19,868</u>	<u>49,082</u>
DIRECT CHARITABLE EXPENDITURE		
Ground rent	500	500
Business rates	3,840	3,840
Water rates	593	1,434
Lighting and heating	2,610	8,172
Licences & insurance	4,522	2,807
Cleaning materials and consumables	1,373	2,754
Cleaning contractor	3,687	5,058
Gardening	550	848
Repairs, renewals and maintenance	4,175	4,247
Water main - replacement/initial work	7,322	1,469
Floor refurbishment		4,993
Water heater		1,220
Signage	1,113	
Sundry equipment (CCTV & Computer)	337	1,294
Inspections	583	
Wages and warden's expenses	4,780	14,116
Printing, stationery and postage	63	297
Telephone	309	575
Web hosting	36	468
Community café - direct costs	415	4,231
Community café - support	320	969
Refreshments and welfare	0	438
Donations - Dry good store & paid	0	100
Events e.g. Xmas		
Sundry expenses	0	82
Discounts given to users	0	25
Total direct charitable expenditure	<u>37,128</u>	<u>59,937</u>
OTHER EXPENDITURE		
Management and administration of the Charity - bookkeeping	360	695
Management and administration of the Charity - legal		
Independent Reporting Accountants fees	<u>0</u>	<u>600</u>
Total Expenditure	37,488	61,232
Net (outgoing) / incoming resources for the year	<u>-17,620</u>	<u>-12,150</u>
Less Fixed Assets	0	0
Less Depreciation	<u>0</u>	<u>0</u>
	0	0
Net Accounting (Deficit)	<u><u>-£17,620</u></u>	<u><u>-£12,150</u></u>

STONEHOUSE COMMUNITY ASSOCIATION

BALANCE SHEET AS AT 31st AUGUST 2024

	31st August 2024	31st March 2024
Fixed Assets	note 2	
Leasehold	0	0
Furniture and equipment	0	0
Computer equipment	0	0
	<u>0</u>	<u>0</u>
	0	0
Current Assets		
Stock - of cleaning materials	25	25
Debtors - users	1,646	2,825
Sundry debtors and prepayments		1,566
Bank & Cash balances		
Bank current account	5,816	7,690
Charities deposit account	8,186	21,186
Cash	61	461
	<u>15,734</u>	<u>33,753</u>
Current liabilities		
Sundry creditors and accruals	<u>1,171</u>	<u>1,570</u>
Net Current Assets	14,563	32,183
Total Net Assets	<u><u>£14,563</u></u>	<u><u>£32,183</u></u>
FUNDS		
Restricted funds		
Grant received	0	1,150
Money expended see SOFA	0	-1,150
Unspent grants carried forward	<u>0</u>	<u>0</u>
Unrestricted funds		
Brought forward	32,183	44,333
(Deficit) for the year	-17,620	-12,150
Carried forward	<u><u>£14,563</u></u>	<u><u>£32,183</u></u>

The accounts were approved by the board of trustees on DRAFT.

Clive Boardman
Trustee - Chair

Ken Fryer
Trustee - Treasurer

Registered Charity Number
301624

Stonehouse Community Association

Report and Accounts

For The Year Ended

31 March 2024

Stonehouse Community Association
Report and accounts
for the year ended 31 March 2024

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Stonehouse Community Association

The report of the trustees for the year ended 31 March 2024

Introduction

The trustees present their annual report and accounts for the year ended 31st March 2024.

The board of trustees are satisfied with the performance of the charity during the year and the position at 31st March 2024 and consider that the charity is in a strong position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations.

Name, registered office and constitution of the charity

The full name of the charity is Stonehouse Community Association.

The legal registration details are :-

<i>Date of formation</i>	21st November 1962
<i>The Principal Office is</i>	Laburnum Walk, Stonehouse, GL10 2NS
<i>Charity Registration Number</i>	301624
<i>The telephone number is</i>	01453-823241

Objectives and Activities of the Charity

A summary of the objects of the charity as set out in its governing document.

The objectives of the charity as set out in the governing document are to promote the well being of residents of Stonehouse and surrounding districts by associating local authorities, voluntary organisations and residents in a common effort to advance education and provide facilities in the interests of social welfare for recreation and leisure for the improvement of conditions of life. The charity is non political and non sectarian.

Summary of main activities of the charity in relation to its objects

The charity main activity is the establishment, maintenance and management of a community centre to fulfil its objects.

The centre hosts cultural, educational and recreational activities for all sections of the community regardless of their age, ability or origins.

The Association relies heavily on the goodwill of volunteers.

Member groups participate in the running of the community centre by providing voluntary labour and expertise, and contributions in the form of rent for facilities used.

Summary of the main achievements of the charity during the year

The Association, like all organisations was severely affected by the corona virus pandemic.

The Association has been successful in continuing to provide facilities that attract a large number of Member Groups, through the continued maintenance and upgrades to the building and by providing improved and new facilities.

The Association organises a user diary to enable the Member Groups and other users to use the facilities on a daily, weekly, monthly and annual basis. Over the year the Association has continued to attract Member Groups and users and maintain the use of the facilities.

There were no revenue grants were obtained during this year.

Stonehouse Community Association

The report of the trustees for the year ended 31 March 2024

Structure, Governance and Management

Nature of the Governing Document and constitution of the charity

Constitution adopted on 28th June 1970 as amended on 25th June 2009.
The lease of the premises is held by the official Custodian for Charities.

The methods adopted for the recruitment and appointment of new trustees

The existing trustees look to recruit and appoint new trustees from individuals who are in Member Groups, or are regular users of the facilities and come from the local community and understand what the Association does.

Financial Review

Policies on reserves

The Association seeks to cover its ordinary annual expenditure by the generation of income from its activities, and receipt of revenue grants.
The Association does not anticipate funding capital expenditure, repairs, maintenance and replacement of any part to the community centre from annual income and has thus established a reserve fund, that is part of general unrestricted funds to meet these anticipated commitments.
The fund was augmented some years ago following the receipt of a substantial general bequest.

Principal funding sources and how expenditure in the year under review has supported the key objectives of the charity.

During the year Member Groups and other users provided the majority of funding by way of contributions/rents for the use of the facilities.
Stroud District Council continue to provide a 100% rate rebate on the premises.
Interest received on funds invested continues to provide a welcome bonus.

Availability and adequacy of assets of each of the funds

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

Transactions and Financial position

The financial statements are set out on pages 6 to 8. The financial statements have been prepared implementing the 2005 Revision of the Statement of Recommended Practice for Accounting and Reporting by Charities issued by the Charity Commission for England and Wales (revised in June 2016) and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2016). As stated in the introduction to this report, the trustees consider the financial performance by the charity during the year to have been satisfactory, given the impact that corona virus pandemic has had on the community.

The Statement of Financial Activities show net outgoing resources for the year of a revenue nature of £12,150 and net movement in resources of a capital nature of £Nil, making net overall realised deficit of £12,150.

The total reserves at the year end were £32,183.
There were no unrealised losses or revaluing of investments during the year.

Specific changes in fixed assets

Changes in fixed assets are shown in detail in the notes to the accounts.

Stonehouse Community Association

The report of the trustees for the year ended 31 March 2024

The members of the Board of Trustees of the Charity at the date the report and accounts were approved were:-

Clive Boardman	Chair
Celia Margaret Vines	Secretary
Kenneth Wade Fryer	Treasurer
Sally Prout	
Cyril Edward Young	
Sally Parsons	
Marlene Ann Jordan	
Keith Terry	Stonehouse Town Council representative

All are involved in the running of the charity.

Bankers

Lloyds TSB Bank Plc, Rowcroft Branch, Stroud.

Independent Examiners

Whitestone Accounting Ltd
Chartered Management Accountants
Cavendish House
15 Whiteladies Road
Bristol. BS8 1PB

Statement of Trustees' Responsibilities

Charity Law requires the Board to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

The trustees are also responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are also responsible for the contents of the trustees' report, and the responsibility of the independent examiner in relation to the trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

This report was approved by the board of trustees on 24 June 2024.

Celia Margaret Vines
Trustee - Secretary

Stonehouse Community Association
Independent Examiner's Report to the trustees of the charity

Report of the Independent Examiners to the trustees
on the accounts of the Charity for the year ended 31st March 2024

We report on the financial statements of the Charity on pages 6 to 8 which have been prepared in accordance with the Charities Act 2016 and with the Financial Reporting Standard for Smaller Entities (FRSSE), effective April 2008, adapted to meet the needs of unincorporated organisations, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, effective April 2005 as revised in June 2008. (The SORP), under the historical cost convention and the accounting policies set out on page 6.

Respective responsibilities of trustees and examiner

As described on page 3, the Charity's trustees are responsible for the preparation of the financial statements. The trustees are satisfied that the audit requirement of section 145 of the Charities Act 2016 (the 2016 Act) does not apply, and that there is no requirement in the governing document or constitution of the Charity for the conducting of an audit. As a consequence, the trustees have elected that the financial statements be subject to independent examination.

Having satisfied ourselves that the charity is not subject to audit, and is eligible for independent examination, it is our responsibility to:-

- a) examine the accounts under section 145 of the 2011 Act;
- b) to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and;
- c) to state whether particular matters have come to my attention.

Basis of opinion and scope of work undertaken

We conducted our examination in accordance with the General Directions given by the Charity Commissioners for England & Wales in relation to the conducting of an independent examination, referred to above. An independent examination includes a review of the accounting records kept by the Charity and of the accounting systems employed by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of the Charities legislation and that the financial statements comply with the Statement of Recommended Practice issued by the Charity Commissioners for England & Wales (effective April 2016), on a test basis, of evidence relevant to the amounts and disclosures in the financial statements.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the trustees in the course of the examination is not subjected to audit tests or enquiries, and consequently we do not express an audit opinion on the view given by the financial statements, and in particular, we express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

We planned and performed our examination so as to satisfy ourselves that the objectives of the independent examination are achieved and before finalising the report we obtained written assurances from the trustees of all material matters.

Stonehouse Community Association
Independent Examiner's Report to the trustees of the charity

Report of the Independent Examiners to the trustees (continued)
on the accounts of the Charity for the year ended 31st March 2024

Independent Examiner's Statement, report and opinion

Subject to the limitations upon the scope of our work as detailed above, in connection with our examination, we can confirm that this is a report in respect of an examination carried out under section 145 of the Charities Act 2016 and in accordance with any directions given by the Commission under section 145(5)(b) of that section which are applicable;

and that, no matter has come to our attention in connection with our examination which gives us reasonable cause to believe that in any material respect the requirements

(i) to keep accounting records in accordance with section 130 of the Charities Act 2016; and

(ii) to prepare financial statements which accord with the accounting records and comply with the accounting requirements of Charities Act 2016 and;

(iii) that the financial statements be prepared in accordance with the methods and principles set out in the Statement of Recommended Practice - Accounting and Reporting by Charities

have not been met; or

to which, in our opinion, attention should be drawn in our report in order to enable a proper understanding of the accounts to be reached;

Whitestone Accounting Ltd
Chartered Management Accountants

Cavendish House
15 Whiteladies Road
Bristol. BS8 1PB

The date upon which our opinion is expressed is :-
24th June 2024

STONEHOUSE COMMUNITY ASSOCIATION

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st MARCH 2024**

	Unrestricted Funds 31st March 2024	Unrestricted Funds 31st March 2023
INCOME		
Lettings General	35,970	34,511
Community café	<u>6,155</u>	
	42,125	34,511
Other		
Stroud District Council - rate rebate	3,840	3,840
Interest received	1,266	457
Grants expended General		11,000
Grants expended dry goods store	1,150	100
Donations	<u>701</u>	<u>130</u>
	6,957	15,527
Total Income	<u>49,082</u>	<u>50,038</u>
DIRECT CHARITABLE EXPENDITURE		
Ground rent	500	500
Business rates	3,840	3,840
Water rates	1,434	1,226
Lighting and heating	8,172	5,833
Licences & insurance	2,807	2,427
Cleaning materials and consumables	2,754	618
Cleaning contractor	5,058	5,566
Gardening	848	206
Repairs, renewals and maintenance	4,247	5,167
Floor refurbishment	4,993	
Water heater	1,220	
Water main - initial work	1,469	
Property consultants survey and report		2,700
Lights		3,825
Tree work		2,288
Sundry equipment (CCTV & Computer)	1,294	
Committee members expenses and honorariums		
Wages and warden's expenses	14,116	10,880
Printing, stationery and postage	297	225
Telephone	575	558
Web hosting	468	438
Community café - direct costs	4,231	
Community café - support	969	
Refreshments and welfare	438	331
Donations - Dry good store & paid	100	200
Jubilee / Xmass		355
Sundry expenses	82	135
Discounts given to users	<u>25</u>	<u>865</u>
Total direct charitable expenditure	59,937	48,183
OTHER EXPENDITURE		
Management and administration of the Charity - bookkeeping	695	659
Management and administration of the Charity - legal		
Independent Reporting Accountants fees	<u>600</u>	<u>600</u>
Total Expenditure	61,232	49,442
Net (outgoing) / Incoming resources for the year	<u>-12,150</u>	<u>596</u>
Less Fixed Assets	0	0
Less Depreciation	<u>0</u>	<u>0</u>
	0	0
Net Accounting (Deficit) / Surplus	<u><u>-£12,150</u></u>	<u><u>£596</u></u>

STONEHOUSE COMMUNITY ASSOCIATION

BALANCE SHEET AS AT 31st MARCH 2024

	31st March 2024	31st March 2023
Fixed Assets	note 2	
Leasehold	0	0
Furniture and equipment	0	0
Computer equipment	0	0
	<u>0</u>	<u>0</u>
Current Assets		
Stock - of cleaning materials	25	25
Debtors - users	2,825	572
Sundry debtors and prepayments	1,566	1,796
Bank & Cash balances		
Bank current account	7,690	19,766
Charities deposit account	21,186	23,920
Cash	461	4
	<u>33,753</u>	<u>46,083</u>
Current liabilities		
Sundry creditors and accruals	<u>1,570</u>	<u>600</u>
Net Current Assets	32,183	45,483
Total Net Assets	<u>£32,183</u>	<u>£45,483</u>
FUNDS		
Restricted funds		
Grant received	1,150	1,250
Money expended see SOFA	<u>-1,150</u>	<u>-100</u>
Unspent grants carried forward	0	1,150
Unrestricted funds		
Brought forward	44,333	43,737
(Deficit) / Surplus for the year	<u>-12,150</u>	<u>596</u>
Carried forward	<u>£32,183</u>	<u>£45,483</u>

The accounts were approved by the board of trustees on 24th June 2024.

Clive Boardman
Trustee - Chair

Ken Fryer
Trustee - Treasurer

STONEHOUSE COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2024

1 Accounting Policies

a) General

These accounts have been prepared under the historical cost convention and in accordance with acceptable accounting standards and the Statement of Recommended Practice on Charities (FRS 102).
There are no restricted funds balances to carry forward

b) Depreciation

Depreciation is charged so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset at the following rates:

Leasehold Property Improvements	10% straight line
Furniture and Equipment	25% reducing balance
Computer Equipment	33.33% straight line

2 Fixed Assets

	Leasehold Property Improvements	Furniture and Fittings	Computer Equipment	Total
Cost				
1st April 2023	39,022	16,940	225	56,187
Additions				0
Disposals				0
31st March 2024	39,022	16,940	225	56,187
Depreciation				
1st April 2023	39,022	16,940	225	56,187
Charge for Year				0
Disposals				0
31st March 2024	39,022	16,940	225	56,187
Net Book Value				
31st March 2024	0	0	0	0
31st March 2023	0	0	0	0

Precept Calculator

Start of year 01/04/24

Heading		Last year's net		2024/2025 Out turn		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	£0.00
120	Feed-in Tariff from Town Hall	£829.87	£800.00	£800.00		£0.00	£0.00
125	Stonehouse Town FC lease	£600.00	£600.00	£600.00		£0.00	£0.00
126	STFC Water Recharge	£0.00	£200.00	£200.00		£0.00	£0.00
127	STFC Electric Recharge	£1,999.53	£2,000.00	£1,500.00		£0.00	£0.00
130	Athletics Field Lease	£0.00	£0.00	£0.00		£0.00	£0.00
135	Phone Mast on Land	£5,998.12	£1,000.00	£1,000.00		£0.00	£0.00
140	Building Lease at OEL	£1,273.04	£637.00	£637.00		£0.00	£0.00
145	Magpies Social Club	£3,150.00	£3,150.00	£3,150.00		£2,000.00	
150	Community Centre Lease	£500.00	£500.00	£500.00		£0.00	£0.00
155	OEL Pitch Hire	£870.00	£2,000.00	£2,000.00		£0.00	£0.00
160	Misc Income	£1,803.28	£1,700.00	£500.00		£0.00	£0.00
170	Investments Interest	£127.85	£0.00	£0.00		£0.00	£0.00
171	Bank Interest - Lloyds Bank	£0.00	£200.00	£1,000.00		£0.00	£0.00
172	Bank Interest - Charity A/C	£2,153.08	£800.00	£1,000.00		£0.00	£0.00
173	Bank Interest - Natwest	£2,124.53	£800.00	£1,000.00		£0.00	£0.00
174	Bank interest - Cambridge BS	£2,073.88	£800.00	£1,000.00		£0.00	£0.00
175	Town Hall/Library Recharges	£2,863.55	£3,400.00	£3,400.00		£0.00	£0.00
176	Bank Interest - Nationwide	£3,074.03	£800.00	£1,000.00		£0.00	£0.00
177	Bank Interest - Melton Building Society	£0.00	£800.00	£1,000.00		£0.00	£0.00
178	CCLA Interest	£22,783.90	£18,000.00	£10,000.00		£0.00	£0.00

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	£51,000.00	£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 Total	£78,245.42	£61,242.00	£58,100.00	£0.00
Total Expenditure	£424,072.38	£389,255.00	£435,480.00	£83,400.00



Minutes of a Town Business Committee held on Monday 7th 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

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

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 9th 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 1st quarter checks were completed without issue

The 2nd 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 11th 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 4th November 2024

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

SERVICE LEVEL AGREEMENT – YOUTH SERVICES

The following constitutes a service level agreement dated _____ between _____

(The contractor) and **Stonehouse Town Council** ('STC') of
Town Hall, 1 Queens Road, Stonehouse, GL10 2QA

for the provision of youthwork services in Stonehouse from 1 April 2025 to 31 March 2028.

Definitions:

The **(Contractor)** – The contractor that has successfully tendered for and has been awarded the Service Level Agreement for the provision of Youth Services by Stonehouse Town Council in its area

The Contract – The Service Level Agreement (SLA) and all other supporting documents used to support the Tender process

STC – Stonehouse Town Council

Open Access – Free of charge access to youth services covered within the contract at the point of use unless specified otherwise within this SLA or determined by Stonehouse Town Council

Suitably qualified staff – Staff trained to the minimum standards as follows: (National Vocational Qualification) NVQ in Youth work, Level two for Junior staff and NVQ in Youth work, Level three for Senior staff

Reasonable damage – Minor damage that may be considered unavoidable during the general day to day use of the facility

1. GENERAL TERMS AND CONDITIONS

- 1.1. The **(Contractor)** and STC recognize the value in working in partnership to meet the needs of young people in Stonehouse.
- 1.2. From 1 April 2025, the **(Contractor)** will provide a minimum of **3 x 2 hour sessions** of 'open access' youthwork per week at The Pod Youth Centre, Oldends Lane, Stonehouse, GL10 2DG ('the centre') for 50 weeks each year - a total of a minimum total of 150 sessions per year.
- 1.3. Sessions will be open to all young people of appropriate age for the session.
- 1.4. Session days and times will be mutually agreed between both parties, taking into account feedback from young people resident in the town. Sessions may also be altered to become detached street work by mutual agreement.
- 1.5. All sessions will be run by a minimum of two suitably qualified staff, one of which **must** be at senior level. The **(Contractor)** will seek to recruit locally as far as possible and will provide opportunities for local people to volunteer during sessions.

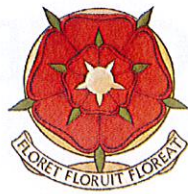


STONEHOUSE TOWN COUNCIL

- 1.6. The **(Contractor)** will provide a named senior youth worker to manage the provision required by this Service Level Agreement and be the main point of day-to-day contact for STC.
- 1.7. Alongside the structured sessions, additional time will be allocated for the named senior youth worker to engage with the local community, council and other stakeholders.
- 1.8. The officers responsible for this agreement will be a representative with authority to act on the **(contractor's)** behalf, and the Town Clerk for STC.
- 1.9. Changes to the agreement may be made by mutual consent between the parties, the **(Contractor)** and STC. Suggested changes should be notified in writing to the other party, and a review meeting scheduled to reach a mutual agreement.
- 1.10. Neither the **(Contractor)** nor STC shall be liable to the other for any failure to fulfil its obligations under this agreement caused by circumstances beyond its reasonable control, such as severe adverse weather conditions, natural disasters or civil disturbances.
- 1.11. This agreement can be terminated by either party giving 6 months' notice in writing.
- 1.12. If either party considers the other to be in breach of their duties under this agreement or has a grievance about some aspect of the agreement's operation, the responsible officers shall make every effort to resolve the issue through joint discussions. Where this fails, the party wishing to make the complaint should provide the other with written details, including proposals for resolving it, and a written response should be sent within 14 days. If the response does not provide a satisfactory resolution, on written request the issue should be considered by the **(Contractor's representative)** in the case of the **(Contractor)**, or the relevant committee in the case of STC, as a confidential item. Any submissions should be sent in advance to the other party, and representation is permitted at the relevant meeting. If the breach still cannot be rectified, this agreement may be terminated by either party by giving 3 months' notice in writing.
- 1.13. The **(Contractor)** will not sub-contract any part of the service without the prior consent of STC
- 1.14. The **(Contractor)** will not assign or sublet any part of or whole of the service
- 1.15. The **(Contractor)** will indemnify STC and keep it indemnified against liability for injury to or death of any persons or loss of or damage to any property which may arise out of the act or default or negligence of the contractor and its employees
- 1.16. The **(Contractor)** shall at all times operate a policy of equal opportunity in both staff recruitment and delivery of its activities as required under the relevant equal opportunities and equalities legislation
- 1.17. The **(Contractor)** achieves the Foundation level of the National Youth Agency's Quality Awards Scheme by 31st March 2026.

2. THE **(CONTRACTOR)**:

- 2.1. Will ensure that at least one senior staff member is present at all sessions.



STONEHOUSE TOWN COUNCIL

- 2.2. Will provide at least one Junior youth worker in every session, and over the year there will be an average of two.
- 2.3. Will be responsible for the professional development of youth work staff throughout the contract.
- 2.4. Will ensure that all sessions are run in accordance with the **(Contractor's)** Health and Safety, Safe-guarding policies and procedures and all other legal requirements
- 2.5. Will maintain employer's liability insurance cover of £10,000,000 and public liability cover of £5,000,000 for its activities.
- 2.6. Will seek to take an active involvement in the life of the community as a whole.
- 2.7. Will engage volunteers in training and development opportunities as a part of the **(Contractor)** wider youthwork team.
- 2.8. Will notify STC as soon as possible (by the next working day) of any health and safety issues pertaining to the centre, and of any safeguarding incidents.
- 2.9. Will notify STC on the next working day of any damage to or around the centre sustained during a youthwork session and, will liaise with STC regarding the process for rectification of the damage.
- 2.10. Will provide a fully detailed written report to STC at the end of each term, of the outcomes of the provision. At the end of each financial year, the **(Contractor)** will provide STC a full written Annual report including but not limited to the following:
 - I. The number of young people and families engaged with and helped
 - II. The range and detail of support offered
 - III. Involvement of Partner agents
 - IV. How young people have been communicated with
 - V. The effectiveness of street-based youth work
 - VI. Number of referrals to outside agencies
 - VII. Successes with young people and their outcomes
 - VIII. Future service innovations

The **(contractor)** is to ensure that the annual report is in a form that can be openly published on STC's website'

- 2.11. Will, if it proves necessary to cancel a session, provide a substitute session at a time to be agreed between the **(Contractor)** and STC.
- 2.12. Will lead on and work collaboratively with STC to seek and procure additional sources of funding for additional community youthwork activity in the town based on the needs of the local young people and the wider community, including delivering targeted services for specific needs.
- 2.13. Will work within the General Data Protection Regulation and Data Protection Act 2018 and adhere to STC's policy regarding the use of CCTV equipment at the centre.
- 2.14. Will ensure that the Centre is successfully locked and alarmed before finally leaving the premises

3. STONEHOUSE TOWN COUNCIL:

- 3.1. Will retain responsibility for all aspects of the centre, including waste management and the rectification of any reasonable damage.
- 3.2. Will respect the confidentiality of youthwork being carried out by the **(Contractor)**.
- 3.3. Will ensure that all equipment in the centre is in full working order, and that all on-site safety equipment, including fire equipment and first aid kits, is regularly checked and certified, with all consumable supplies in date; STC will not be held liable for any delays in repairs.
- 3.4. Will provide the **(Contractor)** with 3 sets of keys to access the centre, and with a small secure storage facilities for the **(Contractor's)** property at the centre.
- 3.5. Will provide the **(Contractor)** with the use of office facilities at the centre comprising a desk, chair, lockable cupboard and wifi.
- 3.6. Will make reasonable additional provision, where possible, for youthwork resources at the centre requested by the named Senior youth worker throughout the period of this agreement. These resources will remain the property of STC.
- 3.7. Will seek to involve the **(Contractor)** in community activities in the town where appropriate.
- 3.8. Will promote the youth services provided to the council.

4. PAYMENTS

- 4.1. In consideration of the service provision detailed above, STC will pay the **(Contractor)**, in the first year of the contract (2025/26) the sum of **(Contracted sum)** invoiced quarterly in advance at the rate of **(One fourth of the contract sum)** per quarter, with payment due within 30 days of receipt of an invoice, from the start of each quarter. (Note: This price is exclusive of VAT. It may become necessary for the **(Contractor)** to register for VAT during the course of this agreement).
- 4.2. The contract sum will be index linked in years two and three using the Retail Price Index (RPI); the month of January to be used as the index month.
- 4.3. In the event of notice being given for the cancellation of this agreement, the final quarter's invoice will be adjusted proportionally for the length of the period remaining until the effective date of cancellation. These amounts would only be adjusted as a result of an agreement between the **(Contractor)** and STC to amend the level of service provision.
- 4.4. The **(Contractor)** reserves the right to charge interest on balances still unpaid after 30 days.
- 4.5. If the **(Contractor)** should cease to operate or go into receivership or administration, then subject to Charities and Insolvency Law and when other liabilities have been met, any outstanding balances will be repaid to STC.

Signed on behalf of **(Contractor)** by



STONEHOUSE

TOWN COUNCIL

Signed

Name

Position

Date

Signed on behalf of Stonehouse Town Council by

Signed _____

Name _____

Position _____

Date _____



Stonehouse Youth service - Supporting information

This document supports the Tender document for the provision of youth services in Stonehouse

Context

Youth services in Stonehouse have been provided over the past four years through a Service Level Agreement with Stonehouse Town Council who appointed a youth service provider to facilitate sessions from The Pod Youth Centre in Oldends Lane, Stonehouse. In addition to the organised sessions, the service provider facilitated several specialised opportunities/clubs and trips from various grant funding. The end of the current contract is now approaching and due to its success, we are aiming to secure a similar service level agreement with a local youth service provider.

The future

We will, through open tender, enter into a 3-year service level agreement (SLA) with one provider, to deliver a range of youth services in Stonehouse based on need.

We have a vision of a delivery model which provides flexible local delivery. This will be through youth sessions, outreach work and joint activities which may involve volunteers or the need to provide transport.

The service will be designed and developed with involvement from young people as accessibility is a key requirement for providing activities. It is envisaged that the service will continue to evolve over time (subject to regular feedback consultation and evaluation by users) to include formal training opportunities and holiday activities.

The Youth Working Group will hold formal SLA Performance Review meetings with the contractor which will be conducted quarterly to ensure agreed target outcomes and outputs are reached.

Applications

We welcome applications from providers which are eligible and able to interpret the brief to design, manage and deliver a service which both meets the needs of young people and the Council's expectations.

The Service Level Agreement (SLA)

The appointed provider will work under a 3-year SLA for youth service provision in Stonehouse.

Service delivery 'on the ground' will be in place by April 2025, focusing on delivering a range of core sessional activities and outreach work in both localities. In addition, the provider, through the appropriate channels, will support the work of the local youth forum and will liaise with other partners.

The provider will be required to monitor take-up of the service by geography, age and gender and provide feedback to Stonehouse Youth Working Group which will allow monitoring of the accessibility of the services. Monitoring against agreed outputs and outcomes will be conducted by the Youth Working Group which will ensure that the service continues to evolve to meet the needs of young people and determine the success of the initiative.

Appendices

The following appendices contain information to allow those organisations tendering for this SLA to make proposals which meet the requirements of young people and their communities:

- Appendix 1: The type of providers and people we are looking for
- Appendix 2: Supporting communities - current provision, facilities and future aspirations
- Appendix 3: A summary of consultation with young people

Appendix 1: What type of provider and people are we looking for?

Provider	People
<p>The appointed provider needs to be able to demonstrate the fundamental values of collaboration, partnership working and equality of opportunity. It should have the capacity to be flexible in terms of year-round service provision and be able to adapt to the needs and aspirations of young people in Stonehouse</p> <p>The provider should be able to demonstrate experience of SLA/contract management, appropriate staff supervision and the range of policies and procedures required in order to ensure the safe-guarding of young people and effective service delivery.</p> <p>The provider should be prepared to demonstrate flexibility to be able to expand delivery and to take advantage of opportunities arising.</p>	<p>It is envisaged that the commissioned provider will employ or contract appropriately qualified Youth Workers who:</p> <ul style="list-style-type: none"> • Actively promote the views of young people • Have proven experience of youth work in a variety of settings • Be able to work effectively and positively with vulnerable young people • Have energy and enthusiasm • Be able to work with colleagues to develop innovative and challenging ways of engaging and working with young people • Have experience of working with youth work agencies and partners • Have experience of having been involved in the management of several youth work initiatives • Have experience of managing buildings used for youth work and assuring health and safety of users and other people in contact with the service • Show evidence of having worked with local communities in the delivery of youth work programmes and projects • Show evidence of developing, planning, delivery and evaluation of youth training courses

Appendix 2: Supporting local communities

Current provision, facilities and future aspirations

Current Situation

Pod Youth Centre opened in

Current: Youth workers (2 or 3 depending on user numbers) carry out sessions each week, currently: Tuesday, Wednesday and Friday.

Facilities available

The Pod Youth Centre:

- Fully Equipped Kitchen Facilities.
- Open Space including pool table.
- Lounge area including an Xbox console.
- Internet access.
- Direct access to playing field and outdoor play facilities

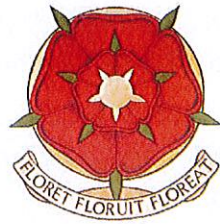
Looking to the future

- Continued delivery of a min. sessions of youth work a week; 50 weeks a year
- Summer holiday activity programme
- Build relationships with local young people and other organisations providing services and activities in Stonehouse.
- Undertake regular reviews and evaluation with young people to ensure the service evolves and reflects the needs of the users and the wider community.
- Provide professional advice and support on issues of concern to young people e.g. employment, sexual health.

- Deliver a range of age-appropriate sessions
- Support Stonehouse Town Council in bringing together service providers and agencies who support young people with the aim of sharing information and coordinating service provision.
- Provision of an outreach/street based programme to engage hard to reach groups as appropriate
- Build on the relationships developed with Maidenhill School and other schools and community organisations.

Appendix 3: Summary of consultation with young people

Value of youth workers	Important features of a youth centre	Preferred services for young people
<ul style="list-style-type: none"> • Provide advice • Provide support • Provide someone to talk to • Show respect • Improve skills/ knowledge • Can direct things if necessary 	<ul style="list-style-type: none"> • To be FUN • A place for young people to meet up and not do damage to the community • Open for lots of ages • Friendly community • Activities offered • Have a break from stressful home / school life • To be homely • To be able to relax 	<ul style="list-style-type: none"> • Youth centre • Information and advice • Dance and Drama • Arts and crafts • Music/ studio • Somewhere to meet friends • Internet access • Support for the youth forum



STONEHOUSE TOWN COUNCIL

INVITATION TO TENDER FOR A 3 YEAR SERVICE LEVEL AGREEMENT (SLA) FOR YOUTH PROVISION

1. Organisations are invited to tender to:

- Develop, manage and deliver demand-led, free-access youth provision in Stonehouse.
- Facilitate and develop youth participation and representation in Stonehouse.

2. Source of financing

Stonehouse Town Council (STC) have allocated funding for the provision of youth work for the period April 2025 – March 2028.

As part of the agreement, tenderers will be expected, throughout the contract period to seek and secure additional funding through external sources to fund additional services within the Stonehouse Community.

3. Tender allocation

An annual sum in the region of £50,000 is available for the provision of the core work outlined in this document. This is to include staffing, volunteer costs and related insurance, travel, preparation time and marketing. The successful contractor will also provide its own transportation, Information Communication Technology (ICT) and other equipment (including equipment needed for activities, if not already in place within the community) and all consumable materials required to meet the objectives and provide activities and services for young people

The Pod Youth Centre at Oldends Lane, funded by Stonehouse Town Council will be made available to deliver the contract. The tender-supporting information contained in the appendices contains details of the facility and main equipment that will be made available to the successful tenderer. Tenderers are required to familiarise themselves with the available facility and equipment; viewing arrangements are to be made with the Town Clerk.

A provisional sum of up to a maximum £15,000 is set aside for additional (non core) services/activities. However tenderers are not to build this into their tender submission but should merely identify and present a list of the activities they feel would be advantageous along with a justification that may prompt Council's consideration.

4. Method of payment

Payment to the successful tenderer will be made quarterly in advance and within 30 calendar days of receipt of an agreed invoice. Invoices not to be raised by the contractor before the first day of the start of each quarter.

Contract payments for the second and third year of the contract are to be index linked to the Retail Price Index (RPI) using January as the index month.

5. Eligibility

Stonehouse Town Council will welcome applications from organisations with:

- a. Relevant and demonstrable experience in working with young people aged 11 – 17
- b. Ability to provide appropriately qualified personnel – the minimum requirement includes at least NVQ Level 3 in 'Youth Work' for lead staff (Community Youth Worker and Community Youth Work Coordinator) and NVQ Level 2 for junior staff.
- c. Ability to provide appropriate youth and community work programmes which are positive and progressive
- d. A proven track record in engaging in partnership working and ability to maintain sound working relationships with commissioners and partners

Eligible tenderers will also have to be able to confirm they:

- e. are either registered with the National Youth Agency (NYA) and achieved the agency's Foundation level Quality Award or, are registered with the NYA with the intention of achieving the award within the first year of the contract
- f. are not in breach of the Bribery Act 2010

6. Location for the delivery of the service

With the exception of organised trips and or outreach programmes agreed with Stonehouse Town Council, direct core youth service provision is to be based in the Pod Youth Centre at Oldends Lane, Stonehouse.

7. The Commissioner of the Service

The commissioner of the Service Level Agreement is Stonehouse Town Council.

The operating office for the Service Level Agreement is Stonehouse Town Council, Town Hall, 1 Queens Road, Stonehouse, Gloucestershire GL10 2QA.

The SLA will be monitored by the Stonehouse Town Council through its Senior Officer (The Clerk) and the Council's Youth Working Group.

8. Service review and reporting

Regular review meetings will be held with the successful contractor at the end of each term time, to monitor progress. The successful contractor will provide the town council with detailed written reports for each of the review meetings.

Stonehouse Town Council works with a range of organisations and youth groups to develop and complement current provision and identify future needs and so the contractor will be required to take an active role in working with partners.

9. Objectives of the Service

- a) Undertake a core of high quality, direct youth service delivery to young people (11-17 years) in Stonehouse. This has been informed through the results of a consultation already carried out in the parish with young people and the wider community.
- b) Regularly review provision with young people, leading to ongoing development, through identifying ways to improve delivery.
- c) Create and maintain a voice for young people from Stonehouse, through the maintenance and strengthening of links with key stakeholders and,
- d) Develop citizenship through youth participation and involvement.

10. Monitoring

The successful tenderer will be required to report on service delivery, against agreed outcomes/outputs and provide a strategic overview of youth-led demand to Stonehouse Town Council in regular monitoring and review meetings.

To help plan for future development and delivery, a formal written progress report of the service will be required at the end of each term; to be submitted to the Council's Youth working group for reporting to Council.

The Service Level Agreement will include a process for managing poor performance, which could lead to termination of the agreement

11. Submission of tenders

Applications should be submitted using the '**FORM OF TENDER**' provided.

All tenders should be emailed to: **townclerk@stonehousetowncouncil.gov.uk** using the subject heading "**Youth Tender Submission**".

In addition to submission by email, signed copies should be posted to: Stonehouse Town Council, Town Hall, Queens road, Stonehouse, Gloucestershire GL10 2QA.

Please mark the envelope '**Youth Tender Submission**' – there must be no information to identify the tenderer in the envelope.

Tenders must be received on or before: **12 Noon, Thursday 12th December 2024** – Late submissions (either electronic or paper-based submissions) will not be considered for tender evaluation.

12. Process to evaluate tenders.

Representatives from Stonehouse Town Council (STC) and the STC Youth Working Group will be appointed to review submissions and invite those organisations most closely meeting the criteria below to attend for interview.

Stonehouse Town Council may select an independent advisor to assist with assessment of the organisations invited for interview. Stonehouse Town Council is committed to equal opportunities and all applications will be considered on their merits.

Tenderers are to note that the council is not bound to award the contract to the lowest tenderer or award the contract at all.

13. Criteria for the evaluation of tenders

Tenders will be evaluated against the following criteria and therefore Tender submissions must include evidence to support these (Please ensure that the evidence provided is adequate, wholly relevant and succinct):

Tenders to be evaluated on the basis of 40% on Cost and 60% on Quality. The 60% Quality element of tender submissions is to be evaluated on the following basis:

1. Experience of similar work and track record – 15%
2. Provide an understanding of the town's needs and how these can be met through the service and outside agencies through partnership working – 15%
3. Demonstrate the ability to offer a range of youth provision, to include centre-based and other activities, advice and support, along with youth participation – 15%
4. Demonstrate the monitoring arrangements in place to identify changing needs and detail the organisation's ability to respond – 15%
5. Quality appropriate policies and procedures, professional qualifications and support mechanisms within the organisation – 15%
6. Confirmation that the tenderer has either achieved, or has made a recognisable commitment to achieving the Foundation level National Youth Agency's Quality Awards in the first year of the contract – 15%
7. How tenderers aim to draw in additional external funding to support increased activities within the service – 10%

14. Timetable

Tenderers are required to follow the Tender Timetable set out below:

TENDER TIMETABLE

ACTION	TIMETABLE
Tender publication (Contract Finder)	Tuesday 22 nd October 2024
Closing date for Tender queries	Noon Thursday 5 th December 2024
Closing date for submission of tenders	Noon Thursday 12 th December 2024
Tender evaluation	December 13 th 2024 - January 24 th 2025
Recommendation to award contract - Business Committee	Monday February 3 rd 2025
Contract award – Full Town Council	Monday February 17 th 2025
Contract award	Monday March 3 rd 2025
Contract Mobilisation	March 4 th to March 31 st 2025
Contract signed by Council	March 2025
Contract start date	April 1 st 2025

15. Availability of additional information

Additional information is available in the Tender Supporting Information document and the proposed Service Level Agreement (SLA). If you have any queries, please email townclerk@stonehousetowncouncil.gov.uk.

16. Submission of Tenders

Tenderers are advised that all tender enquiries during the tender period must be directed to the town clerk in writing at the above email address and, that all tenderers will be advised of any and all tender enquiries and subsequent responses in line with good procurement practice.

The deadline for written tender queries is Noon Thursday 5th December 2024 – this will ensure that all contract tenderers will be given time to consider enquiry responses.

Tenderers are advised to notify the Town Clerk at the above email address of their interest in tendering for the contract at the earliest possible time in order to ensure that the Town Clerk is able to provide them with copies of all tender enquiries and responses.

Tenderers will be required to enter their tender information in the FORM OF TENDER

Submissions that omit any of the required information may not be considered for evaluation. Submissions after the deadline will not be considered for evaluation.



STONEHOUSE TOWN COUNCIL

FORM OF TENDER

Submissions are invited from providers wishing to undertake the work outlined in the tender contract documentation. All submissions should be submitted using this form and all sections must be completed. Additional supporting information can also be attached.

Completed submission forms should be emailed to: townclerk@stonehousetowncouncil.gov.uk using the subject heading 'Youth Tender Submission'.

In addition to submission by email, signed copies and supporting information should be posted to Stonehouse Town Council, 1 Queens road, Stonehouse GL10 2QA. Please mark the envelope 'Youth Tender Submission'; DO NOT IDENTIFY YOUR COMPANY/ORGANISATIONAL NAME ON THE ENVELOPE

The closing date for receipt of submissions is: 12 NOON on THURSDAY 12th DECEMBER 2024

SECTION ONE: CONTACT DETAILS OF THE ORGANISATION OR PROVIDER

1.1 Name of organisation or provider:

1.2 Organisation or provider address:

1.3 Organisation or provider website:

1.4 Contact name and position within organisation:

1.5 Contact phone number:

1.6 Contact e-mail address:

SECTION 2: INFORMATION ABOUT THE ORGANISATION OR PROVIDER

Please refer to the contract documents, evaluation Criteria and supporting information provided by Stonehouse Town Council

- 2.1 Please describe your organisation, including its organisational structure, ethos, governance/management arrangements and how you are funded.**

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- 2.2 Please demonstrate your relevant experience of providing youth services and include reference to past activities and managing appropriately qualified staff.**

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- 2.3 Please provide information and evidence of your organisational policies and procedures relevant to the provision of youth services.**

Please include information about insurance, safeguarding, data protection, equality and diversity, health and safety and feedback and complaints. Please include copies of each of these policies as appendices to the application.

SECTION 3: YOUR PROPOSAL

Please refer to the contract documents evaluation criteria and supporting information provided by Stonehouse Town Council.

- 3.1 Please describe and demonstrate your company's relevant experience of providing youth based services and include your track record in this area of work**

- 3.2 Demonstrate your understanding of the town's youth service needs and how these can be met through the service and outside agencies through partnership working**

- 3.3 Demonstrate your company's ability to offer a range of youth provision, to include centre based, outreach activities, advice and support along with youth participation**

- 3.4 Demonstrate the monitoring arrangements in place to identify the changing needs of young people within the community and how your company will be able to respond.**

- 3.5 Demonstrate appropriate policies and procedures, insurances, professional qualifications, and support mechanisms within your company.**

- 3.6 Provide confirmation that your company has achieved or has made a recognisable commitment to achieving the Foundation Level of National Youth Agency's Quality Award in the lead up to the first year of the contract**

- 3.7 How does your organisation aim to draw in additional external funding to support increased activities within the service**

SECTION 4: SUPPORTING INFORMATION

4.1 Please provide the contact details of two referees with whom you have worked with to provide youth services. References will be taken up for shortlisted organisations.

Referee 1

Contact Name:

Contact Address:

Contact Phone Number:

Contact E-mail:

Referee 2

Contact Name:

Contact Address:

Contact Phone Number:

Contact E-mail:

4.2 Please ensure you have included or attached the following information to your application:

- ☐ Your most recent accounts
- ☐ Your constitution or governing document
- ☐ Safeguarding policy
- ☐ Data protection policy
- ☐ Equality and diversity policy
- ☐ Health and safety policy
- ☐ Feedback and complaints policy
- ☐ Details of relevant insurance
- ☐ Proposed staffing structure
- ☐ Proposed budget
- ☐ Any other supporting information that you think is relevant
- ☐ Confirmation that your organisation registered with the National Youth Agency with the express intention of achieving the agency's Foundation Level Quality Award in the first year of the contract

SECTION 5: CONFIRMATION AND APPLICATION PROCESS

I confirm that the information provided in this application form is correct to the best of my knowledge.

I accept that providing deliberately false or misleading information could result in our application being rejected or any future offer or agreement being withdrawn or terminated.

Signed:	
Name:	
Position within organisation:	
Date:	

Table 1 - below must detail the Staffing provision in support of the Tenderer's submission

<i>Please state:</i> Number of 'Frontline' Youth Workers	<i>Please state:</i> Level of Qualification
<i>Please state:</i> Number of 'Backup' Youth workers	<i>Please state:</i> Level of Qualification

Table 2 - below must detail the Annual and 3 Year Tender price in support of the Tenderer's submission

Tenderer's Annual Price (£) (Core work only)	Tenderer's Price over the Contract period (£) (Core work only)