



STONEHOUSE TOWN COUNCIL

To Members of the Town Council

You are hereby summoned to attend an Town Council Meeting to be held on Monday 9th December '24 at 7.00pm at the Town Hall, 1 Queens Road, Stonehouse

Council Members:

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

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
Tuesday 3rd December '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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| TC3350 | To receive apologies |
| TC3351 | To receive declarations of interest |
| TC3352 | To approve the minutes of the Town Council meeting of 18 th November '24 |
| TC3353 | To receive reports from Chair of Town Council and town councillors |
| TC3354 | To receive reports from County and District Councillors |
| TC3355 | To receive RFO's budget report and bank reconciliation for November '24 |
| TC3356 | To approve the latest payment lists |
| TC3357 | To approve additional expenditure for the installation of the council's new sewer line at Oldends Lane |
| TC3358 | To receive Committee updates on the budget setting process for the 2025/26 financial year |
| TC3359 | To receive the draft minutes of Business Committee meeting of 4 th Nov '24 and approve the following recommendations: |

1. Council approve the new Stonehouse Town Football Club lease subject to the Clerk ensuring that a relevant review clause is included.
2. Council sets aside the equivalent amounts requested in the grant application of £7,500 for repairs and £5,000 for tree maintenance in Reserves, in the event they may be required. Payment of these amounts will be subject to the provision of detailed costings and relevant invoices.
3. Council approve the award of a revenue grant totalling £15,000 per year for three years (2025/26, 2026/27 and 2027/28). The grant to be funded from the council's reserves with consideration given to the amounts being precepted

TC3360	<p>To receive the draft minutes of Environment Committee meeting of 2nd December '24 and approve:</p> <ol style="list-style-type: none">1. Match funding towards the purchase of a 'Mindray' C1A fully automatic defibrillator and heated cabinet through the 'Community Defibrillator Grant Scheme'2. An increase in the council's Newsletter budget to accommodate the design, printing and delivery to every household of 4 newsletters each year
TC3361	<p>To approve a revised council meeting schedule for the 2025 calendar year</p>
TC3362	<p>To agree town cllr membership for the new 'Community Arboretum and Open Spaces Working Group'</p>
TC3363	<p>To note the date of the next town council meeting Monday 20th January '25</p>

Notes on Agenda items, Full Town Council Monday 9th December 2024

TC3352 - Minutes	See attached minutes
TC3355 – Budget and Reconciliation	See attached budget report – bank reconciliation to follow
TC3356 – Payment list	Payment lists and additional report for Standing order and Direct Debit payments to follow
TC3357 – New sewer line	<p>Members will have been updated on the sewer line project for Oldends Lane over past weeks. The project includes the installation of a sewer line running from STFC’s new welfare facilities through to a mains sewer pipe connection on Oldends Lane.</p> <p>Since the commencement of the project, the contractor, ‘Cambrian Civil Engineering’, has had to deal with a number of issues some of which were exacerbated by an unanticipated delay to the start of the project; they included a late redesign of the connection to the Pavilion requiring two new manholes; an increase in costs for the pump and the need for a remote monitoring support from the pump provider.</p> <p>The initial sewer design was undertaken by a proven developer merely wishing to support the council with its expertise. Officers believed at the time that this would suffice in satisfying the contractor engaged to undertake the installation work. However, the design was found wanting in terms of forming the connections with the Pavilion. Additional work is therefore required at a total increase cost of £5,536.25 plus vat.</p> <p>The quote for the pumping station was received by the council several months ahead of the project start date – there have been a number of issues that have delayed the start of the project; in the intervening period, the pump suppliers had increased their costs albeit, a proportion of the increase includes additional costs for remote monitoring equipment. The total increase pump costs is £4,990.03</p> <p>Conclusion</p> <p>The council’s installation contractor cannot be expected to withstand these additional costs – they have however tried to reduce the impact on the council of the full increase by reducing their overheads charged normally at 15% but reduced to 3% for these additional costs. They have to date been very accommodating covering some of the redesign costs themselves.</p> <p>Recommendation</p> <p>To approve the payment of additional costs totalling £10,526.38 to Cambrian Civil Engineering to complete the sewer installation at Oldends Lane; funding to be through the council’s reserves</p>
TC3358 – Budget setting	Precept report to follow
TC3359 – Business Committee	<p>See attached draft minutes</p> <ol style="list-style-type: none"> 1. See attached STFC lease (considered by Business Committee at its last meeting) – BC recommendation included on the FTC Meeting agenda 2. See attached grant application (considered by Business Committee at its last meeting) from Stonehouse Community Association in addition to the minutes of a meeting with Trustees – BC recommendation included on the FTC Meeting agenda 3. See attached grant application (considered by Business Committee at its last meeting) - BC recommendation included on the FTC Meeting agenda
TC3360 – Environment Committee	See attached draft minutes
TC3361 – Meetings Calendar	See attached revised meetings calendar

TC3362 – New working group Membership	The town council requires two town councillors to join this new working group
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Minutes of a meeting of the Town Council held Monday 18th November 2024 at the Town Hall

Present:

Councillors: Councillors: John Callinan, Keren Capeling, Keith Creighton, Marcus Dixon, Neil Gibbs, Stephen Hunter, Carol Kambites, Simon MacGregor, Gary Powell and Theresa Watt (vice Chair of Council).

In Attendance: Carlos Novoth - Town Clerk

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

There were no members of the public in attendance

- TC3336 To receive apologies**
Apologies were received from Cllrs Debbie Curtis, Val Randell, Keith Terry and Madelaine Maraboli-Roman
- TC3337 To receive declarations of interest**
A declaration of interest was raised by Cllr Marcus Dixon in relation to agenda item TC3343
- TC3338 To approve the minutes of the Town Council meeting of 8th Nov '24**
Council **APPROVED** the minutes as a true and accurate record of the meeting
- TC3339 To receive reports from Chair of Town Council and town councillors**
A report from Ward Cllr Carol Kambites was distributed prior to the meeting. She highlighted that Stroud district council agreed a motion for Government to reinstate the winter fuel payments.
Cllr Gary Powell stated that he would be resigning at the end of the calendar year. Council thanked him for his contributions over the years. Cllr Keith Creighton mentioned how well the Remembrance service and Armistice day went with great numbers of people showing up for both. Cllr John Callinan forwarded the thanks from RBL for supporting them. Cllrs Niel Gibbs and Theresa Watt ensured the Council's wreath was added to the special train delivery to London.

It was stated that there was a need for additional support for the Goodwill event on 7th Dec and the Father Christmas float on 12th and 13th Dec.

TC3340

To receive reports from County and District Councillors

Ward Cllrs had invited SDC Planners (including the head of planning) to Stonehouse for a walkabout that included specific areas such as the Ship Inn site, Wyatts field, Stagholt and Court View (areas that had planning issues) - this proved to be very successful with the head of planning arranging for STC to raise queries outside of the normal pre planning advice process.

An environmental Health Officer had attended Verney Fields to assess the issues resulting from the recent caravan fire attended to by the fire service - this had a damaging affect on the large well known Ok Tree used by many as a key land mark.

There was no county council representation or update

TC3341

To approve a vote of 'No confidence' in the elected county councillor for Stonehouse and bring this to the attention of Gloucestershire County Council

Town Councillors expressed a serious concern that the Stonehouse Community had not been represented at County Council level for some considerable time. Councillors were aware of Standish Parish Council passing a motion of 'No confidence' in the current county councillor, Nick Housden and due to the sheer lack of communication and support for the town, Stonehouse Town Council wished to follow suit.

In addition, there are significant question marks over the distribution of the 'Bring Back Better' funding, issued and regulated by Glos County Council through their county councillor. To this end Council has made the following RESOLUTION:

- a) To pass a motion of 'no confidence' in Gloucestershire County Council's representative for Stonehouse, Nick Housden, to represent the interests of the Stonehouse Community and, to request an alternative County Councillor represent Stonehouse's interests until the May 2025 elections,
- b) To request the Chief Finance Officer/Chief Executive Officer of Gloucestershire County Council to:
 - a. undertake a full and transparent audit of the 'Bring Back Better' funding used by County Councillor Nick Housden since the initiative's inception and, to report its findings to the county council's 'Audit Committee' for consideration/action
 - b. identify all funding applications considered by Gloucestershire County Councillor Nick Housden for the 'Bring Back Better' funding and assess their compliance with the County Council's funding requirements

It was agreed that in writing to Glos County Council, the final wording of the letter would be considered and agreed by Town Councillors Neil Gibbs and John Callinan and, the Town Clerk

TC3342 To receive RFO's budget report and bank reconciliation for Oct '24
Council **NOTED** the latest budget report showing a total 'Actual Net Expenditure of £301,387.46; total 'Actual Net' Income of £412,265.91 and a reserve movement of £36,084.84.
Council also **NOTED** the bank reconciliation with a closing balance of £193,461.98

Cllr Marcus Dixon left the room at 7.45pm in light of his declared interest in agenda item TC3343

TC3343 To approve the latest payment lists
Council **APPROVED** the BACS payment totalling £38,526.60
Council retrospectively **APPROVED** the Debit Card payment totalling £1,452.97

Cllr Marcus Dixon returned to the meeting at 7.46pm

TC3344 To approve the purchase of additional environmental reports in support of the council's planning application for Stagholt
Council **APPROVED** the award of the additional Watercourse Survey work to Wildwood Ecology for the total cost of £2,288 plus vat

TC3345 To receive Committee updates on the budget setting process for the 2025/26 financial year
The Clerk provided the latest update on budget discussions held by committees. A request was made to estimate the out turn for the current year in time for the next Committee meetings.
Council **NOTED** the update.

TC3346 To provide an update on the Youth Service Tender process
Council **NOTED** the update - Cllrs John Callinan and Theresa Watt to undertake the Tender evaluations with the town clerk

TC3347 To receive the draft minutes of Business Committee meeting of 4th Nov '24 and approve
Council **RECEIVED** the draft minutes

- **the amended Financial Regulations**
Council **APPROVED** the revised Financial Regulations subject to an increase in clause 9.2 from £250 to £300

and note

- **the award of the national pay rise to council staff backdated to April 2024**
Council **NOTED** the increase and its back dating to 1st April '24

- that as part of the 2022/23 pay increase negotiations, staff were given one extra day's leave (applied on a pro rata basis), effective from financial year 2023/24
Council **NOTED** the change and its back dating to 1st April '23

TC3348 To receive the draft minutes of Environment Committee meeting of '24 and approve:

- the purchase of 40 stalls and gazebos at a cost not exceeding £10,000 to be funded from the council.

Despite the urgency having been taken out of the issue, there continued to be widespread discussion on the issue of whether the council should purchase Gazebos and tables so that it was not so reliant on outside agencies/contractors. It was also made clear that should the council wish to purchase stalls, they will have to arrange for their erection and dismantling - something that has been proven in the past to be difficult. Cllr Gary Powell asked for an amendment to the original motion:

'For council to set aside £10,000 under an earmarked reserve for the purchase of equipment for events until such time as the council can investigate and reach a conclusion as to whether it will go ahead with any purchases'. The motion was seconded and carried.

Council **APPROVED** the motion to set aside £10,000 under an earmarked reserve for the purchase of equipment for events until such time as the council can investigate and reach a conclusion as to whether it will go ahead with any purchases.

TC3349 To note the date of the next town council meeting 9th Dec 2024
Council **NOTED** the date of the next meeting

Financial Budget Comparison

Comparison between 01/04/24 and 03/12/24 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	£1,226.29	-£273.71	-18.25%
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	£2,100.00	-£1,050.00	-33.33%
150	Community Centre Lease	£500.00	£0.00	£0.00	-£500.00	-100.00%
155	OEL Pitch Hire	£2,000.00	£0.00	£1,115.00	-£885.00	-44.25%
160	Misc Income	£500.00	£0.00	£7,941.70	£7,441.70	1488.34%
170	Investments Interest	£0.00	£0.00	£0.00	£0.00	0.00%
171	Bank Interest - Lloyds Bank	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%
172	Bank Interest - Charity A/C	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%
173	Bank Interest - Natwest	£1,000.00	£0.00	£5.79	-£994.21	-99.42%
174	Bank interest - Cambridge BS	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%
175	Town Hall/Library Recharges	£3,400.00	£0.00	£1,569.57	-£1,830.43	-53.84%
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 03/12/24 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	£0.00	£12,422.62	£2,422.62	24.23%
Total Town Business Committee					
	£414,257.25	£0.00	£410,890.91	-£3,366.34	-0.81%
Town Environment Committee					
200	Stonehouse in Bloom	£0.00	£0.00	£0.00	0.00%
205	Event Income/Donations	£1,200.00	£1,595.00	£395.00	32.92%
210	Planting Sponsorship	£0.00	£0.00	£0.00	0.00%
215	Grants	£0.00	£0.00	£0.00	0.00%
Total Town Environment Committee					
	£1,200.00	£0.00	£1,595.00	£395.00	32.92%
Total Income					
	£415,457.25	£0.00	£412,485.91	-£2,971.34	-0.72%

EXPENDITURE

Town Business Committee					
1000	Salaries	£205,000.00	£142,376.43	£62,623.57	-30.55%
1010	Training & Recruitment	£4,000.00	£1,304.63	£2,695.37	-67.38%
1020	Health & Safety	£2,500.00	£230.69	£2,269.31	-90.77%
1030	Professional Fees	£8,000.00	£3,690.50	£4,684.50	-58.56%
1040	IT support	£9,550.00	£5,794.27	£3,755.73	-39.33%
1050	Office Equipment Renewals	£500.00	£3,307.86	£31.01	-6.20%
1060	Grants	£17,400.00	£15,740.00	£11,660.00	-67.01%
1070	Town Hall/Library Shared Costs	£13,700.00	£7,882.49	£5,817.51	-42.46%
1080	Town Hall/Library STC costs	£2,700.00	£1,308.04	£1,391.96	-51.55%
1090	Admin Expenses	£5,750.00	£2,850.91	£2,899.09	-50.42%
1100	Mayor's Charity & Expenses	£300.00	£55.25	£244.75	-81.58%
1110	Travel Costs/Staff & Councillors	£400.00	£0.00	£400.00	-100.00%

Financial Budget Comparison

Comparison between 01/04/24 and 03/12/24 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	£5,199.01	£7,700.99	-59.70%
1150	Workshop Overheads	£3,800.00	£2,545.73	£1,254.27	-33.01%
1160	Equipment & Vehicle Costs	£3,800.00	£1,623.98	£2,176.02	-57.26%
1170	Youth Centre Workers	£61,000.00	£41,596.00	£19,404.00	-31.81%
1180	Youth Centre Overheads	£10,400.00	£3,886.26	£6,513.74	-62.63%
1200	Subscriptions	£3,500.00	£2,575.84	£924.16	-26.40%
1210	Insurances	£7,000.00	£7,124.37	-£124.37	1.78%
1220	Project Planning & Delivery	£0.00	£77,807.13	-£54,936.16	100.00%
1230	Climate Change	£5,000.00	£0.00	£5,000.00	-100.00%
Total Town Business Committee		£377,380.00	£326,899.39	£86,565.45	-22.94%
Town Environment Committee					
1190	Amenity Areas	£46,800.00	£26,610.63	£20,189.37	-43.14%
2000	Christmas Lights	£2,000.00	£0.00	£2,000.00	-100.00%
2005	Climate Change	£0.00	£0.00	£0.00	0.00%
2010	In Bloom	£0.00	£338.17	-£338.17	100.00%
2050	Cultural Events & Studies	£9,300.00	£3,979.88	£5,320.12	-57.21%
2080	Neighbourhood Plan Review	£0.00	£0.00	£0.00	0.00%
2090	Planning Specialist Advice	£0.00	£0.00	£0.00	0.00%
Total Town Environment Committee		£58,100.00	£30,928.68	£27,171.32	-46.77%
Total Expenditure		£435,480.00	£357,828.07	£146,607.74	-33.67%

Financial Budget Comparison

Comparison between 01/04/24 and 03/12/24 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	£412,485.91	-£2,971.34	0.72%
Total Expenditure	£435,480.00	£36,084.84	£357,828.07	£113,736.77	-26.12%
Total Net Balance	-£20,022.75		£54,657.84	-£116,708.11	

Bank Account Reconciled Statement

Stonehouse Town Council

01651837

30-98-29

Statement Number	56	Bank Statement No.	56
Statement Opening Balance	£193,461.98	Opening Date	01/11/24
Statement Closing Balance	£123,037.56	Closing Date	30/11/24
True/ Cashbook Closing Balance	£123,037.56		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/11/24	FPI011124MUMMA SMEALS	Naina Gohil	0.00	5.00	193,466.98
04/11/24	FPI041124CHAUNC YCLAR	Chauncy Clark	0.00	5.00	193,471.98
04/11/24	FPI041124MAGPIE S	Magpies Social Club	0.00	262.50	193,734.48
06/11/24	FPO061124DKAMIN SKAS	Leaflet Distribution - Darren	396.00	0.00	193,338.48
06/11/24	FPO061124RSCAN LON	Ruth Scanlon	0.00	-36.00	193,302.48
07/11/24	DEB071124LITTLE PARTY	Little Party Heaven	1,400.00	0.00	191,902.48
07/11/24	FPI071124SHRUBB ERIES	Shrubberies PTA	0.00	36.00	191,938.48
07/11/24	FPO071124GAPTC	GAPTC	90.00	0.00	191,848.48
07/11/24	FPO071124HMRC	HMRC	2,588.77	0.00	189,259.71
07/11/24	FPO071124HOMES TART	Home-Start Stroud and Gloucester	10,000.00	0.00	179,259.71
07/11/24	FPO071124TTB	TTB Supplies	89.08	0.00	179,170.63
07/11/24	FPO071124TWHA WKINS	T W Hawkins & Sons	2,850.00	0.00	176,320.63
08/11/24	DD081124YUENER GY	YU Energy	447.45	0.00	175,873.18
11/11/24	DD111124WATERP LUS	WaterPlus	57.25	0.00	175,815.93
11/11/24	DD111124YUENER GY	YU Energy	125.48	0.00	175,690.45
11/11/24	DEB111124SPMAN DATORY	Mandatory Training Group	23.99	0.00	175,666.46
11/11/24	FPI11112024	Atinuke Fowokan	0.00	5.00	175,671.46
11/11/24	FPI111124CARLSD ELI	Carl's Deli	0.00	5.00	175,676.46
11/11/24	FPI111124DTWINNI NG	Donna Twinning	0.00	5.00	175,681.46
11/11/24	FPI111124PAGANH ILL	James Forsyth - Paganhill Plants	0.00	15.00	175,696.46
11/11/24	FPI111124SJCAKE S	S J Cakes - Sarah Keen	0.00	10.00	175,706.46
11/11/24	FPI111124TWHEEL ER	Tess Wheeler	0.00	35.00	175,741.46
11/11/24	FPI111124WHEEL R	Tess Wheeler	0.00	24.00	175,765.46
12/11/24	BGC121124HMRC	HMRC (VAT)	0.00	5,504.98	181,270.44

Bank Account Reconciled Statement

13/11/24	FPI131124EFURY	Elizabeth Fury	0.00	24.00	181,294.44
13/11/24	FPI131124LEEPER	Leeper Prosser	0.00	24.00	181,318.44
13/11/24	FPI131124ROGERS	Alan Rogers Fruit & Veg	0.00	20.00	181,338.44
15/11/24	FPI151124NORVILL E	Norvilles Opticians	0.00	36.00	181,374.44
18/11/24	DEB181124VOIPFO NE	Voipfone	8.40	0.00	181,366.04
18/11/24	PAY181124LLOYDS	Lloyds Bank	8.50	0.00	181,357.54
19/11/24	DEB191124DVLA	DVLA	335.00	0.00	181,022.54
20/11/24	DD201124SKY	Sky Mobile	10.00	0.00	181,012.54
20/11/24	DD201124YUENER GY	YU Energy	337.34	0.00	180,675.20
21/11/24	DD211124NEST	NEST	3,563.50	0.00	177,111.70
21/11/24	DD211124WATERP LUS	WaterPlus	70.81	0.00	177,040.89
22/11/24	DEB221124DELTA NINE	Delta Nine Ltd	30.00	0.00	177,010.89
22/11/24	DEB221124FIREPR OTECT	Fire Protection Online	20.70	0.00	176,990.19
22/11/24	DEB221124SSP	Safety Sign Supplies	8.03	0.00	176,982.16
22/11/24	FPI221124STFC	Stonehouse Town Football Club	0.00	7,500.00	184,482.16
22/11/24	FPO221124ALLDO NE	All Done and Dusted	108.24	0.00	184,373.92
22/11/24	FPO221124ALLSTO NE	Allstone Speedy Skips	325.20	0.00	184,048.72
22/11/24	FPO221124CAMBRI AN	Cambrian Civil Engineering	30,473.92	0.00	153,574.80
22/11/24	FPO221124COTSW OLDSEC	Cotswold Security Group Ltd	180.00	0.00	153,394.80
22/11/24	FPO221124EASYW INDOWS	Easy Window Cleaning	21.60	0.00	153,373.20
22/11/24	FPO221124ERMIN	Ermin Plant	68.04	0.00	153,305.16
22/11/24	FPO221124GCC	Gloucestershire County Council	179.89	0.00	153,125.27
22/11/24	FPO221124GRUND ON	Grundon Waste Management Ltd	93.90	0.00	153,031.37
22/11/24	FPO221124GSERM ON	Gill Sermon	1,500.00	0.00	151,531.37
22/11/24	FPO221124GWETS ON	Gary Wetson	30.00	0.00	151,501.37
22/11/24	FPO221124JIREH	Jireh Solutions Ltd	443.64	0.00	151,057.73
22/11/24	FPO221124MDIXO N	Marcus Dixon	160.91	0.00	150,896.82
22/11/24	FPO221124MDLKE LEX	MDL Kelex	360.00	0.00	150,536.82
22/11/24	FPO221124PCROS BY	Paul Crosby	30.00	0.00	150,506.82
22/11/24	FPO221124PROLIFI C	Prolific Solutions (South West) Ltd	120.74	0.00	150,386.08

Bank Account Reconciled Statement

22/11/24	FPO221124RHELP S	R F Helps	30.00	0.00	150,356.08
22/11/24	FPO221124RLACE Y	Richard Lacey	135.00	0.00	150,221.08
22/11/24	FPO221124SEVER NSIDE	Severnside Safety Supplies Ltd	54.00	0.00	150,167.08
22/11/24	FPO221124WILDW OOD	Wildwood Ecology	4,211.52	0.00	145,955.56
25/11/24	DD251124JSTAYTE	John Stayte Services Ltd	40.76	0.00	145,914.80
25/11/24	SO251124STAFF	Staff Salaries	13,662.04	0.00	132,252.76
26/11/24	DEB261124SAFET EC	Safetec Direct	77.98	0.00	132,174.78
26/11/24	FPI261124LNORMA N	Leanne Norman	0.00	5.00	132,179.78
26/11/24	FPI261124MUMMA	Naina Gohil	0.00	10.00	132,189.78
26/11/24	FPO261124CSG	Cotswold Security Group Ltd	36.00	0.00	132,153.78
26/11/24	FPO261124DURSL EY	Dursley Garden Machinery	147.45	0.00	132,006.33
26/11/24	FPO261124GRFAS TENERS	G R Fasteners	29.11	0.00	131,977.22
26/11/24	FPO261124HAWKI NS	T W Hawkins & Sons	2,850.00	0.00	129,127.22
26/11/24	FPO261124HMRC	HMRC	4,684.38	0.00	124,442.84
26/11/24	FPO261124MDLKE LEX	MDL Kelex	378.00	0.00	124,064.84
26/11/24	FPO261124WESTC OUNTRY	West Country Forestry	480.00	0.00	123,584.84
27/11/24	DD271124WATERP LUS	WaterPlus	21.49	0.00	123,563.35
27/11/24	DEB271124ETSY	ETSY	19.47	0.00	123,543.88
28/11/24	DEB281124SSD	SSP Direct	201.60	0.00	123,342.28
28/11/24	SO281124PATA	PATA Payroll	179.60	0.00	123,162.68
29/11/24	DEB291124CVD	CVD Insurance Services	125.12	0.00	123,037.56

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	83919.9	13495.48

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 Payments

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
4082		£297.60	1150/5	25/11/24	Allstone Speedy Skips - Builders skip for municipal waste	163134
		£297.60			Allstone Speedy Skips - Total	
4075		£34,704.38	1220/1	21/11/24	Cambrian Civil Engineering - Interim Valuation Payment 002 - Oldends Lane Sewer Pipe	
		£34,704.38			Cambrian Civil Engineering - Total	
4081		£34.25	1090/2	25/11/24	Carlos Novoth - Expenses - milk, coffee, postage, biscuits, soap	
		£34.25			Carlos Novoth - Total	
4089		£20.88	2050/1	27/11/24	Carol Kambites - Presents for Goodwill	
		£20.88			Carol Kambites - Total	
4106		£40.00	1200	04/12/24	Cotswold Canals Trust - Membership Renewal	
		£40.00			Cotswold Canals Trust - Total	
4101		£185.00	1140/9	04/12/24	Cotswold Drain Services - Septic Tank Emptying - Pavilion	196336
		£185.00			Cotswold Drain Services - Total	
4080		£179.89	1080/2	22/11/24	Gloucestershire County Council - November 2024 - TH Cleaning	1800787875
		£179.89			Gloucestershire County Council - Total	
4095		£90.00	1040/1	04/12/24	Jireh Solutions Ltd - Billable Hours for various security issues (see invoice)	31272
4107		£308.06	1040/1	04/12/24	Jireh Solutions Ltd - December 2024 - Contract	31343
		£398.06			Jireh Solutions Ltd - Total	
4083		£28.83	1150/3	26/11/24	Kellaway Building Supplies Ltd - 3 Lever Deadlock & screwdriver set	
		£28.83			Kellaway Building Supplies Ltd - Total	
4104		£90.00	2050/1	04/12/24	MDL Kelex - Goodwill Banners x 3	22309
		£90.00			MDL Kelex - Total	
4096		£240.00	1200	04/12/24	MRG Systems - TH Screen - Annual Live Space Licence 2024/25	36766
		£240.00			MRG Systems - Total	
4098		£200.00	2050/3	04/12/24	Nailsworth Silver Band - Community Carol Service	20241203
		£200.00			Nailsworth Silver Band - Total	

Signature

Signature

Date

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

BACS Payments

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
4088		£360.00	1010/1	27/11/24	Playsafety Limited - Routine Playground Inspection Course - C Novoth	84977
		£360.00			Playsafety Limited - Total	
4103		£139.32	1040/5	04/12/24	Prolific Solutions (South West) Ltd - November 2024 - Printer TH	11201
		£139.32			Prolific Solutions (South West) Ltd - Total	
4105		£60.00	2050/1	04/12/24	Stonehouse Community Association - Hire of Community Centre - Goodwill 7th December 2024	5639
		£60.00			Stonehouse Community Association - Total	
Total		£36,978.21				

Signature

Date

Signature

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

Debit Card Approval List

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
4097		£10.98	1090/2	04/12/24	Amazon - Red Labels for Gift Tree	
		£10.98			Amazon - Total	
4099		£152.12	2050/3	04/12/24	CVD Insurance Services - Van Insurance for Cllr N Gibbs - Christmas Carol Float	
		£152.12			CVD Insurance Services - Total	
4078		£30.00	1090/1	21/11/24	Delta Nine Ltd - Paper - Paid by Debit Card	DELTA NINE 211124
		£30.00			Delta Nine Ltd - Total	
4084		£19.47	1090/2	26/11/24	ETSY - 3 x Desk Diaries	
		£19.47			ETSY - Total	
4076		£20.70	1020	21/11/24	Fire Protection Online - Fire Exit Sign - Workshop	498539
		£20.70			Fire Protection Online - Total	
4087		£77.98	1020	27/11/24	Safetec Direct - 2 x Ionalite Jackets - R Helps & P Crosby	724529
		£77.98			Safetec Direct - Total	
4077		£8.03	1020	21/11/24	Safety Sign Supplies - Asbestos Warning Sign - Workshop	
		£8.03			Safety Sign Supplies - Total	
4086		£201.60	2050/1	27/11/24	SSP Direct - 2 x Road closed customisable signs	86824
		£201.60			SSP Direct - Total	
Total		£520.88				

Signature

Date

Signature

Purchase Day Book

Purchase Day Book										Showing only		Account type		All		Supplier		Type		All		Details		Heading		Net		Vat type		Vat		Gross Due		Payment		Reference		Paid			
		No.		Date		Invoice no.		Supplier																																	
		4072		19/11/24		24/0332/PP		PATA Payroll				November 2024		1000/1										£179.60		Outside the S		£0.00		£179.60		19/12/24									
		4073		19/11/24				Staff Salaries				November 2024		1000/1										£13,662.04		Outside the S		£0.00		£13,662.04		19/12/24									
		2						Transactions						Total										£13,841.64				£0.00		£13,841.64											



STONEHOUSE TOWN COUNCIL

Minutes of a Town Business Committee Meeting held on Monday 25th November 2024 at 7pm at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA

Present: Councillors: Keren Capeling, Neil Gibbs, Carol Kambites, Val Randall, Keith Terry and Theresa Watt (Committee Chair).

In Attendance: Representatives from Night Angels, Stonehouse Community Association, Homestart and Stonehouse Town Football Club

All residents of the Parish are welcome to attend and a period of up to 15 minutes will be set aside at the beginning of the meeting for members of the public to raise questions.

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

There were no public questions or comments

B/782 To receive apologies

There were no apologies - Cllrs Gary Powell and Madelaine Maraboli - Roman were not in attendance

B/783 To receive Declarations of Interest

Cllrs Theresa Watt and Carol Kambites (Chair and Vice Chair of Business Committee) declared an interest in Agenda Item B/786; Cllrs Keren Capeling and Keith Terry declared an interest in Agenda item B/787

B/784 To approve the minutes of the Business Committee meeting held on 4th Nov '24

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

B/785 To receive the latest budget position

The Clerk highlighted the following:

- 160 - Payment made by STFC towards new sewer pipe
- 178 - Healthier income than anticipated
- 1030 - Leases to come to fruition
- 1170 - Budget on target to be used in full
- 1180 - Major repairs needed

A query was raised in relation to payment of the election costs.

Committee received the budget report showing a total 'Actual Net' expenditure of £296,759.71; total 'Actual Net' Income of £410,890.91 and a reserve movement of £36,084.84.

In light of the declared interest in Agenda B/786 by both the Chair and Vice Chair of Business Committee, Cllr Neil Gibbs was voted in as Chair for this agenda item - Councillors Theresa Watt and Carol Kambites left the room.

B/786 To approve the latest BACS payment list and provide retrospective approval for Debit Card Payments

Committee APPROVED both the BACS payment totalling £8,902.75 and retrospectively APPROVED the Debit Card payment totalling £335.

The Chair and Vice Chair of Business Committee returned to the meeting to assume their respective roles

B/787 To consider the following grant applications:

- **Night Angels £1,000**

A budget forecast had been provided to Members ahead of the meeting. Questions were raised in relation to the significant costs of running the Stroud shop - it was realised this would be a challenge. Reference was made to the anticipated income from grants - to date, the only grant received was through the Rotary club. It was understood that the scheme was not intended at the present time to be extended to Stonehouse but it was made clear that in fact, the scheme whilst based in Stroud, has and continues to serve a number of Stonehouse residents. Night Angels were made aware of potential funding from the Police and Crime Commissioners office - reference was made in relation to the close working relationship with the Police increasing the chances of securing this funding.

Committee **APPROVED** a one off grant for £1,000.

- **Citizen's Advice £1,807**

The Clerk confirmed that CA had had a worthwhile presence in Stonehouse both at APT and the council offices.

Committee **APPROVED** a one off grant for £1,807

- **Stonehouse Community Association (SCA)**

The Clerk presented Business Committee with the minutes of the meeting with the SCA in relation to its grant application. Details of the minutes served to confirm the association's assertion that unless it took direct action to improve its income from lettings and avoid major repair costs or was at least supported financially with them over the next two years, the community centre would be placed at significant risk.

It was acknowledged that the grant application was based on the 2025/26 financial year. Councillors found it difficult to assess the application as the projected costs were not based on detailed factual information.

Committee **APPROVED** a grant of £2,000 towards the marketing campaign on the understanding that Council would consider a further contribution on the basis of a detailed breakdown of costs.

Further to this, Committee acknowledged the remaining concerns shared by the association in respect of potential costs for tree maintenance and major repairs. In light of the unknown nature of these potential costs:

Committee **RECOMMENDS** council to set aside the equivalent amounts requested in the grant application of £7,500 for repairs and £5,000 for tree maintenance in Reserves, in the event they may be required. Payment of these amounts will be subject to the provision of detailed costings and relevant invoices.

- **Homestart**

A representative from Homestart provided an overview of the work undertaken by the organisation to date and the growing concern of the continued increase in the number of individuals being referred to them for help, especially from the Stonehouse area.

The representative acknowledged the organisation had received grant funding for the last three years from the town council, the last of which is due imminently. However, there appears to be an increasing reliance on the organisation to meet a continually increasing demand that will require maintaining current staffing levels. Coupled with this is the difficulty in securing external funding for a number of reasons. Committee acknowledged the importance of the service provided by Homestart to some of the most vulnerable individuals with the community and therefore **RESOLVED to RECOMMEND**, for council approval, the award of a revenue grant totalling £15,000 for three years (2025/26, 2026/27 and 2027/28). The grant to be funded from the council's reserves with consideration given to the amounts being precepted

Following Committee agreement, the Chair brought forward agenda item B/790

B/790 To recommend for council approval the revised lease with Stonehouse Town Football Club

Committee **RECOMMENDS** Council approval subject to the Clerk ensuring that a relevant review clause is included

B/788 To approve an additional year's warranty to the town council's vehicle

Committee **APPROVED** the extended warrantee at an approximate cost of £550 for the council's working vehicle, to run from mid December 2024

B/789 To provide an update on the budget setting process for the 2025/26 Financial Year

The latest update was discussed. The clerk identified the estimated outturn figures for the current financial years but explained that the information had to be viewed in relation to payments made through Reserves. It was hoped this additional information would be provided in time for the full town council meeting in December '24

B/790 To recommend for council approval the revised lease with Stonehouse Town Football Club

See above for details

B/791 To receive updates from the following working groups:

1. Climate Change Action Forum

Following completion of the council's home energy project, SWEA are planning to publish the information in information leaflets - it was agreed that the council would benefit from having up to 500 copies.

2. Communications

A recent focus group meeting took place to provide feedback on both the design of the council's newsletter and the means by which it should be delivered. Responses to be discussed at the next Comms group

3. Oldends Lane Development

Installation of a new sewer pipe is nearing completion. A meeting has been arranged with the installer who has identified additional costs - outcome of the meeting to be reported to full town council

3. Support Stonehouse

New warm spaces leaflet to be finalised and distributed. It may be possible to add information re Gov funding for those people able and willing to improve insulation

4. Youth

No updates

5. Policy

The Council's Health and safety Policy and handbook to be brought to BC and full council within the next month or so. Officers have been working through recommendations by Worknest

6. Internal Audit Panel

ICC check to be undertaken in the new year

7. Court View

No update other than to reaffirm that GCC have confirmed that the sewer and roads have been adopted

B/792 To note the date of the next meeting - Monday 13th January 2025

Meeting with Stonehouse Community Association

Town Hall – Wednesday 6th November at 10am

Purpose of the meeting: To discuss the financial position of Stonehouse Community Association in managing the community centre and its anticipated challenges over the next two years in support of its recent grant application.

Present:

Ken Fryer – Trustee and Treasurer to Stonehouse Community Association (SCA)

Sarah Townsend – Trustee and Manager of Stonehouse Community Centre

Cllr Keith Terry – Trustee to Stonehouse Community Association

Cllr John Callinan - Stonehouse Town Councillor and Stroud District Councillor

Carlos Novoth – Stonehouse Town Clerk

Overview

The meeting started with Ken Fryer providing an overview of the state of SCA's finances and the particular financial challenges Trustees have faced during the past two years with unexpected significant outgoings on major repairs. It was explained that the community centre is very well maintained and as such the Trustees were hopeful that maintenance costs over the next two years would be kept to a minimum, albeit, of ongoing concern was the maintenance of the large Oak trees at the southern boundary of the car park.

Beyond the cost of repairs, reduced lettings has resulted in a loss of income anticipated at £6,000 over the course of the year; the centre has yet to recover its pre covid lettings position. The centre is hoping to bridge this gap through proposed marketing activities with potential help and support from the GL11 Hub. It was made clear that the community Association had identified the need to increase lettings and had already made progress in sign-posting the facility. It was explained that the facility benefited from numerous small offices/rooms; these needed to be widely advertised.

The reduction in the centre's reserves and overall income from lettings has placed the centre in a precarious position; any further major repairs over the next two years could place the centre into a negative financial state.

The association had at one time provided an extensive community café that provided breakfasts most days and hot dinners on a weekly basis. This drew in locals, the elderly in particular. The accounts for 2023 showed a net income of £955 from this venture. The

service has since been reduced to offer only breakfasts and although the facility is dealing with significantly fewer individuals, it is making a similar net profit.

Utilities for gas and electricity are supplied through a single provider on very favourable terms, used mainly for the benefit of charities.

Debtors are minimal and relatively short term – it can be assumed that the association manages this aspect well.

Financial support required

The grant application clearly identifies three strands of costs where specific support is sought:

- Marketing
- Maintenance and management of Trees
- Major repairs and Maintenance

Funding to support a marketing campaign is key to driving up lettings and helping the community centre to become self-sustaining once again. The SCA Have committed to contacting the GL11 Hub with a view to securing advice and help.

There are a number of large oak trees on the southern boundary of the premises car park – these trees have been known to incur significant maintenance costs running to the thousands of pounds; in 2023, the town council made a significant one-off financial contribution towards their maintenance. The concern shared by SCA is that the trees may become a constant draw on an ever diminishing reserve.

The Association has unfortunately been hit by large scale unforeseen problems that have needed major investment; the most significant of these has been the necessity to replace a water main – unfortunately, the incident was not covered by insurance and so repair costs were funded from reserves. Should the centre experience any further major failures within the next two years, it could wipe out the association's remaining reserves.

The Community Association wished to make clear that it is seeking only 50% of the total potential additional costs of a worst case scenario

Potential actions to be considered

Marketing – the Community Association has already commenced work on this

1. Seek help and support from the GL11 Hub in marketing the community centre
2. Improving road signage to the centre
3. Provide details of the various rooms available
4. Improve the centre's website and use of Facebook
5. Use of the town council's external display screen

6. Placing an article in the council's Newsletter
7. Improve access to the centre from Regent Street

Tree works

1. Future tree surveys of the Oak Trees could be combined with the town council's survey work.
2. Any necessary resultant tree works could be undertaken by the town council's tree maintenance contractor – provided the town council continues to use the district council's tree maintenance contract framework, costs are likely to be much cheaper without compromising on quality of work or contractor safety.
3. Costs of tree maintenance could be the subject of a grant application

Major repairs and maintenance

1. Continue to maintain the centre to a good standard (prevention being better than the cure)
2. Continue to plan for longer term maintenance projects (this is already being done)

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

Direct Mobile



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 Fayer TREASURER & TRUSTEE

Address COMMUNITY CENTRE
LABURNUM WALK
STONEHOUSE
GL10 2NS

Telephone Number:

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 | <input type="radio"/> YES / <input type="radio"/> NO |
| 3) Stonehouse branch of a National Organisation | <input type="radio"/> YES / <input type="radio"/> NO |
| 4) Other | |

How much of the funds you raise is used locally?

☐ ALL / ☒ 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 £15,000 2023/24 £14,000
2/ Unknown estimated £13,000
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 ad hoc 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

[Redacted Signature]

Date

24/9/2024

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	1,211	6,155	
	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	20	701	
	3,860		6,957
Total Income	19,868		49,082
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	0	82	
Sundry expenses	0	25	
Discounts given to users	0		
Total direct charitable expenditure	37,128	59,937	
OTHER EXPENDITURE			
Management and administration of the Charity - bookkeeping	360	695	
Management and administration of the Charity - legal			
Independent Reporting Accountants fees	0	600	
Total Expenditure	37,488		61,232
Net (outgoing) / Incoming resources for the year	-17,620		-12,150
Less Fixed Assets	0	0	
Less Depreciation	0	0	
	0		0
Net Accounting (Deficit)	-£17,620		-£12,150

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
	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
	15,734	33,753
Current liabilities		
Sundry creditors and accruals	1,171	1,570
Net Current Assets	14,563	32,183
Total Net Assets	<u>£14,563</u>	<u>£32,183</u>
FUNDS		
Restricted funds		
Grant received	0	1,150
Money expended see SOFA	0	-1,150
Unspent grants carried forward	0	0
Unrestricted funds		
Brought forward	32,183	44,333
(Deficit) for the year	-17,620	-12,150
Carried forward	<u>£14,563</u>	<u>£32,183</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	25	865
Total direct charitable expenditure	<u>59,937</u>	<u>48,183</u>
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><u>£32,183</u></u>	<u><u>£45,483</u></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><u>£32,183</u></u>	<u><u>£45,483</u></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



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

Home-Start Stroud and Gloucester

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

Shelley James – Office Manager

Address

**Suites F&G The Wheelhouse
Bonds Mill Estate
Stonehouse GL10 3RF**

Telephone Number: **01453 297470** email: **Enquiries@homestartsd.org**

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

Is your organisation:

- | | |
|--|---------|
| 1) Stonehouse based for Stonehouse residents | YES/ NO |
| 2) a Gloucestershire organisation serving Stonehouse | YES/ NO |
| 3) Stonehouse branch of a national organisation | YES/ NO |
| 4) Other | |

How much of the funds you raise is used locally? ALL/ MOST/ **SOME/**

What is your total local membership? **_Charity No: 1107019**

What is your VAT status? **REGISTERED / NOT REGISTERED**

What are the aims and objectives of your organisation? **Please see summary provided**

Details about the grant you are applying for:

To which Funding Scheme are you applying (please tick)

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

What will the grant be used for? **To provide the families of Stonehouse home visiting volunteer support, peer support groups, as well as support training local people to become Home-Start volunteers.**

What is the total cost going to be?

How much would you like Stonehouse Town Council to contribute? **A three-year funding grant of £15'000.00 per year**

What funds have already been raised by your organisation towards this project?
We have an ongoing campaign of bid writing and fundraising efforts to cover all the costs of the schemes support pathways.

What other fund-raising efforts does your organisation intend to make apart from this application?
We will continue to apply through known organisations and funders as well as source new possibilities.

What amount does your organisation currently hold in the bank, as cash or in other balances? **Our current bank balance is £5767.56 and £70'000 held in Reserves**

What impact will the project have on the environment? **Reduce travel costs, enable car sharing to venues**

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

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 S.James_____

Date29/10/2024_____

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

What are the aims and objectives of your organisation?

Home-Start Stroud and Gloucester provides a unique service for families recruiting and training volunteers to support parents with preschool children (under the age of 5 years). We provide one to one home visiting and peer support groups to families in situations as diverse as isolation, bereavement, multiple births, illness, disability, marital breakdown, substance misuse, mental health issues. Our support is there for parents to be, new parents, or those who are just finding parenting a struggle on a day-to-day basis.

We can offer a pathway of support to families even before the birth of their baby, during pregnancy and when born, through our Antenatal Bump-Start, Postnatal Best-Start, and Mental Health Mothers in Mind groups. We can also offer home-visiting support via one of our trained volunteers in the families own home, and when necessary, on a one-to-one basis via one of our Family and Volunteer Coordinators or Group Coordinators.

Bump-Start is a 5-week group with helpful topics covered such as: Changes in pregnancy, Labour & Birth, Caring for your new-born and so much more!

Best-Start is a 6-week group which covers topics such as: Getting to know your baby, Sleep, First Aid, Teething, introducing solid foods, Baby massage and play ideas.

Mothers in Mind is a 10-week group offering a safe and nurturing space for mums experiencing mental health related issues, anxiety, loneliness, and isolation or just the chance to chat with others to share their experiences and feel they are not alone in their parenting journey.

We have also recently introduced another support pathway “*Telephone Befriending*”, due to the level of referrals we receive through other professional services such as midwives, health visitors, health prescribers, social care, by offering this type of support we can either “hold” a family until a volunteer is available/matched, or just provide a friendly check in and chat, which sometimes is all that’s needed to help make a difference through a shorter period of time.

We can also signpost to families we are supporting to a standalone project of Home-Start Stroud and Gloucester called “*Dad Matters*.” This is a pathway of support purely for dads, which offers 121 support, telephone and group support. The aim is to help dads build positive relationships with their child/ren, support their own wellbeing and mental health. To encourage them to share their thoughts and feelings throughout their journey of fatherhood.

Our volunteers provide non-judgemental, practical, and emotional support to help build the family's confidence and ability to cope during a challenging time in their lives for as long as needed, this is reviewed by the allocated Home-Start coordinator to the family on a regular basis (6-8 weeks). We believe that every child has the right to the best start in life and that by supporting parents to cope better and increase their resilience to difficulties we are building a better future for children in our local community. We are also passionate about early intervention and supporting vulnerable families before their problems spiral out of control and impact on the children.

We provide local people with the chance to train as Home-Start volunteers and give back support to families within their communities. Our 8-week training course is free. The Home-Start ethos allows ordinary local people the chance to make an extraordinary difference to families, increasing community capacity and helping support positive outcomes for local people by local people giving a sense of community and support. We are currently running a volunteer training course at The Nest, Stonehouse which started on the 10th of October and will finish on the 5th of December.

Every year we receive an increase in referrals for our services and this year has been no exception. From April 2023-24 we received **51 referrals** for *home and group support* for **local Stonehouse families**. Overall, in 2023-24 we received **929 referrals** to support families within the Stroud District and Gloucester City. **29.6%** were self-referrals (parents contacting us directly) and **70.4%** were via professional referrals.

Our **Stonehouse** based families ‘statistics show us their greatest needs were/are:

9 were young parents (18%) – under the age of 25 years.

37 families had mental health issues (73%) – 14 were also being supported by the mental health services.

14 were lone parents (27%)

12 had debt issues (24%)
10 had domestic abuse issues (20%)
3 were care leavers themselves (6%)

5 families were in a category Red, which means they were a high-risk family also being supported through, for instance Social Care Services.

27 families were in a category Amber – which also means relatively high but not reacting the threshold of social care intervention.

As a local charity, we are committed to applying for funding through known organisations, funders, and trusts, while also working tirelessly to raise funds through events and community support. However, since the COVID-19 pandemic, obtaining funding has become increasingly challenging for several reasons:

- **The rising cost of living** has reduced the general public's ability to donate personally, impacting our ability to rely on smaller individual donations.
- **Increased competition for grants** means that funders are more oversubscribed than ever, making it harder to secure support.
- **More grant-making trusts are closing**, reducing the pool of potential funders.
- **Larger charities often receive a greater share of available funding**, which leaves smaller community-focused organisations like ours with fewer opportunities.
- **Experienced fundraisers are leaving the sector**, creating a gap in the ability to secure and manage funding effectively.
- **Government cuts and reduced support** for the charity sector further limit available resources.

In light of these challenges, we believe that **long-term funding** is crucial for our ability to plan effectively and ensure stability in our support for families. Here is some of the reasons why:

1. **Sustainable Planning:** Long-term funding allows us to plan for the future rather than working from year to year. This stability means that we can develop and implement longer-term programs that have a deeper and more sustained impact on the families we serve in the Stonehouse area. When we can look ahead with confidence, we are better equipped to adapt to the evolving needs of the community.
2. **Consistent Support for Families:** Families who rely on our services often face complex challenges that cannot be resolved quickly. Long-term funding means we can offer consistent support over time, helping families to progress rather than having to worry about sudden gaps in service due to funding shortfalls. This continuity is particularly important for vulnerable families who depend on stable support systems.
3. **Focus on Service, Not Fundraising:** Securing longer-term funding means that our team can spend more time focusing on delivering the high-quality support that families need in the area, rather than constantly seeking new funding sources. It allows us to be proactive in responding to needs rather than reactive, ensuring that we can dedicate our time to making a difference where it is most needed.
4. **Adapting to a Changing Landscape:** With a more predictable funding stream, we can adapt to the changing funding landscape and the evolving needs of the families we serve locally. It gives us the ability to invest in staff training, develop new initiatives, and ensure that our services remain relevant and effective, even as external conditions shift.

We deeply appreciate the support we receive, and longer-term commitments from funders enable us to create meaningful and lasting change for the families in our community. By working together with funders who share our vision for sustainable impact, we can build a brighter future for those we serve.

Costings are as follows:

Volunteering Training Prep Course

We propose to run 1 volunteer training courses in Stonehouse each year

	Details	Hours	Hourly Rate	Cost
Recruitment of volunteers	posters, marketing work, stands at supermarkets, talks etc	30	£ 16	£ 480
Administration of course	Arranging application forms, references, DBS processing, organizing venue	30	£ 16	£ 480
Promotional materials	Cost of advertising and printing of flyers			£ 100
Stationary	Resource Files, photocopying, paper / pens, flipchart paper, certificate's, resources for prep volunteer bags			£ 300
Co-ordinator time	Volunteer pre and post interviews (12 vols)	48	£ 19	£ 912
	Preparation of course	30	£ 19	£ 570
	Facilitation of course	100	£ 19	£ 1,900
Travel expenses	Travel for volunteers – 12 people x 20 miles x 45p per mile x 8 sessions			£ 864
	Travel for co-ordinators to 8 sessions - 15 miles x 45p per mile x 2 co-ordinators x 6 sessions and 5 co-ordinators x 2 sessions			£ 297
	Travel expenses for co-ordinators (45p per mile to visit 12 volunteers at home allowing			£ 162
Course refreshments	Hot drinks, snacks, lunch on final day			£ 100
Room rental	£40 per session			£ 320
TOTAL COST				£ 6,485
Cost per volunteer (based on 12 volunteers)				£ 540

Total cost based on running 1 per year in Stonehouse £3240.00 based on 6 Stonehouse based people attending

		Cost
Home Visiting		
Start up costs		
referral triaging, initial telephone call and initial visit to family	5 hours @£18/hr coordinator	£ 90
volunteer matching and introductory meetings with family	6 hours @£18/hr coordinator	£ 108
admin costs	1 hr @£15/hr admin staff	£ 15
travel expenses for 3 visits to family home	60 miles @45p/mile	£ 27
total start-up costs		£ 240
Monthly costs		
volunteer expenses for weekly visits	20 miles@45p/mile per visit	£ 36
Co-ordinator support hours to volunteer	5 hours per volunteer/month @ £18/hr	£ 90
Admin support - uploading diary sheets	1 hr@£15/hr admin staff	£ 15
Co-ordinator expenses	travel to review meetings, mobile phone	£ 20
Cost of support per month per family		£ 161

Total 11 month cost for family including start up	£ 2,011
With 8% overhead and management costs	£ 2,172

11 months is the average time we support a family

Total cost based on 12 Stonehouse families receiving support in their own homes via a trained volunteer £26'064.00 per year

Group Support

Mothers in Mind Mental Health Support Group			
Group co-ordinator	10 weeks at 4 hours/session @£15/hr	£	600.00
Group co-ordinator admin	2 hours per week for 10 weeks @£15/hr	£	300.00
Staff travel costs	10 weeks at £10 per session	£	100.00
Volunteer travel costs	10 weeks at £10 per session	£	100.00
Monitoring and evaluation	2 hours per group @ £17/hr	£	34.00
Admin support	4 hours per 10-week group @£12/hr	£	48.00
Resources	art and refreshments @ £15/session	£	150.00
Venue hire	10 weeks for 3 hours @ £12/hr	£	360.00
Management oversight and supervision	(15% of total)	£	282.00
TOTAL for 10-week Group block			£ 1,974.00

£ 197.40
Cost per family (based on 10) = pp

Total cost based on running 1 group per year in Stonehouse £1184.40 based on 6 Stonehouse based people attending

Best-Start Antenatal - 12 x 6-week groups per year			
Group co-ordinator	25 hrs per week TTO, includes pension and NIC	£	16,632.00
Staff travel costs	72 weeks at £10 per session	£	720.00
Volunteer travel costs	72 weeks at £10 per session	£	720.00
Resources	refreshments @ £10/session	£	720.00
Admin support	2 hours per 6-week group @£15/hr	£	360.00
Venue hire	72 weeks @ £36/session	£	2,592.00
Management oversight and supervision	(8% of total)	£	1,739.52
TOTAL Cost of Best-Start Support - annual			£ 23,483.52

Cost per 6-week group **£1,956.96**
Cost per family **£195.70**
Cost per family per session **£32.62**

Total cost based on running 1 group per year in Stonehouse **£1174.20** based on **6 Stonehouse based people attending.**

We would like to apply from the Stonehouse Town Council **£15'000.00** per year - three-year funding grant. Renewal date 2027.

Summary of costs:

Annual	Costs	for	supporting	Stonehouse	Families
Volunteer Training Course £3,240 (6 Stonehouse volunteers)					
Home visiting support for 12 Stonehouse families £26,064					
Mothers in Mind Mental Health Support group £1,184 (6 Stonehouse mums)					
Best Start Support group £1,174 (6 Stonehouse families)					

Total Cost of supporting Stonehouse Families: £31,662

Amount applied for: £15,000

As always, any extra expenditure incurred to support families in the Stonehouse area will be covered by other awarded core costs received to the charity.

DATE

2024

LEASE

relating to

Land and buildings at Oldends Lane,
Stonehouse, Gloucestershire

between

STONEHOUSE TOWN COUNCIL (1)

and

NIGEL SANDERS, SEAN WAGER, ~~ELIZABETH FRANCES ANDERTON~~ and
SHANE SNELL AS TRUSTEES OF
STONEHOUSE TOWN ASSOCIATION FOOTBALL CLUB (2)

SETFORDS

74 North Street, Guildford
Surrey GU1 4AW

Date of lease

LR2. **Title number(s)**

LR2.1 **Landlord's title number**

GR293247

LR2.2 **Other title numbers**

LR3. **Parties to this lease**

STONEHOUSE TOWN COUNCIL of The Council Offices, Bath Road, Stonehouse GL10 2NH ("the Landlord")

NIGEL SANDERS of 6 Burdett Close, Stonehouse GL10 2LS, **SEAN WAGER** of 22 Canberra, Stonehouse GL10 2PR, ~~**ELIZABETH FRANCES ANDERTON**~~ of 20 Chestnut Avenue, Stonehouse GL10 2HW and **SHANE SNELL** of 43 Canberra, Stonehouse GL10 2PR as trustees of Stonehouse Town Association Football Club of Oldends Lane, Stonehouse ("the Trustees")

LR4. **Property**

In the case of a conflict between this clause and the remainder of this lease then, for the purposes of registration, this clause shall prevail.

The Premises as specified in clause 1.1.

LR5. **Prescribed statements etc**

None.

LR6. **Term for which the Property is leased**

The term as specified in this lease at clause 1.1 in the definition of Contractual Term.

LR7. **Premium**

LR7. None

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LR8. **Prohibitions or restrictions on disposing of this lease**

This lease contains a provision that prohibits or restricts dispositions.

LR9. **Rights of acquisition etc**

LR9. None

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LR9.1 **Tenant's contractual rights to renew this lease, to acquire the reversion or another lease of the Property, or to acquire an interest in other land**

None.

LR9.2 **Tenant's covenant to (or offer to) surrender this lease**

None.

- LR9.3 **Landlord's contractual rights to acquire this lease**
None.
- LR10. **Restrictive covenants given in this lease by the Landlord in respect of land other than the Property**
None.
- LR11. **Easements**
LR11.1 **Easements granted by this lease for the benefit of the Property**
Set out in Schedule 1.
LR11.2 **Easements granted or reserved by this lease over the Property for the benefit of other property**
Set out in Schedule 2.
- LR12. **Estate rentcharge burdening the Property**
None.
- LR13. **Application for standard form of restriction**
None.
- LR14. **Declaration of trust where there is more than one person comprising the Tenant**
The Trustees are to hold the Property on trust as trustees for the Stonehouse Association Football Club an unincorporated members' club of which the Trustees are the present trustees.

THIS LEASE is made between the parties referred to in clause LR3. and the provisions that follow have effect subject to the provisions contained, and terms used, in clauses LR1 to LR14.

THIS LEASE is made on

PARTIES

- 1 **STONEHOUSE TOWN COUNCIL** of Town Hall, Bath Road, Stonehouse GL10 2NG (the Landlord);
- 2 **NIGEL SANDERS** of 6 Burdett Close, Stonehouse GL10 2LS, **SEAN WAGER** of 22 Canberra, Stonehouse GL10 2PR, **ELIZABETH FRANCES ANDERTON** of 20 Chestnut Avenue, Stonehouse GL10 2HW and **SHANE SNELL** of 43 Canberra, Stonehouse GL10 2PR being trustees of the Stonehouse Town Association Football Club of Oldends Lane, Stonehouse (the Tenant)

THIS DEED provides:

1 Definitions and interpretation

1.1 Definitions

1954 Act	means the Landlord and Tenant Act 1954;
1995 Act	means the Landlord and Tenant (Covenants) Act 1995;
Adjoining Conduits	means the pipes, sewers, drains, mains, ducts, conduits, gutters, watercourses, wires, cables, laser optical fibres, data or impulse transmission, communication or reception systems, channels, flues and all other conducting media—including plant or fixtures and fittings and other ancillary apparatus—that serve the Premises and are in, on, over or under any Adjoining Property of the Landlord;
Adjoining Property of the Landlord	means each and every part of the land neighbouring or adjoining the Premises in which the Landlord has or during the Term acquires an interest or estate;
Building	means the building or buildings now or at any time during the Term erected on the Premises;
Car Parking Area	means the area shown edged blue on the Plan being part of the Adjoining Property of the Landlord;
Club	means the football club operated by the Tenant at the Premises being Stonehouse Town Association Football Club;
Conduits	means the pipes, sewers, drains, mains, ducts, conduits, gutters, watercourses, wires, cables, laser optical fibres, data or impulse transmission, communication or reception systems, channels, flues and all other conducting media including plant or fixtures and fittings and other ancillary apparatus—that are in, on, over or under the Premises;

Contractual Term	means 25 years commencing on and including 1 September 2018;
Development	means development as defined by the Town and Country Planning Act 1990 Section 55;
Energy Performance Certificate	means an energy performance certificate as defined by the Energy Performance of Buildings (England and Wales) Regulations 2012 Regulation 2(1);
Exterior Decorating Years	means the third year of the Contractual Term and every three years thereafter;
Fire Safety Regulations	means the Regulatory Reform (Fire Safety) Order 2005;
First Rent Payment	means the first payment of Rent being a proportionate sum in respect of the period from and including the date of this Lease to and including the Rent Payment Date next after the date of this lease;
First Review Date	means 1 September 2023
Football Pitch	means those parts of the Premises now laid out as a pitch for playing association football;
Grounds	means any part of the Premises that is not built upon;
Hospitality Suite The Nest	means the hospitality suite erected in the northern corner of the Premises
Initial Rent	means £500.00 per year;
Insurance Rent	means the gross sums including any commission that the Landlord from time to time pays: <ul style="list-style-type: none"> (a) by way of premium for insuring the Premises (<u>excluding the Tenant's fixtures</u>), including insuring for loss of rent, in accordance with the Landlord's obligations contained in this Lease; (b) by way of premium for insuring in such amount and on such terms as the Landlord acting reasonably considers appropriate against all liability of the Landlord to third parties arising out of or in connection with any matter including or relating to the Premises; and (c) for insurance valuations made not more than once a year;
Insured Risks	means the risks of loss or damage by fire, storm, tempest, earthquake, lightning, explosion, riot, civil commotion, malicious damage, impact by vehicles

and by aircraft and articles dropped from aircraft, flood damage and bursting and overflowing of water pipes and tanks and any other risks (whether or not of the same nature) that the Landlord reasonably decides to insure against from time to time subject to such excesses, exclusions or limitations as the insurers require;

Interest	means interest payable during the period from the date on which a payment is due to the date of payment (both before and after any judgment) at the Interest Rate then prevailing;
Interest Rate	means the rate of 4% a year above the base lending rate of Barclays Bank plc or such other bank being a member of UK Finance as the Landlord may from time to time nominate in writing;
Interior Decorating Years	means the fifth year of the Contractual Term and every fifth year thereafter;
Lease Rents	means both the Rent and the Insurance Rent;
Notice to Repair	means a notice given to the Tenant by the Landlord specifying the works (including, if appropriate, the removal of any unauthorised alterations) required to remedy any breach of the Tenant's obligations in this Lease as to the state and condition or energy efficiency status of the Premises;
Operational Covenants	means the covenants set out in Schedule 4;
Pedestrian Access	means the accessway between the points marked A and D on the Plan;
Permitted Use	means use as a football ground and for the normal activities of an association football club and any purpose ancillary thereto;
Plan	means the plan attached to this Lease;
Planning Acts	means the Town and Country Planning Act 1990 and all other legislation (whether primary or delegated in nature) for the time being in force relating to the control, design, development, occupation or use of land and buildings;
Premises	means the land and buildings known as Stonehouse Town Football Club shown edged red on the Plan;
Rent	means until the First Review Date the Initial Rent and thereafter the sum ascertained in accordance with Schedule 3 and does not include the Insurance Rent;
Rent Commencement Date	means the date of this Lease;

Rent Suspension Event	means an event that results in the Premises or any part of them being damaged or destroyed by any risk against which they are or should have been insured or by any Uninsured Risk so that the Premises or any part of them are unfit for occupation and use or inaccessible;
Rent Suspension Period	means the period from and including the date on which a Rent Suspension Event occurs until the earlier of: <ul style="list-style-type: none"> (a) the date when the Premises (or the affected part) have been rebuilt or reinstated so as to be fit for occupation and use by the Tenant or accessible; or (b) the end of 3 years from the date on which a Rent Suspension Event occurs or, where the Landlord has given notice under clause 5.4, from the date that notice is given;
Review Dates	means the First Review Date and every fifth anniversary of that date during the Term and references to a review date are references to any one of the Review Dates;
Road	means firstly, such part of the Car Parking Area which is designated for use as a roadway from time to time to provide access between the points marked 'A' and 'B' on the Plan and, secondly, the access road between the points marked 'B' and 'C' on the Plan;
Term	means the Contractual Term;
Tenant's Fixtures	means any plant, equipment and any tenant's fixtures on the Premises from time to time including the <u>Hospitality Suite portacabin the toilet block and The Nest (all in situ at the date of this lease);</u>
Trustees	means the persons named as the present trustees of the Club and shall wherever the context so admits include all persons in whom the Term is vested from time to time as trustees of the Club.
Uninsured Risks	means any risk or element of risk: <ul style="list-style-type: none"> (a) against which insurance cover is not generally available in the United Kingdom market for property such as the Premises or is available only on terms or subject to conditions making it unreasonable in all the circumstances to take out insurance against that risk or element of risk; or

- (b) which is not insured against at the date damage or destruction occurs because of a condition imposed by the insurers;

VAT

means value added tax or any other tax of a similar nature and unless otherwise expressly stated all references to rents or other sums payable by the Tenant are exclusive of VAT; and

Working Day

means any day that is not a Saturday or a Sunday or a bank holiday in England and Wales.

1.2 Interpretation

1.2.1 The expression 'Premises' includes:

- (a) all buildings, erections, structures and plant, equipment and fixtures on the Premises from time to time;
 - (b) the fences or walls dividing the Premises from the Adjoining Property of the Landlord;
 - (c) all permitted additions and alterations to the Premises;
 - (d) the Conduits;
 - (e) wherever the circumstances of its use means it is suitable, any part or parts of the Premises,
- but does not include the Hospitality Suite, portacabin the toilet block and The Nest (all in situ at the date of this lease), or any fixtures installed by the Tenant that can be removed from the Premises without damaging the Premises.

1.2.2 The expression 'Landlord' includes the person or persons from time to time entitled to possession of the Premises when this Lease comes to an end.

1.2.3 The expression 'Tenant' includes any person who is for the time being bound by the tenant covenants of this Lease.

1.2.5 Unless expressly stated to the contrary, the expression 'this Lease' includes any document supplemental to or collateral with this document or entered into in accordance with this document.

1.2.6 References to 'consent of the Landlord' or words to similar effect are references to a prior written consent signed by or on behalf of the Landlord and references to the need for anything to be 'approved by the Landlord' or words to similar effect are references to the need for a prior written approval by or on behalf of the Landlord.

1.2.7 Any provisions in this Lease referring to the consent or approval of the Landlord are to be construed as also requiring the consent or approval of any mortgagee of the Premises and any head landlord where that consent is

required. Nothing in this Lease is to be construed as imposing any obligation on a mortgagee or head landlord not to refuse any such consent or approval unreasonably.

- 1.2.8 **References to 'the last year of the Term' are references to the actual last year of the Term however it determines and references to the 'end of the Term' are references to the end of the Term whenever and in whatever manner it determines.**
- 1.2.9 **References to 'losses' are references to liabilities, awards of damages or compensation, penalties, charges, costs, disbursements and expenses arising from any claim, demand, action or proceedings.**
- 1.2.10 **References to 'other buildings' are references to any buildings now or at any time during the Term erected on the Adjoining Property of the Landlord.**
- 1.2.11 **Where any party to this Lease for the time being comprises two or more persons, obligations expressed or implied to be made by or with that party are deemed to be made by or with the persons comprising that party jointly and severally.**
- 1.2.12 **Words that indicate one gender include all other genders, words that indicate the singular include the plural and vice versa and words that indicate persons shall be interpreted as extending to a corporate body or a partnership and vice versa.**
- 1.2.13 **The clause, paragraph and schedule headings do not form part of this Lease and shall be ignored in its construction.**
- 1.2.14 **Any reference in this Lease to a clause, paragraph or schedule without further designation is to be construed as a reference to the clause, paragraph or schedule of this Lease so numbered.**
- 1.2.15 **General words introduced by the word 'other' do not have a restrictive meaning even where preceded by words indicating a particular class of matters.**
- 1.2.16 **Any covenant by the Tenant not to do anything includes an obligation to use reasonable endeavours not to permit or suffer that thing to be done by another person.**
- 1.2.17 **Any covenant by the Tenant to do anything includes an obligation not to waive the obligation of another person to do that thing.**
- 1.2.18 **References to any right of the Landlord to have access to the Premises are to be construed as extending to any head landlord and any mortgagee of the Premises - where the headlease or mortgage grants such rights of access to the head landlord or mortgagee - and to all persons authorised in writing by**

the Landlord and any head landlord or mortgagee including agents, professional advisers, contractors, workmen and others.

1.2.19 Unless expressly stated to the contrary, any reference to a specific statute includes any statutory extension or modification, amendment, consolidation or re-enactment of that statute and any regulations or orders made under it and any general reference to a statute includes any regulations or orders made under that statute.

1.2.20 Where the expressions 'landlord covenant', 'tenant covenant' or 'authorised guarantee agreement' are used in this Lease they are to have the same meaning as is given by the 1995 Act Section 28(1).

2 Letting

The Landlord lets the Premises to the Tenant with full title guarantee, together with the rights specified in Schedule 1, but excepting and reserving to the Landlord the rights specified in Schedule 2 for the Contractual Term at the Lease Rents subject to all covenants, easements, privileges, restrictions, rights and stipulations of whatever nature affecting the Premises including any matters contained or referred to in Schedule 5.

3 The Tenant's covenants

The Tenant covenants with the Landlord to observe and perform the requirements of this clause 3.

3.1 The Tenant must pay the Lease Rents in the following manner:

3.1.1 the Rent must be paid by equal half yearly payments in advance on the first day of March and on the first day of September in every year and proportionately for any period of less than a year, the First Rent Payment to be paid on the date of this Lease; and

3.1.2 the Insurance Rent must be paid as rent on demand in accordance with clause 5.5.1.

3.2 The Tenant must not exercise or seek to exercise any legal or equitable right or claim to withhold or to make any deduction or set off in relation to the Lease Rents and other payments due under this Lease unless required to do so by law.

3.3 The Tenant must pay the Lease Rents and other payments due under this Lease by electronic transfer from a United Kingdom bank account to such United Kingdom bank account that is from time to time nominated by the Landlord and notified to the Tenant.

3.4 The Tenant must pay the Landlord on demand a fair proportion of any sums that may be incurred by the Landlord in or incidentally to the performance of the Landlord's obligations under clause 5.2.

3.5 The Tenant must pay on demand and must indemnify the Landlord against:

- 3.5.1 all rates, taxes, assessments, duties, charges, financial impositions and outgoings that are now or may at any time during the Term be charged, assessed or imposed upon the Premises or upon the owner or occupier of them, excluding any payable by the Landlord occasioned by receipt of the Lease Rents or by any disposition of or dealing with this Lease or ownership of any interest reversionary to the interest created by it provided that if the Landlord suffers any loss of rating relief that may be applicable to empty premises after the end of the Term because the relief has been allowed to the Tenant in respect of any period before the end of the Term then the Tenant must make good that loss to the Landlord;
 - 3.5.2 all VAT that may from time to time be charged on the Lease Rents or other sums payable by the Tenant under this Lease; and
 - 3.5.3 all VAT incurred in relation to any costs that the Tenant is obliged to pay or in respect of which the Tenant is required to indemnify the Landlord under the terms of this Lease, except where that VAT is recoverable or available for set-off by the Landlord as input tax.
- 3.6 The Tenant must pay on demand, and must indemnify the Landlord against, the proportion reasonably attributable to the Premises of all rates, taxes, assessments, duties, charges, financial impositions and outgoings that are now or may at any time during the Term be charged, assessed or imposed upon the Premises and any other property (including Adjoining Property of the Landlord) or on its owners or occupiers.
- 3.7 The Tenant must pay to the suppliers, and indemnify the Landlord against, all charges for electricity, water, foul and surface water drainage, gas, telecommunications, internet, data communications and other services consumed or used at or in relation to the Premises (including meter rents and standing charges) and must comply with the lawful requirements and regulations of their respective suppliers.
- 3.8 Where the use of any of the Conduits or any boundary structures or other things is common to the Premises and any adjoining or neighbouring premises other than Adjoining Property of the Landlord, the Tenant must be responsible for, and indemnify the Landlord against, all sums due from the owner, tenant or occupier of the Premises in relation to those Conduits, boundary structures or other things and must undertake all work in relation to them that is the Tenant's responsibility.
- 3.9 The Tenant must:
 - 3.9.1 repair the Premises and the Tenant's Fixtures and keep them in good condition and repair;
 - 3.9.2 maintain the Conduits and fixtures comprising part of the Premises and keep them in proper working order;

- 3.9.3 replace from time to time the Conduits and any fixtures comprising part of the Premises that become beyond economic repair at any time during or at the end of the Term;
- 3.9.4 keep the Premises and (for the avoidance of doubt) the ~~Hospitality Suite~~ portacabin the toilet block and The Nest (and any replacement or supplemental temporary structures) clean and tidy and clear of all rubbish—this obligation includes but is not restricted to cleaning both sides of all windows in the Building and the ~~Hospitality Suite~~ The Nest as often as reasonably necessary at least once every month;
- 3.9.5 not cause Adjoining Property of the Landlord or any other land, roads or pavements abutting the Premises to be untidy or dirty—this obligation includes but is not restricted to the depositing of refuse or other materials on them;
- 3.9.6 redecorate the outside of the Building ~~in each of the Exterior Decorating Years~~ as often as reasonably necessary and in the last year of the Term and must redecorate the inside of the Building ~~in each of the Interior Decorating Years~~ as often as reasonably necessary and in the last year of the Term, in all instances in a good and workmanlike manner, with appropriate materials of good quality, to the reasonable satisfaction of the Landlord, any change in the tints, colours and patterns of the decoration to be approved by the Landlord, whose approval may not be unreasonably withheld or delayed, provided that the covenants relating to the last year of the Term are not to apply where the Tenant has performed the obligation in question less than 18 months before the end of the Term.
- 3.10 The Tenant's obligations under clause 3.9 do not apply to damage or destruction caused by one or more of:
 - 3.10.1 the Insured Risks except to the extent that any insurance money is irrecoverable due to any deliberate act or omission of the Tenant or anyone at the Premises expressly or by implication with the Tenant's authority and under the Tenant's control; and
 - 3.10.2 the Uninsured Risks where the damage or destruction is to the whole or substantially the whole of the Premises and is such as to prevent occupation and use except to the extent that the damage or destruction is caused by any deliberate act or omission of the Tenant or anyone at the Premises expressly or by implication with the Tenant's authority and under the Tenant's control.
- 3.11 The Tenant:

- 3.11.1 must not make any additions or alterations or carry out any other works to the Premises or construct any additional building or structure on the Premises except to the extent permitted by the provisions of this clause 3.11 and in any event must not make any additions or alterations or carry out any other works to the Premises that may have an adverse effect on an existing Energy Performance Certificate rating or otherwise reduce the efficiency of the use of energy at the Premises;
- 3.11.2 is permitted to construct directional signs, and other similar constructions in connection with the use of the Premises as a football ground without the consent of the Landlord;
- 3.11.3 is permitted to carry out internal non-structural works to the Building without the consent of the Landlord;
- 3.11.4 must not carry out any works to the Building or any other works to the remainder of the Premises unless the Tenant first:
 - (a) obtains and complies with the necessary consents of the competent authorities and pays their charges for them;
 - (b) makes an application to the Landlord for consent, supported by drawings and where appropriate a specification in duplicate prepared by an architect, or a member of some other appropriate profession, who must supervise the work throughout to completion;
 - (c) pays the fees of the Landlord, any head landlord, any mortgagee and their respective professional advisers;
 - (d) enters into any covenants the Landlord requires as to the execution and reinstatement of the works; and
 - (e) obtains the consent of the Landlord, whose consent may not be unreasonably withheld.

In the case of any works of a substantial nature, the Landlord may require the Tenant to provide, before starting the works, adequate security in the form of a deposit of money or the provision of a bond, as assurance to the Landlord that any works it permits from time to time will be fully completed;
- 3.11.5 must not make any connection with the Conduits or the Adjoining Conduits except in accordance with plans and specifications approved by the Landlord, whose approval may not be unreasonably withheld and subject to consent to make the connection having previously been obtained from the competent authority, undertaker or supplier.

- 3.12 The Tenant must not erect any pole or mast or other apparatus on the Premises relating to electronic, wireless or mobile communications except to the extent required for serving the business carried on by the Tenant from the Premises in accordance with the terms of this Lease and then only with the consent of the Landlord, whose consent may not be unreasonably withheld.
- 3.13 The Tenant must:
- 3.13.1 not, without the consent of the Landlord, fix to or exhibit on the outside of the Building or fix to or exhibit through any window of the Building or otherwise display anywhere on the Premises, any placard, sign, notice, fascia board or advertisement. Provided that the Tenant shall not be required to obtain consent for the erection of statutory notices, notices relating to health and safety or commercial advertising
- 3.13.2 upon receiving notice in writing from the Landlord, remove forthwith any advertisements or signs which might cause offence to any section of the community or otherwise bring the Landlord into disrepute.
- 3.14 The Tenant must:
- 3.14.1 comply in all respects with the requirements of and carry out all works and provide and maintain all arrangements on or in respect of the Premises or the use to which they are being put under any statutes and any other obligations imposed by law or by any byelaws from time to time applicable to the Premises or the trade or business for the time being carried on there regardless of whether the requirements or obligations are imposed on the owner, the occupier or any other person;
- 3.14.2 not do in, on or near the Premises anything by reason of which the Landlord may incur any losses under any statute or obligation imposed by law or byelaw.
- 3.15 The Tenant must:
- 3.15.1 not obtain or take steps to obtain an Energy Performance Certificate for the Premises unless required to do so by the Energy Performance of Buildings (England and Wales) Regulations 2012 and, if so required, only instruct an energy assessor approved by the Landlord and on such terms as reasonably stipulated by the Landlord to provide the Energy Performance Certificate;
- 3.15.2 provide all reasonable assistance to enable the Landlord to obtain Energy Performance Certificates for the Premises from time to time.
- 3.16 The Tenant must:
- 3.16.1 allow the Landlord on reasonable notice during normal business hours except in an emergency when such notice as is reasonably practicable must be given

the Landlord causing as little damage and as little interference with the Tenant's business as is reasonably practicable to:

- (a) enter the Premises to ascertain whether or not the covenants and conditions of this Lease have been observed and performed; and
- (b) open up floors and other parts of the Premises (including the soil, subsoil and substratum) where that is necessary in order to do so provided that any opening-up must be made good by and at the cost of the Landlord if it reveals no breach of the terms of this Lease; and

3.16.2 carry out the works specified in a Notice to Repair immediately, including making good any opening up that revealed a breach of the terms of this Lease; and

3.16.3 if within 2 months of the service of a Notice to Repair the Tenant has not started to execute the work referred to in that notice (or is not proceeding diligently with it) or if the Tenant fails to finish the work within 3 months, or if in the Landlord's reasonable opinion the Tenant is unlikely to finish the work within that period, permit the Landlord to enter the Premises to execute the outstanding work, and must within 14 days of a written demand pay to the Landlord as a debt the cost of so doing and all associated expenses incurred by the Landlord, including legal costs and surveyor's fees.

3.17 The Tenant must not:

3.17.1 hold the Premises on trust for another;

3.17.2 part with or share possession of the Premises or any part of the Premises or permit another to occupy them or any part of them except under a transaction permitted by and carried out in accordance with the provisions of this clause 3.17;

3.17.3 assign, sublet or charge the whole or part only of the Premises;

PROVIDED THAT the Tenant may from time to time grant licences for the use of the Building, the Hospitality Suite and/or the Football Pitch for periods not exceeding 24 hours for social functions and events subject to obtaining the prior written consent of the Landlord which may not be unreasonably withheld.

3.18 The Tenant must not:

3.18.1 use the Premises other than for the Permitted Use;

- 3.18.2 use the Premises for any auction sale, any dangerous, noxious, noisy or offensive trade, business, manufacture or occupation or any illegal act or purpose;
 - 3.18.3 use the Premises as sleeping accommodation or for residential purposes or keep any animal, bird or reptile on them except guard dogs; or
 - 3.18.4 do anything on the Premises or allow anything to remain on them that may be or become or cause a nuisance or annoyance, disturbance, inconvenience, injury or damage to the Landlord or its tenants or the owners or occupiers of adjacent or neighbouring premises.
- 3.19 The Tenant must pay to the Landlord all costs, fees, charges, disbursements and expenses - including those payable to counsel, solicitors, surveyors and enforcement agents - properly incurred by the Landlord in relation to or incidental to:
- 3.19.1 every application made by the Tenant for a consent or licence required by the provisions of this Lease, whether the application is granted, refused or offered subject to any qualification or condition or the application is withdrawn unless the refusal, qualification or condition is unlawful either because it is unreasonable or otherwise;
 - 3.19.2 the contemplation, preparation and service of a notice under the Law of Property Act 1925 Section 146;
 - 3.19.3 the recovery or attempted recovery of arrears of rent or other sums due under this Lease; and
 - 3.19.4 any other steps taken in contemplation of or in connection with the enforcement of the covenants on the part of the Tenant contained in this Lease whether during or after the end of the Term including the preparation, service and negotiation of schedules of dilapidations.
- 3.20 The Tenant must:
- 3.20.1 observe and comply with the provisions and requirements of the Planning Acts affecting the Premises and their use and must indemnify the Landlord and keep the Landlord indemnified, both during the Term and following the end of it, against all losses in respect of any contravention of the Planning Acts;
 - 3.20.2 not make any application for planning permission without the consent of the Landlord;
 - 3.20.3 at the Tenant's own expense obtain any planning permissions and serve any notices that may be required to carry out any Development on or at the Premises;

- 3.20.4 pay and satisfy any charge or levy that may subsequently be imposed under the Planning Acts in respect of the carrying out or maintenance of any Development on or at the Premises;
- 3.20.5 not, despite any consent that may be granted by the Landlord under this Lease, carry out any Development on or at the Premises until all necessary notices under the Planning Acts have been served and copies produced to the Landlord, all necessary permissions under the Planning Acts have been obtained and produced to the Landlord and the Landlord has acknowledged that every necessary planning permission is acceptable to it the Landlord may refuse to acknowledge its acceptance of a planning permission on the grounds that any condition contained in it or anything omitted from it or the period referred to in it would, in the reasonable opinion of the Landlord, be, or be likely to be, prejudicial to the Landlord or to its reversionary interest in the Premises or Adjoining Property of the Landlord whether during or following the end of the Term;
- 3.20.6 where a condition of any planning permission granted for Development begun before the end of the Term requires works to be carried out to the Premises by a date after the end of the Term, (unless the Landlord directs otherwise) finish those works before the end of the Term; and
- 3.20.7 provide, in any case where a planning permission is granted subject to conditions (and if the Landlord so requires) sufficient security for the Tenant's compliance with the conditions and must not implement the planning permission until that security has been provided; and
- 3.20.8 if required by the Landlord to do so, but at the Tenant's own cost, appeal against any refusal of planning permission or the imposition of any conditions on a planning permission relating to the Premises following an application for planning permission by the Tenant.
- 3.21 If so requested, the Tenant must produce to the Landlord any plans, documents and other evidence the Landlord reasonably requires in order to satisfy itself that the provisions of this Lease have been complied with.
- 3.22 The Tenant must keep the Landlord fully indemnified against all losses that are directly or indirectly caused as a consequence of any act, omission or negligence of the Tenant or any persons at the Premises expressly or impliedly with the Tenant's authority and under the Tenant's control or any breach or non-observance by the Tenant of the covenants, conditions or other provisions of this Lease or any of the matters to which this letting is subject.

- 3.23 At any time during the last 6 months of the Contractual Term and at any time thereafter, and whenever the Lease Rents or any part of them are in arrear and unpaid for longer than 14 days the Tenant must permit:
- 3.23.1 the Landlord to place on the Premises a notice of reasonable dimensions and positioning advertising the Premises for reletting; and
 - 3.23.2 viewing of the Premises by prospective tenants who are accompanied by or have the prior written authority of the Landlord or the Landlord's agents on reasonable notice at reasonable times of the day.
- 3.24 At any time during the Term, the Tenant must permit viewing of the Premises on reasonable notice at reasonable times of the day by prospective buyers of the Landlord's interest in the Premises or of any other interest superior to the Term who are accompanied by or have the prior written authority of the Landlord or the Landlord's agents.
- 3.25 The Tenant must not permit any easements or other rights to be acquired in relation to the Premises and if any encroachment is made or any other action is taken or in either case attempted by a third party that may result in the acquisition of an easement or other right the Tenant must:
- 3.25.1 notify the Landlord in writing as soon as is reasonably practicable; and
 - 3.25.2 take such action as the Landlord requires to prevent that acquisition subject to the Landlord being responsible for the Tenant's costs in doing so.
- 3.26 By the end of the Term, the Tenant must have removed:
- 3.26.1 all Tenant's Fixtures and trade fixtures and fittings and all signs installed at the Premises; and
 - 3.26.2 if so requested by the Landlord at least 3 months beforehand all additions, alterations or other works permitted by clause 3.11, in each instance having made good any damage caused by the removal and restored the Premises to the condition they were in prior to the installation of the items or implementation of the works concerned.
- 3.27 At the end of the Term, the Tenant must:
- 3.27.1 give back the Premises to the Landlord with vacant possession and hand over to the Landlord all keys and security devices or access codes relating to the Premises;
 - 3.27.2 give back the Premises to the Landlord decorated and repaired in accordance with and in the condition required by the provisions of this Lease; and
 - 3.27.3 hand over to the Landlord any statutory registers or records maintained by the Tenant in relation to the Premises including in particular (but without restriction) any health and safety files or Energy Performance Certificate.

- 3.28 If, after the Tenant has vacated the Premises at the end of the Term, any property of the Tenant remains in or on the Premises and the Tenant fails to remove it within 14 days after a written request from the Landlord to do so (or, if the Landlord is unable to make such a request to the Tenant, within 7 days from the first attempt to make it) then:
- 3.28.1 the Landlord may, as the agent of the Tenant, sell that property, paying the net sale proceeds after deduction of associated costs to the Tenant;
 - 3.28.2 if, having made reasonable efforts to do so, the Landlord is unable to locate the Tenant, then the Landlord may retain the net proceeds of sale absolutely unless the Tenant claims them within one month of the date upon which the Tenant vacated the Premises;
 - 3.28.3 the Tenant must indemnify the Landlord against any losses incurred by the Landlord in relation to any third party whose property is sold by the Landlord in the mistaken belief held in good faith (which is to be presumed unless the contrary is proved) that the property belonged to the Tenant.
 - 3.28.4 In any event the Tenant must indemnify the Landlord against any damage occasioned to the Premises and any losses and any other liability, loss, cost or expense caused to the Landlord by or related to the presence of the property in or on the Premises.
- 3.29 The Tenant must pay Interest on any of the Lease Rents or other sums due under this Lease that are not paid within 14 days of the date on which they become due. Nothing in this clause entitles the Tenant to withhold or delay any payment of the Lease Rents or any other sum due under this Lease or affects the rights of the Landlord in relation to any non-payment.
- 3.30 The Tenant must give notice in writing as soon as is reasonably practicable to the Landlord of:
- 3.30.1 any notice, claim, direction, order or proposal relating to the Premises received by the Tenant or of which the Tenant becomes aware;
 - 3.30.2 any defect or disrepair in the Premises that might give rise to an obligation on the Landlord to do or refrain from doing anything in order to comply with the provisions of this Lease or any duty of care imposed on the Landlord whether under statute or otherwise.
- 3.31 The Tenant must ensure that at all times the Landlord has written notice of the name, home address and home and mobile telephone numbers of at least 2 people who hold keys and security devices or access codes to the Premises who can be contacted in the event of an emergency for the purposes of obtaining access.
- 3.32 The Tenant must observe and perform the Operational Covenants.

- 3.33 The Tenant must permit the Landlord to exercise any of the rights granted to the Landlord by virtue of the provisions of this Lease at all times during the Term without interruption or interference.
- 3.34 When making any application for consent or approval under this Lease, the Tenant must provide all the information that is required to enable the application to be considered.
- 3.35 If this Lease or the rights granted or reserved by this Lease are registered or registrable at the Land Registry then the Tenant must:
- 3.35.1 register this Lease and any assignment or other registrable disposition of this Lease at the Land Registry within 28 days of the date of this Lease or the date of the instrument of assignment or other disposition requiring registration as the case may be;
 - 3.35.2 use reasonable endeavours to procure that all rights granted or reserved by this Lease are properly noted against the titles that are affected by them;
 - 3.35.3 within 14 days of the registration of the grant, assignment or other registrable disposition of this Lease or the registration of notice against the titles affected by the rights granted or reserved by this Lease as the case may be, deliver to the Landlord official copies of the registered title or titles, and the Landlord shall not be liable to the Tenant for the Tenant's failure to register or protect this Lease or any rights granted by this Lease.
- 3.36 Within 14 days of the end of the Term, the Tenant must apply to the Land Registry to close (and then use reasonable endeavours to complete the closure of) any registered title that relates to this Lease and to remove from the Landlord's registered title or titles to the Premises any reference to this Lease and the rights granted to the Tenant by it.

4 **The Landlord's covenants**

The Landlord covenants with the Tenant to observe and perform the requirements of this clause 4

- 4.1 The Landlord must permit the Tenant peaceably and quietly to hold and enjoy the Premises without any interruption or disturbance from or by the Landlord or any person claiming under or in trust for the Landlord.

5 **Insurance**

- 5.1 The Tenant warrants that before the execution of this Lease it has disclosed to the Landlord in writing any conviction, judgment or finding of any court or tribunal relating to the Tenant (or any director, other officer or major shareholder of the Tenant) of such a nature as to be likely to affect the decision of any insurer to grant or to continue insurance of any of the Insured Risks.
- 5.2 The Landlord covenants with the Tenant:
- 5.2.1 to insure the Premises;

- 5.2.2 the insurance referred in clause 5.2.1 must be taken out with such substantial and reputable insurers and through such agency as the Landlord from time to time decides;
- 5.2.3 the insurance referred in clause 5.2.1 must be taken out for:
- (a) the sum that the Landlord is from time to time advised is the full cost of rebuilding and reinstating the Premises including irrecoverable VAT, architects', surveyors', engineers', solicitors' and all other professional persons' fees, the fees payable on any applications for planning permission or other permits or consents that may be required in relation to rebuilding or reinstating the Premises, the cost of preparation of the site including shoring-up, debris removal, demolition, site clearance and any works that may be required by statute and incidental expenses; and
 - (b) loss of the Rent (taking account of any rent review that may be due) for 3 years from the date of the damage or destruction concerned or such longer period as the Landlord from time to time reasonably requires for planning and carrying out rebuilding or reinstatement;
- 5.2.4 insurance must be taken out against damage or destruction by any of the Insured Risks to the extent that such insurance may ordinarily be arranged with reputable insurers for properties such as the Premises subject to such excesses, exclusions or limitations as the insurers require;
- 5.2.5 if and whenever the Premises are damaged or destroyed by one or more of the Insured Risks and once the Tenant has paid any sums that are due to the Landlord under clauses 5.5.1(b) and 5.5.1(c), the Landlord must:
- (a) use reasonable endeavours to obtain the planning permissions or other permits and consents that are required under the Planning Acts or otherwise to enable the Landlord to reinstate the Premises; and
 - (b) subject to those permissions or other permits and consents being obtained, to reinstate the Premises although the form of the reinstatement need not be identical as long as it is similar in terms of nature, facilities, energy efficiency and quality and equally suitable for the Tenant's requirements;
- 5.2.6 to produce to the Tenant on written request reasonable evidence of the main terms of the policy and the fact that the last premium has been paid and notify the Tenant of any material change in the terms of cover from time to time;

- 5.3 The Landlord's obligations under clause 5.2 do not apply to:
- 5.3.1 tenant's fixtures forming part of the Premises or to other items at the Premises belonging to the Tenant (for which the Tenant must arrange its own insurance);
 - 5.3.2 the extent that insurance cannot be obtained or the insurers refuse to pay out insurance money because of any deliberate act or omission of the Tenant or by anyone at the Premises expressly or by implication with the Tenant's authority and under the Tenant's control.
- 5.4 If there is damage or destruction to the whole or substantially the whole of the Premises by an Uninsured Risk that prevents occupation and use, the Landlord may within 6 months of the damage or destruction serve notice on the Tenant that they wish to reinstate at its own cost in which case clause 5.2.5 will apply as if the damage or destruction had resulted from an Insured Risk.
- 5.5 The Tenant covenants with the Landlord:
- 5.5.1 to pay to the Landlord on demand from time to time as required:
 - (a) the Insurance Rent;
 - (b) any excess or deductible incurred by the Landlord on reinstatement of the Premises following damage or destruction by an Insured Risk; and
 - (c) any amount that the insurers refuse to pay out because of any deliberate act or omission of the Tenant or by anyone at the Premises expressly or by implication with the Tenant's authority and under the Tenant's control;
 - 5.5.2 to comply with all the requirements and recommendations of the insurers;
 - 5.5.3 not to do or omit anything that could invalidate any insurance policy relating to the Premises;
 - 5.5.4 not to do or omit anything by which additional insurance premiums may become payable in relation to the Premises unless the Tenant has previously notified the Landlord and has agreed to pay the increased premium;
 - 5.5.5 to give notice to the Landlord as soon as reasonably practicable of any event of which the Tenant becomes aware that might affect any insurance policy relating to the Premises;
 - 5.5.6 to give notice to the Landlord as soon as reasonably practicable of any damage or destruction to the Premises resulting from an Insured Risk or an Uninsured Risk; and

- 5.5.7 to give notice to the Landlord as soon as reasonably practicable of any conviction, judgment or finding of any court or tribunal relating to the Tenant (or any director, other officer or major shareholder of the Tenant) of such a nature as to be likely to affect the decision of any insurer to grant or to continue any insurance of any of the Insured Risks; and
- 5.5.8 to maintain insurance in a sufficient sum with a reputable insurance company;
5.5.8.1 against liability to third parties arising out of or in connection with any matter including or relating to the Premises;and
5.5.8.2 in respect of the Tenant's Fixtures,
and to provide the Landlord with evidence of such insurance on demand; and
- 5.5.9 if at any time the Tenant is entitled to the benefit of any insurance of the Premises that is not taken out or maintained in pursuance of any obligation contained in this Lease, to apply all money received by virtue of that insurance in making good the loss, damage or destruction in respect of which the money is received.
- 5.6 If a Rent Suspension Event occurs, payment of the Rent (or a fair proportion of it according to the nature and the extent of the damage or destruction sustained) is to cease to be payable for the Rent Suspension Period.
- 5.7 If clause 5.6 applies:
- 5.7.1 the Landlord must as soon as reasonably practicable refund to the Tenant any Rent (or, as the case may be, a fair proportion of any Rent) paid in advance relating to the Rent Suspension Period; and
- 5.7.2 once the Rent Suspension Period expires, the Tenant must pay to the Landlord on demand a proportionate sum of Rent in respect of the period from and including the date on which Rent becomes payable again to and including the Rent Payment Date next after that date.
- 5.8 The provisions of clauses 5.6 and 5.7 shall not apply:
- 5.8.1 in the case of damage or destruction caused by an Insured Risk, to the extent any insurance money is irrecoverable because of any deliberate act or omission of the Tenant or by anyone at the Premises expressly or by implication with the Tenant's authority and under the Tenant's control unless the Tenant has complied with clause 5.5.1(c); or
- 5.8.2 in the case of damage or destruction caused by an Uninsured Risk, if the damage or destruction is caused by a deliberate act or omission of the Tenant or by anyone at the Premises expressly or by implication with the Tenant's authority and under the Tenant's control.

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- 5.9 Any dispute as to the proportion of the Rent suspended or the period of the suspension under clause 5.6 is to be determined in accordance with the Arbitration Act 1996 by an arbitrator to be appointed by agreement between the Landlord and the Tenant or in default by the President or other proper officer for the time being of the Royal Institution of Chartered Surveyors on the application of either the Landlord or the Tenant.
- 5.10 In the event of damage or destruction to the Premises caused by an Uninsured Risk that prevents occupation and use of the whole or substantially the whole of the Premises:
- 5.10.1 if the Landlord serves notice on the Tenant that it does not wish to reinstate the Premises, this Lease shall terminate with immediate effect; or
 - 5.10.2 if the Landlord does not serve notice under clause 5.4 within 6 months of the damage or destruction, this Lease shall terminate on the last day of that period unless the damage or destruction was caused by any deliberate act or omission of the Tenant or anyone at the Premises expressly or by implication with the Tenant's authority and under the Tenant's control.
- 5.11 In the event of damage or destruction to the Premises that prevents occupation and use of the whole or substantially the whole of the Premises, if clause 5.6 has applied and at the end of the Rent Suspension Period the Premises have not been sufficiently reinstated so as to be fit for the Tenant's occupation and use and accessible, subject to clause 5.12, either the Landlord or the Tenant may, at any time thereafter but before any reinstatement is completed, serve notice on the other terminating this Lease with immediate effect.
- 5.12 The exercise of the Tenant's rights of termination under clause 5.11 is subject to compliance with any obligations the Tenant may owe under clauses 5.5.1(b) and 5.5.1(c).
- 5.13 If the lease is terminated under clause 5.10 or clause 5.11 then:
- 5.13.1 the Term shall cease absolutely but this will not affect the rights and remedies of any party for any prior breach of the provisions of this Lease;
 - 5.13.2 the Tenant must give vacant possession of the Premises to the Landlord; and
 - 5.13.3 all money received in respect of the insurance taken out by the Landlord under this Lease is to belong to the Landlord absolutely.

6. Forfeiture

- 6.1. If any of the events set out in clause 6.2 happen, the Landlord may at any time re-enter the Premises or any part of them and this Lease will then immediately end but without affecting the rights or remedies of any party in relation to breaches of the covenants or other terms of this Lease that have already occurred.
- 6.2. The events referred to in clause 6.1 are:
- 6.2.1. any of the Lease Rents being outstanding for 14 days after becoming due, whether formally demanded or not;
 - 6.2.2. the Tenant breaching any covenant or other term of this Lease;

- 6.2.3. the Tenant being an individual, becoming subject to a bankruptcy order or having an interim receiver appointed to their property;
 - 6.2.4. the Tenant, being a company or limited liability partnership or other form of partnership, entering into liquidation—but not if the liquidation is for amalgamation or reconstruction of a solvent entity—or entering into administration having a receiver appointed over all or any part of its assets or, where appropriate, being struck off the register;
 - 6.2.5. the Tenant entering into or making a proposal to enter into any voluntary arrangement pursuant to the Insolvency Act 1986 or any other arrangement or composition for the benefit of the Tenant's creditors;
 - 6.2.6. the Tenant becoming subject to any procedure for the taking of control of the Tenant's goods by another.
- 6.3. Where the Tenant is more than one person, clause 6.2 applies if and whenever any of the events referred to happens to any one or more of them.

7. General

- 7.1. The operation of the Law of Property Act 1925 Section 62 is excluded from this Lease. The only rights granted to the Tenant are those expressly set out in this Lease and the Tenant is not to be entitled to any other rights affecting Adjoining Property of the Landlord.
- 7.2. Any walls dividing the Building from any other buildings are to be party walls within the meaning of the Law of Property Act 1925 Section 38 and must be maintained at the equally shared expense of the Tenant and the Landlord.
- 7.3. Each term of this Lease on the part of the Tenant is to remain in full force both at law and in equity even if the Landlord waives or releases that term on any occasion or waives or releases any similar term affecting Adjoining Property of the Landlord.
- 7.4. The Tenant is not to be entitled to the benefit of any covenant, agreement or condition entered into by any tenant of the Landlord in respect of Adjoining Property of the Landlord or the right to enforce or prevent the release or modification of any such covenant, agreement or condition.
- 7.5. If any term of this Lease is, in whole or in part, held to be illegal or unenforceable to any extent under any enactment or rule of law, that term or part shall to that extent be deemed not to form part of this Lease and the enforceability of the remainder of this Lease shall not be affected.
- 7.6. Nothing in this Lease or in any consent or approval granted by the Landlord under this Lease is to imply or warrant that the Premises may lawfully be used under the Planning Acts for the Permitted Use.
- 7.7. Any statutory right of the Tenant to claim compensation from the Landlord on vacating the Premises is excluded to the extent that the law allows.

- 7.8. The Landlord shall not be liable under its obligations contained in this Lease after the Landlord has assigned its interest in the Premises.
- 7.9. The Landlord and the Tenant agree that this Lease shall be exclusively governed by and interpreted in accordance with the laws of England and Wales and to submit to the exclusive jurisdiction of the English courts.
- 7.10. This Lease shall not operate to confer any rights on any third party and no person other than the parties to it may enforce any provision of this Lease by virtue of the Contracts (Rights of Third Parties) Act 1999.
- 7.11. It is declared that the persons comprising the Tenant hold the Premises as trustees in accordance with the constitution of the Club.
- 7.12. A notice under this Lease must be in writing and, unless the receiving party or their authorised agent acknowledges receipt, is valid if, and only if:
- 7.12.1. it is delivered to or left at the recipient's address or sent by special delivery post; and
 - 7.12.2. it is served, where the receiving party is a company or limited liability partnership or limited partnership registered in the United Kingdom, at the registered office or principal place of business as appropriate or, where the receiving party is not such an entity:
 - (a) in the case of the Landlord, at the address shown in this Lease or at any address specified in a notice given by the Landlord to the Tenant from time to time;
 - (b) in the case of the Tenant, at the Premises,
- and if the receiving party consists of more than one person, a notice to one of them is notice to all.
- 7.13. For the purposes of clause 8.12 a notice:
- 7.13.1. delivered or left at the recipient's address is to be treated as served at the time it is delivered or left; and
 - 7.13.2. sent by special delivery post is to be treated as served on the second Working Day after posting,
- in each instance on whatever date and whether or not it is actually received.
- 7.14. It is confirmed that:
- 7.14.1. on [] the Landlord served notice on the Tenant pursuant to the provisions of the 1954 Act Section 38A(3) and on [] [] who was duly authorised by the Tenant

- to do so, made a statutory declaration pursuant to the Regulatory Reform (Business Tenancies) (England and Wales) Order 2003 Schedule 2; and
- 7.14.2. pursuant to the provisions of the 1954 Act Section 38A(1), the parties agree that the provisions of the 1954 Act Sections 24–28 inclusive are to be excluded in relation to the tenancy created by this Lease; and
- 7.14.3. there is no agreement for lease to which this lease gives effect.
- 7.14.4. This Lease is a new tenancy for the purposes of the 1995 Act Section 1.

THE COMMON SEAL OF

STONEHOUSE TOWN COUNCIL

was hereunto affixed in the presence of:

Schedule 1

The rights granted

The following rights are granted to the Tenant:

1 the right, subject to temporary interruption for repair, alteration, rebuilding or replacement, for the Tenant and all persons expressly or by implication authorised by the Tenant—in common with the Landlord and all other persons having a like right—to pass and repass to and from the Premises for all purposes connected with the use and enjoyment of the Premises for the Permitted Use but not for any other purpose, over and along:

(a) the Road, with or without vehicles - and for the avoidance of doubt this right does not include the right to load and unload vehicles on the Road and does not include the right to park on the Road - PROVIDED ALWAYS THAT the Landlord shall have the right to vary the route of the Road from time to time;

(b) the Pedestrian Access on foot PROVIDED THAT the Pedestrian Access may also be used by maintenance vehicles whenever necessary and also as a means of access for the Club minibus-

2 ~~the right, subject to temporary interruption for repair, alteration or replacement, to the free passage~~
~~and running of water and electricity to and from the Premises through the appropriate Adjoining Conduits~~
~~subject to the payment of all costs and charges in connection with the supply of these services (or a fair~~
~~proportion of the total cost of any of costs and charges which are payable in respect of the Premises together~~
~~with the Adjoining Property of the Landlord), in common with the Landlord and all other persons having a like~~
~~right;~~

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3 ~~the right in common with the Landlord and all other persons having a like right and subject to~~
~~complying with the provisions contained in clause 3.11.5 of this lease to make connection with and use any~~
~~foul water drain constructed on the Adjoining Property of the Landlord which is intended to serve (inter alia)~~
~~the Property;~~

4 ~~the right in common with the Landlord and all other persons having a like right to park private~~
~~motor vehicles in such part or parts of the Car Parking Area which may be designated for use as a car park~~
~~from time to time in connection with the Permitted Use of the Premises but not otherwise; and-~~

54 ~~the right of subjacent and lateral shelter and protection for the Premises from Adjoining Property of~~
~~the Landlord.~~

Schedule 2
The rights excepted and reserved

The following rights are excepted and reserved to the Landlord:

- 1 the right to the free and uninterrupted passage and running of all appropriate services and supplies from and to Adjoining Property of the Landlord in and through the appropriate Conduits and through any structures of a similar use or nature that may at any time be constructed in, on, over or under the Premises as permitted by paragraph 2;
- 2 the right to construct and to maintain in, on, over or under the Premises at any time during the Term any pipes, sewers, drains, mains, ducts, conduits, gutters, watercourses, wires, cables, laser optical fibres, data or impulse transmission, communication or reception systems, channels, flues and all other conducting media—including plant or fixtures and fittings and other ancillary apparatus—for the benefit of Adjoining Property of the Landlord subject to the Landlord taking reasonable steps:
 - 2.1 to ensure that works do not have a materially adverse effect upon the business carried out by the Tenant from the Premises; and
 - 2.2 to limit any interference with the Tenant's use and occupation of the Premises, and making good any resulting damage to the Premises or items at the Premises belonging to the Tenant;
- 3 all rights of light and air to the Premises that now exist or that might otherwise be acquired over any other land;
- 4 the right of subjacent and lateral shelter and protection for Adjoining Property of the Landlord from the Premises;
- 5 the right to enter (or in emergency to break into and enter) the Premises at any time during the Term on reasonable notice during normal business hours except in emergency when such notice as is reasonably practicable must be given causing as little damage and as little interference with the Tenant's business as is reasonably practicable to:
 - 5.1 inspect and measure the Premises;
 - 5.2 inspect, clean, connect to, lay, repair, remove, replace with others, alter or execute any works whatever to or in connection with the conduits, rights, services or supplies referred to in paragraphs 1 and 2;
 - 5.3 carry out work of any kind to Adjoining Property of the Landlord or any other buildings that cannot conveniently be carried out without access to the Premises;
 - 5.4 carry out work or do anything whatever that the Landlord is obliged to do under this Lease;
 - 5.5 carry out insurance valuations;
 - 5.6 prepare Energy Performance Certificates;
 - 5.7 take inventories of fixtures and other items to be handed back at the end of the Term;
 - 5.8 to remove or fill in the decommissioned cess pit on the Property; and

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~~5.8-~~ 5.9 exercise any of the rights granted or reserved to the Landlord elsewhere in this Lease;

6 the right at any time to build, demolish, rebuild, alter, raise the height of, extend downwards or otherwise redevelop any building on Adjoining Property of the Landlord in such manner as the Landlord thinks fit, even if doing so obstructs, affects or interferes with the amenity of or the access to the Premises or the passage of light and air to the Premises subject to the Landlord taking reasonable steps:

6.1 to ensure that works do not have a materially adverse effect on the business carried out by the Tenant from the Premises; and

6.2 to limit any interference with the Tenant's use and occupation of the Premise and making good any resulting damage to the Premises or items at the Premises belonging to the Tenant;

7 the right to underpin and shore up the Premises in connection with the works described in paragraph 6; and

8 for the purposes of exercising any of the rights granted or reserved to the Landlord in this Lease, the right to bring plant and other ancillary equipment onto the Premises and the right to place ladders or erect scaffolding on the Premises subject to the Landlord taking reasonable steps to limit any materially adverse effect on the business carried out by the Tenant from the Premises and any interference with the Tenant's use and occupation of the Premises and making good any resulting damage to the Premises.

Schedule 3 Rent review

1 Definitions

The following definitions apply in this Schedule.

Base Rent: rent of £500.00 per annum.

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Base RPI Month: ~~July~~ April 2023 2018.

Expert: an independent surveyor:

- (a) who is a Member or Fellow of the Royal Institution of Chartered Surveyors;
- (b) with at least 10 years' post-qualification experience including relevant experience in the subject matter of the dispute; and
- (c) appointed in accordance with paragraph 5 of this Schedule.

President: the president for the time being of the Royal Institution of Chartered Surveyors or a person acting on their behalf.

Review Date: the fifth anniversary of the term commencement date and every fifth anniversary of that date.

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RPI: the Retail Prices Index or any official index replacing it.

Shortfall Payment Date: the date that the revised Annual Rent is calculated by the Landlord and notified to the Tenant.

2 Review of the Annual Rent

- 2.1 The Annual Rent shall be reviewed on each Review Date to equal the Annual Rent payable immediately before that Review Date (or which would then be payable but for any abatement or suspension of the Annual Rent or restriction on the right to collect it) or, if greater, the indexed rent determined pursuant to this Schedule.
- 2.2 The indexed rent for a Review Date shall be determined by multiplying the Base Rent by the All Items index value of the RPI for the month that falls two months before the month in which that Review Date falls, then dividing the product by the All Items index value of the RPI for the Base RPI Month.
- 2.3 The Landlord shall calculate the indexed rent as soon as reasonably practicable and shall give the Tenant written notice of the indexed rent as soon as it has been calculated.
- 2.4 As soon as practicable after the amount of the revised Annual Rent has been determined pursuant to this Schedule, a memorandum recording the amount shall be signed by or on behalf of the Landlord, the Tenant and any guarantor. The parties shall each bear their own costs in connection with the memorandum.

3 Changes to the index

- 3.1 Subject to paragraph 3.2 of this Schedule, if there is any change to the methods used to compile the RPI, including any change to the items from which the All Items index of the RPI is compiled, or if the

reference base used to compile the RPI changes, the calculation of the indexed rent shall be made taking into account the effect of this change.

- 3.2 The Landlord and the Tenant shall endeavour within a reasonable time, to agree an alternative mechanism for setting the Annual Rent if either:

- (a) the Landlord or the Tenant reasonably believes that any change referred to in paragraph 3.1 of this Schedule would fundamentally alter the calculation of the indexed rent in accordance with paragraph 2.2 of this Schedule, and has given notice to the other party of this belief; or
- (b) it becomes impossible or impracticable to calculate the indexed rent in accordance with paragraph 2.2 of this Schedule.

This alternative mechanism may (where reasonable) include, or consist of, substituting an alternative index for the RPI. In default of agreement between the Landlord and the Tenant on an alternative mechanism for setting the Annual Rent, either party may at any time refer the issue for determination by the Expert in accordance with paragraph 5.2 to paragraph 5.12 (inclusive) of this Schedule and the Expert shall determine an alternative mechanism and this includes (but is not limited to) substituting an alternative index for the RPI.

4 Late review of Annual Rent

If the revised Annual Rent has not been determined pursuant to this Schedule on or before the relevant Review Date, the Tenant must:

- (a) continue to pay the Annual Rent at the rate payable immediately before that Review Date; and
- (b) on or before the Shortfall Payment Date, pay:
 - (i) the shortfall (if any) between the amount of Annual Rent that the Tenant has paid for the period from and including the Review Date and the amount of Annual Rent for that period that would have been payable had the revised Annual Rent been determined pursuant to this Schedule on or before that Review Date; and
 - (ii) interest at the Interest Rate on that shortfall. That interest shall be calculated on a daily basis by reference to the Rent Payment Dates on which parts of the shortfall would have been payable if the revised Annual Rent had been determined pursuant to this Schedule on or before that Review Date and the Shortfall Payment Date (or, if the Tenant pays the shortfall earlier than the Shortfall Payment Date, the date of that payment).

5 Determination by the Expert

- 5.1 Either party may at any time refer the revised Annual Rent for determination by the Expert in accordance with this paragraph 5 of this Schedule in the following circumstances:

- (a) where any question or dispute arises between the parties as to the amount of the Rent payable or as to the interpretation, application or effect of any part of this Schedule; or
- (b) where the Landlord and the Tenant fail to reach agreement under paragraph 3.2 of this Schedule.

The Expert can be appointed in accordance with the terms of this lease irrespective of whether the Landlord and Tenant have tried to first reach an agreement on the revised Rent.

- 5.2 The Landlord and Tenant shall agree on the appointment of an Expert and shall agree with the Expert the terms of their appointment.

- 5.3 If the Landlord and Tenant are unable to agree on an Expert or the terms of their appointment within 10 working days of either party serving details of a suggested expert on the other, either party shall then be entitled to request the President to appoint an Expert and agree with the Expert the terms of appointment.
- 5.4 The Expert shall be required to prepare a written decision including reasons and give notice (including a copy) of the decision to the parties within a maximum of 40 working days of the matter being referred to the Expert.
- 5.5 If the Expert dies or becomes unwilling or incapable of acting, or does not deliver the decision within the time required by this paragraph, then:
- (a) either party may apply to the President to discharge the Expert and to appoint a replacement Expert with the required expertise; and
 - (b) this paragraph 5 of this Schedule shall apply to the new Expert as if they were the first Expert appointed.
- 5.6 The parties are entitled to make submissions to the Expert including oral submissions and must provide (or procure that others provide) the Expert with such assistance and documents as the Expert reasonably requires for the purpose of reaching a decision.
- 5.7 To the extent not provided for by this paragraph 5 of this Schedule, the Expert may in their reasonable discretion determine such other procedures to assist with the conduct of the determination as they consider just or appropriate.
- 5.8 The Expert shall act as an expert and not as an arbitrator. The Expert shall determine the matter referred to the Expert under this lease. The Expert may award interest as part of their decision. The expert's written decision on the matters referred to them shall be final and binding on the parties in the absence of manifest error or fraud.
- 5.9 The Landlord and Tenant must bear their own costs in relation to the reference to the Expert.
- 5.10 The Landlord and Tenant must bear the Expert's fees and any costs properly incurred by them in arriving at their determination (including any fees and costs of any advisers appointed by the Expert) equally or in such other proportions as the Expert shall direct.
- 5.11 If either the Landlord or the Tenant does not pay its part of the Expert's fees and expenses within 10 working days of demand by the Expert, then:
- (a) the other party may pay instead; and
 - (b) the amount so paid shall be a debt of the party that should have paid and shall be due and payable on demand to the party that made the payment pursuant to paragraph 5.11(a) of this Schedule.
- 5.12 The Landlord and Tenant must act reasonably and co-operate to give effect to the provisions of this paragraph and otherwise do nothing to hinder or prevent the Expert from reaching their determination.

6 Time not of the essence

Time is not of the essence for the purposes of this Schedule

Schedule 4
The Operational Covenants

- 1 The Tenant must:
- 1.1 not without the consent of the Landlord to invite or allow the general public to enter the Premises otherwise than in connection with the Permitted Use;
 - 1.2 keep the gates of the Premises locked when the Premises are not in actual use by members of the Club;
 - 1.3 not permit any vehicles belonging to the Tenant or to the members, guests, spectators employees of the Club and lawful visitors to stand on the Road or the Pedestrian Access.
- 2 The Tenant must not:
- 2.1 keep on the Premises any plant, equipment and machinery except to the extent required for serving the business carried on by the Tenant from the Premises in accordance with the terms of this Lease;
 - 2.2 store on the Premises or bring onto them any dangerous substances as defined by the Fire Safety Regulations; or
 - 2.3 overload any part of the Building and, in particular but without restriction, must not (without the consent of the Landlord) suspend any weight from the ceiling of the Building.
- 3 The Tenant must not overload the Conduits or take any other action or discharge into the Conduits anything that may:
- 3.1 harm the environment or human health or otherwise cause pollution or contamination;
 - 3.2 corrode or otherwise harm the Conduits; or
 - 3.3 cause an obstruction or deposit in the Conduits or cause them to function less efficiently than they should.
- 4 The Tenant must comply with the requirements of and the duties imposed by the Fire Safety Regulations and the reasonable requirements of the Landlord as to fire safety at the Premises. In particular but without restriction the Tenant must:
- 4.1 keep the Premises supplied with such fire fighting equipment as is necessary to comply with the Fire Safety Regulations and as the Landlord reasonably requires, maintaining the equipment to the reasonable satisfaction of the insurers of the Premises and in efficient working order, causing any sprinkler system and other fire fighting equipment to be inspected by a competent person at least once in every 6 months;
 - 4.2 not obstruct the access to any fire equipment or the means of escape from the Premises or lock any fire door while the Premises are occupied.
- 5 The Tenant must:

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- 5.1 manage and keep the Football Pitch and all other grassed areas of the Premises properly mown and cultivated including reseeding and returfing where necessary from time to time;
- 5.2 to keep the Football Pitch properly marked out at all times during the association football season;
- 5.3 maintain all the fences and gates in good repair and condition;
- 5.4 not store anything on the Grounds or bring anything onto them that is or might become untidy, unclean, unsightly or in any way detrimental to the Premises or the area generally;
- 5.5 supply suitable and sufficient receptacles for the deposit of litter by lawful visitors to the Premises
- 5.6 not deposit any waste, rubbish or refuse on the Grounds;
- 5.7 not use the Grounds for the parking or storing of any vehicle, caravan or movable dwelling except for the parking of maintenance vehicles and private motor vehicles belonging to members, guests and employees of the Club in any designated parking area at the Premises.
- 5.8 not erect or place any structure on the Football Pitch apart from goal posts, goal nets and corner flags.
- 6 The Tenant must not load or unload any vehicle unless it is in an area that has been designated for that purpose.
- 7 The Tenant must not deposit any waste, rubbish or refuse or anything else on the Adjoining Property of the Landlord or any land, road or pavements near to the Premises or cause them to become untidy, unclean or unsightly.
- 8 The Tenant must:
 - 8.1 apply or cause application to be made at all proper times to the licensing authorities for the time being and use the Tenant's reasonable endeavours to obtain the grant or renewal of any certificates or licences necessary for the maintenance of a members' bar/bar facilities in the Building and/or the Hospitality Suite and to pay all necessary fees and excise duties;
 - 8.2 conduct the members' bar or other bar facilities in a lawful and orderly manner strictly in accordance with every such certificate or licence and preserve the character of the members' bar or other bar facilities with the licensing authorities;
 - 8.3 in the conduct of the members' bar or other bar facilities, not do anything that would or would be likely to endanger any certificate or licence or render it liable to forfeiture or suspension.

Schedule 5
The subjections

The rights exceptions and reservations covenants and conditions affecting the Premises including those referred to in the registers of title of title number GR293247.



STONEHOUSE
TOWN COUNCIL

Minutes (subject to agreement at the next Committee Meeting) of a meeting of the Town Environment Committee held on Monday 2nd December, 7pm at Stonehouse GL10 2QA

Present:

Councillors: John Callinan, Keith Creighton (Committee Vice-Chair), Deborah Curtis (Committee Chair), Marcus Dixon, Neil Gibbs, Stephen Hunter, Simon Macgregor, Theresa Watt.

Also present:

Jacqui Sanders (Deputy Clerk)

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

E/851 To receive apologies.

Apologies were received from Cllrs Marcus Dixon.

E/852 Declarations of Interest

There were no declarations of interest.

E/853 To approve the minutes of the Town Environment Committee meeting held on Monday 28th October.

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

E/854 To receive the latest updated Environment Budget.

Committee NOTED the updated report showing a total 'Actual Net' Income of £1,590.00; 'Actual Net' Expenditure of £30,743.28 and Reserve Expenditure of £0.

E/855 To agree arrangements for the 2025/26 budget setting process.

The latest update was discussed. A further meeting with the Chair and Vice-Chair will be held before Christmas.

E/856 To determine the name and approve the Terms of Reference for the tree working group.

Committee APPROVED the name and Terms of Reference for the tree working group as follows:

Community Arboretum and Open Spaces Working Group

- To ensure that the actions contained within the Stonehouse Community Arboretum Management Plan (2021) are implemented.

- To ensure the upkeep and maintenance of Doverow Wood for the benefit of Stonehouse.
- To work with local stakeholders to ensure that Stonehouse is recognised and promoted as an arboretum town.
- To maximise the social, environmental and economic benefits of trees and open space for the Stonehouse community.

E/857 To consider and recommend for approval, match funding of £750.00 plus VAT, for the Community Defibrillator grant scheme to obtain a Mindray C1A fully automatic defibrillator and heated cabinet.

- Committee RECOMMENDED to full council, match funding of £750.00 plus VAT, for the community defibrillator grant scheme to obtain a Mindray C1A fully automatic defibrillator and heated cabinet.
- Cllrs Creighton and Macgregor to determine where the existing defibrillators are in Stonehouse and plot them on a map.
- Events Committee to organise defibrillator and CPR training for the community.

E/858 To approve the adoption of the BT Telephone kiosk outside the Town Hall.
Committee APPROVED the adoption of the telephone kiosk outside the Town Hall.

E/859 To comment on recent Planning Applications

S.24/2079/HHOLD 17 Avenue Terrace, Stonehouse

Erection of replacement single storey rear extension and installation of a rooflight to rear roof slope.

Comment: No objections as long as none from neighbours.

S.24/2030/HHOLD 8A Gloucester Road, Stonehouse

Erection of a two storey and single storey rear extension, replacement garage and installation of solar panels

Comment: No objections.

S.24/1984/HHOLD 2 Wharfdale Way, Stonehouse

Erection of a single storey and two storey rear extension

Comment: No objections as long as none from neighbours.

S.24/2090/HHOLD 6 Aldergate Terrace, Aldergate Street, Stonehouse

Proposed first floor rear extension and rear dormer.

Comment: No objections as long as none from neighbours.

E/848 To receive a report on planning decisions received from Stroud District Council.

S.24/1615/FUL Land at The Rear Of 42 High Street Stonehouse

Erection of a rear extension to enlarge existing ground floor premises (Use Class E(b))

APPLICATION WITHDRAWN.

S.14/1683/HHOLD 18 Haven Avenue Bridgend Stonehouse

Erection of a two storey side and single storey side and front extension.

PERMITTED.

S.24/1600/HHOLD 27 Regent Street Stonehouse

Single storey rear extension.

PERMITTED.

S.24/1665/FUL Xograph House Ebley Road Stonehouse

Proposed industrial unit (B2 use).

PERMITTED.

S.24/1658/VAR Xograph House Ebley Road Stonehouse

Variation of condition 2 (approved plans) and 3 (materials) from

S.23/2538/FUL - alterations to the design of the building.

PERMITTED

S.24/1561/HHOLD Ingleside Browns Lane Stonehouse

Erection of a dormer extension and a covered walk way, extension to outbuilding, extend raised terrace and removal of chimney.

APPLICATION WITHDRAWN.

S.24/1856/CM The Elms Elm Road Stonehouse

Consultation on application 24/0016/STREG3 - Demolition of existing buildings.

NO OBJECTIONS.

Appeal Ref: APP/C1625/W/23/3333115 Maidenhill House, Horsemaring Lane, Standish, Stonehouse

Change of use from a domestic dwelling to sui generis holiday let.

APPEAL DISMISSED.

S.24/1560/CPE 5 Regency Close Stonehouse

Certificate of Lawful Development for an existing use as a dwelling (Class C3 b).

REFUSED.

S.24/1936/TCA Bonds Mill Bristol Road Stonehouse

Tree works between Bonds Mill to Roving Bridge.

CONSENT GIVEN.

E/849 To receive Working Groups updates.

- Communications

Comms met on 2nd December and RECOMMEND to Full Council that Stonehouse News be printed four times per year with a print run to go to every household, through a paid for delivery service.

- **Stroudwater (Bristol Road) Station**

A meeting has been arranged with an MP, Network Rail, GWR and the Town Councillors on 13th December.

- **Transport and Highways**

Not yet met.

- **Public Rights of Way**

A meeting was held on 3rd December to prepare for the CROW meeting on 10th December.

- **Recreation.**

Stagholt works - ongoing.

A revised planning application will be submitted shortly.

- **Canal Rejuvenation**

Not met. Two successful community events have been held to clear the ground.

- **Court View**

No further updates.

E/850 Date of next Environment Committee meeting: Monday 6th January 2025.
Committee NOTED the date of the next meeting.

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