



STONEHOUSE
TOWN COUNCIL

Minutes of a Town Business Committee Meeting held on Monday 4th 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: Jenny and Claire from Night Angels. Richard Lacey (Temporary Minutes Clerk).

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.

B/767 To receive apologies

Apologies were received from Councillors Gary Powell and Madeline Maraboli-Roman.

B/768 To receive Declarations of Interest

Councillor Capeling declared a non pecuniary interest in item B/776 Night Angels grant application.

B/769 To appoint a Vice Chair for Business Committee

As Councillor Callinan had now moved to another Committee it was necessary to appoint a new Vice Chair. Councillor Watt proposed and Councillor Terry seconded that Councillor Kambites be appointed. This was unanimously approved.

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

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

Theresa Watt

B/771 To receive the latest budget position.

Members present received and noted the latest budget information accordingly; Actual Net Expenditure of £240,717.12; Reserve movement of £16,165.59; Actual Net Income £407,720.12.

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

The Committee APPROVED the BACS payment list totalling £16,013.85. The Committee also RETROSPECTIVELY APPROVED the Debit Card Payments list totalling £390.98 and the Direct Debit Approval List for £2,934.90.

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

The Committee authorised the refund as requested.

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

Councillor Terry presented the report to Committee and it was duly noted.

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

The Committee reviewed the financial information provided by the Clerk for discussion at the meeting but this was deferred as the Clerk was unwell and not able to attend the meeting.

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

Night Angels Jenny and Claire addressed the meeting giving a detailed outline of the Night Angels work and services. Although they currently do not operate in Stonehouse because it does not have an extensive night time economy it recognises that many young people from Stonehouse go to Stroud in the evenings and are therefore offered support there. Unfortunately the application did not contain the necessary accounts and last 3 months bank statements and therefore the Committee had to defer a decision until these were presented. The Chair thanked Jenny and Claire for attending.

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

The Chair, Councillor Watt, advised that the Policy Committee had not yet met. In view of the need to present this to full Town Council the Committee authorised the Chair and Vice Chair to meet and recommend any alterations

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

The Committee considered the letter from the Stonehouse School Trustees but were firmly of the opinion that the land in question had never been in the ownership of the Town or previously Parish Council. However, the Committee might, in the future, consider a grant if needed to facilitate resolving the issue.

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

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

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

1. Climate Change Action Forum

Councillor Kambites reported that the electric bikes were now being used more and that the hire period had now been extended to monthly. It is hoped to store the bicycles in the Bridge Café garage when cleared.

Councillor Kambites suggested that the Working Group to look at the Town Council's carbon footprint and a proposal will follow.

2. Communications

The recent Town survey on the future of the Newsletter had received well over 100 responses and the majority were in favour of 4 editions printed per annum and delivered to residents doors. The survey had also received 17 responses offering to volunteer and a meeting is to be held on 18th November to gauge that interest.

3. Oldends Lane Development

The meeting was advised that trenches and groundworks were currently being undertaken and Councillor Powell was monitoring progress.

4. Support Stonehouse

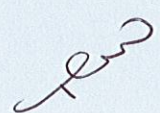
The Committee were advised that the Warm Spaces leaflet is being redone.

5. Youth

A meeting had been held with The Door for them to report. The current contract expires in April 2025 and in accordance with Council policy a tender document would be prepared for issue to interested parties.

6. Policy

No meeting had been held but as resolved in Item B/777 this will now be actioned.



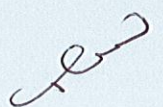
7. Internal Audit Panel

Councillor Terry advised that he would be undertaking a further inspection in the next quarter.

7. Court View

The Committee were advised that this was progressing slowly.

B/781 To note the date of the next meeting - Monday 25th November

A handwritten signature or mark, possibly initials, located in the bottom right corner of the page.

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 28/10/24 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve	Actual Net	Balance	Bal %age
INCOME					
Town Business Committee					
100 Precept	£383,870.25	£0.00	£383,870.00	-£0.25	0.00%
105 Newsletter Advertising	£100.00	£0.00	£0.00	-£100.00	-100.00%
120 Feed-in Tariff from Town Hall	£800.00	£0.00	£639.94	-£160.06	-20.01%
125 Stonehouse Town FC lease	£600.00	£0.00	£0.00	-£600.00	-100.00%
126 STFC Water Recharge	£200.00	£0.00	£0.00	-£200.00	-100.00%
127 STFC Electric Recharge	£1,500.00	£0.00	£1,094.24	-£405.76	-27.05%
130 Athletics Field Lease	£0.00	£0.00	£0.00	£0.00	0.00%
135 Phone Mast on Land	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%
140 Building Lease at OEL	£637.00	£0.00	£0.00	-£637.00	-100.00%
145 Magpies Social Club	£3,150.00	£0.00	£1,837.50	-£1,312.50	-41.67%
150 Community Centre Lease	£500.00	£0.00	£0.00	-£500.00	-100.00%
155 OEL Pitch Hire	£2,000.00	£0.00	£1,115.00	-£885.00	-44.25%
160 Misc Income	£500.00	£0.00	£7,941.70	£7,441.70	1488.34%
170 Investments Interest	£0.00	£0.00	£0.00	£0.00	0.00%
171 Bank Interest - Lloyds Bank	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%
172 Bank Interest - Charity A/C	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%
173 Bank Interest - Natwest	£1,000.00	£0.00	£5.79	-£994.21	-99.42%
174 Bank interest - Cambridge BS	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%
175 Town Hall/Library Recharges	£3,400.00	£0.00	£793.33	-£2,606.67	-76.67%
176 Bank Interest - Nationwide	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%
177 Bank Interest - Melton Building Society	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 28/10/24 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve	Actual Net	Balance	Bal %age
178 CCLA Interest	£10,000.00	£0.00	£12,422.62	£2,422.62	24.23%
Total Town Business Committee	£414,257.25	£0.00	£409,720.12	-£4,537.13	-1.10%
EXPENDITURE					
Town Business Committee					
1000 Salaries					
1000/1 Contracted staff	£205,000.00	£0.00	£120,151.91	£84,848.09	-41.39%
1000/2 Locum	£0.00	£0.00	£0.00	£0.00	0.00%
1000/3 Short term contracted staff	£0.00	£0.00	£0.00	£0.00	0.00%
1000 Total	£205,000.00	£0.00	£120,151.91	£84,848.09	-41.39%
Training & Recruitment					
1010 Contracted Staff	£3,000.00	£0.00	£499.64	£2,500.36	-83.35%
1010/2 Councillors	£1,000.00	£0.00	£485.00	£515.00	-51.50%
1010 Total	£4,000.00	£0.00	£984.64	£3,015.36	-75.38%
1020 Health & Safety	£2,500.00	£0.00	£96.77	£2,403.23	-96.13%
1030 Professional Fees	£8,000.00	£375.00	£4,065.50	£4,309.50	-53.87%
IT support					
1040/1 General	£6,750.00	£0.00	£1,741.88	£5,008.12	-74.19%
1040/2 Website	£1,300.00	£0.00	£954.80	£345.20	-26.55%
1040/3 Newsletter	£0.00	£0.00	£396.00	-£396.00	100.00%
1040/4 Phones	£1,500.00	£0.00	£103.43	£1,396.57	-93.10%
1040/5 Printing	£0.00	£0.00	£620.84	-£620.84	100.00%
1040 Total	£9,550.00	£0.00	£3,816.95	£5,733.05	-60.03%
1050 Office Equipment Renewals	£500.00	£2,838.87	£3,307.86	£31.01	-6.20%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 28/10/24 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2024/2025	Reserve	Actual Net	Balance	Bal %age
1060 Grants					
1060/1 One-Offs	£10,000.00	£0.00	£12,740.00	-£2,740.00	27.40%
1060/2 Long-Term	£7,400.00	£0.00	£3,000.00	£4,400.00	-59.46%
1060 Total	£17,400.00	£0.00	£15,740.00	£1,660.00	-9.54%
1070 Town Hall/Library Shared Costs					
1070/1 Rates	£4,500.00	£0.00	£4,898.94	-£398.94	8.87%
1070/2 Water	£700.00	£0.00	£489.66	£210.34	-30.05%
1070/3 Electric	£3,000.00	£0.00	£1,494.76	£1,505.24	-50.17%
1070/4 Gas	£3,000.00	£0.00	£544.10	£2,455.90	-81.86%
1070/5 Interior Maintenance (reactive)	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
1070/6 Interior Maintenance (programmed)	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
1070/7 Waste Collection	£300.00	£0.00	£0.00	£300.00	-100.00%
1070/8 Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1070 Total	£13,700.00	£0.00	£7,427.46	£6,272.54	-45.78%
1080 Town Hall/Library STC costs					
1080/1 Exterior Maintenance/Cleaning	£1,000.00	£0.00	£126.00	£874.00	-87.40%
1080/2 Interior Cleaning	£1,700.00	£0.00	£864.22	£835.78	-49.16%
1080 Total	£2,700.00	£0.00	£990.22	£1,709.78	-63.33%
1090 Admin Expenses					
1090/1 Paper	£250.00	£0.00	£94.57	£155.43	-62.17%
1090/2 Other	£1,000.00	£10,000.00	£11,034.97	-£34.97	3.50%
1090/3 Printing and Delivery of Newsletters	£4,500.00	£0.00	£992.00	£3,508.00	-77.96%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 28/10/24 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2024/2025	Reserve	Actual Net	Balance	Bal %age
1090	Total	£5,750.00	£12,121.54	£3,628.46	-63.10%
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%
1120	Election Costs	£0.00	£0.00	£0.00	0.00%
1130	Civic/Remembrance Parades	£180.00	£0.00	£180.00	-100.00%
1140	Pavilion Overheads				
1140/1	Rates	£0.00	£0.00	£0.00	0.00%
1140/2	Water	£1,200.00	£523.12	£676.88	-56.41%
1140/3	Electric	£6,300.00	£3,201.53	£3,098.47	-49.18%
1140/4	Cleaning	£1,000.00	£472.24	£527.76	-52.78%
1140/5	Maintenance (reactive)	£2,000.00	£577.45	£1,422.55	-71.13%
1140/6	Maintenance (programmed)	£1,000.00	£0.00	£1,000.00	-100.00%
1140/7	Waste Collection	£500.00	£46.14	£453.86	-90.77%
1140/8	Security	£200.00	£0.00	£200.00	-100.00%
1140/9	Septic Tank	£700.00	£0.00	£700.00	-100.00%
1140	Total	£12,900.00	£4,820.48	£8,079.52	-62.63%
1150	Workshop Overheads				
1150/1	Water	£0.00	£0.00	£0.00	0.00%
1150/2	Electric	£300.00	£0.00	£300.00	-100.00%
1150/3	Maintenance (Reactive)	£300.00	£1,056.53	-£756.53	252.18%
1150/4	Maintenance (programmed)	£1,000.00	£147.27	£852.73	-85.27%
1150/5	Waste Collection	£2,000.00	£819.94	£1,180.06	-59.00%
1150/6	Security	£200.00	£0.00	£200.00	-100.00%

Financial Budget Comparison

for Town Business Committee

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

	2024/2025	Reserve	Actual Net	Balance	Bal %age
1150 Total	£3,800.00	£0.00	£2,023.74	£1,776.26	-46.74%
1160 Equipment & Vehicle Costs					
1160/1 Equipment and Vehicle costs	£1,000.00	£0.00	£68.04	£931.96	-93.20%
1160/2 Maintenance	£1,000.00	£0.00	£315.83	£684.17	-68.42%
1160/3 Fuel	£1,000.00	£0.00	£363.25	£636.75	-63.68%
1160/4 Tax	£200.00	£0.00	£0.00	£200.00	-100.00%
1160/5 MOT/Service	£600.00	£0.00	£473.60	£126.40	-21.07%
1160 Total	£3,800.00	£0.00	£1,220.72	£2,579.28	-67.88%
1170 Youth Centre Workers	£61,000.00	£0.00	£41,596.00	£19,404.00	-31.81%
1180 Youth Centre Overheads					
1180/1 Rates	£1,400.00	£0.00	£1,167.10	£232.90	-16.64%
1180/2 Water	£300.00	£0.00	£135.88	£164.12	-54.71%
1180/3 Electric	£2,500.00	£0.00	£618.32	£1,881.68	-75.27%
1180/4 Cleaning	£1,000.00	£0.00	£518.65	£481.35	-48.14%
1180/5 Maintenance (reactive)	£2,000.00	£0.00	£295.00	£1,705.00	-85.25%
1180/6 Maintenance (programmed)	£1,500.00	£0.00	£0.00	£1,500.00	-100.00%
1180/7 Waste collection	£700.00	£0.00	£22.55	£677.45	-96.78%
1180/8 Security	£500.00	£0.00	£211.55	£288.45	-57.69%
1180/9 IT costs	£500.00	£0.00	£464.09	£35.91	-7.18%
1180 Total	£10,400.00	£0.00	£3,433.14	£6,966.86	-66.99%
1200 Subscriptions	£3,500.00	£0.00	£2,575.84	£924.16	-26.40%
1210 Insurances					
1210/1 Public/Employee Liability	£7,000.00	£0.00	£7,124.37	£-124.37	1.78%

Financial Budget Comparison

for Town Business Committee

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	2024/2025	Reserve	Actual Net	Balance	Bal %age
1210/2 Buildings	£0.00	£0.00	£0.00	£0.00	0.00%
1210/3 Vehicle	£0.00	£0.00	£0.00	£0.00	0.00%
1210 Total	£7,000.00	£0.00	£7,124.37	-£124.37	1.78%
1220 Project Planning & Delivery					
1220/1 OEL Car Park	£0.00	£2,951.72	£175.54	£2,776.18	100.00%
1220/2 Stagholt	£0.00	£0.00	£75.00	-£75.00	100.00%
1220/3 Ship Inn site	£0.00	£0.00	£8,914.83	-£8,914.83	100.00%
1220/4 Court View	£0.00	£0.00	£0.00	£0.00	0.00%
1220/5 Great Oldbury	£0.00	£0.00	£0.00	£0.00	0.00%
1220 Total	£0.00	£2,951.72	£9,165.37	-£6,213.65	100.00%
1230 Climate Change	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
Total Town Business Committee	£377,380.00	£16,165.59	£240,717.76	£152,827.83	-40.50%

Stonehouse Town Council

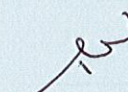
Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

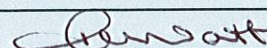
BACS Approval List

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



Signature

Signature



Date

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
4023		£150.00	1220/3	22/10/24	Abbey Loos - 1 x Portaloos - Volunteer Day Ship Inn Site	76515
		£150.00			Abbey Loos - Total	
4020		£29.34	1220/3	21/10/24	Firstaid - First Aid kit for Ship Inn Site	
		£29.34			Firstaid - Total	
4015		£10.00	1090/2	17/10/24	Share & Repair - Attempted repair of office laminator. Shattered heating element and unable to source spare part. Donation to S&R made nevertheless	
		£10.00			Share & Repair - Total	
4010		£37.13	1140/4	16/10/24	UK Office Direct - Jumbo Toilet Roll x 6 - D/C	8000803388
		£37.13			UK Office Direct - Total	
4016		£164.51	1050	18/10/24	Viking - Laminator Ilam Pro A3	4909370
		£164.51			Viking - Total	
Total		£390.98				

Signature

Date

Signature