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.

TWatt

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

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%
1010	Training & Recruitment					
1010/1	Contracted Staff	£3,000.00	£0.00	£499.64	£2,500.36	-83.35%
1010/2	Councillors	£1,000.00	£0.00	£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%
1040	IT support					
1040/1	General	£6,750.00	£0.00	£1,741.88	£5,008.12	-74.19%
1040/2	Website	£1,300.00	£0.00	£954.80	£345.20	-26.55%
1040/3	Newsletter	£0.00	£0.00	£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	£10,000.00	£12,121.54	£3,628.46	-63.10%
1100	Mayor's Charity & Expenses	£300.00	£0.00	£55.25	£244.75	-81.58%
1110	Travel Costs/Staff & Councillors	£400.00	£0.00	£0.00	£400.00	-100.00%
1120	Election Costs	£0.00	£0.00	£0.00	£0.00	0.00%
1130	Civic/Remembrance Parades	£180.00	£0.00	£0.00	£180.00	-100.00%
1140	Pavilion Overheads					
1140/1	Rates	£0.00	£0.00	£0.00	£0.00	0.00%
1140/2	Water	£1,200.00	£0.00	£523.12	£676.88	-56.41%
1140/3	Electric	£6,300.00	£0.00	£3,201.53	£3,098.47	-49.18%
1140/4	Cleaning	£1,000.00	£0.00	£472.24	£527.76	-52.78%
1140/5	Maintenance (reactive)	£2,000.00	£0.00	£577.45	£1,422.55	-71.13%
1140/6	Maintenance (programmed)	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
1140/7	Waste Collection	£500.00	£0.00	£46.14	£453.86	-90.77%
1140/8	Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1140/9	Septic Tank	£700.00	£0.00	£0.00	£700.00	-100.00%
1140	Total	£12,900.00	£0.00	£4,820.48	£8,079.52	-62.63%
1150	Workshop Overheads					
1150/1	Water	£0.00	£0.00	£0.00	£0.00	0.00%
1150/2	Electric	£300.00	£0.00	£0.00	£300.00	-100.00%
1150/3	Maintenance (Reactive)	£300.00	£0.00	£1,056.53	-£756.53	252.18%
1150/4	Maintenance (programmed)	£1,000.00	£0.00	£147.27	£852.73	-85.27%
1150/5	Waste Collection	£2,000.00	£0.00	£819.94	£1,180.06	-59.00%
1150/6	Security	£200.00	£0.00	£0.00	£200.00	-100.00%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 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
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

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
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 Chrmsatt

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 Portaloo - 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 ____________________ Signature ____________________

Date ____________________