

Minutes of a Town Business Committee held on Monday 15th January '24 at 7.00pm at the Town Hall

Present:

Councillors, John Callinan (Committee Vice Chair), Keith

Creighton, Carol Kambites, Gary Powell, Wendy Thomson,

Theresa Watt

In Attendance:

Carlos Novoth (Clerk); representatives from the 'Gardening

club' and 'Allsorts'

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

The Chair addressed the representatives from Allsorts and the Gardening club and with Committee's agreement, they were advised that they would be given the chance to talk when the relevant agenda item was discussed.

B/636 To receive apologies

There were apologies from Cllr Mike Davis (Chair of Committee)

B/637 To receive Declarations of Interest

There were no declarations of interest

B/638 To approve the minutes of the Business Committee meeting held on 27th

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

With agreement with the Committee, the Chair brought forward agenda item B/644

B/644 To approve a grant application from

'Allsorts' for £1,000

The representative presented an overview of the organisation and its benefits to people with disabilities. They work with hundreds of families around Glos providing 9 different sports clubs and activities. A large percentage of families with disabled children are on the poverty line. There are approx. 23 families from Stonehouse attending sessions and those that attend are able to drive or have some form of access to transport. They have provided activities at the Shrubberies but no longer do so. They have connections with Sportily, a local organization focusing on providing sports activities.

18th Mar 2024

Committee noted the fact that the Grants budget has been fully spent but on the basis of the benefit Allsorts provide the Stonehouse and other communities, Committee APPROVED a grant of £1,000 for the 2023/24 financial year and would consider future grant aid, next year and the year after following an update report.

'The Gardening Club' for £500 for 2024
 Committee approved a revenue funding application for a period of three years; two year's funding has been applied to date. The current application is to secure the third year's funding Committee APPROVED the year three funding of £500 for the Gardening club

B/639 To receive the latest budget position

Cllrs raised queries in relation to the Town Hall recharges (which have seen a slight delay) and an explanation of the income code 'Misc Income' - it was explained that the latter related to income that did not fit into any of the other categories ie Atlas Games.

Committee **NOTED** the latest budget position; Actual Net Expenditure of £257,226.47; Actual Net Income of £391,892.01; Reserve movements of £14,223.35.

B/640 To approve the latest payments list

Concern was raised by one Cllr in relation to the use of Amazon for the purchase of desk diaries. Officers explained that this was done for expediency in light of workloads. Also discussed was the O2 phone bill that related to long term phone contracts

Committee APPROVED the payment list totaling payments of £11,466.77.

B/641 To note the transfer of funding from the council's Nat West account to CCLA

Officers confirmed that the transfer of funds totaling £86,646.51 from the council's short-term savings account at Nat West to CCLA was in progress and would be complete by 29th January '24.

Whilst the appropriate paperwork was completed and checked by Nat West at the time of submission, the Nat West account was not processed with a view to its closure. It is hoped however that the Account will be closed over the coming weeks with the remainder of the account also being transferred.

B/642 To recommend for town council approval the Council's Business Committee budget for 2024/25

Officers have further reviewed the budget requirements for 2024/25. No late changes have been made albeit, at Committee Cllrs wished to see the Workshop toilets reprogrammed in and thus ensure that the funding would be available.

The submitted budget report presented to members at committee shows a reduction in the town council's taxbase of 93.96 equivalent band 'D' properties placing an immediate budget shortfall on the council; this is with coupled with the budget for 2023/24 being supported by £17,000 of the town council's reserves. The overall budget review has seen significant savings from certain budget lines as well as increases - salaries, youth service provision represent the main changes.

Acknowlegding the changes made by Environment Committee to its budget, Business Committee **RECOMMENDED** the latest proposed budget for council approval Total Income £416,057.25 Income and Expenditure £436,057.25; total budget to be underpinned from Reserves of £20,000

<u>B/643</u> To recommend for town council approval the revised Earmarked and General Reserves

Officers have presented a significant number of changes to the council's earmarked reserves. Changes have been detailed in supporting papers. Additional changes agreed by Committee include:

 Amend the current earmarked reserve from 'Stroud Water Railway Station Feasibility Survey' to 'Stroudwater Railway Station' and add £10,000 to the budget

 Increase the recommended 'Climate Change' earmarked reserve from £2,000 to £4,000.

There was a reminder to add the earmarked reserve for the 'Ship Inn' to the list and add a budget of £10,000

Committee **RECOMMENDED** the Officers changes with additional amendments as detailed above.

B/644aTo approve a grant application from

- 'Allsorts' for £1,000
 Agenda item brought forward see details above
- 'The Gardening Club' for £500 for 2024
 Agenda item brought forward see details above

<u>B/644b</u>To recommend for town council approval the following revised Policies and other core documents:

- Health and Safety Policy
 Minor changes have been made in relation to current post titles
 detailing the recording and reporting of incidents as well as their
 investigation and, recognition and application of the HSE Hierarchy
 of Controls. There was concern that the document did not cater
 adequately for town councillors.
 Committee resolved to DEFER the matter to the Policy Working
 Group for further consideration.
- Reserves Policy
 Whilst Policy working group suggested no changes to the current policy, a revision was agreed to the first bullet point in the document to read '....maintained a minimum of three months Net Revenue Expenditure'.
 Committee RECOMMENDED the revised Reserves policy subject to the agreed amendment.
- Scheme of Delegations Policy working group suggested no changes to the current policy. It was agreed that the amount covered in para 2.2 under finance would remain the same. Committee RECOMMENDED the Scheme of Delegations for approval.
- Council's Inventory/Asset register
 Officers have presented two key documents which includes the latest council purchases and key assets.

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Committee **NOTED** the purchases to date for 2023/24 and **RECOMMENDED** the updated Asset Register for approval.

• Transparency Code Information

The Transparency code was forwarded to Members separate to the support papers in light of it being a multi page document in Excel. Committee **RECOMMENDED** the updated Transparency Code Information for approval.

FOI Publication Scheme

There was comment in relation to making the information more readily available in relation to 'Class 4 - Responses to applications'. Whilst a link was provided in the document, it was suggested that this link did not always work. Officers stated that this would be checked. In addition, specific reference would be made to the 'Environment Meetings'

Committee **RECOMMENDED** the updated FOI Publication Scheme subject to the agreed amendments.

B/645 To receive an update on the High street car park consultation

The Clerk updated Committee by confirming that he had enquired with SDC about the outcome of the consultation and had expected some feed back in time for the meeting. None was provided. The Clerk had made enquiries prior to the latest occasion and was advised that the target date for the change to parking arrangements was still anticipated for February '24. Cllrs recommended that SDC should place a large notice at the entrance to the car park to notify users of future changes.

B/646 To approve funding for 'The Door's latest proposal

The Clerk advised that the funding proposal totaled £3,422 and that if approved, the committee would need to top up the budget on Youth work by approx. £1,700.

Committee APPROVED the full funding proposal totaling £3,422 accepting that the budget line would be overspent.

- B/647 To note the resignation of the Chair of Stonehouse Community Association Committee NOTED the resignation of the Chair of Stonehouse Community Association and understood that she would be asked to remain as a Trustee. It was agreed that the Chair of Council would write thanking her for her contribution to the community and provide a bunch of flowers.
- **B/648** To approve a contractor to undertake an ecological survey for the Ship Inn site

The matter was **DEFERRED** to town council on 22nd January '24

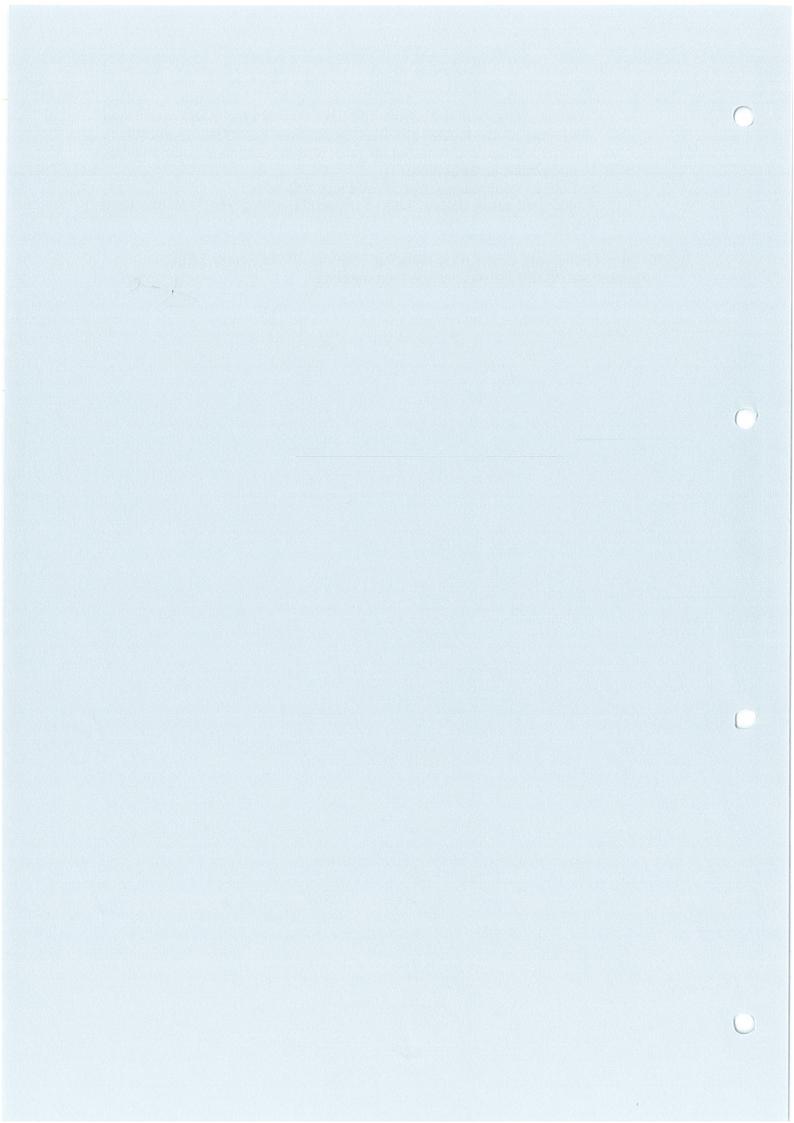
- B/649 To receive updates from the following working groups:
 - 1. Climate Change Action Forum Not recently met
 - **2. Oldends Lane Development** Progress being made on the new proposed sewer line
 - **3. Support Stonehouse** Leaflets to be produced to provide information on warm places
 - **4. Youth** Good recent meeting, Met with Sportily. Cllr Thomson met with Maidenhill School and discussed sports facilities that could be



made available to the public. The school had adequate recreation land to potentially locate athletics facilities - potential to encourage Stroud Athletics club to bid for prosperity funding to provide athletics equipment at Maidenhill

5. Policy - continuing with the review programme6. Internal Audit Panel - still to undertake an ICC check for the third quarter

 $\underline{B/650}$ To note the date of the next meeting - Monday 5th February 2024 Committee NOTED the date of the next meeting



Stonehouse Town Council Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No Paymer Reference		Heading	Invoice date	Details	Invoice
3485	£35.19	1090/2	13/12/23	Amazon - A1 wall planner and 4 x diaries - paid by card	1489951
	£35.19		Amazon - To	otal	
3484	£185.15	1180/9	10/12/23	BT - Internet - Pod - 3rd Quarter	
	£185.15		BT - Total		
3483	£60.00	1140/5	11/12/23	Clarian Property Services - Cap off 2x water supplies - Pavilion old changing rooms	45
	£60.00		Clarian Prop	erty Services - Total	
3475	£125.99	1160/1	16/10/23	Dursley Garden Machinery - Ego rotocut blades and mowing head	5011
	£125.99		Dursley Gard	den Machinery - Total	
3474	£165.94	1080/2	24/11/23	Gloucestershire County Council - November 2023 - TH Cleaning	1800729936
	£165.94		Gloucesters	hire County Council - Total	
3477	£99.22	1150/5	23/11/23	Grundon Waste Management Ltd - November 2023 - Waste - Workshop	0961864
3478	£61.02	1150/5	31/12/23	Grundon Waste Management Ltd - December 2023 - Waste - Workshop	0987023
	£160.24		Grundon Wa	aste Management Ltd - Total	
3479	£81.42	1140/4	07/12/23	Intocleaning Ltd - Toilet rolls and hand towels - Pavilion	25245
	£81.42	-	Intocleaning	Ltd - Total	
3491	£278.18	1040/1	01/01/24	Jireh Solutions Ltd - December 2023 - Contract	28577
	£278.18		Jireh Solutio	ons Ltd - Total	
3481	£100.00	1040/2	28/11/23	Jo Mew Creative - November 2023 - Website Hosting	1050
	£100.00	-)	Jo Mew Cre	ative - Total	
3497	£80.01	1160/3	30/12/23	John Stayte Services Ltd - December 2023 - Fuel - paid dd	900212
	£80.01	-	John Stayte	Services Ltd - Total	
3470	£7.00	1090/2	18/12/23	Lloyds Bank - Bank charges	
	£7.00	_)	Lloyds Bank	k - Total	
3487		2050/3	08/01/24	Nailsworth Silver Band - Community Carol Service 2023	
Signature	3			Signature ————	

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Stonehouse Town Council Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

er Band - Total O2 - December 2023 - Mobile Phone Charges 27872619 O2 - November 2023 - Mobile phone 27335461	Nailsworth Si				
			£200.00		
O2 - November 2023 - Mobile phone 27335461	31/12/23	1040/4	£31.44		3489
	30/11/23	1040/4	£31.44		3490
	O2 - Total		£62.88	_	
Paul Crosby - Expenses - Mobile Phone - Nov 23, Dec 23, Jan 24	08/01/24	1090/2	£60.00		3476
Total	Paul Crosby		£60.00	-	
Simple Hygiene Solutions - December 2023 1270	28/12/23		£65.66		3488
December 2023 - Pod		1180/7	£21.89	1	
December 2023 - TH		1070/7	£10.94	2	
December 2023 - Pavilion		1140/7	£32.83	3	
Solutions - Total	Simple Hygie		£65.66		
Smiths Gloucester LTD - Demolition Works - OEL 205099 old changing rooms	07/12/23	1140/6	£6,423.60		3480
ster LTD - Total	Smiths Gloud		£6,423.60		
Stonehouse Autoparts - Tail light bulb 597888	15/12/23	1160/2	£7.98		3486
toparts - Total	Stonehouse /		£7.98		
T W Hawkins & Sons - Contract mowing - 013063 December 2023	14/12/23	1190/1	£2,478.00		3482
Sons - Total	T W Hawkins		£2,478.00		
Voipfone - December 2023 - Answerphone - paid dd 1014290251	21/12/23	1040/4	£8.40		3473
al	Voipfone - To		£8.40	_	
WaterPlus - November 2023 - Water - TH	14/12/23	1070/2	£59.02		3471
WaterPlus - November 2023 - Water - Pavilion	14/12/23	1140/2	£65.14		3472
otal .	WaterPlus -		£124.16		
YU Energy - December 2023 - Electricity - Pod 01436830	02/01/24	1180/3	£163.13		3493
YU Energy - December 2023 - Electricity - TH 01436827	02/01/24	1070/3	£179.34		3494
YU Energy - December 2023 - Gas - TH 01465739	03/01/24	1070/4	£332.44		3495
YU Energy - December 2023 - Electricity - Library 01474876	04/01/24	1070/3	£82.06		3496

Date

Stonehouse Town Council Expenditure transactions - approval list

Start of year 01/04/23

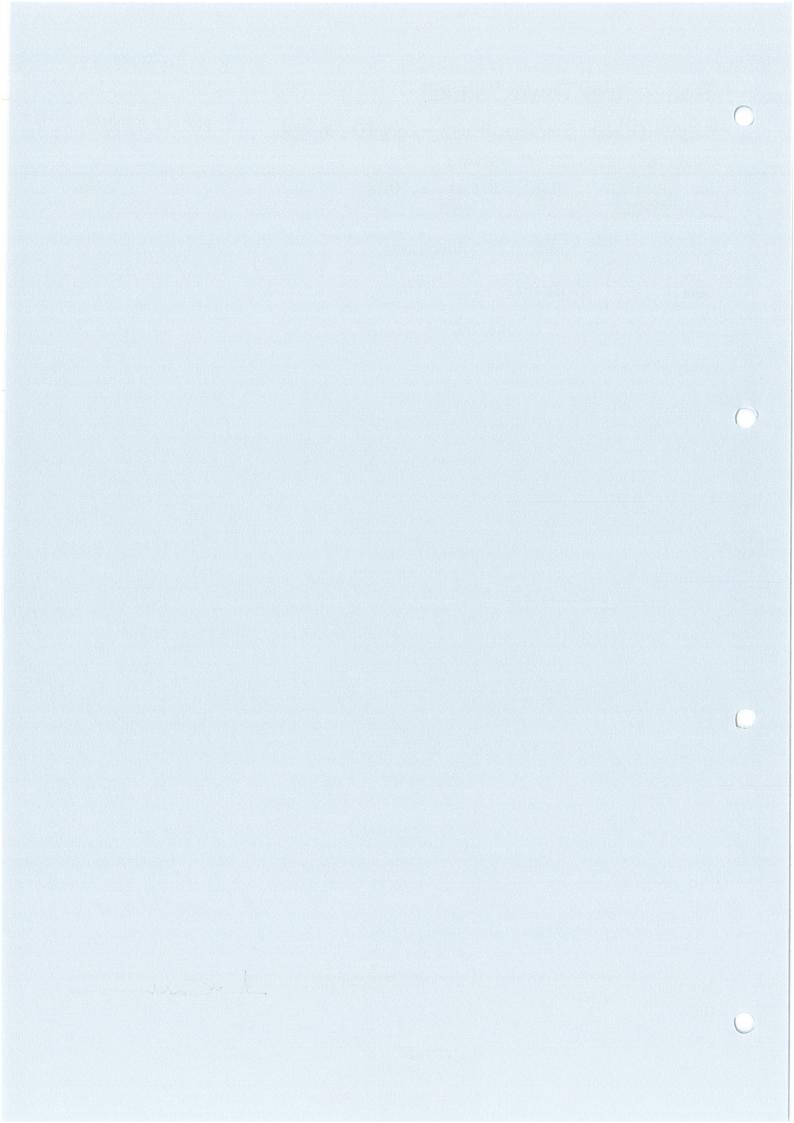
Supplier totals will include confidential items

No	Payment Reference	Gross Heading	Invoice date	Details	Invoice
		£756.97	YU Energy -	Total	
Tota	_	£11,466.77			

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		V
Data		

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for Town Business Committee

Comparison between 01/04/23 and 08/01/24 inclusive. Includes due and unpaid transactions. Includes commitments.

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Excludes tr	Excludes transactions with an invoice date prior to 01/04/23	to 01/04/23	C	A chical Mad	0-1-0	000 /0 Iv a
PINCOME		2023/2024	Keserve	Actual Net	Dallallice	Dai /oage
INCOME						
Town Busi 100	Town Business Committee 100 Precept	£373,973.21	£0.00	£373,973.00	-£0.21	%00.0
105	Newsletter Advertising	£100.00	£0.00	£0.00	-£100.00	-100.00%
120	Feed-in Tariff from Town Hall	£800.00	£0.00	£588.51	-£211.49	-26.44%
125	Stonehouse Town FC lease	£600.00	£0.00	£0.00	-£600.00	-100.00%
126	STFC Water Recharge	£0.00	£0.00	£0.00	£0.00	%00.0
127	STFC Electric Recharge	£0.00	£0.00	£1,474.70	£1,474.70	100.00%
130	Athletics Field Lease	£0.00	£0.00	£0.00	£0.00	%00.0
135	Phone Mast on Land	£7,000.00	£0.00	£0.00	-£7,000.00	-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	£2,625.00	-£525.00	-16.67%
150	Community Centre Lease	£500.00	00.03	£0.00	-£500.00	-100.00%
155	OEL Pitch Hire	£2,000.00	£0.00	£870.00	-£1,130.00	%95-95-
160	Misc Income	£500.00	£0.00	£1,342.50	£842.50	168.50%
170	Investments Interest	£0.00	00.03	£0.00	£0.00	%00.0
171	Bank Interest - Lloyds Bank	£200.00	£0.00	£0.00	-£200.00	-100.00%
172	Bank Interest - Charity A/C	£200.00	£0.00	£0.00	-£200.00	-100.00%
173	Bank Interest - Natwest	£200.00	£0.00	£375.98	£175.98	%66'28
174	Bank interest - Cambridge BS	£200.00	£0.00	£0.00	-£200.00	-100.00%
175	Town Hall/Library Recharges	£3,700.00	£0.00	£698.25	-£3,001.75	-81.13%
176	Bank Interest - Nationwide	£200.00	€0.00	£0.00	-£200.00	-100.00%
177	Bank Interest - Melton Building Society	60.00	£0.00	€0.00	£0.00	%00.0
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for Town Business Committee

Comparison between 01/04/23 and 08/01/24 inclusive. Includes due and unpaid transactions. Includes commitments.

-0.52% 100.00% Bal %age 26.54% %00.0 84.15% 90.50% 93.66% 72.35% 0.00% 75.35% %00.001 0.00% 4.65% 85.42% 41.27% 45.13% 00.001 26.54% £46.53 Balance £47,779.80 €0.00 50.00 £3,366.00 £0.00 £500.00 -£2,068.20 £905.00 £2,341.54 £5,788.28 £1,130.23 £9,944.07 £3,046.47 £4,271.00 -£405.77 £3,817.46 £47,779.80 Actual Net £9,944.07 £132,220.20 €0.00 €0.00 €0.00 €0.00 £634.00 £95.00 £158.46 52,211.72 £132,220.20 £3,703.53 £405.77 £391,892.01 £953.47 £729.00 £369.77 £5,432.54 €0.00 €0.00 €0.00 €0.00 €0.00 €0.00 €0.00 €0.00 €0.00 €0.00 €0.00 €0.00 €0.00 €0.00 €0.00 €0.00 €0.00 €0.00 Reserve €0.00 €0.00 €0.00 £0.00 €0.00 2023/2024 £4,000.00 £180,000.00 £180,000.00 £1,000.00 £5,000.00 £2,500.00 £8,000.00 £6,750.00 £1,000.00 £1,500.00 £9,250.00 £500.00 £393,960.21 Excludes transactions with an invoice date prior to 01/04/23 Office Equipment Renewals Short term contracted staff Training & Recruitment **Total Town Business Committee** Professional Fees Contracted Staff **Town Business Committee** Contracted staff Health & Safety CCLA Interest Councillors Newsletter IT support Printing Website Salaries General Phones Locum Total Total EXPENDITURE 1000/2 1000/3 1010/2 1040/2 1040/3 1040/4 1040/5 10001 1010/1 1040/1 1000 1000 1010 1010 1020 1030 1040 1040 1050

Stonehouse Town Council

for Town Business Committee

Comparison between 01/04/23 and 08/01/24 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/23

200	2023/20	2023/2024	Reserve	Actual Net	Balance	Bal %age
	Grants					
	One-Offs	£10,000.00	£5,000.00	£20,136.00	-£5,136.00	-51.36%
	Long-Term	£5,000.00	€0.00	£0.00	£5,000.00	100.00%
	Total	£15,000.00	£5,000.00	£20,136.00	-£136.00	-0.91%
	Town Hall/Library Shared Costs					
	Rates	£4,500.00	£0.00	£0.00	£4,500.00	100.00%
	Water	£700.00	£0.00	£486.38	£213.62	30.52%
	Electric	£3,000.00	£0.00	£1,898.72	£1,101.28	36.71%
	Gas	£4,000.00	£0.00	£1,057.66	£2,942.34	73.56%
	Interior Maintenance (reactive)	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
	Interior Maintenance (programmed)	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
	Waste Collection	£300.00	£0.00	£85.84	£214.16	71.39%
	Security	£0.00	£0.00	£650.00	-£650.00	100.00%
	Total	£14,500.00	£0.00	£4,178.60	£10,321.40	71.18%
	Town Hall/Library STC costs					
	Exterior Maintenance/Cleaning	£1,000.00	£0.00	£108.00	£892.00	89.20%
	Interior Cleaning	£1,500.00	£0.00	£1,401.19	18.863	%65'9
	Total	£2,500.00	00.03	£1,509.19	18.0663	39.63%
	Admin Expenses					
	Paper	£250.00	£0.00	£102.25	£147.75	29.10%
	Other	£2,000.00	£0.00	£2,108.30	-£108.30	-5.42%
	Printing and Delivery of Newsletters	£1,500.00	£0.00	£2,691.00	-£1,191.00	-79.40%

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for Town Business Committee

Comparison between 01/04/23 and 08/01/24 inclusive. Includes due and unpaid transactions. Includes commitments. Excludes transactions with an invoice date prior to 01/04/23

Bal %age -30.71%	89.51%	100.00%	%00:0	100.00%		%00:0	-20.13%	65.94%	72.13%	63.07%	-1010.40%	65.32%	-80.75%	61.43%	-8.17%		%00:0	100.00%	-48.88%	93.20%	68.44%	100.00%	
Balance -£1,151.55	£268.52	£400.00	£0.00	£180.00		£0.00	-£120.76	£5,472.77	£721.30	£1,892.15	-£10,104.00	£587.84	-£161.50	£430.00	-£1,282.20		£0.00	£300.00	-£146.65	£1,863.94	£1,368.85	-£176.28	
Actual Net £4,901.55	£31.48	£0.00	£8,924.35	€0.00		£0.00	£720.76	£2,827.23	£278.70	£1,107.85	£11,104.00	£312.16	£361.50	£270.00	£16,982.20		£0.00	£0.00	£446.65	£136.06	£631.15	£176.28	
Reserve £0.00	£0.00	€0.00	£8,924.35	£0.00		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
2023/2024 £3,750.00	£300.00	£400.00	£0.00	£180.00		£0.00	£600.00	£8,300.00	£1,000.00	£3,000.00	£1,000.00	£900.00	£200.00	£700.00	£15,700.00		£0.00	£300.00	£300.00	£2,000.00	£2,000.00	£0.00	
Total	Mayor's Charity & Expenses	Travel Costs/Staff & Councillors	Election Costs	Civic/Remembrance Parades	Pavilion Overheads	Rates	Water	Electric	Cleaning	Maintenance (reactive)	Maintenance (programmed)	Waste Collection	Security	Septic Tank	Total	Workshop Overheads	Water	Electric	Maintenance (Reactive)	Maintenance (programmed)	Waste Collection	Security	
1090	1100	1110	1120	1130	1140	1140/1	1140/2	1140/3	1140/4	1140/5	1140/6	1140/7	1140/8	1140/9	1140	1150	1150/1	1150/2	1150/3	1150/4	1150/5	1150/6	

00.000%

for Town Business Committee

Comparison between 01/04/23 and 08/01/24 inclusive. Includes due and unpaid transactions. Includes commitments.

Bal %age

28.06% 28.49% 58.85% -60.00%

£324.50 £24.17 £760.82 £590.56 £280.62 £284.93 £588.50 £1,936.10 £1,500.00 £155.00 £1,400.00 £300.00 £2,000.00 £2,919.04 £120.00 £540.46 £12,593.26 £7,920.33 Balance £3,209.86 £1,574.51 €0.00 €0.00 €0.00 £6,239.18 €0.00 £580.96 £719.38 £715.07 £59.54 £1,063.90 £675.50 £109.44 £655.00 £475.83 £41,406.74 £411.50 £320.00 £2,225.49 £2,979.67 Actual Net £1,390.14 €0.00 00.03 £0.00 £0.00 £0.00 £0.00 £0.00 €0.00 £0.00 £0.00 £0.00 £0.00 00.03 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00 Reserve **2023/2024** £4,600.00 £7,000.00 £1,400.00 £2,000.00 £500.00 £10,900.00 £3,500.00 £300.00 £3,000.00 £1,000.00 £1,500.00 £700.00 £500.00 £1,000.00 £200.00 £600.00 £3,800.00 £54,000.00 £1,000.00 £1,000.00 Excludes transactions with an invoice date prior to 01/04/23 Equipment and Vehicle costs Maintenance (programmed) Equipment & Vehicle Costs Public/Employee Liability Youth Centre Overheads Maintenance (reactive) Youth Centre Workers Waste collection Subscriptions MOT/Service Maintenance nsurances Cleaning IT costs Security Electric Water Rates Total Total Total Fuel Tax 1180/5 1180/6 1180/8 1180/9 1160/5 1180/2 1180/3 1180/4 1180/7 1210/1 1160/2 1160/3 1160/4 1180/1 1160/1 1210 1170 1180 1180 1200 1160 1160 1150

10.87%

83.40%

72.66%

4.83%

-31.00%

100.00%

%00.001

64.54% 32.45%

100.00%

00.001

23.32%

90.08%

Stonehouse Town Council

for Town Business Committee

Comparison between 01/04/23 and 08/01/24 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve	Actual Net	Balance	Bal %age
1210/2	Buildings	00.03	£0.00	£0.00	60.00	0.00%
1210/3	Vehicle	£0.00	€0.00	£0.00	£0.00	%00.0
1210	Total	£7,000.00	£0.00	£6,239.18	£760.82	10.87%
1220	Project Planning & Delivery	£0.00	£299.00	£299.00	£0.00	%00.0
1230	Climate Change	£5,000.00	£0.00	£4,690.00	£310.00	6.20%
Total Tow	Total Town Business Committee	£346,380.00	£14,223.35 £257,226,47		£103.376.88	29.84%

