



## STONEHOUSE TOWN COUNCIL

To Members of the Town Business Committee

You are hereby summoned to attend a meeting of the Committee to be held on Monday 15th January 2024 at 7pm at the Stonehouse Town Hall/Library, Queens road, Stonehouse, GL10 2QA

**Committee Members:**

Councillors: John Callinan (Committee Vice Chair), Keith Creighton, Mike Davis (Committee Chair), Mark Edwards, Carol Kambites, Gary Powell, Wendy Thomson and Theresa Watt

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.

*Carlos Novoth*

Town Clerk

9<sup>th</sup> January 2024

---

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

---

### A G E N D A

B/636 To receive apologies

B/637 To receive Declarations of Interest

B/638 To approve the minutes of the Business Committee meeting held on 27<sup>th</sup> Nov '24

B/639 To receive the latest budget position

B/640 To approve the latest payments list

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

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

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

B/644 To approve a grant application from

- 'Allsorts' for £1,000
- 'The Gardening Club' for £500 for 2024

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

- Health and Safety Policy

- Reserves Policy
- Scheme of Delegations
- Council's Inventory
- Transparency Code Information
- FOI Publication Scheme

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

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

B/647 To note the resignation of the Chair of Stonehouse Community Association

B/648 To approve a contractor to undertake an ecological survey for the Ship Inn site

B/649 To receive updates from the following working groups:

- |                                |                             |
|--------------------------------|-----------------------------|
| 1. Climate Change Action Forum | 2. Oldends Lane Development |
| 3. Support Stonehouse          | 4. Youth                    |
| 5. Policy                      | 6. Internal Audit Panel     |

B/650 To note the date of the next meeting - Monday 5<sup>th</sup> February 2023

---



**Minutes of a Town Business Committee  
held on Monday 27th November '23 at 7.00pm  
at the Town Hall**

**Present:** Councillors, John Callinan (Committee Vice Chair), Keith Creighton, Mike Davis, Carol Kambites, Gary Powell, Wendy Thomson, Theresa Watt

**In Attendance:** Carlos Novoth (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

**B/623** To receive apologies  
There were no apologies

**B/624** To receive Declarations of Interest  
Committee received a declaration of interest from Cllr Carol Kambites in relation to Agenda Item B/628

**B/625** To approve the minutes of the Business Committee meeting held on 30th Oct '23  
Subject to an amendment in relation to the attendees noted at the last meeting, Committee **APPROVED** the minutes as a true and accurate record of the meeting

**B/626** To note the resignation of Mark Edwards as Town Councillor  
Committee **NOTED** Mark Edward's resignation. The Chair of Council will be writing to Mark Edwards thanking him for the contributions to Business Committee and the Town council as a whole.

**B/627** To receive the latest budget position  
Committee **NOTED** the latest budget position; Actual Net Expenditure of £229,063.99; Actual Net Income of £389,702.04; Reserve movements of £14,223.35

In light of her declared interest in Agenda Item B/628, Cllr Carol Kambites left the meeting 7.08pm

**B/628** To approve the latest payments list



A query was raised in relation to the purchase of stall lights for the Goodwill event. The Clerk confirmed that he had not looked at alternative suppliers for the lights, as the previous batch was purchased through Amazon and he wanted to ensure that the new lights were of the same design. Committee **APPROVED** the payment list totalling payments of £26,918.43

Cllr Carol Kambites returned to the meeting at 7.10pm

**B/629 To approve a grant application from Great Oldbury Youth Football Club**

The Clerk apologised for having included the item explaining that the football club had withdrawn its application at late notice.

**B/630 To receive an update on the High street car park**

The Clerk provided Committee with an update explaining that it was important that local businesses should be encouraged to respond to the consultation that will commence Tuesday 28<sup>th</sup> November. The Clerk would ensure that all businesses were made aware of what was being proposed. SDC confirmed that they would police the proposed changes. It was understood that 10 new spaces would be incorporated within the existing car park design. Committee welcomed the additional spaces and proposed changes as long as they were policed

**B/631 To discuss the preparation of the Council's 2024/25 budget**

There was fairly broad discussion and culminated in a request for the clerk to identify year end estimates and provide an update on last year's spend against the precept.

The officer was asked to provide Committee with a update on Market town's funding received approximately three years ago.

**B/632 To recommend for town council approval a new three year IT support contract**

The officer report identified the extent of its enquiries with both, existing, local and recommended IT service providers. The incumbent IT provider has provided the cheapest quote and is a known quantity. Remaining with the company would create a business as usual scenario. Enquiries with other councils had not provided an obvious alternative choice as they commented on similar difficulties experienced by Stonehouse ie response times. In acknowledging officers' efforts, Committee **RECOMMENDED** awarding a three year contract with the council's incumbent IT provider, 'Jireh Solutions' at an annual Cost of £3,367.88 totalling £10,103.64 over three years.

**B/633 To report on a recent change within CCLA.**

Committee **NOTED** the officers update. There was discussion on potential alternatives to CCLA as there was concern that the town council were putting most of its eggs on one basket and that CCLA are in fact dealing with organisations the council wish to avoid. It was suggested that if there were concerns in this area, they should be relayed to CCLA.

**B/634 To receive updates from the following working groups:**

1. **Climate Change Action Forum** - Cllr Kambites highlighted the existence of new electric bike hire scheme to be rolled out in select



areas of the District - she did not think Stonehouse would be chosen for this in light of the fact that it was too flat an area

2. **Oldends Lane Development** - the working group would be meeting with Hitchin's Chief engineer later in the week to discuss the design for the sewer for both the football club and pavilion's sewerage. Officers were asked to place a monitoring meter on the incoming electrical supply to the Pavilion to confirm that the supply is not providing electricity to any other facility on site; this follows concerns that the pavilion continues to use significant amounts of electricity even though the facility is basically used once a week.

It was agreed for SCCAF to look into alternative heating systems for the Pavilion

3. **Support Stonehouse**

SS have met but no further actions have been agreed

4. **Youth**

Cllr Wendy Thomson is currently looking into reaching an understanding as to how to encourage girls back into sport - to date she has contacted 'Women in Sport', 'Active Glos', The Door, Maidenhill school and Sportily.

5. **Policy**

The working group are looking at the H&S policy and Cllr Callinan is heading up the review on the council's strategy. The policy team was asked if it would consider reviewing the HR sub committee terms of reference and delegated powers.

6. **Internal Audit Panel**

The next ICC to be undertaken in January 2024

**B/635 To note the date of the next meeting - Monday 15<sup>th</sup> January 2023**

Committee NOTED the date of the next meeting





# Financial Budget Comparison

## 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

INCOME		2023/2024	Reserve	Actual Net	Balance	Bal %age
Town Business Committee						
100	Precept	£373,973.21	£0.00	£373,973.00	-£0.21	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	£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	0.00%
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	0.00%
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	£0.00	£0.00	-£500.00	-100.00%
155	OEL Pitch Hire	£2,000.00	£0.00	£870.00	-£1,130.00	-56.50%
160	Misc Income	£500.00	£0.00	£1,342.50	£842.50	168.50%
170	Investments Interest	£0.00	£0.00	£0.00	£0.00	0.00%
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	87.99%
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	£0.00	£0.00	£0.00	£0.00	0.00%

# Financial Budget Comparison

## 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
178	CCLA Interest	£0.00	£0.00	£9,944.07	£9,944.07	100.00%
<b>Total Town Business Committee</b>		<b>£393,960.21</b>	<b>£0.00</b>	<b>£391,892.01</b>	<b>-£2,068.20</b>	<b>-0.52%</b>
<b>EXPENDITURE</b>						
<b>Town Business Committee</b>						
1000	Salaries					
1000/1	Contracted staff	£180,000.00	£0.00	£132,220.20	£47,779.80	26.54%
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	<b>Total</b>	<b>£180,000.00</b>	<b>£0.00</b>	<b>£132,220.20</b>	<b>£47,779.80</b>	<b>26.54%</b>
1010	Training & Recruitment					
1010/1	Contracted Staff	£4,000.00	£0.00	£634.00	£3,366.00	84.15%
1010/2	Councillors	£1,000.00	£0.00	£95.00	£905.00	90.50%
1010	<b>Total</b>	<b>£5,000.00</b>	<b>£0.00</b>	<b>£729.00</b>	<b>£4,271.00</b>	<b>85.42%</b>
1020	Health & Safety	£2,500.00	£0.00	£158.46	£2,341.54	93.66%
1030	Professional Fees	£8,000.00	£0.00	£2,211.72	£5,788.28	72.35%
1040	IT support					
1040/1	General	£6,750.00	£0.00	£3,703.53	£3,046.47	45.13%
1040/2	Website	£1,000.00	£0.00	£953.47	£46.53	4.65%
1040/3	Newsletter	£0.00	£0.00	£0.00	£0.00	0.00%
1040/4	Phones	£1,500.00	£0.00	£369.77	£1,130.23	75.35%
1040/5	Printing	£0.00	£0.00	£405.77	-£405.77	100.00%
1040	<b>Total</b>	<b>£9,250.00</b>	<b>£0.00</b>	<b>£5,432.54</b>	<b>£3,817.46</b>	<b>41.27%</b>
1050	Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	100.00%



# Financial Budget Comparison

## 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
1060 Grants					
1060/1 One-Offs	£10,000.00	£5,000.00	£20,136.00	-£5,136.00	-51.36%
1060/2 Long-Term	£5,000.00	£0.00	£0.00	£5,000.00	100.00%
1060 Total	£15,000.00	£5,000.00	£20,136.00	-£136.00	-0.91%
1070 Town Hall/Library Shared Costs					
1070/1 Rates	£4,500.00	£0.00	£0.00	£4,500.00	100.00%
1070/2 Water	£700.00	£0.00	£486.38	£213.62	30.52%
1070/3 Electric	£3,000.00	£0.00	£1,898.72	£1,101.28	36.71%
1070/4 Gas	£4,000.00	£0.00	£1,057.66	£2,942.34	73.56%
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	£85.84	£214.16	71.39%
1070/8 Security	£0.00	£0.00	£650.00	-£650.00	100.00%
1070 Total	£14,500.00	£0.00	£4,178.60	£10,321.40	71.18%
1080 Town Hall/Library STC costs					
1080/1 Exterior Maintenance/Cleaning	£1,000.00	£0.00	£108.00	£892.00	89.20%
1080/2 Interior Cleaning	£1,500.00	£0.00	£1,401.19	£98.81	6.59%
1080 Total	£2,500.00	£0.00	£1,509.19	£990.81	39.63%
1090 Admin Expenses					
1090/1 Paper	£250.00	£0.00	£102.25	£147.75	59.10%
1090/2 Other	£2,000.00	£0.00	£2,108.30	-£108.30	-5.42%
1090/3 Printing and Delivery of Newsletters	£1,500.00	£0.00	£2,691.00	-£1,191.00	-79.40%

# Financial Budget Comparison

## 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
1090	£3,750.00	£0.00	£4,901.55	-£1,151.55	-30.71%
1100	£300.00	£0.00	£31.48	£268.52	89.51%
1110	£400.00	£0.00	£0.00	£400.00	100.00%
1120	£0.00	£8,924.35	£8,924.35	£0.00	0.00%
1130	£180.00	£0.00	£0.00	£180.00	100.00%
1140					
1140/1	£0.00	£0.00	£0.00	£0.00	0.00%
1140/2	£600.00	£0.00	£720.76	-£120.76	-20.13%
1140/3	£8,300.00	£0.00	£2,827.23	£5,472.77	65.94%
1140/4	£1,000.00	£0.00	£278.70	£721.30	72.13%
1140/5	£3,000.00	£0.00	£1,107.85	£1,892.15	63.07%
1140/6	£1,000.00	£0.00	£11,104.00	-£10,104.00	-1010.40%
1140/7	£900.00	£0.00	£312.16	£587.84	65.32%
1140/8	£200.00	£0.00	£361.50	-£161.50	-80.75%
1140/9	£700.00	£0.00	£270.00	£430.00	61.43%
1140	£15,700.00	£0.00	£16,982.20	-£1,282.20	-8.17%
1150					
1150/1	£0.00	£0.00	£0.00	£0.00	0.00%
1150/2	£300.00	£0.00	£0.00	£300.00	100.00%
1150/3	£300.00	£0.00	£446.65	-£146.65	-48.88%
1150/4	£2,000.00	£0.00	£136.06	£1,863.94	93.20%
1150/5	£2,000.00	£0.00	£631.15	£1,368.85	68.44%
1150/6	£0.00	£0.00	£176.28	-£176.28	100.00%



# Financial Budget Comparison

## 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
1150 Total	£4,600.00	£0.00	£1,390.14	£3,209.86	69.78%
1160 Equipment & Vehicle Costs					
1160/1 Equipment and Vehicle costs	£1,000.00	£0.00	£719.38	£280.62	28.06%
1160/2 Maintenance	£1,000.00	£0.00	£715.07	£284.93	28.49%
1160/3 Fuel	£1,000.00	£0.00	£411.50	£588.50	58.85%
1160/4 Tax	£200.00	£0.00	£320.00	£-120.00	-60.00%
1160/5 MOT/Service	£600.00	£0.00	£59.54	£540.46	90.08%
1160 Total	£3,800.00	£0.00	£2,225.49	£1,574.51	41.43%
1170 Youth Centre Workers	£54,000.00	£0.00	£41,406.74	£12,593.26	23.32%
1180 Youth Centre Overheads					
1180/1 Rates	£1,400.00	£0.00	£0.00	£1,400.00	100.00%
1180/2 Water	£300.00	£0.00	£0.00	£300.00	100.00%
1180/3 Electric	£3,000.00	£0.00	£1,063.90	£1,936.10	64.54%
1180/4 Cleaning	£1,000.00	£0.00	£675.50	£324.50	32.45%
1180/5 Maintenance (reactive)	£2,000.00	£0.00	£0.00	£2,000.00	100.00%
1180/6 Maintenance (programmed)	£1,500.00	£0.00	£0.00	£1,500.00	100.00%
1180/7 Waste collection	£700.00	£0.00	£109.44	£590.56	84.37%
1180/8 Security	£500.00	£0.00	£655.00	£-155.00	-31.00%
1180/9 IT costs	£500.00	£0.00	£475.83	£24.17	4.83%
1180 Total	£10,900.00	£0.00	£2,979.67	£7,920.33	72.66%
1200 Subscriptions	£3,500.00	£0.00	£580.96	£2,919.04	83.40%
1210 Insurances					
1210/1 Public/Employee Liability	£7,000.00	£0.00	£6,239.18	£760.82	10.87%

# Financial Budget Comparison

## 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	£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	£6,239.18	£760.82	10.87%
1220 Project Planning & Delivery	£0.00	£299.00	£299.00	£0.00	0.00%
1230 Climate Change	£5,000.00	£0.00	£4,690.00	£310.00	6.20%
Total Town Business Committee	£346,380.00	£14,223.35	£257,226.47	£103,376.88	29.84%



# 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
3485		£35.19	1090/2	13/12/23	Amazon - A1 wall planner and 4 x diaries - paid by card	1489951
		<b>£35.19</b>			Amazon - Total	
3484		£185.15	1180/9	10/12/23	BT - Internet - Pod - 3rd Quarter	
		<b>£185.15</b>			BT - Total	
3483		£60.00	1140/5	11/12/23	Clarian Property Services - Cap off 2x water supplies - Pavilion old changing rooms	45
		<b>£60.00</b>			Clarian Property Services - Total	
3475		£125.99	1160/1	16/10/23	Dursley Garden Machinery - Ego rotocut blades and mowing head	5011
		<b>£125.99</b>			Dursley Garden Machinery - Total	
3474		£165.94	1080/2	24/11/23	Gloucestershire County Council - November 2023 - TH Cleaning	1800729936
		<b>£165.94</b>			Gloucestershire 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
		<b>£160.24</b>			Grundon Waste Management Ltd - Total	
3479		£81.42	1140/4	07/12/23	Intocleaning Ltd - Toilet rolls and hand towels - Pavilion	25245
		<b>£81.42</b>			Intocleaning Ltd - Total	
3491		£278.18	1040/1	01/01/24	Jireh Solutions Ltd - December 2023 - Contract	28577
		<b>£278.18</b>			Jireh Solutions Ltd - Total	
3481		£100.00	1040/2	28/11/23	Jo Mew Creative - November 2023 - Website Hosting	1056
		<b>£100.00</b>			Jo Mew Creative - Total	
3497		£80.01	1160/3	30/12/23	John Stayte Services Ltd - December 2023 - Fuel - paid dd	9002128
		<b>£80.01</b>			John Stayte Services Ltd - Total	
3470		£7.00	1090/2	18/12/23	Lloyds Bank - Bank charges	
		<b>£7.00</b>			Lloyds Bank - Total	
3487		£200.00	2050/3	08/01/24	Nailsworth Silver Band - Community Carol Service 2023	

Signature

Signature

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

Signature

Signature

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
		<b>£756.97</b>			YU Energy - Total	
<b>Total</b>		<b>£11,466.77</b>				

Signature

Signature

Date





# Precept Calculator

Start of year 01/04/23

Heading		Last year's net	Out turn	2023/2024	2024/2025	
Town Business Committee Income						
100	Precept	£357,130.00	£373,972.21	£373,973.21	£383,878.45	
105	Newsletter Advertising	£230.00	£0.00	£100.00	£100.00	
120	Feed-in Tariff from Town Hall	£810.38	£800.00	£800.00	£800.00	
125	Stonehouse Town FC lease	£580.25	£600.00	£600.00	£600.00	Covers insurance
126	STFC Water Recharge	£0.00	£200.00	£0.00	£200.00	New charge - separately metered
127	STFC Electric Recharge	£0.00	£2,000.00	£0.00	£1,500.00	New charge - separately metered
130	Athletics Field Lease	£0.00	£0.00	£0.00	£0.00	Budget heading to be discussed by FTC
135	Phone Mast on Land	£5,998.12	£1,000.00	£7,000.00	£1,000.00	Government is releasing company from current payment regime
140	Building Lease at OEL	£0.00	£637.00	£637.00	£637.00	
145	Magpies Social Club	£3,150.00	£3,150.00	£3,150.00	£3,150.00	
150	Community Centre Lease	£500.00	£500.00	£500.00	£500.00	
155	OEL Pitch Hire	£350.00	£2,000.00	£2,000.00	£2,000.00	Review in 2024
160	Misc Income	£1,005.44	£1,700.00	£500.00	£500.00	
170	Investments Interest	£705.73	£0.00	£0.00	£0.00	
171	Bank Interest - Lloyds Bank	£107.16	£200.00	£200.00	£1,000.00	Now earning interest - but org will not provide mid year updates
172	Bank Interest - Charity A/C	£891.93	£800.00	£200.00	£1,000.00	Now earning interest - but org will not provide mid year updates
173	Bank Interest - Natwest	£631.31	£800.00	£200.00	£1,000.00	Now earning interest
174	Bank interest - Cambridge BS	£578.23	£800.00	£200.00	£1,000.00	Now earning interest - but org will not provide mid year updates
175	Town Hall/Library Recharges	£3,355.06	£3,400.00	£3,700.00	£3,400.00	Budget reduction of £300
176	Bank Interest - Nationwide	£1,445.50	£800.00	£200.00	£1,000.00	Now earning interest - but or will not provide mid year updates
177	Bank Interest - Melton Building Society	£127.50	£800.00	£0.00	£1,000.00	Now earning interest - but org will not provide mid year updates

# Precept Calculator

Start of year 01/04/23

Heading		Last year's net	Out turn	2023/2024	2024/2025	
178	CCLA Interest	£907.49	£18,000.00	£0.00	£10,000.00	Now earning interest - sizeable investment generating high interest - budget increase of £10k
Town Business Committee Income Total						
Town Environment Committee Income						
200	Stonehouse in Bloom	£250.00	£0.00	£1,500.00	£0.00	Remove budget - budget line duplicated
205	Event Income/Donations	£934.00	£1,345.00	£1,200.00	£1,200.00	
210	Planting Sponsorship	£1,538.24	£550.00	£1,500.00	£600.00	Unrealistic budget - Budget reduced by £900
215	Grants	£15,027.40	£0.00	£0.00	£0.00	Not aware that there will be any on offer
Town Environment Committee Income Total						
Total Income		£396,253.74	£414,054.21	£398,160.21	£416,065.45	
Town Business Committee Expenditure						
1000	Salaries	£142,160.67	£172,000.00	£180,000.00	£205,000.00	Includes nat pay rise, Increment rise and recent grounds increases
1010	Training & Recruitment	£5,830.00	£2,000.00	£5,000.00	£4,000.00	Budget reduced by £1,000
1020	Health & Safety	£3,632.20	£1,000.00	£2,500.00	£2,500.00	Move £2000 to training and recruitment to reflect diff between training and H&S
1030	Professional Fees	£15,815.93	£5,000.00	£8,000.00	£8,000.00	Number of planning and legal costs are on their way (Stagholt, STFC lease, Wessex lease etc
1040	IT support	£11,628.52	£9,000.00	£9,250.00	£9,550.00	Increased website costs - new contract - delete newsletter sub heading
1050	Office Equipment Renewals	£0.00	£0.00	£500.00	£500.00	Ok
1060	Grants	£43,609.86	£20,136.00	£15,000.00	£15,000.00	
1070	Town Hall/Library Shared Costs	£14,178.06	£7,750.00	£14,500.00	£13,700.00	Reduce Gas by £1,000 and increase security by £200
1080	Town Hall/Library STC costs	£1,583.39	£1,900.00	£2,500.00	£2,700.00	Increase budget £1,200 for interior



# Precept Calculator

Start of year 01/04/23

Heading		Last year's net	Out turn	2023/2024	2024/2025	
1090	Admin Expenses	£5,818.93	£3,650.00	£3,750.00	£5,750.00	cleaning Decrease 'Other' budget by £1,000 and increase 'Newsletter' budget by £3,000
1100	Mayor's Charity & Expenses	£0.00	£50.00	£300.00	£300.00	Use on awards and remembrance
1110	Travel Costs/Staff & Councillors	£0.00	£100.00	£400.00	£400.00	OK - Need to keep in place in case
1120	Election Costs	£9,096.95	£8,924.00	£0.00	£0.00	OK - election costs can be taken from reserves
1130	Civic/Remembrance Parades	£0.00	£180.00	£180.00	£180.00	OK
1140	Pavilion Overheads	£10,827.67	£17,451.00	£15,700.00	£12,900.00	Water plus £600; Electric minus £2,000; Maintenance reactive minus £1,000 and Waste collection minus £400
1150	Workshop Overheads	£3,368.02	£1,676.00	£4,600.00	£3,800.00	New toilet not currently considered - Programmed maintenance minus £1,000; Security plus £200
1160	Equipment & Vehicle Costs	£20,369.08	£2,342.00	£3,800.00	£3,800.00	
1170	Youth Centre Workers	£46,850.84	£54,000.00	£54,000.00	£61,000.00	Increase budget by £7000 to ensure service continuity at times of high inflation
1180	Youth Centre Overheads	£7,180.78	£5,055.00	£10,900.00	£10,400.00	Electric budget minus £500; IT increase budget £200
1200	Subscriptions	£2,511.00	£3,500.00	£3,500.00	£3,500.00	To be looked at
1210	Insurances	£6,806.23	£7,000.00	£7,000.00	£7,000.00	Delete subheadings - Buildings and Vehicle
1220	Project Planning & Delivery	£15,000.00	£299.00	£0.00	£0.00	
1230	Climate Change	£166.00	£5,000.00	£5,000.00	£5,000.00	Home energy project
Town Business Committee Expenditure Total		£366,434.13	£328,013.00	£346,380.00	£374,980.00	
Town Environment Committee Expenditure						
1190	Amenity Areas	£53,082.51	£44,317.00	£46,300.00	£46,800.00	Grounds contract inflation - plus £2,500 - free budget to be reduced by £2,000

Precept Calculator

Start of year 01/04/23

Heading		Last year's net	Out turn	2023/2024	2024/2025	
2000	Christmas Lights	£4,644.63	£2,000.00	£5,000.00	£2,000.00	The proposed budget will accommodate annual erection and dismantling costs and minor repairs. Suggested £3,000 be allocated in earmarked reserves to accommodate purchase of new lights as and when required.
2005	Climate Change	£1,480.00	£2,000.00	£2,000.00	£0.00	Suggested that a separate earmarked reserve be set up for climate change £2,000
2010	In Bloom	-£914.06	£6,180.00	£7,000.00	£3,000.00	Non contract planting minus £500; Watering services minus £3000; 'Other' minus £500
2050	Cultural Events & Studies	£9,008.46	£6,511.00	£9,300.00	£9,300.00	Budget for 'Goodwill' to be discussed
2080	Neighbourhood Plan Review	£0.00	£0.00	£0.00	£0.00	Earmarked reserve exists
2090	Planning Specialist Advice	£0.00	£234.00	£0.00	£0.00	
Town Environment Committee Expenditure Total		£67,301.54	£61,242.00	£69,600.00	£61,100.00	
Total Expenditure		£433,735.67	£389,255.00	£415,980.00	£436,080.00	







# Reserve Movements

Start of year 01/04/23

## General Fund

	-£54,018.82	Start of year value	
12/06/23	-£5,000.00	: To Cotswold Canal Trust Grant, Decision of FTC 16/5/22 TC2824 and 12/6/2	
18/10/23	-£17,000.00	: To Stagholt Allotments, Decision of FTC 16/10/23 Agenda Item 3124	
	£15,455.58	Value as at 31/03/24	This value is calculated and not just a sum of reserve movements plus starting balance.

## General Reserve (Contingency)

	£128,898.96	Start of year value	
29/08/23	-£3,924.35	: Expenditure transaction 3286,	
	£124,974.61	Current value	

## Replacement Recreation Land

	£53,056.00	Start of year value	
	£53,056.00	Current value	

## Asset Renewal Reserve

	£22,000.00	Start of year value	
	£22,000.00	Current value	

## ~~Elections~~

ADD £10,000

	£5,000.00	Start of year value	
29/08/23	-£5,000.00	: Expenditure transaction 3286,	
	£0.00	Current value	

## ~~Oldends Lane New Community Facilities~~

CHANGE TO 'COMMUNITY FACILITIES'

	£411,378.00	Start of year value	
16/08/23	-£299.00	: Expenditure transaction 3281, TBC 26th June 2023 B/556	
	£411,079.00	Current value	

## ~~Land Acquisition~~

REMOVE BTR

	£0.00	Start of year value	
	£0.00	Current value	

## Street Furniture

	£5,000.00	Start of year value	
	£5,000.00	Current value	

## Oldends Lane Seage Development

	£70,000.00	Start of year value	
	£70,000.00	Current value	

## Replacement vehicle

	£3,522.00	Start of year value	
	£3,522.00	Current value	

~~Town Hall Security & Improvements REMOVE EMR~~

£0.00 Start of year value

£0.00 Current value

Mowers & Equipment

£17,657.50 Start of year value

£17,657.50 Current value

~~Feasibility Studies REMOVE EMR~~

£0.00 Start of year value

£0.00 Current value

Neighbourhood Plan Review

£13,000.00 Start of year value

£13,000.00 Current value

~~Stroud DC LRSG Business COVID Support Grant for Stonehou REMOVE EMR~~

£0.00 Start of year value

£0.00 Current value

Stroud DC Tourism Grants 2019

£651.27 Start of year value

£651.27 Current value

Stroud District Council Market Towns Initiative Funding

£43,325.00 Start of year value

£43,325.00 Current value

~~GWR Community Cohesion Fund 20/21 (Station Tree scheme) CHANGE TO GWR CYCLE~~

£0.00 Start of year value

£0.00 Current value

~~CIL REDUCE BUDGET BY £200 TO REFLECT SPEND ON IN BLOOM PLANTERS. 1~~

£8,792.16 Start of year value

£8,792.16 Current value

Bus shelter replacement & repairs

£16,000.00 Start of year value

£16,000.00 Current value

Meadow Road Play area refurbishment

£16,000.00 Start of year value

£16,000.00 Current value

~~Gloucestershire Wildlife Trust Wild Towns Project REMOVE EMR~~

£0.00 Start of year value

£0.00 Current value

Stagholt Brook Repairs

£0.00 Start of year value



£0.00 Current value

~~Trees 2021/2022~~

~~REMOVE EMR~~

£0.00 Start of year value

£0.00 Current value

~~Plantinum Jubilee 2023~~

~~REMOVE EMR~~

£0.00 Start of year value

£0.00 Current value

~~Underwrite Rev Budget 22/23~~

~~CHANGE TO REFLECT 2024/23 FY.~~

£0.00 Start of year value

~~AMOUNT TO BE DETERMINED BY~~

£0.00 Current value

~~FTC ON 23<sup>rd</sup> JAN 2024~~

Laburnum Recreation Field Trees and Wildflower seeds Memor

£1,608.34 Start of year value

£1,608.34 Current value

GCC Build Back Better Fund

£1,250.00 Start of year value

£1,250.00 Current value

Welcome Back Funding

£1,115.00 Start of year value

£1,115.00 Current value

~~Stagholt Allotments~~

~~CHANGE TO 'STAGHOLT' + ADD £20,000~~

£8,000.00 Start of year value

01/09/23 -£1,582.80 : Expenditure transaction 3311,

18/10/23 £17,000.00 : From General Fund, Decision of FTC 16/10/23 Agenda Item 3124

£23,417.20 Current value

~~Court View~~

~~ADD £20,000.~~

£10,000.00 Start of year value

£10,000.00 Current value

~~Major Projects Support~~

~~REMOVE EMR AND MOVE BUDGET TO GENERAL FUND £5,000.~~

£5,000.00 Start of year value

£5,000.00 Current value

~~Tourism Market Towns~~

~~ADD £1,000.~~

£10.00 Start of year value

£10.00 Current value

Stroudwater Railway station feasibility survey

£0.00 Start of year value

£0.00 Current value

~~Cotswold Canal Trust Grant~~

~~REMOVE EMR.~~

£0.00 Start of year value

12/06/23 -£5,000.00 : Expenditure transaction 3153, Decision of FTC 16/5/23 TC2824 and 12/6/23

12/06/23 £5,000.00 : From General Fund, Decision of FTC 16/5/22 TC2824 and 12/6/23 TC3071

£0.00 Current value

~~Homestart Grant ADD £10,000 (3<sup>rd</sup> YEAR GRANT FUNDING)~~

£0.00 Start of year value

£0.00 Current value

~~Support Stonehouse - Warm spaces fund CHANGE TO 'SUPPORT STONEHOUSE'~~

£10,000.00 Start of year value ~~MOVE £5,000 BACK TO GENERAL FUND.~~

£10,000.00 Current value

#### In Bloom Planting display

£10,000.00 Start of year value

13/04/23 -£2,677.98 : Expenditure transaction 3041, Decision by FTC

£7,322.02 Current value

#### Canal Spring Festival

£2,000.00 Start of year value

£2,000.00 Current value

~~Youth Support REMOVE EMR AND MOVE £50,000 TO 'GENERAL FUND'~~

£50,000.00 Start of year value

£50,000.00 Current value

~~Kings Coronation REMOVE EMR + MOVE £76.13 TO GENERAL RESERVES~~

£1,357.05 Start of year value

21/04/23 -£124.00 : Expenditure transaction 3063,

24/04/23 -£350.00 : Expenditure transaction 2996,

25/04/23 -£125.00 : Expenditure transaction 3066,

12/05/23 -£160.00 : Expenditure transaction 3103,

17/05/23 -£450.00 : Expenditure transaction 3100,

05/10/23 -£39.23 : Expenditure transaction 3087,

05/10/23 -£32.69 : Expenditure transaction 3087,

£76.13 Current value

£916,856.23 Current Reserves total  
excluding the General Fund

£932,311.81 Current Reserves total  
including the General Fund

~~CLIMATE CHANGE - SET UP EARMARKED RESERVE AND ADD  
£2,000~~

~~CHRISTMAS LIGHTING - SET UP EARMARKED RESERVE AND ADD  
£3,000~~



TOWN HALL, 1 QUEENS ROAD, STONEHOUSE, GLOUCESTERSHIRE GL10 2QA

Telephone: 01453 822070 email: [townclerk@stonehousetowncouncil.gov.uk](mailto:townclerk@stonehousetowncouncil.gov.uk)

## Stonehouse Community Grant Application Form

### Name of Club, Group or Organisation

ALLSORTS GLOUCESTERSHIRE

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

NAOMI BOAST, HEAD OF OPERATIONS

### Address

THIRD FLOOR BRUNEL MALL  
LONDON ROAD  
STROUD  
GL3 2BP

Telephone Number: 01453 750474

email: [naomi.boast@allsortsglos.org.uk](mailto:naomi.boast@allsortsglos.org.uk)

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

#### Is your organisation:

- |  |     |
|--|-----|
| 1) Stonehouse based for Stonehouse residents         | NO  |
| 2) a Gloucestershire Organisation serving Stonehouse | YES |
| 3) Stonehouse branch of a National Organisation      | NO  |
| 4) Other   |     |

How much of the funds you raise is used locally? MOST

What is your total local membership? 365 FAMILIES

What is your VAT status? NOT REGISTERED

### What are the aims and objectives of your Organisation?

Allsorts is a Gloucestershire-based charity that supports disabled children and their families. Over 365 families from across our county come to have fun, access opportunities and find support. We provide support for the whole family – parents, siblings and grandparents as well as the disabled children and run a wide range of activities for children including sports sessions, a Toy Library, various youth clubs and family day trips. As a pan-disability organisation, we welcome children and young people from 0-25 years old with any disability or additional need. Our long-term goal is that Gloucestershire is an inclusive community in which families with children with additional needs feel supported, included and able to contribute.



**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
- X • Revenue Grants

What will the grant be used for?

The grant will be used to help contribute to the ongoing costs of our Toy Library and Activity Hub in Brunel Mall, Stroud. Our Activity Hub is a hive of messy, physical, sensory, music and stimulating activities, that can be adapted to meet any disabled child's needs. We facilitate multiple activities from our Activity Hub on a daily basis.

What is the total cost going to be?

It cost £160 per day to run our Activity Hub, a 60% increase since we opened in 2018.

How much would you like Stonehouse Town Council to contribute?

If you could provide a grant of £1,000 per year to help us with our costs we would be delighted. However, if this isn't possible, we would be very grateful for any contribution you could provide.

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

Stroud District Council - £5,000

Barnwood Trust - £42,000

Sobell Foundation - £10,000

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

We are always sourcing funders through the community, corporate support, and trusts and grants.

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

Our reserves are currently £128,000.

What impact will the project have on the environment?

We have an Environmental Policy which ensures we are aware of environmental factors associated with our work.

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

We currently have 23 families who live in Stonehouse, or 110 individuals. All of these families have at least one disabled child who takes part in Allsorts' activities.

**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** Naomi Boast

**Date** 7th December 2023

**Allsorts Gloucestershire**  
**Unaudited Financial Statements**  
**31 March 2023**

**HARPER SHELDON LIMITED**

Chartered Accountants  
Midway House  
Staverton Technology Park  
Herrick Way, Staverton  
Cheltenham, Glos.  
GL51 6TQ

---

# Allsorts Gloucestershire

## Financial Statements

Year ended 31 March 2023

---

	<b>Page</b>
Trustees' annual report	<b>1</b>
Independent examiner's report to the trustees	<b>6</b>
Statement of financial activities	<b>7</b>
Statement of financial position	<b>8</b>
Notes to the financial statements	<b>9</b>

---



# Allsorts Gloucestershire

## Trustees' Annual Report

**Year ended 31 March 2023**

---

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2023.

### Reference and administrative details

<b>Registered charity name</b>	Allsorts Gloucestershire
<b>Charity registration number</b>	1153484
<b>Principal office</b>	Unit 9 Brunel Mall London Road Stroud GL5 2BP

### The trustees

David Abrutat	
Erin Baker	(Resigned 30 June 2022)
Corin Margetson	
Alison Cathles	(Resigned 31 October 2022)
Jess Waterman	
Nigel Sherwood	
Sharon Marson	
Lizzie Weller-Brown	(Resigned 30 September 2022)

<b>Independent examiner</b>	Harper Sheldon Limited Midway House Staverton Technology Park Herrick Way, Staverton Cheltenham, Glos. GL51 6TQ
-----------------------------	--

### Structure, governance and management

Allsorts Gloucestershire is a registered charity number 1153484, governed by the Charities Act 2006. The charity is a Charitable Incorporated Organisation. The present constitutional document was adopted in February 2013.

The Board of Trustees conduct an annual skills audit and keep the skills requirements of the Board under review. The Board proactively recruits trustees who have skills and experience that are likely to be of value to the charity. If there is likely to be support for an applicant, initial contact will be made with the individual to ascertain both their suitability and their interest in a vacancy. Any new trustee is formally appointed by the Trustees and given an induction into Allsorts.

Allsorts Trustees meet once a month. Allsorts also has a separate Audit and Risk Committee which reviews the financial accounts and risks to the organisation on a monthly basis.

# Allsorts Gloucestershire

## Trustees' Annual Report *(continued)*

Year ended 31 March 2023

---

### Structure, governance and management *(continued)*

#### Advisors

Allsorts works with the following advisers who provide expertise and advice in particular areas:

- **Davies Accountants** Provides monthly accounts
- **Harper Sheldon** Independent Examiners
- Allsorts is a member of the Federation of Small Businesses who can advise on HR matters.

#### Risk Management

Allsorts maintains a detailed Risk Register which sets out current risks and the controls in place to manage them. The Trustee board reviews this register in detail bi-annually. The register is also reviewed by the CEO prior to the Board of Trustees meeting bi-annually or earlier than this if a new risk is identified.

#### Public Benefit

The Trustees confirm that they referred to the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives for the year. Public benefit has been achieved as per the activities outlined in the Achievements and Performance section of this report.

#### Reserves Policy

Allsorts holds a reserve fund to ensure the continuation of the services that Allsorts provides if its income from grants and support in kind were to fail.

Our reserves policy is based on having sufficient reserves to fulfil our closure liabilities and continue delivering our services for three months. These liabilities include staff redundancy costs and the obligations under our lease for our premises. Therefore, the charity's reserving target was £126,009 for 2022/2023. Throughout the year, our reserves were met.

Overall, there was a small financial surplus of £15,171. Allsorts always budgets for a small surplus, to add flexibility and agility into the next financial year, but in this year it was higher than budgeted for due to a generous donation of £20,000 gained towards the end of the financial year. Reserves of the charity are held in separate bank accounts, in order to gain full Financial Services Compensation Scheme protection.

When sufficient reserves levels are not met, our policy dictates that the Finance committee, which usually meets quarterly, begin more frequent meetings to closely monitor our finances and to provide guidance to the CEO and the board. This process has not needed to be triggered during 2022/23.



# Allsorts Gloucestershire

## Trustees' Annual Report *(continued)*

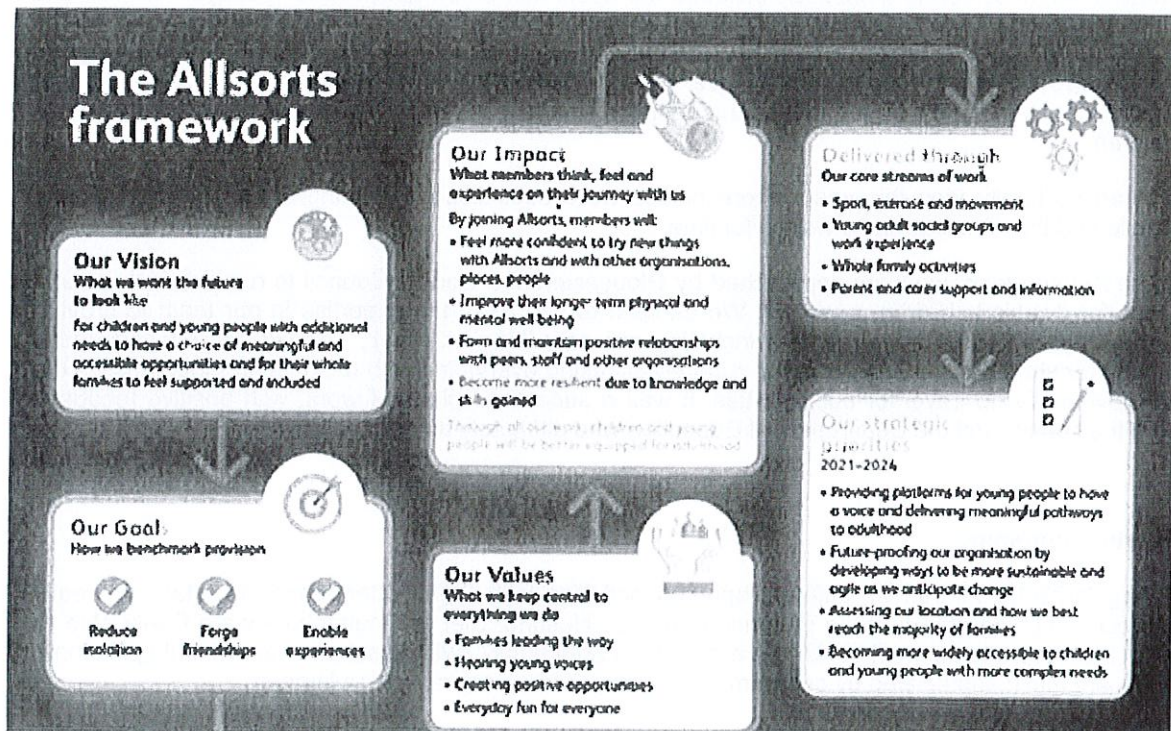
Year ended 31 March 2023

### Objectives and activities

Allsorts supports families who have a child with additional needs in Gloucestershire. Support is given with activities such as youth clubs, parent and carer groups, family trips, inclusive sports, early years groups, music workshops and sibling groups.

### Framework

During 2022/23, we refreshed our framework, reviewing our vision, values, goals and delivery methods



# **Allsorts Gloucestershire**

## **Trustees' Annual Report** *(continued)*

**Year ended 31 March 2023**

---

### **Achievements and performance**

#### **Membership**

Allsorts employs a membership model, so that we have a body of people to consult with in order to define our priorities and the kind of activities we provide. Membership has increased dramatically this year with a rise from 366 to 455 new members, an increase of 89 new members. This has put pressure on some of the more popular activities, with demand outstripping supply, so we have put in additional resources into some activities to increase capacity. Throughout the year, we worked with 455 families, 950 individuals and had 7152 attendances at our activities.

#### **Activities**

##### **Family work**

Families activities during 2022/2023 included the usual mix of fun activities for younger children and emotional support and signposting to all family members. We retained our important emphasis on the support of all key members of the family; parent carers, grandparents and siblings, in the belief that this creates healthy, stronger families. We also provided 10 information sessions on subjects that support family members to understand the complex statutory systems that should provide for disabled children.

We ran 55 family trips this year, where places were subsidised and hundreds of children, young people and their families had a wonderful time.

In the Autumn term, we were approached by Gloucestershire County Council to run activities in rural areas for disabled children, ages 0-8. We decided to use all of the expertise in our team to provide sports, toys and sensory equipment including our new 'Magic Carpet', Toy Library, support and if wished for short breaks. We worked in rural areas taking everything with us, meaning that families did not have so far to travel for our activities. It was a successful piece of work, with positive feedback from the council and the Department of Education who ultimately funded the work.

##### **Sports programme**

During 2022/23, we ran 27 different sporting activities with 2,350 attendances in total. We really appreciated being able to bring swimming back as National Star in Cheltenham were finally able to open their doors to us, post-covid. We are running both family swim sessions and swimming lessons, which are much appreciated by our members whose children are not yet swimming.

The Sports team has had challenges with capacity in our most popular activities, namely Football, Swimming and Trampolining. As membership has grown many more families try and book their children into these activities. We have increased capacity as much as possible, introducing new coaches into football and increasing spaces in trampolining but we are aware that we might need to re-think the models of some of our activities to ensure there is more capacity.

On request from some of our members in Quedgeley, a Gloucester district, we commenced a 'Boxercise' fitness class. Boxercise is a great way to keep fit whilst having fun and improves hand eye co-ordination and balance.



# Allsorts Gloucestershire

## Trustees' Annual Report *(continued)*

**Year ended 31 March 2023**

---

### **Health and fitness programme**

Our trading arm, YuGo, had a successful first year, even though it ended the year with a very small loss. YuGo contributed all year to the cost of our venue, utilities and core staffing cost, funding £60,000 over the year to Allsorts. The number of people benefiting from personal training and fitness classes has increased dramatically, as has the amount of work that YuGo is undertaking with schools and colleges. We confidently predict a minimum of £10,000 profit in 2023/24.

### **Short Break work - Young Adult Clubs/Holiday clubs**

Allsorts continued to run holiday clubs for children ages 6-15 so that parents could have some rest from their caring role or find work easier through the holidays. We also ran a range of Young Adult activities; with trips out into the community on a Saturday, often using public transport, a 'recreational' activity for those unable to manage the trips and a Friday Night takeaway chill out evening once a month. In November 2022, we started a monthly Friday Night takeaway for teenagers, ages 13-15

October 2022 saw the start of the pilot of our trainee programme with 3 young disabled adults volunteering with us, to learn new skills. One worked in our toddler session, one in our fundraising team and the other in our sports activities. It has been a positive experience for the young people to date with the pilot ending in October this year.

### **Partnerships**

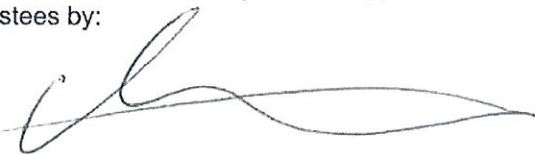
Allsorts has continued to work in partnership with a range of other organisations, including Gloucestershire County Council, Barnwood Trust, Empire Fighting Chance, The Music Works, Inclusion Gloucestershire, School of Larks, Active Gloucestershire, Westonbirt Arboretum and with a range of local organisations as well as special and mainstream schools.

### **Financial review**

The charity has carried out its main charitable activities during the year and applied any funding received for furtherance of those charitable activities.

The results of the charity are set out in detail in the accounts. Where specifically required, grants have been matched with the purpose for which they were received.

The trustees' annual report was approved on 8 October 2023 and signed on behalf of the board of trustees by:



Jess Waterman  
Trustee

# **Allsorts Gloucestershire**

## **Independent Examiner's Report to the Trustees of Allsorts Gloucestershire**

**Year ended 31 March 2023**

---

I report to the trustees on my examination of the financial statements of Allsorts Gloucestershire ('the charity') for the year ended 31 March 2023.

### **Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Harper Sheldon Limited  
Independent Examiner

Midway House  
Staverton Technology Park  
Herrick Way, Staverton  
Cheltenham, Glos.  
GL51 6TQ

# Allsorts Gloucestershire

## Statement of Financial Activities

Year ended 31 March 2023

		Unrestricted funds £	2023 Restricted funds £	Total funds £	2022 Total funds £
	Note				
<b>Income and endowments</b>					
Donations and legacies	4	349,755	19,985	369,740	308,592
Charitable activities	5	72,361	7,500	79,861	122,940
Other trading activities	6	(149)	—	(149)	—
Investment income	7	569	—	569	43
Other income	8	—	—	—	11,665
<b>Total income</b>		<u>422,536</u>	<u>27,485</u>	<u>450,021</u>	<u>443,240</u>
<b>Expenditure</b>					
Expenditure on raising funds:					
Costs of raising donations and legacies	9	8,160	—	8,160	11,812
Expenditure on charitable activities	10,11	387,126	39,564	426,690	446,115
<b>Total expenditure</b>		<u>395,286</u>	<u>39,564</u>	<u>434,850</u>	<u>457,927</u>
<b>Net income/(expenditure) and net movement in funds</b>		<u>27,250</u>	<u>(12,079)</u>	<u>15,171</u>	<u>(14,687)</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		135,273	53,193	188,466	203,153
<b>Total funds carried forward</b>		<u>162,523</u>	<u>41,114</u>	<u>203,637</u>	<u>188,466</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 9 to 18 form part of these financial statements.



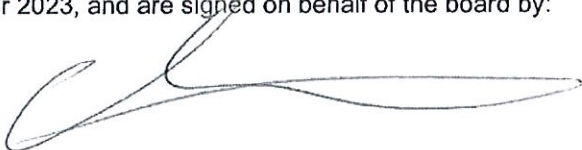
# Allsorts Gloucestershire

## Statement of Financial Position

31 March 2023

	Note	2023 £	2022 £
<b>Fixed assets</b>			
Tangible fixed assets	17	67,693	70,970
<b>Current assets</b>			
Debtors	18	13,810	55
Cash at bank and in hand		209,987	214,531
		<u>223,797</u>	<u>214,586</u>
<b>Creditors: amounts falling due within one year</b>	19	87,853	97,090
<b>Net current assets</b>		<u>135,944</u>	<u>117,496</u>
<b>Total assets less current liabilities</b>		<u>203,637</u>	<u>188,466</u>
<b>Net assets</b>		<u>203,637</u>	<u>188,466</u>
<b>Funds of the charity</b>			
Restricted funds		41,114	53,193
Unrestricted funds		<u>162,523</u>	<u>135,273</u>
<b>Total charity funds</b>	22	<u>203,637</u>	<u>188,466</u>

These financial statements were approved by the board of trustees and authorised for issue on 8 October 2023, and are signed on behalf of the board by:



Jess Waterman  
Trustee

The notes on pages 9 to 18 form part of these financial statements.



# **Allsorts Gloucestershire**

## **Notes to the Financial Statements**

**Year ended 31 March 2023**

---

### **1. General information**

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is Unit 9, Brunel Mall, London Road, Stroud, GL5 2BP.

### **2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

### **3. Accounting policies**

#### **Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### **Going concern**

There are no material uncertainties about the charity's ability to continue.

#### **Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

#### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

# Allsorts Gloucestershire

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

---

### 3. Accounting policies *(continued)*

#### Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

#### Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

#### Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.



# Allsorts Gloucestershire

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

---

### 3. Accounting policies *(continued)*

#### **Tangible assets *(continued)***

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

#### **Depreciation**

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Freehold property	- 2% straight line
Fixtures & fittings	- 20% straight line
Equipment	- 20% straight line

#### **Impairment of fixed assets**

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

#### **Financial instruments**

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

# Allsorts Gloucestershire

## Notes to the Financial Statements *(continued)*

### Year ended 31 March 2023

---

#### 3. Accounting policies *(continued)*

##### Financial instruments *(continued)*

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

##### Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

#### 4. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
<b>Donations</b>			
Donations	37,610	—	37,610
Gift aid	775	—	775
Legacy Income	1,297	—	1,297



# Allsorts Gloucestershire

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

### 4. Donations and legacies *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
<b>Grants</b>			
Grants receivable	90,517	9,167	99,684
Gloucestershire County Council	104,722	—	104,722
Barnwood Trust	46,248	—	46,248
Paul Hamlyn Trust	—	—	—
Julia & Hans Hoare Trust	31,667	—	31,667
Postcode Neighbourhood	—	10,818	10,818
Henry Smith Charity	10,000	—	10,000
Peter Harrison Foundation	8,023	—	8,023
Barbara Ward Foundation	—	—	—
Garfield Weston	10,909	—	10,909
Anonymous	6,000	—	6,000
<b>Subscriptions</b>			
Membership fees	1,987	—	1,987
	<u>349,755</u>	<u>19,985</u>	<u>369,740</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
<b>Donations</b>			
Donations	16,073	572	16,645
Gift aid	1,655	—	1,655
Legacy Income	—	—	—
<b>Grants</b>			
Grants receivable	33,683	384	34,067
Gloucestershire County Council	69,270	—	69,270
Barnwood Trust	32,377	—	32,377
Paul Hamlyn Trust	—	30,000	30,000
Julia & Hans Hoare Trust	15,025	—	15,025
Postcode Neighbourhood	—	13,193	13,193
Henry Smith Charity	10,000	—	10,000
Peter Harrison Foundation	—	10,000	10,000
Barbara Ward Foundation	50,000	—	50,000
Garfield Weston	15,000	—	15,000
Anonymous	10,000	—	10,000
<b>Subscriptions</b>			
Membership fees	1,345	15	1,360
	<u>254,428</u>	<u>54,164</u>	<u>308,592</u>

# Allsorts Gloucestershire

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

### 5. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Local fundraising and trust applications	31,928	7,500	39,428
Income from clubs and activities	40,433	—	40,433
	<u>72,361</u>	<u>7,500</u>	<u>79,861</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Local fundraising and trust applications	38,475	394	38,869
Income from clubs and activities	48,839	35,232	84,071
	<u>87,314</u>	<u>35,626</u>	<u>122,940</u>

### 6. Other trading activities

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Subscriptions	(149)	(149)	—	—

### 7. Investment income

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Bank interest receivable	569	569	43	43

### 8. Other income

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
CJRS Grant	—	—	11,665	11,665

### 9. Costs of raising donations and legacies

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Costs of raising donations and legacies - Grants receivable	8,160	8,160	11,812	11,812

# Allsorts Gloucestershire

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

### 10. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
General charitable activities	127,572	10,931	138,502
Parents, carers, early years and grandparents	199	—	199
Youth clubs, including trips	52,201	144	52,345
Sports	74,335	28,095	102,431
Young adults	(309)	—	(309)
Family trips	79,130	380	79,510
Support costs	53,998	14	54,012
	<u>387,126</u>	<u>39,564</u>	<u>426,690</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
General charitable activities	223,744	—	223,744
Parents, carers, early years and grandparents	—	—	—
Youth clubs, including trips	—	38,216	38,216
Sports	—	45,143	45,143
Young adults	—	23,048	23,048
Family trips	—	67,337	67,337
Support costs	48,095	532	48,627
	<u>271,839</u>	<u>174,276</u>	<u>446,115</u>

### 11. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2023 £	Total fund 2022 £
General charitable activities	138,502	32,873	171,375	253,259
Parents, carers, early years and grandparents	199	—	199	—
Youth clubs, including trips	52,345	—	52,345	38,216
Sports	102,431	—	102,431	45,143
Young adults	(309)	—	(309)	23,048
Family trips	79,510	—	79,510	67,337
Governance costs	—	21,139	21,139	19,112
	<u>372,678</u>	<u>54,012</u>	<u>426,690</u>	<u>446,115</u>

# Allsorts Gloucestershire

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

### 12. Analysis of support costs

	Analysis of support costs	Total 2023	Total 2022
	£	£	£
Premises	19,297	19,297	14,248
Communications and IT	10,933	10,933	10,554
General office	2,643	2,643	2,086
Human resources	—	—	2,628
Governance costs	21,139	21,139	19,111
	<u>54,012</u>	<u>54,012</u>	<u>48,627</u>

### 13. Net income/(expenditure)

Net income/(expenditure) is stated after charging/(crediting):

	2023	2022
	£	£
Depreciation of tangible fixed assets	<u>11,807</u>	<u>10,385</u>

### 14. Independent examination fees

	2023	2022
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,320</u>	<u>1,320</u>

### 15. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2023	2022
	£	£
Wages and salaries	281,264	319,710
Social security costs	9,748	17,060
Employer contributions to pension plans	5,155	5,508
	<u>296,167</u>	<u>342,278</u>

The average head count of employees during the year was 46 (2022: 46).

No employee received employee benefits of more than £60,000 during the year (2022: Nil).

### 16. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.



# Allsorts Gloucestershire

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

### 22. Analysis of charitable funds

#### Unrestricted funds

	At 1 April 2022	Income	Expenditure	Transfers	At 31 March 2023
	£	£	£	£	£
Unrestricted Fund	135,273	422,536	(395,286)	—	162,523

	At 1 April 2021	Income	Expenditure	Transfers	At 31 March 2022
	£	£	£	£	£
Unrestricted Fund	203,153	353,450	(283,651)	(137,679)	135,273

#### Restricted funds

	At 1 April 2022	Income	Expenditure	Transfers	At 31 March 2023
	£	£	£	£	£
Restricted Funds	53,193	27,485	(39,564)	—	41,114

	At 1 April 2021	Income	Expenditure	Transfers	At 31 March 2022
	£	£	£	£	£
Restricted Funds	—	89,790	(174,276)	137,679	53,193

### 23. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Tangible fixed assets	67,693	—	67,693
Current assets	182,683	41,114	223,797
Creditors less than 1 year	(87,853)	—	(87,853)
<b>Net assets</b>	<b>162,523</b>	<b>41,114</b>	<b>203,637</b>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Tangible fixed assets	70,969	—	70,969
Current assets	161,393	53,193	214,586
Creditors less than 1 year	(97,089)	—	(97,089)
<b>Net assets</b>	<b>135,273</b>	<b>53,193</b>	<b>188,466</b>

# Allsorts Gloucestershire

## Notes to the Financial Statements *(continued)*

### Year ended 31 March 2023

#### 17. Tangible fixed assets

	Freehold property £	Fixtures and fittings £	Equipment £	Total £
<b>Cost</b>				
At 1 April 2022	103,852	675	1,000	105,527
Additions	—	—	8,530	8,530
<b>At 31 March 2023</b>	<u>103,852</u>	<u>675</u>	<u>9,530</u>	<u>114,057</u>
<b>Depreciation</b>				
At 1 April 2022	32,882	675	1,000	34,557
Charge for the year	10,385	—	1,422	11,807
<b>At 31 March 2023</b>	<u>43,267</u>	<u>675</u>	<u>2,422</u>	<u>46,364</u>
<b>Carrying amount</b>				
<b>At 31 March 2023</b>	<u>60,585</u>	<u>—</u>	<u>7,108</u>	<u>67,693</u>
At 31 March 2022	<u>70,970</u>	<u>—</u>	<u>—</u>	<u>70,970</u>

#### 18. Debtors

	2023 £	2022 £
Trade debtors	1,059	55
Amounts owed by group undertakings	12,751	—
	<u>13,810</u>	<u>55</u>

#### 19. Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	1,048	—
Accruals and deferred income	78,390	91,712
Social security and other taxes	8,415	5,378
	<u>87,853</u>	<u>97,090</u>

#### 20. Deferred income

	2023 £	2022 £
Amount deferred in year	<u>77,070</u>	<u>90,392</u>

#### 21. Pensions and other post retirement benefits

##### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £5,155 (2022: £5,508).

# Stonehouse Gardening Club Accounts

Accounts from 01/01/2023 to 13/10/2023

## BALANCE 31/12/22

CURRENT ACCOUNT	£1,463.23
MONEYMASTER ACCOUNT	£250.83
CASH IN HAND	£38.77
Total holdings (31/12/2022)	£1,752.83

2022 Transactions	Incoming	Outgoing
AFFILIATION FEES RHS.		£35.00
GFGS INSURANCE		£45.50
MEMBERSHIP SUBS	£542.00	
OTHER SALES	£4.00	
PLANT SALES	£23.30	
PUBLICITY		£223.84
RAFFLE	£77.50	
ROOM HIRE		£272.00
SPEAKERS		£652.98
STALL ON THE GREEN	£336.50	
VISITORS	£187.00	
WEBSITE		£111.66
GRANT	£500.00	
EXPENSES		£56.19
TEA&BISCUITS	£29.90	£18.50
BANK CHARGES		£67.28
OUTINGS-HEREFORDSHIRE	£1,092.00	£1,107.00
OUTINGS-WISLEY	£912.00	£800.00
STATION PLOT		£40.43
OUTINGS-ROSEMOOR	£175.00	
SUMUP FEES		£64.96
Grand Total	£3,879.20	£3,495.34

Total Holdings (Cash+Accounts) 13/10/2023	£2,136.69
---	-----------



Treasurer Stonehouse Gardening Club  
13/10/2023





# Stonehouse Gardening Club (SGC) Annual Report

## *Endeavours and Outcomes in 2023*

### **Aim: continuation of Stonehouse Town Council revenue funding of £500 in 2024**

When Stonehouse Town Council granted the sum of £500.00 to Stonehouse Gardening Club (SGC) to be provided annually for three years, starting in 2022, the objective was to enable the club to thrive by helping us to revive our numbers, which, already reduced due to old age, illness and infirmity, threatened to fall to critical levels during the pandemic. In 2023, this revenue funding that SGC received from Stonehouse Town Council has continued to be a great help at a time when member numbers are still not as high as we need.

- ✓ The grant has helped us to bear increased expenses, especially with increasing costs such as that of room hire at the Community Centre, Stonehouse, and the burgeoning rates of speakers.
- ✓ Importantly, the grant has enabled SGC to increase awareness of its existence in Stonehouse and surrounding areas, through well managed publicity. This is continuing to bring us new members, fills our coach on trips out such as our annual trip to an RHS Garden, and has added very much needed numbers to the club's Committee. We have three new members on the committee this year, bringing it up to a total of five people.

### **SGC Activities in 2023 and its outcomes in terms of achieving our goals.**

- a) Networking: Our confidence is bolstered by the Stonehouse Town Council Revenue Funding. Encouraged by the advertising we are able to do now, SGC have begun expanding our areas of influence.
- This year, we have continued to interact with other local gardening clubs such as in Painswick and Nailsworth. We keep them aware of our monthly talks and trips through the website and publications the grant has allowed us to produce and maintain. We welcome their members to attend on a day membership of SGC basis, and the moneys gained contribute towards the discharging of the club's expenses.
- We are now in touch with the Stonehouse Allotment Association, members of which are attending our talks, and hope to draw them closer, for instance for talks such as one on soil and composting which the SGC Committee included in the programme crafted this year for 2024.
- We liaised with owners of new-build homes and held a garden design workshop for them which tackled problems encountered in small yards and gardens.

- In 2024, we have a speaker from Stonehouse in Bloom booked to talk to us, and hope eventually to build a closer relationship with them, and with others in town such as those who run the horticultural show annually, with the aspiration of perhaps all of us working under one umbrella someday.

The outcome is an increased number of participants, this year and in the future – astoundingly, one person has already signed up for next year's trip to an RHS garden. The increased occupancy of seats on the coach trips helps to mitigate the club's general expenses. The connections with other gardening clubs and associations emboldens us to provide a more inclusive scale of service to our members and to the wider community.

- b) Trips out: when planning trips to gardens, we consider the needs of people who may wish to attend but who have reduced mobility. Enquiries are made in advance about the terrain at the venue to minimise unexpected difficulties. The hoped for outcome is that we serve an increasing number of those in our community who are restricted by age or disabilities.
- c) Wider audience for talks: SGC have resolved to welcome children over the age of 10 to attend a talk on a topic they are interested in, such as a scheduled talk on hedgehogs in the new programme of events we compiled this year. The hoped for outcome is to catch and expand the interest and knowledge of children in our community early.
- d) Advertising through posters, leaflets and online: this has led us to connect widely with businesses in Stonehouse (such as the dentist, eateries, and others including hairdressers and even the butcher), who welcome our brochures, and to cultivate their help and support in spreading news about our activities. In addition, our website presence at <https://stonehousegardeningclub.com> and linked Facebook and Twitter accounts continues to draw attention to our endeavours (see Fig.1), resulting in more attendees at our talks and participants on our trips, and interaction with the club through the email address given on the website.
- e) Bringing in notable speakers such as Sally Nex, author of RHS publications: Such speakers draw greater numbers to our talks, and will help to modernise local views on gardening methods and re-greening, among other things.

The outcome is also new attendees to some of our talks, and on our trips to gardens. We can afford the constantly rising rates of speakers thanks to help provided by the Grant in paying for the also rising costs of the Community Centre, which is the venue for our talks. With membership on the rise, we hope to be able to make such payments out of club funds in 2025.

- f) Plant sales: The Stall on the Green, where we sell plants grown by club members at value prices, was the most successful to date. The event provided locals with an enjoyable opportunity to become aware of the club and its activities, to chat about the plants and it helped to boost the club funds.



## What SGC has achieved overall in 2023, thanks to the help from the Grant

- 1 An increase in visitors at our events. For instance, on our two coach trips this year we had 23/24 non-members join us each time, which makes such trips feasible for our members. For our talks, in 2021, we had 35 visitors, and this grew to 51 visitors in 2022. In 2023, this number increased to 62 visitors.
- 2 Maintaining membership numbers at 26, which is two less than last year, but still more than the 19 we mustered in 2019. At talks, for example, we have a mean number of 22 attendees each time, including both members and visitors.
- 3 Our website presence at <https://stonehousegardeningclub.com> and linked Facebook and Twitter accounts, which are paid for through the grant, continue to draw attention to our endeavours (see Fig.1), resulting in more attendees at our talks and participants on our trips, and interaction with the club through the email address given on the website.

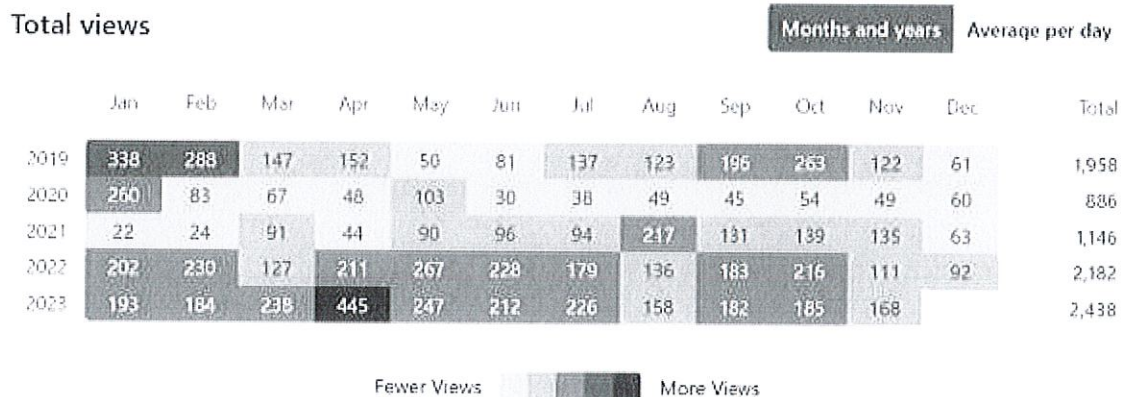


Figure 1. Attention garnered by SGC via our website, in months and years since it was created in Jan-Feb 2019

In sum, as well as from helping to raise funds that enable SGC to function well, we feel the grant has assisted us to promote awareness and general goodwill towards the aspirations of the Stonehouse Gardening Club, thanks to the advertising, networking, talks and events.

SGC thank the Stonehouse Town Council's Business Committee for their continued support of our work and potentials. SGC are slowly but enthusiastically establishing our presence as a gardening club, and intend to continue the strategies we have employed these last two years, as they have been successful.

Signed

*Elizabeth Goddard*

Dr Elizabeth Goddard, General Secretary, Stonehouse Gardening Club





## **HEALTH AND SAFETY POLICY REVIEW - DRAFT**

Stonehouse Town Council recognises its corporate responsibility for the Health, Safety and Welfare of its employees, and for all activities under its remit which may affect service users and others (for example members of the public, contractors and Councillors)

### **Scope**

All Council employees, service users, contractors and other persons affected by the Council's operations and facilities

### **Responsibilities**

The Town Council is responsible for ensuring an effective Health & Safety management system is in place, and the Town Clerk has operational responsibilities. ALL employees MUST participate actively in, and accept individual responsibility for health, safety and welfare matters and work with the Council to ensure legal and policy compliance.

### **General Statement of Health & Safety Policy**

The Council will:

- Promote a positive health, safety and welfare culture throughout the organisation
- Deploy the H&S hierarchy of controls to maximise safety in any given situation
- Promote clear channels of communication for health, safety and welfare between all departments
- Provide and maintain safe and healthy working conditions, plant and machinery
- Provide adequate control of risks arising from work activities
- Consult employees on matters affecting their Health & Safety
- Make contractors & service users aware of the Council's policy and requirements
- Ensure safe handling, storage and use of substances
- Ensure employees are competent to perform their tasks by providing adequate information, instruction, training and supervision for all employees
- Investigate, record and report accidents and cases of work related ill health
- Commit to continuous improvement of Health & Safety with regular reviews and auditing
- Comply with legal requirements and internal Health & Safety standards
- Make Health & Safety integral to all business processes, planning and decision making
- Review the Policy annually, or when changes in circumstances dictate, to ensure validity.

### **Organisation Structure:**

Stonehouse Town Council

Stonehouse Town Clerk

STC Officers

Council Contractors

Stonehouse Town Council has ultimate responsibility for the health, safety and welfare of its employees and all other persons affected by its activities.

- It will ensure risk assessments are conducted for all Council activities in line with the Council's Risk Assessment policy
- It will inform all employees and other persons about risks and dangers arising from their work, introduce measures to reduce or eliminate these risks and give procedures about what to do if faced with risk or danger
- It will investigate the H & S consequences of introducing new technology, equipment or procedures before doing so.

- It will carry out periodic audits to ensure that safety standards are being maintained. The audit report will be submitted to the Business Committee for action on any problems identified.

#### **The Town Council will inform employees and others through:**

- Displaying the Employers Liability Insurance Certificate, and Health & Safety Law Poster in all departments
- Displaying the Health & Safety Policy at [www.stonehousetowncouncil.gov.uk](http://www.stonehousetowncouncil.gov.uk) and by way of individual manuals including risk assessments, relevant information and instructions, and fire safety assessments.
- Provision of training and supervision

#### **The Town Council along with the Town Clerk will ensure:**

That its premises are legally compliant with the Disability Discrimination Act of 2005 (DDA) and the relevant fire regulations.

That any work carried out in council buildings is carried out by competent subcontractors.

That its premises are regularly inspected for hazards and there is annual testing of electrical appliances, gas installations and fire-fighting equipment.

That its premises have been surveyed for the presence of asbestos-containing materials and that reports on these are filed with the Town Clerk. Any identified Asbestos-Containing Materials (ACMs) will be reviewed annually and expert advice will be sought in the event of deterioration. ACMs will be handled and disposed of by specialist contractors.

That possible exposure to work related stress is recognised and the following will be monitored:

- workload and travel time
- working hours
- staff ratios and skill sets
- re-entry after sick leave
- training needs
- bullying and harassment
- communication.

#### **The Town Clerk will :-**

Make recommendations for policy changes/review, ensure adequate funding for training and respond to any H & S matters of concern.

Report to the Council at the next possible meeting matters of concern, including incidents as defined by RIDDOR (2013) as major injuries, seven day injuries, fatalities, or dangerous occurrences. These incidents will be reported for investigation to the Health & Safety Executive within 10 days via: <http://www.hse.gov.uk/riddor/report.htm>

Advise the council or relevant committee of any necessary changes to risk assessments/work environment to take account of special circumstances e.g. an employee's particular welfare needs such as during pregnancy.

Make new employees aware of the Council's Health & Safety Policy and possible risks.

Ensure that any young people under the age of 18, including children aged between 13 and the minimum school leaving age on work experience schemes, are treated as employees with the same Health & Safety protections and that specific risk assessments are carried out to ensure their welfare. The Clerk will inform the parents/guardians of the key findings of the risk assessments and the control measures put in place. The Clerk will record details of those risk assessments, training and information provided to the young person, a record of their competence levels, and a record of the communication with the parents/guardians.

Ensure that she/he assesses risks to employees from lone working and takes measures to control these risks.

Consult with employees on matters affecting them relating to Health & Safety e.g. changes in legislation, procedures, equipment or ways of working



Make arrangements for training or engagement of competent people to fulfil the Council's legal obligations

**The Town Clerk in conjunction with the Senior Town Maintenance Officer will:**

Ensure that all vehicles, tools, work equipment and means of storage and PPE are maintained in a serviceable condition. All work equipment should bear the appropriate quality assurance mark (CE)  
Ensure that the First Aid kits in each of the Council premises and in the Council vehicle conform to BS and are kept up to date  
Ensure that flammable materials are not stored, even for a temporary period, in offices or corridors.  
Ensure that all chemicals, flammables are stored in accordance with the manufacturer's instructions.

**All Employees will:**

Ensure their own safety and observe the risk assessments given as Appendices to this Policy.  
Observe the Council's NO SMOKING rule on council premises.  
Report areas of concern, injuries or damage, however minor to the Town Clerk.  
Ensure that their work area is kept clear and free of trip & slip hazards  
Maintain a clean, clutter free and hygienic work space  
Familiarise themselves with fire evacuation procedures, how to raise the alarm, location of fire exits, how to use fire-fighting equipment, assembly point.  
Communicate the Council's Policy to any sub-contractors they are working with.  
Regularly inspect portable electrical equipment for damage and ensure that sockets are not overloaded. (No secondhand equipment or non council equipment is to be used that has not been checked to comply with UK or EC product safety standards)  
Report any ill-health which may affect the way they work

**Employees will NOT:**

Operate any machinery, equipment or vehicle unless they have been adequately trained and authorised to do so.  
Operate any machinery, equipment or vehicle whilst under the influence of alcohol or mood altering drugs, prescribed or unprescribed  
Modify any equipment or electrical appliances.  
Use hand held mobiles whilst driving.  
Breaches may be subject to disciplinary procedures.

**Contractors are required to:**

Hold their own public liability insurance up to £5,000,000.  
Comply with the Town Council's risk assessments as a minimum.  
Ensure that their employees are competent and vetted appropriately and provide supervision where required.  
Ensure that they have their own Health & Safety Policy in place to protect their employees.  
Communicate any high risk activities to the Town Clerk so that a further assessment of risk may be made.  
The Council retains the right to stop any operation, plant or equipment, or the actions of any contractor employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will be indemnified by the contractor or their insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving the contractor or their employees.

**RISK ASSESSMENTS TO BE FOLLOWED ARE UNDER THE FOLLOWING HEADINGS:** - to be reviewed taking into account results of EW consultation

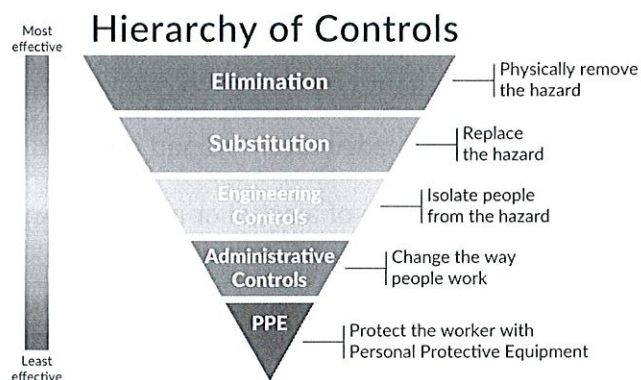
**1. Chainsaw Use**

2. Chemical Use & Storage/COSHH
3. Ditch & Water Course Clearance
4. Gardening Work
5. General Conservation Work
6. Manual Handling
7. Pedestrian controlled lawn mowers
8. Ride on Mowers
9. Tool Store and Workshop
10. Van & Trailer Use
11. Vehicle Use
12. Watering
13. Workshop Power Tools
14. Litter Picking
15. Cleaning & Caretaking
16. Lone Working
17. Meeting the Public
18. Office Based

**FIRE SAFETY INSPECTION SHEETS ARE TO BE FOLLOWED FOR THE FOLLOWING BUILDINGS:**

Stonehouse Town Hall High Street  
 Workshop Oldends Lane  
 Pavilion Oldends Lane  
 Youth Centre (The Pod) Oldends Lane

**APPENDIX - H&S HIERARCHY OF CONTROLS**



Reviewed: 15th Feb '21 (Minute Number: TC2558) Review Date: Feb 2024



**STONEHOUSE**  
**TOWN COUNCIL**

**RESERVES POLICY**

It is the policy of Stonehouse Town Council that:

1. the Council's General Reserve should be maintained at between three and six months Net Revenue Expenditure.
2. the Council's budget shall be planned so as to ensure that this level of General Reserve is maintained.
3. the minimum level of General Reserve shall be reviewed in the light of changes in activity levels and/or the range of services provided by the Council.
4. earmarked and other Reserves shall be separately identified and enumerated, shall be held for genuine and intended purposes only, and shall be reviewed and justified annually.

**Adopted by the Town Council**

**Date: 23<sup>rd</sup> January 2023 (Minute No TC2980)**

**Review Date: January 2024**







## **SCHEME OF DELEGATION TO OFFICERS**

### **1. Introduction**

1.1 This Scheme delegates to Authorised Officers the powers and duties necessary for the discharge of the Council's functions within the broad functional description set out in Section 101 of the Local Government Act 1972, together with the specific delegations therein, and should be taken to include powers and duties within those descriptions under all present legislation, and all powers incidental to that legislation including the application of the incidental powers under Section 111 of the Local Government Act 1972 or General Power of Competence.

1.2 An Officer may decline to exercise delegated powers and instead report to the Council or appropriate Committee.

### **2. Areas of Delegation**

There are three specific areas of delegation:

#### **2.1 Planning**

The Council resolved that should the Environment Committee be inquorate and as a result be unable to deal with an application within due time, or where an extension for a response cannot be secured in time for the next Committee meeting, the Proper Officer and Deputy Town Clerk in consultation with the Chair and Deputy Chair of Environment Committee may submit a response on behalf of the Council.

#### **2.2 Finance**

(Section 4.5 of the Financial Regulations).

In cases of extreme risk to the delivery of council services, the RFO may authorise revenue expenditure on behalf of the council which in the RFO's judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3,000. The RFO shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

#### **2.3 Staff Welfare**

The Town Clerk/RFO may make decisions in the interests of staff welfare without reference to the Town Council. This applies to arrangements for leave, emergency cover and medical care.

**Last Reviewed: 18<sup>th</sup> September 2023 Minute (TC3108)**

**Next Review: September 2024**





Full Assett Register - Adopted 23rd January 2023 (Minute No TC2980) - Next review January 2024

Location	Description	Original Cost	Insurance Value	Category
Town Hall Office	Town Hall Building	240000	6540000	Buildings
	Mayor's Jewel	600		6000 Office Contents
	Toshiba Photocopier Studio 2500 AC (Hire Agreement)	n/a		4500 Office Contents
	Telephones - 1 Polam Base set plus 2 Gigaset wireless	600		600 Office Contents
	Fridge - undercounter statesman	180		150 Office Contents
	Laminater - LEITZ	100		100 Office Contents
	Kettle - Russell Hobbs	20		20 Office Contents
	Fans - four	60		60 Office Contents
	Printer - table top	100		100 Office Contents
	Fridge	110		110 Office Contents
	Computer screens - 2 Benq 1 Dell	425		425 Office Contents
	Computer towers x 3. Lenovo/ Dell/ Jujitsu	3500		3000 Office Contents
	Fire Extibnguisher - 2 Water and 2 CO2	120		120 Office Contents
	Diswasher - large under counter	250		0 Office Contents
	Shredder	100		0 Office Contents
	Computer desks - two with 3 drawer attachments	500		600 Office Contents
	Computer desks - two	300		328 Office Contents
	Computer extension tables	120		240 Office Contents
	Three drawer units - two	250		350 Office Contents
	Full length wooden cupboards - two	850		1000 Office Contents
	Low wooden double cupboards	240		320 Office Contents
	Fire-proof filing cabinet		n/a	800 Office Contents
	Half moon wooden tables - two	450		700 Office Contents
	Plastic wall mounted leaflet holder	100		140 Office Contents
	Wooden table top leaflet display		n/a	50 Office Contents
	Wooden rectangular tables - four	600		800 Office Contents

Large wooden boardroom table	n/a	750 Office Contents
Free standing acoustic screens	150	180 Office Contents
Folding chairs (25) and storage unit	1500	1750 Office Contents
Sandwich board	n/a	60 Office Contents
Steel filing cabinets - three	480	750 Office Contents
Large display boards (wooden surrounds)	200	280 Office Contents
Large blue display board	60	80 Office Contents
Table top 3 panel blue display board	60	70 Office Contents
Large display panel featuring the opening of Stonehouse	n/a	370 Office Contents
Commemorative key in display case	n/a	120 Office Contents
Programme for P.O. opening in wooden frame	n/a	60 Office Contents
Black and white framed photograph of High Street	n/a	25 Office Contents
Signed water colour painting of High Street and Town Hall	n/a	500 Office Contents
Small round wooden coffee table and 3 chairs	150	250 Office Contents
Coat stand(wood)	50	50 Office Contents
Table top 5 drawer metal filling cabinets	100	120 Office Contents
Embossing Press	209.18	209.18 Office Contents
10 Litter Pickers	108.7	108.7 Office Contents
Outdoor chargeable lights 12	290.88	290.88 Office contents
Officer shredder	143.54	143.54 Office contents
<b>Total</b>		<b>6566680.3</b>
<b>Oldends Lane</b>		
Pavillion building	240000	475280 Buildings
Oldends Car park	not known	4326.4 Other Surfaces
Height Barrier	3500	3500 Street Furniture
Pavillion Contents	not known	2475 General Contents
General Contents in POD	not known	2500 General Contents
<b>Total</b>		<b>488081.4</b>
<b>Play Equipment</b>		
MUGA Basketball Court (enclosed)	not known	15000 Playground Equipment
Basketball Court open	not known	3500 Playground Equipment

Open metal shelter	not known	3500 Playground Equipment
Benches x 6	not known	1500 Street Furniture
Bins x 8	not known	4000 Street Furniture
Skatepark structure	120000	120000 Playground Equipment
Carousel with bars	2064	2064 Playground Equipment
Swings with 4 seats	not known	1600 Playground Equipment
Swings with 2 seats	not known	1400 Playground Equipment
Steel swing with shell seat	2164	2164 Playground Equipment
Spinners x2	no	1860 Playground Equipment
Robina Double Seat Springer	810	810 Playground Equipment
Forest Bug Spinner	1050	1050 Playground Equipment
Tunnel with sleepers and castellated fort (logs)	3208	3208 Playground Equipment
Climbing frame / slide with hoops	not known	4000 Playground Equipment
Clamber Stack-wood with metal feet	6318	6318 Playground Equipment
Car Frame bench	750	750 Playground Equipment
Cableway - steel and wood	7638	7638 Playground Equipment
Metal Start Platform	2188	2188 Playground Equipment
Saturn Carousel	5728	5728 Playground Equipment
Picnic Table x 4	4100	4100 Playground Equipment
Artificial Safety Surfacing	4000	5000 Playground Equipment
Small child's activity apparatus	not known	3500 Playground Equipment
<b>Total</b>		<b>200878</b>
<b>Workshop</b>		
Workshop / Store Building	50000	94640
Kaaz LM-5 Lawn Mower	not known	1500 Mowers & machinery
Husqvarna M53-S Pro Lawn Mower	not known	700 Mowers & machinery
Scag 48 - Kawasaki FH451V0	not known	3500 Mowers & machinery
Iseki SXG 216 Diesel Riding Mower	not known	6500 Mowers & machinery
Stihl FS360-C Strimmer x 2	not known	1500 Mowers & machinery
Stihl HS56 - C Hedgecutter	not known	250 Mowers & machinery
Stihl BR600 Blower	not known	490 Mowers & machinery



Stihl RE14-Z PowerWasher	not known	300 Mowers & machinery
Stephill SE3400 Generator with Honda GX2000 engine	not known	600 Mowers & machinery
SCH HBU900 Towed Water Bowser with Honda GCV engine	not known	4000 Mowers & machinery
Evenspread Supaturf Fertiliser spreader	not known	200 Mowers & machinery
Fertiliser Spreader Z1777-3	not known	150 Mowers & machinery
Chillington + CU Wheelbarrow	not known	280 Mowers & machinery
Einhell RT- AG115 4" Disc Cutter	not known	75 Mowers & machinery
Einhell BT- ID100E Power Drill	not known	120 Mowers & machinery
Bosh GSB 18v LI Cordless Drill	not known	140 Mowers & machinery
Bright ideas TCG1011 Electric Power Tile Cutter	not known	90 Mowers & machinery
Wolfair Sioux II Air Compressor	not known	200 Mowers & machinery
Selmar A4 Battery Charger	not known	80 Mowers & machinery
Truvox Valet Aqua 40 Industrial Vacuum	not known	350 Mowers & machinery
Sean Roll 30m Extension Lead	not known	30 Mowers & machinery
Stihl MS261cm Chainsaw	not known	700 Mowers & machinery
Makita Hammer Drill HR2630	not known	120 Mowers & machinery
Evolution SDS4 Hammerdrill	n/a	100 Mowers & machinery
Linfar Mechanical Sweeper	not known	2500 Mowers & machinery
Yankee 3010CX 3 tonne trolley jack	not known	150 Mowers & machinery
Draper SWL 2 tonne trolley jack	not known	120 Mowers & machinery
Heavy Duty Jump Leads	not known	45 Mowers & machinery
Draper Expert 41 piece socket set	not known	200 Mowers & machinery
Yankee VS1003 x 2 & Seeley VS2003 3 Tonne Axel Stand	not known	250 Mowers & machinery
Red Handle GL-MO 36"Bolt Cutters	not known	150 Mowers & machinery
Red Handle 600mm Stillson Wrench	not known	85 Mowers & machinery
Stanley 26" Tool Box	not known	50 Mowers & machinery
Stanley Fat Max Spirit Level 2"	not known	40 Mowers & machinery
Spanners Various	not known	500 Mowers & machinery
Items of tools, machine spares, oils, etc. Items £500 or less	not known	15000 Mowers & machinery
Shovel, Forks and Pick Axe x 11	not known	500 Mowers & machinery
Lyte ELT Double Extension Ladder	not known	120 Mowers & machinery

Long Ladder single 4m + short ladder 2.5m	not known	190 Mowers & machinery
Abru Steps x 2	not known	200 Mowers & machinery
Health and safety equipment	not known	1000 Mowers & machinery
Indespension Challenger 4 wheel trailer	3000	3500 Mowers & machinery
Pick-Up	6000	3000 Vehicle insurance
Gates and Fences	not known	35000 Furniture
Makita Battery Powered DIY Equip	666.67	666.67 Mowers and machinery
Mini Fridge for Workshop	45.83	45.83 Furniture
Hand Tools	305	305 Mowers and Machinery
19 piece Bit set	28.7	28.7 Mowers and machinery
EGO Battery Powered Grounds Equip	1761.67	1761.67 Mowers and machinery
EGO Battery Powered Grounds Equip	580.83	580.83 Mowers and machinery
PPE	416.02	416.02 Mowers and machinery
Cofra Wellies	95.4	95.4 Mowers and machinery
Safety helmet and sledge hammer	26.32	26.32 Mowers and machinery
6 Battery Charge unit EGO	239	239 Mowers and machinery
Grease gun		Mowers and machinery
Two first aid kits	21.99	21.99 Mowers and machinery
Angle grinder	24.98	24.98 Mowers and machinery
Post rammer		Mowers and machinery
Sander	19.99	19.99 Mowers and machinery
Fencing pliers	26.99	26.99 Mowers and machinery
Claw hammer		Mowers and machinery
EGO attachments - pole saw and cultivator	288	288 Mowers and machinery
Chainsaw boots, trousers and gloves	605.76	605.76 Mowers and machinery
Peugot Expert Van incl rear view camera, tow hitch and i	19,715.60	19715.6 Mowers and machinery
<b>Total</b>		<b>204083.75</b>
<b>Youth Centre</b>		
Youth Centre buildings including storage pod	200000	330720 Buildings
Youth Equipment	not known	18783
Sports Equipment	not known	4475 Sports equipment

	Dahua 6 camera cctv and recorder	2345	
	Nintendo games and console and outdoor speaker	806.86	806.86 Office contents
	<b>Total</b>		<b>357129.86</b>
Football	Football Stadium and Changing Rooms	not known	128000 Buildings
	Goalposts x 4	not known	2000 Sports equipment
	<b>Total</b>		<b>130000</b>
Stagholt	Allotment steel sheds x 36	24000	52000 Buildings
	Gates and Fences		2500 Furniture
	<b>Total</b>		<b>54500</b>
Meadow Road	<b>Infant Play Equipment</b>		
	Springs x 2	not known	1975 Playground Equipment
	Small Turntable	not known	650 Playground Equipment
	Swing x 2 seats	not known	1150 Playground Equipment
	Climbing Frame and Slide	not known	4000 Playground Equipment
	Log Stepping Stones	not known	400 Playground Equipment
	Artificial Safety Surfaces	2750	5000 Playground Equipment
	<b>Large Childrens Play Equipment</b>		
	Swing x 2 seats	not known	1600 Playground Equipment
	Large Climbing Frame and Slide	not known	4000 Playground Equipment
	Rope Balance	not known	1500 Playground Equipment
	See saw	not known	1200 Playground Equipment
	Basketball Stand	not known	3500 Playground Equipment
	Benches x 6	not known	3000 Furniture
	Litter Bins x 7	not known	3240 Furniture
	Gates and Fences	not known	7000 Furniture
	Dog Bins x 3	not known	300 Furniture



<b>Total</b>				<b>38515</b>
<b>Laburnum</b>	BoulesCourt		not known	8000 Playground Equipment
	Conceret Table tennis tables x 2		11900	11900 Playground Equipment
	Fitness Machines		20000	20000 Playground Equipment
	Slide / Climbing Frame		not known	3200 Playground Equipment
	Seesaw Springers		not known	1800 Playground Equipment
	Small Roundabout		not known	1000 Playground Equipment
	Muitiplay Unit		7600	8000 Playground Equipment
	Swings (small) x 2 seats		not known	1400 Playground Equipment
	Swings (large) x 2 seats		not known	1800 Playground Equipment
	Climbing Frame		2175	2500 Playground Equipment
	Seats and Benches x 8		not known	4800 Playground Equipment
	Safety Flooring		not known	7500 Playground Equipment
	Litter Bins x 6		not known	3000 Furniture
	Dog Bins x 2		not known	200 Furniture
	Activity Centre with Curved Steel Hanging Bar		not known	5500 Furniture
	Gates and Fences		not known	7000 Furniture
	<b>Total</b>			<b>87600</b>
<b>War Memorial Green</b>				
	War Memorials - Stone Cross and VJ Stone		not known	100000 Monument
	<b>Total</b>			<b>100000</b>
<b>Doverow</b>				
	Malvern Seats x 4		3000	3000 Street furniture
	<b>Total</b>			<b>3000</b>
<b>General</b>				
	Noticeboards		not known	3940 Street furniture
	Millenium Sculpture		not known	15339 Street furniture
	Fish Sculpture		1500	2000 Street furniture
	Horsetrough Memorial Trough		not known	15000 Street furniture
	Telephone Box		n/a	3000 Street furniture

Town Clock		3000	4200 Street furniture
Christmas Lights		3000	3080 Street furniture
Framed Painting in Rest Gardens	n/a		1500 Street furniture
Town Sign		225	300 Street furniture
Bus Shelters	not known		34460 Street furniture
Flagpoles x 2		1750	2500 Street furniture
History Boards		8000	8000 Street furniture
HighStreet gates and Fences	not known		2039 Street furniture
Hanging Basket Brackets		580	580 Street furniture
25 Trees		3,633	3,633 Street furniture
Kingfisher Sculpture		3000	3000 Street furniture
2 Litter Bins		372	372 Street furniture
Shower unit for Pavilion		66.67	66.67 Shower unit
Planters		997.8	997.8 Street Furniture
Planter liners		147.6	147.6 Street Furniture
Bunting		1135.32	1135.32 Street Furniture
Hanging Basket s and brackets (50 baskets, 62 inserts, 6		4299	4299 Street Furniture
Oak Post		199.2	199.2 Street Furniture
Fencing and gate		148.22	148.22 Street Furniture
Gazebo		333.99	333.99 Street Furniture
<b>Total</b>			<b>110270.8</b>

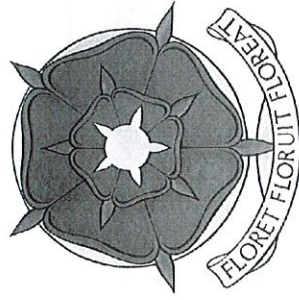
# Equipment and assets purchased in year

23/24

Silver Trophy cup	Apr-23	49.94 North East Trophies	New	Office
Office chair	Apr-23	99.59 Office Furniture Online	New	Office
Trailer Lighting Board	Apr-23	38.41 Amazon	New	Workshop
Makita Charging unit	May-23	25 Bell Tools	New	Workshop
23 tubular steel posts (10x1.9M and 13x3.35M) - for on street planters	Apr-23	3,213.58 Brabow Engineering	New	Street Furniture
Drill bits (3.5, 4, 4.5, 5.5, 6 and 6.5mm Dia)	Jun-23	40.98 Gand R Fasteners	New	Workshop
Plastic Repair Kit	Jul-23	37.9 Amazon	New	Workshop
15 Hi Vis tops	Jul-23	87.29 Hivis.co.uk	New	Office
AH1531 Mowing Head	Aug-23	53.98 Dursely Garden Machinery	New	Workshop
3 Goodwill Banners	Aug-23	66.6 MDL Kelex	New	Office
4 times Heavy duty padlocks	Sep-23	200.3 Glos Locksmiths	New	Workshop
OCG Dog bowl	Oct-23	34.68 Dougfield	New	Workshop
Cradle swing seat	Oct-23	99 GB Leisure	New	Town Centre
Replacement half logs for Play equip OEL	Oct-23	880.82 GB Leisure	New	Town Centre
OCG Water trough	Oct-23	61.62 Mole Valley Farms	New	Town Centre
Safety boots	Nov-23	139.25 Severnside Safety	New	Workshop
Wellingtons	Dec-23	28.54 Severnside Safety	New	Workshop
Safety Reading glasses	Dec-23	22.37 Severnside Safety	New	Workshop







# STONEHOUSE

## TOWN COUNCIL

### Information available from Stonehouse Town Council under the model publication scheme

Information to be published	How the information can be obtained
<p>All the information listed under the 'Information to be published' heading can be found on the Town Council's website (specific references to where, on the website you can find the information is given below)</p> <p>Hard copies can be requested – costs are detailed at the end of this document</p> <p><b>Class1 - Who we are and what we do</b>  <i>(Organisational information, structures, locations and contacts)</i>  <i>This will be current information only</i>  <i>N.B. Councils should already be publishing as much information as possible about how they can be contacted</i></p>	
<p>Who's who on the Council and its Committees, Council Working Groups and representation on external bodies</p>	<p><u>'Meet your Councillors' webpage</u></p>

Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address)	<a href="#">‘Contact Stonehouse Town Council’ webpage</a>	
Location of main Council office and accessibility details	<a href="#">‘Contact Stonehouse Town Council’ webpage</a>	
Staffing structure	<a href="#">‘Accounts and Reports’ webpage – see <a href="#">Transparency Code Information 2023</a></a>	
<b>Class 2 – What we spend and how we spend it</b> <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i>		
<i>Current and previous financial year as a minimum</i>		
Annual return form and report by auditor	<a href="#">‘Accounts and Reports’ webpage</a> Information is also posted on the Town Noticeboard	
Finalised budget	<a href="#">‘Accounts and Reports’ webpage</a> See ‘Precept’	
Precept	<a href="#">‘Accounts and Reports’ webpage</a> See ‘Precept’	
Financial Standing Orders and Regulations	<a href="#">‘Policy’ webpage</a>	
Grants given (available from the office) Grants Received	<a href="#">‘Accounts and Reports’ webpage – see <a href="#">Transparency Code Information 2023</a></a>	
List of current contracts awarded and value of contract	<a href="#">‘Accounts and Reports’ webpage – see <a href="#">Transparency Code Information 2023</a></a>	



Members' allowances and expenses	Contact the council	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	'Council Strategy' webpage	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	'Annual Reports' webpage	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
<i>Current and previous council year as a minimum</i>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	'Meetings, Agendas and Minutes' webpage – See Meetings Calendar 2024	
Agendas of meetings (as above)	'Meetings, Agendas and Minutes' webpage – See Meeting Agendas	
Minutes of meetings (as above) – this will exclude information that is properly regarded as private in the meeting	'Meetings, Agendas and Minutes' webpage - See Minutes of meetings	
Responses to consultation papers	'Meetings, Agendas and Minutes' webpage – See Minutes of meetings	
Responses to planning applications	'Meetings, Agendas and Minutes' webpage – See Minutes of meetings	
Bye-laws	N/A	

<p><b>Class 5 – Our policies and procedures</b>  <i>(Current written protocols, policies and procedures for delivering our services and responsibilities) - Current information only</i></p>	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p><u>'Policies'</u> webpage – See latest Standing Orders in 'Documents' tab</p> <p><u>'Terms of References'</u></p> <p><u>'Policies'</u> webpage – See Scheme of Delegation to Officers in 'Document' tab</p> <p><u>'Policies'</u> webpage – See latest Code of Conduct in 'Documents' tab</p> <p><u>'Policies'</u> webpage</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> <p>Records management policies (records retention,</p>	<p><u>'Policies'</u> webpage</p>
	<p><u>'Policies'</u> webpage</p>

destruction and archive)		
Data protection policies		'Policies' webpage
Schedule of charges for the publication of information)		'Scale of Charges'
<b>Class 6 – Lists and Registers</b>		
<i>Currently maintained lists and registers only</i>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Contact the Council	
Assets Register		'Register of Major Assets' webpage
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Contact the Council	
Register of members' interests		'Meet your Councillors' webpage
Register of gifts and hospitality	Contact the Council	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
<i>Current information only</i>		
Allotments		'Clubs and Societies' webpage
Parks, playing fields and recreational facilities	Contact the Council	
Seating, litter bins, & lighting	Contact the Council	
Bus shelters	Contact the Council	
Agency agreements	Contact the Council	



A summary of services for which the council is entitled to recover a fee, together with those fees	Maintaining football pitches – Oldends Lane Maintaining Sports Pavilion – Oldends Lane	
--	---	--

#### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 12p per A4 sheet and 20p per A3 sheet (black & white)	Actual cost of paper, printing ink, power and proportion of copier lease
	Photocopying @ 20p per A4 sheet and 25p per A3 sheet (colour)	Actual cost of paper, printing ink, power and proportion of copier lease
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with Local Government Act 2003 s.93.

**Contact details:** The Clerk to Stonehouse Town Council, 1 Queens Road, Stonehouse GL10 2QA

**Telephone:** 01453 822070      **e-mail:** [townclerk@stonehousetowncouncil.gov.uk](mailto:townclerk@stonehousetowncouncil.gov.uk)

**Website:** [www.stonehousetowncouncil.gov.uk](http://www.stonehousetowncouncil.gov.uk)

**Adopted:** 23<sup>rd</sup> January 2023 (Minute No TC2980)      **Next Review Date:** January 2024

The Town Clerk  
Stonehouse Town Council

Dear Carlos

re:- Chairmanship of the Community Association

I am writing to advise you that I intend to step down from my post as Chair on 31<sup>st</sup> December 2023 as I am unable to give the position my full attention.

This is not a position I have taken lightly, but I feel that after many years as Chair, and prior to that, Vice Chair, I have taken the "Centre" as far as I can. I know from your comments over the years that you appreciate how my work efforts have enabled the Centre to evolve into the positive, vibrant centre of the community that it is now.

Yours sincerely



M E Coates





CopM.

23.12.2023

Dear Mary

Re:- Letter of your intentions to step down.

In answer to your letter, with your intentions to step down as the Chairmanship of the Community Centre.

I must answer by saying a big thank you for all your work keeping the centre up and running.

As you are a Trustee I as Trustee secretary invite you to stay on as a trustee on the community centre committee if you feel able.

Yours sincerely



C M Vines.



Notes on Agenda items, Business Committee Monday 15<sup>th</sup> January 2024

<b>B/638 BC Minutes</b>	Draft minutes attached
<b>B/639 Budget report</b>	Report attached
<b>B/640 Payment list</b>	Payment list attached
<b>B/641 Natwest</b>	Update to be provided at the meeting.
<b>B/642</b>	See attached proposed budget details for 2024/25
<b>B/643 Reserves</b>	See attached reserves and below recommended changes.
<b>B/644 Grants</b>	See attached documents from 'Allsorts' and the 'Gardening Club'. This latest grant application from the Gardening Club is the third of 3 annual agreed payments.
<b>B/644 Policies</b>	See attached all relevant documents (transparency code information has been forwarded by separate email).
<b>B/645 High Street Car Park</b>	An update to be provided at the meeting.
<b>B/646 The Door</b>	<p>6c. Funding requests for Q4. Below are the first items for spending approval for the two month period from 1st December – 29th February 2024.</p> <ul style="list-style-type: none"> <li>a. Breakfast Club – Isak's time, 1 hour per week term time only. Cost £330</li> <li>b. Maidenhill Support– Isak's time, 2 hours per week, term time only. Cost £660</li> <li>c. Food Friday – 12 weeks provision and Isak's time. Cost £756</li> <li>d. Isak Community Work – Isak's time, 2 hours per week. Cost £726</li> <li>e. Optional Trip – Stroud Cinema, McDonalds &amp; travel. 20 young people &amp; 3 staff. Cost £950</li> <li>f. Anything from STC? Total = £2,472 (£3422 if including trip)</li> </ul>
<b>B/647 SCA</b>	See attached letter of resignation from Mary Coates and accompanying letter from the Treasurer of SCA.
<b>B/648 Ship Inn Site</b>	Further details to be shared at the meeting. Cllr John Callinan to provide the update.



