



To Members of the Town Council

You are hereby summoned to attend the Town Council Meeting to be held on Monday 22nd January '24 at 7.00pm at the Town Hall, 1 Queens Street, Stonehouse

**Council Members:**

Councillors: Rachel Armstrong, John Callinan, Keith Creighton, Debbie Curtis, Michael Davis, Marcus Dixon, Carol Kambites (Chair), Neil Gibbs, Gary Powell, Val Randell, Keith Terry, Wendy Thomson and Theresa Watt (Vice Chair)

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

Carlos Novoth  
Town Clerk  
17<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**

- |        |   |
|--------|---|
| TC3162 | To receive apologies  |
| TC3163 | To receive declarations of interest   |
| TC3164 | To approve the minutes of the Town Council meeting of 11 <sup>th</sup> December '23   |
| TC3166 | To receive reports from Chair of Town Council and town councillors  |
| TC3167 | To receive reports from County and District Councillors   |
| TC3168 | To receive an update on the recruitment of the new Senior Town Maintenance Officer and maternity cover for the Business Support Officer |
| TC3169 | To receive RFO's budget report and bank reconciliation for November '23   |
| TC3170 | To approve the latest payment list  |
| TC3171 | To approve the purchase of a new laptop computer  |
| TC3172 | To approve a combined service contract for the annual testing of alarms, fire extinguishers, CCTV etc at the Pod and Pavilion buildings |



- TC3173 To approve the Council's Budget for the 2024/25 financial year
- TC3174 To approve the Council's Precept for the 2024/25 financial Year
- TC3175 To receive the minutes of the Business Committee meeting on 15<sup>th</sup> January '24 and approve its recommendations (BC Budget recommendation discussed in agenda item TC3173):
- A. To approve the updated Earmarked and general reserves
  - B. To approve the following Policies and other key documents:
    - I. Earmarked and General Reserves
    - II. Reserves Policy
    - III. Scheme of Delegations
    - IV. Inventory and Asset Register
    - V. Transparency Code Information
    - VI. FOI Publication Scheme
- TC3176 To receive the minutes of the Environment Committee meeting on 8<sup>th</sup> Jan '24 (EC Budget recommendation discussed in agenda item TC3173)
- TC3177 To agree/provide the following in respect of Verney Fields
- an official response to correspondence to the town council from the owners of Verney Fields.
  - delegated authority be given to the town clerk, Chair and Vice Chair of Council to finalise the consultation document in relation to the council's Town Green application and commence consultation in line with the anticipated GCC timeline.
- TC3178 To approve a contractor to undertake an ecological survey for the Ship Inn site
- TC3179 To approve the co-option of a new town councillor
- TC3180 To approve communications in support of the meeting's decisions
- TC3181 Date of next meeting - Monday 19<sup>th</sup> February '24



**Notes on Agenda items, Full Town Council Monday 22<sup>nd</sup> January 2024**

<b>TC3164 - Minutes</b>	See attached minutes
<b>TC3168 – New Staff</b>	Following approval by town council, a new permanent member of staff, Rod Helps has been recruited for the Senior Town Maintenance Officer's post and Kyle Lacey has been recruited as maternity cover for the current Business Support Officer's role. Both recruits are due to start work on Thursday 1 <sup>st</sup> February
<b>TC3169 - Budget</b>	See attached budget and reconciliation reports
<b>TC3170 - Payments</b>	See attached list
<b>TC3171 – Laptop</b>	Information to be supplied at the meeting
<b>TC3172 – Maintenance contract</b>	See attached proposal
<b>TC3173/74 – 24/24 Budget</b>	See attached proposed budget
<b>TC3175 – BC and Rec</b>	See attached minutes and key documents
<b>TC3176 – EC</b>	See attached Minutes
<b>TC3177 – Verney Fields</b>	See attached emails from Windmill Farm
<b>TC3178 – Ship Inn site</b>	See attached proposal
<b>TC3179 – Co option</b>	See attached application/s









## **Minutes of a meeting of the Town Council held on Monday 11<sup>th</sup> December 2023, 7pm at the Town Hall**

### **Present:**

Councillors: Councillors: Rachel Armstrong, John Callinan, Keith Creighton, Debbie Curtis, Mike Davis, Marcus Dixon, Neil Gibbs, Carol Kambites (Chair of Council) Gary Powell, Val Randell, Keith Terry, Wendy Thomson and Theresa Watt (Vice Chair of Council).

In Attendance: Town Clerk, Carlos Novoth and Ward Cllr Mattie Ross

---

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

---

- |               |  |
|---------------|--|
| <b>TC3147</b> | <b>To receive apologies</b><br>Council received apologies from Cllr Debbie Curtis with Cllr Theresa Watt - Cllr Watt stated that she would be late to the meeting  |
| <b>TC3148</b> | <b>To receive declarations of interest</b><br>Council received a declaration of interest by the Chair of Council, Cllr Carol Kambites in relation to agenda item TC3154; Cllr John Callinan raised a declared interest in relation to agenda item TC3157                       |
| <b>TC3149</b> | <b>To approve the minutes of the Town Council meeting of 13<sup>th</sup> November '23</b><br>Council <b>APPROVED</b> the minutes as a true and accurate record of the meeting  |
| <b>TC3150</b> | <b>To note Cllr Mark Edward's resignation from Stonehouse Town Council</b><br>Council <b>NOTED</b> Mark Edward's resignation and thanked him for his contributions to the Stonehouse community. Council agreed to co-opt a replacement as soon as possible                     |
| <b>TC3151</b> | <b>To receive reports from Chair of Town Council and town councillors</b><br>Cllr Kambites - pushed for an update from the Rail Minister through Shiobhan Baillie MP; she attended the second Anchor group meeting relating to the Ship Inn site - there was concern about the |



implementation of adopted Biodiversity regulations requiring pre work baseline assessments for Bio Net Gain on land to be developed.  
Cllr Thompson - continuing to meet with organisations such as 'The Door' to discuss encouraging young girls back into sport - She is currently trying to engage with Maidenhill school  
Cllr Terry - attended the Stonehouse Community Association Trustees meeting recently. The Chair of the Trustees is currently taking a back seat until her health improves

- TC3152 To receive reports from County and District Councillors**  
Ward Cllr Mattie Ross provided the following update:  
Government is asking district councils to commit to housing refugees - SDC have committed to house 2 families

Cllr Theresa Watt arrived and took her place at the meeting at 7.10pm

New Market Towns vitality funding to be made available through the district council  
Cllr Ross highlighted the town's Carol concert this coming weekend

Ward Cllr Mattie Ross gave her apologies for the rest of the meeting and left at 7.18pm

- TC3153 To receive RFO's budget report and bank reconciliation for Nov '23**  
Council **NOTED** the Bank Reconciliation for November '23 with an opening balance of £60,713.48 and a closing balance of £25,426.06.  
Council also **NOTED** the latest budget report for November '23 showing a Total 'Actual Net' income of £393,361.82, a total 'Actual Net' Expenditure of £282,690.18 and a reserve movement of £19,415.05

In light of her declared interest in agenda item TC3154, Cllr Carol Kambites handed the Chair of the meeting to the Vice Chair Cllr Theresa Watt and left the room at 7.22pm

- TC3154 To approve the latest payment list**  
Council **APPROVED** the latest payment list totalling £12,123.53

Cllr Carol Kambites returned to the meeting 7.25pm and took over as Chair

- TC3155 To receive an update on the budget setting process for the 2024/25 financial year**  
The Clerk provided the latest proposed budget details and calculations based on the latest taxbase estimate from the district council. Estimated out turn figures were also provided. Based on the initial proposed budget and without support from the council's reserves, the percentage increase would extend beyond 10% even though the level of interest earned from the council's financial investments have significantly increased in the past year and will hopefully continue to yield a reasonable return. A significant reason for the proposed



increased budget is due to a lowering of the taxbase following a change to the parish boundary with Great Oldbury/Eastington.  
Council agreed for both committees to further review the proposed budgets in time for its meeting 22<sup>nd</sup> January 2024

**TC3156 To receive the minutes of the Business Committee meeting on 27<sup>th</sup> Nov '23 and approve its recommendations:**

Council received the draft minutes of the Business Committee meeting on the 27<sup>th</sup> November

- **To award a three year IT support contract to the council's incumbent IT provider 'Jireh Solutions' at an annual cost of £3,367.88 plus vat totalling £10,103.64**

Town Councillors noted the time and effort spent by officers in securing quotations from six contractors to provide the council's future IT support service. Four of the contractors were asked to provide costs over one, two and three year periods. Councillors acknowledged that 'Jireh Solutions' were the council's incumbent service provider; they had provided the lowest price and that they would offer the option of a disruption free, start to the contract.

Council **RESOLVED** to award a new three year IT support service contract to 'Jireh Solutions' at an annual cost of £3,367.88 plus vat each year for three years

Cllr John Callinan left the meeting in light of his declared interest in agenda item TC3157

**TC3157 To receive the minutes of the Environment Committee meeting on 4<sup>th</sup> December '23 and approve the following recommendation:**

- **To award the provision and installation of a 10 feet high swing and new surfacing at Laburnum playing field at a total cost of £15,581 plus vat to 'GB Leisure' (funding to be provided through the council's 'Reserves')**

Council **APPROVED** the purchase and installation of a new 10 foot tall two bay swing frame with new play surfacing and additional round swing seat that could be used by both able bodied children and children with disabilities at a total cost of approximately £19,000 plus vat(cost of the swing seat to be confirmed). Council also **APPROVED** the use of £660 funding to protect the surrounding grass area in the event that works are undertaken during prolonged wet weather. Project to be funded through the council's Earmarked Reserve - 'Assets Renewal Reserve'.

Cllr John Callinan rejoined the meeting

**TC3158 To receive updates on:**

- **High street Car Park consultation**  
The Clerk was asked to request SDC to erect further signage relating to the consultation nearer the entrance to the car park.



- **Tender process for the council's Grounds Maintenance Service contract**

It was agreed for the Chairs of Business and Environment Committees to undertake tender evaluations.

- **Sewer design for the town council facilities at Oldends lane**  
The Clerk suggested that based on conversations with the company preparing the drawings for the sewer design that good progress was being made.

- TC3159 To approve communications in support of the meeting's decisions**
- The purchase and installation of new swings at Laburnum
  - Stagholt project

- TC3160 Date of next meeting - Monday 22<sup>nd</sup> January '23**  
Council **NOTED** the date of the next meeting

***Public Bodies (Admission to Meetings) Act 1960***

***The Council will by resolution exclude the public from the following items as due to the confidential nature of the business to be transacted publicity of the item would be prejudicial to the public interest.***

A proposal was made to exclude members of the public from the meeting for agenda item TC3161. The proposal was seconded and agreed by all present.

- TC3161 To receive an update from the Council's HR Sub Committee and to approve its recommendations:**
- **To approve the recruitment of a short-term replacement to the current Business Support Officer during their time on leave**  
Council **APPROVED** the recruitment of a short-term replacement for an existing member of staff from 1<sup>st</sup> February 2024 on full time for a period of at least 8 months on SCP4.
  - **To approve the ad-hoc use of a 'Locum' as and when required**  
Council **APPROVED** the ad-hoc use of a Locum in case of need.



# Bank Account Reconciled Statement

**Stonehouse Town Council**

**01651837**

**30-98-29**

Statement Number	45	Bank Statement No.	45
Statement Opening Balance	£25,426.06	Opening Date	01/12/23
Statement Closing Balance	£67,909.58	Closing Date	31/12/23
True/ Cashbook Closing Balance	£67,909.58		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/12/23	DD011223NEST	NEST	2,401.19	0.00	23,024.87
01/12/23	DEB011223AMAZON	Amazon	77.14	0.00	22,947.73
05/12/23	FPI051223MAGPIES	Magpies Social Club	0.00	262.50	23,210.23
05/12/23	FPO051223CKAMBITES	Carol Kambites	65.00	0.00	23,145.23
05/12/23	FPO051223CN	Carlos Novoth	1.25	0.00	23,143.98
05/12/23	FPO051223GAPTC	GAPTC	65.00	0.00	23,078.98
05/12/23	FPO051223GRUNDON	Grundon Waste Management Ltd	43.20	0.00	23,035.78
05/12/23	FPO051223GW	Gary Wetson	15.75	0.00	23,020.03
05/12/23	FPO051223JMC	Jo Mew Creative	170.00	0.00	22,850.03
05/12/23	FPO051223JS	Jacqui Sanders	18.34	0.00	22,831.69
05/12/23	FPO051223NCRITCHLEY	N Critchley	1,000.00	0.00	21,831.69
05/12/23	FPO051223NCTC	Nailsworth Chamber of Trade & Commerce	35.00	0.00	21,796.69
05/12/23	FPO051223RAPIDE	Rapide Office Supplies	18.00	0.00	21,778.69
05/12/23	FPO051223SSS	Severnside Safety Supplies Ltd	50.91	0.00	21,727.78
05/12/23	FPO051223STC	Stroud Town Council	60.00	0.00	21,667.78
05/12/23	FPO051223TWHAWKINS	T W Hawkins & Sons	2,478.00	0.00	19,189.78
05/12/23	FPO051223WCF	West Country Forestry	1,560.00	0.00	17,629.78
06/12/23	DEB061223AMAZON	Amazon	12.98	0.00	17,616.80
08/12/23	DD081223YUENERGY	YU Energy	644.87	0.00	16,971.93
13/12/23	FPI131223JIREH	Jireh Solutions	0.00	163.49	17,135.42
14/12/23	DD141223O2	O2	31.44	0.00	17,103.98
14/12/23	DD141223WATERPLUS	WaterPlus	124.16	0.00	16,979.82
14/12/23	DEB141223AMAZON	Amazon	35.19	0.00	16,944.63
15/12/23	STCPAYNO4		0.00	75,000.00	91,944.63
18/12/23	FPO181223ADAD	All Done and Dusted	242.40	0.00	91,702.23
18/12/23	FPO181223CCCL	Custom Chameleon Ltd	2,060.00	0.00	89,642.23



# Bank Account Reconciled Statement

18/12/23	FPO181223CCT	Cotswold Canals Trust	40.00	0.00	89,602.23
18/12/23	FPO181223CKAMBITES	Carol Kambites	17.02	0.00	89,585.21
18/12/23	FPO181223CLARIAN	Clarian Property Services	230.00	0.00	89,355.21
18/12/23	FPO181223COUNTYINSUL	County Insulation	4,063.50	0.00	85,291.71
18/12/23	FPO181223DBROWN	Dennis Brown & Son	45.00	0.00	85,246.71
18/12/23	FPO181223DOUGFIELD	Dougfield Plumbers Supplies	34.68	0.00	85,212.03
18/12/23	FPO181223GBURGEE	Ginny Burge	150.00	0.00	85,062.03
18/12/23	FPO181223HMRC	HMRC	3,399.86	0.00	81,662.17
18/12/23	FPO181223HURNS	Hurns Hardware	9.50	0.00	81,652.67
18/12/23	FPO181223JIREH	Jireh Solutions Ltd	345.68	0.00	81,306.99
18/12/23	FPO181223KELLAWAY	Kellaway Building Supplies Ltd	140.79	0.00	81,166.20
18/12/23	FPO181223LPHILBRICK	Luke Philbrick	150.00	0.00	81,016.20
18/12/23	FPO181223MDL	MDL Kelex	496.00	0.00	80,520.20
18/12/23	FPO181223PROLIFIC	Prolific Solutions (South West) Ltd	58.96	0.00	80,461.24
18/12/23	FPO181223SIMPLEHY	Simple Hygiene Solutions	65.66	0.00	80,395.58
18/12/23	FPO181223TWHAWKINS	T W Hawkins & Sons	1,740.00	0.00	78,655.58
18/12/23	PAY181223LLOYDS	Lloyds Bank	7.00	0.00	78,648.58
21/12/23	BGC211223GCC	Gloucestershire County Council	0.00	545.92	79,194.50
21/12/23	DD211223NEST	NEST	1,618.08	0.00	77,576.42
21/12/23	SO211223SALARIES	Staff Salaries	8,767.42	0.00	68,809.00
22/12/23	DD221223JOHNSTAYTE	John Stayte Services Ltd	15.49	0.00	68,793.51
22/12/23	DEB221223VOIPFONE	Voipfone	8.40	0.00	68,785.11
27/12/23	DD271223BT	BT	185.15	0.00	68,599.96
28/12/23	DD281223PEAC	PEAC Finance	176.88	0.00	68,423.08
28/12/23	SO281223PATA	PATA Payroll	45.50	0.00	68,377.58
28/12/23	SO281223UBICO	Ubico Limited	468.00	0.00	67,909.58

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
-----------------------------------	------	------



# Bank Account Reconciled Statement

Total debits / credits	33488.39	75971.91
------------------------	----------	----------

Reconciled by Carla Swindells

Signed \_\_\_\_\_  
Clerk / Responsible Financial Officer

\_\_\_\_\_  
Chair

Date \_\_\_\_\_

\_\_\_\_\_







# Financial Budget Comparison

Comparison between 01/04/23 and 16/01/24 inclusive. Includes due and unpaid transactions. Includes commitments.  
Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
<b>INCOME</b>						
<b>Town Business Committee</b>						
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	£1,505.99	£1,005.99	201.20%
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

Comparison between 01/04/23 and 16/01/24 inclusive. Includes due and unpaid transactions. Includes commitments.  
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	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>£392,055.50</b>	<b>-£1,904.71</b>	<b>-0.48%</b>
<b>Town Environment Committee</b>					
200 Stonehouse in Bloom	£1,500.00	£0.00	£0.00	-£1,500.00	-100.00%
205 Event Income/Donations					
205/1 Events	£1,200.00	£0.00	£1,110.00	-£90.00	-7.50%
205/2 Donations	£0.00	£0.00	£234.64	£234.64	100.00%
205 Total	£1,200.00	£0.00	£1,344.64	£144.64	12.05%
210 Planting Sponsorship	£1,500.00	£0.00	£550.00	-£950.00	-63.33%
215 Grants	£0.00	£0.00	£0.00	£0.00	0.00%
<b>Total Town Environment Committee</b>	<b>£4,200.00</b>	<b>£0.00</b>	<b>£1,894.64</b>	<b>-£2,305.36</b>	<b>-54.89%</b>
<b>Total Income</b>	<b>£398,160.21</b>	<b>£0.00</b>	<b>£393,950.14</b>	<b>-£4,210.07</b>	<b>-1.06%</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 Total	£180,000.00	£0.00	£132,220.20	£47,779.80	26.54%
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 Total	£5,000.00	£0.00	£729.00	£4,271.00	85.42%



# Financial Budget Comparison

Comparison between 01/04/23 and 16/01/24 inclusive. Includes due and unpaid transactions. Includes commitments.  
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance	Bal %age	
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	£1,053.47	-£53.47	-5.35%
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	Total	£9,250.00	£0.00	£5,532.54	£3,717.46	40.19%
1050	Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	100.00%
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%



# Financial Budget Comparison

Comparison between 01/04/23 and 16/01/24 inclusive. Includes due and unpaid transactions. Includes commitments.  
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance	Bal %age	
1070	Total	£14,500.00	£0.00	£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%
1090	Total	£3,750.00	£0.00	£4,901.55	-£1,151.55	-30.71%
1100	Mayor's Charity & Expenses	£300.00	£0.00	£31.48	£268.52	89.51%
1110	Travel Costs/Staff & Councillors	£400.00	£0.00	£0.00	£400.00	100.00%
1120	Election Costs	£0.00	£8,924.35	£8,924.35	£0.00	0.00%
1130	Civic/Remembrance Parades	£180.00	£0.00	£0.00	£180.00	100.00%
1140	Pavilion Overheads					
1140/1	Rates	£0.00	£0.00	£0.00	£0.00	0.00%
1140/2	Water	£600.00	£0.00	£720.76	-£120.76	-20.13%
1140/3	Electric	£8,300.00	£0.00	£2,827.23	£5,472.77	65.94%
1140/4	Cleaning	£1,000.00	£0.00	£278.70	£721.30	72.13%
1140/5	Maintenance (reactive)	£3,000.00	£0.00	£1,107.85	£1,892.15	63.07%
1140/6	Maintenance (programmed)	£1,000.00	£0.00	£11,604.00	-£10,604.00	-1060.40%
1140/7	Waste Collection	£900.00	£0.00	£312.16	£587.84	65.32%
1140/8	Security	£200.00	£0.00	£361.50	-£161.50	-80.75%



# Financial Budget Comparison

Comparison between 01/04/23 and 16/01/24 inclusive. Includes due and unpaid transactions. Includes commitments.  
Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
1140/9	Septic Tank	£700.00	£0.00	£270.00	£430.00	61.43%
1140	Total	£15,700.00	£0.00	£17,482.20	-£1,782.20	-11.35%
1150	Workshop Overheads					
1150/1	Water	£0.00	£0.00	£0.00	£0.00	0.00%
1150/2	Electric	£300.00	£0.00	£0.00	£300.00	100.00%
1150/3	Maintenance (Reactive)	£300.00	£0.00	£446.65	-£146.65	-48.88%
1150/4	Maintenance (programmed)	£2,000.00	£0.00	£136.06	£1,863.94	93.20%
1150/5	Waste Collection	£2,000.00	£0.00	£631.15	£1,368.85	68.44%
1150/6	Security	£0.00	£0.00	£176.28	-£176.28	100.00%
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	£818.55	£181.45	18.15%
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	£2,324.66	£1,475.34	38.82%
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	£737.00	£263.00	26.30%



# Financial Budget Comparison

Comparison between 01/04/23 and 16/01/24 inclusive. Includes due and unpaid transactions. Includes commitments.  
Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
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	£3,041.17	£7,858.83	72.10%
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%
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	£257,987.14	£102,616.21	29.63%
Town Environment Committee						
1190	Amenity Areas					
1190/1	Grounds Maintenance (contract)	£25,000.00	£0.00	£20,047.98	£4,952.02	19.81%
1190/2	Grounds Maintenance (in-house)	£2,000.00	£0.00	£978.09	£1,021.91	51.10%
1190/3	Play Equipment maint/repairs/insp	£2,500.00	£0.00	£2,418.74	£81.26	3.25%
1190/4	Public Space Improvements	£5,300.00	£1,582.80	£5,217.49	£1,665.31	31.42%
1190/5	Tree & Hedge/boundary maintenance	£6,500.00	£0.00	£2,942.00	£3,558.00	54.74%
1190/6	Waste Collection	£5,000.00	£0.00	£4,394.00	£606.00	12.12%



# Financial Budget Comparison

Comparison between 01/04/23 and 16/01/24 inclusive. Includes due and unpaid transactions. Includes commitments.  
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
1190	Total	£46,300.00	£1,582.80	£35,998.30	£11,884.50
2000	Christmas Lights	£5,000.00	£0.00	£221.00	£4,779.00
2005	Climate Change	£2,000.00	£0.00	£0.00	£2,000.00
2010	In Bloom				
2010/1	Contract Planting	£0.00	£2,677.98	£0.00	£2,677.98
2010/2	Non-Contract Planting	£3,000.00	£0.00	£2,209.06	£790.94
2010/3	Watering Services	£3,000.00	£0.00	£0.00	£3,000.00
2010/4	Other	£1,000.00	£0.00	£3,971.33	£-2,971.33
2010	Total	£7,000.00	£2,677.98	£6,180.39	£3,497.59
2050	Cultural Events & Studies				
2050/1	Goodwill	£5,000.00	£0.00	£4,765.10	£234.90
2050/2	Civic Awards	£300.00	£0.00	£111.34	£188.66
2050/3	Other	£3,000.00	£930.92	£1,224.54	£2,706.38
2050/4	Communications	£1,000.00	£0.00	£300.00	£700.00
2050	Total	£9,300.00	£930.92	£6,400.98	£3,829.94
2080	Neighbourhood Plan Review	£0.00	£0.00	£0.00	£0.00
2090	Planning Specialist Advice				
2090/1		£0.00	£0.00	£234.00	£-234.00
2090/2		£0.00	£0.00	£0.00	£0.00
2090	Total	£0.00	£0.00	£234.00	£-234.00
Total Town Environment Committee		£69,600.00	£5,191.70	£49,034.67	£25,757.03
Total Expenditure		£415,980.00	£19,415.05	£307,021.81	£138,564.94



# Financial Budget Comparison

Comparison between 01/04/23 and 16/01/24 inclusive. Includes due and unpaid transactions. Includes commitments.  
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
Total Income	£398,160.21	£0.00	£393,950.14	-£4,210.07	-1.06%
Total Expenditure	£415,980.00	£19,415.05	£307,021.81	£128,373.24	-30.86%
Total Net Balance	-£17,819.79		£86,928.33		



# 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
3500		£73.80	1180/4	31/12/23	All Done and Dusted - December 2023 - Pod cleaning	1649
		<b>£73.80</b>			All Done and Dusted - Total	
3501		£119.00	1160/1	11/12/23	Dursley Garden Machinery - Ego edger attachment	5061
		<b>£119.00</b>			Dursley Garden Machinery - Total	
3498		£100.00	1040/2	15/01/24	Jo Mew Creative - December 2023 - Website Hosting	1060
		<b>£100.00</b>			Jo Mew Creative - Total	
3499		£468.00	1190/6	18/12/23	Ubico Limited - December 2023 - Dog/litter bin collection	60065301
		<b>£468.00</b>			Ubico Limited - Total	
<b>Total</b>		<b>£760.80</b>				

Signature

Date

Signature







# Stonehouse Town Council

## Expenditure transactions - payments approval list    Start of year 01/04/23

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Cheque Total
3502		£500.00	£500.00	1140/6	16/01/24		County Insulation - Pavilion - Insulation and lagging works - total £4563.50 approved FTC 11th December 2023, £500 held back due to damage whilst works taking place. £500 to be paid when remedial works completed - REMEDIAL WORKS NOW COMPLETE	
Sub Total		£500.00	£500.00					
Total		£500.00	£500.00					

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_







## POD & Pavilion CCTV and Annual Fire and Lighting Checks proposal – Agenda item TC3172

### Purpose

The purpose of this proposal is to seek approval to combine the different maintenance and monitoring requirements for CCTV, Fire and Intruder alarms and Fire extinguishers where they exist within the Council's buildings at Oldends Lane ie Pavilion, Pod and Workshop and, have them serviced by one company, for ease and efficiency.

### Current position

The various maintenance and motoring requirements are currently undertaken by at least two contractors for example CCTV is maintained by Kiblec and Fire alarms by Stroud Alarms. With this in mind, officers have obtained three quotations from suitable firms for one year and three-year periods to cover all the requirements maintenance and monitoring work – see below.

	Annual CCTV maintenance for Pavilion and Pod and Intruder alarm for Pod	Emergency lighting annual check for Pavilion/Pod/Workshop	Annual Fire Alarm system check and monitoring for Pod	Annual fire extinguishers check for Pavilion/Pod/Workshop	Total
					1 year 3 years
<b>Stroud Alarms</b>	Per year £220.00	Per year £60.00	Per year £160.00	Per year £70	£510.00 £1530.00
<b>APM Fire &amp; Security</b>	Per year £365.00	Per year £130.00	Per year £235.00	1 year £150.00 plus £4.92 per unit inspected	£880 + £4.92 Per extinguisher extinguisher Unit £2640.00 +£4.92 per unit, per year
<b>Kiblec</b>	Combined package of all of the above 1 year £510.00 3 year				£510 £1530.00

**Conclusion** - All three companies have quoted for exactly the same cover. Although Stroud Alarms and Kiblec have quoted for the same amount, Kiblec are a local company in Stonehouse and have proved to be very reliable in the past. Each company has confirmed that they are willing to maintain their annual prices for years 1, 2 and 3

**Recommendation:** Officers recommend securing a three year maintenance and monitoring contract with Kiblec at a total cost of £1530.00 plus VAT.







# 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
<b>Town Business Committee Income Total</b>	£378,504.10	£412,159.21	£393,960.21	£414,265.45	
<b>Town Environment Committee Income</b>					
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
<b>Town Environment Committee Income Total</b>	£17,749.64	£1,895.00	£4,200.00	£1,800.00	
<b>Total Income</b>	£396,253.74	£414,054.21	£398,160.21	£416,065.45	
<b>Town Business Committee Expenditure</b>					
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	Up 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 - tree 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	£67,301.54	£61,242.00	£69,600.00	£61,100.00	
Total					
Total Expenditure	£433,735.67	£389,255.00	£415,980.00	£436,080.00	



Precept Calculator

Start of year 01/04/23

Heading		Last year's net	Out turn	2023/2024	2024/2025
Net Expenditure					
Funding					
Reserves		£37,481.93	-£24,799.21	£17,819.79	£20,014.55
S106 / CIL					£20,000.00
Loans					
Proposed Precept					
Other Income					
Total Funding					
Balance					
					£383,870.25
					£32,187.00
					£436,057.25
					-£22.75
01/04/23	Tax Base	Band D	01/04/24		









**STONEHOUSE  
TOWN COUNCIL**

**Minutes of a Town Business Committee  
held on Monday 15<sup>th</sup> January '24 at 7.00pm  
at the Town Hall**

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

**In Attendance:** Carlos Novoth (Clerk); representatives from the 'Gardening club' and 'Allsorts'

---

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

---

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

**B/636 To receive apologies**

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

**B/637 To receive Declarations of Interest**

There were no declarations of interest

**B/638 To approve the minutes of the Business Committee meeting held on 27<sup>th</sup> Nov '23**

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

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

**B/644 To approve a grant application from**

- **'Allsorts' for £1,000**

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



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

- **‘The Gardening Club’ for £500 for 2024**

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

**B/639 To receive the latest budget position**

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

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

**B/640 To approve the latest payments list**

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

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

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

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

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

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

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

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



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

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

Officers have presented a significant number of changes to the council's earmarked reserves. Changes have been detailed in supporting papers.

Additional changes agreed by Committee include:

- Amend the current earmarked reserve from 'Stroud Water Railway Station Feasibility Survey' to 'Stroudwater Railway Station' and add £10,000 to the budget
- Increase the recommended 'Climate Change' earmarked reserve from £2,000 to £4,000.

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

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

**B/644a To approve a grant application from**

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

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

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



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

- **Transparency Code Information**

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

- **FOI Publication Scheme**

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

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

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

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

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

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

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

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

Committee **NOTED** the resignation of the Chair of Stonehouse Community Association and understood that she would be asked to remain as a Trustee. It was agreed that the Chair of Council would write thanking her for her contribution to the community and provide a bunch of flowers.

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

The matter was **DEFERRED** to town council on 22<sup>nd</sup> January '24

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

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



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

**5. Policy** - continuing with the review programme

**6. Internal Audit Panel** - still to undertake an ICC check for the third quarter

**B/650** To note the date of the next meeting - Monday 5<sup>th</sup> February 2024  
Committee NOTED the date of the next meeting







# 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 ETR

	£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

*SHELTER'*

CIL *REDUCE BUDGET BY £200 TO REFLECT SPEND ON 'IN BLOO*

£8,792.16 Start of year value

£8,792.16 Current value

*PLANTERS.'*

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 2024/25 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	ADD £10,000		
	£0.00	Start of year value	Remove 'Feasibility Survey' from heading
	£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

*SHIP INN SITE - SET UP EARMARKED RESERVE AND ADD  
£10,000.*

*CLIMATE CHANGE - SET UP EARMARKED RESERVE AND ADD  
£4,000.*

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





## **RESERVES POLICY**

It is the policy of Stonehouse Town Council that:

1. the Council's General Reserve should be maintained at a minimum of three 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**









# STONEHOUSE TOWN COUNCIL

## 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**







# 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	Town Centre
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







# 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	<del>3000 Vehicle insurance</del>
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	Office contents
	<b>Total</b>		<b>357129.86</b>
<b>Football</b>	Football Stadium and Changing Rooms	not known	128000 Buildings
	Goalposts x 4	not known	2000 Sports equipment
	<b>Total</b>		<b>130000</b>
<b>Stagholt</b>	Allotment steel sheds x 36	24000	52000 Buildings
	Gates and Fences		2500 Furniture
	<b>Total</b>		<b>54500</b>
<b>Meadow Road</b>	<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



Laburnum			Total	38515
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
Total				87600
War Memorial Green			not known	100000 Monument
Total				100000
Doverow			3000	3000 Street furniture
Total				3000
General			not known	3940 Street furniture
Noticeboards			not known	15339 Street furniture
Millenium Sculpture			1500	2000 Street furniture
Fish Sculpture			not known	15000 Street furniture
Horsetrough Memorial Trough			n/a	3000 Street furniture
Telephone Box				



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





## 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 <u>Transparency Code Information 2024</u></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 <u>Transparency Code Information 2024</u></a>	
List of current contracts awarded and value of contract	<a href="#">‘Accounts and Reports’ webpage – see <u>Transparency Code Information 2024</u></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 Environment Minutes of meetings	
Responses to planning applications	'Meetings, Agendas and Minutes' webpage – See Environment 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
Disbursement cost	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
Statutory Fee		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





## STONEHOUSE TOWN COUNCIL

Minutes (subject to agreement at the next Committee meeting) of a meeting of the Town Environment Committee on Monday 8<sup>th</sup> January, 7pm at Stonehouse Library, High Street, Stonehouse, GL10 2NG.

**Present:**

Councillors: Rachel Armstrong, Debbie Curtis, Marcus Dixon, Neil Gibbs (Committee Chair), Carol Kambites (Chair/Town Mayor), Val Randell, Keith Terry (Committee Vice Chair) and Theresa Watt.

**Also present:** Carlos Novoth (Town Clerk), Town Councillors John Callinan and Wendy Thomson.

---

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

---

The attending town councillors were invited to address the Committee - no one wished to speak. The Chair continued to the agenda.

**E/721 To receive apologies.**

There were no apologies

**E/722 Declarations of Interest**

There was a declaration of interest from Cllr Neil Gibbs in relation to Agenda item E/728 - planning application 2482.

**E/723 To approve the minutes of the Town Environment Committee meeting held on Monday 4<sup>th</sup> December.**

Committee APPROVED the minutes as a true and accurate records of the meeting.

**E/724 To receive the latest updated Environment Budget.**

Committee RECEIVED and NOTED the latest Budget position.

Total Actual Net Income £1,894.64

Total Actual Net Expenditure £46,379.67

Total Reserve £5,191.70

**E/725 To discuss the 2024/25 budgets.**

The Clerk reviewed the adjustments agreed at the committee's previous meeting with the exception of the 'Cultural Events' budget. This was discussed and in view of the council's intention of establishing mini events throughout the year, it was agreed that the budget should remain as it is.





## **STONEHOUSE**

### **TOWN COUNCIL**

The Clerk confirmed the impact of the proposed budget in line with the new taxbase.

**E/726 To review the proposed 2024/25 budget for Gloucestershire and consider a response.**

Committee RESOLVED to respond with the following comments:

One of GCCs main objectives is to tackle Climate change; with this in mind, more funding should be targeted at:

- improving Active Travel/Public Transport in addition to supporting the Town Council's efforts to re-establish the Bristol Road Railway Station in Stonehouse.
- achieving carbon neutrality in its buildings

**E/727 To approve the purchase of replacement swings for Laburnum Park.**

Whilst a decision was made on this issue at a previous council meeting, the matter had been brought back to Environment Committee as a result of a misunderstanding with the chosen contractor's quotation.

In an effort to ensure that people with disabilities could share in the enjoyment of the new swing set, Committee RESOLVED to award the contract to install a two bay 8ft high swing frame with two single seat swings and a basket swing along with a replacement play surface to 'GB Leisure' at a total cost of £14,499 plus vat.

The Chair highlighted his declared interest in planning application S.23/2482 and took no part in the discussion and did not vote

**E/728 To comment on planning applications.**

**S.23/2482/TPO** TPO 0590, 162 Arrowsmith Drive, Stonehouse

Mature Oak - reduce the height & spread of limb by up to 4.0 metres. Lateral spread along the fence line. Reduce by up to 4.0 metres in both directions, leaving a radius of approx. 6.0metres. Shape into the remaining canopy. Remove major deadwood.

**Comment:** No objection provided the work is undertaken by a suitable tree specialist.

**S.23/2447/HHOLD** 18A Gloucester Road, Stonehouse

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

**Comment:** No objections as long as none from neighbours.

**S.23/2431/HHOLD** 6 Burdett Road, Stonehouse

Erection of a porch and flat dormer extension.





## **STONEHOUSE**

### **TOWN COUNCIL**

**Comment:** No objections as long as none from neighbours.

**S.23/2391/FUL** Greiner Bio-One Ltd, Unit 2, Pear Tree Way, Stonehouse  
Erection of a two and three metre high black paladin fence and manual access gates.

**Comment:** This council objects to this planning application due to the design of the boundary fencing and that the proposed fencing runs contrary to the original planning statement with proposed landscaping which included bunding, a tree line and hedgerow.

**S.23/2304/HHOLD** 1 Arrowsmith Drive, Stonehouse  
Erection of a front canopy and a replacement single storey rear extension, alterations to fenestration.

**Comment:** Discussed at previous meeting on 4<sup>th</sup> December.

**S.23/2321/HHOLD** 24 Oldends Lane, Stonehouse  
Erection of an outbuilding. (Retrospective)

**Comment:** Discussed at previous meeting on 4<sup>th</sup> December.

**S.23/2538/FUL** Xograph House, Ebley Road, Stonehouse  
Erection of storage building.

**Comment:** No objections provided solar panels are added and the building is screened from neighbouring properties.

#### **E/729 To receive an update on the council's Town Green application**

Attending the meeting was Cllr John Callinan who was asked to provide an update. The Town Green application was to be validated by GCC within the next two weeks at which time, the town council will be required to undertake a 6 week consultation exercise. Ideally residents within the community will come forward with further photographic evidence of their past leisure use of Verney fields. More information is to be provided by GCC once the validation process has been confirmed.

#### **E/730 To receive Working Groups updates.**

Members may wish to note any reports from the following:

Comms - There have been no recent meetings

Stroudwater (Bristol Road) Station - There have been no meetings since the discussion took place with Siobhan Baillie took place





## **STONEHOUSE**

### **TOWN COUNCIL**

Canal Rejuvenation - a pre application took place with SDC planners (which was helpful). The outcome was reported to the 3<sup>rd</sup> Ships Anchor Group meeting the same day that identified a number of issues including planning and ecology etc needed to be quickly resolved before the deadline of April 1<sup>st</sup> 2024 (implementation of new ecology regulations) for sites the size of the Ship Inn site. Costs are currently being gathered for ecology surveys hopefully in time for full town council on the 22<sup>nd</sup> January. It was agreed that should quotes be received in time, the matter could be voted on by Business Committee on the 15<sup>th</sup> January.

Transport and Highways - A report was produced of the meeting that took place with Highway officers which included reference to the VAS system and parking in general.

Public Rights of Way - the group had met recently to keep up to date with the DMMOs and Town Green application

Recreation - There was disappointment with the outcome of the town council's planning application for changes to Stagholt playing field. A meeting was to be arranged with the planner concern and the drainage officer in due course. It was unlikely that works to create additional allotment space would be able to commence in time for the next growing season

#### **E/731 To receive a report on planning decisions received from Stroud District Council.**

**S.23/2070/CPL** 3 Melbourne Drive, Stonehouse

Removal of existing garage and erection of a replacement detached garage and extended access drive.

**PERMITTED**

**S.23/1855/DISCON** Unit 2, Parcel E4, Land West of Stonehouse

Discharge of Conditions 4 (Waste Management), 8 (LEMP), 11 (Cycle Shelters) & 12 (EV Charging) of permitted application S.21/2759/REM.

**PERMITTED**

**S.23/1857/DISCON** Unit 1, Parcel E4, Land West of Stonehouse

Discharge of conditions 4 (site waste), 8 (LEMP), 11 (highways 3) & 12 (highways 4) from the planning application S.21/2758/REM - Reserved Matters application for a proposed employment development (Class E(g), B2/B8) pursuant to outline planning permission S.14/0810/OUT including details of landscaping, design, scale, and layout. (description updated 13/04 to reflect outline permission).

**PERMITTED**





## **STONEHOUSE**

### **TOWN COUNCIL**

**S.23/2108/HHOLD** 37 Rosedale Avenue, Stonehouse  
Erection of a single storey rear extension and garage conversion.  
**PERMITTED**

**S.23/2113/NEWTPO** Land known as Verney Fields  
New TPO/0586 Land known as Verney Fields, Stonehouse  
**CONSENT GIVEN**

**E/732** To approve communications in support of the meeting's decisions.

Attention of the community to be raised with regards the pending validation confirmation and the likelihood of a 6-week consultation exercise to take place immediately afterwards. Also, to confirm the installation of a new swing set with swinging basket seat at Laburnum playing field.

**E/733** Date of next Environment Committee meeting: Monday 29<sup>th</sup> January 2024.  
Committee **NOTED** the date of the next meeting.







## Town Clerk

---

**From:** Windmill <springvalleyfarm2023@gmail.com>  
**Sent:** 14 November 2023 18:20  
**To:** Town Clerk; Councillor Watt; Councillor Armstrong; Councillor Gibbs; Councillor Callinan; Councillor Creighton; Councillor Kambites; Councillor Randell; Councillor Terry; Councillor Powell; Councillor Edwards; Councillor Wendy Thomson; Councillor Curtis; Councillor Dixon  
**Subject:** Private Farmland, no consent, stop harassment

Attn Mr Carlos Novoth, Town Clerk, & councillors,

1. You have incorrectly published and publicised that the trees on my private farmland are part of Stonehouse's arboretum plan. For avoidance of doubt, all trees on my privately owned farmland, remain privately owned, irrespective of TPO status and NOT part of your arboretum or of Doverow woods.
2. You have no consent to include any of my privately owned trees within your arboretum plan nor to utilise photos of my trees within your arboretum documentation or any advertising, as this is misrepresentative. Your repeated publication of the same is misrepresentative, potentially fraudulent and harassment. You are requested to remove all such photos from your arboretum publications,
3. As previously written, you have misrepresented the public rights of way so as to make misrepresentations about my private farmland, falsely claiming it to be an amenity, etc.  
Stop this harassment.
4. The definitive public rights of way preclude access to any part of my private farmland that is not on a definitive PROW. This includes all my oak trees and my maple trees, many of which have been vandalised by disrespectful members of the community. Stop misrepresenting the position. Stop this harassment.

Yours sincerely,

Spring Valley Farm & Windmill Farm  
Owner of Private Farmland between Bramble Lane, Browns Lane and Rosedale Avenue







## Town Clerk

---

**From:** Windmill <springvalleyfarm2023@gmail.com>  
**Sent:** 18 November 2023 17:00  
**To:** Town Clerk; Councillor Watt; Councillor Kambites; Councillor Callinan  
**Subject:** \*\*Attn: STC, \*\*

Attn: Mr Carlos Novoth, Town Clerk, & Cllrs: Watt & Kambites,

Dear Sir & Mesdames,

It is clear Stonehouse Town Council ("STC"), support & contribute prolifically to Helen Latchford's Stonehouse "Rebel" group (a "Facebook" Group), which persistently posts misrepresented, harassing & defamatory content about my family and my land. It would also appear that STC likewise support and contribute to Helen Latchford & Michael Giles' posts & comments on various other Facebook groups. Such posts have fuelled further harassment and defamatory comments.

1. Could STC confirm who at STC (being councillors or employees), is posting through Helen Latchford, Michael Giles & others as undeclared administrators, or feeding the posts & comments to them to post on their behalf (on the Stonehouse "Rebel" group or otherwise)?
2. Would STC's (being councillors or employees) "rebel" group administrators & contributors of such content to the Rebel & other groups, ensure all content is removed that is misrepresentative, defamatory & harassment?; including:
  - a) many notices & comments stating my trees are part of your arboretum plan;
  - b) allegations that we would harm the trees;
  - c) allegations that our functional drainage gulleys damaged the oak or are excavations, or for developments or are anything other than functional drainage gulleys.

Kindly respond within seven days.

Yours faithfully,



... Farmland Owner, Land north of Rosedale Avenue, East of Bramble Lane and North West of Browns Lane called Spring Valley Orchard Farm & Windmill Farm.



**SHIP Inn site – Application for funding survey work**

**Requirements for the Ship Inn Site**

**Considerations**

1. Canal Corridor is a Key Wildlife Site (KWS). The boundary extends approximately 5m into the site from the canal bank, there are special planning considerations for a further 10 m into the site. This leaves a narrow 12m (approx) Corridor at the northern end of the site that is free from the special planning considerations
2. The site is in the Industrial Heritage Conservation area (IHC)
3. There are two listed buildings across the A419. The Care Home and Brick corner house.
4. The site is not in a flood zone and only the Downton lights junction is included in a risk area.

**Biodiversity Net Gain**

The legal planning for Biodiversity Net Gain was due to come into force 1st January 2024. This has not yet been implemented. The requirement will need a baseline study of the site and development will be required to show a 110% biodiversity at the end of construction for a period of **30 years, guaranteed by covenant**.

A BNG assessment is not required if planning validation occurs before April 1st 2024. This would be required for any further planning application and would need to be carried out prior to any clearance or construction for meanwhile use on the site. Optimum time for a BNG assessment would be April.

The Ship Inn site will be classified as a "small site" and as such the legislation is due to come into force on 1st April 2024. It is not known if this deadline will be maintained or extended due to the lateness of the legislation.

The Ship Inn can be assessed using the Small Site Metric.

**Protected Species**

Known Protected species on the site include Otters, Bats, Water Voles, Grass snakes, Slow Worms. There is also a possibility that GCN have habituated the canal since the last DNA survey in 2019. Surveys for transient protected species are only valid for 18 months.

Optimum time for Reptile survey is March - August

Optimum Time for GCN DNA testing is March - June

We will be required to present a Protected Species Phase 1 and Phase 2 assessment along with a DNA (GCN) survey as part of the planning application. The planning application is not considered "valid" until these are available.

**Planning for "Meanwhile Use"**

It is anticipated that the application would be for "temporary use" of the site with a timeframe aligned to the S&R committee use period.

Planning Requirements

Scale drawing of the site including topological survey.



Document explaining all the reasoning for requiring the construction, detailing the thought behind every decision and showing mitigation in the event that a protection cannot be met.

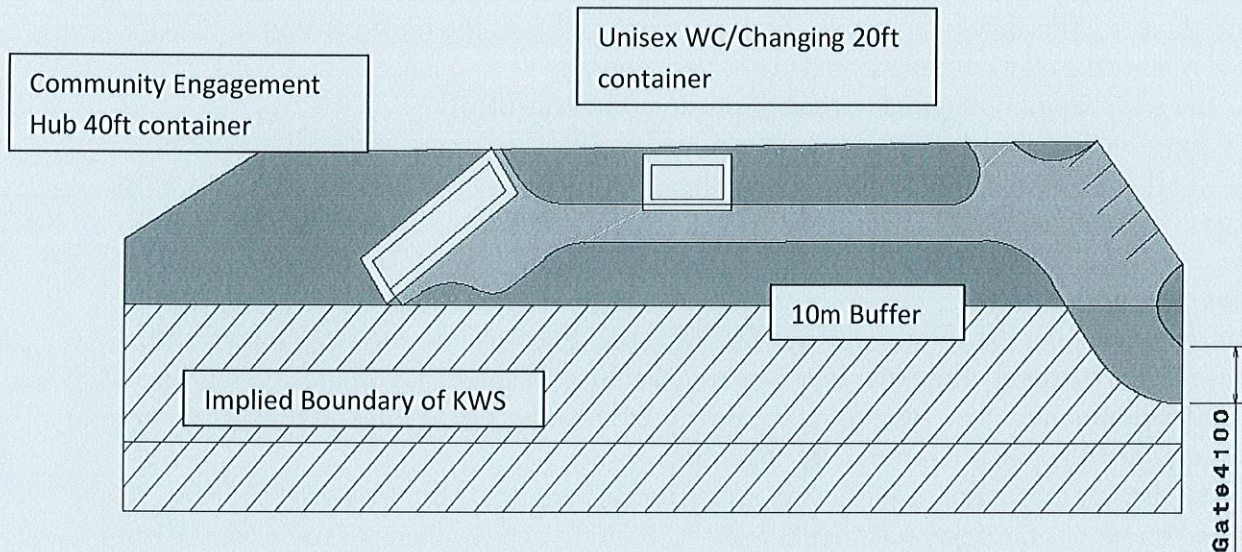
Protected Species Phase 1 Survey

Protected Species Phase 2 Survey

GCN DNA assessment

Impact of the construction on habitats and wildlife

Access assessment for deliveries, construction and maintenance.



### Survey Window

As previously mentioned, the earliest surveys can be carried out will be in March, with the optimum time being April/May dependant on the last frost. This time frame would take the planning application outside the grace period for small sites and potentially BNG enforcement will be applied, if the ruling timeframe is adhered to.

If the surveys are not carried out in the spring the optimum timeframe will be missed and the probability of completing surveys to satisfy SDC planning will not be possible until 2025. This is a very busy time for Ecologists and the work needs to be booked urgently to guarantee a "slot"



### Survey costs for the site – Table 1

EP2018019N – Preliminary Ecological Appraisal (including BNG conditioned assessment), GCN eDNA survey, reptile surveys and water vole surveys and Habitats BNG.

Description	Cost
PEA and conditioned assessment of habitats (including site visit, desk study, travel, expenses and electronic report)*	£1,015.00
GCN eDNA surveys (including site visit, eDNA kits, analysis, courier fees and report)	£750.00
Reptile surveys (including deployment and collection of refugia, site visits, reptile refugia and report)	£1,430.00
Water vole surveys (Including two separate site visits for two surveyors for H&S and report)	£1,110.00
BNG Assessment** (excluding rivers component)	£1,030.00
VAT	£1,067.00
<b>Total</b>	<b>£6,402.00</b>

The SHIPs project team have tried to secure three quotations in line with the council's financial regulations but owing to this being a busy time of year for Ecologists, it has only been possible to secure two quotations, one of which is detailed in Table 1 above; the second to be presented to Members at its meeting on the 22<sup>nd</sup> January.

### Conclusion

There is a small window of opportunity to obtain planning before the BNG legislation comes into force (if the legislation is delayed again). The benefit of using this opportunity to SDC is that, as the land owners, SDC will not have to implement BNG Covenants on the site, affecting the site's future use and prolonging SDC's legal agreement with STC or third party. Stonehouse Town Council has set aside £10,000 in its Earmarked Reserve for the site. All previous surveys are outside their reliance window – they are out of date and can no longer be relied on. No access can be gained to the site without carrying out all the above surveys, except the BNG. If the BNG is not carried out before site clearance, upon future planning application the maximum possible BNG value would be applied to the site.

### Recommendation:

**To approve the award of the survey work detailed in Table 1 to the successful contractor; work to be funded from the Town Council Earmarked Reserve set aside for the 'SHIP Inn Site' project.**









# STONEHOUSE

---

## TOWN COUNCIL

### Stonehouse Co-option Policy

#### 1. Public notice of a vacancy

The co-option of a Town Councillor occurs when a casual vacancy has arisen on the Council and there is no demand to hold a by-election. The Council will co-opt membership to the Town Council in accordance with legislation as defined in the Local Elections (Parishes and Communities) (England and Wales) Rules 2006, SI 2006/3305 Rule 8(3) and the Local Government Act 1972 Schedule 12, para 3.

The Council will advertise the vacancy on its public noticeboards, Council website and Stonehouse Town Council social media sites.

#### 2. Qualifying Criteria for Co-Option

In line with its Diversity and Equality Policy, the Council will follow a process which is fair, open and transparent and will encourage involvement from people from a diverse range of backgrounds, experiences and abilities.

Individuals must meet the eligibility criteria, in accordance with the Local Government Act 1972, Section 79 and must:

- be at least 18 years old
- be a British citizen or an eligible Commonwealth citizen and
- meet at least one of the following four qualifications:
  - a. You are, and will continue to be, registered as a local government elector for the parish/community in which you wish to stand from the day of your nomination onwards.
  - b. You have occupied as owner or tenant any land or other premises in the parish/community area during the whole of the 12 months before the day of your nomination and the day of election.
  - c. Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the parish/community area.
  - d. You have lived in the parish/community area or within three miles of it during the whole of the 12 months before the day of your nomination and the day of election.



Disqualification would occur if the candidate holds paid office or other place of profit in the gift or disposal of the Council or Committee, or under a company controlled by the council; is subject to a bankruptcy restrictions order, or has within 5 years before the election or since his/her election been convicted in the UK, Channel Islands, or Isle of Man with a sentence of not less than 3 months imprisonment, or any enactment relating to corrupt or illegal practices.

### **3. Information for Candidates**

Candidates who have the time and energy and are interested in contributing to a vital, thriving community are encouraged to take on an active role and join Stonehouse Town Council.

Helpful guidance can be found by visiting [www.local.gov.uk/becoming-councillor](http://www.local.gov.uk/becoming-councillor)

Candidates are welcome to speak to the Town Clerk and other Councillors at any convenient time. Candidates are encouraged to attend a committee meeting and/or a Town Council meeting if they can.

### **4. Procedure**

4.1 Interested candidates are asked to submit a completed application form to the Town Clerk (Proper Officer) by the date specified in the Vacancy Notice.

4.2 Completed application forms will be circulated to all Councillors prior to the meeting date set for Co-option.

4.3 The candidates will be invited to attend the Town Council meeting at which their application will be decided. Candidates will be advised in advance of the date, time, place and co-option item number on the agenda of the meeting.

4.4 At the meeting councillors will have the opportunity to ask questions of the candidates.

4.5 When there is more than one candidate, the Chairman will place the names of those nominated in alphabetical order and proceed to vote. Councillors will have one vote per vacancy to be filled.

4.6 Voting will be in accordance with Standing Orders by a show of hands after the candidates have left the room and will continue until one candidate has received an absolute majority of those Councillors present.

4.7. Should no single candidate receive a majority on the first vote, the candidate with the lowest number of votes is eliminated. Voting will then take place for the remaining candidates, until one person receives an absolute majority.

4.8. When voting for all vacancies has been completed successful candidates will be declared co-opted to the TC and will be asked to join the meeting.

4.9. A candidate will fail to become elected if not receiving an absolute majority from those present and voting. If the vacancy remains unfilled and is re-advertised, an unsuccessful candidate who stood unopposed will not be reconsidered for the same vacancy.



I certify that I meet the criteria of eligibility as described ~~at~~ overleaf. I have also been in the area for just over a year & have become very attached to the local area and become involved in many community activities. I have a personal interest in use of green spaces & tow paths for recreation & public use and of ensuring good transport links for this area. I would greatly appreciate being given the opportunity to give back to the community that has made me feel so welcome since arriving & I look forward to having a positive impact in this role.

Sincerely  
Madeleine McManus

5<sup>th</sup> Jan '21



4.10 Successful candidates are then Councillors in their own right, with rights, roles and responsibilities no different from those of any other member; co-option is a legitimate form of the election process.

#### 5. Co-Option Application Form

Full name: Mr. V. J. ...

Address: 4, ...  
STONE HOUSE

.....Length of time at that  
address: 1 years 1 months

Date of Birth (optional):  
22 April 1973

Business or place of work within the parish:  
WFL Civil servant

Telephone: ...

Email: ...

The Council requires a statement in writing from candidates, that they:

- meet the criteria for eligibility, set out in s.79 of the 1972 Act, to be a member of the Council, and
- are not disqualified, pursuant to s.80 of the 1972 Act, to be a member of the Council.

I confirm that I meet the eligibility criteria above.

Signature M. Maratoli

Date 05 January 2024

My application is supported by the following statement:

(See separate sheet if necessary.) PTO

Last reviewed: 14<sup>th</sup> February 2022 (TC2752)

Next Review: 2025