



STONEHOUSE TOWN COUNCIL

Minutes of a Town Business Committee Meeting held on Monday 25th November 2024 at 7pm at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA

Present: Councillors: Keren Capeling, Neil Gibbs, Carol Kambites, Val Randall, Keith Terry and Theresa Watt (Committee Chair).

In Attendance: Representatives from Night Angels, Stonehouse Community Association, Homestart and Stonehouse Town Football Club

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

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

There were no public questions or comments

B/782 To receive apologies

There were no apologies - Cllrs Gary Powell and Madelaine Maraboli - Roman were not in attendance

B/783 To receive Declarations of Interest

Cllrs Theresa Watt and Carol Kambites (Chair and Vice Chair of Business Committee) declared an interest in Agenda Item B/786; Cllrs Keren Capeling and Keith Terry declared an interest in Agenda item B/787

B/784 To approve the minutes of the Business Committee meeting held on 4th Nov '24

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

B/785 To receive the latest budget position

The Clerk highlighted the following:

- 160 - Payment made by STFC towards new sewer pipe
- 178 - Healthier income than anticipated
- 1030 - Leases to come to fruition
- 1170 - Budget on target to be used in full
- 1180 - Major repairs needed

R. Watt
13/11/2025

A query was raised in relation to payment of the election costs.

Committee received the budget report showing a total 'Actual Net' expenditure of £296,759.71; total 'Actual Net' Income of £410,890.91 and a reserve movement of £36,084.84.

In light of the declared interest in Agenda B/786 by both the Chair and Vice Chair of Business Committee, Cllr Neil Gibbs was voted in as Chair for this agenda item - Councillors Theresa Watt and Carol Kambites left the room.

B/786 To approve the latest BACS payment list and provide retrospective approval for Debit Card Payments

Committee APPROVED both the BACS payment totalling £8,902.75 and retrospectively APPROVED the Debit Card payment totalling £335.

The Chair and Vice Chair of Business Committee returned to the meeting to assume their respective roles

B/787 To consider the following grant applications:

- **Night Angels £1,000**

A budget forecast had been provided to Members ahead of the meeting. Questions were raised in relation to the significant costs of running the Stroud shop - it was realised this would be a challenge. Reference was made to the anticipated income from grants - to date, the only grant received was through the Rotary club. It was understood that the scheme was not intended at the present time to be extended to Stonehouse but it was made clear that in fact, the scheme whilst based in Stroud, has and continues to serve a number of Stonehouse residents. Night Angels were made aware of potential funding from the Police and Crime Commissioners office - reference was made in relation to the close working relationship with the Police increasing the chances of securing this funding.

Committee **APPROVED** a one off grant for £1,000.

- **Citizen's Advice £1,807**

The Clerk confirmed that CA had had a worthwhile presence in Stonehouse both at APT and the council offices.

Committee **APPROVED** a one off grant for £1,807

- **Stonehouse Community Association (SCA)**

The Clerk presented Business Committee with the minutes of the meeting with the SCA in relation to its grant application. Details of the minutes served to confirm the association's assertion that unless it took direct action to improve its income from lettings and avoid major repair costs or was at least supported financially with them over the next two years, the community centre would be placed at significant risk.



It was acknowledged that the grant application was based on the 2025/26 financial year. Councillors found it difficult to assess the application as the projected costs were not based on detailed factual information.

Committee APPROVED a grant of £2,000 towards the marketing campaign on the understanding that Council would consider a further contribution on the basis of a detailed breakdown of costs. Further to this, Committee acknowledged the remaining concerns shared by the association in respect of potential costs for tree maintenance and major repairs. In light of the unknown nature of these potential costs:

Committee **RECOMMENDS** council to set aside the equivalent amounts requested in the grant application of £7,500 for repairs and £5,000 for tree maintenance in Reserves, in the event they may be required. Payment of these amounts will be subject to the provision of detailed costings and relevant invoices.

- **Homestart**

A representative from Homestart provided an overview of the work undertaken by the organisation to date and the growing concern of the continued increase in the number of individuals being referred to them for help, especially from the Stonehouse area.

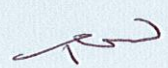
The representative acknowledged the organisation had received grant funding for the last three years from the town council, the last of which is due imminently. However, there appears to be an increasing reliance on the organisation to meet a continually increasing demand that will require maintaining current staffing levels. Coupled with this is the difficulty in securing external funding for a number of reasons. Committee acknowledged the importance of the service provided by Homestart to some of the most vulnerable individuals with the community and therefore **RESOLVED to RECOMMEND**, for council approval, the award of a revenue grant totalling £15,000 for three years (2025/26, 2026/27 and 2027/28). The grant to be funded from the council's reserves with consideration given to the amounts being precepted

Following Committee agreement, the Chair brought forward agenda item B/790

B/790 To recommend for council approval the revised lease with Stonehouse Town Football Club

Committee **RECOMMENDS** Council approval subject to the Clerk ensuring that a relevant review clause is included

B/788 To approve an additional year's warranty to the town council's vehicle
Committee APPROVED the extended warrantee at an approximate cost of £550 for the council's working vehicle, to run from mid December 2024



B/789 To provide an update on the budget setting process for the 2025/26 Financial Year

The latest update was discussed. The clerk identified the estimated outturn figures for the current financial years but explained that the information had to be viewed in relation to payments made through Reserves. It was hoped this additional information would be provided in time for the full town council meeting in December '24

B/790 To recommend for council approval the revised lease with Stonehouse Town Football Club
See above for details

B/791 To receive updates from the following working groups:

1. Climate Change Action Forum

Following completion of the council's home energy project, SWEA are planning to publish the information in information leaflets - it was agreed that the council would benefit from having up to 500 copies.

2. Communications

A recent focus group meeting took place to provide feedback on both the design of the council's newsletter and the means by which it should be delivered. Responses to be discussed at the next Comms group

3. Oldends Lane Development

Installation of a new sewer pipe is nearing completion. A meeting has been arranged with the installer who has identified additional costs - outcome of the meeting to be reported to full town council

3. Support Stonehouse

New warm spaces leaflet to be finalised and distributed. It may be possible to add information re Gov funding for those people able and willing to improve insulation

4. Youth

No updates

5. Policy

The Council's Health and safety Policy and handbook to be brought to BC and full council within the next month or so. Officers have been working through recommendations by Worknest

6. Internal Audit Panel

ICC check to be undertaken in the new year

7. Court View

No update other than to reaffirm that GCC have confirmed that the sewer and roads have been adopted

B/792 To note the date of the next meeting - Monday 13th January 2025



Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 20/11/24 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/24

| INCOME | | 2024/2025 | Reserve | Actual Net | Balance | Bal %age |
|--------------------------------|---|-------------|---------|-------------|------------|----------|
| Town Business Committee | | | | | | |
| 100 | Precept | £383,870.25 | £0.00 | £383,870.00 | -£0.25 | 0.00% |
| 105 | Newsletter Advertising | £100.00 | £0.00 | £0.00 | -£100.00 | -100.00% |
| 120 | Feed-in Tariff from Town Hall | £800.00 | £0.00 | £639.94 | -£160.06 | -20.01% |
| 125 | Stonehouse Town FC lease | £600.00 | £0.00 | £0.00 | -£600.00 | -100.00% |
| 126 | STFC Water Recharge | £200.00 | £0.00 | £0.00 | -£200.00 | -100.00% |
| 127 | STFC Electric Recharge | £1,500.00 | £0.00 | £1,226.29 | -£273.71 | -18.25% |
| 130 | Athletics Field Lease | £0.00 | £0.00 | £0.00 | £0.00 | 0.00% |
| 135 | Phone Mast on Land | £1,000.00 | £0.00 | £0.00 | -£1,000.00 | -100.00% |
| 140 | Building Lease at OEL | £637.00 | £0.00 | £0.00 | -£637.00 | -100.00% |
| 145 | Magpies Social Club | £3,150.00 | £0.00 | £2,100.00 | -£1,050.00 | -33.33% |
| 150 | Community Centre Lease | £500.00 | £0.00 | £0.00 | -£500.00 | -100.00% |
| 155 | OEL Pitch Hire | £2,000.00 | £0.00 | £1,115.00 | -£885.00 | -44.25% |
| 160 | Misc Income | £500.00 | £0.00 | £7,941.70 | £7,441.70 | 1488.34% |
| 170 | Investments Interest | £0.00 | £0.00 | £0.00 | £0.00 | 0.00% |
| 171 | Bank Interest - Lloyds Bank | £1,000.00 | £0.00 | £0.00 | -£1,000.00 | -100.00% |
| 172 | Bank Interest - Charity A/C | £1,000.00 | £0.00 | £0.00 | -£1,000.00 | -100.00% |
| 173 | Bank Interest - Natwest | £1,000.00 | £0.00 | £5.79 | -£994.21 | -99.42% |
| 174 | Bank interest - Cambridge BS | £1,000.00 | £0.00 | £0.00 | -£1,000.00 | -100.00% |
| 175 | Town Hall/Library Recharges | £3,400.00 | £0.00 | £1,569.57 | -£1,830.43 | -53.84% |
| 176 | Bank Interest - Nationwide | £1,000.00 | £0.00 | £0.00 | -£1,000.00 | -100.00% |
| 177 | Bank Interest - Melton Building Society | £1,000.00 | £0.00 | £0.00 | -£1,000.00 | -100.00% |

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 20/11/24 inclusive. Includes due and unpaid transactions. Includes commitments.

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

| | 2024/2025 | Reserve | Actual Net | Balance | Bal %age |
|---|------------|------------|------------|------------|----------|
| 1060 Grants | | | | | |
| 1060/1 One-Offs | £10,000.00 | £10,000.00 | £12,740.00 | £7,260.00 | -72.60% |
| 1060/2 Long-Term | £7,400.00 | £0.00 | £3,000.00 | £4,400.00 | -59.46% |
| 1060 Total | £17,400.00 | £10,000.00 | £15,740.00 | £11,660.00 | -67.01% |
| 1070 Town Hall/Library Shared Costs | | | | | |
| 1070/1 Rates | £4,500.00 | £0.00 | £4,898.94 | £-398.94 | 8.87% |
| 1070/2 Water | £700.00 | £0.00 | £560.47 | £139.53 | -19.93% |
| 1070/3 Electric | £3,000.00 | £0.00 | £1,759.48 | £1,240.52 | -41.35% |
| 1070/4 Gas | £3,000.00 | £0.00 | £663.60 | £2,336.40 | -77.88% |
| 1070/5 Interior Maintenance (reactive) | £1,000.00 | £0.00 | £0.00 | £1,000.00 | -100.00% |
| 1070/6 Interior Maintenance (programmed) | £1,000.00 | £0.00 | £0.00 | £1,000.00 | -100.00% |
| 1070/7 Waste Collection | £300.00 | £0.00 | £0.00 | £300.00 | -100.00% |
| 1070/8 Security | £200.00 | £0.00 | £0.00 | £200.00 | -100.00% |
| 1070 Total | £13,700.00 | £0.00 | £7,882.49 | £5,817.51 | -42.46% |
| 1080 Town Hall/Library STC costs | | | | | |
| 1080/1 Exterior Maintenance/Cleaning | £1,000.00 | £0.00 | £144.00 | £856.00 | -85.60% |
| 1080/2 Interior Cleaning | £1,700.00 | £0.00 | £1,014.13 | £685.87 | -40.35% |
| 1080 Total | £2,700.00 | £0.00 | £1,158.13 | £1,541.87 | -57.11% |
| 1090 Admin Expenses | | | | | |
| 1090/1 Paper | £250.00 | £0.00 | £94.57 | £155.43 | -62.17% |
| 1090/2 Other | £1,000.00 | £0.00 | £1,299.12 | £-299.12 | 29.91% |
| 1090/3 Printing and Delivery of Newsletters | £4,500.00 | £0.00 | £1,370.00 | £3,130.00 | -69.56% |

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 20/11/24 inclusive. Includes due and unpaid transactions. Includes commitments.

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

| | | 2024/2025 | Reserve | Actual Net | Balance | Bal %age |
|--------|----------------------------------|------------|---------|------------|-----------|----------|
| 1090/4 | Travel expenses | £0.00 | £0.00 | £0.00 | £0.00 | 0.00% |
| 1090 | Total | £5,750.00 | £0.00 | £2,763.69 | £2,986.31 | -51.94% |
| 1100 | Mayor's Charity & Expenses | £300.00 | £0.00 | £55.25 | £244.75 | -81.58% |
| 1110 | Travel Costs/Staff & Councillors | £400.00 | £0.00 | £0.00 | £400.00 | -100.00% |
| 1120 | Election Costs | £0.00 | £0.00 | £0.00 | £0.00 | 0.00% |
| 1130 | Civic/Remembrance Parades | £180.00 | £0.00 | £0.00 | £180.00 | -100.00% |
| 1140 | Pavilion Overheads | | | | | |
| 1140/1 | Rates | £0.00 | £0.00 | £0.00 | £0.00 | 0.00% |
| 1140/2 | Water | £1,200.00 | £0.00 | £580.37 | £619.63 | -51.64% |
| 1140/3 | Electric | £6,300.00 | £0.00 | £3,201.53 | £3,098.47 | -49.18% |
| 1140/4 | Cleaning | £1,000.00 | £0.00 | £472.24 | £527.76 | -52.78% |
| 1140/5 | Maintenance (reactive) | £2,000.00 | £0.00 | £577.45 | £1,422.55 | -71.13% |
| 1140/6 | Maintenance (programmed) | £1,000.00 | £0.00 | £0.00 | £1,000.00 | -100.00% |
| 1140/7 | Waste Collection | £500.00 | £0.00 | £46.14 | £453.86 | -90.77% |
| 1140/8 | Security | £200.00 | £0.00 | £0.00 | £200.00 | -100.00% |
| 1140/9 | Septic Tank | £700.00 | £0.00 | £0.00 | £700.00 | -100.00% |
| 1140 | Total | £12,900.00 | £0.00 | £4,877.73 | £8,022.27 | -62.19% |
| 1150 | Workshop Overheads | | | | | |
| 1150/1 | Water | £0.00 | £0.00 | £0.00 | £0.00 | 0.00% |
| 1150/2 | Electric | £300.00 | £0.00 | £0.00 | £300.00 | -100.00% |
| 1150/3 | Maintenance (Reactive) | £300.00 | £0.00 | £1,203.98 | £-903.98 | 301.33% |
| 1150/4 | Maintenance (programmed) | £1,000.00 | £0.00 | £171.53 | £828.47 | -82.85% |
| 1150/5 | Waste Collection | £2,000.00 | £0.00 | £898.19 | £1,101.81 | -55.09% |

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 20/11/24 inclusive. Includes due and unpaid transactions. Includes commitments.

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

| | 2024/2025 | Reserve | Actual Net | Balance | Bal %age |
|------------------------------------|------------|---------|------------|------------|----------|
| 1150/6 Security | £200.00 | £0.00 | £0.00 | £200.00 | -100.00% |
| 1150 Total | £3,800.00 | £0.00 | £2,273.70 | £1,526.30 | -40.17% |
| 1160 Equipment & Vehicle Costs | | | | | |
| 1160/1 Equipment and Vehicle costs | £1,000.00 | £0.00 | £124.74 | £875.26 | -87.53% |
| 1160/2 Maintenance | £1,000.00 | £0.00 | £315.83 | £684.17 | -68.42% |
| 1160/3 Fuel | £1,000.00 | £0.00 | £374.81 | £625.19 | -62.52% |
| 1160/4 Tax | £200.00 | £0.00 | £335.00 | -£135.00 | 67.50% |
| 1160/5 MOT/Service | £600.00 | £0.00 | £473.60 | £126.40 | -21.07% |
| 1160 Total | £3,800.00 | £0.00 | £1,623.98 | £2,176.02 | -57.26% |
| 1170 Youth Centre Workers | £61,000.00 | £0.00 | £41,596.00 | £19,404.00 | -31.81% |
| 1180 Youth Centre Overheads | | | | | |
| 1180/1 Rates | £1,400.00 | £0.00 | £1,167.10 | £232.90 | -16.64% |
| 1180/2 Water | £300.00 | £0.00 | £157.37 | £142.63 | -47.54% |
| 1180/3 Electric | £2,500.00 | £0.00 | £779.75 | £1,720.25 | -68.81% |
| 1180/4 Cleaning | £1,000.00 | £0.00 | £608.85 | £391.15 | -39.12% |
| 1180/5 Maintenance (reactive) | £2,000.00 | £0.00 | £295.00 | £1,705.00 | -85.25% |
| 1180/6 Maintenance (programmed) | £1,500.00 | £0.00 | £0.00 | £1,500.00 | -100.00% |
| 1180/7 Waste collection | £700.00 | £0.00 | £22.55 | £677.45 | -96.78% |
| 1180/8 Security | £500.00 | £0.00 | £241.55 | £258.45 | -51.69% |
| 1180/9 IT costs | £500.00 | £0.00 | £614.09 | -£114.09 | 22.82% |
| 1180 Total | £10,400.00 | £0.00 | £3,886.26 | £6,513.74 | -62.63% |
| 1200 Subscriptions | £3,500.00 | £0.00 | £2,575.84 | £924.16 | -26.40% |
| 1210 Insurances | | | | | |

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Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 20/11/24 inclusive. Includes due and unpaid transactions. Includes commitments.

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

| | 2024/2025 | Reserve | Actual Net | Balance | Bal %age |
|----------------------------------|-------------|------------|-------------|-------------|----------|
| 1210/1 Public/Employee Liability | £7,000.00 | £0.00 | £7,124.37 | -£124.37 | 1.78% |
| 1210/2 Buildings | £0.00 | £0.00 | £0.00 | £0.00 | 0.00% |
| 1210/3 Vehicle | £0.00 | £0.00 | £0.00 | £0.00 | 0.00% |
| 1210 Total | £7,000.00 | £0.00 | £7,124.37 | -£124.37 | 1.78% |
| 1220 Project Planning & Delivery | | | | | |
| 1220/1 OEL Car Park | £0.00 | £90.86 | £25,485.79 | -£25,394.93 | 100.00% |
| 1220/2 Stagholt | £0.00 | £0.00 | £450.00 | -£450.00 | 100.00% |
| 1220/3 Ship Inn site | £0.00 | £12,780.11 | £12,951.02 | -£170.91 | 100.00% |
| 1220/4 Court View | £0.00 | £0.00 | £0.00 | £0.00 | 0.00% |
| 1220/5 Great Oldbury | £0.00 | £10,000.00 | £10,000.00 | £0.00 | 0.00% |
| 1220 Total | £0.00 | £22,870.97 | £48,886.81 | -£26,015.84 | 100.00% |
| 1230 Climate Change | £5,000.00 | £0.00 | £0.00 | £5,000.00 | -100.00% |
| Total Town Business Committee | £377,380.00 | £36,084.84 | £296,759.71 | £116,705.13 | -30.93% |

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

BACS Payments

| No | Payment Reference | Gross | Heading | Invoice date | Details | Invoice |
|--------------|-------------------|------------------|---------|--------------|--|---------|
| 4066 | | £22.41 | 2050/1 | 18/11/24 | Carol Kambites - Presents for Goodwill | |
| | | £22.41 | | | Carol Kambites - Total | |
| 4064 | | £36.00 | 1180/8 | 18/11/24 | Cotswold Security Group Ltd - Alarm call out - Pod - 23rd October '24 | 9349 |
| | | £36.00 | | | Cotswold Security Group Ltd - Total | |
| 4074 | | £147.45 | 1150/3 | 19/11/24 | Dursley Garden Machinery - Amendment to transaction 4004 - VAT was omitted in error | 5180 |
| | | £147.45 | | | Dursley Garden Machinery - Total | |
| 4061 | | £29.11 | 1150/4 | 18/11/24 | G R Fasteners - Bungee Set, Power cartridge white, Drill Set | 868039 |
| | | £29.11 | | | G R Fasteners - Total | |
| 4069 | | £378.00 | 1090/3 | 19/11/24 | MDL Kelex - Stonehouse News x 1000 - Autumn Copy | 22070 |
| | | £378.00 | | | MDL Kelex - Total | |
| 4065 | | £2,850.00 | 1190/1 | 18/11/24 | T W Hawkins & Sons - Nov 2024 - Contract mowing & provisional area | 13701 |
| | | £2,850.00 | | | T W Hawkins & Sons - Total | |
| 4060 | | £275.40 | 2050/1 | 18/11/24 | Theresa Watt - Goodwill presents | |
| | | £275.40 | | | Theresa Watt - Total | |
| 4063 | | £480.00 | 1190/5 | 18/11/24 | West Country Forestry - Doverow Woods - callout 18/11/24 - clear fallen beech, maple & ash | 2574 |
| | | £480.00 | | | West Country Forestry - Total | |
| | | £4,684.38 | | | Confidential | |
| Total | | £8,902.75 | | | | |

Signature

[Handwritten Signature]

Signature

Date

13/01/2025

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

Debit Card Payments

| No | Payment Reference | Gross | Heading | Invoice date | Details | Invoice |
|-------|-------------------|---------|---------|--------------|--|----------|
| 4068 | | £335.00 | 1160/4 | 18/11/24 | DVLA - Peugeot Van Road Tax - Debit Card | 83821236 |
| | | £335.00 | | | DVLA - Total | |
| Total | | £335.00 | | | | |

Signature C. J. J. J. J.
Date 13 Dec 2024
C. J. J. J.

Signature _____