



STONEHOUSE TOWN COUNCIL

To Members of the Town Business Committee

You are hereby summoned to attend a meeting of the Committee to be held on Monday 3rd February 2025 at 7pm at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA

Committee Members:

Councillors: Keren Capeling, Keith Creighton, Neil Gibbs, Carol Kambites (Committee Vice Chair), Val Randell, Keith Terry and Theresa Watt (Committee Chair)

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

Carlos Novoth

Town Clerk

28th January 2025

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

A G E N D A

B/807 To receive apologies

B/808 To receive Declarations of Interest

B/809 To approve the minutes of the Business Committee meeting held on 13th January '25

B/810 To receive the latest budget position

B/811 To approve the latest BACS payment list and provide retrospective approval for Debit Card Payments

B/812 To recommend for council approval the award of the Youth services contract for the period 1st April 2025 to March 31st 2028

B/813 To recommend for council approval the disposal of obsolete equipment

B/814 To recommend for council approval the council's latest Reserves allocation

B/815 To recommend for council approval the following updated documents:

- FOI Publication scheme
- Transparency Code

B/816 To approve the purchase of workshop related equipment

B/817 To recommend for town council approval:

- the installation of protective fencing around the new OEL sewer control unit

- the annual servicing and remote monitoring for the control unit

B/818 To provide a further update on Stroud District Council's planned resurfacing works on the High street car park and usage of the long stay section

B/819 To receive updates from the following working groups:

1. Climate Change Action Forum
2. Communications
3. Oldends Lane Development
3. Support Stonehouse
4. Youth
5. Policy
6. Internal Audit Panel
7. Court View

B/820 To note the date of the next meeting - Monday 3rd March 2025

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.

B/821 To receive an update from HR Sub Committee following their meeting on Monday 27th January '25 and approve the following recommendations:

1. To approve the reduction in working hours of the current project officer from 25 hours to 17 hours per week with effect from 1st March '25
2. To approve the application of the salary level to the temporary Business Support Officer to that of the substantive postholder with effect from 1st April '25

Notes on Agenda items, Business Committee Monday 3rd February 2025

B/809 BC Minutes	In supporting papers
B/810 Budget report	In supporting papers
B/811 Payment list	<p>In supporting papers</p> <p>Members to note that papers will include the following:</p> <ul style="list-style-type: none"> • Payment list for all BACS payments requiring approval • Payment list for debit card payments already made but requiring retrospective approval
B/812 Youth contract	<p>A three year Youth Services contract was subjected to a Tender process with a closing date of Noon Thursday 12th Dec 2024.</p> <p>Only one tender was received – the tenderer was the council’s incumbent service provider. The Tender submission has been evaluated by three Town Cllrs, currently serving as the council’s representatives on Youth Services working group. On the basis that the evaluation scored highly and had met all criteria and fell within the council’s budget for 2025/26, it is recommended that Business Committee recommends for town council approval, the award of the 3 year Youth Services contract to ‘The Door’ at an annual cost of £66,150 total plus inflation for years two and three. (The breakdown of costs includes £45,750 for Core works and £20,400 for Provisional works)</p> <p>Recommendation: To recommend for town council approval the award of the Youth services contract for the period April 2025 to March 2028 at a cost of £66,150 plus inflation in years two and three.</p>
B/813 Disposals	<p>The following items require disposal:</p> <ul style="list-style-type: none"> • Three old PCs – Fujitsu YLSTO73795; Lenovo PCOLFW4D – a third, a Dell, has no reference. These computers are outdated and no longer serve any useful purpose to the organisation. PCs to be wiped prior to disposal/reused • A printer ‘HP Deskjet’ 3070A – last used several years ago – no longer used • A small workshop compressor – currently damaged – beyond economic repair • Makita Angle Grinder – gone beyond warranty and repair • Air compressor – Disposal due to Safety issue <p>Recommendation – To recommend to town council to approve the disposal of the above equipment</p>
B/814 Reserves	In supporting papers
B/815 Key Documents	See attached updated ‘FOI Publication Scheme’ . The Transparency code information to be sent under separate cover in light of it being in Excel form
B/816 Purchase of equipment	<p>The Town Maintenance Officers require the following additional equipment:</p> <ul style="list-style-type: none"> • 53 CM Pro X Mower (LMX5300SP) – £1,149 inc vat – this more robust equipment is needed at times of significant grass growth and the mowing of rough grassed areas – currently a petrol mower continues to be used • Brush Cutter attachment (BCA1200 – to fit multi tool power head PH1400E) - £95 incl vat – there are times when it can becomes more productive for both maintenance officers to brush cut the larger areas • Extension pole (To fit multi tool) - £94 incl vat – useful in dealing with tree branches slightly higher than can currently be reached • 51 CM Hedge trimmer - £229 incl vat – there are areas that are quite confined and cannot easily be reached with the current hedge trimmer • Makita Angle Grinder - £109.99 inc vat • Small air compressor - £114.99 incl vat <p>The town maintenance Officers have over the years shown care in both using and maintaining the equipment provided by the council. They have identified the need for the</p>

	<p>additional equipment based on their experience of managing the council's numerous sites and facilities. Officers feel the new equipment will serve to improve staff productivity and the ease with which ongoing works will be managed</p> <p>Recommendation: To recommend to town council to approve the purchase of all four pieces of equipment at a total cost of £1,791.98 Inc vat through earmarked reserves</p>
B/817 OEL Sewer	<p><u>Oldends Lane – new sewer pipe</u></p> <p>The new pump servicing the sewer pipeline will require ongoing maintenance. It would be prudent to ensure adequate maintenance arrangements are put in place as soon as possible by the pump supplier.</p> <p>Service costs (1 visit) £340 + VAT annually. First service would be January 2026.</p> <p>1st year remote monitoring £360.00 + VAT. (Sim/Cloud subscription has been included in the installation costs but is currently not activated and therefore is not yet being remotely monitored)</p> <p>Year 2 service charge of £340.00 plus Sim / Cloud subscription and TT Monitoring £590.00 + VAT. (£930.00 + vat)</p> <p><i>(As the football club are going to be the main user of this system, and as we will be paying the ongoing costs, we must make them aware of the need to use the system correctly, no nappies etc etc)</i></p> <p>Recommendation: To approve an annual pump servicing and remote monitoring arrangement with TT Pumps at an annual cost of £930 plus vat</p> <p>The control unit for the new pumping station is located close to the boundary of Oldends Lane car park. The unit, whilst shrouded in a metal case, would benefit from being protected with fencing from car park users and perhaps some of the more mischievous individuals. The proposed fenced off area will also protect the top concrete slab and manhole covers to the pump.</p> <p>Three quotes have been secured for suitable palisade fencing:</p> <p>Galvanised 2m high triple point D section set in concrete, and single leaf gate set in concrete with standard latch.</p> <p>Cambrain. £6,592 + VAT</p> <p>Longford fencing £3,705. + VAT</p> <p>TEK Fencing £2,555 + VAT</p> <p>Recommendation: To approve the award of the fencing contract to TEK Fencing at a cost of £2,555 plus vat – to be funded through reserves</p>
B/818 High street Car park	<p>See attached study taken over one week in October 2024, showing availability of short and long term stay car parking spaces since restrictions were made in February 2024. The study is to be extended to determine the reason long stay spaces are being used ie local business parking or use by commuters.</p> <p>Stroud District Council officers will be making themselves available at the council's library on Tuesday 11th February between the ours of 3pm and 7pm to allow car park users to offer their opinions on the suggested closure of car park during resurfacing works along with future restrictions that might be considered re the use of the car park when it reopens.</p>
B/821 - HR	Information sent under separate cover



Minutes of a Town Business Committee Meeting held on Monday 13th January 2025 at 7pm at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA

Present: Councillors Keren Capeling, Neil Gibbs, Madelaine Maraboli-Roman, Val Randall, Keith Terry and Theresa Watt (Committee Chair).

In Attendance: Town Clerk

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

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

There were no members of the public in attendance

B/793 To receive apologies

Apologies were received from Cllr Carol Kambites

B/794 To receive Declarations of Interest

A declaration of interest was raised by Cllr Keren Capeling in relation to agenda item B/797

B/795 To approve minutes of Business Committee meeting held on 25th Nov'24

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

B/796 To receive the latest budget position

There were no queries

Committee NOTED the latest budget report: Actual Net Expenditure £367,824.90; Actual Net Income £421,194.88; Reserve movements £90,561.00

In light of her declared interest in Agenda Item B/797, Cllr Keren Capeling separated herself from the meeting - 7.05pm

B/797 To approve the latest BACS payment list (to include refunds for Goodwill stalls) and provide retrospective approval for Debit Card Payments
Committee APPROVED the following payments:

BACS payments totalling £28,784.24
Debit Card Payments totalling £917,57 (Retrospective approval)
Refund payments totalling £636 (Refunds to stall holders for last minute cancellation of Goodwill event)

Total Payments £30,337.81

B/798 To note CCLAs recent update with regards compliance with the Financial Conduct Authority's (FCAs) Sustainability Disclosure Requirements (SDR) Committee NOTED the information letter from CCLA and the Clerk's report; they were grateful for CCLA's proactive stance.

B/799 To consider the recommendation of HR Sub Committee for Council approval to enter into a service contract to provide future HR and H&S advice and support
The Clerk provided an overview of the process followed to determine a suitable service provider. It was explained that the outcome of the process was presented to HR Sub Committee and a clear recommendation was made on the preferred contractor. There was concern over the longer term option of five years without a termination clause. The Clerk was tasked with seeking clarity over this issue and is awaiting a response. Committee felt that it would be prudent to secure referees from neighbouring authorities. Committee **RECOMMENDED** that subject to positive references, a contract should be awarded to the preferred contractor on a three year term with the proviso that should a termination clause be included within the contract, a five year term would be considered.

B/800 To recommend for full town council approval Business Committee's proposed budget for the 2025/26 Financial Year
The Clerk presented Committee with the outcome of the latest discussion with the Chair of Committee. The only recommended change was to increase the Youth Workers budget by a further £1,000. This was balanced against an increase in anticipated interest payment from CCLA. Committee **RECOMMENDED**, for council approval, a budget increase for 2025/26 of £26,272.56 (6.21% increase)

B/801 Approval to seek initial legal advice on the issue of Town Green ownership
There was widespread discussion specifically in relation to a part of the town green directly in front of The Globe Public House (currently named The Goat). One member felt that the owners of the public house should be allowed to retain the grassed area - others felt that in light of the town council maintaining this area for over 100 years, it should retain the land; two court judgements had awarded the land to the town council. It was agreed that legal advice be sought to identify the process for re registering the land - once the process had been followed, a final decision on future ownership would be decided. The Clerk also advised Committee that it appeared that much of the town green had not been registered; it was agreed that this should be followed up as a priority. Committee **RESOLVED** to seek legal assistance for this work.

B/802 To provide an update on Stroud District Council's planned resurfacing works on the High street car park

Committee were advised that since the Clerk's report was distributed, the start date for the work had changed to April half term. It was agreed to host an information day at the town council offices to enable town residents and High street businesses to have their say about the potential closure of the car park whilst the work was underway. It was acknowledged that SDC were making plans to allow visitors to access the doctors surgery during the closure through an alternative route and also to try and secure alternative short term parking for shoppers and businesses during this time - a number of potential options for alternative parking was identified. Committee AGREED to host an information day in February to allow shoppers and business owners to engage with SDC officers and their contractors; the information day would include SDC officers discussing future parking restrictions at this car park.

B/803 To approve a formal response to the 'Western Gateway Strategic Plan' (Rail network) consultation

Cllrs Carol Kambites and Theresa Watt had prepared a formal draft response to the consultation. Committee AGREED that the response should be submitted subject to final amendments

B/804 To receive a letter of thanks and the latest annual report from 'Stonehouse Gardening Club'

Committee acknowledged the excellent work being undertaken by the Gardening Club and thanked them for their detailed feedback

B/805 To receive updates from the following working groups:

- 1. Climate Change Action Forum**
The e bike scheme appeared to have received a reasonable uptake
- 2. Communications**
No update
- 3. Oldends Lane Development**
The Clerk provided an overview of the new soon to be commissioned sewer line. He next step will be to consider the future of the septic tank in addition to monitoring arrangements for the new pipeline
- 3. Support Stonehouse**
Cllr Keith Creighton is finalising the warm spaces leaflet for distribution
- 4. Youth**
A preferred contractor has been recommended by the Youth working group following their evaluation of the tenders. The recommendation to be presented to Business Committee at its meeting on the 3rd February
- 5. Policy**
Cllr Keith Terry has agreed to join the policy working group to help catch up on the workload. The Clerk is to forward details of the policies needing review to Cllrs Keith Terry and Theresa Watt

6. Internal Audit Panel

Cllr Keith Terry to complete the ICC checks for the third quarter over the coming week

7. Court View

Despite of several ongoing attempts to speed up the transfer process, neither Taylor Wimpey nor their agents 'JLES' are responding with positive action at this time

B/806 To note the date of the next meeting - Monday 3rd February 2025
Committee **NOTED** the date and time of the next meeting

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 28/01/25 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve	Actual Net	Balance	Bal %age
INCOME					
Town Business Committee					
100 Precept	£383,870.25	£0.00	£383,870.00	-£0.25	0.00%
105 Newsletter Advertising	£100.00	£0.00	£0.00	-£100.00	-100.00%
120 Feed-in Tariff from Town Hall	£800.00	£0.00	£787.74	-£12.26	-1.53%
125 Stonehouse Town FC lease	£600.00	£0.00	£0.00	-£600.00	-100.00%
126 STFC Water Recharge	£200.00	£0.00	£200.00	£0.00	0.00%
127 STFC Electric Recharge	£1,500.00	£0.00	£1,573.38	£73.38	4.89%
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	£637.00	£0.00	0.00%
145 Magpies Social Club	£3,150.00	£0.00	£2,362.50	-£787.50	-25.00%
150 Community Centre Lease	£500.00	£0.00	£500.00	£0.00	0.00%
155 OEL Pitch Hire	£2,000.00	£0.00	£2,815.00	£815.00	40.75%
160 Misc Income	£500.00	£0.00	£7,968.99	£7,468.99	1493.80%
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	£2,602.40	£1,602.40	160.24%
175 Town Hall/Library Recharges	£3,400.00	£0.00	£2,707.42	-£692.58	-20.37%
176 Bank Interest - Nationwide	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%
177 Bank Interest - Melton Building Society	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 28/01/25 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2024/2025	Reserve	Actual Net	Balance	Bal %age
178	CCLA Interest	£10,000.00	£0.00	£20,171.79	£10,171.79	101.72%
Total Town Business Committee		£414,257.25	£0.00	£426,202.01	£11,944.76	2.88%
EXPENDITURE						
Town Business Committee						
1000	Salaries					
1000/1	Contracted staff	£205,000.00	£0.00	£177,965.32	£27,034.68	-13.19%
1000/2	Locum	£0.00	£0.00	£135.00	-£135.00	100.00%
1000/3	Short term contracted staff	£0.00	£0.00	£0.00	£0.00	0.00%
1000	Total	£205,000.00	£0.00	£178,100.32	£26,899.68	-13.12%
1010	Training & Recruitment					
1010/1	Contracted Staff	£3,000.00	£0.00	£819.63	£2,180.37	-72.68%
1010/2	Councillors	£1,000.00	£0.00	£530.00	£470.00	-47.00%
1010	Total	£4,000.00	£0.00	£1,349.63	£2,650.37	-66.26%
1020	Health & Safety	£2,500.00	£0.00	£346.73	£2,153.27	-86.13%
1030	Professional Fees	£8,000.00	£375.00	£3,690.50	£4,684.50	-58.56%
1040	IT support					
1040/1	General	£6,750.00	£0.00	£2,737.76	£4,012.24	-59.44%
1040/2	Website	£1,300.00	£0.00	£1,404.80	-£104.80	8.06%
1040/3	Newsletter	£0.00	£0.00	£1,896.00	-£1,896.00	100.00%
1040/4	Phones	£1,500.00	£0.00	£141.10	£1,358.90	-90.59%
1040/5	Printing	£0.00	£0.00	£905.90	-£905.90	100.00%
1040	Total	£9,550.00	£0.00	£7,085.56	£2,464.44	-25.81%
1050	Office Equipment Renewals	£500.00	£2,838.87	£3,307.86	£31.01	-6.20%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 28/01/25 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	£17,547.00	£2,453.00	-24.53%
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	£20,547.00	£6,853.00	-39.39%
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	£691.15	£8.85	-1.26%
1070/3 Electric	£3,000.00	£0.00	£2,281.82	£718.18	-23.94%
1070/4 Gas	£3,000.00	£0.00	£1,253.84	£1,746.16	-58.21%
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	£9,125.75	£4,574.25	-33.39%
1080 Town Hall/Library STC costs					
1080/1 Exterior Maintenance/Cleaning	£1,000.00	£0.00	£180.00	£820.00	-82.00%
1080/2 Interior Cleaning	£1,700.00	£0.00	£1,313.95	£386.05	-22.71%
1080 Total	£2,700.00	£0.00	£1,493.95	£1,206.05	-44.67%
1090 Admin Expenses					
1090/1 Paper	£250.00	£0.00	£119.57	£130.43	-52.17%
1090/2 Other	£1,000.00	£0.00	£1,720.03	-£720.03	72.00%
1090/3 Printing and Delivery of Newsletters	£4,000.00	£0.00	£1,370.00	£2,630.00	-65.75%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 28/01/25 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	£43.65	-£43.65	100.00%
1090	Total	£5,250.00	£0.00	£3,253.25	£1,996.75	-38.03%
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	£664.68	£535.32	-44.61%
1140/3	Electric	£6,300.00	£0.00	£5,253.17	£1,046.83	-16.62%
1140/4	Cleaning	£1,000.00	£0.00	£512.24	£487.76	-48.78%
1140/5	Maintenance (reactive)	£2,000.00	£0.00	£869.95	£1,130.05	-56.50%
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	£90.00	£110.00	-55.00%
1140/9	Septic Tank	£700.00	£0.00	£481.00	£219.00	-31.29%
1140	Total	£12,900.00	£0.00	£7,917.18	£4,982.82	-38.63%
1150	Workshop Overheads					
1150/1	Water	£0.00	£0.00	£0.00	£0.00	0.00%
1150/2	Electric	£300.00	£0.00	£0.00	£300.00	-100.00%
1150/3	Maintenance (Reactive)	£300.00	£0.00	£1,264.18	-£964.18	321.39%
1150/4	Maintenance (programmed)	£1,000.00	£0.00	£214.44	£785.56	-78.56%
1150/5	Waste Collection	£2,000.00	£0.00	£1,229.91	£770.09	-38.50%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 28/01/25 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	£20.00	£180.00	-90.00%
1150	Total	£3,800.00	£0.00	£2,728.53	£1,071.47	-28.20%
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	£795.83	£204.17	-20.42%
1160/3	Fuel	£1,000.00	£0.00	£499.80	£500.20	-50.02%
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	£2,228.97	£1,571.03	-41.34%
1170	Youth Centre Workers	£61,000.00	£0.00	£55,745.00	£5,255.00	-8.61%
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	£196.68	£103.32	-34.44%
1180/3	Electric	£2,500.00	£0.00	£1,156.44	£1,343.56	-53.74%
1180/4	Cleaning	£1,000.00	£0.00	£788.85	£211.15	-21.12%
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	£641.55	-£141.55	28.31%
1180/9	IT costs	£500.00	£0.00	£933.44	-£433.44	86.69%
1180	Total	£10,400.00	£0.00	£5,201.61	£5,198.39	-49.98%
1200	Subscriptions	£3,500.00	£0.00	£4,322.84	-£822.84	23.51%
1210	Insurances					

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 28/01/25 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	£1,209.52	-£1,209.52	100.00%
1210	Total	£7,000.00	£0.00	£8,333.89	-£1,333.89	19.06%
1220	Project Planning & Delivery					
1220/1	OEL Car Park	£0.00	£54,406.11	£86,786.28	-£32,380.17	100.00%
1220/2	Stagholt	£0.00	£0.00	£2,704.53	-£2,704.53	100.00%
1220/3	Ship Inn site	£0.00	£12,941.02	£12,990.18	-£49.16	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	£77,347.13	£112,480.99	-£35,133.86	100.00%
1230	Climate Change	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
Total Town Business Committee		£376,880.00	£90,561.00	£427,314.81	£40,126.19	-10.65%

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
4180		£25,794.54	1220/1	28/01/25	Cambrian Civil Engineering - Drainage & Pumping Station SFC - Final Valuation	34
		£25,794.54			Cambrian Civil Engineering - Total	
4178		£296.00	1140/9	24/01/25	Cotswold Drain Services - Septic Tank Emptying - Pavilion	196813
		£296.00			Cotswold Drain Services - Total	
4184		£1,424.40	1200	28/01/25	Edge IT Systems Ltd - AdvantEDGE Finance, Band 5, Admin+ Band 3, Asset Manager Band 1 - 3rd Year Period	38349
		£1,424.40			Edge IT Systems Ltd - Total	
4176		£45.00	1010/2	22/01/25	GAPTC - Training - Planning in Plain English - Cllr Dixon	779
		£45.00			GAPTC - Total	
4175		£25.00	1040/2	22/01/25	Jo Mew Creative - Carol Float Publicity 2023	1059
		£25.00			Jo Mew Creative - Total	
4171		£127.86	1220/1	21/01/25	John Callinan - Expenses - OEL Pump Supply	
		£127.86			John Callinan - Total	
4179		£100.00	1090/2	24/01/25	MDL Kelex - Warm Space Leaflet x 1000	22795
		£100.00			MDL Kelex - Total	
4172		£139.25	1020	21/01/25	Sevenside Safety Supplies Ltd - Pair of Boots - P Crosby	478022
		£139.25			Sevenside Safety Supplies Ltd - Total	
		£3,637.83			Confidential	
Total		£31,589.88				

Signature

Signature

Date

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
4183		£1,209.52	1210/3	28/01/25	CVD Insurance Services - Van Insurance renewal 2025/26	
		£1,209.52			CVD Insurance Services - Total	
4181		£32.53	1090/2	28/01/25	Photo Frames & Art - 2 x Poster Frames - TH	144674609
		£32.53			Photo Frames & Art - Total	
4177		£22.99	1220/3	24/01/25	Screwfix - Master Lock Padlock - Ship Inn Site	20514839393
		£22.99			Screwfix - Total	
Total		£1,265.04				

Signature

Signature

Date

Reserve Movements

General Fund

	-£92,555.36	Start of year value	
05/12/24	-£10,000.00	To Ship Inn Site, EFTC 13th August 2024 Agenda Item TC3292	
	£116,821.44	Value as at 30/09/24	This value is calculated and not just a sum of reserve movements plus starting balance.

General Reserve (Contingency)

	£124,974.61	Start of year value	
31/07/24	-£10,000.00	Expenditure transaction 3877, Financial asset transfer - £10 000 for financial years 22/23/24, Approved at FTC 17th June 2024, see TC3271	
27/01/25	-£10,000.00	To Verney Fields, FTC 11th Dec '25 Agenda Item TC3142	
27/01/25	-£10,000.00	To Ship Inn Site, FTC 23rd Jan 2025 Agenda Item TC3376	
27/01/25	-£12,500.00	To Stonehouse Community Association, FTC 9th Dec 2025 Agenda Item TC3359	
27/01/25	£20,000.00	From Underwrite Rev Budget, FTC 23rd Jan 2025 Agenda Item TC3372	
27/01/25	£10,000.00	From Ship Inn Site, FTC 23rd Jan 2025 Agenda Item TC3376	
27/01/25	£12,500.00	From Stonehouse Community Association, FTC 9th Dec 2024 Agenda Item TC3359	
27/01/25	-£10,000.00	To Ship Inn Site, Reversal of reserve movement 172	
27/01/25	-£12,500.00	To Stonehouse Community Association, Reversal of reserve movement 173	
	£102,474.61	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	
24/06/24	-£2,838.87	Expenditure transaction 3817, 3 x Terra Mobile Laptops with docking stations & pre-configuration	
	£19,161.13	Current value	

Elections

£10,000.00	Start of year value
£10,000.00	Current value

Community Facilities

£399,475.00	Start of year value
£399,475.00	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
19/09/24	-£90.86	Expenditure transaction 3965, OEL - STW Application
21/11/24	-£28,920.32	Expenditure transaction 4075, Interim Valuation Payment 002 - Oldends Lane Sewer Pipe
22/11/24	-£25,394.93	Expenditure transaction 4053, Interim Valuation Payment 001 - Oldends Lane Sewer Pipe
	£15,593.89	Current value

Replacement vehicle

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

Mowers & Equipment

£17,657.50	Start of year value
£17,657.50	Current value

Neighbourhood Plan Review

£13,000.00	Start of year value
£13,000.00	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 Cycle Shelter

£0.00	Start of year value
£0.00	Current value

CIL

£8,592.16	Start of year value
£8,592.16	Current value

Bus shelter replacement & repairs

£16,000.00	Start of year value
£16,000.00	Current value

Meadow Road Play area refurbishment

£16,000.00	Start of year value
£16,000.00	Current value

Stagholt Brook Repairs

£0.00	Start of year value
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£0.00 Current value

Underwrite Rev Budget

£20,000.00 Start of year value

27/01/25 -£20,000.00 To General Reserve (Contingency), FTC 23rd Jan 2025 Agenda Item TC3372

£0.00 Current value

Laburnum Recreation Field Trees and Wildflower seeds Memorial Fund

£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

£43,417.20 Start of year value

03/07/24 -£375.00 Expenditure transaction 3832, Pre Application Advice - K334020K333S1
Stagholt Field - Debit Card

09/01/25 -£58.33 Expenditure transaction 4157, Payment for planning application service -
Stagholt

09/01/25 -£289.00 Expenditure transaction 4157, Payment for planning application service -
Stagholt

15/01/25 -£1,907.20 Expenditure transaction 4134, Stagholt - Habitat condition assessment,
Ecological Appraisal and Consultancy, BNG watercourse module, Project
Management,

£40,787.67 Current value

Court View

£30,000.00 Start of year value

£30,000.00 Current value

Major Projects Support

£0.00 Start of year value

£0.00 Current value

Tourism Market Towns

£1,010.00 Start of year value

£1,010.00 Current value

Stroudwater Railway station

£10,000.00 Start of year value

£10,000.00 Current value

Homestart Grant

	£10,000.00	Start of year value
24/10/24	-£10,000.00	Expenditure transaction 4024, 3rd Grant Payment - B762 7th October 2024 BC
	£0.00	Current value

Support Stonehouse

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

In Bloom Planting display

£7,322.02	Start of year value
£7,322.02	Current value

Canal Spring Festival

£2,000.00	Start of year value
£2,000.00	Current value

Youth Support

£0.00	Start of year value
£0.00	Current value

Kings Coronation

£0.00	Start of year value
£0.00	Current value

Ship Inn Site

	£10,000.00	Start of year value
17/06/24	-£130.59	Expenditure transaction 3794, 10 x Hi Vis Vests - Ship Inn Site - paid by Debit Card. Payment by Lloyds to Elite Industrial Supplies, Consultaiton equipment essentials
21/06/24	-£35.00	Expenditure transaction 3786, Banner with eyelets - Ship Inn Site
09/07/24	-£77.20	Expenditure transaction 3808, 2 x Banners with eyelets - Ship Inn Site
31/07/24	-£3,195.00	Expenditure transaction 3849, PEA/Phase 1 Surveys, GDN Edna Survey, Reptile surveys and report
21/08/24	-£2,567.00	Expenditure transaction 3928, Vegetation clearance & Reptile fence repairs
21/08/24	-£141.66	Expenditure transaction 3925, CCTV Camera & Solar Panel - Ship Inn Site
22/08/24	-£14.13	Expenditure transaction 3926, 6 x Fire Action Signs for TH and for Ship Inn Site - Scandisk 128GB mircosd card and CCTV signs x 2
22/08/24	-£7.48	Expenditure transaction 3926, 6 x Fire Action Signs for TH and for Ship Inn Site - Scandisk 128GB mircosd card and CCTV signs x 2
10/09/24	-£440.00	Expenditure transaction 3906, Installation of reptile exclusion fence Ship Inn Site
10/09/24	-£2,140.00	Expenditure transaction 3929, Water Vole survey report & BNG Assessment
25/09/24	-£90.00	Expenditure transaction 3953, 2 x Dibond signs for Ship Inn Site

18/10/24	-£12.00	Expenditure transaction 4018, Oct 2024 - CCTV Sim Card Ship Inn Site
21/10/24	-£24.45	Expenditure transaction 4020, First Aid kit for Ship Inn Site
22/10/24	-£125.00	Expenditure transaction 4023, 1 x Portaloo - Volunteer Day Ship Inn Site
29/10/24	-£271.00	Expenditure transaction 4029, Builders Skip for Ship Inn Site
29/10/24	-£3,509.60	Expenditure transaction 4030, Ecology Consultancy - reptile translocation, presence on site of ecologists, nesting bird check, project management
22/11/24	-£160.91	Expenditure transaction 4058, Expenses for Ship Inn Site & Volunteer Day
05/12/24	£10,000.00	From General Fund, EFTC 13th August 2024 Agenda Item TC3292
27/01/25	£10,000.00	From General Reserve (Contingency), FTC 23rd Jan 2025 Agenda Item TC3376
27/01/25	-£10,000.00	To General Reserve (Contingency), FTC 23rd Jan 2025 Agenda Item TC3376
27/01/25	£10,000.00	From General Reserve (Contingency), Reversal of reserve movement 172
	£17,058.98	Current value

Climate change

£4,000.00	Start of year value
£4,000.00	Current value

Christmas Lighting

£3,000.00	Start of year value
£3,000.00	Current value

Cotswold Canal Trust Grant

£0.00	Start of year value
£0.00	Current value

Stonehouse Community Association

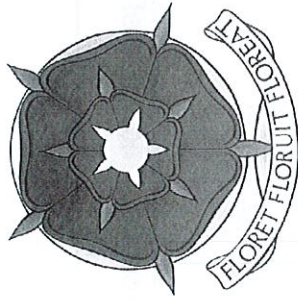
	£0.00	Start of year value
27/01/25	£12,500.00	From General Reserve (Contingency), Reversal of reserve movement 173
27/01/25	£12,500.00	From General Reserve (Contingency), FTC 9th Dec 2025 Agenda Item TC3359
27/01/25	-£12,500.00	To General Reserve (Contingency), FTC 9th Dec 2024 Agenda Item TC3359
	£12,500.00	Current value

Verney Fields

	£0.00	Start of year value
27/01/25	£10,000.00	From General Reserve (Contingency), FTC 11th Dec '25 Agenda Item TC3142
	£10,000.00	Current value

£870,160.57 Current Reserves total
excluding the General Fund

£986,982.01 Current Reserves total
including the General Fund



STONEHOUSE

TOWN COUNCIL

Information available from Stonehouse Town Council under the model publication scheme

Information to be published	How the information can be obtained
<p>All the information listed under the 'Information to be published' heading can be found on the Town Council's website (specific references to where, on the website you can find the information is given below)</p> <p>Hard copies can be requested – costs are detailed at the end of this document</p>	
<p>Class1 - Who we are and what we do <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)	‘Contact Stonehouse Town Council’ webpage	
Location of main Council office and accessibility details	‘Contact Stonehouse Town Council’ webpage	
Staffing structure	‘Accounts and Reports’ webpage – see Transparency Code Information 2024	
Class 2 – What we spend and how we spend it <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	‘Accounts and Reports’ webpage Information is also posted on the Town Noticeboard	
Finalised budget	‘Accounts and Reports’ webpage See ‘Precept’	
Precept	‘Accounts and Reports’ webpage See ‘Precept’	
Financial Standing Orders and Regulations	‘Policy’ webpage	
Grants given (available from the office) Grants Received	‘Accounts and Reports’ webpage – see Transparency Code Information 2024	
List of current contracts awarded and value of contract	‘Accounts and Reports’ webpage – see Transparency Code Information 2024	

Members' allowances and expenses	Contact the council	
Class 3 – What our priorities are and how we are doing (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	
Class 4 – How we make decisions (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>Class 5 – Our policies and procedures <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'
Class 6 – Lists and Registers			
<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	
Class 7 – The services we offer (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
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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 nd 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

Website: www.stonehousetowncouncil.gov.uk

Adopted: 22nd January 2024 (Minute No TC3175) **Next Review Date:** January 2025

Town Clerk

From: Towson, Michael <michael.towson@stroud.gov.uk>
Sent: 27 January 2025 16:40
To: McGough, Brian; Town Clerk
Cc: Chambers, Sinead; Councillor John Parker; Councillor John Callinan; Councillor Carol Kambites
Subject: High St Car Park
Attachments: Survey Charts.docx

Hi Carlos

Brian has suggested the 11th or the 18th for your event. I will struggle with the 18th, so suggest we go for **Tuesday 11th February 3-7pm.**

As per our discussion, find attached the results of our car park usage surveys, undertaken in October. We are minded to do some further work on usage behaviours, particularly in relation to the long stay section, but nonetheless feel these results offer a good reflection of current levels.

We are content that the most recent alteration has improved the situation. The short stay car park now offers users the ability to park, almost always. This reflects optimal capacity that runs at less than 100% to ensure space availability. Shoppers and visitors to the town can access services and contribute to the vitality of Stonehouse.

Clearly demand for the long stay section is very strong. However, we wouldn't want to adjust the balance of short and long stay parking, risking a return to the overuse experienced pre-changes.

Therefore we either need to accept that we don't have enough parking to satisfy everyone, or consider if we should prioritise local business and those working in Stonehouse, over those commuting via the train station (long stay parking). Should we prioritise the former, a maximum 8 hour stay in the long stay car park could be worth consideration. This would likely suit those working locally, but not be as useful for (some) rail commuters.

It would of course be useful to know the views of the TC, particularly in relation to any prioritisation. Ultimately a long stay car park at Oldends Lane would be the perfect solution!

Speak soon
Mike



Michael Towson

Pronounced: *My-kuhl T-ow-son*

Community Services Environment Manager
Stroud District Council

Ebley Mill, Ebley Wharf
Stroud, Gloucestershire. GL5 4UB

T 01453 766321

W www.stroud.gov.uk

Working together to make Stroud district a better place to live, work and visit

**JUST ASK THE
WASTE WIZARD**

**Ask the waste wizard where to repair,
recycle, donate or dispose of your items**



Subscribe to the Gloucestershire Recycles **Recycling and Waste Minimisation** e-newsletter and subscribe to the Greener Gloucestershire **Climate and Sustainability** e-newsletter

