



## STONEHOUSE TOWN COUNCIL

Minutes of a Town Business Committee Meeting held on Monday 3<sup>rd</sup> February 2025 at 7pm at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA

**Present:** Councillors Keren Capeling, Neil Gibbs, Carol Kambites (Committee Vice Chair), Val Randall, Keith Terry.

**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.

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

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The Committee Vice Chair, Cllr Carol Kambites took over as Chair of the meeting in Cllr Theresa Watt's absence

There were no members of the public.

**B/807 To receive apologies**

Apologies were received from Cllr Theresa Watt (Committee Chair)

**B/808 To receive Declarations of Interest**

There were no declarations of interest

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

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

**B/810 To receive the latest budget position**

The Clerk highlighted that all investment interests will be reported at the end of the financial year. Income from the Phone mast at Oldends lane is due in February and is due to exceed budget by approx £5,000.

Committee **NOTED** the latest budget report showing an 'Actual Net' Expenditure totalling £427,314.81; an 'Actual Net' Income of £426,202.01 and Reserve movement totalling £90,561.

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

The Clerk drew Cllrs attention to the latest payment to Cambrian Civil Engineering and also the 3<sup>rd</sup> of three annual payments to Edge IT Systems for the finance software contract.

Committee **APPROVED** BACs payment totalling £31,589.88 and gave **RETROSPECTIVE APPROVAL** for Debit card payments totalling £1,265.04

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

Committee **NOTED** the work undertaken to determine the successful tenderer to provide the Youth services contract for the period April 2025 to March 2028.

Committee **RECOMMENDS** council approve the award of the three year contract to 'The Door' at a cost of £66,150 per year (plus inflation in years two and three); the contract price equates to Core costs of £45,750 and Provisional costs of £20,400

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

Committee **RECOMMENDS** council approve the disposal of the listed equipment

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

Clarification was sought on the meaning of the phrase 'Underwriting Rev Budget' - Officers stated that it referred to a underwriting the revenue budget for the 2024/25 financial year - as the amount was not needed, the money was transferred back to the 'General Reserves'.

Cllrs also noted a number of reserve movements were made to the general reserves that appeared duplicated. The Clerk stated that this was due to an error that is shown to have been rectified

Committee **RECOMMENDS** council approve the latest Reserves allocation

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

- **FOI Publication scheme**  
Committee **RECOMMENDS** council approve the latest Reserves allocation
- **Transparency Code**  
Committee **RECOMMEND** Council approve the latest Transparency Code

**B/816 To approve the purchase of workshop related equipment**

Committee **RECOMMENDS** Council approve the purchase of workshop related equipment totalling £1,791.98 plus vat, using the council's 'Mowers and Equipment' earmarked reserve.

**B/817 To recommend for town council approval:**

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



Committee **RECOMMENDS** council approve the award of the fencing contract to TEK Fencing for the total cost of £2,555 plus vat - to be funded from Earmarked reserves 'Oldends Lane Sewage Development'

- **the annual servicing and remote monitoring for the control unit**  
It was explained that the remote monitoring installation will provide council with the right level of support to ensure the pump is both adequately maintained and fully functioning. This was an unexpected cost but one that will be of significant benefit.  
Committee **RECOMMENDS** council approve the placement of an order for an annual remote monitoring and maintenance contract with TT Pumps, the pump supplier at a first year cost of £700 plus vat and 2<sup>nd</sup> and subsequent annual costs of £930 plus vat. Costs to be accommodated within the revenue budget.

**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**

The Clerk provided an overview of the discussions held with district council officers to date. Should the car park close entirely during the period of resurfacing works, the car park could be reopened within two weeks. Owing to the shape of the car park along with its narrow entrance, partial closure during works to allow some parking would only serve to prolong the work period. The work is now planned for Easter half term in order to maximise the potential to secure alternative parking arrangements. Park Infants school car park is being made available for this purpose and discussions are being held with Wycliffe college and Stonehouse Community Centre. SDC Officers will be holding a drop in session on Tuesday 11<sup>th</sup> February '24 for stakeholders to discuss the resurfacing works along with the review of the existing parking restrictions implemented in Feb '24.

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

- 1. Climate Change Action Forum**  
The working group has not met recently. The need for the group in its current form is to be reviewed
- 2. Communications**  
The latest edition of the council Newsletter is to be sent to the printers by the end of this week. This edition will be delivered to each household
- 3. Oldends Lane Development**  
Sewer line complete and operational. How to close off the old septic tank is currently being considered. Working Group to review terms of reference and present to council to establish whether other planned projects on site remain a Council priority
- 3. Support Stonehouse**  
The new 'Warm Space' leaflets and posters to be distributed to key outlets throughout the town
- 4. Youth**  
The last meeting was held with 'The Door' on 20<sup>th</sup> December '24.
- 5. Policy**

Mike Davis has agreed to help support the Policy WG as a short term measure. There are a number of reviews that are currently outstanding

**6. Internal Audit Panel**

ICC check for the third quarter to be undertaken imminently

**7. Court View**

There was some discussion about whether 'Court View' formed part of the new 'Stonehouse Arboretum and Open Spaces' working group. The Clerk confirmed that this was council's decision in May 2024 and as such the outcome of transfer discussions with Taylor Wimpey should be directed to Environment Committee in future.

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

The Chair called for a vote to exclude members of the public from agenda item B/821 on the basis that the detail contained confidential information. The vote was carried. There were no members of the public present at the 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.***

**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 1<sup>st</sup> March '25

Committee **APPROVED** the reduction in the Project Officer's working hours to 17 hours per week with effect from 1<sup>st</sup> March 2025

2. To approve the application of the salary level to the temporary Business Support Officer to that of the substantive postholder with effect from 1<sup>st</sup> April '25

Committee **APPROVED** the application of the requisite salary level to be applied to the temporary Business Support Officer post should he continue with his employment with the council from 1<sup>st</sup> April '25.



# 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
4221		£108.00	1220/1	18/02/25	Cristom Construction Ltd - Checking drains and tracing - Old Ends Lane	5947
		<b>£108.00</b>			Cristom Construction Ltd - Total	
4219		£30.00	1090/2	18/02/25	Gary Wetson - Phone Charges - Nov, Dec, Jan	
		<b>£30.00</b>			Gary Wetson - Total	
4222		£179.89	1080/2	18/02/25	Gloucestershire County Council - Feb '25 - TH Cleaning	1800806862
		<b>£179.89</b>			Gloucestershire County Council - Total	
4224		£1,060.00	1090/3	19/02/25	MDL Kelex - Stonehouse News x 4000	23130
		<b>£1,060.00</b>			MDL Kelex - Total	
4225		£215.00	1190/4	19/02/25	Old Common Dry Stone Walling - Repair/rebuild dry stone wall High Street/Elm Rd junction	250203
		<b>£215.00</b>			Old Common Dry Stone Walling - Total	
4220		£30.00	1090/2	18/02/25	Paul Crosby - Phone Charges - Nov, Dec, Jan	
		<b>£30.00</b>			Paul Crosby - Total	
4213		£30.00	1090/2	14/02/25	R F Helps - Phone Charges - Nov, Dec, Jan	
		<b>£30.00</b>			R F Helps - Total	
4230		£52.44	1150/3	20/02/25	Stonehouse Autoparts - Aerosol paint, upholstery shampoo, cleaner and sponge	6295771
		<b>£52.44</b>			Stonehouse Autoparts - Total	
4226		£2,208.41	1120	19/02/25	Stroud District Council - Local election recharge	401836420
		<b>£2,208.41</b>			Stroud District Council - Total	
		£4,250.04			Confidential	
<b>Total</b>		£8,163.78				

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
4211		£31.00	1090/1	14/02/25	Delta Nine Ltd - Paper - Paid by Debit Card	
		<b>£31.00</b>			Delta Nine Ltd - Total	
4228		£689.76	1220/3	20/02/25	F H Brundle - Ship Inn Site - 3 x moulded grating	11010431
		<b>£689.76</b>			F H Brundle - Total	
4229		£1,101.00	1220/3	20/02/25	Gates & Fences - Ship Inn Site - 5 Bar Gate & Access	
		<b>£1,101.00</b>			Gates & Fences - Total	
4233		£432.00	1020	25/02/25	Primary Water Solutions - Legionella Risk Assessment - Pavilion	15565
		<b>£432.00</b>			Primary Water Solutions - Total	
4208		£27.47	1020	12/02/25	Safetec Direct - 6 x Safety Gloves for Groundsmen	256802
		<b>£27.47</b>			Safetec Direct - Total	
4209		£79.97	1150/3	12/02/25	Toolstation - 4 Socket Cable Reel & PVC Water Hose	
		<b>£79.97</b>			Toolstation - Total	
<b>Total</b>		<b>£2,361.20</b>				

Signature

Signature

Date



# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/24 and 25/02/25 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
<b>INCOME</b>						
<b>Town Business Committee</b>						
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	£1,840.00	£340.00	22.67%
130	Athletics Field Lease	£0.00	£0.00	£0.00	£0.00	0.00%
135	Phone Mast on Land	£1,000.00	£0.00	£5,998.12	£4,998.12	499.81%
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	£17,968.99	£17,468.99	3493.80%
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 25/02/25 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%
<b>Total Town Business Committee</b>	<b>£414,257.25</b>	<b>£0.00</b>	<b>£442,466.75</b>	<b>£28,209.50</b>	<b>6.81%</b>
<b>EXPENDITURE</b>					
<b>Town Business Committee</b>					
1000 Salaries					
1000/1 Contracted staff	£205,000.00	£0.00	£197,294.30	£7,705.70	-3.76%
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	£197,429.30	£7,570.70	-3.69%
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	£729.62	£1,770.38	-70.82%
1030 Professional Fees	£8,000.00	£375.00	£4,066.63	£4,308.37	-53.85%
1040 IT support					
1040/1 General	£6,750.00	£0.00	£3,308.47	£3,441.53	-50.99%
1040/2 Website	£1,300.00	£0.00	£1,629.80	-£329.80	25.37%
1040/3 Newsletter	£0.00	£0.00	£2,296.00	-£2,296.00	100.00%
1040/4 Phones	£1,500.00	£0.00	£148.10	£1,351.90	-90.13%
1040/5 Printing	£0.00	£0.00	£969.34	-£969.34	100.00%
1040 Total	£9,550.00	£0.00	£8,351.71	£1,198.29	-12.55%
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 25/02/25 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	£652.37	£47.63	-6.80%
1070/3 Electric	£3,000.00	£0.00	£2,557.04	£442.96	-14.77%
1070/4 Gas	£3,000.00	£0.00	£1,669.84	£1,330.16	-44.34%
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	£9,778.19	£3,921.81	-28.63%
1080 Town Hall/Library STC costs					
1080/1 Exterior Maintenance/Cleaning	£1,000.00	£0.00	£198.00	£802.00	-80.20%
1080/2 Interior Cleaning	£1,700.00	£0.00	£1,613.77	£86.23	-5.07%
1080 Total	£2,700.00	£0.00	£1,811.77	£888.23	-32.90%
1090 Admin Expenses					
1090/1 Paper	£250.00	£0.00	£145.40	£104.60	-41.84%
1090/2 Other	£1,000.00	£0.00	£1,930.22	-£930.22	93.02%
1090/3 Printing and Delivery of Newsletters	£4,000.00	£0.00	£2,430.00	£1,570.00	-39.25%

# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/24 and 25/02/25 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	£4,549.27	£700.73	-13.35%
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	£2,208.41	-£2,208.41	100.00%
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	£703.15	£496.85	-41.40%
1140/3 Electric	£6,300.00	£0.00	£6,155.56	£144.44	-2.29%
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	£8,858.04	£4,041.96	-31.33%
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	£1,374.52	-£1,074.52	358.17%
1150/4 Maintenance (programmed)	£1,000.00	£0.00	£214.44	£785.56	-78.56%
1150/5 Waste Collection	£2,000.00	£0.00	£1,284.93	£715.07	-35.75%



# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/24 and 25/02/25 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	£2,893.89	£906.11	-23.85%
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	£602.41	£397.59	-39.76%
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	£2,331.58	£1,468.42	-38.64%
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	£214.97	£85.03	-28.34%
1180/3 Electric	£2,500.00	£0.00	£1,331.62	£1,168.38	-46.74%
1180/4 Cleaning	£1,000.00	£0.00	£878.85	£121.15	-12.12%
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	£5,485.08	£4,914.92	-47.26%
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 25/02/25 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	£7,000.00	£0.00	£7,124.37	-£124.37	1.78%
1210/2	£0.00	£0.00	£0.00	£0.00	0.00%
1210/3	£0.00	£0.00	£1,209.52	-£1,209.52	100.00%
1210	£7,000.00	£0.00	£8,333.89	-£1,333.89	19.06%
1220					
1220/1	£0.00	£54,406.11	£86,876.28	-£32,470.17	100.00%
1220/2	£0.00	£2,254.53	£2,704.53	-£450.00	100.00%
1220/3	£0.00	£12,941.02	£16,559.15	-£3,618.13	100.00%
1220/4	£0.00	£0.00	£0.00	£0.00	0.00%
1220/5	£0.00	£10,000.00	£10,000.00	£0.00	0.00%
1220	£0.00	£79,601.66	£116,139.96	-£36,538.30	100.00%
1230	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
<b>Total Town Business Committee</b>	<b>£376,880.00</b>	<b>£92,815.53</b>	<b>£458,294.92</b>	<b>£11,400.61</b>	<b>-3.02%</b>
Total Town Business Committee In	£414,257.25	£0.00	£442,466.75	£28,209.50	
Total Town Business Committee Ex	£376,880.00	£92,815.53	£458,294.92	£11,400.61	
<b>Total Net Balance</b>	<b>£37,377.25</b>		<b>-£15,828.17</b>		



**Stonehouse Town Council  
Internal Audit/Check February 2025  
Report**

**Basis**

I carried out the Audit/Check based on requirements of Financial Regulation 3.7 (rather than the usual Proforma/Template).

**3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.**

**Non-Conformances**

Four non-conformances were found

Financial Regulation 2.6

This requires Bank Reconciliations are carried out by a Member of Council.

Financial Regulation 7.3

List of Invoices for payment are sent to 3 rather than 5 (all) authorised signatories.

Financial Regulation 7.11

Supplier Account details are required to be checked every two years for avoidance of fraud.

There is currently no regime in place for such checks.

Financial Regulation 9.1

A Debit Card payment was made without the necessary approval of Council (for purchases over £1000).

**Observation**

In relation to Financial Regulation 10 Payment of Salaries and Allowances, the Regulation refers to an Audit Working Group which "shall review Payroll Report through the Council's Internal Control checks". I don't believe such a Working Group currently exists at this time.

I have not checked Payment of Salaries and Allowances this quarter and there have been no issues with previous checks. The FR needs to be amended to reflect current practice.



Keith Terry

13 February 2025

## **INTERNAL AUDIT (Financial Regulations)**

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO; • acts under the policy direction of the council; • administers the council's financial affairs in accordance with all Acts, Regulations and proper practices; • determines on behalf of the council its accounting records and control systems; • ensures the accounting control systems are observed; • ensures the accounting records are kept up to date; • seeks economy, efficiency and effectiveness in the use of council resources; and • produces financial management information as required by the council.

3.5. The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.

3.6. Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such risk management, information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor: • is competent and independent of the financial operations of the council; • reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year; • can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and • has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances: • perform any operational duties for the council; • initiate or approve accounting transactions; • provide financial, legal or other advice including in relation to any future transactions; or • direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

## **2. Risk management and internal control**

2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2. The Clerk/RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

### **Risk Management Policy – last review:**

The policy was last approved 18<sup>th</sup> March 2024; the risk review was approved on 22<sup>nd</sup> April '24-TC



2.3. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

What is "new activity". When was the last RA prepared?

The council has risk assessments for all of the council's main operations – all of the RA's have recently been reviewed we have not added to our list of operations recently – TC

2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

Last review? Certified in AGR 13.05.24, FTC 13.05.24

2.5. The accounting control systems determined by the RFO must include measures to: • ensure that risk is appropriately managed; • ensure the prompt, accurate recording of financial transactions; • prevent and detect inaccuracy or fraud; and • allow the reconstitution of any lost records; • identify the duties of officers dealing with transactions and • ensure division of responsibilities.

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements as evidence of this. This activity, including any exceptions, shall be reported to and noted by council.

#### Reconciliation carried out?

The town council has several bank and building society investment accounts – you will know about all of these as they are detailed in the budget papers and the end of year accounts. The council is only updated on its investments/savings by only two organisations – Lloyds Bank and CCLA – these updates are provided on a monthly basis as has been explained on several occasions at FTC. Bank reconciliations are completed on these two accounts, of which reconciliation is only provided on the Lloyds account – this is presented under the relevant agenda item 'To receive the RFOs budget report and bank reconciliation for (a particular month). All accounts are reconciled as best we can each quarter and signed off by both the RFO and Chair of Council. We have not added a further check but would be more than happy to accommodate this. Please note that this will have to be done on a timely basis as each quarter's accounts are closed when the VAT claim is made – HMRC are very particular on this

Auditor/Checker comments: FR is explicit in that the reconciliation shall be carried out by a member. Possibly this was intended/could be part of the audit process(?)

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.



Last back up. How. Where.

04.02: TC: Backed up automatically to "The Cloud"

### 3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain: • day-to-day entries of all sums of money received and expended by the council and the matters to which they relate; • a record of the assets and liabilities of the council;

Asset Register up to date? Latest entries / Disposals The office has an ongoing purchase list of major items of purchase – this will not include consumables and in some cases small pieces of equipment. The inventory is perhaps updated half yearly or so and then the purchases/disposals are uploaded on to an overall asset list. The list is normally presented to FTC annually. Happy for you to come in and look at the asset list. Please note that the list is an historic one going back many years.

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return (AGAR).

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.

3.6. Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7 The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor: • is competent and independent of the financial operations of the council; • reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year; • can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and • has no involvement in the management or control of the council



3.9. Internal or external auditors may not under any circumstances: • perform any operational duties for the council; • initiate or approve accounting transactions; • provide financial, legal or other advice including in relation to any future transactions; or • direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### Banking and Payments

6.2. The council must have safe and efficient arrangements for making online BACS payments, to safeguard against the possibility of fraud or error. **Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.**

**Has there been any payment involving less than two persons?**

**Assured that using Edge there is no way a single person can make a payment through the system.**

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

#### 7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify five councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

**Five Cllrs identified?**

**Lloyds, CCLA, Nationwide, Melton x 5. Charity Bank x 6 (inc The Clerk).  
Cambridge will only permit x4**

7.2. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.3. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, **shall be sent by email to all five authorised signatories.**

#### **Signatories approved FTC 13.05.24**

##### **Is this happening?**

No. Approved transactions mailed to Cllrs Watt, Curtis and Kambites ie 3 authorised signatories

7.4. In the prolonged absence of the Service Administrator, the Deputy Clerk will act as the Service Administrator for the purpose of setting up any payments due before the return of the Service Administrator.

7.5. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

##### **Payment Numbers**

4180	25794.54
4184	1424.4
4172	139.25

These payments, as reported for approval at Business Committee, 03.02 are pending approval by second signatory.

7.6. Evidence shall be retained showing which members approved the payment online for audit purposes.

Is retained within Edge system

7.7. A full list of all payments made in a month shall be provided to the next council meeting through a Bank Reconciliation statement a copy of which will be appended to the minutes}.

Reviewing the payment list provided at the Business Committee meeting 03.02.25, following transactions numbers were checked in case they were undisclosed payments:

4173: Direct Debit for CCTV Camera (SPICE)  
4174: Direct Debit TV Licence (Pod)  
4182: In process (Room Hire).

7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised signatories. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.

Re signed/approved: this has been amended and applies only to BACS and Direct Debit payments

When did the use of DDs last get reviewed?



Reviewed annually – last approved by council 18<sup>th</sup> March 2024-TC

7.9. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

Payments above approved online by two bank signatories?

Proven by 7.5 above. (Also by Council in Committee)

Approval BACS/CHAPS last renewed? TBC Reviewed annually – last approved by council 18<sup>th</sup> March 2024-TC

7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.

**Payment by Standing Orders – Instructions signed/approved by two members**

**Approval last reviewed?** Reviewed annually – last approved by council 18<sup>th</sup> March 2024-TC

7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. **Data held should be checked with suppliers every two years.**

**When was data last checked?**

These are not checked with any regularity – it is a rarity that supplier accounts details are ever changed. Should the council be notified of any changes, this would normally be via a letter on headed paper. We do not carry out two yearly checks on supplier accounts details. I fail to see how continuing to make payments to existing suppliers on unchanged account details can area for fraud-TC

Auditor/Checker comment: It is an FR requirement so should be carried out. (I assume there is a fear someone might substitute their Bank Details thus hi-jacking payment meant for the vendor).

7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

**Anti-virus, spyware and firewall software installed? All via IT providers.**

7.13. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.



## 8. Cheque payments

### Have there been any payments by cheque?

No

8.1 Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the clerk

8.2 A signatory having a family or business relationship with the beneficiary of a payment shall not, under any circumstances, be a signatory to that payment

8.3 To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and cheque

8.4 Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council (or committee) meeting. Any signatures obtained away from council meetings shall be reported to the council or Business committee at the next convenient meeting

## 9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or Business committee in writing before any order is placed.

### Payment 4183 £1209.53 (Business Committee 03.02.25) authorised as per above?

This payment - for Van Insurance - was made without authorisation. An oversight: negotiations took longer than expected (apparently significant savings were achieved) and there was insufficient time to get approval.

9.2. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £300 including VAT, incurred in accordance with council policy.

No such purchases noted

## 10. Payment of salaries and allowances

Internal Audit/Check has not, on this occasion, reviewed these payments.

Financial Regulation 10.6 states that "Payroll reports will be reviewed by the Audit Working Group through the Council's quarterly Internal Control Checks to ensure that the correct payments have been made"

Since there is no Audit Working Group at this time the FR should be reviewed and potentially revised before the next Internal Audit.

**Annual Review of Approved Annualised, Direct Debit, Standing Order payments for the 2025/26 financial year – March 2025**

Payments for Business rates to be made in full at the commencement of financial year 2025/26

Council currently pays the following by Variable Direct Debit to the council's current ongoing suppliers:

- YU Energy – (Supplies for 4 Electricity Meters and 1 Gas Meter)
- Waterplus – (Three water meters)
- Lloyds Bank – (Bank charge)
- BT – (Pod internet)
- PEAC Finance - (Office printer)
- John Stayte Services - (Vehicle Fuel)
- NEST pension – (Staff Pension)
- TV Licensing
- Sky Mobile – (Ship Inn site)
- Peninsular

Officers **recommendations** for the 2023/24 Financial Year are as follows:

1. Continuing with Standing Order arrangements for the following payments:
  - Salaries (Clerk, Deputy Clerk, Business Support Officer (Substitute BSO), Project Officer, Senior Grounds person and Grounds person
  - PATA payroll & pension admin services
2. Continuing with the Variable Direct Debit arrangements for payments, as detailed above.

\* All other payments are made using bank transfers (BACS) or the council's Debit card.



## ENVIRONMENTAL POLICY

### 1 Introduction

1.1 This policy describes a set of principles about how the Town Council manages its day-to-day operations in an environmentally sustainable way and will be accompanied by an Action Plan, drawn up by staff, detailing how the policy will be implemented.

1.2 This policy should be read in conjunction with the Motion adopted by the Council in March 2019 acknowledging a Climate Change Emergency, which sets out our commitment to put carbon reduction and environmental sustainability considerations at the heart of every action and decision the Council takes.

1.3 It should also be read in conjunction with the Council's Biodiversity Policy which sets out how we manage the natural environment for which the Council is responsible.

### 2 Policy

2.1 Stonehouse Town Council recognises that its day-to-day operations impact both directly and indirectly on the environment.

2.2 We aim to protect and improve the environment through good management and by adopting best practice wherever possible, seeking to prevent pollution to land, air and water and reduce our use of water, energy and any other natural resources.

2.3 We will work to integrate environmental considerations into our business decisions and adopt greener alternatives throughout our operations in a process of continual improvement as "green" technology itself improves and develops.

2.4 The precautionary principle requires that, if there is a strong suspicion that a certain activity may have environmentally harmful consequences, it is better to control that activity now rather than to wait for incontrovertible scientific evidence. This principle will be considered in any project or activity being undertaken by the Council, but also any new development or technology being proposed or consulted on by other bodies.

2.5 In order to discharge its responsibilities the Council and its staff will:

#### 2.5.1 Management

- monitor the continuous improvement in our environmental performance and carry out regular audits of the environmental management system



- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- provide suitable training to enable employees to deal with their specific areas of environmental control
- provide adequate resources to control environmental risks arising from our work activities

#### 2.5.2 Risk Management

- minimise and where possible eliminate risks to the environment, and, where possible, take measures to enhance the environment, through selection and design of materials, buildings, facilities, equipment and processes
- identify and manage environmental risks and hazards and ensure that emergency procedures are in place at all locations for dealing with environmental issues

#### 2.5.3 Waste

- minimise air pollution, landfilled waste, and waste sent to incineration from the Council's operations.
- manage its waste in accordance with the Waste Hierarchy by minimising waste and reusing and recycling wherever possible
- minimise waste and increase recycling within the Council's buildings and operations.
  - In council-owned facilities that are used by the community, each hirer will be asked to remove all waste from the building when they leave in order to encourage them to reduce their production of waste. Recycling containers will be made available to enable the recycling of glass, plastic, cans and paper and there will be an ample supply of crockery, glasses and cutlery to enable hirers to use what is available and thus cut down on the use of disposable products.
  - At Council-run events we will avoid using disposable items and reuse and recycle wherever possible. For functions, we will provide recycling bins for glass, plastic, cans and paper.
  - We will keep a watching brief on segregated collections from the office and implement such collections as soon as practicable.

#### 2.5.4 Energy

- purchase our gas and electricity from renewable energy suppliers and factor in the benefits of CO2 neutrality even if there is a cost increase.
- seek to find funding and ways to improve the environmental performance of all council-owned buildings by measures such as:
  - Improved insulation
  - Solar PV panels (with battery backup where appropriate)
  - "Grey water" harvesting and reuse
  - Light wells
  - Ground or Air-sourced heat pumps
  - Adoption of "Passivhaus" principles for ventilation and insulation
  - Motion-sensor controlled lighting & Solar shading
  - Responsibly and renewably sourced building materials
  - electric vehicle charging bay(s)

#### 2.5.5 Transport

- improve the environmental efficiency of staff transport and travel
  - Councillors and staff should use public transport or walk / cycle when travelling on town council business when feasible, and will only be paid private car mileage expenses when these methods of travel are not possible, due to personal circumstances, availability, safety or other considerations.

#### 2.5.6 Water

- seek to ensure that water is used efficiently.
- regularly check the efficiency of water taps, along with the avoidance of any water leakage.

#### 2.5.7 Stakeholders

The Council will:

- bring this Environmental Policy Statement to the attention of all stakeholders and involve customers, partners, clients, suppliers and subcontractors in the implementation of our objectives
- only engage contractors who are able to demonstrate due regard to environmental matters
- promote environmentally responsible purchasing

Contractors should:

- source materials from sustainable supplies
- use recycled materials where possible

2.6 This Environmental Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation.

2.7 Any changes to the Policy will be brought to the attention of all stakeholders.

Reviewed: 15<sup>th</sup> Feb '21 (Minute Number : TC2558)

Review Date: Feb 2024





## **BIODIVERSITY POLICY**

### **1. Introduction**

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural

Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act

2021, Stonehouse Town Council (hereinafter referred to as the Council) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective. This duty also means that town and parish councils can spend funds in conserving biodiversity.

### **2. Definition**

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants - everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

### **3 Policy aims and objectives**

3.1 The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's area.

3.2 The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

3.3 In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses and council operations in the adoption of low impact / nature positive practices.



- encourage and support other organisations within the parish / town to manage their areas

of responsibility with biodiversity in mind.

- support residents and local organisation activities to enhance and promote biodiversity.

## 4 Policy implementation

### 4.1 Planning applications

The Council will:

- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- consider what each proposed development might make in terms of biodiversity net gain.
- include policies in support of biodiversity within the neighbourhood plan.

### 4.2 Land and property management

The Council will:

- carry out a biodiversity audit of its landholdings.
- consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regard to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's regulations for plant protection products.
- take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- source sustainable materials when procuring supplies for the Council's use
- consider biodiversity issues and the implementation of changes when managing its buildings.

#### 4.3 Local community

The Council will:

- raise public awareness of biodiversity issues, including through its website and newsletters.
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

#### 4.4 Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

#### 5. Monitoring

This policy was adopted on xx (Minute reference yy) and will be reviewed in two years or sooner should legislation dictate / each year at the Annual Meeting. A Local Nature Plan will be developed and progress reported on. (by the new Woodlands and open spaces committee??)

**Stonehouse Town Council has responsibility for these following sites that will be impacted by its biodiversity policy:**

Oldends Lane playing Field

Meadow road playing Field

Laburnum Playing Field

Stagholt Field and allotments

Doverow Woods

Old Chapel Gardens

Town Greens in High Street including Memorial Green

Some verges/hedges throughout the town



## Appendix 1

### Draft Action Plan

SITE / Objective	Action	Outcome	Target Years	Reporting/publicity
Whole council area	Raise local awareness of biodiversity.	Gain local support for action.	Ongoing	Newsletter, social media, website
Protect and support biodiversity	Encourage suitable planting and wildflower seeding to support biodiversity.	Connect & diversify habitats to meet the needs of a variety of wildlife species	Ongoing	Mapping
Recreation ground	<p>Sympathetic hedge management</p> <p>Leave areas unmown</p> <p>Sow wildflower seeds</p> <p>Don't use pesticides</p> <p>Leaving standing/lying dead wood as a habitat for invertebrates.</p> <p>Removing invasive or species that are detrimental to native flora and fauna as required.</p>	<p>Food sources and cover</p> <p>Encourages wildlife</p>	Ongoing	Newsletter/website
Other open spaces	<p>Encourage residents to pick up after dogs and remove litter</p> <p>Work with other agencies re verge management for wildlife vs safety</p>	<p>Protecting habitats</p> <p>Protecting/enhancing habitats</p>	ongoing	
Built Environment	Ensure planning consultations are considered against the requirements of the Neighbourhood Plan and Biodiversity policies.	<p>Protecting and enhancing habitats</p> <p>Extending habitats</p>	ongoing	

	Encourage hedgehog/small animal highways in new developments.			
Increase community awareness of biodiversity	<p>Ask residents for their views on what they would like to be done to conserve biodiversity within the parish.</p> <p>Raise awareness of the importance of gardens as habitats for wildlife, with possible actions highlighted in the town newsletter.</p> <p>Create a page on the parish council website for photographs / information / links</p> <p>Encourage local farmers to contribute.</p> <p>Provide seed bombs / bulbs etc. for residents' use.</p> <p>Discourage floodlighting.</p>	<p>Engagement/ownership of biodiversity</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> <p>Extending habitats.</p> <p>Protect nocturnal animals</p>		
Support community projects	<p>Support hedge/tree planting/sowing in any appropriate areas.</p> <p>Work in partnership with the school to develop young people's awareness of the environment around them.</p> <p>Consider events and offer volunteering opportunities to</p>	<p>Extending habitats.</p> <p>Promote biodiversity.</p> <p>Promote biodiversity</p>		



	support biodiversity, working with local organisations.			
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Stonehouse Community Association  
Profit And Loss Account  
From 1/1/25 to 31/1/25 and from 1/4/24 to 31/1/25

			Month £		YTD £
Income	Community Lunches & Cafe	322		3,469	
	Grants	-		150	
	Other	5		1,034	
	Rents	2,552		29,158	
			2,879		33,810
Expenses	Bookkeeping	-		(385)	
	Cleaner	(460)		(5,075)	
	Cleaning and cleaning materials	(420)		(2,172)	
	Community Cafe Costs	(101)		(1,928)	
	Community cafe support	-		(445)	
	Gardening	-		(800)	
	Insurance	-		(3,035)	
	Light and heat	(1,439)		(6,808)	
	Other professional fees	-		(75)	
	PPL	-		(1,356)	
	Printing, postage and stationery	-		(106)	
	Rent	-		(1,000)	
	Repairs and renewals	(306)		(14,402)	
	Sundry	-		(96)	
	Telephone	(38)		(441)	
	Trustee fees	-		(100)	
	Wages and wardens expenses	(1,440)		(12,720)	
	Water rates	(65)		(1,283)	
	Website costs	(36)		(324)	
	Write offs - discounts given	-		(498)	
			(4,305)		(53,049)
			(1,426)		(19,239)
Net loss			(1,426)		(19,239)



Stonehouse Community Association  
Balance Sheet  
As at 31/1/25 and 31/12/24

			31/1/25 £		31/12/24 £
Debtors	Stock	25		25	
			25		25
Rents Receivable Led	Allsorts Gloucestershire	-		50	
	Annie Walters Chiropodist Foot	40		-	
	Bingo Parsons K + S	176		-	
	Chris Handbury	95		-	
	Curious Kids	20		-	
	Family Group Services	87		87	
	Fostering Support Group	78		39	
	Friendly Circle	44		-	
	Glos Rural Community Council (	39		-	
	Gloucestershire Parents Carer	39		-	
	Green Scout - Dan Robinson	720		440	
	Hopelands School	400		400	
	Keep Fit Scott	66		-	
	Labout Co-op	29		-	
	NHSB&T Blood Donors	170		-	
	Pensioners Club	88		-	
	QI Chris Handbury	209		304	
	Severn Valley Ring Craft	160		-	
	Stroud Homes (S Barnes)	-		68	
	The Stroudwater Textile Trust	-		39	
	Users	(11)		(66)	
			2,449		1,361
Bank accounts	Cafe Lunches Cash Account	221		121	
	Current account	3,980		4,584	
	Deposit account	8,186		8,186	
	Petty Cash	16		25	
			12,403		12,916
Creditors ledger	PPL PRS	167		167	
			167		167
Other creditors	Deferred income	(2,099)		(99)	
			(2,099)		(99)
Net assets			12,944		14,370
			£		£
Beneficiaries	Income account brought forwar	32,184		32,184	
	Net loss	(19,239)		(17,813)	
			12,944		14,370
Total funds			12,944		14,370