



## 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 **TUESDAY 1<sup>st</sup> April 2025 at 7pm** at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA

### Committee Members:

Councillors: Keren Capeling, Neil Gibbs, Carol Kambites (Committee Vice Chair), John Parker, Val Randell, Keith Terry, Carol Trim 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

26<sup>th</sup> March 2025

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

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### A G E N D A

B/835 To receive apologies

B/836 To receive Declarations of Interest

B/837 To approve the minutes of the Business Committee meeting held on 3<sup>rd</sup> March '25

B/838 To receive the latest budget position

B/839 To approve the latest BACS payment list and provide retrospective approval for Debit Card Payments

B/840 To approve a grant application from the Great Western Air Ambulance Charity

B/841 To confirm the arrangements to sell the council's 'Iseki' ride on mower.

B/842 To recommend for council approval the following updated Policies:

- Terms of Reference for Town Council and Committees
- Scheme of Delegations

B/843 To discuss future car parking restrictions that are being considered by Stroud District Council for introduction to the High street car park.

B/844 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/845 To note the date of the next meeting - Monday 6<sup>th</sup> May 2025

Notes on Agenda items, BC Tuesday 1<sup>st</sup> April 2025

<b>B/837 Minutes</b>	In supporting papers
<b>B/838 Budget</b>	Budget report in supporting papers
<b>B/839 Payment lists</b>	Members to note that papers will include the following: <ul style="list-style-type: none"> <li>• <b>Payment list for all BACS payments requiring approval</b></li> <li>• <b>Payment list for debit card payments already made but requiring retrospective approval</b></li> </ul>
<b>B/840 Grant App</b>	See attached Grant application and accompanying information
<b>B/841 Disposal</b>	In 2024, council approved the sale of the council's ISEKI ride on mower alongside other grounds equipment. There were three interested parties with Stonehouse town football club offering the highest sum. After the meeting, attention was brought to the fact that the volunteers maintaining the Ship Inn site would need equipment of the type the town council were about sell – this included the Iseki rideon mower. The sale was therefore halted until such time as it could be established whether roll over protection bars could be fitted to the mower retrospectively. It appears that the mower cannot be retrofitted with ROPs. As officers have been given the authority to sell the rideon mower, the item will be sold to one of the interested parties as soon as possible.
<b>B/842 Policies</b>	See attachments
<b>B/843 High street CP</b>	Stroud District Council to supply information – this will hopefully be provided in time for the meeting







## STONEHOUSE TOWN COUNCIL

Minutes of a Town Business Committee Meeting held on Monday 3<sup>rd</sup> March 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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In the absence of the Chair of Committee, the Vice Chair, chaired the meeting

**B/822 To receive apologies**

Apologies were received from Cllrs Theresa Watt

**B/823 To receive Declarations of Interest**

There were no declarations of interest

**B/824 To approve the minutes of the Business Committee meeting held on 3<sup>rd</sup> Feb '25**

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

**B/825 To receive the latest budget position**

The Clerk highlighted several budget lines:

- Misc income - the 'actual net' did not correspond with the detailed transactions sheet - this to be looked into
- Anticipated overspend on salaries - it had been a difficult year with many changes and unknown factors
- Election costs budget line needs to have corresponding link to earmarked reserve budget
- Pavilion electric costs - £3k of costs comes from underpayment in 2023/24 financial year - Yu Energy issue



- Project works detailed in budget line 1220 - costs need to have corresponding earmarked reserve draw downs

It was explained that whilst it may appear that the budget overall will be overspent, this is in fact not the case as over £92k has been drawn from earmarked reserves.

Committee **NOTED** the latest budget position of 'Actual Income' totalling

**B/826 To approve the latest BACS payment list and provide retrospective approval for Debit Card Payments**

Committee **APPROVED** the following payments:

BACS payment totalling £8,163.78

Debit Card payments totalling £2,361.20 (Retrospective approval)

**B/827 To receive a report from Audit Panel in relation to the council's internal control checks for Q3**

Discussion highlighted a small number of minor issues in relation to the council's Financial Regulations - these were discussed with the following

**RECOMMENDATIONS:**

- Para 2.6 - Delete the paragraph
- Para 7.3 - Change current practice to reflect the FRs
- Para 7.11 - Implement information checks as required
- Para 9.1 - Officers to strictly follow FR requirements
- Observation - Observation noted - no action necessary

**B/828 To recommend for council approval the list of organisations and individuals to be paid through either Standing Order or Variable Direct Debit in 2025/26**

Committee **RECOMMENDED** adoption of the new payment approval list from 1<sup>st</sup> April '25

**B/829 To recommend for council approval the following updated document:**

- **Environmental Policy**

Committee **RECOMMENDED** adoption of the latest Environmental Policy

**B/830 To recommend for council approval the following new document:**

- **Biodiversity Policy**

It was felt that there was some merit to the policy forming part of the council's Environmental Policy. This to be discussed in more detail later in the year

Committee **RECOMMENDED** adoption of the new Biodiversity Policy

**B/831 To receive the latest accounts for the operation of Stonehouse Community Centre**

The accounts highlighted the fact that it was likely that the community centre budget would be a net loss by the end of the year end. Whilst the council had provided the community association with support grant funding





to aid raise the centre's profile and draw in additional income, the funding had not yet been used.

Committee NOTED the latest accounts

**B/832 To receive updates from the following working groups:**

**1. Climate Change Action Forum**

Nothing to report

**2. Communications**

The Council's Newsletters are currently being delivered to all properties

**3. Oldends Lane Development**

The sewer project has been completed. The focus for the site is currently on the water run off from the playing fields into the septic tank - this needs to be looked at in earnest before final arrangements could be made with the septic tank

**3. Support Stonehouse**

The latest 'Warm Spaces' leaflets were being distributed to key outlets around the town

**4. Youth**

An introduction was made with a representative of a local mental health support group currently helping young people at school

The Door is currently undertaking a sponsored walk from Lechlade to Dursley to generate funding for the local youth service work

**5. Policy**

Currently making progress - more policies to come through for adoption - special thanks goes to Mike Davis

**6. Internal Audit Panel**

As discussed above

**7. Court View**

There appears to be further delay in the developer agreeing works that will lead to the council's adoption of the site

**B/833 To note the date of the next meeting - Monday 1<sup>st</sup> April 2025**

Committee NOTED the date of the next meeting

The Chair asked for a vote to exclude members of the public from the meeting to allow discussion on confidential matters in agenda item B/834

***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/834 To receive an update from HR Sub Committee**

The Chair of HR Sub Committee provided an overview on the following current issues:

- The recent resignation of the Senior Town Maintenance Officer and his scheduled exit interview





- The offer and acceptance of the role to the existing town Maintenance Officer
- The advertising of the Town Maintenance Officer's post and the interviews that will take place on 13<sup>th</sup> March
- Following the reduction in the Project Officer's hours, HR will be discussing the potential to create further project officer time at its meeting on Wednesday 5<sup>th</sup> March.

The Chair closed the meeting



# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/24 and 25/03/25 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	£898.45	£98.45	12.31%
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	£2,000.37	£500.37	33.36%
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	£2,625.00	£525.00	-16.67%
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	£18,877.27	£18,377.27	3675.45%
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%



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## for Town Business Committee

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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	£21,651.65	£11,651.65	116.52%
<b>Total Town Business Committee</b>	<b>£414,257.25</b>	<b>£0.00</b>	<b>£445,388.47</b>	<b>£31,131.22</b>	<b>7.51%</b>
<b>EXPENDITURE</b>					
<b>Town Business Committee</b>					
1000 Salaries					
1000/1 Contracted staff	£205,000.00	£0.00	£213,211.92	-£8,211.92	4.01%
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	£213,346.92	-£8,346.92	4.07%
1010 Training & Recruitment					
1010/1 Contracted Staff	£3,000.00	£0.00	£1,925.28	£1,074.72	-35.82%
1010/2 Councillors	£1,000.00	£0.00	£530.00	£470.00	-47.00%
1010 Total	£4,000.00	£0.00	£2,455.28	£1,544.72	-38.62%
1020 Health & Safety	£2,500.00	£0.00	£765.61	£1,734.39	-69.38%
1030 Professional Fees	£8,000.00	£375.00	£4,442.76	£3,932.24	-49.15%
1040 IT support					
1040/1 General	£6,750.00	£0.00	£3,699.31	£3,050.69	-45.20%
1040/2 Website	£1,300.00	£0.00	£1,975.78	-£675.78	51.98%
1040/3 Newsletter	£0.00	£0.00	£2,296.00	-£2,296.00	100.00%
1040/4 Phones	£1,500.00	£0.00	£171.77	£1,328.23	-88.55%
1040/5 Printing	£0.00	£0.00	£1,054.17	-£1,054.17	100.00%
1040 Total	£9,550.00	£0.00	£9,197.03	£352.97	-3.70%
1050 Office Equipment Renewals	£500.00	£2,838.87	£3,307.86	£31.01	-6.20%





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## for Town Business Committee

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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	£25,000.00	£35,097.00	-£97.00	0.97%
1060/2 Long-Term	£7,400.00	£0.00	£3,000.00	£4,400.00	-59.46%
1060 Total	£17,400.00	£25,000.00	£38,097.00	£4,303.00	-24.73%
1070 Town Hall/Library Shared Costs					
1070/1 Rates	£4,500.00	£0.00	£10,512.69	-£6,012.69	133.62%
1070/2 Water	£700.00	£0.00	£725.52	-£25.52	3.65%
1070/3 Electric	£3,000.00	£0.00	£2,821.60	£178.40	-5.95%
1070/4 Gas	£3,000.00	£0.00	£1,969.98	£1,030.02	-34.33%
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	£16,029.79	-£2,329.79	17.01%
1080 Town Hall/Library STC costs					
1080/1 Exterior Maintenance/Cleaning	£1,000.00	£0.00	£216.00	£784.00	-78.40%
1080/2 Interior Cleaning	£1,700.00	£0.00	£1,763.68	-£63.68	3.75%
1080 Total	£2,700.00	£0.00	£1,979.68	£720.32	-26.68%
1090 Admin Expenses					
1090/1 Paper	£250.00	£0.00	£145.40	£104.60	-41.84%
1090/2 Other	£1,000.00	£0.00	£2,029.94	-£1,029.94	102.99%
1090/3 Printing and Delivery of Newsletters	£4,000.00	£0.00	£2,430.00	£1,570.00	-39.25%



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## for Town Business Committee

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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	£4,648.99	£601.01	-11.45%
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	£2,208.41	£2,208.41	£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	£756.85	£443.15	-36.93%
1140/3 Electric	£6,300.00	£0.00	£6,562.51	-£262.51	4.17%
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	£9,318.69	£3,581.31	-27.76%
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	£1,726.69	-£1,426.69	475.56%
1150/4 Maintenance (programmed)	£1,000.00	£0.00	£214.44	£785.56	-78.56%
1150/5 Waste Collection	£2,000.00	£0.00	£1,339.23	£660.77	-33.04%



# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/24 and 25/03/25 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	£3,300.36	£499.64	-13.15%
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	£2,625.98	-£1,225.98	87.57%
1180/2 Water	£300.00	£0.00	£238.21	£61.79	-20.60%
1180/3 Electric	£2,500.00	£0.00	£1,513.99	£986.01	-39.44%
1180/4 Cleaning	£1,000.00	£0.00	£968.85	£31.15	-3.12%
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	£7,239.57	£3,160.43	-30.39%
1200 Subscriptions	£3,500.00	£0.00	£4,374.84	-£874.84	25.00%
1210 Insurances					





# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/24 and 25/03/25 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	£86,876.28	£86,876.28	£0.00	0.00%
1220/2	Stagholt	£0.00	£2,254.53	£2,704.53	-£450.00	100.00%
1220/3	Ship Inn site	£0.00	£18,344.15	£18,344.15	£0.00	0.00%
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	£117,474.96	£117,924.96	-£450.00	100.00%
1230	Climate Change	£5,000.00	£0.00	£4,690.00	£310.00	-6.20%
<b>Total Town Business Committee</b>		<b>£376,880.00</b>	<b>£147,897.24</b>	<b>£509,793.47</b>	<b>£14,983.77</b>	<b>-3.98%</b>
Total Town Business Committee In		£414,257.25	£0.00	£445,388.47	£31,131.22	
Total Town Business Committee Ex		£376,880.00	£147,897.24	£509,793.47	£14,983.77	
<b>Total Net Balance</b>		<b>£37,377.25</b>		<b>-£64,405.00</b>		



# 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
4271		£436.50	2050/3	20/03/25	Abbey Loos - 6 x Portaloo hire - outstanding balance. Deposit paid Trans No. 4255	78817
		<b>£436.50</b>			Abbey Loos - Total	
4270		£38.88	1090/2	20/03/25	Carlos Novoth - Expenses - milk, coffee, tea, toilet paper, parking, bleach, washing up liquid, sugar	
		<b>£38.88</b>			Carlos Novoth - Total	
4278		£250.00	1190/5	20/03/25	David Kaspar - 5 x M25 apple trees, 5 x MM106 apple trees	31
		<b>£250.00</b>			David Kaspar - Total	
4261		£1,272.78	1010/1	13/03/25	GB Sport & Leisure - Wetpour Training In House & materials - Dursley Town Council & Stroud Town Council to be invoiced for 4 attendees	17107
		<b>£1,272.78</b>			GB Sport & Leisure - Total	
4263		£179.89	1080/2	18/03/25	Gloucestershire County Council - Mar '25 TH Cleaning	1800811628
		<b>£179.89</b>			Gloucestershire County Council - Total	
4277		£15,000.00	1060/1	20/03/25	Home-Start Stroud and Gloucester - 1st Annual Grant Payment of three - TC3354 9th December '25	
		<b>£15,000.00</b>			Home-Start Stroud and Gloucester - Total	
4272		£50.00	1060/1	20/03/25	Stonehouse Park Federation - Sponsorship for Easter Bunny Trail - Approved FTC 17th March '25 TC3401. (Invoice states £60 but original request was £50.)	
		<b>£50.00</b>			Stonehouse Park Federation - Total	
4267		£2,500.00	1060/1	19/03/25	Stonehouse Walking Festival - Grant - Approved FTC 17th March '25 TC3399 - Payment made to Stonehouse Community Partnership	
		<b>£2,500.00</b>			Stonehouse Walking Festival - Total	
4273		£5,613.75	1070/1	20/03/25	Stroud District Council - Non-domestic Rates - TH - 2025/26	
4274		£1,458.88	1180/1	20/03/25	Stroud District Council - Non-domestic Rates - Pod - 2025/26	
4275		£0.00	1090/2	20/03/25	Stroud District Council - Non-domestic Rates - Football Ground - 2025/26 £0.00 amount	
		<b>£7,072.63</b>			Stroud District Council - Total	
4284		£43.19	1020	21/03/25	Theresa Watt - 1 x Defib Data Transfer Cable - Pavilion	
		<b>£43.19</b>			Theresa Watt - Total	

Signature

Signature

Date



# 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
		£3,376.86	Confidential			
<b>Total</b>		£30,220.73				

Signature

Date

Signature





# 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
4268		£312.00	1220/3	19/03/25	Green Farm Seeds Ltd - Greenscape Lawn Grass Seed - Ship Inn Site	
		<b>£312.00</b>			Green Farm Seeds Ltd - Total	
4264		£34.18	1150/3	18/03/25	Hygiene4Less - Graffiti Removal Wipes	32996
		<b>£34.18</b>			Hygiene4Less - Total	
4265		£388.43	1150/3	18/03/25	Screwfix - Reciprocating saw & blades, grinder, compressor & graffiti remover	21092867979
		<b>£388.43</b>			Screwfix - Total	
<b>Total</b>		<b>£734.61</b>				

Signature

Signature

Date





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

Telephone: 01453 822070 email: townclerk@stonehousetowncouncil.gov.uk

## Stonehouse Community Grant Application Form

Name of Club, Group or Organisation

**GREAT WESTERN AIR AMBULANCE CHARITY (GWAAC)**

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

**Mi Nguyen - Supporter Engagement Assistant**

Address

**3rd Flr, County Gates, Ashton Rd, Bristol BS3 2JH**

Telephone Number: 0303 4444 999 email: mi.nguyen@gwaac.com

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

Is your organisation:

- |   |                     |
|---|---------------------|
| 1) Stonehouse based for Stonehouse residents  | <del>YES</del> / NO |
| 2) a Gloucestershire Organisation serving Stonehouse  | <del>YES</del> / NO |
| 3) Stonehouse branch of a National Organisation   | <del>YES</del> / NO |
| GWAAC responds to urgent 999 calls and provides hospital-level emergency care directly at the scene. Our service operates every day |                     |
| 4) Other  |                     |

How much of the funds you raise is used locally?

**ALL** / MOST / SOME / NONE

What is your total local membership?

What is your VAT status?

REGISTERED / NOT-REGISTERED

Registration Number - 295 6766 39

What are the aims and objectives of your Organisation?

GWAAC responds to urgent 999 calls and provides hospital-level emergency care directly at the scene. Our service operates across Gloucestershire every day of the year. In 2024 we responded to a record number of incidents in Gloucestershire with 621 people needing the skills of GWAAC's specialist team. We use the fastest method to reach patients, whether by our helicopter or critical care cars, and provide lifesaving critical care not available in standard ambulances. This includes blood transfusions, anaesthesia and surgery on the scene. The ability to perform lifesaving treatment at speed ensures the best chance of survival.



**Details about the grant you are applying for:**

To which Funding Scheme are you applying (please tick)

- ☒ Small grants (under £1000)
- Large Grants (over £1000)
- Carbon Reduction Grants
- Revenue Grants

What will the grant be used for?

The grant will help fund a critical care mission. Each lifesaving mission costs £2,200, and GWAAC relies on voluntary contributions as it operates independently of government funding.

What is the total cost going to be?

We need to raise over £4 million in yearly running costs while operating independently of government funding.

How much would you like Stonehouse Town Council to contribute?

A donation of £2,200 would fund a lifesaving mission however any level of funding would be hugely appreciated. This will benefit anyone in Stonehouse who may need our help.

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

We are funded from voluntary donations from the community, GWAAC lottery, community events, corporate supporters, grant-giving bodies and Gifts in Wills.

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

We continue with fundraising efforts mentioned above. We have not approached other bodies specifically for funding missions in Stonehouse but are appealing to councils in Gloucestershire to contribute to our running costs in 2025.

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

£378,673.33 (balance in GWAAC bank account as of the end of January 2025)

What impact will the project have on the environment?

We have set ourselves a target to be carbon neutral by 2030 amid the necessity to use our helicopter and critical care vehicles to respond to the most 999 calls. GWAAC regularly reviews energy use, is working to install solar panels on airbase roof, and on options for transitioning to electric or hybrid flight.

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

We have a financial reserve that allows us to remain operational. However, we are already using reserves. Any level of funding is gratefully received and the more support we receive, the more secure this life-saving service will be for the future.

**I wish to apply for a Grant from Stonehouse Town Council and certify that the information I given above is correct to the best of my knowledge and belief:**

Signed Mi Nguyen

Date March 19, 2025

**This application must be returned to the Town Council Office  
together with your accounts**



**REGISTERED COMPANY NUMBER: 6386523**

**REGISTERED CHARITY NUMBER: 1121300**

**COMPANIES ACT 2006**

**CHARITIES ACT 2011**

**GREAT WESTERN AIR AMBULANCE CHARITY**

**SPECIAL RESOLUTION**

On 22 March 2017 it was resolved –

That, having obtained the consent of the Charity Commission to such change (given on 21 February 2017) the Memorandum of Association of the Great Western Air Ambulance Charity be altered with respect to the objects of the Charity contained in clause 3 by adopting in substitution for it the new clause set out below –

The Objects are the relief of sickness and injury for the benefit of the public by assisting in the provision of emergency medical services and equipment in particular the provision of an air ambulance service or other emergency transportation primarily in the area served by the former Great Western Ambulance Service NHS Trust namely Bristol, Bath and North East Somerset, Gloucestershire, North Somerset, South Gloucestershire and parts of Wiltshire.

Signed .....

Nigel Pickersgill – Chairman of the Meeting

22 March 2017

MONDAY



A21 \*A634FESP\* 27/03/2017 #14  
COMPANIES HOUSE



Company limited by guarantee

**MEMORANDUM OF ASSOCIATION OF  
GREAT WESTERN AIR AMBULANCE CHARITY**

**1. NAME**

The name of the charity is the "Great Western Air Ambulance Charity" ("the Charity").

**2. REGISTERED OFFICE**

The registered office of the Charity is to be in England and Wales.

**3. OBJECTS**

The Objects are the relief of sickness and injury for the benefit of the public by assisting in the provision of emergency medical services and equipment in particular the provision of an air ambulance service or other emergency transportation primarily in the area served by the former Great Western Ambulance Service NHS Trust namely Bristol, Bath and North East Somerset, Gloucestershire, North Somerset, South Gloucestershire and parts of Wiltshire (the "Objects").

**4. POWERS**

The Charity has the following powers, which may be exercised only in promoting the Objects:

- 4.1 to promote or carry out research;
- 4.2 to provide advice;
- 4.3 to publish or distribute information;
- 4.4 to co-operate with other bodies;
- 4.5 to support, administer or set up other charities;
- 4.6 to raise funds (but not by means of taxable trading);
- 4.7 to borrow money and give security for loans (but only in accordance with the restrictions imposed by the Charities Act);
- 4.8 to acquire or hire property of any kind;

- 4.9 to let or dispose of property of any kind (but only in accordance with the restrictions imposed by the Charities Act);
- 4.10 to make grants or loans of money and to give guarantees;
- 4.11 to set aside funds for special purposes or as reserves against future expenditure;
- 4.12 to deposit or invest its funds in any manner (but to invest only after obtaining such advice from a financial expert as the Trustees consider necessary and having regard to the suitability of investments and the need for diversification);
- 4.13 to delegate the management of investments to a financial expert, but only on terms that:
  - 4.13.1 the investment policy is set down in writing for the financial expert by the Trustees;
  - 4.13.2 every transaction is reported promptly to the Trustees;
  - 4.13.3 the performance of the investments is reviewed regularly with the Trustees;
  - 4.13.4 the Trustees are entitled to cancel the delegation arrangement at any time;
  - 4.13.5 the investment policy and the delegation arrangement are reviewed at least once a year;
  - 4.13.6 all payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt; and
  - 4.13.7 the financial expert must not do anything outside the powers of the Trustees;
- 4.14 to arrange for investments or other property of the Charity to be held in the name of a nominee company acting under the control of the Trustees or of a financial expert acting under their instructions, and to pay any reasonable fee required;
- 4.15 to deposit documents and physical assets with any company registered or having a place of business in England and Wales as custodian, and to pay any reasonable fee required;
- 4.16 to insure the property of the Charity against any foreseeable risk and take out other insurance policies to protect the Charity when required;
- 4.17 to insure any Trustee against the costs of a successful defence to a criminal prosecution brought against him as a charity trustee of the Charity or against personal liability incurred in respect of any act or omission which is or is alleged to be a breach of trust or breach of duty, unless the Trustee concerned knew that, or was reckless whether, the act or omission was a breach of trust or breach of duty;
- 4.18 subject to clause 5, to employ paid or unpaid agents, staff or advisers;

- 4.19 to enter into contracts to provide services to or on behalf of other bodies;
- 4.20 to establish or acquire subsidiary companies to assist or act as agents for the Charity;
- 4.21 to pay the costs of forming the Charity; and
- 4.22 to do anything else within the law which promotes or helps to promote the Objects.

## **5. BENEFITS TO MEMBERS AND TRUSTEES**

- 5.1 The property and funds of the Charity must be used only for promoting the Objects and do not belong to the members but:
  - 5.1.1 members who are not Trustees may be employed by or enter into contracts with the Charity and receive reasonable payment for goods or services supplied;
  - 5.1.2 members (including Trustees) may be paid interest at a reasonable rate on money lent to the Charity;
  - 5.1.3 members (including Trustees) may be paid a reasonable rent or hiring fee for property or equipment let or hired to the Charity; and
- 5.2 A Trustee must not receive any payment of money or other material benefit (whether directly or indirectly) from the Charity except:
  - 5.2.1 as mentioned in clauses 4.17 (indemnity insurance), 5.1.2 (interest), 5.1.3 (rent), 5.1.4 (charitable benefits) or 5.3 (contractual payments);
  - 5.2.2 reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in managing and directing the Charity;
  - 5.2.3 an indemnity in respect of any liabilities properly incurred in managing and directing the Charity (including the costs of a successful defence to criminal proceedings);
  - 5.2.4 payment to any company in which a Trustee has no interest other than a one per cent shareholding; and
  - 5.2.5 in exceptional cases, other payments or benefits (but only with the written approval of the Commission in advance).
- 5.3 A Trustee may not be an employee of the Charity, but a Trustee or a connected person may enter into a contract with the Charity to supply goods or services in return for a payment or other material benefit if:
  - 5.3.1 the goods or services are actually required by the Charity;
  - 5.3.2 the nature and level of the benefit is no more than reasonable in relation to the value of the goods or services and is set at a meeting of the Trustees in accordance with the procedure in clause 5.4; and



- 5.3.3 no more than two of the Trustees are interested in such a contract in any financial year.
- 5.4 Whenever a Trustee has a personal interest in a matter to be discussed at a meeting of the Trustees or a committee, the Trustee concerned must:
  - 5.4.1 declare an interest at the meeting or at the meeting before discussion begins on the matter;
  - 5.4.2 withdraw from the meeting for that item unless expressly invited to remain in order to provide information;
  - 5.4.3 not be counted in the quorum for that part of the meeting; and
  - 5.4.4 withdraw during the vote and have no vote on the matter.
- 5.5 This clause may not be amended without the written consent of the Commission in advance.

## **6. LIMITED LIABILITY**

The liability of members is limited.

## **7. GUARANTEE**

Every member promises, if the Charity is dissolved while he, she or it remains a member or within 12 months afterwards, to pay up to £1 towards the costs of dissolution and the liabilities incurred by the Charity while he or she was a member.

## **8. DISSOLUTION**

- 8.1 If the Charity is dissolved, the assets (if any) remaining after provision has been made for all its liabilities must be applied in one or more of the following ways:
  - 8.1.1 by transfer to one or more other bodies established for exclusively charitable purposes within, the same as or similar to the Objects;
  - 8.1.2 directly for the Objects or for charitable purposes which are within or similar to the Objects; and
  - 8.1.3 in such other manner consistent with charitable status as the Commission approve in writing in advance.
- 8.2 A final report and statement of account must be sent to the Commission.

## **9. INTERPRETATION**

- 9.1 Words and expressions defined in the Articles have the same meanings in the Memorandum.
- 9.2 References to an Act of Parliament are references to that Act as amended or re-enacted from time to time and to any subordinate legislation made under it.

We wish to be formed into a company under this Memorandum of Association:

**NAMES AND ADDRESSES OF SUBSCRIBERS**

JOHN MARTIN CHRISTENSEN

52 Trelawney Road, Bristol BS6 6DZ

STEPHEN DANIEL HUGHES

17 Elmlea Avenue, Bristol BS9 3UU

MARTIN BARNABUS RICHARDS

4 The Square, Cathedral Views, Salisbury, Wiltshire SP2 7TW







Contact tel 03457 60 60 60  
see reverse for call times  
Text phone 03457 125 563  
used by deaf or speech impaired customers  
www.hsbc.co.uk

## Your Statement

The Secretary Great Western Air  
Ambulance Charity  
County Gates  
3rd Floor  
Ashton Road  
Bristol  
BS3 2JH



### Account Summary

Opening Balance	181,765.42
Payments In	793,130.99
Payments Out	574,623.14
Closing Balance	400,273.27

2 December 2024 to 1 January 2025

International Bank Account Number  
GB80HBUK40142431562711

Branch Identifier Code  
HBUKGB4122M

Account Name  
Great Western Air Ambulance Charity

Sortcode      Account Number      Sheet Number  
40-14-24      31562711      134

### Your Charitable Bank Account details

Date	Payment type and details	Paid out	Paid in	Balance
01 Dec 24	BALANCE BROUGHT FORWARD			181,765.42
02 Dec 24	CR GREAT WEST AIR AMB		4,477.88	
	DD INSTITUTE OF FUNDR	8.99		
	DD INSTITUTE OF FUNDR	8.99		
	DD INSTITUTE OF FUNDR	8.25		
	DD INSTITUTE OF FUNDR	8.99		
	DD NISYST	1,992.20		
	DD INSTITUTE OF FUNDR	8.99		
	DD INSTITUTE OF FUNDR	8.99		
	DD INSTITUTE OF FUNDR	8.25		
	DD LIBERTYPAY	23.94		
	DD GCC NDR	475.00		
	DD FODDC BUS RATES DD	208.00		
	DD BATH & N EAST SOME	198.00		
	DD BATH & N EAST SOME	311.00		
	DD BRISTOL CC L TAX	89.00		
	DD BRISTOL CC L TAX	158.00		
	DD WATER2BUSINESS	213.96		
	DD WATER2BUSINESS	23.00		
	DD WATER2BUSINESS	29.50		
	DD CBC NDR DD	365.00		
	CR EMMA STUART			
	GWAA		10.00	
	CR THOMAS H/ADGD			
	HARRY THOMAS		15.00	
	CR MR & MRS PITT			
	PITT 6858		8.00	
	BALANCE CARRIED FORWARD			182,128.25





## **STONEHOUSE** **TOWN COUNCIL**

### **Terms of Reference: Town Council and Town Committees**

#### **Terms of Reference - Town Council (TC)**

- Adopts a Code of Conduct
- Appoints Officers as necessary
- Makes amends or approves Bye Laws
- Oversees new undertakings
- Nominates representatives to other bodies
- Appoints Committees
- Adopts Policies & Procedures & Terms of Reference & Standing Orders
- Co-opts Councillors
- Appoints an Independent Internal Auditor
- Appoints a Responsible Financial Officer
- Authorises Expenditure from Reserves
- Authorises General Expenditure
- Agrees an Annual Budget & Precept
- Debates Matters of Public Interest
- Confirms Eligibility of General Power of Competence
- Approves the stages of the Neighbourhood Plan
- Approves the Year End Accounts, makes Statement of Assurances
- Makes resolutions to govern the work of the Council
  - Acts as Data Controller
  - Authorises special payments & contracts as required under Financial Regulations
  - Considers any legal matters including legal disputes, acquisitions and disposals of Fixed Assets
  - Authorises Expenditure of S106
  - Ensures that the council is adequately insured
  - Approves subscriptions
  - Undertakes any other lawful activity that is necessary to conduct Councils Business.

#### **Terms of Reference - Council Business Committee (Chair and Vice Chair of Council plus 6 councillors)**

- To set a budget for the sound administration of the council's business and town hall
- Authorises General Expenditure
- To approve the annual accounts prior to submission for internal audit and presentation at annual town meeting
- To review expenditure against budget
- To consider internal and external auditors' reports and make recommendations to council



- To consider the objectives and priorities of the TC and make recommendations as necessary to the council
- Promotion of the TC, through Mayoral activities, Annual Town meeting, website, newsletter, social media and community engagement
- To draw up and review TC policies and standing orders
- To review TC investments
- To set fees and charges for hire of council premises
- To consider applications for TC grants.
- To carry out annual risk assessments on all council activities
- To manage the lease or hire of the sports stadium, pitches, and public land making an annual review of charges
- To appoint working groups and consider their reports and agree any actions
- To review the levels of use of the Youth Centre, ensuring value for money
- To create management policies with regards to youth matters
- To be responsible for those staffing matters not in the responsibility of the line manager i.e. grievance appeals, salary adjustments, staffing structure, dismissals, appointments
- To ensure adequate staff and councillor training and development
- To review staffing levels to minimise risk to council's operation
- To review the council's environmental performance

#### **Terms of Reference - Town Environment Committee (Chair and Vice Chair plus 6 councillors)**

- To draft a budget for acceptance by the Town Council
- To review expenditure against budget and make timely requests for additional funding from reserves
- To be responsible for the upkeep and improvement of council premises/playing fields making periodic inspection to assess safety and functionality
- To review street furniture, maintenance and replacement
- To organise seasonal displays to enhance amenity land
- To appoint working groups and consider their reports and agree any actions
- To receive, **make observations to** and record planning results from Stroud District Council
- To consider and respond to planning, appeals, scoping reports and pre-application consultations **and licensing issues**
- To consider environmental issues relating to Stonehouse and seek funding for ad hoc projects
- To consider traffic and transport issues
- Respond to other local authority consultations about strategic plans
- To consider regeneration issues relating to Stonehouse, including Neighbourhood and Local Plans.
- To work towards the creation of a cultural identity for Stonehouse with provision of annual events
- To manage the maintenance and use of the Town Greens
- **The provision and maintenance of bus shelters**
- **The maintenance of trees on town council owned land**
- **The provision of Christmas lighting**

## Terms of Reference - Human Resources Sub-committee (reports to the Business Committee)

The HR Sub Committee will consist of the Chair and Deputy Chair of Council, plus two other councillors **one from each committee and The Town Clerk.**

It is responsible for:

- issues pertaining to the wellbeing, support and development of all the Council's people including councillors, paid staff and any volunteers.
- employment matters (including relating to contracts, Terms and Conditions, Job Descriptions and recruitment) of paid staff.
- Ensuring it has sufficient level of HR expertise which may include purchasing of services subject to the agreement of the relevant committee.

All matters affecting Council employees, councillors and volunteers will be discussed in confidence.

Reviewed: 17<sup>th</sup> June 2024 (TC3269)

Review date: 2025

**SUB COMMITTEES AND WORKING GROUPS** Stonehouse Town Council will address the need for Sub-Committees/Working Group etc as is deemed necessary/appropriate. Working Group Members have no voting powers that relate to the Town Council's business, and as such, any agreed recommendations reached by such a party will require the sanction of either the Council or the relevant Committee who have 'bestowed' delegated powers in such matters.

**NOTES:** Members may attend any/all Committee / Sub Committee / Working Group meetings if they so choose (with the exception of the Human Resources sub Committee, which deals with confidential business), and if attending may be afforded the same opportunities as that of a member of the public by the Chairman. Only those members appointed to a Committee/Sub-Committee have a voting right. The Mayor is an ex-officio member of every Council Committee and as such possesses a voting right.

Check with Standing orders.

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## **SCHEME OF DELEGATION TO OFFICERS**

### **1. Introduction**

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

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

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

There are three specific areas of delegation:

#### **2.1 Planning**

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

#### **2.2 Finance**

(Section 4.5 of the Financial Regulations).

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

#### **2.3 Staff Welfare**

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

**Last Reviewed: 22<sup>nd</sup> January '24 Minute (TC3175)**

**Next Review: January 2025**

