STONEHOUSE
TOWN COUNCIL

Minutes of a Town Business Committee Meeting held on Monday 3rd 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.

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

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 3rd 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

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- 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 ot he 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 following 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 1st 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 a net loss by the end of the year end. Whilst the council had provided the community association with support grant funding

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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 sceptic tank - this needs to be looked at in earnest before final arrangements could be made with the sceptic 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 1st 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

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- 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 13th 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 5th March.

The Chair closed the meeting

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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
INCOME						
Town Business Committee						
100	Precept	£383,870.25	£0.00	£383,870.00	-£0.25	0.00%
105	Newsletter Advertising	£100.00	£0.00	£0.00	-£100.00	-100.00%
120	Feed-in Tariff from Town Hall	£800.00	£0.00	£787.74	-£12.26	-1.53%
125	Stonehouse Town FC lease	£600.00	£0.00	£0.00	-£600.00	-100.00%
126	STFC Water Recharge	£200.00	£0.00	£200.00	£0.00	0.00%
127	STFC Electric Recharge	£1,500.00	£0.00	£1,840.00	£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%

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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%
Total Town Business Committee		£414,257.25	£0.00	£442,466.75	£28,209.50	6.81%
EXPENDITURE						
Town Business Committee						
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%

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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%

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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%

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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					

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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	Public/Employee Liability	£7,000.00	£0.00	£7,124.37	-£124.37	1.78%
1210/2	Buildings	£0.00	£0.00	£0.00	£0.00	0.00%
1210/3	Vehicle	£0.00	£0.00	£1,209.52	-£1,209.52	100.00%
1210	Total	£7,000.00	£0.00	£8,333.89	-£1,333.89	19.06%
1220	Project Planning & Delivery					
1220/1	OEL Car Park	£0.00	£54,406.11	£86,876.28	-£32,470.17	100.00%
1220/2	Stagholt	£0.00	£2,254.53	£2,704.53	-£450.00	100.00%
1220/3	Ship Inn site	£0.00	£12,941.02	£16,559.15	-£3,618.13	100.00%
1220/4	Court View	£0.00	£0.00	£0.00	£0.00	0.00%
1220/5	Great Oldbury	£0.00	£10,000.00	£10,000.00	£0.00	0.00%
1220	Total	£0.00	£79,601.66	£116,139.96	-£36,538.30	100.00%
1230	Climate Change	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
Total Town Business Committee		£376,880.00	£92,815.53	£458,294.92	£11,400.61	-3.02%
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	
Total Net Balance		**£37,377.25**		**-£15,828.17**		

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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
		£108.00		Cristom Construction Ltd - Total		
4219		£30.00	1090/2	18/02/25	Gary Wetson - Phone Charges - Nov, Dec, Jan	
		£30.00		Gary Wetson - Total		
4222		£179.89	1080/2	18/02/25	Gloucestershire County Council - Feb '25 - TH Cleaning	1800806862
		£179.89		Gloucestershire County Council - Total		
4224		£1,060.00	1090/3	19/02/25	MDL Kelex - Stonehouse News x 4000	23130
		£1,060.00		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
		£215.00		Old Common Dry Stone Walling - Total		
4220		£30.00	1090/2	18/02/25	Paul Crosby - Phone Charges - Nov, Dec, Jan	
		£30.00		Paul Crosby - Total		
4213		£30.00	1090/2	14/02/25	R F Helps - Phone Charges - Nov, Dec, Jan	
		£30.00		R F Helps - Total		
4230		£52.44	1150/3	20/02/25	Stonehouse Autoparts - Aerosol paint, upholstery shampoo, cleaner and sponge	6295771
		£52.44		Stonehouse Autoparts - Total		
4226		£2,208.41	1120	19/02/25	Stroud District Council - Local election recharge	401836420
		£2,208.41		Stroud District Council - Total		
		£4,250.04			Confidential	
Total		£8,163.78				

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

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Signature ______________________ Signature ______________________

Date ______________________