



**STONEHOUSE  
TOWN COUNCIL**

To Members of the Town Council

You are hereby summoned to attend the Annual General Meeting of the Town Council to be held on Monday 19<sup>th</sup> May '25 at 7.00pm at the Town Hall, 1 Queens Street, Stonehouse

**Council Members:**

Councillors: John Callinan, Keren Capeling, Keith Creighton, Debbie Curtis, Marcus Dixon, Stephen Hunter, Carol Kambites, Simon MacGregor, Neil Gibbs (Chair of Council), John Parker, Val Randell, Keith Terry, Carol Trim and Theresa Watt (Vice Chair of Council)

*All residents of the Parish are welcome to attend the meeting. 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  
13<sup>th</sup> May 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**

- TC3420 To appoint the Chair of Council/Town Mayor
- TC3421 To appoint the Vice Chair of Council/Deputy Town Mayor
- TC3422 To receive apologies
- TC3423 To receive declarations of interest
- TC3424 To approve the minutes of the Town Council meeting of 14<sup>th</sup> April 2025
- TC3425 To receive an update on the Annual Town Meeting held 17<sup>th</sup> April 2025
- TC3426 To resolve to approve or review Standing Orders and Financial Regulations
- TC3427 To approve the appointment of Councillors to Committees, Working Groups and as representatives to external Organisations
- TC3428 To receive and note confirmation that Stonehouse Town Council retains the General Power of Competence
- TC3429 To approve account signatories for the following bank and building society accounts:



- Lloyds Bank (Council's Operating Account)
- CCLA (Churches, Charities and Local Authorities)
- Charity Bank
- Nationwide Building Society
- Melton Building Society
- Cambridge Building Society

- TC3430 To receive the 2024/25 internal audit from GAPTC (now GALC) and note its recommendations
- TC3431 To approve the 2024/25 Year End Accounts, Balance Sheet and Bank Reconciliation
- TC3432 To approve the Annual Governance Statement for the 2024/25 financial year
- TC3433 To approve the 2024/25 Accounting Statements by Resolution and for the meeting's Presiding Officer to sign the Accounting Statements
- TC3434 To approve dates for the 'Exercise of Public Rights'
- TC3435 To receive the draft Minutes of Business Committee meeting 6<sup>th</sup> May 2025 and approve the following recommendations:
- B/853 - to approve the award of a contract to install a new toilet in the workshop building to SSDB at a total cost of £5,912.41 plus vat
  - B/855 - to approve the payment of provisional sums to The Door in four equal instalments during the 2025/26 financial year prior to each quarter
  - B/587 - to approve the council's latest annual Financial Risk Assessment
  - B/858 - to approve the council's updated insurance cover premium
- TC3436 To receive the Minutes of Environment Committee meeting of 29<sup>th</sup> April 2024 and approve the following recommendations:
- E/907 To approve the design and purchase of 5 new Stonehouse Town Entry signs and accompanying Stonehouse in Bloom signs at an approximate cost of £1,000 plus vat.
  - E/911 To approve securing the services of Fields in Trust to secure the future protection of Doverow Hill Wood.
- TC3437 To receive reports from Chair of Town Council and town councillors
- TC3438 To receive and request reports from County and District Councillors
- TC3439 To receive RFO's budget report and bank reconciliation for April '25
- TC3440 To approve the latest payment list
- TC3441 To approve the latest Council Reserves
- TC3442 Date of next meeting - Monday 23<sup>rd</sup> June 2025



Notes on Agenda items, Full Town Council Monday 19<sup>th</sup> May 2025

TC3424 - Minutes	See attached minutes
TC3425 – Annual meeting	See attached minutes of the meeting
TC3426 – S/O and FR	Click on <a href="#">link</a> to appropriate webpage to see current document versions. It is recommended that council resolve to review both documents in view of recent changes to procurement
TC3427 - Groups	See attached list – please indicate if you wish to change committees, groups etc. Please indicate changes directly with me prior to the meeting of at all possible. Please note that there is increased interest from Members in sitting on Environment Committee – for this reason, it would be helpful to know if there are any EC members who are willing to move to Business Committee. Thanks
TC3428 - GPC	Stonehouse town council has met the requirements to retain its General Power of Competence
TC3429 – Account signatories	Current signatories to all the council’s accounts include: Cllrs Debbie Curtis, John Callinan, Neil Gibbs, Carol Kambites and Theresa Watt
TC3430 – Int Audit	See attached audit
TC3431 – EoY Accounts	See attached
TC3432 – Annual Gov Statement	See attached
TC3433 – Accounting Statements	See attached
TC3434 – Public Rights	See attached
TC3435 – BC	See attached draft minutes B/853 – see recommendation B/855 - see recommendation B/857 – see recommendation - See also attached Financial Risk Assessment B/858 – see recommendation - See also attached renewal schedule for the council’s insurance cover for 2025/26
TC3436 - EC	See attached draft minutes Recommendations detailed in Agenda
TC3439 - Budget	See latest budget report and reconciliation
TC3440 – Payment list	See attached latest payment lists
TC3441 - Reserves	See attached list of suggested amendments





**STONEHOUSE**  
**TOWN COUNCIL**

**Minutes of a meeting of the Town Council  
held Monday 14<sup>th</sup> April 2025 at the Town Hall**

**Present:**

Councillors: Councillors: John Callinan, Keren Capeling, Marcus Dixon, Neil Gibbs (Chair of Council), Stephen Hunter, Carol Kambites, Simon MacGregor, John Parker, Val Randell, Keith Terry, Carol Trim and Theresa Watt (vice Chair of Council)

In Attendance: Carlos Novoth - Town Clerk; Tom Jarman, candidate standing in county council elections for Stonehouse; Ex Mayor of Stonehouse, Gary Powell.

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*Attendees were reminded that the Proceedings of the meeting could be filmed photographed or recorded.*

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Tom Jarman introduced himself; he highlighted the importance of the working relationship between Glos County Council and Stonehouse Town Council. He will be attending the hustings at Eastington.

Gary Powell wished to thank the council for his gift of a garden statue stating that he had enjoyed being a town councillor for so many years. He also raised an issue with regards the bin that was until recently located on the Memorial Green.

- TC3407 To receive apologies**  
Apologies were received from Cllrs Debbie Curtis and Marcus Dixon
- TC3408 To receive declarations of interest**  
An interest was declared by Cllr Marcus Dixon re agenda item TC3415
- TC3409 To approve the minutes of the Town Council meeting of 17<sup>th</sup> March '25**  
Council **APPROVED** the minutes as a true and accurate record of the meeting
- TC3410 To welcome Cllrs John Parker and Carol Trim to Stonehouse Town Council**  
The Chair of Council welcomed both new town councillors. Each were looking forward to working for the town.
- TC3411 To discuss the Town's Annual Meeting scheduled for Thursday 17<sup>th</sup> April '25**  
The Clerk provided an overview of how the event would run, including a series of very short presentations by a number of project leads. The



Minutes of a meeting of the Town Council  
held Monday 17th April 2012 at the Town Hall

Present

Councillors: John Callaghan, Jason Capling, Wayne Dean, Neil Giblin,  
Gavin Grogan, Stephen Lambert, David Marshall, Simon Mackenzie,  
John Palmer, Val Riddell, Keith Taylor, David Tind and The Mayor, West Wood  
Clerk of Council

Absent

Councillor: Peter Hovell - Town Clerk, Tom Jansen, councillors standing in county  
council elections for Queensland, ex Mayor of Queensland, Queensland

In Attendance

Approved: These minutes with the recommendation of the Council should be placed  
before the Council for approval.

Tom Jansen thanked the Council for the support of the Council in the  
relationship between Queensland Council and Queensland Town Council. He will be  
attending the meeting of Queensland

Gavin Grogan thanked the Council for the gift of a garden table stating that he  
had enjoyed being a Town Councillor for so many years. He also thanked the Council  
regarding the bin they were using located on the Municipal Council

10.10.11 To receive applications  
Applications were received from Cliff Debbie Curt and Wayne Dean

10.10.12 To receive applications for rezoning  
An application was received for the rezoning of the site at 10.10.11

10.10.13 To report the minutes of the Town Council meeting of 10th March  
Council approved the minutes of the meeting and a resolution was passed that the  
minutes be approved.

10.10.14 To receive the report of the Mayor and Council on the financial  
performance of the Council for the year ended 31st March 2012.  
The Mayor of Council reported that the financial performance of the Council  
during the year 2011/12 was satisfactory.

10.10.15 To discuss the Town's Annual Meeting scheduled for Thursday 11th  
April 12.  
The Clerk provided an overview of how the meeting would run including  
the order of the day and the presentation by a number of Council members.

Chair of Council asked all Cllrs to attend if they were able to. Ex Councillor Gary Powell has been asked to choose recipients of each of the award

**TC3412** To receive reports from Chair of Town Council and town councillors  
There were no reports/updates

**TC3413** To receive reports from County and District Councillors  
Ward Cllr Carol Kambites provided a written report on the District Council's activities. Ward Cllrs John Parker and John Callinan supported the report  
Ward Cllr John Callinan hoped that similar reports/updates would be provided by the successful County Council candidate, in future

**TC3414** To receive RFO's budget report and bank reconciliation March '25  
The council's accounts for the financial year 2024/25 are to be closed next week (w/c 21<sup>st</sup> April) - the full accounts will be presented to council at its May meeting.  
Council **NOTED** the latest budget report showing total 'Actual Net' Income of £456,867; total 'Actual Net' Expenditure of £561,226.57 and total Reserve movements of £148,608.32  
Council also **NOTED** the bank reconciliation for March 2025 with a closing balance of £69929.10

In light of his declared interest, Cllr Marcus Dixon left the meeting at 7.20pm

**TC3415** To approve the latest payment lists  
Council  
Council **NOTED** the following errors made through Edge Finance:

- A duplicate payment in the 2024/25 list to Cllr Marcus Dixon totalling £178.51 - payment for this amount included in the BACS payment list for 2025/26
- A payment of £29.89 was included in the BACS payment list in error - payment was made by Debit Card

Council **APPROVED** the BACS payment for the 2024/25 financial year of £9,802.69 minus the duplicate payment of £178.51.  
Council **APPROVED** the BACS payment for the 2025/26 financial year of £6,537.07 minus £29.89 - payment made by Debit Card in April  
Council **RETROSPECTIVELY APPROVED** the Debit Card payment of £888.87  
Council **NOTED** Standing order payments totalling £9,748.67 and Direct Debits £5,083.20

Cllr Marcus Dixon returned to the meeting 7.25pm

**TC3416** To note the Council's Asset list and approve the recommended disposals  
Council were provided with a new asset figure totalling £1,553,562 calculated from an initial asset base in 2023/24 of £1,555,410,

1. The Board of Directors has reviewed the financial statements of the Company for the year ended 31st March 2017 and is satisfied that they present a true and fair view of the financial position of the Company at that date and of its performance during the year.

2. The Board of Directors has also reviewed the financial statements of the Company for the year ended 31st March 2016 and is satisfied that they present a true and fair view of the financial position of the Company at that date and of its performance during the year.

3. The Board of Directors has also reviewed the financial statements of the Company for the year ended 31st March 2015 and is satisfied that they present a true and fair view of the financial position of the Company at that date and of its performance during the year.

4. The Board of Directors has also reviewed the financial statements of the Company for the year ended 31st March 2014 and is satisfied that they present a true and fair view of the financial position of the Company at that date and of its performance during the year.

5. The Board of Directors has also reviewed the financial statements of the Company for the year ended 31st March 2013 and is satisfied that they present a true and fair view of the financial position of the Company at that date and of its performance during the year.

6. The Board of Directors has also reviewed the financial statements of the Company for the year ended 31st March 2012 and is satisfied that they present a true and fair view of the financial position of the Company at that date and of its performance during the year.

7. The Board of Directors has also reviewed the financial statements of the Company for the year ended 31st March 2011 and is satisfied that they present a true and fair view of the financial position of the Company at that date and of its performance during the year.

8. The Board of Directors has also reviewed the financial statements of the Company for the year ended 31st March 2010 and is satisfied that they present a true and fair view of the financial position of the Company at that date and of its performance during the year.

recommended disposals totalling £12,500 and additions totalling £10,652. Disposals and additions are as detailed in the supporting documents. Disposals included items that have either been irreparably damaged, become superfluous to the council's needs or are too old to be of use and support no longer provided (computers etc). Council **APPROVED** the updated Asset list and authorised the disposal of the listed items (see support paper)

**TC3417** To receive the draft minutes of Business Committee meeting of 1<sup>st</sup> April '25 and approve the following recommendations:  
Council received the draft minutes

**B/843** For Town Council to **RESOLVE** to recommend to Stroud District Council to reduce the maximum parking time in the long stay section of the High street car park from 23 hours to a maximum of 9 hours per day.

The item was added to the town council agenda in error as Business Committee had agreed in the first instance to establish the impact of the car park closure on local roads. The matter was deferred until the full council meeting in May.

There was concern about the impact of commuters and others parking on local estate roads and the correlation between this and any future parking restriction changes to the High street car park.

Council **DEFERRED** the matter to the next town council meeting

**TC3418** To receive the draft minutes of Environment Committee meeting of 31<sup>st</sup> March '25 and approve the following recommendations:

**E/898** Naming the development at Land Adjoining Station Road, Bristol Road, Stonehouse as either:

- a) *'West Station Road'* or
- b) *'Old Coalyard Road'*.

In considering the above recommendation, Cllrs felt that it would be fitting, at least to well established local residents, to consider naming the estate road with reference to the previous owner of the site, Mr John Vick. This was put forward as a further option ('John Vick Close') to be considered - the proposal was seconded; all voted to include this as a third option. Cllr John Parker declared an interest as Mr Vick was a relation of his and as a result was excluded from voting

Each option was then voted on - four cllrs voted for option a); no votes were recorded for option b); seven votes were recorded for option c)

Council **RESOLVED** to recommend that the new estate road should be named 'John Vick Close'



TC3419

To note the date of the next town council meeting Monday 19<sup>th</sup> May  
'25

Council NOTED the date of the next meeting

1. The first step in the process of identifying a problem is to define the problem clearly. This involves identifying the symptoms and the underlying causes of the problem. Once the problem is defined, the next step is to gather information about the problem. This involves researching the problem and identifying the resources available to solve it. The final step is to develop a plan of action to solve the problem. This involves identifying the steps that need to be taken to solve the problem and the resources that will be needed to carry out the plan.



## **STONEHOUSE TOWN COUNCIL**

Minutes of the Annual Town Meeting held on Thursday 17<sup>th</sup> April 2025, held in the Town Hall/Library.

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### **Present:**

Members of the public, Town Councillors, Representatives from Community Organisations, Town Clerk, Deputy Clerk (minutes),

### **Welcome from the Chair of Council**

Councillor Neil Gibbs, Chair/Town Mayor, welcomed everyone to the meeting.

#### **1. To receive apologies.**

No apologies were received.

#### **2. To note the Annual Report of the Town Council**

Cllr. Gibbs stated the Annual Report will be available shortly and will be put on the website and included in the Summer News edition.

#### **3. To receive updates from community organisations:**

- Stonehouse Community Association
- Boatmobility
- Royal British Legion
- The Door
- SHIP Inn
- Stonehouse Market
- All Pulling Together
- Homestart
- Stonehouse Town Football Club
- Stonehouse Arboretum
- Devolution

#### **4. Presentation of the Civic Awards**

**Business of the Year Winner - John Kerry & Sons**

**Business of the Year Highly Commended - La Campagna**

**Person of the Year - Jacky Edwards**

**Person of the Year Highly Commended - Nigel Sanders**

**Young Person of the Year Winner - Ollie Townsend**

**Young Person of the Year Winner - Holly Stonehill-Brookes**

**Community Group Winner - Stonehouse Town Football Club**

**Community Group Highly Commended - The Fig Tree**

**5. To consider any questions raised by members of the public**

**Stonehouse Community Association (SCA) asked if the three oak trees in their car park could be adopted by Stonehouse Town Council.**

The Town Clerk answered that the trees were included in the lease of the land to Stonehouse Community Association and an amount of money from the council has been set aside for tree works, if necessary. The SCA were invited to the Town Hall to discuss this further.

**Why are the Cotswold Connected posters showing Saul Junction and Rodborough Common?**

The posters in question were designed by Stroud District Council and they are hoping to get some for Stonehouse Station sometime in the Summer.

**When will the bus stops re-open in Bridgend?**

Council has been liaising with Stagecoach. The bus stops are scheduled to reopen in September - if not sooner.

**If Charfield has a train station, will Stonehouse also have another one?**

Charfield Station has been planned for a long time. Stonehouse is also being considered.

**The evacuees from Ukraine are able to fly the Ukrainian flag, is there a possibility of flying the UK flag?**

There is a certain protocol for flying the UK flag, which Stonehouse Town Council follow.

**Lastly, a question was raised about missing money from the Build Back Better Fund.**

The person asking the question was referred to the current County Councillor, Nick Housden for an answer, as the Build Back Better Fund was awarded by Gloucestershire County Council.

Cllr. Gibbs thanked everyone for attending and closed the meeting at 9.00pm, inviting all to stay for refreshments.

## Committee/Working Group Memberships October 2025-26

Committees	Current Members	Leave	Join
Business Committee (7 Cllrs)	Keren Capeling John Parker Carol Trim Carol Kambites Theresa Watt Keith Terry Val Randell Neil Gibbs		
Environment Committee (7 Cllrs)	Keith Creighton Stephen Hunter Neil Gibbs Debbie Curtis Marcus Dixon John Callinan Simon Macgregor Theresa Watt		
HR Sub Committee (6 Cllrs)	Carol Kambites Keith Creighton Theresa Watt John Callinan Val Randell Neil Gibbs		
<b>Working Groups</b>			
Policy	Keith Terry Theresa Watt		
<b>Business Networking</b>	<b>Discontinued</b>		
Climate Change	Carol Kambites Simon Macgregor Stephen Hunter		
Communications	Carol Kambites Keith Terry Keith Creighton Mike Davis (M of P)		
Events	Debbie Curtis Theresa Watt Keith Creighton Keren Capeling Val Randell Ruth Creighton (M of P)		
Recreation	Neil Gibbs Theresa Watt Simon Macgregor		
Youth	John Callinan Theresa Watt Keren Capeling		
Transport and Highways	Keith Terry Marcus Dixon Simon MacGregor		

	Keren Capeling		
Support Stonehouse	Carol Kambites Valerie Randell Theresa Watt Keren Capeling Keith Creighton		
Canal Rejuvenation (When reinstated)	Debbie Curtis Marcus Dixon Theresa Watt		
Oldends Lane Development	John Callinan Neil Gibbs Gary Powell (M o P) Keith Creighton		
Public Rights of Way	John Callinan Theresa Watt		
Stonehouse Bristol Rd Station	Theresa Watt Carol Kambites		
Internal Audit Panel	Simon Macgregor Keith Terry		
Court View	Theresa Watt John Callinan Val Randell		
Anchor Group (SHIP Inn site)	John Callinan Marcus Dixon Carol Kambites Theresa Watt Debbie Curtis Neil Gibbs		
SPICE (SHIP Inn canal-side working group)	Debbie Curtis Marcus Dixon		
Community Arboretum and Open Spaces	John Parker Stephen Hunter Theresa Watt		
Unitarisation and Devolution	John Callinan Carol Trim Carol Kambites		
<b>Council Representatives on External Orgs</b>			
Allotment Association	Neil Gibbs		
Doverow Hill Trust	Neil Gibbs Theresa Watt Carol Kambites		
<b>Parish Cluster Group</b>	<b>Discontinued</b>		
Stonehouse Community Partnership	Carol Kambites		
Stonehouse Community Association	Keith Terry		
Market Towns Forum	Keith Creighton		
Cotswold Canal Exec Committee	Marcus Dixon		
Stonehouse In Bloom	Debbie Curtis		
<b>Chartered Parishes</b>	<b>Discontinued</b>		
Stonehouse School Trustees	Debbie Curtis		

Stroud Tourism Forum	Keith Creighton		
Boat Mobility	Keith Creighton		
Stonehouse Market	Keren Caepling		





**STONEHOUSE TOWN COUNCIL**

Internal auditor's report for the year ended 31 March 2025

Name of Auditor: Ruth Waller

GAPTC internal audits comply with the proper practices outlined in the Governance & Accountability for Smaller Authorities – A Practitioners' Guide and the Accounts and Audit Regulations 2015.

The GAPTC internal audit reviews and reports on whether the systems of financial and other internal controls over its activities and operating procedures are effective. The audit tests a variety of documents, including agendas and minutes, policies, insurance and risk management processes, to ensure Council meets the requirements set out in the Annual Internal Audit Report in the Annual Governance & Accountability Return. The internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

Our auditors are independent of the Council and are competent to be able to carry out the requirements of the internal audit service.

NOTE The auditor will complete the Annual Internal Audit Report (AIAR) page on the Annual Governance & Accountability Return (AGAR). The AIAR informs the Annual Governance Statement (AGS) assertions on the AGAR, so when council reviews the AGS, the responses must reflect the AIAR report.

**1. Governance and Policies**

Ref	Test	Yes, No or N/A	Evidence	Internal Auditor's comments/recommendations	Has Council complied with relevant AGS assertion? Yes/No
1	Have Financial Regulations been a) tailored to	a) Yes	Policy on website Microsoft Word - Nalc		Assertion 1 Yes

	council? b) reviewed using the most recent version? c) minuted? (Objective B)	b) Yes c) Yes	<u>amended regs 2024 (1)</u>  Adopted at council meeting held 18 November 2024, Minute ref TC3347		
2	Have Standing Orders been a) tailored to council? b) reviewed using the most recent version? c) minuted?	a) Yes b) Yes c) Yes	Policy on website <u>Standing-Orders-13th-May-2024.pdf</u>  Reviewed at council meeting held 13 May 2024 Minute ref: TC3245		Assertion 1 Yes
3	Code of conduct reviewed in the last 2/3 years?	Yes	Policy on website <u>Microsoft Word - Code of Conduct 2024</u>		Assertion 3 Yes

## 2. Finance and Accounting

Ref	Test	Yes, No or N/A	Evidence	Internal Auditor's comments/recommendations	Has Council complied with relevant AGS assertion? Yes/No
4	Bank reconciliations are considered by Council? (Objective I)	Yes	Quarterly bank reconciliations seen by Auditor		Assertion 2 Yes
5	VAT claims have been submitted and are up to date (Objective E)	Yes	VAT reclaim submission seen by Auditor		Assertion 1 Yes

6	S137 a) is there a separate account for payments? b) are totals within statutory limits? (objective A)	a) N/a b) N/a	Council has adopted General Power of Competence.	Assertions 1&3 N/a
7	Is there an annual council authorisation of Direct Debit list and Standing Orders? (Objective B)	Yes	Direct Debits authorised on 18 March 2024. Minute ref: TC3210 <a href="https://stonehousetowncouncil.gov.uk/wp-content/uploads/2024/04/TC-FTC-Minutes-18th-March-Signed.pdf">stonehousetowncouncil.gov.uk/wp-content/uploads/2024/04/TC-FTC-Minutes-18th-March-Signed.pdf</a>	Assertion 2 Yes
8	Cashbook provided and random sample checked. Give details at Annex A.	Yes	Sampled payments and receipts shown in Annex A	Assertion 2 Yes
9	Internal controls a) policy in place? b) evidence checks took place as per Council's Fin Regs/Standing Orders (Objective B)	a) No but b) Yes	Council shows due diligence by following Controls in place in Financial Regulations	Assertion 2 Yes
10	Was budget for 24-25 a) prepared? b) adopted by Full Council? c) Were the	a) Yes b) Yes c) Yes	Budget approved by Full Council 22nd January 2024 Minute ref: TC3173	Assertion 1 Yes

<p>earmarked reserves identified? d) Were the general reserves reasonable? e) Was precept calculated and approved? (Objective D)</p>	<p>d) Yes e) Yes</p>	<p><u>FTC-Signed-Minutes-22nd-January-2024.pdf</u> Reserves balance for 31.03.24 seen by Auditor. All calculations clearly shown Minute ref. TC3174</p>	<p>Recommend also stating the Precept amount requested.</p>	
<p>11 Were end of year accounting statements a) prepared? b) match cashbook? c) supported by report?</p>	<p>a) Yes b) Yes c) Yes</p>	<p>12 May 2024. Minute ref. TC3249 <u>TC-FTC-Minutes-13th-May-24-Signed.pdf</u></p>		<p>Assertion 6 Yes</p>
<p>12 Did the council periodically compare budget vs spend (as detailed in the FRs)? (Objective D)</p>	<p>Yes</p>	<p>Shown in minutes of Full Town Council meetings <u>Meetings   Stonehouse Town Council</u></p>		<p>Assertion 1 Yes</p>
<p>13 Was Petty Cash expenditure a) Approved? b) supported by receipts? c) VAT accounted for? (Objective F)</p>	<p>N/a</p>	<p>This Council does not have petty cash</p>		<p>Assertion 1 N/a</p>
<p>14 Was Insurance policy reviewed to ensure still fit for</p>	<p>Yes</p>	<p>Reviewed at Council meeting held 13 May 2024. Minute ref. TC3259</p>		<p>Assertion 5 Yes</p>

	purpose? (Objective C)		<u>TC-FTC-Minutes-13th-May-24-Signed.pdf</u>		
	Note Councils have not been asked to submit any information on burials. Auditor to check sample if appropriate.				n/a

### 3. Payroll and Employment

Ref	Test	Yes, No or N/A	Evidence	Internal Auditor's comments/recommendations	Has Council complied with relevant AGS assertion? Yes/No
15	Do all staff have a NALC contract of employment? Copy seen by auditor? Note to auditor checklist asks for 'clerkal'. Use judgement if this is not appropriate	No	Contract seen by Auditor.	The Contact of Employment is not a NALC contract. However, it covers all recent employment legislation. No concern over this contract.	Assertion 3
16	Has Council's PAYE / NIC been properly dealt with	Yes	Payroll company calculates all necessary deductions.		Assertion 3 Yes

	(including year-end procedures)? P32 seen (if relevant)? (Objective G)	HMRC reports and P32 seen by Auditor.		
Ye1 6a	<i>Note to auditor. Councils not required to provide evidence but check that Council has met pension obligations</i>	Pension report seen by Auditor for all employees.		Assertion 2  Yes

#### 4. Transparency and Public Rights

Ref	Test	Yes, No or N/A	Evidence	Internal Auditor's comments/recommendations	Has Council complied with relevant AGS assertion? Yes/No
17	Are all sections of the 23/24 AGAR published on the website? (Objective L/N)	Yes	Complete AGAR is on Council's website  <a href="#">Annual-Return-202324.pdf</a>		Assertion 3  Yes
18	Did council correctly provide for the exercise of public rights?	Yes	Public Rights Notice seen by Auditor. It is noted on the website but no link provided.		Assertion 4  Yes

	(Objective M)	19	23/24 internal (and if relevant external) audit report/s reviewed by council and action taken where recommended? If relevant is exemption from external audit form on web site and correctly minuted?	Yes	Various recommendations made and reported to Council (minuted). Council has completed actions to meet these recommendations	Council has completed actions to meet recommendations made by both Internal and External Auditor.	Assertion 7 Yes
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**5. Additional information – if relevant**

Ref	Test	Yes, No or N/A	Evidence	Internal Auditor's comments/recommendations	Has Council complied with relevant AGS assertion? Yes/No
20	Has the General Power of Competence been adopted?	Yes	Adopted on 13 May 2024. Minute ref: TC3247 <u>TC-FTC-Minutes-13th-May-24-Signed.pdf</u>		Assertion 3 Yes
21	Have assets a) been inspected for risk? b) any actions undertaken and recorded? (Objective C)	a) Yes b) Yes	Assets inspection completed in February 2024: report seen by Auditor. Tree report see by Auditor.		Assertion 5 Yes

22	<p>Is asset register reviewed regularly? (Objective H)</p> <p>b) published on website? (Objective L)</p>	<p>a) Yes</p> <p>b) Yes, but</p>	<p>Reviewed by Council in January 202. Minute ref: TC3175</p> <p>Not easy to find. <u>STC-List-of-Major-Assets-2025.pdf</u></p>	<p>Recommend the Asset Register is also published on the Policy page.</p>	<p>Assertion 5</p> <p>Yes</p>
23	<p>Risk Management policy</p> <p>a) adopted?</p> <p>b) reviewed annually by Council? (Objective C)</p>	<p>a) Yes</p> <p>b) Yes</p>	<p>Risk management policy seen by Auditor and on website.</p> <p>Reviewed in March 2024</p> <p>Minute ref: TC3217</p> <p><u>STC-Risk-Management-Policy-2024.pdf</u></p>		<p>Assertion 5</p> <p>Yes</p>
24	<p>Have items/ services been competitively purchased in accordance with Financial and/or Procurement Regulations?</p>	<p>Yes</p>	<p>Contracts and specification for Gras cutting contract and Tree Survey seen by Auditor</p>		<p>Assertion 2</p> <p>Yes</p>
25	<p>Is the Council a Managing Trustee?</p> <p>a) charity name</p> <p>b) charity number</p> <p>c) Copy of 23/24 AGM minutes seen (Objective O)</p>	<p>a) Dover Hill Trust</p> <p>b) 301622</p> <p>c) Yes</p>	<p>AGM minutes from 2024 seen by Auditor.</p>		<p>Assertion 9</p> <p>Yes</p>

## Annex

## Sample Checks

## Expenditure

Ref no	Amount	Payee	Date of minute/minute where expenditure originally approved	Date of approval of payment in Minutes	Payment date	Two signatures on cheque stub/two cllr authorisers for internet banking? Invoices initialled by signatories?	VAT	Power to spend? Yes or No	S.137?	Comments/Do they match Financial Regulations?
3666	£30.00	GAPTC	1010/1 18 March	31.03.24	10.04.24	Yes	No	Yes - Training	N/a	This Council has adopted GPC
3634	£18,190.80	GB Sports & Leisure	3228	22.04.24	10.04.24	Yes	Yes £3,031.80	Yes		
	£30.00	Delta Nine Ltd	3228	22.04.24	10.04.24	Yes	Yes - £5.00	Card payments covered in Financial Regs.		Card payment
3703	£2,157.24	Nest	3254	18.03.24	29.04.24	DD	No	Yes - pensions		
3766	£1,000.00	Royal British Legion	3256	18.03.24	15.05.24	Yes	No	Grant		
4227	£451.36	Peninsular	1038		10.02.25	DD	Yes - £75.23	HR		

4281	£130.48	PATA UK	3370	22.04.25	28.03.25	Yes	no	Payroll	
	£17.45	David Marsden	1093/2	17.03.25	21.03.25	Yes	no	Yes - travel exp	

**Income**

Name on invoice/name of payee	Amount	Promptly banked? Bank Statement (month)	Receipt minuted? Yes or No	Comments
Stroud District Council	£191,935.00	Yes – April 2024	Yes – included in supporting documents	Precept (1 <sup>st</sup> payment)
HIMRC	£5,611.36	Yes – April 2024	Yes - as above	VAT reclaim 1 Jan – 31 March 2024
CCLA	£1,996.08	Yes – July 2024	Yes – as above	Interest on Investments
HIMRC	£8,114.63	Yes – Sept. 2024	Yes – as above	VAT reclaim 1 April - 30 June 2024.
Keiran Capeling	£20	Yes - Oct 2024	Yes – as above	Pitch hire

# Consolidated Balance Sheet

Unaudited

31/03/24

31/03/25

£

£

Current assets		
341,108.28	Investments	346,642.70
0.00	Loans Made	0.00
0.00	Investment	0.00
0.00	Stocks	0.00
5,611.36	VAT Recoverable	12,489.48
1,956.19	Debtors	3,200.00
0.00	Payment in Advance	0.00
<u>539,661.44</u>	Cash in Hand & at Bank	<u>434,070.09</u>
888,337.27	TOTAL CURRENT ASSETS	796,402.27
<u>888,337.27</u>	TOTAL ASSETS	<u>796,402.27</u>
Current liabilities		
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
27,916.53	Creditors	31,676.22
0.00	Receipts in Advance	0.00
<u>27,916.53</u>	TOTAL CURRENT LIABILITIES	<u>31,676.22</u>
860,420.74	TOTAL ASSETS LESS CURRENT LIABILITIES	<u>764,726.05</u>
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
<u>0.00</u>		<u>0.00</u>
<u>860,420.74</u>	NET ASSETS	<u><u>764,726.05</u></u>
Represented by		
-92,555.36	General Fund	-47,312.13
124,974.61	General Reserve (Contingency)	56,204.71
53,056.00	Replacement Recreation Land	53,056.00
22,000.00	Asset Renewal Reserve	19,161.13
10,000.00	Elections	7,791.59
399,475.00	Community Facilities	399,475.00
5,000.00	Street Furniture	5,000.00
70,000.00	Oldends Lane Seage Development	-16,876.28
3,522.00	Replacement vehicle	3,522.00
17,657.50	Mowers & Equipment	17,657.50
13,000.00	Neighbourhood Plan Review	13,000.00
651.27	Stroud DC Tourism Grants 2019	651.27
43,325.00	Stroud District Council Market Towns Initiative Funding	43,325.00
0.00	GWR Cycle Shelter	0.00
	Community Infrastructure Levy	
8,592.16	CIL	7,532.46

# Consolidated Balance Sheet

Unaudited

31/03/24		31/03/25
£		£
16,000.00	Bus shelter replacement & repairs	16,000.00
16,000.00	Meadow Road Play area refurbishment	16,000.00
0.00	Stagholt Brook Repairs	0.00
	Underwrite Rev Budget	
20,000.00	Underwrite Rev Budget	0.00
	Laburnum Recreation Field	
1,608.34	Laburnum Recreation Field Trees and Wildflower seeds	1,608.34
	GCC Build Back Better Fund	
1,250.00	GCC Build Back Better Fund	1,250.00
	Welcome Back Funding	
1,115.00	Welcome Back Funding	1,115.00
	Stagholt	
43,417.20	Stagholt	40,787.67
	Court View	
30,000.00	Court View	30,000.00
	Major Projects Support	
0.00	Major Projects Support	0.00
	Tourism Market Towns	
1,010.00	Tourism Market Towns	1,010.00
	Railway station	
10,000.00	Stroudwater Railway station	10,000.00
10,000.00	Homestart Grant	30,000.00
5,000.00	Support Stonehouse	5,000.00
7,322.02	In Bloom Planting display	7,322.02
2,000.00	Canal Spring Festival	2,000.00
0.00	Youth Support	0.00
0.00	Kings Coronation	0.00
10,000.00	Ship Inn Site	10,944.77
4,000.00	Climate change	4,000.00
3,000.00	Christmas Lighting	3,000.00
0.00	Colswold Canal Trust Grant	0.00
	SCA	
0.00	Stonehouse Community Association	12,500.00
	Verney Fields	
0.00	Verney Fields	10,000.00
0.00	LONG TERM Investment Bank Accounts	0.00
0.00	Liability Reserves e.g. deposits	0.00
<b>860,420.74</b>		<b>764,726.05</b>
952,976.10	Reserves total excluding general fund and liabilities	812,038.18
0.00	Reserves total of liabilities e.g. deposits	0.00
-92,555.36	General fund total	-47,312.13
<b>860,420.74</b>		<b>764,726.05</b>
	Notes:	
0.00	Long Term Borrowing	0.00

# Consolidated Balance Sheet

Unaudited

31/03/24  
£

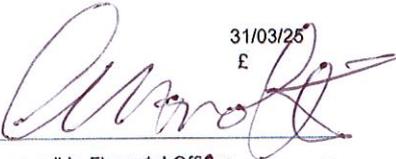
31/03/25  
£

Signed \_\_\_\_\_

Chairman \_\_\_\_\_

Date \_\_\_\_\_

AUDIT OPINION

  
Responsible Financial Officer  
19/5/2025

UNIT 1: Introduction to the course

1.1 The course aims to provide a comprehensive overview of the subject matter, covering both theoretical and practical aspects. The primary objective is to equip students with the necessary skills and knowledge to excel in their field of study.

1.2 The course is structured into several modules, each designed to build upon the previous one. This ensures a logical progression of learning and allows students to develop a deep understanding of the subject.

1.3 Throughout the course, students will engage in a variety of activities, including lectures, seminars, and practical exercises. This multi-faceted approach is intended to enhance learning and foster a collaborative learning environment.

1.4 Assessment will be conducted through a combination of written exams, practical projects, and continuous assessment. This ensures that students are not only tested on their theoretical knowledge but also on their ability to apply it in real-world scenarios.

1.5 The course is open to students from various backgrounds and disciplines, providing a rich and diverse learning experience. It is designed to be inclusive and accessible to all students who are passionate about the subject.

1.6 The course is taught by a team of experienced and qualified lecturers who bring a wealth of knowledge and expertise to the classroom. Their guidance and support are essential for students' success throughout the course.

1.7 The course is designed to be flexible, allowing students to tailor their learning experience to their own needs and interests. This flexibility is a key feature of the course, ensuring that it remains relevant and engaging for all students.

1.8 The course is a mandatory requirement for students pursuing a degree in the field. It is a foundational course that provides the necessary groundwork for more advanced studies in the subject.

1.9 The course is designed to be a challenging yet rewarding experience. It is intended to push students to their limits and help them develop the resilience and determination needed to succeed in their careers.

1.10 The course is a valuable investment in students' education and future success. It provides them with the skills and knowledge they need to thrive in a competitive and ever-changing world.

# Financial Summary - Cashbook

Summary of receipts and payments between 01/04/24 and 31/03/25 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

## Ordinary Accounts

CCLA	£490,625.90
Petty Cash	£0.00
Stonehouse Town Council	£49,035.54

## Short Term Investment Accounts

Barclays	£0.00
Cambridge	£85,000.00
Charity Bank	£79,578.40
Lloyds Business Instant	£0.00
Melton Building Society	£85,000.00
Nationwide	£90,673.61
NatWest	£856.27
<b>Total</b>	<b>£880,769.72</b>

RECEIPTS	Net	Vat	Gross
Town Business Committee	£491,032.68	£23.53	£491,056.21
Town Environment Committee	£1,305.00	£134.00	£1,439.00
<b>Total Receipts</b>	<b>£492,337.68</b>	<b>£157.53</b>	<b>£492,495.21</b>

PAYMENTS	Net	Vat	Gross
Town Business Committee	£489,081.86	£30,469.07	£519,550.93
Town Environment Committee	£61,362.48	£11,638.73	£73,001.21
<b>Total Payments</b>	<b>£550,444.34</b>	<b>£42,107.80</b>	<b>£592,552.14</b>

Closing Balances

## Ordinary Accounts

CCLA	£364,140.99
Petty Cash	£0.00
Stonehouse Town Council	£69,929.10
<b>Total</b>	<b>£434,070.09</b>

## Short Term Investment Accounts

Barclays	£0.00
Cambridge	£85,000.00
Charity Bank	£82,177.07
Lloyds Business Instant	£0.00
Melton Building Society	£85,000.00
Nationwide	£94,465.63
NatWest	£0.00
<b>Total</b>	<b>£346,642.70</b>

Reserve Balances	
General Reserve (Contingency)	£56,204.71
Replacement Recreation Land	£53,056.00
Asset Renewal Reserve	£19,161.13
Elections	£7,791.59
Community Facilities	£399,475.00
Street Furniture	£5,000.00
Oldends Lane Seage Development	-£16,876.28
Replacement vehicle	£3,522.00
Mowers & Equipment	£17,657.50
Neighbourhood Plan Review	£13,000.00
Stroud DC Tourism Grants 2019	£651.27
Stroud District Council Market Towns Initiative Funding	£43,325.00
GWR Cycle Shelter	£0.00
CIL	£7,532.46
Bus shelter replacement & repairs	£16,000.00
Meadow Road Play area refurbishment	£16,000.00
Stagholt Brook Repairs	£0.00
Underwrite Rev Budget	£0.00
Laburnum Recreation Field Trees and Wildflower seeds Mem	£1,608.34
GCC Build Back Better Fund	£1,250.00
Welcome Back Funding	£1,115.00
Stagholt	£40,787.67
Court View	£30,000.00
Major Projects Support	£0.00
Tourism Market Towns	£1,010.00
Stroudwater Railway station	£10,000.00
Homestart Grant	£30,000.00
Support Stonehouse	£5,000.00
In Bloom Planting display	£7,322.02
Canal Spring Festival	£2,000.00
Youth Support	£0.00
Kings Coronation	£0.00
Ship Inn Site	£10,944.77
Climate change	£4,000.00
Christmas Lighting	£3,000.00
Cotswold Canal Trust Grant	£0.00
Stonehouse Community Association	£12,500.00

Verney Fields  
Reserves total

£10,000.00  
£812,038.18



Signed \_\_\_\_\_  
Chair

Clerk / Responsible Financial Officer



## Reconciliation between Box 7 and Box 8 in Section 2

(applies to Accounting Statements prepared on an income and expenditure basis only)

Name of smaller authority: Stonehouse Town Council

County area (local Councils and Parish meetings only):

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
<b>Box 7: Balances carried forward</b>		£764,726.05
Deduct: Debtors	-£3,200.00	
Vat	-£12,489.48	
Payments in advance	£0.00	
Stock opening value	£0.00	
Stock change	£0.00	
Total deductions	-£15,689.48	£749,036.57
Add: Creditors	£31,676.22	
Vat Payable	£0.00	
Receipts in advance	£0.00	
Total additions	£31,676.22	£780,712.79
<b>Box 8: Total cash and short term investments</b>		£780,712.79

This explains the difference between box 7 and box 8

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Page 1 of 1

# Bank Reconciliation

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 in the column headed "Year ending 31 March" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis.

Name of smaller authority: Stonehouse Town Council

County area (local Councils and Parish meetings only):

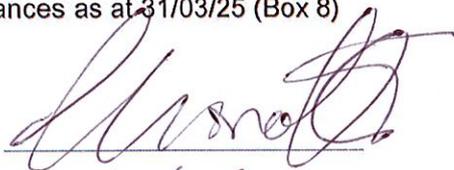
Financial year ending 31/03/25

Prepared by (Name and role): EDGE IT Support

Date: 23/04/25

Balance per bank statements as at 31/03/25	£	£
Barclays	£0.00	
Cambridge	£85,000.00	
CCLA	£364,140.99	
Charity Bank	£82,177.07	
Lloyds Business Instant	£0.00	
Melton Building Society	£85,000.00	
Nationwide	£94,465.63	
NatWest	£0.00	
Stonehouse Town Council	£69,929.10	
	<hr/>	£780,712.79
Petty Cash		£0.00
Less: any unrepresented cheques		£0.00
Add: any uncleared effects		£0.00
Net balances as at 31/03/25 (Box 8)		£780,712.79

Signed



Date

19/5/25

Table 1: Summary of the data

The data consists of 1000 observations of the variable 'Y' over time. The observations are grouped into 100 periods of 10 observations each. The mean of 'Y' is 0.5 and the standard deviation is 0.2. The data is generated from a random walk process.

Period	Mean	Std. Dev.	Min	Max
1	0.50	0.20	0.30	0.70
2	0.51	0.21	0.31	0.71
3	0.49	0.19	0.29	0.69
4	0.52	0.22	0.32	0.72
5	0.48	0.18	0.28	0.68
6	0.53	0.23	0.33	0.73
7	0.47	0.17	0.27	0.67
8	0.54	0.24	0.34	0.74
9	0.46	0.16	0.26	0.66
10	0.55	0.25	0.35	0.75
11	0.45	0.15	0.25	0.65
12	0.56	0.26	0.36	0.76
13	0.44	0.14	0.24	0.64
14	0.57	0.27	0.37	0.77
15	0.43	0.13	0.23	0.63
16	0.58	0.28	0.38	0.78
17	0.42	0.12	0.22	0.62
18	0.59	0.29	0.39	0.79
19	0.41	0.11	0.21	0.61
20	0.60	0.30	0.40	0.80
21	0.40	0.10	0.20	0.60
22	0.61	0.31	0.41	0.81
23	0.39	0.09	0.19	0.59
24	0.62	0.32	0.42	0.82
25	0.38	0.08	0.18	0.58
26	0.63	0.33	0.43	0.83
27	0.37	0.07	0.17	0.57
28	0.64	0.34	0.44	0.84
29	0.36	0.06	0.16	0.56
30	0.65	0.35	0.45	0.85
31	0.35	0.05	0.15	0.55
32	0.66	0.36	0.46	0.86
33	0.34	0.04	0.14	0.54
34	0.67	0.37	0.47	0.87
35	0.33	0.03	0.13	0.53
36	0.68	0.38	0.48	0.88
37	0.32	0.02	0.12	0.52
38	0.69	0.39	0.49	0.89
39	0.31	0.01	0.11	0.51
40	0.70	0.40	0.50	0.90
41	0.30	0.00	0.10	0.50
42	0.71	0.41	0.51	0.91
43	0.29	0.00	0.09	0.49
44	0.72	0.42	0.52	0.92
45	0.28	0.00	0.08	0.48
46	0.73	0.43	0.53	0.93
47	0.27	0.00	0.07	0.47
48	0.74	0.44	0.54	0.94
49	0.26	0.00	0.06	0.46
50	0.75	0.45	0.55	0.95
51	0.25	0.00	0.05	0.45
52	0.76	0.46	0.56	0.96
53	0.24	0.00	0.04	0.44
54	0.77	0.47	0.57	0.97
55	0.23	0.00	0.03	0.43
56	0.78	0.48	0.58	0.98
57	0.22	0.00	0.02	0.42
58	0.79	0.49	0.59	0.99
59	0.21	0.00	0.01	0.41
60	0.80	0.50	0.60	1.00
61	0.20	0.00	0.00	0.40
62	0.81	0.51	0.61	1.01
63	0.19	0.00	0.00	0.39
64	0.82	0.52	0.62	1.02
65	0.18	0.00	0.00	0.38
66	0.83	0.53	0.63	1.03
67	0.17	0.00	0.00	0.37
68	0.84	0.54	0.64	1.04
69	0.16	0.00	0.00	0.36
70	0.85	0.55	0.65	1.05
71	0.15	0.00	0.00	0.35
72	0.86	0.56	0.66	1.06
73	0.14	0.00	0.00	0.34
74	0.87	0.57	0.67	1.07
75	0.13	0.00	0.00	0.33
76	0.88	0.58	0.68	1.08
77	0.12	0.00	0.00	0.32
78	0.89	0.59	0.69	1.09
79	0.11	0.00	0.00	0.31
80	0.90	0.60	0.70	1.10
81	0.10	0.00	0.00	0.30
82	0.91	0.61	0.71	1.11
83	0.09	0.00	0.00	0.29
84	0.92	0.62	0.72	1.12
85	0.08	0.00	0.00	0.28
86	0.93	0.63	0.73	1.13
87	0.07	0.00	0.00	0.27
88	0.94	0.64	0.74	1.14
89	0.06	0.00	0.00	0.26
90	0.95	0.65	0.75	1.15
91	0.05	0.00	0.00	0.25
92	0.96	0.66	0.76	1.16
93	0.04	0.00	0.00	0.24
94	0.97	0.67	0.77	1.17
95	0.03	0.00	0.00	0.23
96	0.98	0.68	0.78	1.18
97	0.02	0.00	0.00	0.22
98	0.99	0.69	0.79	1.19
99	0.01	0.00	0.00	0.21
100	1.00	0.70	0.80	1.20



The figure illustrates the time series of the variable 'Y' over 100 periods. The data shows a strong positive linear trend, starting at a value of 0.5 and reaching 1.0 by the end of the 100th period. The fluctuations around the trend line are relatively small, indicating a stable and predictable process. The overall behavior is consistent with a random walk with a positive drift.

## Explanation of variances – pro forma

Name of smaller authority: [REDACTED]  
 County area (local councils and parish meetings only): [REDACTED]

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:  
 - variances of more than 15% between totals for individual boxes (except variances of less than £200);  
 - New from 2020/21 onwards: variances of £100,000 or more require explanation regardless of the % variation year on year.

	2023/24 £	2024/25 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	860,602	860,420					
2 Precept or Rates and Levies	373,973	383,870	9,897	2.65%	NO		
3 Total Other Receipts	54,275	74,639	20,364	37.52%	YES		Income for 2023/24 was £11,803; Income for 2024/25 was £18,378. Main differences due to income from Stroud District Council of £10,000 towards installation of a cycle shelter and income from Stonehouse Town Football Club of £7,500 as a contribution towards a new sewer line
4 Staff Costs	179,333	213,346	33,993	18.95%	YES		Application of National Pay agreement for financial year 2024/25 of £1,290 per employee - total increase £7,740; Application of increased National Insurance Contributions - total increase of £6,296; Staff cover for maternity leave for 12 months April 2024 to March 2025 - total cost £13,070
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	249,076	340,857	91,781	36.85%	YES		Project work spending 2023/24 was £299; Project work spend in 2024/25 was £108,185
7 Balances Carried Forward	860,421	764,726					VARIANCE EXPLANATION NOT REQUIRED
8 Total Cash and Short Term Investments	880,769	764,726					VARIANCE EXPLANATION NOT REQUIRED
9 Total Fixed Assets plus Other Long Term Investments and	1,555,410	1,553,562	-1,848	0.12%	NO		The figure submitted for 2023/24 is restated. The incorrect submission was made as a result of the migration of a dataset from Excel to a database on the council's 'Edge' finance system.
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable



# Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2025
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at <b>31 March 2025</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	✓	

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2024/25

## Stonehouse Town Council

WWW.stonehousetowncouncil.gov.uk

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes No Not covered		
	Yes	No	Not covered
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			No petty cash
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

05/05/2025

Name of person who carried out the internal audit

Ruth Waller

Signature of person who carried out the internal audit



Date

16/05/2025

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

STONEHOUSE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		Yes means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
	✓		

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

19/05/2025

and recorded as minute reference:

TC3432

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

WWW.stonehousetowncouncil.gov.uk

Section 2 – Accounting Statements 2024/25 for

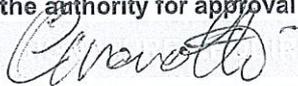
STONEHOUSE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	806,602	860,420	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	373,973	383,870	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	54,275	74,639	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	179,353	213,346	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	249,076	340,857	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	860,420	764,726	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	880,769	780,712	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	1,555,410	1,553,562	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date 19/05/2025

I confirm that these Accounting Statements were approved by this authority on this date:

19/05/2025

as recorded in minute reference:

TC3433

Signed by Chair of the meeting where the Accounting Statements were approved

## Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2024/25

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2024/25

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Smaller authority name: **STONEHOUSE TOWN COUNCIL**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION  
OF UNAUDITED ANNUAL GOVERNANCE &  
ACCOUNTABILITY RETURN**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025**

**Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement - Monday 2<sup>nd</sup> June 2025 (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:</p> <p>(b) Carlos Novoth Town Clerk and Responsible Finance Officer for Stonehouse Town Council Tel: 01453 822070 Email: <a href="mailto:townclerk@stonehousetowncouncil.gov.uk">townclerk@stonehousetowncouncil.gov.uk</a></p> <p>commencing on (c) <u>Tuesday 3 June 2025</u></p> <p>and ending on (d) <u>Monday 14 July 2025</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (<a href="mailto:sba@pkf-l.com">sba@pkf-l.com</a>)</p> <p>5. This announcement is made by (e) Carlos Novoth (Town Clerk and Responsible Finance Officer for Stonehouse Town Council)</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>





**STONEHOUSE**  
**TOWN COUNCIL**

Minutes of a Town Business Committee Meeting held on Tuesday 6<sup>th</sup> May 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, Carol Trim (arrived at 8.20pm) and Theresa Watt.

**In Attendance:** Town Clerk; a representative of Stonehouse Methodist Church Youth Club; a volunteer of Stroud Valleys Canal Company (SVCC)

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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**B/846** To receive apologies  
There were no apologies

**B/847** To receive Declarations of Interest  
There were no declarations of interest

**B/848** To approve the minutes of Business Committee meeting on 1<sup>st</sup> April '25  
Committee APPROVED the minutes as a true and accurate record of the meeting subject to an amendment to the action agreed by committee in relation to agenda item B/843 - Committee made no recommendations but DEFERRED the matter until after the scheduled resurfacing works on the car park.

By agreement with the committee, the Chair brought forward agenda item B/851

- B/851** To approve the following grant applications:
- **Stonehouse Methodist Church Youth Club**  
The youth club is not a member of the MAYC - Methodist Association of Youth Clubs.  
Committee APPROVED a grant of £150 subject to confirmation from GAPTC that the award of a grant could be made under the circumstances.
  - **Stroud Valleys Canal Company**

Committee APPROVED a grant of £350 for the purchase of 200 defensive plants on the basis they are planted by SVCC volunteers - this to act as a preventative measure for graffiti

**B/849 To receive the latest budget position**

Whilst the budget doesn't yet show it, the council has received the first half of its annual precept. Beyond this there was little worthy of note. Officers are looking to transfer £150,000 from the Lloyds account to CCLA over the coming days.

Committee NOTED the Actual Net Expenditure of £40,691.68; Actual Net Income of £1,549.46 and Reserve movement of £581.30

**B/850 To approve the latest BACS payment list and provide retrospective approval for Debit Card Payments**

Committee APPROVED the BACS payment totalling £18,811.96 and RETROSPECTIVELY APPROVED Direct Debit payments totalling £339.24

**B/851 To approve the following grant applications:**

- **Stonehouse Methodist Church Youth Club**  
Agenda item brought forward - see above
- **Stroud Valleys Canal Company**  
Agenda item brought forward - see above

**B/852 To approve the following purchases**

- **3 Kilowatt inverter for the council's vehicle**  
Committee APPROVED the purchase of a 3 Kilowatt Invertor for the council's vehicle at a cost of approximately £550 plus vat
- **Dishwasher for the Youth Pod**  
Committee APPROVED the purchase of a new dishwasher at a cost of £269 plus vat from John Kerry and Sons

**B/853 To recommend the award of a contract to install a toilet at the council's workshop**

Committee RECOMMENDS awarding the installation work to SSDB at a total cost of £5,912.41 plus vat

**B/854 To receive the 4<sup>th</sup> quarter Internal Control Check report**

Committee NOTED the report. Its recommendations will be put to Policy working group for consideration when next reviewing the Financial Regulations

**B/855 To receive Stonehouse Community Association's full accounts for the 2024/25 financial year**

Committee NOTED the latest annual accounts

**B/856 To approve the process for determining the payment of provisional sums to the council's Youth Services Provider**

Committee APPROVED the following recommendations:

On the basis that the service provider undertakes all the recommended activities detailed in its tender bid (and subsequent clarifications) under core and provisional works:

1. The Council will make quarterly payments in advance of each quarter and will combine the value of core and provisional works at a rate that is one quarter of the council's budget set aside for Youth work - that is, one quarter of £65,000; the remaining contract shortfall of £1,150 to be met through The Doors external funding efforts
2. Recommended changes to the service (to reflect changing needs) are discussed with the town council's Youth Working Group and if necessary, authorisation is sought from the town council, either directly by full town council or by the relevant committee before those changes are put into effect. (An initial meeting will take place prior to each financial year (March) between The Door and the Youth Working Group to determine whether there are planned changes during the year).

**B/857** To recommend for council approval the updated Financial Risk Assessment  
A question was raised in relation to the risk score in relation to the council's insurance. Other than this, Committee was able to RECOMMEND for approval by Town Council

**B/858** To receive the updated costs in relation to the council's insurance cover for the period 1<sup>st</sup> June 2025 to 31<sup>st</sup> May 2026 and recommend approval by town council  
Committee RECOMMENDS Full Town Council approve the renewal schedule

**B/859** To approve a new working group reporting to Business Committee to work on the Government's Devolution and Unitarisation agenda  
Committee APPROVED the formation of a new Council Working Group called Local Government Unitarisation and Devolution (LGUD). Membership to be offered to all Cllrs

Cllr Carol Trim arrived at the meeting 8.20pm

**B/860** To receive updates from the following working groups:

1. **Climate Change Action Forum**  
No update
2. **Communications**  
Newsletter being proof read at present - off to printers later in the week.
3. **Oldends Lane Development**  
External funding to be made available from the Pavilion from 106 monies
4. **Support Stonehouse**  
No recent meetings were necessary
5. **Youth**  
Notes of recent meeting circulated to BC Members - a number of issues need attention within the building. Quotes currently being received for external repairs

**6. Policy**

To meet soon

**7. Internal Audit Panel (To be renamed)**

To meet soon

**B/861 To note the date of the next meeting - Monday 9<sup>th</sup> June 2025**

Committee NOTED the date of the next meeting



# STONEHOUSE TOWN COUNCIL

## FINANCIAL RISK ASSESSMENT – MAY 2025

The Council is required to review risk annually. The following is a list of recommendations for approval:

Service Area	Risk	Control	Risk	Impact	Score	Comments
<b>FINANCE</b>						
Insurance	Authority unable to secure adequate insurance for its assets and operation	Current insurance levels as detailed. Insurance cover is through 'Gallaghers Insurance' Insurance – 3 year agreement in place from 1 <sup>st</sup> June 2024. The agreement is subject to minor changes pending increases in Government taxes. Authority undertakes annual financial risk review and complies	2	3	6	

		with good practice measures on Financial, HR, H&S and other operational matters			
Precept	Illegal Expenditure	Council has its General Power of Competence, the power of first resort. Business Committee and Full council oversee all payments made through its authorisation process.  Internal control checks made of the council's payments  Ensure adequate general reserve for 3-6 months in addition to substantial Earmarked Reserves. Late payment is limited due to current authorisation opportunities and use of 'Edge'	1	3	3
Payroll	Loss of data  Fraud	Outsourced to PATA. At risk if service provider business fails but data could be restored from the Council's Cloud based IT storage.  Quarterly internal control checks undertaken and reported to Committee and Town Council.  Annual check also made by internal auditor.	1	3	3

	Account signatories to approve all amended salary payments			
Accounting	<p>Non-compliance</p> <p>Late VAT returns</p> <p>Inaccuracy</p>	<p>1</p> <p>2</p>	<p>2</p>	<p>Monthly reconciliation of main bank account mitigates minor errors.</p>
Finance	<p>Cash deposits at risk in bank</p> <p>Access to investments (Council's exposure with its</p>	<p>1</p>	<p>3</p>	<p>Need to review non CCLA investments due to external fraudulent attempts to access accounts</p> <p>Dealing with Banks and Building Societies has been a major problem.</p> <p>Consideration should be</p>

	operating account)	circumstances has made this difficult.			given to moving further investments in to CCLA or use of alternative investment organisations
	Lack of liquid funds/cashflow	Cashflow secured by keeping treasury account topped up through CCLA – top up arrangement made very easy			
	External Funding – non-compliance with grant conditions	Ensure criteria from grant awarding body is strictly followed			
	Loss of income i.e. rent and	Ensure adequate scrutiny is applied to accounts and spending			
	Compliance with Pension regulations	Ensure regular contact with leaseholders and bodys renting facilities			
		Re-declaration made by the council every three years as required by Pensions Regulator and at onset of new staff arrivals			
<b>OTHER</b>					
Staff	Loss of personnel	General reserves in case of temporary staff needs	2	3	6
	Improved management of and communications with staff to ensure good retention. The Council offers				The council's workforce has in the main settled with new staff improving the organisation's resilience; regular 1-1s and team

		<p>reasonable terms and conditions. Need to build in further resilience to staffing</p> <p>Secure and comply with HR advice (Peninsula).</p> <p>Risk assessment undertaken on existing staff arrangements in line with Government Guidance. Can be reapplied as and when necessary</p>			meetings held in addition to day to day communications
	HR Litigation				
	Covid impact				Staff reporting Covid are asked to stay away from the office
Administration	Management of Finance	<p>'Edge' finance software provides a closed system that is fully auditable. It supports improved budget controls. Adequate up to date training is provided to staff. Accounts audited internally each quarter</p> <p>Accounts and payment lists reported each month to Business Committee and Full Council</p> <p>The Policy register is generally kept up to date and reviewed in line with Council agreed frequencies by the Member led Policy Review working group</p> <p>Number of signatories increased</p>	2	2	4
	Policy non compliance				Policies currently need some catch up work
	Council unable to make payments due to lack of				

	signatories	from 3 Cllrs to 5. Authorise Clerk and Deputy Clerk to act as back up full bank signatories to the council's Lloyds account.				
Allotments	Non compliance with Management agreement	Management agreement details discussed with allotment association annually. Annual checks undertaken	1	2	2	The council has good working relations with the Allotment Association.
Data	Security breach	Data stored off site on cloud system. Now protected by remote monitoring and updating by IT service provider 'JIREH' – information is further backed up. Data Protection Policy has been adopted and will be regularly reviewed. Safe custody for title documents/legal agreements.	1	3	3	In 2024, Council agreed a long term service agreement with Jireh to provide IT services  Documents now currently held in fire proof room by 'Leeper Prosser' Solicitors.
Parks	Play Equipment/play areas and fields becoming unfit for use	Weekly visual checks and quarterly detailed checks carried out in all areas in addition to annual review by ROSPA  Council staff trained to undertake interim inspections	2	3	6	Recently employed additional grounds staff to provide increased resilience ensuring required checks are made

	Trees left unmanaged	Tree Strategy in place – full list and location of trees now in place. Regular annual inspection undertaken and remedial works undertaken				
Procurement	Ensure value for money  Need to advertise contracts	Financial Regs are regularly reviewed and applied  Contracts over £30,000 incl vat to be advertised on the council and public contract finance website. Expected annual contract costs reviewed for large scale work/services	1	3	3	The council has two main contracts that exceed this threshold – both are advertised in line with the Financial Regulations
Health and Safety	Non Compliance with health and safety regulations	Health and safety documents currently in review .  Significant changes made to working equipment and practices to reduce risk  New staff encouraged to take cautionary approach to all work – no time bound requirements.  Regular communications with office staff and arrangements in place to help deal with unusual events ie	1	3	3	

			heat, severe cold etc New contract signed (Jan 25) with Peninsula to ensure correct documentation is held and updated and, applied			
Buildings	Deterioration, over – expenditure and under utilisation		All buildings currently checked for general condition on a regular basis mainly by grounds staff. Issues reported to the town hall and actioned.	2	2	4
Elections	Failing to comply with Co-option process		Due process followed with updates and advice provided by the election authority	1	3	3
External audit	Unable to satisfy requirements of annual AGAR returns		Internal auditor booked in each year in advance 'Edge' engaged to produce end of year accounts Agenda item added for council sign off in April/May each year	1	2	2
Members Interests	Conflict of interests Opportunity for impropriety		Cllrs receive training on Code of Conduct and comply with requirements. Cllr register all relevant interests (pecuniary and	1	4	4

		non pecuniary interests). Cllrs notify the clerk of gifts/hospitality			
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**Risk Assessment & Action**

Risks will be identified and then assessed according to the following criteria:

	Major impact (3)	Moderate impact (2)	Minor impact (1)
High risk (3)	Score 9	Score 6	Score 3
Medium risk (2)	Score 6	Score 4	Score 2
Low risk (1)	Score 3	Score 2	Score 1

Score 9: circumstances giving rise to risk to be eliminated if possible.

Score 4-6: risk requires immediate and/or continuous management and monitoring.

Score 2-3: risk requires management and monitoring.

Score 1: risk does not require management but may be monitored.

Note! Risk Management can include the transfer of risk by e.g. taking out insurance or buying in a service from a specialist provider





# Renewal SCHEDULE

Quote Reference - 149023634

The information contained on this page is confidential and should not be sent to third parties

## INSURANCE DETAILS

Period of insurance : Continuous cover from 01/06/2025 until the policy is cancelled  
Date issued to insured : 29/04/2025  
Underwritten by : Hiscox Underwriting Ltd on behalf of the insurers listed for each section of the policy  
Payment method : Payment by Broker's Account

## INSURED DETAILS

Insured : Stonehouse Town Council  
Address : Town Hall  
Stonehouse  
GL10 2NG  
Additional insureds : There are no Additional Insureds on this policy  
Business : Town Council  
General terms and conditions wording : 11604 WD-HSP-UK-PAC-GTC(4)  
The General terms and conditions apply to this policy in conjunction with the specific wording detailed in each section below

## PREMIUM DETAILS

Annual premium :	£7,835.97	Annual Tax :	£940.31	Total :	£8,776.28
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## Renewal SCHEDULE

### Local councils & not-for profit organisations scheme

#### PROPERTY – BUILDINGS

**Section wording** 11600 WD-HSP-UK-PAC-PYB(5)  
**Insurer** Hiscox Insurance Company Limited

Premises address	Sum insured
2 x Football Stands, Oldends Lane, Gloucestershire, GL10 2DG	£206,376
Allotment sheds x12, Gloucester Road, Gloucestershire, GL10 2HB	£75,692
Oldends Lane Pavilion, Oldends Lane, Gloucestershire, GL10 2DG	£875,061
Town Hall, High Street, Gloucestershire, GL10 2NG	£951,979
Workshop/store, Oldends Lane, Gloucestershire, GL10 2DG	£175,452
Youth Centre (& storage container), Oldends Lane, Gloucestershire, GL10 2DG	£300,720
Storage Unit, Oldends Lane, Gloucestershire, GL10 2DG	£70,662

Item description	Excess	Amount Insured
Total Buildings	£250	£2,655,942
Gates and fences	£250	£55,096
Fixed outside equipment	£250	£4,125
Street furniture	£250	£0
War memorials	£250	£123,810
Playground equipment	£250	£124
Sports surfaces	£250	£0
Other surfaces	£250	£0
Rent receivable	£250	

**Excess applies to:** Each and every loss

#### Special excesses

**Losses from subsidence** £1,000 each and every loss

#### Additional cover (in addition to the overall limit/amount insured above)

<b>Trace and access</b>	£5,000
<b>Emergency services</b>	£5,000
<b>Loss prevention costs</b>	£25,000
<b>Additions to buildings</b>	£50,000
<b>Inadvertent omissions</b>	£500,000
<b>Trees, shrubs and plants</b>	£25,000
<b>Bequeathed buildings</b>	£50,000
<b>Discharge of oil</b>	£10,000 in total during any one period of insurance, across all Property sections combined
<b>Contract works and site materials</b>	£75,000



# Renewal SCHEDULE

## Endorsements

308.0.2	Flat roof condition
6469.0	Addition of cover: under insurance restriction (Buildings)
6728.0	Removal of cover: cyber claims and losses



# Renewal SCHEDULE

## PROPERTY – CONTENTS

**Section wording** 11602 WD-HSP-UK-PAC-PYC(6)  
**Insurer** Hiscox Insurance Company Limited

Item description	Excess	Amount Insured
General contents including computer and ancillary equipment	£250	£38,261
Civic Regalia	£250	£0
Gardening equipment, plant and machinery	£250	£57,665
Sports equipment	£250	£8,018
Rent payable	£250	£0

**Excess applies to** Each and every loss  
**Geographical limits:** United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man

## Additional cover (in addition to the overall limit/amount insured above)

Costs following glass breakage	£10,000
Additions to contents	£10,000 or 10% of the amount insured for contents, whichever is the greater
Money in the insured location while open for business or in a locked safe	£1,000
Money in transit or at the home of any councillor, trustee, employee or volunteer	£1,000
Money at all other times	£1,000
Money - non-negotiable instruments	£250,000
Identity fraud	£5,000
Personal effects	£5,000
Reconstitution of electronic data	£5,000
Reconstitution of other business documents	£5,000
Lock replacement	£10,000
Building damage by theft	£10,000
Personal assault - death	£10,000 per person
Personal assault - total loss or permanent and total loss of use of one or more limbs	£10,000 per person
Personal assault - total and irrecoverable loss of sight in one or both eyes	£10,000 per person
Personal assault - disablement which totally prevents the injured person from carrying out all parts of their usual occupation	£100 per week up to a maximum of 104 weeks
Metered water and fuel	£5,000
Outdoor items	£5,000
Marquees	£10,000
Refrigerated stock	£2,500
Undamaged tenant's improvements	£5,000
Contents temporarily elsewhere including whilst in transit	£25,000 or 10% of the amount insured for contents, whichever is the less



## Renewal SCHEDULE

Defective title – fine art	£10,000
Continuing hire charges – in total across all Property sections	£10,000
Exhibitions stands and equipment temporarily elsewhere	£25,000 or 10% of the amount insured for contents, whichever is the less
Defibrillators	£5,000
Bequeathed property	£5,000
Fund raising events	£5,000
Contents kept at home	£25,000 or 10% of the amount insured for contents, whichever is the less
Fraud and dishonesty	£550,000 the aggregate per period of insurance

### Endorsements

240.3	Minimum security condition
6226.0	Addition of cover (Travel expenses)
6729.0	Removal of cover: cyber claims and losses
6349.1	Floating amount insured (Contents)
6222.0	Amendment of cover (Fidelity guarantee)

### PROPERTY AWAY FROM THE PREMISES

**Wording Insurer** 11602 WD-HSP-UK-PAC-PYC(6)  
Hiscox Insurance Company Limited

Item description	Excess	Amount Insured
All business equipment	£250	£5,000

**Excess applies to:** Each and every loss  
**Geographical limits:** European Union, United Kingdom of Great Britain and Northern Ireland, Channel Islands, Isle of Man and Gibraltar

### Endorsements

65.00	Contents temporarily elsewhere
6729.0	Removal of cover: cyber claims and losses

### PROPERTY – BUSINESS INTERRUPTION

**Section wording Insurer** 11601 WD-HSP-UK-PAC-PYI(6)  
Hiscox Insurance Company Limited

Item description	Indemnity period	Amount Insured
Loss of income	12 months	£10,000
Additional increased costs of working	12 months	£10,000

**Additional cover** (in addition to the overall limit/amount insured above)

<b>Key person</b>	£250 per week up to a maximum of £2,500 per period of insurance.
<b>Unauthorised use of public utilities</b>	£100,000 or the total amount insured for Business



# Renewal SCHEDULE

interruption, whichever is less

<b>Special limits</b>	(included within and not in addition to the overall limit/amount insured above)
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Denial of access	£100,000 or the total amount insured for Business interruption, whichever is less
Non-damage denial of access	£100,000 or the total amount insured for Business interruption, whichever is less
Bomb threat	£100,000 or the total amount insured for Business interruption, whichever is less
Suppliers	£100,000 or the total amount insured for Business interruption, whichever is less
Public utilities	£100,000 or the total amount insured for Business interruption, whichever is less
Public authority	£100,000 or the total amount insured for Business interruption, whichever is less
Failure of safety equipment	£100,000 or the total amount insured for Business interruption, whichever is less
Loss of attraction	£100,000 or the total amount insured for Business interruption, whichever is less
Alternative hire costs	£5,000
Equipment breakdown	Not insured

<b>Endorsements</b>
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6731.0	Removal of cover: cyber claims and losses
6820.0	Amended definition: income
6350.1	Floating amount insured (Business interruption)

<b>EMPLOYERS' LIABILITY</b>
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Section wording	11603 WD-HSP-UK-PAC-EL(4)
Insurer	Hiscox Insurance Company Limited
Limit of indemnity	£10,000,000
Limit applies to	Each and every occurrence including costs
Geographical limits	Worldwide
Applicable court	United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man

<b>Special limits</b>	(included within and not in addition to the overall limit/amount insured above)
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Criminal defence costs	£100,000 in the aggregate
Terrorism	£5,000,000 in the aggregate

<b>Endorsements</b>
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3121.0	Employers Liability Tracing Office (ELTO) - mandatory information required
6734.0	Confirmation of cover: cyber claims

<b>PUBLIC AND PRODUCTS LIABILITY</b>
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Section wording	11607 WD-HSP-UK-PAC-GL(4)
Insurer	Hiscox Insurance Company Limited
Limit of indemnity	£10,000,000
Limit applies to	Each and every occurrence, defence costs in addition, other than for pollution or for products to which a single aggregate policy limit including defence costs applies
Excess	£250
Excess applies to	Each and every claim for property damage only
Geographical limits	United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man, the European Union and Gibraltar



## Renewal SCHEDULE

<b>Applicable courts</b>	United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man, the European Union and Gibraltar
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<b>Additional cover</b>	(in addition to the overall limit/amount insured above)
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<b>Unauthorised use of third party telephones by your employees</b>	£2,500 any one period of insurance
<b>Loss of excess or no claims discount</b>	£250 any one period of insurance
<b>Loss of third party keys</b>	£2,500 any one period of insurance
<b>Defamation and Intellectual property rights</b>	£500,000 any one period of insurance

<b>Special limits</b>	(included within and not in addition to the overall limit/amount insured above)
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<b>Criminal defence costs</b>	£100,000 in the aggregate
<b>Pollution defence costs</b>	£100,000 in the aggregate
<b>Hirer liability</b>	£5,000,000 in the aggregate

<b>Endorsements</b>
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<b>6080.0</b>	Firework and bonfire condition endorsement
<b>6735.0</b>	Removal of cover: cyber claims

<b>OFFICIALS' AND TRUSTEES' INDEMNITY</b>
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<b>Section wording</b>	11614 WD-HSP-PAC-DO(6)
<b>Insurer</b>	Hiscox Insurance Company Limited
<b>Policy limit</b>	£500,000
<b>Limit applies to</b>	In the aggregate including costs
<b>Legal representation costs</b>	£15,000
<b>Legal representation basis</b>	In the aggregate any one period of insurance
<b>Geographical limits</b>	United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man
<b>Applicable courts</b>	United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man

<b>Endorsements</b>
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<b>705.4</b>	Prior and pending litigation date
<b>3215.0</b>	Amendment of cover: cyber claims (DO)
<b>3216.0</b>	Amendment of cover: breach of professional duty (DO)

<b>COMMERCIAL LEGAL PROTECTION (DAS)</b>
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<b>Section wording</b>	9927 WD-HSP-UK-CHR-DAS(3)
<b>Insurer</b>	DAS Legal Expenses Insurance Company Limited
<b>Section limit</b>	£100,000
<b>Limit applies to</b>	All claims resulting from one or more event arising at the same time or from the same originating cause
<b>Excess</b>	£200
<b>Excess applies to</b>	Each and every claim arising from aspect enquiries only
<b>Geographical limits</b>	For insured incidents 2 Legal Defence (excluding 2(4)), and 3(b) Bodily Injury: The European Union, the United Kingdom of Great Britain and Northern Ireland, the Isle of Man, the Channel Islands, Albania, Andorra, Bosnia Herzegovina, Croatia, Gibraltar, Iceland, Liechtenstein, Macedonia, Monaco, Montenegro, Norway, Romania, San Marino, Serbia, Switzerland and Turkey (west of the Bosphorus). For all other insured incidents: The United Kingdom of Great Britain and Northern Ireland, the Isle of Man and the Channel Islands



# Renewal SCHEDULE

**Endorsements**

524.0 Commercial legal protection (charities)

**PERSONAL ACCIDENT**

Section wording 11608 WD-HSP-UK-PAC-PA(4)  
 Insurer Hiscox Insurance Company Limited

**Personal accident**

Capital benefit £100,000  
 Temporary benefit £500 per week  
 Medical expenses £10,000  
 Insured persons Councillors, trustees, volunteers and employees of the insured  
 Operative time While working for you or on your behalf

**Special limits (included within and not in addition to the overall limit/amount insured above)**

Death 100% capital benefit amount per person  
 Loss of one limb 100% capital benefit amount per person  
 Loss of one eye 100% capital benefit amount per person  
 Loss of two limbs 100% capital benefit amount per person  
 Loss of two eyes 100% capital benefit amount per person  
 Loss of one limb and one eye 100% capital benefit amount per person  
 Loss of hearing 100% capital benefit amount per person  
 Loss of speech 100% capital benefit amount per person  
 Permanent total disablement 100% capital benefit amount per person  
 Temporary total disablement £500 per week, up to a maximum of 104 weeks, an excess of 14 days applies  
 Temporary partial disablement £500 per week, up to a maximum of 104 weeks, an excess of 14 days applies  
 Maximum accumulation £1,000,000 any one loss in the aggregate

**Endorsements**

6752.0 Amendment of cover: cyber claims and losses

**CRISIS CONTAINMENT**

Wording 15369 WD-HSP-UK-PAC-CRI(1)  
 Insurer Hiscox Insurance Company Limited  
 Limit of indemnity £25,000  
 Limit applies to Per crisis and in the aggregate during any one period of insurance  
 Geographical limits The United Kingdom of Great Britain and Northern Island, the Isle of Man and the Channel Islands.

**Special limits (included within and not in addition to the overall limit/amount insured above)**

Outside working hours discretionary crisis mitigation costs £2,000

**Endorsements**

9003.0 Crisis containment provider: Hill Knowlton



**STONEHOUSE**  
TOWN COUNCIL

Minutes (subject to agreement at the next Committee Meeting) of a meeting of the Town Environment Committee held on Monday 28<sup>th</sup> April, 7pm at Stonehouse Library, High Street, Stonehouse GL10 2NG

**Present:**

Councillors: Cllrs John Callinan, Debbie Curtis (Committee Chair) Marcus Dixon, Neil Gibbs, Stephen Hunter, Simon Macgregor, Theresa Watt.

**Also present:**

Jacqui Sanders (Deputy Clerk)

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

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**E/903 To receive apologies.**

Apologies were received from Cllr Keith Creighton.

**E/904 Declarations of Interest**

There were no declarations of interest.

**E/905 To approve the minutes of the Town Environment Committee meeting held on Monday 31<sup>st</sup> March.**

Committee APPROVED the Minutes as a true and accurate record of the meeting.

**E/906 To receive the latest updated Environment Budget.**

Committee NOTED the updated report showing a total 'Actual Net' Income of £1,305.00; 'Actual Net' Expenditure of £43,426.73 and Reserve Expenditure of £0.

**E/907 To consider the design and purchase of new Stonehouse Town Entry signs and recommend for Full Council approval.**

After much discussion, committee proposed to recommend to full council the design and purchase of five new Stonehouse Entry signs, to go alongside new Stonehouse in Bloom signs, at a cost of £1000 (plus VAT).

**E/908 To approve a payment of £459.00 plus VAT to secure portable toilets for the Ship Inn site in the eight weeks prior to the Canal Festival**

Committee APPROVED the payment of £459.00 plus VAT to secure portable toilets for the Ship Inn site in the eight weeks prior to the Canal Festival.

**E/909 To approve the purchase of tables and chairs, chosen by Stonehouse in Bloom, for Old Chapel Garden from the Mayor's Fund.**

Committee APPROVED the purchase of tables and chairs, chosen by Stonehouse in Bloom for Old Chapel Garden, for up to £300 to be taken from the Mayor's fund.

Cllr Curtis thanked the Mayor, on behalf of Stonehouse in Bloom.

**E/910** To note the interim report from Transition Stroud e-bike loan project.  
Committee NOTED the report.

**E/911** To discuss the future protection of Doverow Hill Wood and recommend securing the services of Fields in Trust, to Full Council.  
Committee discussed the future protection of Doverow Hill Wood at length, and recommend to Full Council, securing the services of Fields in Trust.

**E/912** To receive the enquiry from Standish Parish Council and discuss and consider a response.  
Committee received the enquiry and discussed MST48 at length. The footpath is on private land and recorded as a footpath on the Definitive Map, which means it has access on foot only. To become a cycle path, or all-weather path, would need the permission and co-operation of the landowner, as well as having a huge cost implication. Officers will contact Standish Parish Council with this information.

**E/913** To consider participation of the Local Government Reorganisation and Devolution Survey, from GAPTC.  
Cllr Callinan will formulate a response to GAPTC.

**E/914** To comment on recent Planning Applications

**S.25/0722/FUL** Bonds Mill , Bristol Road, Stonehouse  
Replacement roof, alterations to fenestration, and drainage levels of Unit 71  
**Comment: This council has no comment to make other than this would appear an ideal opportunity to put solar panels on the roof, and we request that this be considered.**

**S.25/0670/HHOLD** 33 Bath Road, Stonehouse  
Erection of single storey extension.  
**Comment: No objections as long as none from neighbours.**

**S.25/0264/TPO** Church Lane Stonehouse  
Re-pollard Holm Oak to reduce risk of failure at re-growth.  
**Comment: No comment.**

**S.25/0561/LBC** The Old Thatched Cottage, 1 High Street, Stonehouse  
Repair and replace windows.  
**Comment: No objections.**

**S.25/0740/HHOLD** 5 Rosedale Avenue, Stonehouse  
Erection of a single storey rear and side extension. Erection of a porch.  
**Comment: No objections as long as none from neighbours.**

**E/915** To receive a report on planning decisions received from Stroud District Council.

**S.25/0243/HHOLD** Ingleside Browns Lane Stonehouse  
Erection of a domestic outbuilding with covered link extension  
**PERMITTED**

**S.25/0323/HHOLD** Villa Julia Quietways Stonehouse  
Erection of rear decking, alterations to fenestration and infill existing open porch.  
**PERMITTED**

**S.25/0349/HHOLD** 34 Gloucester Road Stonehouse  
Erection of a garage extension.  
**PERMITTED**

**S.25/0423/CPL** Block 31 Upper Mills Trading Estate Bristol Road Stonehouse  
Certificate of lawfulness to confirm use of building as B2-General Industrial.  
**PERMITTED**

**E/916** To receive Working Groups updates.

- **Communications**  
Not met.
- **Stroudwater (Bristol Road) Station**  
Not met.
- **Transport and Highways**  
Not met.
- **Public Rights of Way**  
Not met.
- **Recreation.**  
Not met.
- **Canal Rejuvenation**  
Not met.
- **Court View**  
Not met.
- **Community Arboretum and Open Spaces.**  
Meeting scheduled for 16<sup>th</sup> June.

**E/917** Date of next Environment Committee meeting: Tuesday 27<sup>th</sup> May 2025.  
Committee NOTED the date of the next meeting.

1. The first step in the process of identifying a problem is to define the problem clearly and concisely.

2. The second step is to gather information about the problem, including its causes and effects.

3. The third step is to analyze the information and identify the underlying causes of the problem.

4. The fourth step is to develop a plan of action to address the problem and its causes.

5. The fifth step is to implement the plan and monitor the progress of the solution.

### Chapter 10: The Science of Learning and Memory

1. Learning is a change in knowledge or skill that results from experience.

2. Memory is the ability to store and retrieve information about the past.

3. The three main types of memory are sensory, short-term, and long-term.

4. Sensory memory is the first stage of memory, where information is initially received.

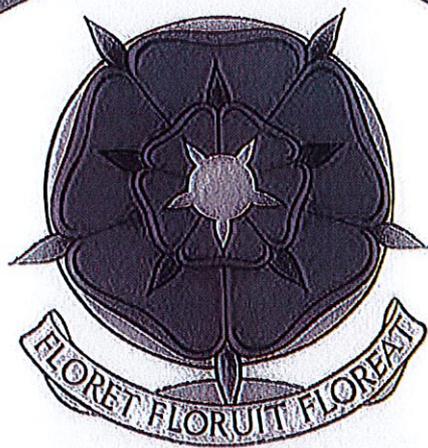
5. Short-term memory is the second stage, where information is held for a brief period.

6. Long-term memory is the final stage, where information is stored for an extended period.

7. The flow of information from sensory to short-term to long-term memory is called the memory system.

8. Learning and memory are closely related, as learning involves the acquisition of new information that is then stored in memory.

9. The study of learning and memory has important implications for education, psychology, and other fields.



**WELCOME TO  
STONEHOUSE**



**RHS Britain in Bloom 2024**  
**BEST SMALL TOWN**  
**IN THE UK**





THE GREAT

AMERICAN

ASSOCIATION



# Bank Account Reconciled Statement

Stonehouse Town Council                      01651837                      30-98-29

Statement Number	61	Bank Statement No.	61
Statement Opening Balance	£69,929.10	Opening Date	01/04/25
Statement Closing Balance	£229,162.53	Closing Date	30/04/25
True/ Cashbook Closing Balance	£229,162.53		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
02/04/25	BGC020425NEST	NEST	-6.90	0.00	69,936.00
07/04/25	DEB070425UKOFFICE	UK Office Direct	29.89	0.00	69,906.11
07/04/25	FPI070425CCONN	Charlotte Conn	0.00	20.00	69,926.11
07/04/25	FPO070425ABBAY	Abbey Loos	436.50	0.00	69,489.61
07/04/25	FPO070425GBSPO	GB Sport & Leisure	1,272.78	0.00	68,216.83
07/04/25	FPO070425GCC	Gloucestershire County Council	179.89	0.00	68,036.94
07/04/25	FPO070425HMRC	HMRC	3,376.86	0.00	64,660.08
07/04/25	FPO070425HOMES	Home-Start Stroud and Gloucester	15,000.00	0.00	49,660.08
07/04/25	FPO070425KASPAR	David Kaspar	250.00	0.00	49,410.08
07/04/25	FPO070425NOVOTH	Carlos Novoth	38.88	0.00	49,371.20
07/04/25	FPO070425PARK	Stonehouse Park Federation	50.00	0.00	49,321.20
07/04/25	FPO070425SDC	Stroud District Council	7,072.63	0.00	42,248.57
07/04/25	FPO070425TWATT	Theresa Watt	43.19	0.00	42,205.38
07/04/25	FPO070425WALKING	Stonehouse Walking Festival	2,500.00	0.00	39,705.38
08/04/25	DD080425YUENERGY	YU Energy	199.10	0.00	39,506.28
08/04/25	FPI080425FORSYTH	James Forsyth - Paganhill Plants	0.00	20.00	39,526.28
09/04/25	DD090425YUENERGY	YU Energy	825.38	0.00	38,700.90
10/04/25	DD100425YUENERGY	YU Energy	317.06	0.00	38,383.84
10/04/25	FPI100425ROGERS	Alan Rogers Fruit & Veg	0.00	25.00	38,408.84
10/04/25	FPI100425WHEELER	Tess Wheeler	0.00	30.00	38,438.84
11/04/25	DEB110425VIKING	Viking	30.47	0.00	38,408.37
11/04/25	DEB110425VIKING	Viking	-13.19	0.00	38,421.56
11/04/25	FPI110425MAGPIES	Magpies Social Club	0.00	262.50	38,684.06
14/04/25	DD140425WATERPLUS	WaterPlus	66.25	0.00	38,617.81
15/04/25	DEB150425VOIPFONE	Voipfone	8.40	0.00	38,609.41

# MEMORANDUM FOR THE RECORD

DATE: 10/15/54

TO: SAC, NEW YORK

FROM: SA [Name], NEW YORK

SUBJECT: [Subject Name]

[Additional subject information]

[Main body of the memorandum containing the report details, including dates, locations, and descriptions of events or findings.]

[Closing section of the memorandum, including distribution list and administrative notes.]

# Bank Account Reconciled Statement

16/04/25	DEB160425DELTA9	Delta Nine Ltd	32.00	0.00	38,577.41
22/04/25	DD220425SKY	Sky Mobile	10.00	0.00	38,567.41
22/04/25	DEB220425UKOFFI CE	UK Office Direct	36.00	0.00	38,531.41
22/04/25	PAY220425LLOYDS	Lloyds Bank	8.50	0.00	38,522.91
23/04/25	DEB230425CVD	CVD Insurance Services	164.90	0.00	38,358.01
23/04/25	FPO230425ALLDO NE	All Done and Dusted	190.50	0.00	38,167.51
23/04/25	FPO230425CLARIA N	Clarian Property Services	160.00	0.00	38,007.51
23/04/25	FPO230425DIXON	Marcus Dixon	178.51	0.00	37,829.00
23/04/25	FPO230425DURSL EY	Dursley Garden Machinery	1,537.00	0.00	36,292.00
23/04/25	FPO230425EASYW IN	Easy Window Cleaning	21.60	0.00	36,270.40
23/04/25	FPO230425GCC	Gloucestershire County Council	0.00	0.00	36,270.40
23/04/25	FPO230425GRUND ON	Grundon Waste Management Ltd	65.16	0.00	36,205.24
23/04/25	FPO230425JIREH	Jireh Solutions Ltd	549.07	0.00	35,656.17
23/04/25	FPO230425LEAFLE T	Leaflet Distribution - Darren	396.00	0.00	35,260.17
23/04/25	FPO230425PROLIFI C	Prolific Solutions (South West) Ltd	85.96	0.00	35,174.21
23/04/25	FPO230425SETFO RDS	Selford Law	5,847.60	0.00	29,326.61
23/04/25	FPO230425STL	STL Gloucester Ltd	2,532.00	0.00	26,794.61
23/04/25	FPO230425TEK	TEK Fencing Ltd	3,066.00	0.00	23,728.61
24/04/25	DD240425WATERP LUS	WaterPlus	79.28	0.00	23,649.33
24/04/25	DEB240425AMAZO N	Amazon	29.99	0.00	23,619.34
24/04/25	DEB240425SCREW FIX	Screwfix	47.99	0.00	23,571.35
24/04/25	SO240425STAFF	Staff Salaries	9,027.81	0.00	14,543.54
25/04/25	DD250425NEST	NEST	2,587.12	0.00	11,956.42
28/04/25	BGC280425SDC	Stroud District Council	0.00	205,066.50	217,022.92
28/04/25	SO280425PATA	PATA Payroll	78.54	0.00	216,944.38
29/04/25	BGC290425HMRC	HMRC (VAT)	0.00	12,489.48	229,433.86
29/04/25	DD290425ICO	Information Commissioners Office	47.00	0.00	229,386.86
29/04/25	DD290425WATERP LUS	WaterPlus	17.63	0.00	229,369.23
29/04/25	FPI290425CAPELIN G	Keren Capeling	0.00	15.00	229,384.23
29/04/25	FPI290425TURNER	Mandy Turner - Baked 4 You	0.00	10.00	229,394.23
30/04/25	DD300425PENINSU LA	Peninsula	451.36	0.00	228,942.87



# Bank Account Reconciled Statement

30/04/25	FPI300425CRICK	Ken Crick	0.00	15.00	228,957.87
30/04/25	FPI300425STFC	Stonehouse Town Football Club	0.00	204.66	229,162.53

## Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	58924.71	218158.14

Reconciled by EDGE IT Support

Signed \_\_\_\_\_  
Clerk / Responsible Financial Officer

\_\_\_\_\_  
Chair

Date \_\_\_\_\_



Stonehouse Town Council  
Townhall  
1 Queens Road  
Stonehouse  
United Kingdom  
GL10 2QA

**Your Account**

Sort Code 30-98-29  
Account Number 01651837

**BUSINESS ACCOUNT**

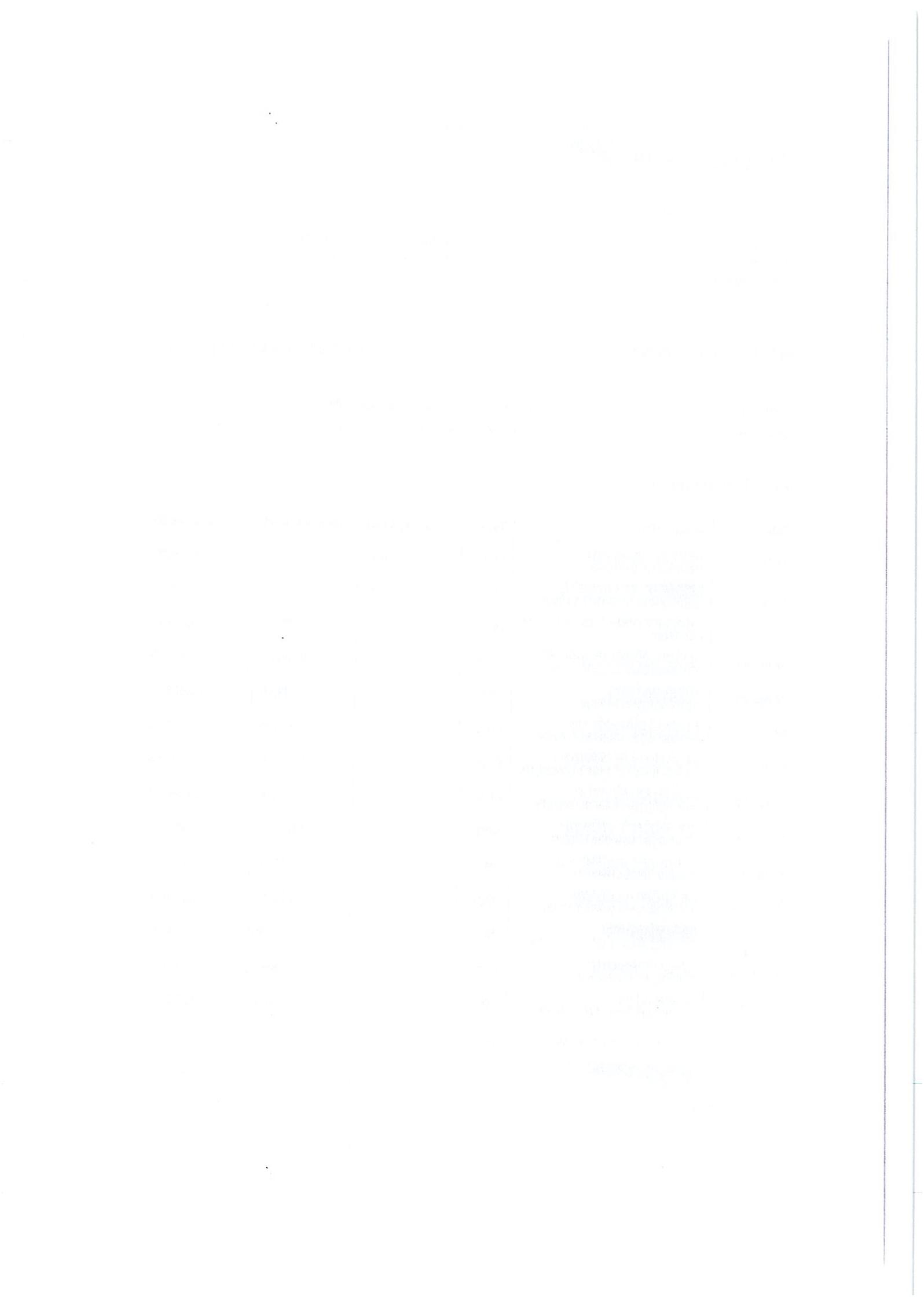
01 April 2025 to 30 April 2025

Money In	£219,680.19	Balance on 01 April 2025	£69,929.10
Money Out	£60,446.76	Balance on 30 April 2025	£229,162.53

**Your Transactions**

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
02 Apr 25	NEST PENSION PMT P250328DC8748955	BGC	6.90		69,936.00
07 Apr 25	██████████ RHAS SWEETS 300000001540830121 110098	FPI	20.00		69,956.00
07 Apr 25	UKOFFICEDIRECT.CO. CD 1929 05APR25	DEB		29.89	69,926.11
07 Apr 25	HMRC 100000001528959483 STCMAR2025 083210 10	FPO		3,376.86	66,549.25
07 Apr 25	THERESA WATT 500000001538144939	FPO		43.19	66,506.06
07 Apr 25	STROUD DISTRICT CO 300000001541566731 RATES	FPO		7,072.63	59,433.43
07 Apr 25	STONEHOUSE COMMUNI 500000001538144953 WALKING	FPO		2,500.00	56,933.43
07 Apr 25	STONEHOUSE PARK 100000001528959508 BUNNY	FPO		50.00	56,883.43
07 Apr 25	HOME START STROUD 100000001528959513 STC	FPO		15,000.00	41,883.43
07 Apr 25	GLOUCESTERSHIRE CO 200000001534104764	FPO		179.89	41,703.54
07 Apr 25	GB SPORT & LEISURE 300000001541566763 17107	FPO		1,272.78	40,430.76
07 Apr 25	██████████ 500000001538144979 31 090127	FPO		250.00	40,180.76
07 Apr 25	CARLOS NOVOTH 400000001542986727	FPO		38.88	40,141.88
07 Apr 25	ABBEY LOOS 200000001534104791 78817	FPO		436.50	39,705.38
08 Apr 25	YU ENERGY 2000103902001	DD		199.10	39,506.28
08 Apr 25	██████████ PAGANHILL PLANTS	FPI	20.00		39,526.28

(Continued on next page)



**BUSINESS ACCOUNT**

**Sort Code** 30-98-29  
**Account Number** 01651837

**Your Transactions**

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
09 Apr 25	YU ENERGY 2000103903001	DD		73.21	39,453.07
09 Apr 25	YU ENERGY 2000103905001	DD		194.88	39,258.19
09 Apr 25	YU ENERGY 2000103904002	DD		557.29	38,700.90
10 Apr 25	YU ENERGY 2000101348003	DD		317.06	38,383.84
10 Apr 25	WHEELER T C MARKET 6 TIMES 323108906121014001	FPI	30.00		38,413.84
10 Apr 25	██████████ FP25100010689803	FPI	25.00		38,438.84
11 Apr 25	MAGPIES S C MAGPIES RENT 381094003490114001 404342	FPI	262.50		38,701.34
11 Apr 25	VIKING CD 1929	DEB		30.47	38,670.87
14 Apr 25	WATER PLUS 0152032908	DD		66.25	38,604.62
15 Apr 25	VOIPFONE CD 1929	DEB		8.40	38,596.22
16 Apr 25	DELTA NINE CD 1929	DEB		32.00	38,564.22
22 Apr 25	VIKING CD 1929 18APR25	DEB	13.19		38,577.41
22 Apr 25	UKOFFICEDIRECT.CO. CD 1929 18APR25	DEB		36.00	38,541.41
22 Apr 25	SKY MOBILE 00624994227004	DD		10.00	38,531.41
22 Apr 25	SERVICE CHARGES REF : 453111733	PAY		8.50	38,522.91
23 Apr 25	STL GLOUCESTER LTD 300000001550286497 472425	FPO		2,532.00	35,990.91
23 Apr 25	TEK FENCING 500000001546898193 300	FPO		3,066.00	32,924.91
23 Apr 25	JIREH SOLUTIONS 400000001551712200	FPO		549.07	32,375.84
23 Apr 25	MARCUS DIXON 500000001546898208	FPO		178.51	32,197.33
23 Apr 25	CLARIAN PROPERTY 300000001550286535 309829	FPO		160.00	32,037.33
23 Apr 25	EASY WINDOW CLEANI 600000001546633077 26502	FPO		21.60	32,015.73
23 Apr 25	SETFORDS 300000001550287282	FPO		5,847.60	26,168.13

(Continued on next page)

# FINANCIAL STATEMENTS

For the period ending 31/12/2023

Account Name	Opening Balance	Closing Balance	Debit	Credit	Balance
Bank of England	1000	1000			1000
Barclays	500	500			500
HSBC	200	200			200
Virgin Money	100	100			100
Other Banks	0	0			0
<b>Total</b>	<b>1800</b>	<b>1800</b>			<b>1800</b>

**BUSINESS ACCOUNT**

Sort Code 30-98-29  
Account Number 01651837

**Your Transactions**

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
23 Apr 25	PROLIFIC 400000001551713002 11587 556138 10 23APR25	FPO		85.96	26,082.17
23 Apr 25	 400000001551713010 STC	FPO		396.00	25,686.17
23 Apr 25	GRUNDON 200000001542861225 PSI-	FPO		65.16	25,621.01
23 Apr 25	GLOUCESTERSHIRE CO 500000001546898979	FPO		1,501.96	24,119.05
23 Apr 25	GLOUCESTERSHIRE CO 500000001546898979	COR	1,501.96		25,621.01
23 Apr 25	DURSLEY GARDEN MAC 300000001550287319 5652	FPO		1,537.00	24,084.01
23 Apr 25	ALL DONE AND DUSTE 400000001551713046 358	FPO		190.50	23,893.51
23 Apr 25	CVD CD 1929	DEB		164.90	23,728.61
24 Apr 25	CARLOS NOVOTH	SO			
24 Apr 25	PAUL CROSBY	SO			
24 Apr 25	JACQUI SANDERS	SO			
24 Apr 25	GARY J WETSON	SO			
24 Apr 25	CARLA SWINDELLS	SO			
24 Apr 25	DAVID MARSDEN	SO			
24 Apr 25	WATER PLUS 0510081519	DD		79.28	14,621.52
24 Apr 25	AMZNMktplace*9434T CD 1929	DEB		29.99	14,591.53
24 Apr 25	SCREWFIX DIRECT CD 1929	DEB		47.99	14,543.54
25 Apr 25	NEST IT000001272861	DD		2,587.12	11,956.42
28 Apr 25	STROUD DC PAYMENTS 500681	BGC	205,066.50		217,022.92
28 Apr 25	PATA	SO		78.54	216,944.38
29 Apr 25	HMRC VAT 275658907	BGC	12,489.48		229,433.86
29 Apr 25	WATER PLUS 0611010313	DD		17.63	229,416.23

(Continued on next page)

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent data collection procedures and the use of advanced analytical techniques to derive meaningful insights from the data.

3. The third part of the document focuses on the implementation of data-driven decision-making processes. It provides a detailed overview of the steps involved in identifying key performance indicators (KPIs) and how they are used to monitor and improve organizational performance.

4. The fourth part of the document discusses the challenges and risks associated with data management and analysis. It addresses issues such as data privacy, security, and the potential for bias in data analysis, and offers strategies to mitigate these risks.

5. The fifth part of the document provides a summary of the key findings and recommendations. It concludes that a robust data management and analysis framework is essential for the organization to achieve its strategic goals and maintain a competitive edge in the market.

**BUSINESS ACCOUNT**

Sort Code 30-98-29  
Account Number 01651837

**Your Transactions**

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
29 Apr 25	ICO ZA051785	DD		47.00	229,369.23
29 Apr 25	CAPELING KEREN SATURDAY STALLS FP25119005139563	FPI	15.00		229,384.23
29 Apr 25	GIFT FOR YOU BAKED FOR YOU RP4679962528970300	FPI	10.00		229,394.23
30 Apr 25	PENINSULA BUSINESS 000STO809	DD		451.36	228,942.87
30 Apr 25	CRICK KJ & A KENS BIRD BOXES 467021932451624001	FPI	15.00		228,957.87
30 Apr 25	STONEHOUSE TOWN FO ELECTRIC APR 25	FPI	204.66		229,162.53

**Transaction types**

<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment In	<b>MPO</b> Mobile Payment Out	<b>PAY</b> Payment	<b>SO</b> Standing Order
<b>TFR</b> Transfer			

# 2023 Annual Report

Item	Value	Unit	Description
Item 1	100	kg	Raw material A
Item 2	200	kg	Raw material B
Item 3	300	kg	Raw material C
Item 4	400	kg	Raw material D
Item 5	500	kg	Raw material E
Item 6	600	kg	Raw material F

Item	Value	Unit	Description
Item 7	700	kg	Raw material G
Item 8	800	kg	Raw material H
Item 9	900	kg	Raw material I
Item 10	1000	kg	Raw material J

Total Value: 10,000 kg

# Financial Budget Comparison

Comparison between 01/04/25 and 09/05/25 inclusive. Includes due and unpaid transactions. Includes commitments.  
Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve Movements	Actual Net	Balance	Bal %age
<b>INCOME</b>					
<b>Town Business Committee</b>					
100	£410,143.00	£0.00	£205,066.50	£-205,076.50	-50.00%
	Precept				
105	£100.00	£0.00	£0.00	£-100.00	-100.00%
	Newsletter Advertising				
120	£800.00	£0.00	£0.00	£-800.00	-100.00%
	Feed-in Tariff from Town Hall				
125	£600.00	£0.00	£0.00	£-600.00	-100.00%
	Stonehouse Town FC lease				
126	£200.00	£0.00	£0.00	£-200.00	-100.00%
	STFC Water Recharge				
127	£2,000.00	£0.00	£204.66	£-1,795.34	-89.77%
	STFC Electric Recharge				
130	£0.00	£0.00	£0.00	£0.00	0.00%
	Athletics Field Lease				
135	£6,000.00	£0.00	£0.00	£-6,000.00	-100.00%
	Phone Mast on Land				
140	£637.00	£0.00	£0.00	£-637.00	-100.00%
	Building Lease at OEL				
145	£2,000.00	£0.00	£262.50	£-1,737.50	-86.88%
	Magpies Social Club				
150	£500.00	£0.00	£0.00	£-500.00	-100.00%
	Community Centre Lease				
155	£3,000.00	£0.00	£0.00	£-3,000.00	-100.00%
	OEL Pitch Hire				
160	£500.00	£0.00	£0.00	£-500.00	-100.00%
	Misc Income				
170	£0.00	£0.00	£0.00	£0.00	0.00%
	Investments Interest				
171	£0.00	£0.00	£0.00	£0.00	0.00%
	Bank Interest - Lloyds Bank				
172	£2,000.00	£0.00	£0.00	£-2,000.00	-100.00%
	Bank Interest - Charity A/C				
173	£0.00	£0.00	£0.00	£0.00	0.00%
	Bank Interest - Natwest				
174	£2,000.00	£0.00	£0.00	£-2,000.00	-100.00%
	Bank interest - Cambridge BS				
175	£3,000.00	£0.00	£1,286.96	£-1,713.04	-57.10%
	Town Hall/Library Recharges				
176	£2,000.00	£0.00	£0.00	£-2,000.00	-100.00%
	Bank Interest - Nationwide				
177	£2,000.00	£0.00	£0.00	£-2,000.00	-100.00%
	Bank Interest - Melton Building Society				



# Financial Budget Comparison

Comparison between 01/04/25 and 09/05/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve Movements	Actual Net	Balance	Bal %age
178 CCLA Interest	£21,000.00	£0.00	£0.00	-£21,000.00	-100.00%
<b>Total Town Business Committee</b>	£458,480.00	£0.00	£206,820.62	-£251,659.38	-54.89%
<b>Town Environment Committee</b>					
200 Stonehouse in Bloom	£0.00	£0.00	£0.00	£0.00	0.00%
205 Event Income/Donations	£1,200.00	£0.00	£185.00	-£1,015.00	-84.58%
210 Planting Sponsorship	£0.00	£0.00	£0.00	£0.00	0.00%
215 Grants	£0.00	£0.00	£0.00	£0.00	0.00%
<b>Total Town Environment Committee</b>	£1,200.00	£0.00	£185.00	-£1,015.00	-84.58%
<b>Total Income</b>	<b>£459,680.00</b>	<b>£0.00</b>	<b>£207,005.62</b>	<b>-£252,674.38</b>	<b>-54.97%</b>

## EXPENDITURE

<b>Town Business Committee</b>					
1000 Salaries	£223,800.00	£0.00	£15,549.44	£208,250.56	-93.05%
1010 Training & Recruitment	£3,000.00	£0.00	£455.00	£2,545.00	-84.83%
1020 Health & Safety	£2,500.00	£0.00	£786.47	£1,713.53	-68.54%
1030 Professional Fees	£8,000.00	£0.00	£601.13	£7,398.87	-92.49%
1040 IT support	£9,550.00	£0.00	£1,228.14	£8,321.86	-87.14%
1050 Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	-100.00%
1060 Grants	£17,400.00	£0.00	£2,200.00	£15,200.00	-87.36%
1070 Town Hall/Library Shared Costs	£12,000.00	£0.00	£6,034.06	£5,965.94	-49.72%
1080 Town Hall/Library STC costs	£2,200.00	£0.00	£185.90	£2,014.10	-91.55%
1090 Admin Expenses	£9,250.00	£0.00	£35.17	£9,214.83	-99.62%
1100 Mayor's Charity & Expenses	£300.00	£0.00	£0.00	£300.00	-100.00%
1110 Travel Costs/Staff & Councillors	£400.00	£0.00	£0.00	£400.00	-100.00%

Account of 1890 (1892)

Date	Particulars	Debit	Credit	Balance
1890	Jan 1			100.00
	Jan 15	50.00		50.00
	Feb 1		20.00	70.00
	Mar 1	30.00		40.00
	Apr 1		10.00	50.00
	May 1	20.00		30.00
	Jun 1		15.00	45.00
	Jul 1	10.00		35.00
	Aug 1		25.00	60.00
	Sep 1	15.00		45.00
	Oct 1		30.00	75.00
	Nov 1	20.00		55.00
	Dec 1		10.00	65.00
	1891	Jan 1		65.00

Total 1890 100.00

Date	Particulars	Debit	Credit	Balance
1891	Jan 1			65.00
	Jan 15	30.00		35.00
	Feb 1		15.00	50.00
	Mar 1	20.00		30.00
	Apr 1		10.00	40.00
	May 1	15.00		25.00
	Jun 1		20.00	45.00
	Jul 1	10.00		35.00
	Aug 1		15.00	50.00
	Sep 1	20.00		30.00
	Oct 1		25.00	55.00
	Nov 1	15.00		40.00
	Dec 1		10.00	50.00
	1892	Jan 1		50.00

Total 1891 65.00

Total 1892 50.00

# Financial Budget Comparison

Comparison between 01/04/25 and 09/05/25 inclusive. Includes due and unpaid transactions. Includes commitments.  
Excludes transactions with an invoice date prior to 01/04/25

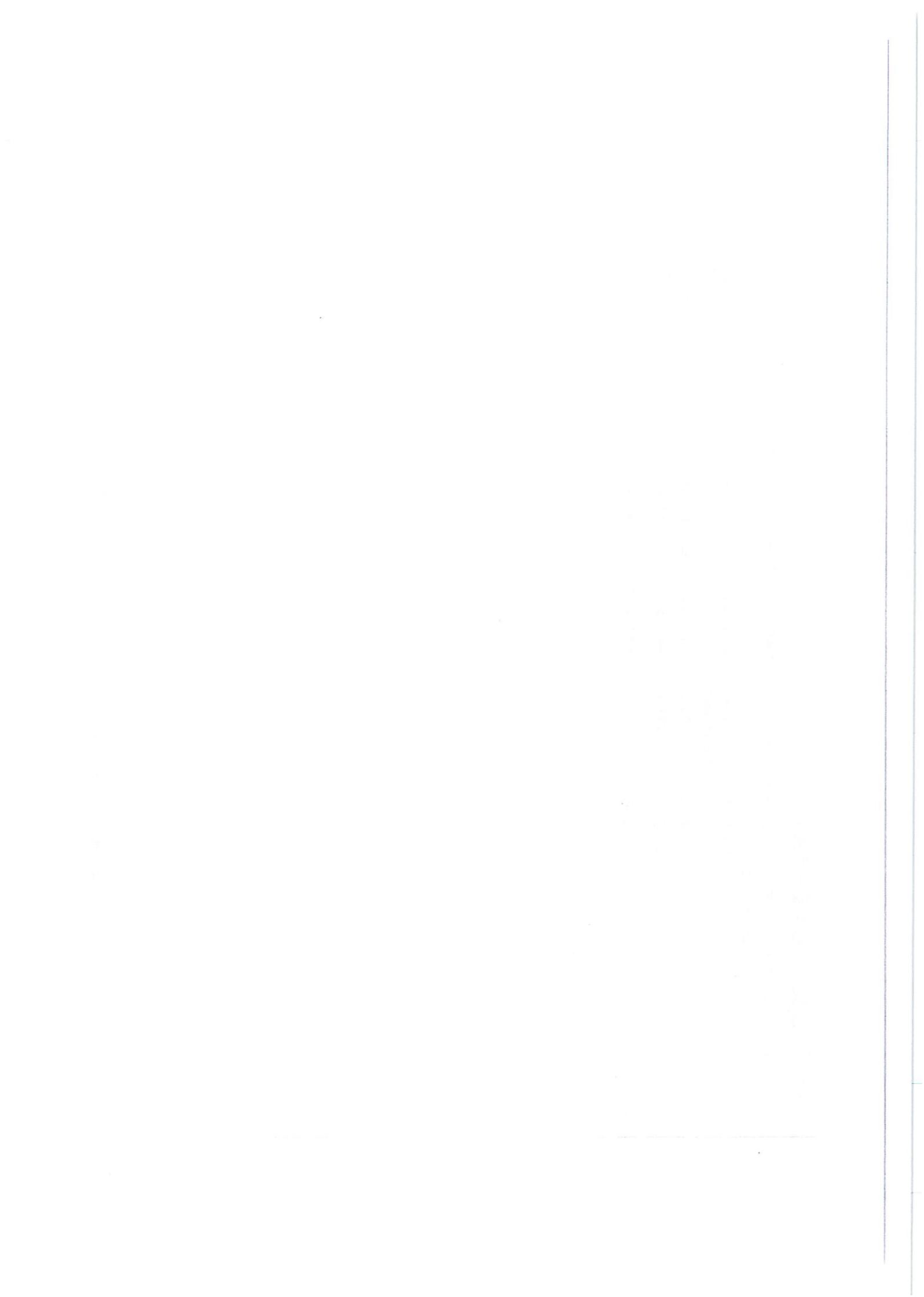
	2025/2026	Reserve Movements	Actual Net	Balance	Bal %age
1120	Election Costs	£0.00	£0.00	£0.00	0.00%
1130	Civic/Remembrance Parades	£180.00	£0.00	£180.00	-100.00%
1140	Pavilion Overheads	£12,900.00	£527.59	£12,372.41	-95.91%
1150	Workshop Overheads	£3,300.00	£412.78	£2,887.22	-87.49%
1160	Equipment & Vehicle Costs	£3,000.00	£85.83	£2,914.17	-97.14%
1170	Youth Centre Workers	£66,000.00	£11,437.50	£54,562.50	-82.67%
1180	Youth Centre Overheads	£8,800.00	£1,831.36	£6,968.64	-79.19%
1200	Subscriptions	£3,500.00	£0.00	£3,500.00	-100.00%
1210	Insurances	£8,000.00	£137.42	£7,862.58	-98.28%
1220	Project Planning & Delivery	£0.00	£927.57	£3,482.57	100.00%
1230	Climate Change	£5,000.00	£0.00	£5,000.00	-100.00%
	<b>Total Town Business Committee</b>	<b>£399,580.00</b>	<b>£44,990.36</b>	<b>£355,517.21</b>	<b>-88.97%</b>
	<b>Town Environment Committee</b>				
1190	Amenity Areas	£48,800.00	£2,680.40	£46,119.60	-94.51%
2000	Christmas Lights	£2,000.00	£2,110.00	£110.00	5.50%
2005	Climate Change	£0.00	£0.00	£0.00	0.00%
2010	In Bloom	£0.00	£0.00	£0.00	0.00%
2050	Cultural Events & Studies	£9,300.00	£24.91	£9,275.09	-99.73%
2080	Neighbourhood Plan Review	£0.00	£0.00	£0.00	0.00%
2090	Planning Specialist Advice	£0.00	£0.00	£0.00	0.00%
	<b>Total Town Environment Committee</b>	<b>£60,100.00</b>	<b>£4,815.31</b>	<b>£55,284.69</b>	<b>-91.99%</b>
	<b>Total Expenditure</b>	<b>£459,680.00</b>	<b>£927.57</b>	<b>£49,805.67</b>	<b>-89.37%</b>



# Financial Budget Comparison

Comparison between 01/04/25 and 09/05/25 inclusive. Includes due and unpaid transactions. Includes commitments.  
 Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve Movements	Actual Net	Balance	Bal %age
Total Income	£459,680.00	£0.00	£207,005.62	-£252,674.38	54.97%
Total Expenditure	£459,680.00	£927.57	£49,805.67	£410,801.90	-89.37%
<b>Total Net Balance</b>	<b>£0.00</b>		<b>£157,199.95</b>	<b>-£663,476.28</b>	



# Stonehouse Town Council

## Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

### BACS Approval List

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
4354		£192.00	1010/1	07/05/25	A&E Fire and Security - Fire Marshal & Fire Warden Course - Paul Crosby & Tony Gaylard, 2nd July '25	4663
		<b>£192.00</b>			A&E Fire and Security - Total	
4360		£301.20	1180/4	07/05/25	All Done and Dusted - Apr '25 - Pod Cleaning	406
		<b>£301.20</b>			All Done and Dusted - Total	
4352		£242.52	1150/5	06/05/25	Allstone Speedy Skips - Builders' skip for municipal waste	179727
		<b>£242.52</b>			Allstone Speedy Skips - Total	
4362		£144.00	1150/3	07/05/25	Cristom Construction Ltd - Tracing Cables at Oldends Lane	5957
		<b>£144.00</b>			Cristom Construction Ltd - Total	
4328		£196.56	1220/3	17/04/25	Dennis Brown & Son - Posts, rails, boards - Ship Inn Site	
4363		£66.32	1220/3	07/05/25	Dennis Brown & Son - Ship Inn Site - Timber for Info Board	
		<b>£262.88</b>			Dennis Brown & Son - Total	
4327		£45.00	1010/1	16/04/25	GAPTC - Training - Legionella Compliance - Carlos Novoth	895
		<b>£45.00</b>			GAPTC - Total	
4371		£400.00	1040/3	09/05/25	Gill Sermon - Design & Artwork - Stonehouse News Issue 57	250508
		<b>£400.00</b>			Gill Sermon - Total	
4364		£201.48	1080/2	07/05/25	Gloucestershire County Council - Apr '25 TH Cleaning	1800817175
		<b>£201.48</b>			Gloucestershire County Council - Total	
4351		£65.16	1150/5	06/05/25	Grundon Waste Management Ltd - Apr '25 - Waste - Workshop	PSI-1270363
		<b>£65.16</b>			Grundon Waste Management Ltd - Total	
4355		£25.50	1040/1	07/05/25	Jireh Solutions Ltd - Billable Hours - new email account for Tony Gaylard	32822
4356		£331.06	1040/1	07/05/25	Jireh Solutions Ltd - May '25 - Contract	32663
		<b>£356.56</b>			Jireh Solutions Ltd - Total	
4323		£90.00	1220/3	16/04/25	Kellaway Building Supplies Ltd - 2 x Dumpy Bags - Ship Inn Site shed base material	3041763

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# Stonehouse Town Council

## Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

### BACS Approval List

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
4324		£46.80	1220/3	16/04/25	Kellaway Building Supplies Ltd - 1 x Dumpy bag - Ship Inn Site shed base material	3046293
4358		£90.00	1220/3	07/05/25	Kellaway Building Supplies Ltd - 2 x Dumpy Bags - Ship Inn Site shed base material	3065010
4372		£66.56	1220/3	09/05/25	Kellaway Building Supplies Ltd - Ship Inn Site - Sheets of Ply	3077300
		<b>£293.36</b>			Kellaway Building Supplies Ltd - Total	
4361		£135.54	1220/3	07/05/25	Marcus Dixon - Ship Inn Site Exepenses - 100 x screws, Protection oil, cable ties	
		<b>£135.54</b>			Marcus Dixon - Total	
4375		£600.00	1020	09/05/25	Playsafety Limited - Inspection of Playground Equipment	87422
		<b>£600.00</b>			Playsafety Limited - Total	
4353		£79.74	1040/5	06/05/25	Prolific Solutions (South West) Ltd - Apr '25 - Printer TH	11681
		<b>£79.74</b>			Prolific Solutions (South West) Ltd - Total	
4373		£177.28	1020	09/05/25	Sevenside Safety Supplies Ltd - Various uniform items - Tony Gaylard & Paul Crosby	479410
4374		£166.49	1020	09/05/25	Sevenside Safety Supplies Ltd - Boots & Trousers - Tony Gaylard	478409
		<b>£343.77</b>			Sevenside Safety Supplies Ltd - Total	
		<b>£3,855.97</b>			Confidential	
<b>Total</b>		<b>£7,519.18</b>				

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# Stonehouse Town Council

## Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

### Debit Card Approval List

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
4322	DEB160425 DELTA9	£32.00	1090/1	15/04/25	Delta Nine Ltd - Printer Paper	
		<u>£32.00</u>			Delta Nine Ltd - Total	
4325	DEB150425 VOIPFONE	£8.40	1040/4	16/04/25	Voipfone - April '25 - Renewal of number & PBX	1014692164
		<u>£8.40</u>			Voipfone - Total	
<b>Total</b>		<u>£40.40</u>				

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# REPORT OF THE

## COMMISSIONERS OF THE

### LAND OFFICE

FOR THE YEAR

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# Purchase Day Book

Showing only Account type All

Supplier

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All

Ledger Date before

Paid date before

Payment type

Direct Debit

Ledger Date after

Paid date after

Reference

Payment Reference

Paid

No.	Date	Invoice no.	Supplier	Details	Heading	Net	Vat type	Vat	Gross Due	Payment Reference	Paid
4283	21/03/25		Information Commissioners Office	Data Protection Fee -	1200	£47.00	Zero Rated	£0.00	£47.00	20/04/25	
4319	10/04/25	9002587	John Stayte Services Ltd	Apr 25 Fuel - Unleaded	1160/3	£11.66	20% Standard	£2.33	£13.99	10/05/25	
4376	09/05/25		John Stayte Services Ltd	May 25 Fuel - Diesel	1160/3	£74.17	20% Standard	£14.83	£89.00	08/06/25	
4350	25/04/25	453111733	Lloyds Bank	Apr 25 Bank Charges	1090/2	£8.50	Zero Rated	£0.00	£8.50	25/05/25	
4332	22/04/25		NEST	April 25	1000/1	£2,587.12	Outside the S	£0.00	£2,587.12	22/05/25	
4359	07/05/25	4914237	Peninsula	May 25 - Monthly Contract	1030	£376.13	20% Standard	£75.23	£451.36	06/06/25	
4341	24/04/25		Sky Mobile	Apr 25 CCTV Sim Card	1220/4	£10.00	Outside the S	£0.00	£10.00	24/05/25	
4326	16/04/25	8967762	WaterPlus	Apr 25 - Water - Pod	1180/2	£17.63	Zero Rated	£0.00	£17.63	16/05/25	
4357	07/05/25	9062066	WaterPlus	Apr 25 - Water - Pavilion	1140/2	£102.11	Zero Rated	£0.00	£102.11	06/06/25	
4365	08/05/25	9161495	WaterPlus	Apr 25 - Water - TH	1070/2	£59.72	Zero Rated	£0.00	£59.72	07/06/25	
4369	08/05/25	2609781	YU Energy	Apr 25 - Electric - Library	1070/3	£50.37	5%	£2.52	£52.89	07/06/25	
4368	08/05/25	2554095	YU Energy	Apr 25 - Electric - Pod	1180/3	£103.85	5%	£5.19	£109.04	07/06/25	
4367	08/05/25	2554092	YU Energy	Apr 25 - Electric - TH	1070/3	£166.97	5%	£8.35	£175.32	07/06/25	
4366	08/05/25	2554094	YU Energy	Apr 25 - Electric - Pavilion	1140/3	£395.48	20% Standard	£79.10	£474.58	07/06/25	
4370	08/05/25	2641155	YU Energy	Apr 25 - Gas - TH	1070/4	£143.25	5%	£7.16	£150.41	07/06/25	
15	Transactions					Total		£194.71	£4,348.67		

10/10/2010

10/10/2010

Account	Debit	Credit	Balance
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# Purchase Day Book

Showing only Account type All

Supplier

Type

All

Ledger Date before

Paid date before

Payment type

Standing Order

Ledger Date after

Paid date after

Reference

Payment Reference

Paid

No.	Date	Invoice no.	Supplier	Details	Heading	Net	Vat type	Outside the S	Vat	Gross Due	Payment Reference	Paid
4329	22/04/25		Staff Salaries	April 25	1000/1	£9,027.81	Outside the S		£0.00	£9,027.81	22/05/25	
4331	22/04/25	24/0978/PP	PATA Payroll	April 2025 Payroll with Pension Service	1000/1	£78.54	Outside the S		£0.00	£78.54	22/05/25	

2 Transactions Total £9,106.35 £0.00 £9,106.35

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## RESERVES MAY - RECOMMENDED CHANGES

Reserve	Actual	Movement	New Reserve	
			Amounts	Comments
General fund	-47312.13	57312.13	10000.00	
General Reserve	56204.71	40000.00	96204.71	Covers min 3 months costs
Replacement recreation land	53056.00		53056.00	
Asset renewal reserve	19161.13		19161.13	
Elections	7791.59		7791.59	Main source of back filling earmarked
Community Facilities	399475.00	-96035.57	303439.43	reserves
Street Furniture	5000.00		5000.00	
Oldends Lane Sewerage Dev	-16876.28	16876.28	0.00	Earmarked Reserve (EM) overspend
Replacement vehicle	3522.00	-3522.00	0.00	EM Duplicated - Archive
Mowers and equipment	17657.50	-17657.50	0.00	EM Duplicated - Archive
Neighbourhood plan review	13000.00		13000.00	
SDC Tourisn Grants	651.27		651.27	
SDC Market Towns Initiative fund	43325.00		43325.00	
GWR Cycle Shelter	0.00	10000.00	10000.00	To reflect income from SDC
CIL	7532.46		7532.46	Spend schedule in place
Bus shelter replacement and repairs	16000.00		16000.00	
Meadow road play area refurb	16000.00		16000.00	
Stagholt Brook repairs	0.00	10000.00	10000.00	For contingency use
Underwrite revenue budget	0.00		0.00	For 2025/26
Laburnum recreation field trees etc	1608.34	-1608.34	0.00	Money spent - Archive
GCC BBB Fund	1250.00	-1250.00	0.00	Money spent - Archive
Welcome back fund	1115.00	-1115.00	0.00	Money spent - Archive
Stagholt Development	40786.67		40786.67	
Court view	30000.00	-10000.00	20000.00	
Major projects support	0.00		0.00	
Tourism Market Towns	1010.00		1010.00	
Stroud Water Railway Station	10000.00		10000.00	
Homestart grant	30000.00		30000.00	Grant funding
Support Stonehouse	5000.00	-5000.00	0.00	Clear reserve - can draw from general reserve if needed
In Bloom Planting display	7322.02	-5000.00	2322.02	No new planting requirements are being planned
Canal Spring Festival	2000.00		2000.00	
Youth support	0.00		0.00	Archive
Kings coroonation	0.00		0.00	Archive
Ship Inn site	10097.66		10097.66	
Climate change	4000.00		4000.00	Town needs new festive lighting - this
Chrismtas lighting	3000.00	7000.00	10000.00	will cover 1st year costs
Cotswold Canal trust grant	0.00		0.00	Archive
Stonehouse Community Ass	12500.00		12500.00	
Verney Fields legal fund	10000.00		10000.00	
	763877.94	0.00	763877.94	

Year	Value	Year	Value	Year	Value
1970	1000	1971	1050	1972	1100
1973	1150	1974	1200	1975	1250
1976	1300	1977	1350	1978	1400
1979	1450	1980	1500	1981	1550
1982	1600	1983	1650	1984	1700
1985	1750	1986	1800	1987	1850
1988	1900	1989	1950	1990	2000
1991	2050	1992	2100	1993	2150
1994	2200	1995	2250	1996	2300
1997	2350	1998	2400	1999	2450
2000	2500	2001	2550	2002	2600
2003	2650	2004	2700	2005	2750
2006	2800	2007	2850	2008	2900
2009	2950	2010	3000	2011	3050
2012	3100	2013	3150	2014	3200
2015	3250	2016	3300	2017	3350
2018	3400	2019	3450	2020	3500