



STONEHOUSE TOWN COUNCIL

Minutes of a Town Business Committee Meeting held on Tuesday 1st April 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 and Theresa Watt.

In Attendance: Town Clerk and Michael Towson of Stroud District Council's Community Services Department

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

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

B/835 To receive apologies

Apologies were received from Cllr John Parker

B/836 To receive Declarations of Interest

There was a declaration of interest from Cllr Theresa Watt in relation to Agenda item B/839

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

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

B/838 To receive the latest budget position

The Council's budget is currently recording a 3.9% underspend for the year even with the overspend on salaries. The accounts will be finalised later in the month and will include late invoices that may bring the final underspend to approx. 2.5%.

A query was raised in relation to the spend on budget code 1070/1 - it seemed as though there had been a significant overspend or mis coding - the Clerk to look into this. There was mention of the reserve spending and how this affected the revenue budget spend - this was explained.

Committee **NOTED** the following: Total 'Actual Net' income of £445,388.47; Total 'Actual Net' Expenditure of £509,793.47; Total Reserve movements of £147,897.24.

Theresa Watt

Cllr Thereesa Watt removed herself from the meeting in light of her declared interest in relation to Agenda Item B/839. The Vice Chair, Cllr Carol Kambites took over as Chair for the following item

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

Committee APPROVED the BACS payment list totalling £30,220.73 and RETROSPECTIVELY APPROVED the Debit card payments totalling £734.61

Cllr Theresa Watt returned to Chair the remainder of the meeting

With Committee agreement, agenda item B/843 was brought forward

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

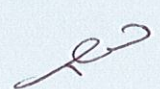
Michael Towson was invited to talk on the issue; he provided an overview of the events leading up to the present parking restrictions, implemented in February 2024. Since then, he had undertaken a survey of the available parking spaces during a week in October 2024, the results of which led to a belief that the restrictions on the short stay section had had a very positive impact for shoppers and the nearby Doctors surgery; it was recognised that this had however created problems for local businesses.

Mention was made of the recent consultation event with the public and local businesses; a reasonably successful event that demonstrated the wider impact of the lack of parking in Stonehouse. Several options had been presented to SDC but none were considered feasible other than introducing a charge. Businesses felt that the long stay section of the car park should be restricted to approximately 9 hours per day allowing businesses the opportunity to secure parking spaces. It was understood that the town had such limited parking and that whilst it would ideally encourage commuters to travel by rail by allowing drivers to park in Stonehouse, their presence did little to improve the wealth of the town; the primary focus should therefore be placed on accommodating local businesses and other users. Committee therefore agreed to further consider the impacts of recommending changes to parking restrictions including the option of reducing the period with which drivers can park in the long stay car park from 23 hours to 9 hours per day; Also consideration to be given to further actions should recommended changes not have a positive impact.

Committee **DEFERRED** the matter until after the scheduled resurfacing works had been completed before making a recommendation to full town council.

The Chair thanked the officer from Stroud for his time. The officer left the meeting

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



Committee felt that whilst the organisation was not Stonehouse based, it provided a much needed service.

Committee **APPROVED** a grant of £2,200, the full cost of conducting a single operation.

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

Committee was advised that this matter was only brought to the committee's attention because the disposal had been delayed following council's decision in 2024. It has since been established that the machine could not be used on the Ship Inn site and was therefore not needed by the town council. The ride on mower to be sold in line with the offers put forward to the council in 2024

This was **NOTED** by Committee.

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

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

Both policies were referred back to the Policy working group for further consideration; the former policy specifically in relation to HR

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

The agenda item was brought forward - see above for details

B/844 To receive updates from the following working groups:

1. Climate Change Action Forum

It was felt that the Forum needed a reset in the form of a new working group called 'Environment Policy' - the current working group to be discontinued

2. Communications

Information is being gathered for the next Newsletter

3. Oldends Lane Development

The latest fencing around the sewerage control unit has been completed. Work is commencing around the ground water issue

4. Support Stonehouse

The working group had not met recently

5. Youth

Youth working group are to meet three times each year in future to receive updates on the Door's work - the reports will relate to each of the three terms.

6. Policy

Considering the next set of policy reviews

7. Internal Audit Panel

Considering the next audit

8. Court View

The working group now reports to Environment Committee and will therefore be removed from the BC agenda

B/845 To note the date of the next meeting - Tuesday 6th May 2025



Committee NOTED the date of the next meeting

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 25/03/25 inclusive. Includes due and unpaid transactions. Includes commitments. Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve	Actual Net	Balance	Bal %age
INCOME					
Town Business Committee					
100 Precept	£383,870.25	£0.00	£383,870.00	£-0.25	0.00%
105 Newsletter Advertising	£100.00	£0.00	£0.00	£-100.00	-100.00%
120 Feed-in Tariff from Town Hall	£800.00	£0.00	£898.45	£98.45	12.31%
125 Stonehouse Town FC lease	£600.00	£0.00	£0.00	£-600.00	-100.00%
126 STFC Water Recharge	£200.00	£0.00	£200.00	£0.00	0.00%
127 STFC Electric Recharge	£1,500.00	£0.00	£2,000.37	£500.37	33.36%
130 Athletics Field Lease	£0.00	£0.00	£0.00	£0.00	0.00%
135 Phone Mast on Land	£1,000.00	£0.00	£5,998.12	£4,998.12	499.81%
140 Building Lease at OEL	£637.00	£0.00	£637.00	£0.00	0.00%
145 Magpies Social Club	£3,150.00	£0.00	£2,625.00	£-525.00	-16.67%
150 Community Centre Lease	£500.00	£0.00	£500.00	£0.00	0.00%
155 OEL Pitch Hire	£2,000.00	£0.00	£2,815.00	£815.00	40.75%
160 Misc Income	£500.00	£0.00	£18,877.27	£18,377.27	3675.45%
170 Investments Interest	£0.00	£0.00	£0.00	£0.00	0.00%
171 Bank Interest - Lloyds Bank	£1,000.00	£0.00	£0.00	£-1,000.00	-100.00%
172 Bank Interest - Charity A/C	£1,000.00	£0.00	£0.00	£-1,000.00	-100.00%
173 Bank Interest - Natwest	£1,000.00	£0.00	£5.79	£-994.21	-99.42%
174 Bank interest - Cambridge BS	£1,000.00	£0.00	£2,602.40	£1,602.40	160.24%
175 Town Hall/Library Recharges	£3,400.00	£0.00	£2,707.42	£-692.58	-20.37%
176 Bank Interest - Nationwide	£1,000.00	£0.00	£0.00	£-1,000.00	-100.00%
177 Bank Interest - Melton Building Society	£1,000.00	£0.00	£0.00	£-1,000.00	-100.00%

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Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 25/03/25 inclusive. Includes due and unpaid transactions. Includes commitments. Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve	Actual Net	Balance	Bal %age
178 CCLA Interest	£10,000.00	£0.00	£21,651.65	£11,651.65	116.52%
Total Town Business Committee	£414,257.25	£0.00	£445,388.47	£31,131.22	7.51%

EXPENDITURE

Town Business Committee

1000 Salaries					4.01%
1000/1 Contracted staff	£205,000.00	£0.00	£213,211.92	-£8,211.92	
1000/2 Locum	£0.00	£0.00	£135.00	-£135.00	100.00%
1000/3 Short term contracted staff	£0.00	£0.00	£0.00	£0.00	0.00%
1000 Total	£205,000.00	£0.00	£213,346.92	-£8,346.92	4.07%

Training & Recruitment

1010 Contracted Staff	£3,000.00	£0.00	£1,925.28	£1,074.72	-35.82%
1010/2 Councillors	£1,000.00	£0.00	£530.00	£470.00	-47.00%
1010 Total	£4,000.00	£0.00	£2,455.28	£1,544.72	-38.62%
1020 Health & Safety	£2,500.00	£0.00	£765.61	£1,734.39	-69.38%
1030 Professional Fees	£8,000.00	£375.00	£4,442.76	£3,932.24	-49.15%

IT support

1040 General	£6,750.00	£0.00	£3,699.31	£3,050.69	-45.20%
1040/2 Website	£1,300.00	£0.00	£1,975.78	-£675.78	51.98%
1040/3 Newsletter	£0.00	£0.00	£2,296.00	-£2,296.00	100.00%
1040/4 Phones	£1,500.00	£0.00	£171.77	£1,328.23	-88.55%
1040/5 Printing	£0.00	£0.00	£1,054.17	-£1,054.17	100.00%
1040 Total	£9,550.00	£0.00	£9,197.03	£352.97	-3.70%
1050 Office Equipment Renewals	£500.00	£2,838.87	£3,307.86	£31.01	-6.20%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 25/03/25 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve	Actual Net	Balance	Bal %age
1060 Grants					
1060/1 One-Offs	£10,000.00	£25,000.00	£35,097.00	-£97.00	0.97%
1060/2 Long-Term	£7,400.00	£0.00	£3,000.00	£4,400.00	-59.46%
1060 Total	£17,400.00	£25,000.00	£38,097.00	£4,303.00	-24.73%
1070 Town Hall/Library Shared Costs					
1070/1 Rates	£4,500.00	£0.00	£10,512.69	-£6,012.69	133.62%
1070/2 Water	£700.00	£0.00	£725.52	-£25.52	3.65%
1070/3 Electric	£3,000.00	£0.00	£2,821.60	£178.40	-5.95%
1070/4 Gas	£3,000.00	£0.00	£1,969.98	£1,030.02	-34.33%
1070/5 Interior Maintenance (reactive)	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
1070/6 Interior Maintenance (programmed)	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
1070/7 Waste Collection	£300.00	£0.00	£0.00	£300.00	-100.00%
1070/8 Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1070 Total	£13,700.00	£0.00	£16,029.79	-£2,329.79	17.01%
1080 Town Hall/Library STC costs					
1080/1 Exterior Maintenance/Cleaning	£1,000.00	£0.00	£216.00	£784.00	-78.40%
1080/2 Interior Cleaning	£1,700.00	£0.00	£1,763.68	-£63.68	3.75%
1080 Total	£2,700.00	£0.00	£1,979.68	£720.32	-26.68%
1090 Admin Expenses					
1090/1 Paper	£250.00	£0.00	£145.40	£104.60	-41.84%
1090/2 Other	£1,000.00	£0.00	£2,029.94	-£1,029.94	102.99%
1090/3 Printing and Delivery of Newsletters	£4,000.00	£0.00	£2,430.00	£1,570.00	-39.25%

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Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 25/03/25 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2024/2025	Reserve	Actual Net	Balance	Bal %age
1090/4	Travel expenses	£0.00	£0.00	£43.65	-£43.65	100.00%
1090	Total	£5,250.00	£0.00	£4,648.99	£601.01	-11.45%
1100	Mayor's Charity & Expenses	£300.00	£0.00	£55.25	£244.75	-81.58%
1110	Travel Costs/Staff & Councillors	£400.00	£0.00	£0.00	£400.00	-100.00%
1120	Election Costs	£0.00	£2,208.41	£2,208.41	£0.00	0.00%
1130	Civic/Remembrance Parades	£180.00	£0.00	£0.00	£180.00	-100.00%
1140	Pavilion Overheads					
1140/1	Rates	£0.00	£0.00	£0.00	£0.00	0.00%
1140/2	Water	£1,200.00	£0.00	£756.85	£443.15	-36.93%
1140/3	Electric	£6,300.00	£0.00	£6,562.51	-£262.51	4.17%
1140/4	Cleaning	£1,000.00	£0.00	£512.24	£487.76	-48.78%
1140/5	Maintenance (reactive)	£2,000.00	£0.00	£869.95	£1,130.05	-56.50%
1140/6	Maintenance (programmed)	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
1140/7	Waste Collection	£500.00	£0.00	£46.14	£453.86	-90.77%
1140/8	Security	£200.00	£0.00	£90.00	£110.00	-55.00%
1140/9	Septic Tank	£700.00	£0.00	£481.00	£219.00	-31.29%
1140	Total	£12,900.00	£0.00	£9,318.69	£3,581.31	-27.76%
1150	Workshop Overheads					
1150/1	Water	£0.00	£0.00	£0.00	£0.00	0.00%
1150/2	Electric	£300.00	£0.00	£0.00	£300.00	-100.00%
1150/3	Maintenance (Reactive)	£300.00	£0.00	£1,726.69	-£1,426.69	475.56%
1150/4	Maintenance (programmed)	£1,000.00	£0.00	£214.44	£785.56	-78.56%
1150/5	Waste Collection	£2,000.00	£0.00	£1,339.23	£660.77	-33.04%

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Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 25/03/25 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2024/2025	Reserve	Actual Net	Balance	Bal %age
1150/6	Security	£200.00	£0.00	£20.00	£180.00	-90.00%
1150	Total	£3,800.00	£0.00	£3,300.36	£499.64	-13.15%
1160	Equipment & Vehicle Costs					
1160/1	Equipment and Vehicle costs	£1,000.00	£0.00	£124.74	£875.26	-87.53%
1160/2	Maintenance	£1,000.00	£0.00	£795.83	£204.17	-20.42%
1160/3	Fuel	£1,000.00	£0.00	£602.41	£397.59	-39.76%
1160/4	Tax	£200.00	£0.00	£335.00	-£135.00	67.50%
1160/5	MOT/Service	£600.00	£0.00	£473.60	£126.40	-21.07%
1160	Total	£3,800.00	£0.00	£2,331.58	£1,468.42	-38.64%
1170	Youth Centre Workers	£61,000.00	£0.00	£55,745.00	£5,255.00	-8.61%
1180	Youth Centre Overheads					
1180/1	Rates	£1,400.00	£0.00	£2,625.98	-£1,225.98	87.57%
1180/2	Water	£300.00	£0.00	£238.21	£61.79	-20.60%
1180/3	Electric	£2,500.00	£0.00	£1,513.99	£986.01	-39.44%
1180/4	Cleaning	£1,000.00	£0.00	£968.85	£31.15	-3.12%
1180/5	Maintenance (reactive)	£2,000.00	£0.00	£295.00	£1,705.00	-85.25%
1180/6	Maintenance (programmed)	£1,500.00	£0.00	£0.00	£1,500.00	-100.00%
1180/7	Waste collection	£700.00	£0.00	£22.55	£677.45	-96.78%
1180/8	Security	£500.00	£0.00	£641.55	-£141.55	28.31%
1180/9	IT costs	£500.00	£0.00	£933.44	-£433.44	86.69%
1180	Total	£10,400.00	£0.00	£7,239.57	£3,160.43	-30.39%
1200	Subscriptions	£3,500.00	£0.00	£4,374.84	-£874.84	25.00%
1210	Insurances					

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 25/03/25 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2024/2025	Reserve	Actual Net	Balance	Bal %age
1210/1	Public/Employee Liability	£7,000.00	£0.00	£7,124.37	-£124.37	1.78%
1210/2	Buildings	£0.00	£0.00	£0.00	£0.00	0.00%
1210/3	Vehicle	£0.00	£0.00	£1,209.52	-£1,209.52	100.00%
1210	Total	£7,000.00	£0.00	£8,333.89	-£1,333.89	19.06%
1220	Project Planning & Delivery					
1220/1	OEL Car Park	£0.00	£86,876.28	£86,876.28	£0.00	0.00%
1220/2	Stagholt	£0.00	£2,254.53	£2,704.53	-£450.00	100.00%
1220/3	Ship Inn site	£0.00	£18,344.15	£18,344.15	£0.00	0.00%
1220/4	Court View	£0.00	£0.00	£0.00	£0.00	0.00%
1220/5	Great Oldbury	£0.00	£10,000.00	£10,000.00	£0.00	0.00%
1220	Total	£0.00	£117,474.96	£117,924.96	-£450.00	100.00%
1230	Climate Change	£5,000.00	£0.00	£4,690.00	£310.00	-6.20%
Total Town Business Committee		£376,880.00	£147,897.24	£509,793.47	£14,983.77	-3.98%
Total Town Business Committee In		£414,257.25	£0.00	£445,388.47	£31,131.22	
Total Town Business Committee Ex		£376,880.00	£147,897.24	£509,793.47	£14,983.77	
Total Net Balance		£37,377.25		-£64,405.00		

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Stonehouse Town Council

Expenditure transactions - approval list

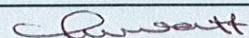
Start of year 01/04/24

Supplier totals will include confidential items

BACS Payments

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

Signature



Signature

Date

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

BACS Payments

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£3,376.86	Confidential			
Total		£30,220.73				

Signature _____
Date _____

Signature _____

Stonehouse Town Council

Expenditure transactions - approval list

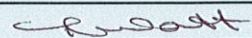
Start of year 01/04/24

Supplier totals will include confidential items

Debit Card Payments

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
4268		£312.00	1220/3	19/03/25	Green Farm Seeds Ltd - Greenscape Lawn Grass Seed - Ship Inn Site	
		£312.00			Green Farm Seeds Ltd - Total	
4264		£34.18	1150/3	18/03/25	Hygiene4Less - Graffiti Removal Wipes	32996
		£34.18			Hygiene4Less - Total	
4265		£388.43	1150/3	18/03/25	Screwfix - Reciprocating saw & blades, grinder, compressor & graffiti remover	21092867979
		£388.43			Screwfix - Total	
Total		£734.61				

Signature



Signature

Date

