



STONEHOUSE TOWN COUNCIL

To Members of the Town Business Committee

You are hereby summoned to attend a meeting of the Committee to be held on Monday 9th June 2025 at 7pm at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA

Committee Members:

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

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

Carlos Novoth

Town Clerk

3rd June 2025

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

A G E N D A

B/862 To elect the Chair of Business Committee

B/863 To elect the Vice Chair of Business Committee

B/864 To receive apologies

B/865 To receive Declarations of Interest

B/866 To approve the minutes of the Business Committee meeting held on 6th May '25

B/867 To receive the latest budget position

B/868 To approve the latest BACS payment list and provide retrospective approval for Debit Card Payments

B/869 To recommend the revised Standing Orders for council approval

B/870 To approve the following grant applications:

- 'Read With Me' CIC
- 'RBL'

B/871 To discuss and propose recommendations to full council on future amendments to the High street car park restrictions

B/872 To receive an update on the financial pressures on Stonehouse Community Centre

B/873 To receive updates from the following working groups:

1. Climate Change Action Forum
2. Communications
3. Oldends Lane Development
4. Support Stonehouse
5. Youth
6. Policy
7. Internal Audit Panel

B/874 To note the date of the next meeting - Monday 7th July 2025



Minutes of a Town Business Committee Meeting held on Tuesday 6th 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.

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

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 1st 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 4th 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 the 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 1st June 2025 to 31st 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 9th June 2025
Committee NOTED the date of the next meeting

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 02/06/25 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/25

INCOME		2025/2026	Reserve	Actual Net	Balance	Bal %age
Town Business Committee						
100	Precept	£410,143.00	£0.00	£205,066.50	£-205,076.50	-50.00%
105	Newsletter Advertising	£100.00	£0.00	£0.00	£-100.00	-100.00%
120	Feed-in Tariff from Town Hall	£800.00	£0.00	£0.00	£-800.00	-100.00%
125	Stonehouse Town FC lease	£600.00	£0.00	£0.00	£-600.00	-100.00%
126	STFC Water Recharge	£200.00	£0.00	£0.00	£-200.00	-100.00%
127	STFC Electric Recharge	£2,000.00	£0.00	£204.66	£-1,795.34	-89.77%
130	Athletics Field Lease	£0.00	£0.00	£0.00	£0.00	0.00%
135	Phone Mast on Land	£6,000.00	£0.00	£0.00	£-6,000.00	-100.00%
140	Building Lease at OEL	£637.00	£0.00	£0.00	£-637.00	-100.00%
145	Magpies Social Club	£2,000.00	£0.00	£262.50	£-1,737.50	-86.88%
150	Community Centre Lease	£500.00	£0.00	£0.00	£-500.00	-100.00%
155	OEL Pitch Hire	£3,000.00	£0.00	£115.00	£-2,885.00	-96.17%
160	Misc Income	£500.00	£0.00	£2,300.00	£1,800.00	360.00%
170	Investments Interest	£0.00	£0.00	£0.00	£0.00	0.00%
171	Bank Interest - Lloyds Bank	£0.00	£0.00	£0.00	£0.00	0.00%
172	Bank Interest - Charity A/C	£2,000.00	£0.00	£0.00	£-2,000.00	-100.00%
173	Bank Interest - Natwest	£0.00	£0.00	£0.00	£0.00	0.00%
174	Bank interest - Cambridge BS	£2,000.00	£0.00	£0.00	£-2,000.00	-100.00%
175	Town Hall/Library Recharges	£3,000.00	£0.00	£1,286.96	£-1,713.04	-57.10%
176	Bank Interest - Nationwide	£2,000.00	£0.00	£0.00	£-2,000.00	-100.00%
177	Bank Interest - Melton Building Society	£2,000.00	£0.00	£0.00	£-2,000.00	-100.00%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 02/06/25 inclusive. Includes due and unpaid transactions. Includes commitments.

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

178	CCLA Interest	2025/2026 £21,000.00	Reserve £0.00	Actual Net £0.00	Balance -£21,000.00	Bal %age -100.00%
Total Town Business Committee		£458,480.00	£0.00	£209,235.62	-£249,244.38	-54.36%

EXPENDITURE

Town Business Committee

1000	Salaries					
1000/1	Contracted staff	£223,800.00	£0.00	£34,237.18	£189,562.82	-84.70%
1000/2	Locum	£0.00	£0.00	£0.00	£0.00	0.00%
1000/3	Short term contracted staff	£0.00	£0.00	£0.00	£0.00	0.00%
1000	Total	£223,800.00	£0.00	£34,237.18	£189,562.82	-84.70%
1010	Training & Recruitment					
1010/1	Contracted Staff	£2,500.00	£0.00	£577.98	£1,922.02	-76.88%
1010/2	Councillors	£500.00	£0.00	£0.00	£500.00	-100.00%
1010	Total	£3,000.00	£0.00	£577.98	£2,422.02	-80.73%
1020	Health & Safety	£2,500.00	£0.00	£786.47	£1,713.53	-68.54%
1030	Professional Fees	£8,000.00	£0.00	£17,363.38	-£9,363.38	117.04%
1040	IT support					
1040/1	General	£6,750.00	£0.00	£1,029.65	£5,720.35	-84.75%
1040/2	Website	£1,300.00	£0.00	£100.00	£1,200.00	-92.31%
1040/3	Newsletter	£0.00	£0.00	£400.00	-£400.00	100.00%
1040/4	Phones	£1,500.00	£0.00	£105.33	£1,394.67	-92.98%
1040/5	Printing	£0.00	£0.00	£66.45	-£66.45	100.00%
1040	Total	£9,550.00	£0.00	£1,701.43	£7,848.57	-82.18%
1050	Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	-100.00%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 02/06/25 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2025/2026	Reserve	Actual Net	Balance	Bal %age
1060 Grants					
1060/1 One-Offs	£10,000.00	£2,200.00	£2,700.00	£9,500.00	-95.00%
1060/2 Long-Term	£7,400.00	£0.00	£0.00	£7,400.00	-100.00%
1060 Total	£17,400.00	£2,200.00	£2,700.00	£16,900.00	-97.13%
1070 Town Hall/Library Shared Costs					
1070/1 Rates	£4,500.00	£0.00	£5,613.75	-£1,113.75	24.75%
1070/2 Water	£1,200.00	£0.00	£59.72	£1,140.28	-95.02%
1070/3 Electric	£3,000.00	£0.00	£217.34	£2,782.66	-92.76%
1070/4 Gas	£1,800.00	£0.00	£143.25	£1,656.75	-92.04%
1070/5 Interior Maintenance (reactive)	£500.00	£0.00	£0.00	£500.00	-100.00%
1070/6 Interior Maintenance (programmed)	£500.00	£0.00	£0.00	£500.00	-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	£12,000.00	£0.00	£6,034.06	£5,965.94	-49.72%
1080 Town Hall/Library STC costs					
1080/1 Exterior Maintenance/Cleaning	£500.00	£0.00	£114.45	£385.55	-77.11%
1080/2 Interior Cleaning	£1,700.00	£0.00	£167.90	£1,532.10	-90.12%
1080 Total	£2,200.00	£0.00	£282.35	£1,917.65	-87.17%
1090 Admin Expenses					
1090/1 Paper	£250.00	£0.00	£26.67	£223.33	-89.33%
1090/2 Other	£500.00	£0.00	£103.08	£396.92	-79.38%
1090/3 Printing and Delivery of Newsletters	£8,000.00	£0.00	£1,060.00	£6,940.00	-86.75%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 02/06/25 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve	Actual Net	Balance	Bal %age
1090/4 Travel expenses	£500.00	£0.00	£25.20	£474.80	-94.96%
1090 Total	£9,250.00	£0.00	£1,214.95	£8,035.05	-86.87%
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%
1120 Election Costs	£0.00	£0.00	£0.00	£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	£282.06	£917.94	-76.50%
1140/3 Electric	£6,300.00	£0.00	£395.48	£5,904.52	-93.72%
1140/4 Cleaning	£1,000.00	£0.00	£91.78	£908.22	-90.82%
1140/5 Maintenance (reactive)	£2,000.00	£0.00	£0.00	£2,000.00	-100.00%
1140/6 Maintenance (programmed)	£1,000.00	£0.00	£3.10	£996.90	-99.69%
1140/7 Waste Collection	£500.00	£0.00	£0.00	£500.00	-100.00%
1140/8 Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1140/9 Septic Tank	£700.00	£0.00	£0.00	£700.00	-100.00%
1140 Total	£12,900.00	£0.00	£772.42	£12,127.58	-94.01%
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	£372.28	£-72.28	24.09%
1150/4 Maintenance (programmed)	£700.00	£0.00	£51.15	£648.85	-92.69%
1150/5 Waste Collection	£1,800.00	£0.00	£256.40	£1,543.60	-85.76%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 02/06/25 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2025/2026	Reserve	Actual Net	Balance	Bal %age
1150/6 Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1150 Total	£3,300.00	£0.00	£679.83	£2,620.17	-79.40%
1160 Equipment & Vehicle Costs					
1160/1 Equipment and Vehicle costs	£700.00	£0.00	£0.00	£700.00	-100.00%
1160/2 Maintenance	£600.00	£0.00	£0.00	£600.00	-100.00%
1160/3 Fuel	£900.00	£0.00	£85.83	£814.17	-90.46%
1160/4 Tax	£200.00	£0.00	£0.00	£200.00	-100.00%
1160/5 MOT/Service	£600.00	£0.00	£0.00	£600.00	-100.00%
1160 Total	£3,000.00	£0.00	£85.83	£2,914.17	-97.14%
1170 Youth Centre Workers	£66,000.00	£0.00	£11,437.50	£54,562.50	-82.67%
1180 Youth Centre Overheads					
1180/1 Rates	£1,400.00	£0.00	£1,458.88	£-58.88	4.21%
1180/2 Water	£300.00	£0.00	£31.34	£268.66	-89.55%
1180/3 Electric	£1,500.00	£0.00	£103.85	£1,396.15	-93.08%
1180/4 Cleaning	£1,300.00	£0.00	£251.00	£1,049.00	-80.69%
1180/5 Maintenance (reactive)	£1,000.00	£0.00	£307.16	£692.84	-69.28%
1180/6 Maintenance (programmed)	£1,500.00	£0.00	£46.50	£1,453.50	-96.90%
1180/7 Waste collection	£300.00	£0.00	£0.00	£300.00	-100.00%
1180/8 Security	£500.00	£0.00	£0.00	£500.00	-100.00%
1180/9 IT costs	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
1180 Total	£8,800.00	£0.00	£2,198.73	£6,601.27	-75.01%
1200 Subscriptions	£3,500.00	£0.00	£300.00	£3,200.00	-91.43%
1210 Insurances					

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 02/06/25 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve	Actual Net	Balance	Bal %age
1210/1 Public/Employee Liability	£8,000.00	£0.00	£0.00	£8,000.00	-100.00%
1210/2 Buildings	£0.00	£0.00	£0.00	£0.00	0.00%
1210/3 Vehicle	£0.00	£0.00	£137.42	-£137.42	100.00%
1210 Total	£8,000.00	£0.00	£137.42	£7,862.58	-98.28%
1220 Project Planning & Delivery					
1220/1 OEL Car Park	£0.00	£0.00	£2,555.00	-£2,555.00	100.00%
1220/2 Stagholt	£0.00	£0.00	£0.00	£0.00	0.00%
1220/3 Ship Inn site	£0.00	£1,356.80	£1,366.80	-£10.00	100.00%
1220/4 Court View	£0.00	£10.00	£10.00	£0.00	0.00%
1220/5 Great Oldbury	£0.00	£0.00	£0.00	£0.00	0.00%
1220 Total	£0.00	£1,366.80	£3,931.80	-£2,565.00	100.00%
1230 Climate Change	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
Total Town Business Committee	£399,580.00	£3,566.80	£84,441.33	£318,705.47	-79.76%
Total Town Business Committee In	£458,480.00	£0.00	£209,235.62	-£249,244.38	
Total Town Business Committee Ex	£399,580.00	£3,566.80	£84,441.33	£318,705.47	
Total Net Balance	£58,900.00		£124,794.29		

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
4413		£442.32	1220/3	29/05/25	Abbey Loos - Portaloo hire - Ship Inn Site	80239
		£442.32			Abbey Loos - Total	
4389		£25.20	1090/4	20/05/25	Anthony Gaylard - Travel Expenses - Brushcutting Course	
		£25.20			Anthony Gaylard - Total	
4378		£21.60	1080/1	13/05/25	Easy Window Cleaning - May '25 - TH	27236
4405		£21.60	1080/1	23/05/25	Easy Window Cleaning - Jun '25 - TH	27485
		£43.20			Easy Window Cleaning - Total	
4401		£174.00	2050/3	20/05/25	Gloucestershire County Council - Road Closure - Canal Festival	1800821859
		£174.00			Gloucestershire County Council - Total	
4408		£8,851.28	1030	27/05/25	Hiscox Insurance Company Limited - 2025/26 Insurance Renewal	544810830
		£8,851.28			Hiscox Insurance Company Limited - Total	
4415		£329.95	1040/1	01/06/25	Jireh Solutions Ltd - June '25 - Contract	32941
		£329.95			Jireh Solutions Ltd - Total	
4388		£100.00	1040/2	14/05/25	Jo Mew Creative - Apr '25 - Website management	1106
		£100.00			Jo Mew Creative - Total	
4384		£72.52	1150/3	14/05/25	Kellaway Building Supplies Ltd - Workshop - Spirit cleaner, Hammerite, face mask, post fix	
4393		£62.40	1150/3	20/05/25	Kellaway Building Supplies Ltd - Workshop - 1 x Dumpy Bag Topsoil	3085710
4394		£62.40	1150/3	20/05/25	Kellaway Building Supplies Ltd - Workshop - 1 x Dumpy Bag Topsoil	3087182
		£197.32			Kellaway Building Supplies Ltd - Total	
4410		£193.44		28/05/25	M D Electrical Contracting - PAT testing @ £1.55 per item	2324
1		£61.38	1150/4		PAT Testing - Workshop x 33 @ £1.55	
2		£3.72	1140/6		PAT Testing - Pavilion x 2 @ £1.55	
3		£55.80	1180/6		PAT Testing - Pod x 30 @ £1.55	
4		£72.54	1080/1		PAT Testing - Town Hall x 39 @ £1.55	
4412		£368.59	1180/5	29/05/25	M D Electrical Contracting - Repairs in the Pod as per invoice	2338
		£562.03			M D Electrical Contracting - Total	

Signature

Signature

Date

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
4406		£368.16	2050/1	23/05/25	Market Street Markets - Nailsworth - Goodwill - Insurance for stall hire 2024	
		£368.16			Market Street Markets - Nailsworth - Total	
4403		£1,060.00	1090/3	20/05/25	MDL Kelex - Stonehouse News x 4000	24303
		£1,060.00			MDL Kelex - Total	
4398		£360.00	1200	20/05/25	Parish Online - Subscription - 25/26	23UF044-0009
		£360.00			Parish Online - Total	
4414		£109.60	1040/4	28/05/25	Prolific Solutions (South West) Ltd - May '25 - Printer TH	11775
		£109.60			Prolific Solutions (South West) Ltd - Total	
4409		£132.00	1010/1	28/05/25	Sanctus Training - Training - Emergency First Aid at Work - Tony Gaylard	652025
		£132.00			Sanctus Training - Total	
4407		£35.00	1090/2	27/05/25	Share & Repair - 5 x TH Keys cut @ £7 per item	
		£35.00			Share & Repair - Total	
4385		£150.00	1060/1	14/05/25	Stonehouse Methodist Church - Grant - Approved TBC 6th May '25 B/851	
		£150.00			Stonehouse Methodist Church - Total	
4379		£350.00	1060/1	13/05/25	Stroud Valleys Canal Company - Grant - Approved TBC 6th May '25 B/851	
		£350.00			Stroud Valleys Canal Company - Total	
4395		£2,952.60	1190/1	20/05/25	T W Hawkins & Sons - May '25 - Contract mowing	14049
		£2,952.60			T W Hawkins & Sons - Total	
		£4,445.71			Confidential	
Total		£20,688.37				

Signature

Date

Signature

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
4377		£74.95	1150/3	13/05/25	B&Q - Levelling Rake	
		£74.95			B&Q - Total	
4380		£44.95	1220/3	14/05/25	Defender Security Products - Ship Inn Site - Key Safe	
		£44.95			Defender Security Products - Total	
4383		£39.80	1220/3	14/05/25	Ebay - Ship Inn Site - Gearbox for Stihl Strimmer	
		£39.80			Ebay - Total	
4386		£12.98	1010/1	14/05/25	ISOPA - Training - Diisocyanates - Tony Gaylard (Cost is 15 Euros - STC charged £12.64 & £0.34 fee)	
		£12.98			ISOPA - Total	
4382		£32.01	1090/2	14/05/25	Viking - Stationery Order - Copy paper, folders, highlighters	
4392		£29.28	1090/2	20/05/25	Viking - Rubbish Sacks - Litterpick	
4402		£13.19	1150/3	20/05/25	Viking - Re-invoice for missing bin - see Trans no. 4349	5716357
4404		£74.14	1140/4	21/05/25	Viking - 1 x 5L Soap Refill & 2 x 3510 Paper Hand Towels - Pavilion	
		£148.62			Viking - Total	
4387		£8.40	1040/4	14/05/25	Voipfone - May '25 - Renewal of number & PBX	1014719567
		£8.40			Voipfone - Total	
Total		£329.70				

Signature

Date

Signature



STONEHOUSE
TOWN COUNCIL

STONEHOUSE TOWN COUNCIL

Standing Orders

Date Adopted: 13th May 2024 (TC3245)
Review Date: 2025

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Text in bold is required by statute.

The Chair and Deputy Chair of the Council will be the Mayor and Deputy Mayor respectively.

The Proper Officer will be the Town Clerk.

These Standing Orders should be read in conjunction with all relevant policies/documents produced by the Council

1 Conduct of formal meetings of the Council, committees and sub-committees.

- a Meetings will not take place in premises which at the time of the meeting are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.
- b The minimum 3 clear days' notice of a Full Council meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break, a bank holiday or a day appointed for public thanksgiving or mourning.
- c The minimum 3 clear days *for public notice* of a committee meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
- d Meetings will be open to members of the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting will be by a resolution which will give reasons for the public's exclusion.
- e Subject to Standing Order 1(d) above, members of the public are welcome to make representations and a part of the agenda will be allocated for this purpose. The period of time designated for public participation will not exceed 15 minutes unless directed by the Chair. Meetings can be suspended by resolution to involve the public at any time.
- f Questions from the public may be answered at a later date at the discretion of the Chair.
- g A summary record of public participation at a meeting will be included in the minutes of the meeting.
- h Only one person is to speak at a time and will direct their comments to the Chair. If more than one person wishes to speak, the Chair will direct the order of speaking.
- i Subject to standing order 11 a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- j A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- k The press shall be provided reasonable facilities for reporting all or part of a

meeting at which they are entitled to be present.

- l Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair may in their absence be done by, to or before the Deputy-Chair.
- m The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Deputy-Chair, if present, will preside. If both the Chair and the Deputy-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting will preside at the meeting.
- n Subject to a meeting being quorate, all questions at a meeting will be decided by a majority of the Councillors and non-councillors with voting rights present and voting.
- o The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.
- p Unless Standing Orders provide otherwise, voting on any question will be by a show of hands. At the request of a Councillor, the voting on any question will be recorded so as to show whether each Councillor present and voting gave their vote for or against that question. Such a request will be made before the vote is taken.
- q The minutes of a meeting will record the names of councillors present at the beginning of the meeting or when they arrive afterwards and/or leave before the end, interests declared, dispensations granted, withdrawals due to declared interests, and resolutions made.
- r A councillor or non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.
- s No business may be transacted at a meeting unless at least one third of the whole number of members of the Council or Committee are present and in no case shall the quorum of a meeting be less than 3. Deferring an item will always be considered if fewer than half the total number of councillors on the Council or Committee is present.
- t If a meeting is or becomes inquorate no business will be transacted.
- u A meeting will not exceed 2.5 hours unless a motion is passed to suspend this Standing Order.

2 Annual Council Meetings and Ordinary Meetings

- a In an election year, the annual meeting of the Council will be held on or within 14 days following the day on which the new councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council will be held on such day in May as the Council may direct.
- c If no other time is fixed, the annual meeting of the Council will take place at 6pm.
- d In addition to the annual meeting of the Council, at least 3 other ordinary meetings will be held in each year on such dates and times as the Council directs.
- e The election of the Chair of Council (Chair – also known as the Mayor) and Deputy Chair of Council will be the first business completed at the annual meeting of the Council.
- f The Chair, unless they have resigned or become disqualified, will continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- g The Deputy Chair, unless they resign or become disqualified, will hold office until immediately after the election of the Chair at the next annual meeting of the Council.
- h Neither the Chair nor the Deputy Chair may hold the same office for more than 4 consecutive years but may stand for re-election after a further 4 years has elapsed.
- i In an election year, if the current Chair has not been re-elected as a member of the Council, they will preside at the meeting until a successor has been elected. The current Chair will not have an original vote in respect of the election of the new Chair but must give a casting vote in the case of an equality of votes.
- j In an election year, if the current Chair has been re-elected as a member of the Council, they will preside at the meeting until a new Chair has been elected. They may exercise an original vote in respect of the election of the new Chair and must give a casting vote in the case of an equality of votes.
- k Following the election of the Chair and Deputy Chair of the Council at the annual meeting of the Council, the order of business will be as follows:
 - i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office form unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair and Deputy Chair of their acceptance of office form unless the Council resolves for this to be done at a later date.
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council
 - iii. Resolving whether to review or approve the Council's Standing Orders, Financial Regulations and the composition of committees
 - iv. Receiving nominations for and appointment of councillors to committees
 - v. Confirmation of S137 of the Local Government Act 1972 expenditure level or the general power of competence.
- L The dates, times and place of ordinary meetings of the Council and committees for the

year ahead will be agreed at the last Council meeting of the calendar year.

3. Extraordinary Meetings

- a The Chair may convene an extraordinary meeting of the Council at any time.
- b The Chair of a committee may convene an extraordinary meeting of the committee at any time.
- c If the Chair of Council or Chair of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by two councillors, any two councillors may convene an extraordinary meeting. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.

4. Matters that must be resolved by the whole Council

- a Agreeing, and reviewing annually, the Strategic Plan
- b Setting the precept demand
- c Agreeing to borrow money
- d Approving the end of year Accounts and approving submission of the Annual Return to the External Auditors
- e Incurring capital or revenue expenditure which is over and above the Council's approved budget
- f Adopting, amending or revoking Standing Orders, Financial Regulations and all Council policy documents.
- g Determining the remit of the Committees
- h Agreeing the dates of meetings of the Council and Committees
- i Filling of Councillor vacancies occurring on any outside bodies
- j Making, amending or revoking byelaws
- k Making of Orders under any statutory powers
- l Important matters of principle or policy which have been referred directly by Committees or the Town Clerk
- m Prosecution or defence in a court of law
- n Acquiring land and other significant assets and commissioning services of significant value.
- o Filling vacancies on the Council by co-option.

5. General Power of Competence

- a. Before exercising the general power of competence, Council must at each annual meeting of the Council resolve that it meets the statutory criteria.
- b. After the expiry of its preceding period of eligibility, the Council continues to be an eligible Council solely for the purpose of completing any activity undertaken in the exercise of the power which was not completed before the expiry of the Council's preceding period of eligibility.

6. Minutes

- a. Minutes, including any amendment to correct their accuracy will be confirmed by resolution and every page will be signed and dated by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate. Every page will be numbered.
- b. There will be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy.
- c. Draft minutes of full Council and committee meetings will be made available to all councillors within 2 weeks of the meeting and before they are put on the public website.

7. Committees

- a. Every committee will have Terms of Reference agreed by the Council and will appoint their own Chair.
- b. **Unless the Council determines otherwise, a committee may appoint a subcommittee whose terms of reference and members shall be determined by the committee.**
- c. **The members of a committee may include non councillors unless it is a committee which regulates and controls the finances of the council.**
- d. **Unless the Council determines otherwise, all the members of any advisory committee and a subcommittee of the advisory committee may be non councillors.**
- e. Each committee will meet on at least five occasions each year.
- f. Councillors who are not members of a committee may participate in debate but will not be permitted to vote on business at that meeting.

8. Working Groups

- a. Council and committees may establish Working Groups comprising Councillors and, where appropriate, members of the public or members of staff.
- b. The remit, timescale and membership of a working group will be determined by

Council or the committee that established it.

- c Any Councillor with an interest in the remit of a working group may join it.

9 Proper Officer

- a The Council will appoint a Proper Officer (Town Clerk) who is responsible for ensuring that the Council conducts itself within the law.
- b The Council will appoint a Responsible Financial Officer.
- c A member of Staff will be nominated by the Council to undertake the role of the Proper Officer or the Responsible Financial Officer during her/his absence.
- d The Proper Officer shall:
 - i. at least 3 clear days before a meeting of the Council, committee or sub-committee
 - (1) Serve on Councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, date, place and the agenda (provided the councillor has consented to service by email) and
 - (2) provide, in a conspicuous place, public notices of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them) and publish electronically notice of the time and place and, as far as reasonably practicable, any documents related to the business to be transacted at the meeting, unless they refer to business which is likely to be considered private or their disclosure would be contrary to any enactment.
 - ii. Subject to standing order 10, include on the agenda all motions received from councillors unless a councillor has given written notice at least 3 days before the meeting confirming withdrawal of their motion
 - iii. Convene a meeting of the Council for the election of a new Chair on the occasion of a casual vacancy in this office
 - iv. Facilitate the inspection of the minute book by local government electors
 - v. Receive and retain copies of byelaws made by other local authorities
 - vi. Provide a copy of the Council's Standing Orders to a Councillor upon delivery of their declaration of acceptance of office
 - vii. Provide objective advice on all matters

10 Motions

- a No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 5 clear days

before the meeting or unless it relates directly to an issue addressed by an existing motion on the agenda.

- b If the Proper Officer considers the wording of a motion received is not clear in meaning, or is not supported by sufficient information or evidence, the motion shall be rejected until the mover of the motion resubmits it so that it can be understood to the Proper Officer in accordance with standing order 10a
- c If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer will consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion will be included in the agenda or rejected. Rejected motions will be recorded with the Proper Officer's explanation of the reason for rejection.
- d Motions in respect of the following matters may be moved without written notice:
 - i. to appoint a person to preside at a meeting
 - ii. to move to a vote
 - iii. to approve the accuracy of the minutes of the previous meeting
 - iv. to correct an inaccuracy in the minutes of the previous meeting
 - v. to dispose of business, if any, remaining from the last meeting
 - vi. to alter the order of business on the agenda
 - vii. to proceed to the next business on the agenda
 - viii. to close or adjourn debate
 - ix. to refer by formal delegation a matter to a committee or to a sub-committee or an employee
 - x. to appoint a committee or sub-committee to consider a report and/or recommendations made by an employee, professional advisor, expert or consultant
 - xi. to move an amendment relevant to the original or substantive motion under consideration which will not have the effect of nullifying it
 - xii. to exclude the press and public for all or part of a meeting
 - xiii. to silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct
 - xiv. to consider a motion of no confidence in the Chair of the meeting
 - xv. to suspend any Standing Order except those which are mandatory by law
 - xvi. to adjourn the meeting
- e A motion to add or vary or revoke one of more of the Council's Standing Orders, not mandatory by law, must be proposed by a special written motion bearing the names or at least two councillors.

11 Previous Resolutions

- a A resolution shall not be reversed within 6 months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Clerk in accordance with standing order 10a, or by a motion moved in pursuance of the recommendation of a committee or a subcommittee.
- b When a motion moved pursuant to standing order 10a has been disposed of, no similar motion may be moved for a further 6 months.

12 Rules of Debate

- a The Chair will abide by the rules of debate and their decision is final.
- b A motion (including an amendment) will not be voted on unless it has been proposed and seconded.
- c Subject as above, a motion included in an agenda not moved may be treated as withdrawn
- d A motion (including an amendment) which has been seconded may be amended or withdrawn by the proposer only with the consent of the seconder and the meeting.
- e The Chair will decide the order in which amendments are considered and dealt with.
- f Only one amendment will be moved at a time.
- g The mover of a motion or the mover of an amendment will have a right of reply.
- h During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and if so, required by the Chair, the Councillor who was interrupted will stop speaking. A Councillor raising a point of order will identify the Standing Order which they consider has been breached or identify any irregularity.
- i A point of order will be decided by the Chair and their decision will be final.
- j When a motion is under debate no other motion will be moved except:
 - i. to amend the motion
 - ii. to proceed to the next business
 - iii. to adjourn the debate
 - iv. to put the motion to a vote
 - v. to ask a person to be silent or for them to leave the meeting
 - vi. to refer a motion to a committee or sub-committee for consideration
 - vii. to exclude the public and press
 - viii. to adjourn the meeting
 - ix. to suspend any Standing Order, except those which are mandatory
- j If a motion is not passed, a new motion that addresses the same issue as the original motion may be moved in accordance with standing order 10a

13 Disorderly Conduct

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair shall request such person(s) to moderate or improve their conduct.
- b If the person(s) disregard the request of the Chair to moderate or improve their conduct, any Councillor or the Chair may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made in accordance with Standing Order 13b above, is ignored the Chair may take further reasonable steps to restore order or to progress the meeting.

This may include temporarily suspending or closing the meeting.

- d A Councillor in breach of any Standing Order may be removed from a committee or a sub-committee by a resolution of the Council.

14 Code of Conduct

- a All councillors will observe the code of conduct adopted by the Council at all times.
- b **Dispensation requests shall be in writing with all the relevant detail and submitted to the Proper Officer Town Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required. The dispensation shall be recorded in the minutes of the meeting.**
- c **A dispensation may be granted in accordance with standing order 14b if having regard to all relevant circumstances, any of the following apply:**
- i. **Without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business,**
 - ii. **Granting the dispensation is in the interests of persons living in the Council's area or,**
 - iii. **It is otherwise appropriate to grant a dispensation,**
- d A decision to grant a dispensation will be made by the meeting of the Council, committee or sub-committee for which the dispensation is required, and such decision will be final.
- e Unless granted a dispensation, a councillor will withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest or as required by the Council's code of conduct.

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15 Allegations of Breaches of the Code of Conduct

- a. All alleged breaches of the Council's Code of Conduct will be dealt with in accordance with the relevant (District) Council Policy.
- b. **Upon notification by the District Principal council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the District Council shall consider what, if any, action to take against them/him/her. Such action excludes disqualification or suspension from office.**

16 Restrictions on Councillor Activities

- a. Unless duly authorised, no councillor shall
- i. Inspect any land and/or premises which the Council has a right or duty to inspect or
 - ii. Issue orders, instructions or directions to Council staff without the express permission of the Town Clerk.

17 Voting on Appointments to Committees, Sub-committees and Working Groups

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes will be struck off the list and a fresh vote taken. This process will continue until a majority of votes is given in favour of one person. Any tie will be settled by the Chair's casting vote.

18 Execution and Sealing of Legal Deeds

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to 18a any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer (Clerk) shall witness their signatures.**

19 Finance and Procurement

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£6025,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c ~~A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 19(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).~~
- d-c. Subject to additional requirements in the financial regulations of the Council, the tender

process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. ~~the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;~~
 - iv. ~~iii.~~ tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. ~~iv.~~ tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. ~~v.~~ tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. ~~d.~~ Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f. ~~e.~~ **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 is subject to the requirements of the current procurement legislation and, if so, apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

20 Management of Information

- a Information will be managed in accordance with the Council's Data Protection and Confidentiality Policies.
- b The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- c The council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible, the criteria used to determine that period (egg the Limitation Act 1980).

- d The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information, or personal data without legal justification.
- e Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

21 Responsibilities to provide information

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to the request for information held by the Council.
- b The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

22 Responsibilities under Data Protection Legislation

- a. The Council may appoint a Data Protection Officer.
- b. The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her personal data.
- c. The Council shall have a written policy in place for responding to and managing a personal data breach.
- d. The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e. The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f. The Council shall maintain a written record of its processing activities.

23 Liaison with District and County Councillors

- a An invitation to attend all meetings of the Council and its committees will be sent, together with the agenda and other papers as deemed appropriate by the Town Clerk, to Stonehouse's County and District Councillors.



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

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

Stonehouse Community Grant Application Form

Name of Club, Group or Organisation:

Read With Me CIC



<https://readwithme.org.uk/>

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

Crystal Jones Fundraising and Marketing Manager

Address: Wotton-Under-Edge, England, GL54 0

Telephone Number:

Email:

Details of Club, Group or Organisation (please delete as appropriate) Is your organisation:

- 1) Stonehouse based for Stonehouse residents No
- 2) a Gloucestershire Organisation serving Stonehouse Yes
- 3) Stonehouse branch of a National Organisation No
- 4) Other

How much of the funds you raise is used locally?

What is your total local membership? Read With Me currently has a team of 350 volunteers in over 80 schools across Gloucestershire and continues to grow. Read With Me is a not-for-profit organisation and our service is free.

What is your VAT status? NOT REGISTERED

What are the aims and objectives of your Organisation?

Read With Me was set up to meet the crisis in children's literacy in Gloucestershire.

Through one-to-one reading sessions in school, Read With Me helps children learn to read well, in turn improving their literacy and building their confidence.

Read With Me recruits, checks and trains volunteers and facilitates their attendance in schools to hear children read on a one-to-one basis, for 10 - 15 minutes, two or three times a week.

Imagine life if you cannot read.

There are few skills which have a bigger impact on a person's life than being able to read. Children who cannot read are less able to benefit from their education and as adults, are less able to look after themselves and their families, less able to contribute to their community, more likely to have low levels of wellbeing and more likely to go to prison.

Read With Me's simple aim delivers huge benefits to the individual and to society as a whole, as clearly identified and documented in research.

Read With Me works with the youngest residents in the community. By giving them the support they need to learn to read well, to communicate and have confidence we put them firmly in the 'driving seat' of their own futures with the opportunity to break the cycle of poverty and deprivation and to fulfil their potential.

2025 Read With Me School feedback:

North Nibley

"Our volunteers are part of our school community. They are helpful, polite and caring to our children and very much part of our team.

We could not deliver the standard of reading we achieve without them"

Longlevens Infants

"Our Read With Me volunteers are outstanding! They have had such a big impact on the reading progress of the children they hear read.

They arrive with a smile, get on without interrupting anyone and the children adore them.

We are so grateful for all of their hard work."

Gloucester Academy

"Just to advise, the latest cohort of students have received their results of their recent reading test and those that attended regularly over the last 12 weeks have increased their reading ages by 8 months to an outstanding 2 years 5 months!!!

Once again a huge thank you to you and your wonderful band of volunteers, they and you are amazing!!!!!"

John Moore

"We are so grateful to you and all of the reading volunteers for such a fantastic service. The children who read with the volunteers in my class are making such great progress, which I know that the programme has contributed to."

St Thomas More

"Our children love when they get to go out and read to the lovely Pat. They come back all smiles and usually with a sticker or postcard.

When she knocks on the door, they jump up, hoping she asks for them

Confidence has been improved and the children are now better at socialising.

It has also helped our children who don't get to interact with adults at home – it is really special for them. Thank you!"

Details about the grant you are applying for:

To which Funding Scheme are you applying (please tick)

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

What will the grant be used for?

Read With Me is currently partnered with Park Infant, Park Junior and Haresfield Primary and two further volunteers are sought for these schools.

On average, our volunteers will hear ten children read a week (depending on their time commitment) so this grant would fund around 700 reading sessions throughout the year.

What is the total cost going to be? **£200-**

This grant would contribute to the costs of onboarding two additional reading volunteers at £100 per volunteer:

DBS check - £12

Safeguarding Training - £25

Training and Induction session - £45

Volunteer Pack - £10

Consumables stickers / bookmarks - £8

How much would you like Stonehouse Town Council to contribute? **£200**

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

No funds have already been raised for onboarding these two additional volunteers for these this project (apart from the funding required to allow the organisation to continue to operate).

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

Though not specific to this project, Read With Me raises inhouse funds via events such as their annual Winter Fayre, School Team 10k, the Gloucester 10k and Town Hall Teas. We also receive funding from private donors and community organisations such as Gloucestershire Gateway Trust.

What amount does your organisation currently hold in the bank, as cash or in other balances?
£15,500

What impact will the project have on the environment?

The ability to read provides access to knowledge which better enables individuals to make informed decisions and empowers them as advocates for change on matters such as the environment.

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

In the last year, we have doubled our school partnership numbers and were joined by 150 more volunteers. We have also provided free activities and free books for hundreds of children during the school holidays through our 'Not So Secret Book Club'.

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

Signed

A handwritten signature in black ink, appearing to be 'C. Jones', written over a horizontal line.

Date

16/05/25

Grant Application Form

Date Approved:

Date Paid:

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

COMPANY REGISTRATION NUMBER: 12594043

Read With Me CIC

(A company limited by guarantee)

**Annual Report and Unaudited Financial Statements
for the Year Ended 31 March 2024**

Read With Me CIC

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Read With Me CIC

Company Information

Directors Linda Janet Thomas
Miss Rosaline Hilton
Mrs Rachel Corcoran

Registered office 4-5
Little Acre
Wotton under Edge
Gloucestershire
GL12 7DU

Read With Me CIC

Directors' Report for the Year Ended 31 March 2024

The directors present their report and the financial statements for the year ended 31 March 2024.

Directors of the company

The directors who held office during the year were as follows:

Linda Janet Thomas

Miss Rosaline Hilton (appointed 6 March 2024)

Mrs Rachel Corcoran (appointed 19 March 2024)

Principal activity

The principal activity of the company is Supporting children with learning to read.

Small companies provision statement

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

Approved by the Board on and signed on its behalf by:

Linda Janet Thomas
Director

Read With Me CIC

Statement of Comprehensive Income for the Year Ended 31 March 2024

	Note	2024 £	2023 £
Turnover		130,113	89,969
Cost of sales		<u>(9,749)</u>	<u>(13,334)</u>
Gross surplus		120,364	76,635
Administrative expenses		<u>(138,731)</u>	<u>(74,864)</u>
Operating (deficit)/surplus		<u>(18,367)</u>	<u>1,771</u>
(Deficit)/surplus before tax	4	(18,367)	1,771
Tax on (loss)/profit		<u>287</u>	<u>(287)</u>
(Deficit)/surplus for the financial year		<u><u>(18,080)</u></u>	<u><u>1,484</u></u>

The above results were derived from continuing operations.

The company has no recognised gains or losses for the year other than the results above.

Read With Me CIC

Statement of Financial Position as at 31 March 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	5	332	606
Current assets			
Stocks	6	200	550
Debtors	7	-	244
Cash at bank and in hand		11,580	35,730
		11,780	36,524
Creditors: Amounts falling due within one year	8	(18,025)	(24,963)
Net current (liabilities)/assets		(6,245)	11,561
Net (liabilities)/assets		(5,913)	12,167
Reserves			
Retained earnings		(5,913)	12,167
(Deficit)/surplus		(5,913)	12,167

For the financial year ending 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

Approved and authorised by the Board on and signed on its behalf by:

Linda Janet Thomas
Director

Company registration number: :12594043

Read With Me CIC

Statement of Changes in Equity for the Year Ended 31 March 2024

	Retained earnings £	Total £
At 1 April 2023	12,167	12,167
Deficit for the year	<u>(18,080)</u>	<u>(18,080)</u>
At 31 March 2024	<u>(5,913)</u>	<u>(5,913)</u>
	Retained earnings £	Total £
At 1 April 2022	10,683	10,683
Surplus for the year	<u>1,484</u>	<u>1,484</u>
At 31 March 2023	<u>12,167</u>	<u>12,167</u>

Read With Me CIC

Notes to the Unaudited Financial Statements for the Year Ended 31 March 2024

1 General information

The company is a company limited by guarantee, incorporated in England, and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the company in the event of liquidation.

The address of its registered office is:

4-5

Little Acre

Wotton under Edge

Gloucestershire

GL12 7DU

United Kingdom

These financial statements were authorised for issue by the Board on

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

These financial statements have been prepared in accordance with Financial Reporting Standard 102 Section 1A smaller entities - 'The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland' and the Companies Act 2006 (as applicable to companies subject to the small companies' regime).

Basis of preparation

These financial statements have been prepared using the historical cost convention except that as disclosed in the accounting policies certain items are shown at fair value.

Going concern

The financial statements have been prepared on a going concern basis.

Read With Me CIC

Notes to the Unaudited Financial Statements for the Year Ended 31 March 2024 (continued)

2 Accounting policies (continued)

Key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Revenue recognition

turnover comprises the fair value of the consideration received or receivable for the sale of goods and provision of services in the ordinary course of the company's activities. turnover is shown net of sales/value added tax, returns, rebates and discounts.

The company recognises revenue when:

The amount of revenue can be reliably measured;

it is probable that future economic benefits will flow to the entity;

and specific criteria have been met for each of the company's activities.

Tangible assets

Tangible assets are stated in the statement of financial position at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

The cost of tangible assets includes directly attributable incremental costs incurred in their acquisition and installation.

Depreciation

Depreciation is charged so as to write off the cost of assets, other than land and properties under construction over their estimated useful lives, as follows:

Asset class	Depreciation method and rate
Equipment	25% straight line

Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost is determined using the first-in, first-out (FIFO) method.

The cost of finished goods and work in progress comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the inventories to their present location and condition. At each reporting date, stocks are assessed for impairment. If stocks are impaired, the carrying amount is reduced to its selling price less costs to complete and sell; the impairment loss is recognised immediately in profit or loss.

Read With Me CIC

Notes to the Unaudited Financial Statements for the Year Ended 31 March 2024 (continued)

2 Accounting policies (continued)

Defined contribution pension obligation

A defined contribution plan is a pension plan under which fixed contributions are paid into a pension fund and the company has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised as employee benefit expense when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

3 Staff numbers

The average number of persons employed by the company (including directors) during the year, was 0 (2023 - 4).

4 Loss/profit before tax

Arrived at after charging/(crediting)

	2024	2023
	£	£
Depreciation expense	274	274

Read With Me CIC

Notes to the Unaudited Financial Statements for the Year Ended 31 March 2024 (continued)

5 Tangible assets

	Office equipment £	Total £
Cost or valuation		
At 1 April 2023	1,095	1,095
At 31 March 2024	1,095	1,095
Depreciation		
At 1 April 2023	489	489
Charge for the year	274	274
At 31 March 2024	763	763
Carrying amount		
At 31 March 2024	332	332
At 31 March 2023	606	606

6 Stocks

	2024 £	2023 £
Other inventories	200	550

7 Debtors

	2024 £	2023 £
Current		
Other debtors	-	244
	-	244

8 Creditors

Creditors: amounts falling due within one year

Read With Me CIC

Notes to the Unaudited Financial Statements for the Year Ended 31 March 2024 (continued)

8 Creditors (continued)

	2024 £	2023 £
Due within one year		
Trade creditors	400	2,339
Taxation and social security	14,929	7,410
Accruals and deferred income	1,500	15,000
Other creditors	1,196	214
	<u>18,025</u>	<u>24,963</u>

9 Related party transactions

No transactions with related parties were undertaken such as are required to be disclosed under FRS102 1A

Read With Me CIC

Notes to the Unaudited Financial Statements for the Year Ended 31 March 2024 (continued)

9 Related party transactions (continued)

Directors' remuneration

The directors' remuneration for the year was as follows:

	2024	2023
	£	£
Remuneration	27,000	25,667
Contributions paid to money purchase schemes	623	583
	<u>27,623</u>	<u>26,250</u>

Read With Me CIC

Detailed Income Statement for the Year Ended 31 March 2024

	2024 £	2023 £
turnover		
Sale of goods, UK	3,359	6,290
Donations	22,270	23,150
Fundraising income	8,013	-
Grants	-	(15,000)
Grants and subsidies	96,471	75,529
	<u>130,113</u>	<u>89,969</u>
Cost of sales		
Opening merchandise	550	1,090
Purchases	1	1,260
Direct costs	2,080	8,133
Closing merchandise	(200)	(550)
Volunteer costs	3,394	1,941
Subcontract cost	3,924	1,460
	<u>9,749</u>	<u>13,334</u>
Employment costs		
Wages and salaries (excluding directors)	80,939	25,688
Staff NIC (Employers)	2,615	-
Directors remuneration	27,000	25,667
Directors NIC (Employers)	470	-
Staff pensions (Defined contribution)	1,457	391
Directors pensions (Defined contribution)	623	583
Staff training	3,095	6,740
	<u>116,199</u>	<u>59,069</u>
Establishment costs		
Rent	749	561
Insurance	146	87
	<u>895</u>	<u>648</u>
General administrative expenses		
Telephone and fax	1,178	616
Office expenses	65	507
Computer software and maintenance costs	1,606	814
Expensed Equipment	-	106
Printing, postage and stationery	207	479
Trade subscriptions	64	36

This page does not form part of the statutory financial statements.

Read With Me CIC

Detailed Income Statement for the Year Ended 31 March 2024 (continued)

	2024 £	2023 £
Sundry expenses	33	454
Motor expenses	9,637	4,634
Travel and subsistence	157	230
Advertising	6,936	4,606
Accountancy fees	1,375	-
Bookkeeping fees	-	1,600
Legal and professional fees	<u>13</u>	<u>750</u>
	21,271	14,832
Finance charges		
Bank charges	92	41
Depreciation costs		
Depreciation of office equipment	<u>274</u>	<u>274</u>
Operating (deficit)/surplus	<u>(18,367)</u>	<u>1,771</u>
(Deficit)/surplus before tax	<u>(18,367)</u>	<u>1,771</u>



**STONEHOUSE
TOWN COUNCIL**

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

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

Stonehouse Community Grant Application Form

Name of Club, Group or Organisation

The Royal British Legion - Stonehouse & District Branch

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

Simon Henly (Branch Secretary)

Address

Stonehouse

Telephone Number: 07764 253582

email: Stonehouse.Secretary@RBL.community

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

Is your organisation:

- | | |
|--|---------------------|
| 1) Stonehouse based for Stonehouse residents | YES / NO |
| 2) a Gloucestershire Organisation serving Stonehouse | YES / NO |
| 3) Stonehouse branch of a National Organisation | YES / NO |
| 4) Other | |

How much of the funds you raise is used locally?

ALL / ~~MOST~~ / ~~SOME~~ / ~~NONE~~

What is your total local membership?

35

What is your VAT status?

~~REGISTERED~~ / NOT REGISTERED

What are the aims and objectives of your Organisation?

The Royal British Legion exists to provide support to the Armed Forces family, which includes both serving personnel, veterans, and the families of both, through grant funding for home improvements or financial support, local support visits, expert advice, rehabilitation and training

Details about the grant you are applying for:

To which Funding Scheme are you applying (please tick)

- Small grants (under £1000)
- ~~Large Grants (over £1000)~~
- ~~Capital Expenditure Grants~~
- ~~Revenue Grants~~

What will the grant be used for? Holding a barbecue at The Woolpack in Stonehouse on Saturday 28th June to celebrate Armed Forces Day 2025.
Held in conjunction with the Stroud & District Veteran's Hub.
The event will be open to the general public.

What is the total cost going to be? Estimated around £750

How much would you like Stonehouse Town Council to contribute? £500

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

None specifically, the Branch and Veterans Hub will fund any shortfall towards the event from Branch and Hub funds

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

There will be collection buckets at the event for both the Stonehouse RBL Branch and the Stroud & District Veterans Hub

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

£2,689.95 however £1000 of this is ringfenced for Branch Community Support. See latest statement attached

What impact will the project have on the environment?

No negative impact, other than the cooking and consumption of food

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

The event is being staged in Stonehouse in co-operation with the Stroud & District Veteran's Hub

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

Signed Simon Henly

Date 22/05/2025

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



Annual Branch Return

For the year ended 30 June 2024

Refer to the Branch Accounts Return Guide for information on completion

ROYAL BRITISH LEGION	Branch	Stonehouse RBL	Branch Code	BR 3078
	County/District	Gloucestershire	Currency (e.g. GBP)	GBP
	MEO	Seamus Brennan		

Section 1 - Branch Certificate

We, the Branch Officers, confirm that:-

- the attached Annual Branch Return, including the Summary of Income and Expenditure and Summary of Branch Assets, is complete and accurate to the best of our knowledge, and has been prepared in accordance with the requirements of the Membership Management Handbook and related guidance;
- the Summary of Branch Assets includes all funds held by or on behalf of the branch as at 30 June 2024 (with the exception of Legacy and Branch Property Trust funds held at Head Office);
- the Summary of Income and Expenditure has been prepared on a receipts and payments basis, and includes all monies received into or paid out of branch funds during the year ended 30 June 2024;
- all restricted funds held by the branch have been separately identified as such in Section 5;
- the accounts do **NOT** include any assets, liabilities, income or expenditure in relation to funds not controlled by the Royal British Legion. In particular, **NO** transactions or balances relating to Local BPTs, RBL Clubs or members' social funds have been included; and
- during the period from 1 July 2023 to the date of the approval of this return, the Branch Officers have carried out their duties in accordance with the Royal Charter and Membership Management Handbook, including the duty to maintain proper accounting records and to safeguard the property and funds of the branch. We confirm that all members of the Committee have been informed of this duty.

We have attached (please mark with an 'X'):-

<input checked="" type="checkbox"/>	An Authority to Disclose Information form (ATDI) for each bank and investment institution used by the branch during the year.
<input checked="" type="checkbox"/>	For each bank account, a copy of the bank statement showing the balance as at 30 June 2024.
<input type="checkbox"/>	For each investment account (if applicable), a copy of the investment report showing the balance as at 30 June 2024.

The attached Branch return were approved by the Branch Committee on

10/09/2024 (date)*

* must be prior to Independent Examiner endorsement

Signed

Chairman

Signed

Treasurer

Print Name

In CAPITALS SEAMUS BRENNAN Chairman

Print Name

In CAPITALS MARK LATCHFORD Treasurer

BRANCH ACTION: This return must be completed correctly and in full (where applicable). On completion of the Branch Certificate above, the return (with supporting documentation) must be examined by an Independent Examiner (or audited if required - see Annual Branch Accounts Return Guide). Once finalised, the completed return must be sent to your Membership Engagement Officer (MEO) to be received no later than **30 September 2024**, together with copies of all relevant ATDIs, bank statements and investment reports as set out above. A copy of the signed completed return should be retained by both the branch and the Independent Examiner/auditor. Please note that the Branch Return does **NOT** require AGM approval prior to submission, and **MUST** be received by the MEO no later than **30 September 2024**.

IMPORTANT NOTE FOR OVERSEAS BRANCHES ONLY: In order for this return to function correctly, it must be completed using a consistent currency throughout. Please enter the currency used in the relevant box at the top of this page.

If you have transactions and balances in multiple currencies, you should complete this return in the currency in which the majority of branch funds are held. Any transactions and balances held in other currencies should be translated to the reporting currency using the rates published at www.oanda.com as at 30 June 2024.

Please state below any balances or transactions which have been translated, the original currency the funds are held in, and the rate(s) used. Continue on a separate sheet if required:

Section 2 - Summary of Branch Assets

As at 30 June 2024

Branch Code:
BR 3078

				Opening Balance 1 July 2023 GBP	Closing Balance 30 June 2024 GBP
Bank accounts (fill in details below)				(Currency)	
Bank name				Sort Code	Account No.
1	Barclays (Opened Oct 2023)			20-98-68	73622894
2	Barclays (Closed)			20-33-83	30770868
3					
4					
5	Branch Funds Initiative (BFI)				
Investment accounts (fill in details below)					
6	Bank name			Sort Code	Account No.
7					
8					
9	Petty cash (should not exceed £50)				
10	TOTAL BRANCH FUNDS HELD (add lines 1 to 9)			1,744.92	2,822.73
11	INCREASE/DECREASE IN BRANCH FUNDS (should equal line 48)				1,077.81

Section 3 - Summary of Income and Expenditure For the year ended 30 June 2024

Branch Code:
BR 3078

Income		(Currency)	GBP	Expenditure		(Currency)	GBP
<u>Membership fees</u>				<u>Membership fees</u>			
12	RBL membership fees collected			28	RBL membership fees paid to Novacroft (should equal line 12)		
13	Branch subs from members (overseas only)						
14	Branch subs from head office		30.00				
<u>Poppy Appeal events</u>				<u>Poppy Appeal events</u>			
15	Poppy Appeal events income			29	Poppy Appeal event expenditure		
16	Branch fundraising event income			30	Net amount paid to Poppy Appeal (should equal line 15 less line 29)		
17	BPT Rental/hire income received locally			31	Branch fundraising event expenditure		
<u>Legacies</u>				32	Branch property expenditure (relating to BPT) (analysed at section 4, line 65)		
18	Legacies drawn down from head office			33	Ceremonial expenditure (non-BCS) (analysed at section 4, line 72)		1,017.75
19	Legacies received locally			34	Branch community support (BCS) expenditure (analysed at section 4, line 80)		
20	Donations		6,300.55	35	Branch Crisis Grant		
<u>Interest and investment income</u>				<u>Management and administration</u>			
21	Bank interest			36	Conferences and meetings (inc travel expenses)		
22	BFI interest			37	Hire of premises for meetings (non-branch properties ONLY)		20.00
23	Interest and dividends on investments			38	Bank charges (inc audit letters)		6.00
24	Unrealised gains/losses on investments			39	Audit and independent examination fees and expenses		
25	Gain/loss on sale of investment			40	Training and development costs and expenses		
				41	Branch recruitment expenditure		
				42	Printing, stationery and postage		35.49
				43	Purchase of branch equipment		84.00
				44	D-Day 80 expenditure		490.08
26	Other income (analysed at section 4, line 55)			45	Payments to other parts of RBL (analysed at section 4, line 86)		
27	TOTAL INCOME (add lines 12 to 26)		6,330.55	46	Other expenditure (analysed at section 4, line 95)		3,600.00
				47	TOTAL EXPENDITURE (add lines 28 to 46)		5,253.32
				48	NET MOVEMENT IN BRANCH CASH (line 27 less line 47)		1,077.23

Section 4 - Income and Expenditure Analysis

Branch Code: BR 3078

Other Income (line 26)		Branch Community Support (BCS) expenditure (line 34)	
Income from other parts of RBL not included elsewhere		Is the branch BCS registered?	
49 BPT transitional funding		73 Hospital/home visiting travel expenses	YES
50		74 Telephone buddy call expenses	
51		75 Bereavement support travel expenses	
52 Other income (please specify) (if grant, please provide copy of grant award letter)		76 One off gifts (not to exceed £20 per beneficiary)	
53		77 Branch awareness events	
54		78 Local Touchpoint/Warm Space expenditure	
55 Total other income (add lines 49 to 54)		79 Branch Community Support Committee/Representative expenses	
		80 Total Branch Community Support expenditure (add lines 73 to 79)	

Branch property expenditure (relating to BPT) (line 32)		Payments to other parts of RBL (line 45)	
56 Rent paid		81 Donations to RBL County or District (please specify name)	
57 Rates		82	
58 Property insurance		83 Donations to RBL care home or break centre (please specify name)	
59 Utilities		84	
60 Small property repairs and maintenance		85 Donations to Poppy Appeal from branch funds	
61 Cleaning and caretakers		86 Donations to NMA	
62 Property related legal and professional fees		87 Other payments to other parts of RBL eg WS Benevolent fund (please specify)	
63 Other (please specify)		88 Total payments to other parts of RBL (add lines 81 to 87)	
64			
65 Total branch property expenses (relating to BPT) (add lines 56 to 64)			

Cereemonial expenditure (non-BCS) (line 33)		Other expenditure (please specify) (line 46)	
66 Band/Bugle player		89 Unpaid cleared cheque by Bank due to Probate requirements	2,600.00
67 Standard bearer's expenses		90 Refund to Stonehouse Town Council due to a duplicate payment	1,000.00
68 Standard bearer's equipment	957.75	91	
69 Dignitary refreshments		92	
70 Purchases of badges and wreaths	60.00	93	
71 Other branch ceremonial events costs		94	
72 Total ceremonial expenditure (add lines 66 to 71)	1,017.75	95 Total other expenditure (add lines 89 to 94)	3,600.00

Section 5 - Restricted Funds

Branch Code: BR 3078

The sections below should be completed for each restricted fund held by the branch (excluding BPT and legacy trust funds held by head office). Restricted funds are those which are subject to legal restrictions on their use, usually imposed by the donor, which means that they can only be used for specific activities or in a specific geographical area. In order to qualify as a restricted fund, the legal restrictions in place must be narrower than the objects of RBL as a whole. Funds should NOT be reported here as restricted simply because they have been earmarked or designated by the branch for a particular use, and it is the Branch Committee's responsibility to keep its own records in respect of such funds which should be held locally.

As a general rule, it is considered highly unusual for branches to hold restricted funds. If in doubt, please contact the Branch Accounts team for further guidance.

Please note that all income, expenditure and funds reported below MUST also be included within the Statement of Income and Expenditure and Statement of Branch Assets at sections 2-4.

Name of Fund		Name of Fund	
Brief description, including reason for and terms of restriction		Brief description, including reason for and terms of restriction	
96	Opening Balance at 1 July 2023	108	Opening Balance at 1 July 2023
Income (please specify which lines within section 3 or 4 the income is included within)		Income (please specify which lines within section 3 or 4 the income is included within)	
97		109	
98		110	
99		111	
100	Total fund income (add lines 97 to 99)	112	Total fund income (add lines 109 to 111)
Expenditure (please specify which lines within section 3 or 4 the expenditure is included within)		Expenditure (please specify which lines within section 3 or 4 the expenditure is included within)	
101		113	
102		114	
103		115	
104		116	
105		117	
106	Total fund expenditure (add lines 101 to 105)	118	Total fund expenditure (add lines 113 to 117)
107	Closing Balance at 30 June 2024 (line 96 add line 100 less line 106)	119	Closing Balance at 30 June 2024 (line 108 add line 112 less line 118)

Section 6 - Additional Information

Branch Code: BR 3078

The following information should be completed by all branches. If there is nothing to report under a particular heading, please state 'None'. Refer to the Branch Guide for further guidance.

Details of any related party transactions in the year. This includes any receipts from, or payments to, Branch Officers, or parties connected to Branch Officers (such as family members or connected companies). Normal reimbursement of expenses does not need to be reported here. Please see Annual Branch Accounts Return Guide for further details.

NONE

Details of any local legacies received by the branch in the year (as entered at line 19 in section 3).

NONE

Details of any large or unusual transactions during the year, or since the year-end, or any other significant information of relevance to the Branch Accounts.

There was an unpaid paid cheque for £2600 on 16.11.23. This was a donation, but the donor sadly died, so the cheque is now in probate with the money recovered by the Bank. Stonehuse Town Council sent the Branch £1000.00 in error on 06.06.24. This was a duplicate of what was sent on 15.05.24 and was therefore refunded by the Branch. It should be noted that the Branch Bank account, holding £1744.92, was closed prior to Jun 23. A new Bank account was opened on Oct 23 and the £1744.92 has been used as the opening figure for this financial year.

Bank Mandate Signatories

Details of all signatories on the bank mandate.

(No signatures needed. Print Name)

Signatory 1 Mark Latchford

Name

Signatory 4

Name

Signatory 2 Simon Henly

Name

Signatory 5

Name

Signatory 3

Name

Signatory 6

Name

Annual General Meeting

(for branch use only - please do NOT wait until after AGM to submit this return)

This return was adopted by the Annual General Meeting of the branch held on _____ (date).

Signed

(Secretary)

Section 7 - County/MEO Use Only

Branch Code: BR 3078

County/ District Treasurer, MEO Comments

Section 8 - Report of the Independent Examiner

Branch Code: BR 3078

(Note: Where the accounts are subject to audit, the Auditor must submit an Audit Report in the format prescribed by their professional standards and attach it to the return).

In accordance with the Terms of Reference issued by the Board of Trustees of The Royal British Legion, I/we have examined the Summary of Branch Assets as at 30 June 2024, and the Summary of Income and Expenditure for the year then ended, together with the books and vouchers relating to those summaries.

In my/our opinion, the said summaries fairly state the transactions of the Branch for the year ended 30 June 2024, and its assets and liabilities at that date.

Except as stated below under 'Exceptions', no matter has come to my/our attention, which gives reasonable cause to believe that:

- proper accounting records have not been kept; or
- the Branch return is not prepared in accordance with the books and supporting vouchers; or
- the Branch does not have proper title to the assets and stated bank balances; or
- the Branch has not complied with RBL policies and accounting requirements.

Matters to report (please mark with an 'X'):

<input checked="" type="checkbox"/>	I/We have checked that there is an Authority to Disclose Information form for each bank and investment institution used during the year.
<input checked="" type="checkbox"/>	I/We have checked that the bank statements and bank reconciliations for each bank account are correct.
<input type="checkbox"/>	I/We have checked the investment reports and agreed balance confirmations (if applicable).

Exceptions (if none, please state 'None'. Continue on an additional sheet if required):

NONE

Signed 

Date 21/09/2024

Print Name Michael John Green

Qualification MAAT

Address 10 Owlett's End, Evesham, Worts, WR11 1DB

Contact Number 7785238195

Comments/Explanation of any unreconciled differences

10/09/2024

100

2,022.73

■

2

2,822.78

2,822.73

10

Amounts

Рыба

Description/Comments

Amount:

Total:

11

Line (b) - Amounts paid in but not yet appearing on bank statements:

Date paid in	Ref (e.g., payroll in slip no.)	Description/Comments
1998-01-01	1	Initial deposit
1998-01-15	2	Payment received
1998-02-01	3	Interest payment
1998-02-15	4	Principal payment
1998-03-01	5	Interest payment
1998-03-15	6	Principal payment
1998-04-01	7	Interest payment
1998-04-15	8	Principal payment
1998-05-01	9	Interest payment
1998-05-15	10	Principal payment
1998-06-01	11	Interest payment
1998-06-15	12	Principal payment
1998-07-01	13	Interest payment
1998-07-15	14	Principal payment
1998-08-01	15	Interest payment
1998-08-15	16	Principal payment
1998-09-01	17	Interest payment
1998-09-15	18	Principal payment
1998-10-01	19	Interest payment
1998-10-15	20	Principal payment
1998-11-01	21	Interest payment
1998-11-15	22	Principal payment
1998-12-01	23	Interest payment
1998-12-15	24	Principal payment
1999-01-01	25	Interest payment
1999-01-15	26	Principal payment
1999-02-01	27	Interest payment
1999-02-15	28	Principal payment
1999-03-01	29	Interest payment
1999-03-15	30	Principal payment
1999-04-01	31	Interest payment
1999-04-15	32	Principal payment
1999-05-01	33	Interest payment
1999-05-15	34	Principal payment
1999-06-01	35	Interest payment
1999-06-15	36	Principal payment
1999-07-01	37	Interest payment
1999-07-15	38	Principal payment
1999-08-01	39	Interest payment
1999-08-15	40	Principal payment
1999-09-01	41	Interest payment
1999-09-15	42	Principal payment
1999-10-01	43	Interest payment
1999-10-15	44	Principal payment
1999-11-01	45	Interest payment
1999-11-15	46	Principal payment
1999-12-01	47	Interest payment
1999-12-15	48	Principal payment
2000-01-01	49	Interest payment
2000-01-15	50	Principal payment
2000-02-01	51	Interest payment
2000-02-15	52	Principal payment
2000-03-01	53	Interest payment
2000-03-15	54	Principal payment
2000-04-01	55	Interest payment
2000-04-15	56	Principal payment
2000-05-01	57	Interest payment
2000-05-15	58	Principal payment
2000-06-01	59	Interest payment
2000-06-15	60	Principal payment
2000-07-01	61	Interest payment
2000-07-15	62	Principal payment
2000-08-01	63	Interest payment
2000-08-15	64	Principal payment
2000-09-01	65	Interest payment
2000-09-15	66	Principal payment
2000-10-01	67	Interest payment
2000-10-15	68	Principal payment
2000-11-01	69	Interest payment
2000-11-15	70	Principal payment
2000-12-01	71	Interest payment
2000-12-15	72	Principal payment
2001-01-01	73	Interest payment
2001-01-15	74	Principal payment
2001-02-01	75	Interest payment
2001-02-15	76	Principal payment
2001-03-01	77	Interest payment
2001-03-15	78	Principal payment
2001-04-01	79	Interest payment
2001-04-15	80	Principal payment
2001-05-01	81	Interest payment
2001-05-15	82	Principal payment
2001-06-01	83	Interest payment
2001-06-15	84	Principal payment
2001-07-01	85	Interest payment
2001-07-15	86	Principal payment
2001-08-01	87	Interest payment
2001-08-15	88	Principal payment
2001-09-01	89	Interest payment
2001-09-15	90	Principal payment
2001-10-01	91	Interest payment
2001-10-15	92	Principal payment
2001-11-01	93	Interest payment
2001-11-15	94	Principal payment
2001-12-01	95	Interest payment
2001-12-15	96	Principal payment
2002-01-01	97	Interest payment
2002-01-15	98	Principal payment
2002-02-01	99	Interest payment
2002-02-15	100	Principal payment

Amount

Total:

Abstract

Prepared by: Mark Latchford

Mark Latchford

Date: 10/09/2024

2025/26

Town Clerk

From: Ken Fryer <ken@kenfryer.co.uk>
Sent: 14 May 2025 14:21
To: Stonehouse Community Association (stonehouse1@tiscali.co.uk); CLIVE BOARDMAN; Sally Prout; sallyaparsons@aol.com; jjordan007@btinternet.com; celia; Councillor Terry
Cc: Councillor Gibbs; Town Clerk
Subject: Stonehouse Community Association - Management Accounts 30th April 2025
Attachments: 1a Stonehouse Community Association P&L Acc 30 04 2025.pdf; 1b Stonehouse Community Association Balance Sheet 30 04 2025.pdf

Importance: High

Dear All:

Apologies again for being unable to attend the Committee/Trustee meeting on Monday.

I have completed the bookkeeping for April 2025, and attach:
1a - A profit and loss account for the month of April, and
1b- A balance sheet at 30th April 2025

The results are not good, a deficit of just over £2,400.

Whilst "one-off" weekend bookings (Party's) are increasing, regular user groups have been decreasing. It is hoped that the new "rent" structure taking effect from 1st May 2025, will help increase revenue.

The Marketing & Advertising Plans have not yet commenced / been implumented.

I note that the accounts are to be "Independently Examined" and
I will contact Edward at Whitestone in the first instance.
Final "audited" accounts will be distribute in due course.

I look forward to seeing you all at the AGM

Ken Fryer
Treasurer/Trustee
Stonehosue Community Association
Community Center
Laburmum Walk
Stonehouse. GL10 2NS

Office Landline 01453-823241

Personal Mobile 07831-180360

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2025/26.

Stonehouse Community Association
Profit And Loss Account
From 1/4/25 to 30/4/25

			YTD £
Income	Community Lunches & Cafe	464	
	Other	2	
	Rents	2,447	
			2,913
Expenses	Cleaner	(798)	
	Cleaning and cleaning materials	(235)	
	Community Cafe Costs	(373)	
	Gardening	(265)	
	Insurance	(690)	
	PPL	(437)	
	Printing, postage and stationery	(8)	
	Rent	(500)	
	Repairs and renewals	(511)	
	Telephone	(41)	
	Wages and wardens expenses	(1,152)	
	Water rates	(322)	
			(5,333)
			(2,419)
Net loss			(2,419)

2025/26

Stonehouse Community Association
Balance Sheet
As at 30/4/25 and 31/3/25

		30/4/25	31/3/25
		£	£
Debtors	Accrued income	-	2,230
	Prepayments	-	1,818
	Stock	25	25
		25	4,073
Rents Receivable Led	Curious Kids	20	20
	Family Group Services	58	58
	Fostering Support Group	39	39
	Friday Sewing Group	96	-
	Friendly Circle	83	-
	Green Scout - Dan Robinson	1,360	1,740
	Keep Fit Scott	-	44
	Labour Co-op	-	29
	NHSB&T Blood Donors	170	170
	Pam Swindell	195	-
	Pensioners Club	-	88
	Psychic Event - Nanny Cindery	(40)	40
	QI Chris Handbury	209	114
	Severn Valley Ring Craft	200	-
	Simon Ophier - Stroud Constitu	(10)	-
	Women's Institute	-	(39)
		2,380	2,303
Bank accounts	Cafe Lunches Cash Account	-	85
	Current account	7,017	6,579
	Deposit account	3,922	3,922
	Petty Cash	11	36
		10,950	10,622
Creditors ledger	PPL PRS	167	167
		167	167
Other creditors	Accruals	-	(1,224)
	Deferred income	(2,000)	(2,000)
		(2,000)	(3,224)
Net assets		11,522	13,941
		£	£
Beneficiaries	Income account brought forwar	13,941	32,184
	Net loss	(2,419)	(18,243)
		11,522	13,941
Total funds		11,522	13,941

2024/25.

Town Clerk

From: Ken Fryer <ken@kenfryer.co.uk>
Sent: 16 April 2025 20:10
To: Stonehouse Community Association (stonehouse1@tiscali.co.uk); CLIVE BOARDMAN; cclrcouncillorterry@stonehousetowncouncil.gov.uk; Sally Prout; sallyaparsons@aol.com; j.jordan007@btinternet.com; celia; celiaparodene@gmail.com
Cc: Town Clerk
Subject: Re: Stonehouse Community Association - Management Accounts 31st March 2025
Attachments: 1 Stonehouse Community Association P&L Acc month of 31st March 2025.pdf; 2 Stonehouse Community Association P&L Acc Year ended 31st March 2025.pdf; 3 Stonehouse Community Association Balance Sheet as at 31st March 2025.pdf
Importance: High

Dear All:

I have completed the bookkeeping for the year ended 31st March 2025.

I attach the following:

1. Profit & Loss Account for the month of March 2025,
2. Profit & Loss Account for the year ended 31st March 2025,
3. Balance Sheet at 31st March 2025

As anticipated the month of March was very positive with a net surplus for the month of £1,134. However cumulatively for the year the result is a loss of over £18,000 (just over £12,000 for the previous year).

The deficit was due to:

Replacement of water main - over £8,000

Increase in gas and electricity cost - over £3,000 up on 2023/24

Generally, costs including repairs and maintenance being more than the previous year.

The deficit was funded from reserves and at 31st March 2025 there are just under £14,000 of reserves remaining.

"Statutory" accounts will be circulated shortly in advance of the AGM in June.

Ken Fryer
Treasurer/Trustee
Stonehouse Community Association
Community Center
Laburmum Walk
Stonehouse. GL10 2NS

Office Landline 01453-823241

Personal Mobile 07831-180360

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2024/25. WHOLE YEAR ACCOUNTS

Stonehouse Community Association
Balance Sheet
As at 31 March 2025

			2025 £	2024 £
Debtors	Accrued income	2,230	-	
	Prepayments	1,818	1,566	
	Stock	25	25	
			4,073	1,591
Rents Receivable Led	Bingo Parsons K + S	-	220	
	Curious Kids	20	-	
	Cymbal Knits	-	39	
	Family Group Services	58	87	
	Fostering Support Group	39	274	
	Gloucestershire County council	-	29	
	Green Scout - Dan Robinson	1,740	-	
	IET	-	35	
	Jolly Stompers	-	55	
	Keep Fit Scott	44	132	
	Labout Co-op	29	-	
	NHSB&T Blood Donors	170	340	
	Pensioners Club	88	-	
	Pilates class	-	45	
	Psychic Event - Nanny Cindery	40	-	
	QI Chris Handbury	114	304	
	R&R Delights	-	128	
	The Sally Prout School of Danci	-	1,351	
	Users	-	(214)	
	Women's Institute	(39)	-	
			2,303	2,825
Bank accounts	Cafe Lunches Cash Account	85	430	
	Current account	6,579	7,690	
	Deposit account	3,922	21,186	
	Petty Cash	36	31	
			10,622	29,338
Creditors ledger	PPL PRS	167	-	
	XLN	-	(60)	
			167	(60)
Other creditors	Accruals	(1,224)	(1,510)	
	Deferred income	(2,000)	-	
			(3,224)	(1,510)
Net assets			13,941	32,184
			£	£
Beneficiaries	Income account brought forwar	32,184	44,333	
	Net loss	(18,243)	(12,149)	
			13,941	32,184
Total funds			13,941	32,184

2024/25

Stonehouse Community Association
Profit And Loss Account
For the year ended 31 March 2025

			2025 £	2024 £
Income	Community Lunches & Cafe	4,155		6,155
	Grants	150		1,150
	Interest	735		1,266
	Other	1,266		700
	Rents	36,669		35,970
	SDC Rate rebate	3,840		3,840
			46,815	49,081
Expenses	Accountants fees	-		(600)
	Bookkeeping	(385)		(695)
	Cleaner	(5,995)		(5,058)
	Cleaning and cleaning materials	(2,518)		(2,748)
	Community Cafe Costs	(2,361)		(4,231)
	Community cafe support	(445)		(969)
	Computer	-		(440)
	Donations	-		(100)
	Fixtures and Fittings	-		(854)
	Gardening	(800)		(848)
	Insurance	(2,345)		(2,045)
	Light and heat	(11,298)		(8,172)
	Other professional fees	(122)		(15)
	PPL	(919)		(747)
	Printing, postage and stationery	(135)		(296)
	Refreshments	-		(438)
	Rent	(500)		(500)
	Repairs and renewals	(14,892)		(11,943)
	Sundry	(147)		(74)
	Telephone	(517)		(575)
	Trustee fees	(100)		-
	Uniform Business Rates	(3,840)		(3,840)
	Wages and wardens expenses	(15,360)		(14,116)
	Water rates	(1,364)		(1,434)
	Website costs	(432)		(468)
	Write offs - discounts given	(582)		(25)
			(65,058)	(61,231)
			(18,243)	(12,149)
Net loss			(18,243)	(12,149)

