



To Members of the Town Council

You are hereby summoned to attend a Town Council Meeting to be held on Monday 23rd June 2025 at 7.00pm at the Town Hall, 1 Queens Road, Stonehouse

Council Members:

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

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

Carlos Novoth
Town Clerk
Tuesday 17th June '25

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

A G E N D A

- | | |
|--------|---|
| TC3443 | To receive apologies |
| TC3444 | To receive declarations of interest |
| TC3445 | To approve the minutes of the Town Council meeting of 19 th May '25 |
| TC3446 | To receive reports from Chair of Town Council and town councillors |
| TC3447 | To receive reports from County and District Councillors |
| TC3448 | To receive RFO's budget report and bank reconciliation May '25 |
| TC3449 | To approve the latest payment lists |
| TC3450 | To approve the subscriptions for 2025/26 |
| TC3451 | To receive recent correspondence relating to changes to the Nationwide Building Society account and consider transferring money held within the account |

- TC3452 To consider supporting the motion to the GALC AGM in support of the Fossil Fuel Non-proliferation Treaty.
- TC3453 To receive the draft minutes of Business Committee meeting of 9th June '25 and approve the following recommendation:
- B/871 that the town council recommends the adoption of a limited 9 hour stay in the long stay section of the High street car park with car park users being able to secure tickets when they arrive to enable the parking enforcement team to determine whether they are within the time limit.
- B/869 to adopt the revised Standing Orders
- TC3454 To receive draft minutes of Environment Committee meeting of 27th May '25
- TC3455 To receive a report from the Local Government Reorganisation Group.
- TC3456 To approve a Council representative to liaise with the Park Federation school
- TC3457 To note the date of the next town council meeting Monday 21st July '25

Notes on Agenda items, Full Town Council Monday 23rd June 2025

TC3445 - Minutes	See attached minutes		
TC3447 – Reports	Updates to follow		
TC3448 – Budget and Reconciliation	See attached budget report and reconciliation (including the relevant Lloyds Bank Statement) for March 2025		
TC3449 – Payment list	Payment lists and additional report for Standing order and Direct Debit payments to follow		
TC3450 - Subscription	Subscription	24/25	25/26
	ICO	£35	£47
	GRCC	£25	£25
	GAPTC	£2070.84	£2,321.45
	Parish Online	£300 + vat	£300 + vat
	Gloucestershire Playing Fields Association	£100	£100
	Open Spaces Society	£45	£45
	MRG Systems	£200 + vat	£200 + vat (Paid up to Nov '25)
	Cotswold Canals Trust	£40	£40 (Paid up to Nov '25)
	Survey Monkey	£320	£320 (Paid up to Jan '26)
TC3451 - Nationwide	See attached letter from Nationwide Building Society and offer to withdraw monies		
TC3452 – Fossil Fuel Treaty	See attached copy in supporting papers.		
TC3453 – Bus Com	See attached draft minutes and recommendations as detailed on the agenda See attached copy of revised Standing Orders		
TC3454 – Env Com	See attached draft minutes		
TC3456 – Park School	In May, council agreed the council representatives to liaise with a number of external groups. There is a recommendation to choose a representative to liaise with Park Federation.		



**STONEHOUSE
TOWN COUNCIL**

**Minutes of a meeting of the Town Council
held Monday 19th May 2025 at the Town Hall**

Present:

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

In Attendance: Carlos Novoth - Town Clerk; Glos County Councillor - Dean Botterill and four members of the public

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

A member of Stonehouse In Bloom asked if the planters and baskets at the town hall could be removed from the watering schedule in future. The clerk agreed to this

A representative of the RBL confirmed that the recent event on the town green went extremely well. He asked if it were possible for the RBL to apply for grant funding to support 'Armed Forces Day'. The Chair suggested they contact the Clerk for an application form.

A member of the public thanked the clerk for resolving an issue re tactile paving at Woodcock lane. She went onto comment that the pelican crossing on Gloucester road by Green lane does not have a sounding alarm and asked whether this could be looked at. The attending new county councillor Dean Bottrill said that he would look into this

A further member of the public commented that the shared space needed improvement to better highlight its function to drivers and pedestrians. Cllrs Simon MacGregor confirmed that he will be discussing this matter with Highways. The member of the public also confirmed that she wishes to be considered for the Communications working group and the new Community Arboretum and Open Space working group.

TC3420 To appoint the Chair of Council/Town Mayor
Cllr Theresa Watt proposed and Cllr Carol Kambites seconded the proposal for Cllr Neil Gibbs to re-elected at Chair of Council - all voted in favour

TC3421 To appoint the Vice Chair of Council/Deputy Town Mayor

Cllr Carol Kambites Proposed and Cllr John Callinan seconded the proposal to elect Cllr Keren Capeling to the post of Vice Chair of Council - all voted in favour

- TC3422 To receive apologies**
Apologies were received from Cllr Marcus Dixon and, Cllr John Parker (for a part of the meeting.)
- TC3423 To receive declarations of interest**
There were no declarations of interest
- TC3424 To approve the minutes of the Town Council meeting of 14th April 25**
Council **APPROVED** the minutes as a true and accurate account of the meeting subject to the following changes:
To make reference to Cllr John Parker's suggestion that the Clerk write to the new tenants of The Globe Public House on a 'without prejudice' basis to use a small section of the town green. In addition, to correct the attendance record of town councillors to include Cllrs Marcus Dixon and Keith Creighton
- Cllr John Parker made his apologies and left the meeting
- TC3425 To receive an update on the Annual Town Meeting held 17th April 25**
The Chair thanked those Councillors who attended the meeting. A comment was made to make use of a microphone in future. Change reference to Ship Inn to SPICE within the minutes of the Annual town meeting. Print banner to highlight next meeting
- TC3426 To resolve to approve or review Standing Orders and Financial Regulations**
In light of recent changes to the Model Standing Orders and potentially the Financial Regulations, it was felt that both documents required reviewing within the next cycle of meetings.
Council **DEFERRED** the approval of the two documents
- TC3427 To approve the appointment of Councillors to Committees, Working Groups and as representatives to external Organisations**
Council **APPROVED** the revised Committee and working group members and council representation on external organisations
- TC3428 To receive and note confirmation that Stonehouse Town Council retains the General Power of Competence**
Council **NOTED** that it continues to meet the legal requirements to maintain its General Power of Competence.
- TC3429 To approve account signatories for the following bank and building society accounts:**
- Lloyds Bank (Council's Operating Account)
 - CCLA (Churches, Charities and Local Authorities)

- Charity Bank
- Nationwide Building Society
- Melton Building Society
- Cambridge Building Society

Council **RESOLVED** to maintain the current list of signatories including Cllrs John Callinan, Debbie Curtis, Neil Gibbs, Carol Kambites and Theresa Watt.

It was agreed that Cllrs John Callinan and Neil Gibbs receive training for signing off payments by Cllrs already involved in the process.

- TC3430 To receive the 2024/25 internal audit from GAPTC (now GALC) and note its recommendations**
Council **NOTED** the minor comments made by the internal auditor. The Council thanked Officers for the efforts they have made in administering the council's business throughout the year
- TC3431 To approve the 2024/25 Year End Accounts, Balance Sheet and Bank Reconciliation**
Council **APPROVED** the year end accounts for the 2024/25 financial year
- TC3432 To approve the Annual Governance Statement for the 2024/25 financial year**
Councillors were asked to read through the Annual Governance Statement to familiarise the requirements noting that the Clerk confirmed that all requirements had been met.
Council **APPROVED** the Annual Governance Statement for the 2024/25 financial year
- TC3433 To approve the 2024/25 Accounting Statements by Resolution and for the meeting's Presiding Officer to sign the Accounting Statements**
The Clerk highlighted that last years asset figure needed to be restated due to an error made last year in the transference of information from excel to a new database. This forms one of the recommendations of the external auditor
Council **APPROVED** the Accounting Statements for the 2024/25 Financial Year
- TC3434 To approve dates for the 'Exercise of Public Rights'**
Council **APPROVED** the dates for the Exercise of Public Rights commencing Tuesday 3rd June 2025
- TC3435 To receive the draft Minutes of Business Committee meeting 6th May 2025 and approve the following recommendations:**
Council received and **NOTED** the draft minutes
- B/853 - to approve the award of a contract to install a new toilet in the workshop building to SSDB at a total cost of £5,912.41 plus vat

Council **RESOLVED** to award the installation of the new toilet at the council's workshop for the price of £5,912.41 plus vat

- **B/855 - to approve the payment of provisional sums to The Door in four equal instalments during the 2025/26 financial year prior to each quarter**

Council **RESOLVED** to make contractual payments for all provisional sums to the Door through 4 equal instalments during the course of the year with payments being made prior to each quarter.

- **B/587 - to approve the council's latest annual Financial Risk Assessment**

Council **APPROVED** the Financial Risk Assessment for the 2025/26 financial year

- **B/858 - to approve the council's updated insurance cover premium**

Council **APPROVED** the insurance cover premium commencing 1st June 2025 totalling £8,776.28

TC3436

To receive the Minutes of Environment Committee meeting of 29th April 2024 and approve the following recommendations:

Council received and NOTED the draft minutes. There was disappointment shared by one town cllr that at the message sent by the town council to Standish Parish Council regarding a suggested multi user path from the top of Horsemarling lane to the top of Woodcock lane was not as positive as it could be and only served to confirm what the parish council already knew.

- **E/907 To approve the design and purchase of 5 new Stonehouse Town Entry signs and accompanying Stonehouse in Bloom signs at an approximate cost of £1,000 plus vat.**
Council **APPROVED** the purchase of new Stonehouse in Bloom signs and Town entry signs at an approximate total cost of £1,000.
- **E/911 To approve securing the services of Fields in Trust to secure the future protection of Doverow Hill Wood.**
Council **RESOLVED** to secure the services of Fields In Trust for approximately £150 to secure the future long term protection of Doverow Hill Wood.

TC3437

To receive reports from Chair of Town Council and town councillors
The Chair thanked Cllrs for their vote of confidence for supporting him to continue as Chair of Council.

Cllr Debbie Curtis attended a canal engagement meeting to support SDC's Heritage Lottery funding bid

Cllr Carol Kambites attended the SPICE get together on the 4th May
Cotswold Canals Connection to run local events on the Ship Inn site over
coming months
Cllr Keith Crieghton Cotswold Mobility provided with funding of approx.
£24,000 to purchase six Kata-canoes amongst other items

- TC3438 To receive and request reports from County and District Councillors**
The Chair welcomed Dean Botterill, the new county councillor to the
post.
Ward Cllr Carol Kambites distributed an update from the District
Council. She mentioned the fact that the current District Council leader
will be stepping down from her post.
Cllr John Callinan highlighted from Cllr Kambites report the ethical
investment review.
- TC3439 To receive RFO's budget report and bank reconciliation for April '25**
Council NOTED The bank reconciliation for April 2025 that showed a
closing balance of £229,162.53. Council also acknowledged the
following:
- The reconciliation required writing off £0.32 against the
company arranging the authority's Nest pensions.
 - The amount held within the account has since been reduced to
within the normal account threshold of £85,000 with £150,000
being transferred to CCLA
- Council **NOTED** the budget update report for April 2025 with 'Actual
Net' income of £207,005.62; 'Actual Net' Expenditure of £49,805.67 and
Reserve expenditure of £927.57.
- TC3440 To approve the latest payment list**
Council **APPROVED** a total of £7,519.18 in BACS payments;
RETROSPECTIVELY APPROVED Debit card payments of £40.40; Council
also **NOTED** the total Standing Order and Direct Debit payments totalling
£9,106.35 £4,348.67 respectively.
- TC3441 To approve the latest Council Reserves**
Council received recommended changes to its financial Reserves - the
main purpose of the changes was to increase the council General
Reserves to a suitable level fill a deficit in the General Fund.
Whilst there was discussion about the removal of funding from the In
Bloom earmarked reserve, it was agreed that this would not affect the
town council's ongoing financial support for In Bloom.

Council **APPROVED** the recommended changes
- TC3442 Date of next meeting - Monday 23rd June 2025**
Council **NOTED** the date of the next meeting

SDC Report – for June 2025

Council meetings

Link to meeting agenda and documents in the committee title.

Development Control Committee - 20 May

- Hunts Grove Phase 4, Hunts Grove Drive, Hardwicke, Gloucester, S.20/0103/REM
 - Reserved matters application for a community building, grass playing pitches, an artificial pitch, tennis courts, a local equipped area of play (leap), car parking and associated infrastructure.
 - Changes to the 2024 scheme. Issues around S106 cost cap which takes precedence, design of building and pitches, Sports England unhappy and Highways had drainage concerns, ecology too; bat roosts and newts. Now more community hub than sports hub.
 - Officers confident a good compromise has been reached but councillors are very unhappy.
 - Parish council unhappy about reduced scale and cost cap and want management transferred to them
 - Crest, the developer, accept it's their responsibility for the delay, but have worked with parish council to deliver
 - Lots of discussion on failure to deliver on a S106 and consequences thereof
- Permitted - despite all the Councillor reservations etc.
- Video recording

Full Council - 22 May

- Chair, Vice-Chair, Leader and Deputy Leader of the Council were appointed.
 - Cllr Kate Kay, Cllr Matthew Sargeant, Cllr Chloe Turner & Cllr Catherine Braun respectively.
- New Chair of Environment committee appointed, Cllr Martin Percy.
- Wonderful and moving tributes for former Cllr John Marjoram, Cllr Richard Maisey & Richard Bloodworth.
- Appointments to SDC committees, chairs and vice-chairs and other council appointments

- Appointment of a new Monitoring Officer
- Video recording

Housing Committee, 10th June

Preceded by an information session on the Council's Climate and Nature Strategy which will be out for consultation soon.

The meeting itself covered:

- the outturn position against the revenue budget and Capital programme for the Housing Revenue Account for 2024/25.
- the results of Stroud District Council's 2024/25 tenant satisfaction measures
- a summary of the proposed changes to the Strategy for New Council Homes and associated Action Plan and to approve the refreshed strategy and action plan
- an update on the acquisitions agreed to date and propose an increase to the budget. An increase of £10m was agreed to make sure that we could take advantage of any opportunities arising to obtain social housing at a reduced rate eg as part of s106 agreements with developers. The money won't be spent unless the opportunities arise.
- adoption of the new Temporary Accommodation Placement Policy. This strategy aims to provide a structured framework, compliant with legislation, for how the authority manages allocations for temporary accommodation.
- appointment of two performance monitors, Elizabeth Stanley and Cate James-Hodge.

Video Recording

Environment Committee, 12th June

Considered the following

- Randwick Conservation Area Character Appraisal and Management Plan
- A consultation plan for the Climate and Nature Strategy
- The Cotswolds National Landscape Management Plan
- Appointments to outside bodies and of performance monitors
- Reports on a number of issues including a report from the member champion for litter and a clean environment.

Video Recording

Other news

- The Council is running a [short survey](#) on how it consults and engages with its communities and stakeholders to ensure that they are listened to and can influence decisions that are made.
- Stroud District Council has [won a national award](#) in recognition of its outstanding work to protect the safety of its tenants.
- Councillor Chloe Turner has been elected the new [Leader of the Council](#) for the 2025/26 civic year.
- SDC's website is easier to use with the Recite Me features. [Further feedback is needed](#) on what other improvements could be made.
- [Hope for Tomorrow](#), a Stonehouse-based charity, has been selected by Stroud District Council's staff and councillors as their charity of the year for 2025-26.
- Look out for SDC News: bringing council updates to your doorstep. An online version can be viewed [here](#).
- The tennis courts at Active Lifestyles Stroud, in Stratford Park, have been named Park Venue of the Year at the LTA - Tennis For Britain county awards!
- Two Stroud residents have been [sentenced for animal welfare offences](#) after dogs were found in poor, filthy and cramped conditions.
- [Businesses and community organisations in rural parts of the district can now apply for a share of £120,000 for capital projects](#). SDC also has £40,000 of UK Shared Prosperity Fund (UKSPF) grants available for capital projects located anywhere in Stroud district.
- StroudFunding (SDC's crowdfunding platform, where eligible projects are topped up with SDC funding) - the next round will be launched in late June 2025. Workshops will be planned for mid-July, with a deadline to have your project ready by the end of September.
- SDC's Apprenticeship programme has reopened, with five apprenticeships now open for applications, to start in September 2025. All the [details are on the website](#), alongside other job vacancies at the Council, and Apprenticeship Open Evenings are being held in the SDC Restaurant at Ebley Mill on 4th and 18th June, 4-7pm.
- Work on local government reorganisation has now restarted in earnest following the county elections and towards the November 28th deadline by which final proposals will be submitted. Officers from all levels are working together on a variety of workstreams to begin to set out the detail for both the proposed single

and two-unitary models. Government have still not indicated whether they will provide any detailed guidance as to the role of parish & town councils in unitarisation, but it is clear that you will be key partners for any unitary council(s) in the county. As we go forward with local government reorganisation, please let us know if there is anything you would find helpful in the way of engagement and consultation, or if you would like us to feed anything else into the wider process.

- James Brain (who has been heading up the local plan) has been appointed as Strategic Director of Place.
- There will be a meeting of Development Control Committee on Tuesday (17th June) to look at changes to a proposed battery storage site on the edge of Slimbridge.

With thanks to Councillors Gareth Kitchen and Chloe Turner,

Carol Kambites, 16th June 2025

TC3448

Financial Budget Comparison

Comparison between 01/04/25 and 16/06/25 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
		Movements				
INCOME						
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

Comparison between 01/04/25 and 16/06/25 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve Movements	Actual Net	Balance	Bal %age
178 CCLA Interest	£21,000.00	£0.00	£0.00	-£21,000.00	-100.00%
Total Town Business Committee	£458,480.00	£0.00	£209,235.62	-£249,244.38	-54.36%
Town Environment Committee					
200 Stonehouse in Bloom	£0.00	£0.00	£0.00	£0.00	0.00%
205 Event Income/Donations					
205/1 Events	£1,200.00	£0.00	£20.00	-£1,180.00	-98.33%
205/2 Donations	£0.00	£0.00	£0.00	£0.00	0.00%
205/3 Markets	£0.00	£0.00	£290.00	£290.00	100.00%
205 Total	£1,200.00	£0.00	£310.00	-£890.00	-74.17%
210 Planting Sponsorship	£0.00	£0.00	£0.00	£0.00	0.00%
215 Grants	£0.00	£0.00	£0.00	£0.00	0.00%
Total Town Environment Committee	£1,200.00	£0.00	£310.00	-£890.00	-74.17%
Total Income	£459,680.00	£0.00	£209,545.62	-£250,134.38	-54.41%
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	£1,332.98	£1,167.02	-46.68%
1010/2 Councillors	£500.00	£0.00	£0.00	£500.00	-100.00%

Financial Budget Comparison

Comparison between 01/04/25 and 16/06/25 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve Movements	Actual Net	Balance	Bal %age
1010 Total	£3,000.00	£0.00	£1,332.98	£1,667.02	-55.57%
1020 Health & Safety	£2,500.00	£0.00	£809.17	£1,690.83	-67.63%
1030 Professional Fees	£8,000.00	£0.00	£17,739.51	£-9,739.51	121.74%
1040 IT support					
1040/1 General	£6,750.00	£0.00	£1,114.65	£5,635.35	-83.49%
1040/2 Website	£1,300.00	£0.00	£200.00	£1,100.00	-84.62%
1040/3 Newsletter	£0.00	£0.00	£400.00	£-400.00	100.00%
1040/4 Phones	£1,500.00	£0.00	£122.00	£1,378.00	-91.87%
1040/5 Printing	£0.00	£0.00	£66.45	£-66.45	100.00%
1040 Total	£9,550.00	£0.00	£1,903.10	£7,646.90	-80.07%
1050 Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	-100.00%
1060 Grants					
1060/1 One-Offs	£10,000.00	£2,200.00	£3,400.00	£8,800.00	-88.00%
1060/2 Long-Term	£7,400.00	£0.00	£0.00	£7,400.00	-100.00%
1060 Total	£17,400.00	£2,200.00	£3,400.00	£16,200.00	-93.10%
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	£120.40	£1,079.60	-89.97%
1070/3 Electric	£3,000.00	£0.00	£439.69	£2,560.31	-85.34%
1070/4 Gas	£1,800.00	£0.00	£223.30	£1,576.70	-87.59%
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	£36.96	£263.04	-87.68%

Financial Budget Comparison

Comparison between 01/04/25 and 16/06/25 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve Movements	Actual Net	Balance	Bal %age
1070/8 Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1070 Total	£12,000.00	£0.00	£6,434.10	£5,565.90	-46.38%
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	£335.80	£1,364.20	-80.25%
1080 Total	£2,200.00	£0.00	£450.25	£1,749.75	-79.53%
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%
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	£736.81	£5,563.19	-88.30%
1140/4 Cleaning	£1,000.00	£0.00	£91.78	£908.22	-90.82%
1140/5 Maintenance (reactive)	£2,000.00	£0.00	£775.00	£1,225.00	-61.25%
1140/6 Maintenance (programmed)	£1,000.00	£0.00	£3.10	£996.90	-99.69%

Financial Budget Comparison

Comparison between 01/04/25 and 16/06/25 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve Movements	Actual Net	Balance	Bal %age	
1140/7	Waste Collection	£500.00	£0.00	£47.04	£452.96	-90.59%
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	£1,935.79	£10,964.21	-84.99%
1150	Workshop Overheads					
1150/1	Water	£0.00	£0.00	£0.00	£0.00	0.00%
1150/2	Electric	£300.00	£0.00	£65.65	£234.35	-78.12%
1150/3	Maintenance (Reactive)	£300.00	£0.00	£372.28	-£72.28	24.09%
1150/4	Maintenance (programmed)	£700.00	£0.00	£69.14	£630.86	-90.12%
1150/5	Waste Collection	£1,800.00	£0.00	£334.96	£1,465.04	-81.39%
1150/6	Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1150	Total	£3,300.00	£0.00	£842.03	£2,457.97	-74.48%
1160	Equipment & Vehicle Costs					
1160/1	Equipment and Vehicle costs	£700.00	£0.00	£550.00	£150.00	-21.43%
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	£635.83	£2,364.17	-78.81%
1170	Youth Centre Workers	£66,000.00	£0.00	£16,250.50	£49,749.50	-75.38%
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%

Financial Budget Comparison

Comparison between 01/04/25 and 16/06/25 inclusive. Includes due and unpaid transactions. Includes commitments. Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve Movements	Actual Net	Balance	Bal %age
1180/3	Electric	£1,500.00	£197.96	£1,302.04	-86.80%
1180/4	Cleaning	£1,300.00	£434.00	£866.00	-66.62%
1180/5	Maintenance (reactive)	£1,000.00	£307.16	£692.84	-69.28%
1180/6	Maintenance (programmed)	£1,500.00	£46.50	£1,453.50	-96.90%
1180/7	Waste collection	£300.00	£36.96	£263.04	-87.68%
1180/8	Security	£500.00	£0.00	£500.00	-100.00%
1180/9	IT costs	£1,000.00	£0.00	£1,000.00	-100.00%
1180	Total	£8,800.00	£2,512.80	£6,287.20	-71.45%
1200	Subscriptions	£3,500.00	£300.00	£3,200.00	-91.43%
1210	Insurances				
1210/1	Public/Employee Liability	£8,000.00	£0.00	£8,000.00	-100.00%
1210/2	Buildings	£0.00	£0.00	£0.00	0.00%
1210/3	Vehicle	£0.00	£137.42	£137.42	100.00%
1210	Total	£8,000.00	£137.42	£7,862.58	-98.28%
1220	Project Planning & Delivery				
1220/1	OEL Car Park	£0.00	£2,555.00	£2,555.00	100.00%
1220/2	Stagholt	£0.00	£0.00	£0.00	0.00%
1220/3	Ship Inn site	£0.00	£1,366.80	£1,366.80	100.00%
1220/4	Court View	£0.00	£10.00	£10.00	0.00%
1220/5	Great Oldbury	£0.00	£0.00	£0.00	0.00%
1220	Total	£0.00	£3,931.80	£3,931.80	100.00%
1230	Climate Change	£5,000.00	£0.00	£5,000.00	-100.00%
Total Town Business Committee		£399,580.00	£94,067.41	£309,079.39	-77.35%

Financial Budget Comparison

Comparison between 01/04/25 and 16/06/25 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/25

		2025/2026	Reserve Movements	Actual Net	Balance	Bal %age
Town Environment Committee						
1190 Amenity Areas						
1190/1	Grounds Maintenance (contract)	£29,500.00	£0.00	£4,921.00	£24,579.00	-83.32%
1190/2	Grounds Maintenance (in-house)	£1,000.00	£0.00	£900.00	£100.00	-10.00%
1190/3	Play Equipment maint/repairs/insp	£3,800.00	£0.00	£0.00	£3,800.00	-100.00%
1190/4	Public Space Improvements	£6,000.00	£0.00	£160.00	£5,840.00	-97.33%
1190/5	Tree & Hedge/boundary maintenance	£4,500.00	£0.00	£59.90	£4,440.10	-98.67%
1190/6	Waste Collection	£4,000.00	£0.00	£0.00	£4,000.00	-100.00%
1190	Total	£48,800.00	£0.00	£6,040.90	£42,759.10	-87.62%
2000	Christmas Lights	£2,000.00	£0.00	£2,110.00	£-110.00	5.50%
2005	Climate Change	£0.00	£0.00	£0.00	£0.00	0.00%
2010	In Bloom					
2010/1	Contract Planting	£0.00	£0.00	£0.00	£0.00	0.00%
2010/2	Non-Contract Planting	£0.00	£0.00	£0.00	£0.00	0.00%
2010/3	Watering Services	£0.00	£0.00	£0.00	£0.00	0.00%
2010/4	Other	£0.00	£0.00	£0.00	£0.00	0.00%
2010	Total	£0.00	£0.00	£0.00	£0.00	0.00%
2050	Cultural Events & Studies					
2050/1	Goodwill	£6,000.00	£0.00	£368.16	£5,631.84	-93.86%
2050/2	Civic Awards	£300.00	£0.00	£24.91	£275.09	-91.70%
2050/3	Other	£3,000.00	£0.00	£174.00	£2,826.00	-94.20%
2050/4	Communications	£0.00	£0.00	£0.00	£0.00	0.00%
2050	Total	£9,300.00	£0.00	£567.07	£8,732.93	-93.90%

Financial Budget Comparison

Comparison between 01/04/25 and 16/06/25 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve Movements	Actual Net	Balance	Bal %age
2080 Neighbourhood Plan Review	£0.00	£0.00	£0.00	£0.00	0.00%
2090 Planning Specialist Advice					
2090/1	£0.00	£0.00	£0.00	£0.00	0.00%
2090/2	£0.00	£0.00	£0.00	£0.00	0.00%
2090 Total	£0.00	£0.00	£0.00	£0.00	0.00%
Total Town Environment Committee	£60,100.00	£0.00	£8,717.97	£51,382.03	-85.49%
Total Expenditure	£459,680.00	£3,566.80	£102,785.38	£360,461.42	-78.42%
Total Income	£459,680.00	£0.00	£209,545.62	-£250,134.38	-54.41%
Total Expenditure	£459,680.00	£3,566.80	£102,785.38	£360,461.42	-78.42%
Total Net Balance	£0.00		£106,760.24		

Bank Account Reconciled Statement

Stonehouse Town Council

01651837

30-98-29

Statement Number	62	Bank Statement No.	62
Statement Opening Balance	£229,162.53	Opening Date	01/05/25
Statement Closing Balance	£42,801.78	Closing Date	31/05/25
True/ Cashbook Closing Balance	£42,801.78		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
06/05/25	FPI060525KEEN	S J Cakes - Sarah Keen	0.00	10.00	229,172.53
07/05/25	FPI070525FORSYTH	James Forsyth - Paganhill Plants	0.00	20.00	229,192.53
07/05/25	STCPAYNO1		90,000.00	0.00	139,192.53
08/05/25	DD080525YUENERGY	YU Energy	811.83	0.00	138,380.70
08/05/25	STCPAY02		60,000.00	0.00	78,380.70
12/05/25	DD120525YUENERGY	YU Energy	150.41	0.00	78,230.29
12/05/25	DEB120525B&Q	B&Q	74.95	0.00	78,155.34
12/05/25	FPO120525EDGE	Edge IT Systems Ltd	270.00	0.00	77,885.34
12/05/25	FPO120525GCC	Gloucestershire County Council	1,501.96	0.00	76,383.38
12/05/25	FPO120525GREAT WEST	Great Western Air Ambulance Charity	2,200.00	0.00	74,183.38
12/05/25	FPO120525GREEN WAY	Greenway Training	300.00	0.00	73,883.38
12/05/25	FPO120525KELLA WAY	Kellaway Building Supplies Ltd	90.00	0.00	73,793.38
12/05/25	FPO120525PARKE R	John Parker	59.90	0.00	73,733.48
12/05/25	FPO120525THEDOOR	The Door	11,437.50	0.00	62,295.98
12/05/25	FPO120525TWHAWKINS	T W Hawkins & Sons	2,952.60	0.00	59,343.38
13/05/25	DD130525WATERPLUS	WaterPlus	102.11	0.00	59,241.27
14/05/25	FPI140525DURSLEY	Dursley Town Council	0.00	600.00	59,841.27
15/05/25	DEB150525DEFENDER	Defender Security Products	44.95	0.00	59,796.32
15/05/25	DEB150525EBAY	Ebay	39.80	0.00	59,756.52
15/05/25	DEB150525ISOPA	ISOPA	12.98	0.00	59,743.54
15/05/25	DEB150525VIKING	Viking	32.01	0.00	59,711.53
15/05/25	DEB150525VOIPHONE	Voipfone	8.40	0.00	59,703.13
16/05/25	DEB160525VIKING	Viking	29.28	0.00	59,673.85
16/05/25	FPI160525ROGERS	Alan Rogers Fruit & Veg	0.00	15.00	59,688.85
19/05/25	PAY190525LLOYDS	Lloyds Bank	8.50	0.00	59,680.35
20/05/25	DD200525SKY	Sky Mobile	10.00	0.00	59,670.35

Bank Account Reconciled Statement

20/05/25	DD200525STAYTE	John Stayte Services Ltd	13.99	0.00	59,656.36
21/05/25	DEB210525VIKING	Viking	13.19	0.00	59,643.17
21/05/25	FPI210525ATLAS	Atlas Games	0.00	115.00	59,758.17
22/05/25	DD220525WATERP LUS	WaterPlus	59.72	0.00	59,698.45
22/05/25	DEB220525VIKING	Viking	74.14	0.00	59,624.31
27/05/25	FPO270525A&E	A&E Fire and Security	192.00	0.00	59,432.31
27/05/25	FPO270525ALLDO NE	All Done and Dusted	301.20	0.00	59,131.11
27/05/25	FPO270525ALLSTO NE	Allstone Speedy Skips	242.52	0.00	58,888.59
27/05/25	FPO270525BROWN	Dennis Brown & Son	262.88	0.00	58,625.71
27/05/25	FPO270525CRISTO M	Cristom Construction Ltd	144.00	0.00	58,481.71
27/05/25	FPO270525DIXON	Marcus Dixon	135.54	0.00	58,346.17
27/05/25	FPO270525GAPTC	GAPTC	45.00	0.00	58,301.17
27/05/25	FPO270525GCC	Gloucestershire County Council	201.48	0.00	58,099.69
27/05/25	FPO270525GRUND ON	Grundon Waste Management Ltd	65.16	0.00	58,034.53
27/05/25	FPO270525HMRC	HMRC	3,855.97	0.00	54,178.56
27/05/25	FPO270525JIREH	Jireh Solutions Ltd	356.56	0.00	53,822.00
27/05/25	FPO270525KELLA WAY	Kellaway Building Supplies Ltd	293.36	0.00	53,528.64
27/05/25	FPO270525PLAYS AFETY	Playsafety Limited	600.00	0.00	52,928.64
27/05/25	FPO270525PROLIFI C	Prolific Solutions (South West) Ltd	79.74	0.00	52,848.90
27/05/25	FPO270525SERMO N	Gill Sermon	400.00	0.00	52,448.90
27/05/25	FPO270525SEVER NSIDE	Severnside Safety Supplies Ltd	343.77	0.00	52,105.13
27/05/25	SO270525STAFF	Staff Salaries	11,221.62	0.00	40,883.51
28/05/25	SO280525PATA	PATA Payroll	90.48	0.00	40,793.03
29/05/25	DD290525WATERP LUS	WaterPlus	13.71	0.00	40,779.32
29/05/25	FPI290525CRISTO M	Cristom Construction	0.00	2,300.00	43,079.32
30/05/25	DD300525PENINSU LA	Peninsula	451.36	0.00	42,627.96
30/05/25	FPI300525STFC	Stonehouse Town Football Club	0.00	173.82	42,801.78

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
-----------------------------------	------	------

Bank Account Reconciled Statement

Total debits / credits 189594.57 3233.82

Reconciled by David Marsden

Signed _____
Clerk / Responsible Financial Officer

Chair

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
4425		£219.60	1180/4	03/06/25	All Done and Dusted - May '25 - Pod Cleaning	453
		£219.60			All Done and Dusted - Total	
4433		£930.00	1140/5	31/05/25	Cristom Construction Ltd - Tracing cable @ OEL + mini digger hire and pipe fittings	5960
		£930.00			Cristom Construction Ltd - Total	
4439		£1,080.00	1190/2	11/06/25	Five Valleys Signs - Refurbished signage + SIB signage	53668
		£1,080.00			Five Valleys Signs - Total	
4431		£906.00	1010/1	04/06/25	GB Sport & Leisure - Playground inspection training & operational exam/reg fee - TG	
		£906.00			GB Sport & Leisure - Total	
4435		£660.00	1160/1	12/06/25	Gloucester Vehicle Solutions - 3000 watt Converter for van	
		£660.00			Gloucester Vehicle Solutions - Total	
4441		£201.48	1080/2	14/05/25	Gloucestershire County Council - May '25 TH Cleaning	1800821712
		£201.48			Gloucestershire County Council - Total	
4427		£94.27	1150/5	31/05/25	Grundon Waste Management Ltd - May '25 - Waste - Workshop	1286290
		£94.27			Grundon Waste Management Ltd - Total	
4419		£102.00	1040/1	31/05/25	Jireh Solutions Ltd - Billable Hours - new distro lists for DC, review of sharepoint/one drive permissions for BSO, resolve email for cllr ct	33094
		£102.00			Jireh Solutions Ltd - Total	
4432		£100.00	1040/2	09/06/25	Jo Mew Creative - May '25 - Website management	1111
		£100.00			Jo Mew Creative - Total	
4438		£200.00	1060/1	16/06/25	Read With Me CIC - Grant - approved TBC 9th June 2025	
		£200.00			Read With Me CIC - Total	
4437		£500.00	1060/1	16/06/25	Royal British Legion - Grant - approved TBC 9th June 2025	
		£500.00			Royal British Legion - Total	
4416		£27.24	1020	09/06/25	Sevenside Safety Supplies Ltd - Trousers - Tony Gaylard	479996
		£27.24			Sevenside Safety Supplies Ltd - 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
4418		£4,813.00	1170	05/06/25	The Door - Quarter 1 - Youthwork - remainder of combined first quarter core & provisional works	1439
		£4,813.00			The Door - Total	
Total		£9,833.59				

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
4434		£78.78	1150/2	12/06/25	Net World Sports - 80 x Net Hooks for Football Goals	
		£78.78			Net World Sports - Total	
4440		£21.59	1150/4	12/06/25	Viking - Hand towel dispenser - Workshop	5941399
		£21.59			Viking - Total	
4436		£20.00	1040/4	12/06/25	Voipfone - Auto Top Up	1014744320
		£20.00			Voipfone - Total	
Total		£120.37				

Signature

Signature

Date

Purchase Day Book

Purchase Day Book

Showing only Account type All Supplier

TypeAll

Ledger Date before
Paid date after

Payment type

Direct Debit

Ledger Date after
Paid date after

Reference

No.	Date	Invoice no.	Supplier	Details	Heading	Net	Vat type	Vat	Gross Due	Payment Reference
4376	09/05/25	9002613	John Staylte Services Ltd	May '25 Fuel - Diesel	1160/3	£74.17	20% Standard	£14.83	£89.00	08/06/25
4381	14/05/25	9245735	WaterPlus	Apr '25 - Water - Pod	1180/2	£13.71	Zero Rated	£0.00	£13.71	13/06/25
4390	20/05/25		Sky Mobile	May '25 CCTV Sim Card Ship Inn Site	1220/3	£10.00	Outside the S	£0.00	£10.00	19/06/25
4391	20/05/25		Lloyds Bank	May '25 Bank Charges	1090/2	£8.50	Zero Rated	£0.00	£8.50	19/06/25
4399	20/05/25		NEST	May 25	1000/1	£2,929.93	Outside the S	£0.00	£2,929.93	19/06/25
4411	29/05/25	09344988	WaterPlus	May '25 - Water - Pavilion	1140/2	£179.95	Zero Rated	£0.00	£179.95	28/06/25
4426	30/05/25	004978696	Peninsula	June '25 - Monthly Contract	1030	£376.13	20% Standard	£75.23	£451.36	29/06/25
4421	01/06/25	02686483	YU Energy	May '25 - Electric - Pavilion	1140/3	£341.33	20% Standard	£68.35	£409.68	01/07/25
4422	01/06/25	02686482	YU Energy	May '25 - Electric - Library	1070/3	£45.65	5%	£2.28	£47.93	01/07/25
4423	01/06/25	02686481	YU Energy	May '25 - Electric - TH	1070/3	£176.70	5%	£8.84	£185.54	01/07/25
4424	01/06/25	02686484	YU Energy	May '25 - Electric - Pod	1180/3	£94.11	5%	£4.71	£98.82	01/07/25
4420	03/06/25	02747221	YU Energy	May '25 - Gas - TH	1070/4	£80.05	5%	£4.00	£84.05	03/07/25
4417	08/06/25	09447233	WaterPlus	May '25 - Water - TH	1070/2	£60.68	Zero Rated	£0.00	£60.68	08/07/25
13	Transactions					£4,390.91	Total	£178.24	£4,569.15	

TC3451

Attn of Carlos Novoth
Stonehouse Town Council
Town Hall
High Street
Stonehouse
Gloucestershire
United Kingdom
GL10 2NG

Nationwide Building Society
Kings Park Road
Moulton Park
Northampton
NN3 6NW

nationwide.co.uk/business
BusinessSavingsOperations@nationwide.co.uk

0800 66 55 11 (option 2)

23 May 2025

Your Business Savings account is changing.

Dear Mr. Novoth

From **30th July 2025**, we are making some changes to your Business Savings account. Your account Terms & Conditions have also been updated. We have sent you these with this letter to replace the ones you had.

What is changing?

Contacting us and dealing with disputes:

- We have deleted the phone numbers from the terms and conditions but have included our useful phone numbers at the end to make it easier to find them. They no longer form part of our agreement with you. Our latest phone numbers can be found on **nationwide.co.uk/business/contact-us** or you can ask in branch.
- References to the Online Dispute Resolution platform (ODR) have been removed. Since the UK left the EU, you can no longer use it to make complaints

Making payments outside of Nationwide:

- When making withdrawals, you can only send payments to another Nationwide business savings account in your business name or your Nominated Account.

Making payments to Nationwide:

- You can now only pay money in from your Nominated Account or by internal transfer from another Nationwide business savings account in your business name.
- You can no longer pay in cheques to your Business Savings account

Check your account is still right for you

Please read and consider the information above. Then take time to read through your new Terms and Conditions. They will apply from **30th July 2025**.

If the account isn't right for you

If you think your Business Savings account no longer meets your needs, you can close your account(s) and take your money without any fees or penalties before **30th July 2025**. You can do this by submitting a withdrawal form which can be found at nationwide.co.uk/business/help-and-support/guides-and-forms.

Any closure requests received after **30th July 2025** will be subject to the product specific terms and conditions of that account.

Let us know if you need help

If you'd like to talk through your options or if you have any questions, please call us on 0800 66 55 11. We're here Monday to Friday from 9am to 5pm, except on bank holidays.

Thank you for saving with us.

Yours sincerely,

Your Nationwide Business Savings Team
Nationwide Business Savings

Business Savings Accounts

General Terms and Conditions
Effective from 30 July 2025

Contents

A: Important things you need to know

Qualifying for a Business or Corporate Saver account	Page 3
Membership and Charitable Assignment	Page 3
Dealing with disputes and other issues	Page 3
If something goes wrong	Page 4
Staying in touch	Page 5
How we use your information	Page 5
Closing the account	Page 6
Keeping you and your account safe	Page 6
Paying interest	Page 7

B: Using your account

Taking money out	Page 7
Payment instruction	Page 7
Withdrawing a payment instruction	Page 7
Non-completion of payment instructions	Page 8
Refunds for unauthorised payment instructions	Page 8
Paying money in	Page 8
Liability for losses	Page 9
When we're not responsible	Page 9
Statement of Accounts	Page 10

C: Changes we may make from time to time

Changes to terms and conditions	Page 10
Changes to interest rates	Page 10

A: Important things you need to know

We encourage you to read all of these General Terms and Conditions for our Business and Corporate Saver accounts as they're legally binding. Each account also has some specific terms and conditions, so make sure you read the ones that apply to you.

1. When you open one of our Business or Corporate Saver accounts, you agree to be bound by, and agree the following, form part of your contract with Nationwide:
 - 1.1 your application form;
 - 1.2 these General Terms and Conditions;
 - 1.3 the specific terms and conditions that apply to your account(s); and
 - 1.4 the interest rate (and any charges) notified to you in writing.

2. Just to be clear, here's what we mean when we use the following words and expressions in this document: "terms and conditions" means these General Terms and Conditions and the specific terms and conditions that apply to your account(s); 'you/your' means the account holder or holders and, its principals; 'us/we/our'; 'Nationwide' means Nationwide Building Society; 'working day' means Monday to Friday, excluding bank and public holidays.

3. We recommend that you retain a copy of the terms and conditions. If you would like further copies, you can contact your relationship team.
4. We have 'Savings Promises' for our savers that we publish from time to time. These won't apply to your account unless we expressly state that they do.

5. You won't be able to borrow money on these accounts.
6. The terms and conditions will apply from the date your account is opened and will continue to apply indefinitely until you or we end them, or they otherwise expire in accordance with the relevant provisions of the terms and conditions.
7. The terms and conditions, the operation of the account and any discussions we've had with you about entering into the contract with you will be governed by English law and any disputes which arise out of or in connection with the terms and conditions will be subject to the exclusive jurisdiction of the English courts. We'll use English in this agreement and all our communications with you.

Qualifying for a Business or Corporate Saver account and membership status

8. Our accounts have eligibility criteria. Not all our accounts confer membership status. We'll need you to complete an application form and give us the facts and documents to confirm your identity and your status. We'll check whether you meet the eligibility criteria for your account, and whether you are eligible for membership status, before we can open an account for you.

9. You must continue to meet the eligibility and membership criteria for the account at all times (including any revised criteria that we may notify to you in writing from time to time). You must tell us, promptly, about any changes affecting your potential eligibility and/or your membership status, and if you no longer meet the criteria, we may close your account and transfer your money to another account for which you are eligible. The terms and conditions and the interest rate applicable to that account at that time, will apply. We will personally notify you before making this transfer.

Membership and Charitable Assignment

- 10.1 Where you are a body corporate (whether on your own behalf or as a trustee), including an LLP or a charity which is a body corporate, or an individual acting as a 'bare trustee' (or, in Scotland, a 'simple trustee') for a body corporate, your account is a deposit account with us, you will not have membership rights in Nationwide and conditions 10.3, 10.4 and 10.5 will not apply to you.

- 10.2 Where you are a sole trader, partnership (but not an LLP) or unincorporated body (and you are not a person acting as a 'bare trustee' (or, in Scotland, a 'simple trustee') for a body corporate), your account is a share account with us and, upon opening your account you will become an investing member of Nationwide. By opening this account with us you agree to be bound by our Rules, our charitable assignment scheme and the terms and conditions. A copy of our Rules is available from any of our branches or on our website at nationwide.co.uk and the terms of our charitable assignment scheme are set out in conditions 10.3, 10.4 and 10.5.

10.3 THE FOLLOWING WORDING IN CONDITIONS 10.4 AND 10.5 BELOW APPLIES TO YOU UNLESS (i) YOU WERE A MEMBER OF THE SOCIETY ON 2 NOVEMBER 1997 AND HAVE CONTINUED TO BE A MEMBER EVER SINCE THAT DATE; OR (2) YOU FALL WITHIN A SPECIAL CATEGORY OF PERSONS TO WHOM OUR CHARITABLE ASSIGNMENT SCHEME DOES NOT APPLY.

10.4 By applying to open an account after 2 November 1997, you also apply to be a charity member of The Nationwide Foundation (‘the Foundation’) unless you are already a charity member. You agree that, if: the account is opened by the Society and you are or become a charity member of the Foundation; and the Society subsequently enters into an agreement to transfer the whole of its business to a company, you will assign to the Foundation (or to any charity(ies) nominated by it, but to no other person) all rights to or in connection with any conversion benefits to which you would otherwise become entitled as a member or depositor at any time before, or within two years after, your membership of the Society comes to an end. You make this agreement: (a) with the Society (acting for itself and for the benefit of the Foundation), in return for the Society opening the account you are applying for and you acknowledge that the Foundation may enforce the benefit of your agreement with the Society under the Contracts (Rights of Third Parties) Act 1999; and (b) with the Foundation directly, in return for the Foundation granting you charity membership (if you are not already a member). This agreement means that, without any further notice to you: the Society may make over to the Foundation (or to any charity(ies) nominated by it) any such conversion benefits; and the Foundation may exercise all your rights in relation to any such benefits. You understand that this agreement is irrevocable and cannot be amended or varied without the consent of both the Society and the Foundation and that neither the Society nor the Foundation will release you from this agreement.

10.5 You understand that (except in the case of any class of person where the Society considers this to be inappropriate) the Society will require on behalf of itself and the Foundation that all applicants for share and mortgage accounts agree to the above condition (or a condition having substantially the same effect), unless the Society decides and announces by press release that it is no longer in the best interests of the Society to do so generally on a continuing basis. Any such decision by the Society would not have retrospective effect and you would continue to be bound by the above condition. For this purpose ‘conversion benefits’ means any benefits under the terms of any future transfer of the Society’s business to a company (i.e. on conversion or takeover) except the statutory right to have shares in the Society (including any balances on share accounts) converted into deposits with the company; and, ‘Society’ means Nationwide Building Society and, if it merges with any other society, includes such other society.

Dealing with disputes and other issues

11. If we find there’s a disagreement relating to the account, or ownership of funds in the account (including a dispute between controllers or account holders), or that it’s being used (or we reasonably suspect it’s being used) for illegal purposes, we might freeze the account. We won’t allow withdrawals or other instructions on the account until we’re satisfied that it’s not being used for illegal purposes or that the dispute has been settled. If funds do need to be frozen, then we’re entitled to recover our costs and make a reasonable charge for any time we’ve spent and any actions we’ve taken in relation to the account. We won’t be liable for any losses arising as a result of an account being frozen for these reasons.

12. We may transfer our rights and obligations under the terms and conditions to someone else, without telling you beforehand. You can’t transfer your rights or obligations to a third party.

13. Except where the money held in your account is not owned by you, we have a right of set-off which means that if you’ve overdrawn for payment, for example on a loan, credit card, mortgage, overdraft or otherwise, then we can use any money you have in any of your Nationwide accounts to reduce or repay any money you owe Nationwide. We can use this right of set-off against accounts which are in the sole name of you or any of your joint account holders as well as joint accounts you or any of you hold with Nationwide. For the purposes of this condition only, ‘Nationwide’ means Nationwide Building Society, its subsidiaries which include The Mortgage Works (UK) plc and UCB Home Loans Ltd.

If something goes wrong

14. If something goes wrong, please let us know, and we’ll do all we can reasonably do to put it right. Call us on the phone number at the end of these terms and conditions or write to us at: Business Savings, Nationwide Building Society, Kings Park Road, Moulton Park, Northampton, NN3 6NW. In addition, you may be eligible to ask the Financial Ombudsman Service (FOS) to get involved if you are not satisfied with the way we have dealt with your complaint. It won’t affect your right to take legal action against Nationwide. Where you are eligible to involve FOS, you can also refer your complaint to FOS first without giving us the opportunity to resolve it, but if you do this, they will only consider your complaint with our consent. FOS provides a free, independent, complaint resolution service. Details about their service, eligibility and how to refer a complaint to them can be found on their website at financial-ombudsman.org.uk.

Staying in touch

15. Unless we have agreed with you differently, you must post all communications to Business Savings, Nationwide Building Society, Kings Park Road, Moulton Park, Northampton, NN3 6NW. If we change address, we’ll tell you. If you want to call us, we’ve included useful phone numbers at the end of these terms and conditions. They don’t form part of our agreement with you, and we may change them without telling you first. Our latest phone numbers can be found on nationwide.co.uk or you can ask in branch.

16. Unless we are required by law to contact you in a particular way we can contact you by post, by telephone or by email (using the details which you provided to us on the application form relating to the account or the details that you have since informed us are correct), by posting a notice on our website or via push notification. If you are registered to use the Internet Bank, we may also contact you via the Internet Bank using a secure message or notice.

17. If we are sending a copy of a notice to you, we will only send one copy. This applies even if the account is held in the names of two or more persons.

18. Any notice sent by post in the UK shall be deemed to have been delivered on the second working day after posting if first class post has been used, or on the third working day after posting if second class post has been used.

19. Any notice sent from outside the UK shall be deemed to have been delivered on the third working day after posting.

20. Any notice sent by email, or by secure message or push notification, before 5pm on a working day will be deemed to have been delivered on that day, but otherwise on the next working day.

21. If we post information on our website or within our Internet Bank, it is considered received by you at the time that the notice is uploaded or first becomes available for viewing. It is your responsibility to check our website and your Internet Bank regularly for any notices applicable to you.

22. You can change your contact details by giving 5 days’ written notice to us. If you are registered for the Internet Bank you can use it to tell us about a change to your email address, as long as that service is available.

23. If any notices, statements or other information are returned from the address to which we sent them and we hold alternative details for you then we’ll try to contact you but we won’t send any further correspondence or carry out any withdrawal requests (including interest payments) until you’ve confirmed your new address in writing.

24. We might from time to time issue other accounts with the same or different terms without offering you the opportunity to transfer your investment into the new account free of these terms.

25. If we stop offering an account to new customers, we don't need to let you know about it.

26. If you open extra accounts then we reserve the right to ask for up-to-date or additional information and/or documentation. For security reasons we might also ask any named account holder to prove their identity to our reasonable satisfaction.

27. You need to notify us if you wish to make any changes to the authorised signatories to your account.

28. You agree to provide us promptly with any information required to help us comply with any regulatory and/or legal requirements.

29. You need to declare the source of the funds you deposit, the purpose of holding the account and the underlying source of wealth. We reserve the right to request additional information before allowing withdrawals.

How we use your information

30. To see how Nationwide uses your information please visit [nationwide.co.uk/privacy](https://www.nationwide.co.uk/privacy)

Closing the account

31. We may close your account and terminate our relationship with you at any time for any reason by giving two months' written notice to you (or any changed period required by law or regulation).

32. We may close your account and terminate our relationship with you immediately in the following exceptional circumstances (and we will provide you with such notice (if any) that we are required by law to provide to you):

32.1 if you have committed a serious breach of the terms and conditions or have repeatedly breached them;

32.2 if you have carried out (or we reasonably suspect you have carried out) illegal or fraudulent activity in the opening or operation of the account;

32.3 if you do anything which we reasonably believe will damage our reputation;

32.4 if you are threatening or abusive towards our staff;

32.5 if you use the account for or in connection with any purpose which is or may be unlawful;

32.6 if you use your account for day-to-day transactions;

32.7 if you breach or attempt to breach any applicable law or regulation;

32.8 if the conduct of your account raises issues relating to our ability to comply with anti-money laundering requirements;

32.9 if you fail to pay any charges that are due to us in connection with the account;

32.10 where we are required to do so in order to comply with legal, fiscal or regulatory reasons or we reasonably consider we may be exposed to any action from any government, regulator or law enforcement agency;

32.11 if you haven't provided us with any evidence we have requested about your identity or liability for tax.

33. We may suspend your account immediately and/or refuse to accept deposits or withdrawal instructions if any of the circumstances in condition 32 occur.

34. We can only carry out a request to close your account when all the funds in the account are cleared.

35. Your account won't earn interest once you've closed it.

Keeping you and your account safe

36. The care of your log-in details, passwords, statements and other security information is essential to help prevent fraud and protect your accounts. Please make sure that you follow the steps below:

36.1 always take reasonable steps to keep your log-in details, password, security code and other security information secret at all times;

36.2 you should memorise your password and keep it secret;

36.3 if you fail to receive a statement or any other expected financial information, you should contact us immediately;

36.4 you should check statements, or transaction information on the Internet Bank, regularly and alert us to any irregularities.

37. You must tell us without undue delay by contacting your branch (during opening hours) or calling us on the phone number at the end of these terms and conditions (between 9am and 5pm Monday to Friday) if you think someone else knows your password or may be accessing your account without your permission.

38. You must tell us straightaway if you change your name, address, telephone number or, if we communicate with you by email, your email address. We reserve the right to require evidence of your new address.

39. If you authorise someone who's not a named account holder to be a signatory on the account, you'll need to give us identity documents relating to that signatory that meet our reasonable satisfaction. You must tell us straightaway if an account holder, principle or account signatory has been removed or changed, otherwise we are entitled to process instructions on your behalf based on the mandate you have provided to us.

40. If you're depositing client monies you're responsible for checking the identity of each client in accordance with UK anti-money laundering legislation. You also agree to provide us promptly with any due diligence that you've undertaken on your client at any time for up to six years after the account is closed.

41. We don't give advice on the suitability of our accounts. Nor do we exercise any judgement on your behalf, especially relating to your tax position. We aren't liable for any loss resulting from your use of our accounts other than as provided for in the terms and conditions. It's your responsibility to take independent advice as to the suitability of our accounts for you.

42. Our telephone calls can be monitored or recorded for security, quality control and training purposes.

Paying interest

43. The interest rate that is applicable to your account will be notified to you in writing before you open your account.

44. We calculate interest on a daily basis. One year is defined as 365 days for the purpose of interest calculations.

45. We'll pay interest gross, without deducting tax, whenever the law allows us. But we reserve the right to deduct tax before paying interest if laws and regulations come into force which require us to do so.

46. Because each account holder might have different tax obligations, we reserve the right to treat you independently when we divide up interest.

47. It's your responsibility to declare the interest earned to the appropriate tax authority. You should seek appropriate advice about any changes in tax regulations and guidance.

B: Using your account

Taking money out

Some accounts have specific conditions about payments (see the specific terms and conditions that apply to your account(s)). But in general:

Payment Instructions

48. You can have access to the money in your account, provided the funds have cleared and are available for withdrawal.

49. As your account is not intended for making day-to-day transactions, the ways in which you can make withdrawals are limited; you can only take money out of your account:

49.1 by internal transfer to another Business or Corporate Saver account in your name; or

49.2 by direct electronic payment (in the form of a telegraphic transfer using CHAPS) to a UK based account (at an FCA regulated, UK based bank or building society), which must be held in your business name that you have previously notified to us in writing that you wish to designate as your nominated account (the "Nominated Account") and such notification should include the name of the account, the account number and sort code of such Nominated Account (the account number and sort code being the "unique identifier").

50. You give your consent to us making the above payments in the following ways:

50.1 By completing and signing the Withdrawing Money From Your Business Savings Account form and then sending it to us by post (to the address in condition 15), fax or electronically.

50.2 By logging on to the Internet Bank and using a combination of:

- your log-in details;
- your password;
- a security code; or
- any other security details we request and requesting that a payment is made.

50.3 In each case the consent must be given in accordance with the mandate we hold, and you'll need to provide us with details of:

- your Nominated Account or the account number of the Nationwide account you want to make an internal transfer to;
- the date you want the payment to be made; and
- the amount of the payment.

51. You can request to change your Nominated Account at any time in writing using the Permissions to Set-up or Change Your Nominated Account form. We will confirm by post once your request to change the Nominated Account has been completed.

52. You need to make payments in Sterling.

53. If we receive your payment instruction before 3pm on a working day, we will make the payment that day. For CHAPS payments, the money will arrive at the bank that holds your Nominated Account that day. For internal transfers, the money will be received into your Nationwide account that day. If we receive your payment instruction after 3pm on a working day or on a non-working day, we will make the payment the next working day.

Withdrawing a payment instruction

54. Unless you have requested a payment to be made on a future date, you will not be able to withdraw a payment instruction once we have received it. You can withdraw a payment instruction to make payment on a future date provided that you give us notice by post, fax or email of your wish to withdraw the payment instruction no later than 4pm on the working day before the relevant payment is due to be made.

55. Where you notify us that you wish to withdraw your consent to a payment transaction in accordance with condition 54 above, we will not make the relevant payment(s).

56. If you notify us that you would like to recall:

56.1 a payment to be made on a future date after the end of the working day before such payment is due to be made; or

56.2 in respect of any other type of payment, a payment after you have provided the instruction to us, we will provide reasonable assistance to you but you acknowledge that:

56.3 we may not be able to recall the payment and we will have no responsibility to you for any loss or damage that you may suffer if we are unable to do so; and

56.4 if the payment has already been credited to the Nominated Account, we will only be able to recall the payment with the agreement of the beneficiary.

57. We don't take responsibility for any delays in mail or other communication or for external clearing system lead times or for any loss which might result.

Non-completion of payment instructions

58. We won't be liable or responsible for not completing your payment instruction if we're able to show:

58.1 you don't have sufficient cleared funds in your account;

58.2 you haven't given us complete and correct payment instructions;

58.3 you haven't given us identification documents and/or other information required by law and/or regulations;

58.4 a legal order has stopped payments from your account, or

58.5 to do so could jeopardise our ability to comply with any applicable laws and regulations.

59. We reserve the right to contact you about a payment instruction so we can carry out any security checks. If we need to contact you because of a suspected fraud or because of security concerns relating to your account, we will do this by a secure method of communication. As part of this we may need to carry out checks to make sure we are talking to you.

Refunds for unauthorised payment transactions

60. If you believe a payment has been made from your account without your permission you can claim a refund from us. To do this you must tell us as soon as possible and, in any case, within 13 months from the date of the payment. We will normally refund your account by the end of the next working day with the payment amount and any interest or charges you've paid as a result of that payment. To tell us about an unauthorised payment you should phone or email us.

If we later become aware that we're not responsible for the refunded payment, we'll deduct the amount of the refund from your account.

61. We won't make a refund if we can show that you did authorise the payment or we suspect fraud or we can show that, with gross negligence, you failed to keep your security information safe. However, in these situations we will investigate the payment as quickly as we can.

Paying money in

Some accounts have specific conditions about deposits (see the specific terms and conditions that apply to your account(s)). But in general:

62. You can pay money into your account from your Nominated Account by:

62.1 CHAPS;

62.2 BACS;

62.3 faster payments; or

63. You can pay money into your account by transferring the money from any other Business account you hold with us.

64. We only accept funds in Sterling. If we receive funds in your name for your account in a currency other than Sterling, such funds will be rejected by us and returned to the payer. We will not be liable for any loss or damage that you suffer arising out of or in connection with funds being transferred to us in a currency other than Sterling (including without limitation any foreign exchange charges).

65. If we receive a transfer into your account before 4pm on a working day by one of the methods above (in conditions 62 - 63), then it earns interest and will be available for you to withdraw on the date we receive it. If we receive it after 4pm on a working day or on a non-working day then it will earn interest and be available for you to withdraw on the next working day after the date of receipt.

66. So that we can credit your account, any payments received by electronic transfer must contain details of the originating account, together with details of the organisation name and Nationwide Business Savings account number the money is being sent to. If the payment can't be applied to your account for any reason then it'll be returned to the account it was sent from.

67. We will remove any funds that have been paid into your account in error and to which you are not entitled.

Liability for losses

68. You will be liable for all losses incurred in respect of an unauthorised payment transaction if you have acted fraudulently or you have intentionally, or with gross negligence, failed to comply with conditions 36 and 37. Unless you have acted fraudulently, you will not be responsible for any losses arising:

68.1 after you have notified us in accordance with condition 37 of any of the matters in that condition occurring; or

68.2 if we fail to provide you with the means to notify of the matters in condition 37 occurring.

69. Where you are not liable we will refund the amount of the payment and any charges or interest you paid or lost as a result of the payment. We will not have any further liability to you. We will normally refund this amount the same working day but we won't do this if we reasonably believe you have acted fraudulently and we have disclosed this to the relevant authorities.

70. If you ask us to make a payment and the payment is not made properly, or it does not reach the account you paid it to, we will investigate what went wrong if you ask us, and will refund the amount of the transaction and any charges or interest you paid, and pay you any interest we would have paid on that amount, unless:

- a) we can show that the payment did reach the account you paid it to; or
- b) you provided us with incorrect payment details.

In this case, we are not responsible but if you ask us, we will make reasonable efforts to recover the payment and will tell you the outcome (we may charge our reasonable costs for doing so).

If a payment is made late due to our error, you can ask us to make sure the payee's bank adds the payment to the payee's account as if it had been made on time.

When we're not responsible

71. We won't be responsible if we don't comply with any of the terms and conditions due to:

- a) abnormal or unforeseeable circumstances beyond our control e.g. an industrial dispute, the consequences of which would have been unavoidable despite all our efforts; or
- b) us having to comply with any law, regulation, code or other duty that applies to us or which we have agreed to follow.

Statements of account

72. If you pay money into, or take money out of your account in any month, we'll provide you with a statement for that month. Even if you don't make any transactions, we'll provide you with an annual statement. If you've registered (and unless you tell us differently), we'll provide the statement by sending it to the Internet Bank and we'll also usually send you an email to let you know it is ready for you to review. Otherwise, we'll send it to you by post. We will only send one copy to you, this applies even if the account is held in the name of two or more persons. We can send duplicate copies to you at your request, subject to the charge agreed with you.

73. You can always ask us to send you a monthly statement by post, whether or not there have been transactions on your account. We will not charge for this. We will only send one copy to you. This applies even if the account is held in the name of two or more persons. We can send duplicate copies to you at your request, subject to the charge agreed with you.

C: Changes we may make from time to time

Changes to terms and conditions

74. We can make changes to the terms and conditions:

- 74.1 where the change is to our payment services or conditions relating to those payment services (including conditions 3.6, 7.14, 15-23, 31, 36-37 and all of the conditions in Section B), at any time for any reason on providing you with at least two months' notice before we make the change unless the change is required due to a change in relevant legislation or regulations and we are prevented from giving you two months' written notice. In those circumstances, we will give you as much written notice as possible; and
- 74.2 where the change is to a condition that does not relate to payment services, immediately where the change is more favourable to you and we will tell you about the change within 30 days of it being applied by letter or email or by putting a notice on our website. Where the change is not favourable to you we'll make sure we tell you, by letter or email, giving you 30 days' notice before it happens.

75. If you do not agree to a change pursuant to condition 74.1 you can, at any time up to two months from the date we notify you of the change, close your account immediately without paying any extra charges or interest. If you do not close your account you will be deemed to have accepted the change and the change will come into effect automatically upon the expiry of the notice period provided.

76. If you do not agree to a change that is not favourable to you pursuant to condition 74.2 you can, at any time up to two months from the date we notify you of the change, close your account immediately without paying any extra charges or interest. If you do not close your account you will be deemed to have accepted the change and the change will come into effect automatically upon the expiry of the two month period.

Changes to interest rates

77. Unless you have a Fixed Rate Saver account we might vary the interest rate on your account in accordance with the specific terms and conditions that apply to your account(s) for one or more of the following reasons:

- 77.1 to reflect changes in general interest rates, including the interest rates or terms on which similar accounts are offered by other providers of financial services;
- 77.2 to reflect any changes or anticipated changes in the law, regulations or codes of practice or to respond to a decision by a court, ombudsman or regulator;
- 77.3 to respond to changes in the rates applying to our mortgage business;
- 77.4 to reflect changes to our costs, including administration, providing services or facilities, or changes in the costs to us of borrowing funds; and
- 77.5 to maintain our financial strength for the benefit of our members.

Useful phone numbers

Please note that for various legal, regulatory, and customer service requirements, your calls may be recorded.

If you want to call us about:

- A complaint (if something goes wrong);
- If you think someone else knows your password or is trying to use your account; or
- To claim a refund

Please dial the following number: **0800 66 55 11**

Any questions?

Call **0800 66 55 11**

Fax **01604 852 810**

Monday to Friday, 9am to 5pm, except bank holidays.

Or write to us at:

Business Savings

Nationwide Building Society

Kings Park Road

Moulton Park

Northampton

NN3 6NW.

Nationwide Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under registration number 106078. You can confirm our registration on the FCA's website **fca.org.uk**. Most Business and Corporate saver accounts are not regulated. Some businesses and charities may be eligible for protection under the Financial Services Compensation Scheme (FSCS).

Nationwide's head office is at Nationwide House, Pipers Way, Swindon SN38 1NW.

You can order all our publications in large print, Braille, or audio recording. Just let us know by calling **0800 66 55 11** or emailing us at **BusinessSavings@nationwide.co.uk**

**Motion: Divestment from Fossil Fuels
For GAPTC AGM 2025**

Proposed by: Stroud Town Council

Motion Text:

This AGM notes:

- The growing scientific consensus on the urgent need to limit global warming to 1.5°C to avoid the most catastrophic effects of climate change.
- That fossil fuel combustion is the primary contributor to greenhouse gas emissions globally.
- That local councils, including parish and town councils, have a role to play in climate leadership and in setting an example through their financial decisions.
- That several public bodies and local authorities in the UK and internationally have committed to divesting from fossil fuel investments.

This AGM believes:

- That it is inconsistent for councils to declare a climate emergency and yet continue to support fossil fuel industries through their investments.
- That ethical and sustainable investment alternatives exist and should be explored and supported.
- That GAPTC can lead by example and provide guidance and encouragement to member councils.

This AGM therefore resolves to:

1. **Encourage all member councils** to review their investment policies and pension fund affiliations (where applicable), with the aim of divesting from companies involved in the extraction or production of fossil fuels.
2. **Request that GAPTC itself** investigates its own financial arrangements (e.g., banking, investments, pensions if any) and commits to divesting from fossil fuels where applicable and practicable.
3. **Call on the Local Government Pension Scheme (LGPS)** managers in Gloucestershire to provide transparent reporting on fossil fuel investments and to develop a credible plan for full divestment aligned with the Paris Agreement targets. The Brunel Pension Partnership should take a bolder approach in its Climate Change Strategy by divesting from, or reducing the carbon weighting of, its portfolio.
4. **Support member councils** by offering or signposting resources, advice, and workshops on ethical and climate-friendly financial decision-making.



STONEHOUSE TOWN COUNCIL

Minutes of a Town Business Committee Meeting held on Monday 9th June 2025 at 7pm at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA

Present: Councillors John Callinan, Keren Capeling, Carol Kambites (Committee Vice Chair), Val Randall, Keith Terry, Carol Trim and Theresa Watt (Committee Chair).

In Attendance: Town Clerk; Glos County Cllr Dean Bottershill and representatives of 'Read with Me CIC' and the 'RBL'.

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.

Non Councillors in attendance were offered the opportunity to raise questions or make comments. Representatives of the RBL and CIC were advised that they could speak to their grant applications as per the agenda.
There were no questions or comments

B/862 To elect the Chair of Business Committee

Proposal made by Cllr Carol Kambites and Seconded by Cllr John Callinan for Cllr Theresa Watt to remain as Chair. All voted in favour.
Cllr Theresa Watt voted as Chair of Business Committee.

The Chair continued with the meeting

B/863 To elect the Vice Chair of Business Committee

Proposal made by Cllr John Callinan and Seconded by Cllr Carol Trim for Cllr Carol Kambites to remain as Vice Chair. All voted in favour.
Cllr Carol Kambites voted as Vice Chair of Business Committee.

B/864 To receive apologies

Apologies were received from Cllr Neil Gibbs

B/865 To receive Declarations of Interest

There were no declarations of Interest

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

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

With Committee agreement, agenda item B/870 was brought forward. Representatives of both organisations applying for grants were offered the opportunity to speak to their applications and answer questions

B/870 To approve the following grant applications:

- **‘Read With Me’ CIC**
A representative of the organisation provided an overview of the reason for the application citing problems of school children experiencing reading problems not being given enough one on one time to learn to read. Cllrs thanked the representative for the work the CIC were doing.
Committee APPROVED the grant application of £200.
- **‘RBL’**
Two representatives provided the reason for the event they were looking to hold. The RBL were being well supported by the Landlord of the Woolpack and others. There would be a collection on the day for charities.
Committee APPROVED the grant application of £500

B/867 To receive the latest budget position

A number of questions were raised and answered - one related to ‘Misc Income’ and the reason why there had already been a substantial amount of income generated. Although unable to answer the query at the time, it can be confirmed that the income was due to the sale of the ride on mower - a sale that had previously been authorised by council.
Committee NOTED the latest budget position showing a total ‘Actual Net’ Expenditure of £84,441.33; ‘Actual Net’ Income of £209,235.62 and Reserves movements of £3,566.80

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

There was a suggestion that the amount on the payment list headed ‘Confidential’ may not be transparent enough for the public. It was agreed that the Clerk would revisit this to see if the heading could be revised.
Committee APPROVED the BACS payment list totalling £20,688.37 and RETROSPECTIVELY APPROVED Debit Card payments totalling £329.70.

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

Committee RECOMMENDED for Council approval the revised Standing Orders

B/870 To approve the following grant applications:

- **‘Read With Me’ CIC**
- **‘RBL’**

Agenda item brought forward - see above for details

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

Committee were reminded of the process followed to date, principally by SDC in terms of the allocation of parking spaces to short and long term parking. Consultation has been undertaken with both residents and High street businesses on the long stay section and how its use can be improved along with the potential impact on local residential streets.

It was acknowledged by Committee that irrespective of the changes made, parking in the town was always going to be difficult in light of the lack of available spaces. Paying for parking was discussed but thought to be a future option if it were needed.

With the information provided to date, Committee RECOMMENDED that the town council recommends the adoption of a limited 9 hour stay in the long stay car park with car park users being able to secure tickets that will prove to the car park enforcement team the time their cars arrived on site; it was considered that this would aid the enforcement process.

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

The Clerk drew Members' attention to both the latest account information provided by the community association along with a separate email from one of the Trustees explaining that more support for the association was needed. The Clerk reminded Members of the financial commitment made by the council in the previous financial year to support the community centre. Members were confused and concerned that the town council's commitment towards marketing had still not been progressed. A number of town councillors will be attending the association's AGM and would raise their concerns at this meeting.

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

- 1. Climate Change Action Forum**
Not met recently. Carol Trim and Carol Kambites to convene the group jointly. Expecting a further grant app to expand the electric bike scheme.
- 2. Communications**
Latest Stonehouse news now being delivered.
- 3. Oldends Lane Development**
Not met recently. Investigative work undertaken to determine power supply and general utility routes across the site.
- 4. Support Stonehouse**
Not met recently.
- 5. Youth**
Meeting due in July to assess first quarter's activities. Event to signify the new Youth Contract was well attended.
- 6. Policy**
Terms of reference review needed for HR Sub Committee
- 7. Internal Audit Panel**
Meeting to take place within the next fortnight
- 8. LGR**
To meet within the next two to three weeks.

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

DRAFT



STONEHOUSE TOWN COUNCIL

Standing Orders

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

Contents

Standing Order	NALC S.O.		Page no.
1	3	Conduct of formal meetings (Council, committees, sub committees)	3
2	5	The Annual Council Meeting and Ordinary meetings	5
3	6	Extraordinary meetings	6
4		Matters that must be resolved by whole Council	6
5		General power of competence	7
6	12	Minutes	7
7	4	Committees	7
8		Working Groups	7
9	15,16,26	Proper Officer	8
10	9,10,26	Motions	8
11	7	Previous Resolutions	9
12	1,26	Rules of Debate	10
13	2	Disorderly Conduct	10
14	13	Code of Conduct	11
15	14	Allegations of breaches of code of conduct	11
16	25	Restriction on Councillor Activities	11
17	8	Voting on appointments to committees, subcommittees & working groups	12
18	23	Execution and Sealing of legal documents	12
19	18	Finance and Procurement	12
20	11	Management of Information	13
21	20	Responsibilities to provide information	14
22	21	Responsibilities under Data Protection Legislation	14
23	24	Liaison with the District and County Councillors	14

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 of 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.

Formatted: Font: Not Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

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.



STONEHOUSE TOWN COUNCIL

Minutes (subject to agreement at the next Committee Meeting) of a meeting of the Town Environment Committee held on Tuesday 27th May, 7pm at Stonehouse Library, High Street, Stonehouse GL10 2NG

Present:

Councillors: Keith Creighton (Committee Vic-Chair), Debbie Curtis (Committee Chair), Neil Gibbs, Stephen Hunter,

Also present:

Jacqui Sanders (Deputy Clerk)

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

E/918 To receive apologies.

Apologies were received from Cllrs Marcus Dixon, Simon Macgregor, John Parker, Keren Capeling

E/919 To appoint the Environment Committee Convenor/Chair

Cllr Neil Gibbs proposed Cllr Deborah Curtis as Chair; this was seconded by Cllr Stephen Hunter. All voted in favour.

Cllr Deborah Curtis was elected as Committee Convenor/Chair.

E/920 To appoint the Environment Committee Vice Chair

Cllr Stephen Hunter proposed Cllr Keith Creighton as Vice Chair; this was seconded by Cllr Neil Gibbs. All voted in favour.

Cllr Keith Creighton was elected as Committee Vice Chair.

E/921 Declarations of Interest

There were no declarations of interest.

E/922 To approve the minutes of the Town Environment Committee meeting held on Monday 28th April.

Committee APPROVED the Minutes as a true and accurate record of the meeting. One abstention was recorded.

E/923 To receive the latest updated Environment Budget.

Committee NOTED the updated report showing a total 'Actual Net' Income of £185.00; 'Actual Net' Expenditure of £4,815.31 and Reserve Expenditure of £0.

E/924 To consider if the Council is eligible to apply for the Greener Gloucestershire Community Fund.

After much discussion, committee proposed referring the Greener Gloucestershire Community Fund to the Climate Change Action Forum and to Share and Repair.

E/925 To comment on recent Planning Applications

S.25/0520/FUL 5 Regency Close, Stonehouse
Change of use from Use Class C3 to residential accommodation for people in need of care (Use Class C2). (Retrospective).

Comment: This council is aware of objections from nearby residents who complain of continuous noise disturbance and parking issues.

In principle, this council supports the aim for residential accommodation for people in need of care, however this particular situation is having a detrimental impact on the surrounding properties.

S.25/0291/FUL 54 Bath Road, Stonehouse
Convert rooms from hairdressing business (Class E) to residential use (Class C3).

Comment: No objections.

S.25/0797/HHOLD 70 Boakes Drive, Stonehouse
Erection of single storey rear extension.

Comment: No objections.

E/926 To receive a report on planning decisions received from Stroud District Council.

S.25/0264/TPO TPO 352 Church Lane Stonehouse
Re-pollard Holm Oak to reduce risk of failure at re-growth.
CONSENT GIVEN

S.25/0239/HHOLD 16 Paddock Rise Stonehouse
Installation of a driveway and timber fence.
PERMITTED

S.25/0437/HHOLD 3 Bath Road Stonehouse
Dropped kerb and creation of parking area.
REFUSED

E/927 To receive Working Groups updates.

- **Communications**
Not met.
- **Stroudwater (Bristol Road) Station**
Not met.
- **Transport and Highways**
Meeting was held recently and a report is pending.

- **Public Rights of Way**
Not met.
- **Recreation.**
Working group has met. A report will be circulated in the supporting papers for the next Environment meeting on 30th June.
- **Canal Rejuvenation**
Not met.
- **Court View**
Not met.
- **Community Arboretum and Open Spaces.**
A meeting was held on site at Doverow which will be discussed at a follow up meeting in June.

E/928 Date of next Environment Committee meeting: Monday 30th June 2025.
Committee NOTED the date of the next meeting.

