STONEHOUSE
TOWN COUNCIL

Minutes of a Town Business Committee Meeting held on Tuesday 6th May 2025 at 7pm at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA

Present: Councillors Keren Capeling, Neil Gibbs, Carol Kambites (Committee Vice Chair), Val Randall, Keith Terry, Carol Trim (arrived at 8.20pm) and Theresa Watt.

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

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

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

B/846 To receive apologies
There were no apologies

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

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

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

B/851 To approve the following grant applications:

- **Stonehouse Methodist Church Youth Club**
  The youth club is not a member of the MAYC - Methodist Association of Youth Clubs.
  Committee APPROVED a grant of £150 subject to confirmation from GAPTC that the award of a grant could be made under the circumstances.

- **Stroud Valleys Canal Company**

RWatt
09-6-25

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

B/849 To receive the latest budget position

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

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

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

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

B/851 To approve the following grant applications:

- **Stonehouse Methodist Church Youth Club**
  Agenda item brought forward - see above

- **Stroud Valleys Canal Company**
  Agenda item brought forward - see above

B/852 To approve the following purchases

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

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

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

B/854 To receive the 4th quarter Internal Control Check report

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

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

Committee NOTED the latest annual accounts

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

Committee APPROVED the following recommendations:

9/6/25

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

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

B/857 To recommend for council approval the updated Financial Risk Assessm't
A question was raised in relation to the risk score in relation to the council's insurance. Other than this, Committee was able to RECOMMEND for approval by Town Council

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

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

Cllr Carol Trim arrived at the meeting 8.20pm

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

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

[signature] 9/6/25

6. **Policy**
   To meet soon
7. **Internal Audit Panel (To be renamed)**
   To meet soon

B/861 To note the date of the next meeting - Monday 9th June 2025
Committee NOTED the date of the next meeting

Pewatt
09/6/25

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 25/04/25 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
INCOME						
Town Business Committee						
100	Precept	£410,143.00	£0.00	£0.00	-£410,143.00	-100.00%
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	£0.00	-£2,000.00	-100.00%
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	£0.00	-£3,000.00	-100.00%
160	Misc Income	£500.00	£0.00	£0.00	-£500.00	-100.00%
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%

Rw att 9/6/25

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 25/04/25 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
178	CCLA Interest	£21,000.00	£0.00	£0.00	-£21,000.00	-100.00%
Total Town Business Committee		£458,480.00	£0.00	£1,549.46	-£456,930.54	-99.66%
EXPENDITURE						
Town Business Committee						
1000	Salaries					
1000/1	Contracted staff	£223,800.00	£0.00	£15,549.44	£208,250.56	-93.05%
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	£15,549.44	£208,250.56	-93.05%
1010	Training & Recruitment					
1010/1	Contracted Staff	£2,500.00	£0.00	£295.00	£2,205.00	-88.20%
1010/2	Councillors	£500.00	£0.00	£0.00	£500.00	-100.00%
1010	Total	£3,000.00	£0.00	£295.00	£2,705.00	-90.17%
1020	Health & Safety	£2,500.00	£0.00	£0.00	£2,500.00	-100.00%
1030	Professional Fees	£8,000.00	£0.00	£225.00	£7,775.00	-97.19%
1040	IT support					
1040/1	General	£6,750.00	£0.00	£457.56	£6,292.44	-93.22%
1040/2	Website	£1,300.00	£0.00	£0.00	£1,300.00	-100.00%
1040/3	Newsletter	£0.00	£0.00	£0.00	£0.00	0.00%
1040/4	Phones	£1,500.00	£0.00	£7.00	£1,493.00	-99.53%
1040/5	Printing	£0.00	£0.00	£0.00	£0.00	0.00%
1040	Total	£9,550.00	£0.00	£464.56	£9,085.44	-95.14%
1050	Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	-100.00%

E Watt
9/6/25

Financial Budget Comparison

for Town Business Committee

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

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

		2025/2026	Reserve	Actual Net	Balance	Bal %age
1060	Grants					
1060/1	One-Offs	£10,000.00	£0.00	£2,200.00	£7,800.00	-78.00%
1060/2	Long-Term	£7,400.00	£0.00	£0.00	£7,400.00	-100.00%
1060	Total	£17,400.00	£0.00	£2,200.00	£15,200.00	-87.36%
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	£0.00	£1,200.00	-100.00%
1070/3	Electric	£3,000.00	£0.00	£0.00	£3,000.00	-100.00%
1070/4	Gas	£1,800.00	£0.00	£0.00	£1,800.00	-100.00%
1070/5	Interior Maintenance (reactive)	£500.00	£0.00	£0.00	£500.00	-100.00%
1070/6	Interior Maintenance (programmed)	£500.00	£0.00	£0.00	£500.00	-100.00%
1070/7	Waste Collection	£300.00	£0.00	£0.00	£300.00	-100.00%
1070/8	Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1070	Total	£12,000.00	£0.00	£5,613.75	£6,386.25	-53.22%
1080	Town Hall/Library STC costs					
1080/1	Exterior Maintenance/Cleaning	£500.00	£0.00	£18.00	£482.00	-96.40%
1080/2	Interior Cleaning	£1,700.00	£0.00	£0.00	£1,700.00	-100.00%
1080	Total	£2,200.00	£0.00	£18.00	£2,182.00	-99.18%
1090	Admin Expenses					
1090/1	Paper	£250.00	£0.00	£26.67	£223.33	-89.33%
1090/2	Other	£500.00	£0.00	£8.50	£491.50	-98.30%
1090/3	Printing and Delivery of Newsletters	£8,000.00	£0.00	£0.00	£8,000.00	-100.00%

Ewatt 9/6/25

Financial Budget Comparison

for Town Business Committee

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

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

		2025/2026	Reserve	Actual Net	Balance	Bal %age
1090/4	Travel expenses	£500.00	£0.00	£0.00	£500.00	-100.00%
1090	Total	£9,250.00	£0.00	£35.17	£9,214.83	-99.62%
1100	Mayor's Charity & Expenses	£300.00	£0.00	£0.00	£300.00	-100.00%
1110	Travel Costs/Staff & Councillors	£400.00	£0.00	£0.00	£400.00	-100.00%
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	£0.00	£1,200.00	-100.00%
1140/3	Electric	£6,300.00	£0.00	£0.00	£6,300.00	-100.00%
1140/4	Cleaning	£1,000.00	£0.00	£30.00	£970.00	-97.00%
1140/5	Maintenance (reactive)	£2,000.00	£0.00	£0.00	£2,000.00	-100.00%
1140/6	Maintenance (programmed)	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
1140/7	Waste Collection	£500.00	£0.00	£0.00	£500.00	-100.00%
1140/8	Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1140/9	Septic Tank	£700.00	£0.00	£0.00	£700.00	-100.00%
1140	Total	£12,900.00	£0.00	£30.00	£12,870.00	-99.77%
1150	Workshop Overheads					
1150/1	Water	£0.00	£0.00	£0.00	£0.00	0.00%
1150/2	Electric	£300.00	£0.00	£0.00	£300.00	-100.00%
1150/3	Maintenance (Reactive)	£300.00	£0.00	£36.38	£263.62	-87.87%
1150/4	Maintenance (programmed)	£700.00	£0.00	£0.00	£700.00	-100.00%
1150/5	Waste Collection	£1,800.00	£0.00	£0.00	£1,800.00	-100.00%

9/6/25

Financial Budget Comparison

for Town Business Committee

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

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

		2025/2026	Reserve	Actual Net	Balance	Bal %age
1150/6	Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1150	Total	£3,300.00	£0.00	£36.38	£3,263.62	-98.90%
1160	Equipment & Vehicle Costs					
1160/1	Equipment and Vehicle costs	£700.00	£0.00	£0.00	£700.00	-100.00%
1160/2	Maintenance	£600.00	£0.00	£0.00	£600.00	-100.00%
1160/3	Fuel	£900.00	£0.00	£11.66	£888.34	-98.70%
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	£11.66	£2,988.34	-99.61%
1170	Youth Centre Workers	£66,000.00	£0.00	£11,437.50	£54,562.50	-82.67%
1180	Youth Centre Overheads					
1180/1	Rates	£1,400.00	£0.00	£1,458.88	-£58.88	4.21%
1180/2	Water	£300.00	£0.00	£17.63	£282.37	-94.12%
1180/3	Electric	£1,500.00	£0.00	£0.00	£1,500.00	-100.00%
1180/4	Cleaning	£1,300.00	£0.00	£0.00	£1,300.00	-100.00%
1180/5	Maintenance (reactive)	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
1180/6	Maintenance (programmed)	£1,500.00	£0.00	£0.00	£1,500.00	-100.00%
1180/7	Waste collection	£300.00	£0.00	£0.00	£300.00	-100.00%
1180/8	Security	£500.00	£0.00	£0.00	£500.00	-100.00%
1180/9	IT costs	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
1180	Total	£8,800.00	£0.00	£1,476.51	£7,323.49	-83.22%
1200	Subscriptions	£3,500.00	£0.00	£0.00	£3,500.00	-100.00%
1210	Insurances					

9/6/25

Financial Budget Comparison

for Town Business Committee

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

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

		2025/2026	Reserve	Actual Net	Balance	Bal %age
1210/1	Public/Employee Liability	£8,000.00	£0.00	£0.00	£8,000.00	-100.00%
1210/2	Buildings	£0.00	£0.00	£0.00	£0.00	0.00%
1210/3	Vehicle	£0.00	£0.00	£137.42	-£137.42	100.00%
1210	Total	£8,000.00	£0.00	£137.42	£7,862.58	-98.28%
1220	Project Planning & Delivery					
1220/1	OEL Car Park	£0.00	£0.00	£2,555.00	-£2,555.00	100.00%
1220/2	Stagholt	£0.00	£0.00	£0.00	£0.00	0.00%
1220/3	Ship Inn site	£0.00	£571.30	£596.29	-£24.99	100.00%
1220/4	Court View	£0.00	£10.00	£10.00	£0.00	0.00%
1220/5	Great Oldbury	£0.00	£0.00	£0.00	£0.00	0.00%
1220	Total	£0.00	£581.30	£3,161.29	-£2,579.99	100.00%
1230	Climate Change	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
Total Town Business Committee		£399,580.00	£581.30	£40,691.68	£359,469.62	-89.96%
Total Town Business Committee In		£458,480.00	£0.00	£1,549.46	-£456,930.54	
Total Town Business Committee Ex		£399,580.00	£581.30	£40,691.68	£359,469.62	
Total Net Balance		**£58,900.00**		**-£39,142.22**		

T Watt
9/6/25

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
4336		£270.00	1030	24/04/25	Edge IT Systems Ltd - End of Year Silver Package 2024-25	38598
		£270.00		Edge IT Systems Ltd - Total		
4348		£1,501.96	1070/6	25/04/25	Gloucestershire County Council - 2023/24 GCC Recharges FOR Stonehouse Library. Originally paid 23rd April but payment bounced back. See transaction no. 4304 & 4347.	1800812259
		£1,501.96		Gloucestershire County Council - Total		
4342		£2,200.00	1060/1	24/04/25	Great Western Air Ambulance Charity - One off grant agreed at BC 1st April B/840	
		£2,200.00		Great Western Air Ambulance Charity - Total		
4321		£300.00	1010/1	10/04/25	Greenway Training - LANTRA Awards Tech Training Brushcutters & Strimmers 1 Day Course - 30th April '25 Tony Gaylard	
		£300.00		Greenway Training - Total		
4346		£59.90	1190/5	25/04/25	John Parker - Tree Stakes for tree planting at Stagholt	
		£59.90		John Parker - Total		
4344		£90.00	1220/3	25/04/25	Kellaway Building Supplies Ltd - 2 x Dumpy Bags - Ship Inn Site shed base material	3061274
		£90.00		Kellaway Building Supplies Ltd - Total		
4339		£2,952.60	1190/1	24/04/25	T W Hawkins & Sons - Apr '25 - Contract mowing	13979
		£2,952.60		T W Hawkins & Sons - Total		
4340		£11,437.50	1170	24/04/25	The Door - Quarter 1 - Youthwork	1439
		£11,437.50		The Door - Total		
Total		£18,811.96				

Signature ____________________ Signature ____ Glwatt ____

Date ____________________ 9/6/25

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
4345		£29.99	1220/3	25/04/25	Amazon - Heavy duty weed control material for Ship Inn Site	
		£29.99		Amazon - Total		
4337		£164.90	1210/3	24/04/25	CVD Insurance Services - Change of van insurance policy through broker CVD to cover Tony Gaylard	
		£164.90		CVD Insurance Services - Total		
4338		£47.99	1220/3	24/04/25	Screwfix - Façade screws x 100 - Ship Inn Site	21194344111
		£47.99		Screwfix - Total		
4315		£29.89	2050/2	04/04/25	UK Office Direct - 10 x Black frames for Civic Awards	
4343		£36.00	1140/4	24/04/25	UK Office Direct - Pavilion toilets - Jumbo toilet roll x 6	8000833732
		£65.89		UK Office Direct - Total		
4320	DEB110425 VIKING	£30.47	1150/3	10/04/25	Viking - 2 x Plastic Bins for Wetpour Chemical Storage	
		£30.47		Viking - Total		
Total		£339.24				

Signature ______________ Signature [signature]

Date ______________ 9/6/25