



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

Theresa Watt
7.7.25

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

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7.7.25

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.

John Smith
7-7-25

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

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7.7.25

Financial Budget Comparison

for Town Business Committee

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

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

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Financial Budget Comparison

for Town Business Committee

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

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

		2025/2026	Reserve	Actual Net	Balance	Bal %age
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%
EXPENDITURE						
Town Business Committee						
1000	Salaries					
1000/1	Contracted staff	£223,800.00	£0.00	£34,237.18	£189,562.82	-84.70%
1000/2	Locum	£0.00	£0.00	£0.00	£0.00	0.00%
1000/3	Short term contracted staff	£0.00	£0.00	£0.00	£0.00	0.00%
1000	Total	£223,800.00	£0.00	£34,237.18	£189,562.82	-84.70%
1010	Training & Recruitment					
1010/1	Contracted Staff	£2,500.00	£0.00	£577.98	£1,922.02	-76.88%
1010/2	Councillors	£500.00	£0.00	£0.00	£500.00	-100.00%
1010	Total	£3,000.00	£0.00	£577.98	£2,422.02	-80.73%
1020	Health & Safety	£2,500.00	£0.00	£786.47	£1,713.53	-68.54%
1030	Professional Fees	£8,000.00	£0.00	£17,363.38	£9,363.38	117.04%
1040	IT support					
1040/1	General	£6,750.00	£0.00	£1,029.65	£5,720.35	-84.75%
1040/2	Website	£1,300.00	£0.00	£100.00	£1,200.00	-92.31%
1040/3	Newsletter	£0.00	£0.00	£400.00	£400.00	100.00%
1040/4	Phones	£1,500.00	£0.00	£105.33	£1,394.67	-92.98%
1040/5	Printing	£0.00	£0.00	£66.45	£66.45	100.00%
1040	Total	£9,550.00	£0.00	£1,701.43	£7,848.57	-82.18%
1050	Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	-100.00%

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Financial Budget Comparison

for Town Business Committee

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	2025/2026	Reserve	Actual Net	Balance	Bal %age
1060 Grants					
1060/1 One-Offs	£10,000.00	£2,200.00	£2,700.00	£9,500.00	-95.00%
1060/2 Long-Term	£7,400.00	£0.00	£0.00	£7,400.00	-100.00%
1060 Total	£17,400.00	£2,200.00	£2,700.00	£16,900.00	-97.13%
1070 Town Hall/Library Shared Costs					
1070/1 Rates	£4,500.00	£0.00	£5,613.75	£-1,113.75	24.75%
1070/2 Water	£1,200.00	£0.00	£59.72	£1,140.28	-95.02%
1070/3 Electric	£3,000.00	£0.00	£217.34	£2,782.66	-92.76%
1070/4 Gas	£1,800.00	£0.00	£143.25	£1,656.75	-92.04%
1070/5 Interior Maintenance (reactive)	£500.00	£0.00	£0.00	£500.00	-100.00%
1070/6 Interior Maintenance (programmed)	£500.00	£0.00	£0.00	£500.00	-100.00%
1070/7 Waste Collection	£300.00	£0.00	£0.00	£300.00	-100.00%
1070/8 Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1070 Total	£12,000.00	£0.00	£6,034.06	£5,965.94	-49.72%
1080 Town Hall/Library STC costs					
1080/1 Exterior Maintenance/Cleaning	£500.00	£0.00	£114.45	£385.55	-77.11%
1080/2 Interior Cleaning	£1,700.00	£0.00	£167.90	£1,532.10	-90.12%
1080 Total	£2,200.00	£0.00	£282.35	£1,917.65	-87.17%
1090 Admin Expenses					
1090/1 Paper	£250.00	£0.00	£26.67	£223.33	-89.33%
1090/2 Other	£500.00	£0.00	£103.08	£396.92	-79.38%
1090/3 Printing and Delivery of Newsletters	£8,000.00	£0.00	£1,060.00	£6,940.00	-86.75%

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Financial Budget Comparison

for Town Business Committee

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

		2025/2026	Reserve	Actual Net	Balance	Bal %age
1090/4	Travel expenses	£500.00	£0.00	£25.20	£474.80	-94.96%
1090	Total	£9,250.00	£0.00	£1,214.95	£8,035.05	-86.87%
1100	Mayor's Charity & Expenses	£300.00	£0.00	£0.00	£300.00	-100.00%
1110	Travel Costs/Staff & Councillors	£400.00	£0.00	£0.00	£400.00	-100.00%
1120	Election Costs	£0.00	£0.00	£0.00	£0.00	0.00%
1130	Civic/Remembrance Parades	£180.00	£0.00	£0.00	£180.00	-100.00%
1140	Pavilion Overheads					
1140/1	Rates	£0.00	£0.00	£0.00	£0.00	0.00%
1140/2	Water	£1,200.00	£0.00	£282.06	£917.94	-76.50%
1140/3	Electric	£6,300.00	£0.00	£395.48	£5,904.52	-93.72%
1140/4	Cleaning	£1,000.00	£0.00	£91.78	£908.22	-90.82%
1140/5	Maintenance (reactive)	£2,000.00	£0.00	£0.00	£2,000.00	-100.00%
1140/6	Maintenance (programmed)	£1,000.00	£0.00	£3.10	£996.90	-99.69%
1140/7	Waste Collection	£500.00	£0.00	£0.00	£500.00	-100.00%
1140/8	Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1140/9	Septic Tank	£700.00	£0.00	£0.00	£700.00	-100.00%
1140	Total	£12,900.00	£0.00	£772.42	£12,127.58	-94.01%
1150	Workshop Overheads					
1150/1	Water	£0.00	£0.00	£0.00	£0.00	0.00%
1150/2	Electric	£300.00	£0.00	£0.00	£300.00	-100.00%
1150/3	Maintenance (Reactive)	£300.00	£0.00	£372.28	£-72.28	24.09%
1150/4	Maintenance (programmed)	£700.00	£0.00	£51.15	£648.85	-92.69%
1150/5	Waste Collection	£1,800.00	£0.00	£256.40	£1,543.60	-85.76%

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Financial Budget Comparison

for Town Business Committee

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

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

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

Robert
1.7.25

Financial Budget Comparison

for Town Business Committee

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

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

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

2025
2.1.25

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

Signature

Date

Signature

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

BACS Approval List

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
4406		£368.16	2050/1	23/05/25	Market Street Markets - Nailsworth - Goodwill - Insurance for stall hire 2024	
		£368.16			Market Street Markets - Nailsworth - Total	
4403		£1,060.00	1090/3	20/05/25	MDL Kelex - Stonehouse News x 4000	24303
		£1,060.00			MDL Kelex - Total	
4398		£360.00	1200	20/05/25	Parish Online - Subscription - 25/26	23UF044-0009
		£360.00			Parish Online - Total	
4414		£109.60	1040/4	28/05/25	Prolific Solutions (South West) Ltd - May '25 - Printer TH	11775
		£109.60			Prolific Solutions (South West) Ltd - Total	
4409		£132.00	1010/1	28/05/25	Sanctus Training - Training - Emergency First Aid at Work - Tony Gaylard	652025
		£132.00			Sanctus Training - Total	
4407		£35.00	1090/2	27/05/25	Share & Repair - 5 x TH Keys cut @ £7 per item	
		£35.00			Share & Repair - Total	
4385		£150.00	1060/1	14/05/25	Stonehouse Methodist Church - Grant - Approved TBC 6th May '25 B/851	
		£150.00			Stonehouse Methodist Church - Total	
4379		£350.00	1060/1	13/05/25	Stroud Valleys Canal Company - Grant - Approved TBC 6th May '25 B/851	
		£350.00			Stroud Valleys Canal Company - Total	
4395		£2,952.60	1190/1	20/05/25	T W Hawkins & Sons - May '25 - Contract mowing	14049
		£2,952.60			T W Hawkins & Sons - Total	
		£4,445.71			Confidential	
Total		£20,688.37				

Signature

Date

Signature



7.7.25

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

Signature

Date

Signature

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7.7.25