



STONEHOUSE TOWN COUNCIL

To Members of the Town Council

You are hereby summoned to attend a Town Council Meeting to be held on Monday 22nd September 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 16th September '25

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

A G E N D A

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|--------|--|
| TC3483 | To receive apologies |
| TC3484 | To receive declarations of interest |
| TC3485 | To approve the minutes of the Town Council meeting of 11 th August '25 |
| TC3486 | To receive reports from Chair of Town Council and town councillors |
| TC3487 | To receive reports from County and District Councillors |
| TC3488 | To receive RFO's budget report and bank reconciliations for July and Aug '25 |
| TC3489 | To approve the latest payment lists |
| TC3490 | To approve the process to be followed in setting the Council's 2026/27 revenue budget |
| TC3490 | To note the external final auditor's findings following their audit of the Town Council's financial accounts for 2024/25 |

- TC3491 To receive draft minutes of Business Committee meeting of 8th Sept '25 and approve its recommendations:
- To approve the purchase of a new skid steer ride on mower to support the council's grounds maintenance efforts at a total cost of £4,199 plus vat.
 - To approve the disposal of the metal container and invest any proceeds from its sale into improving the facilities around the Youth Pod.
 - To approve Business Committee recommendation to increase the council's current salaries budget by £2,500 to reflect the revised cost to the authority of the combined increment rises and National pay rise for 2025/26
- TC3492 To receive draft minutes of Environment Committee meetings of 28th July and 1st Sept '25
- TC3493 To approve the formal adoption of the UK Government guidance on flying the national flags on Town Council property
- TC3494 To consider the concerns shared by 'Dawn Homes' in relation to the naming of the new housing development at land adjoining Station road
- TC3495 To note the date of the next town council meeting Monday 20th October '25

Notes on Agenda items, Full Town Council Monday 22nd Sept 2025

TC3485 - Minutes	See attached minutes
TC3487 – SDC/GCC	See attached reports from Ward Cllr Carol Kambites and County Councillor Dean Botterill
TC3488 - Budget	See attached budget to date and Bank Reconciliations for July and August 2025
TC3489 – Payment list	See attached payment lists for BACS payments and Debit Card payments
TC3490 – Budget setting	The budget setting process is due to start. In the last two years, the process used included detailed discussions between the Chair and Vice Chairs of committees with their respective Committee Clerks with regular feedback to council. This process has worked well and is being recommended this year
TC3491 – Ext Auditor	Officers had recently reported the external auditors' findings in relation to its examination of the council's accounts for financial year 2024/25. However further comments have been made which are being brought to Council's attention. See attached section 3 of the AGAR. The next stage of the audit process is to prepare and publish a 'Notice of conclusion of Audit'.
TC3491 – Business Recommendations	See attached draft minutes The committee's recommendations are detailed in the meeting's agenda Skid steer ride on mower – should this recommendation be approved, it is recommended that the purchase should be funded by Earmarked Reserves.
TC3492 – Environment Committee	See attached draft minutes
TC3493 – National Flag	Click on this link to read current Government guidance on flying the national flag. Recent events have led to
TC3494 – New Dawn Homes	See attachments Representative Members of the Town Council and Officers from Stroud District Council met with a senior figure within New Dawn Home on 6 th August. The attachments include the following: <ul style="list-style-type: none"> • A further proposal from New Dawn Homes to encourage the town council to reverse its decision • Historical information on John Vicks use of the site



**STONEHOUSE
TOWN COUNCIL**

**Minutes of an Extraordinary meeting of the Town Council
held Monday 11th August 2025 at the Town Hall**

Present:

Councillors: Councillors: John Callinan, Keren Capeling (Vice Chair of Council), Keith Creighton, Marcus Dixon, Neil Gibb (Chair of Council), Val Randell, Keith Terry, Carol Trim and Theresa Watt

In Attendance: Carlos Novoth - Town Clerk

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

- TC3475 To receive apologies**
Apologies were received from Cllrs Curtis, Carol Kambites, John Parker, Simon MacGregor.
- TC3476 To receive declarations of interest**
There were no declarations of interest
- TC3477 To approve the minutes of the Town Council meeting of 21st July '25**
Council **APPROVED** the minutes as a true and accurate record of the meeting
- TC3478 To approve the latest payment lists**
Council **APPROVED** BACs payments totalling £24,844.81 and Debit Card payments totalling £213.55.
- TC3479 To approve a refund for the Goodwill stall for 2024**
The refund relates to a stall payment for the 2024 Goodwill event. The payer has asked for a refund (Transaction No 503)
Council **APPROVED** payment of the refund of £36.
- TC3480 To approve the following in relation to the council's festive lighting provision for the town:**
- To purchase festive lights up to a total cost of £3,940.20 plus vat
 - To purchase additional festive lights for three trees with a maximum spend of £3,000 plus vat

- **To award the installation and dismantling of festive lights at a cost of £4,676.35 plus vat**

PREAMBLE - In the lead up to the first three bullet points of this agenda item, there was discussion as to the validity/accuracy of the recommendations set out. It was made clear that the recommendations of the Events Working Group was:-

‘to accept the quotations for the purchase of festive lighting, their installation and removal from the preferred supplier (Blachere Illuminations) at the cost quoted and, to extend the lighting budget to a total of £15,000 plus vat’.

Cllr Theresa Wat proposed the amended recommendation and this was seconded by Cllr John Callinan. All were in favour of the amendment. Council voted on the amended recommendations and **APPROVED** the following:

- The award of the purchase of lights, their installation and removal as per the quotation provided by Blachere Illuminations at a total cost of £8,616.55 plus vat (£3,940.20 and £4,676.35 plus vat). Funding to be through General Reserves.
- To increase the festive lighting budget up to a total of £15,000 plus vat to allow further improvements. Funding to be through General Reserves.

The following recommendation was discussed separately as it related to ensuring the condition of existing power supplies and lighting

- **To award the electrical safety and preparatory works contract at a total cost of £3,530.62 plus vat**

Whilst council was provided with only one quotation to date, council were advised that a further quote would be provided shortly. It was important that works commence as soon as possible in order to provide the relevant property owners time to rectify any issues.

Council **RESOLVED** to await the further quotation and liaise with the Chair and Vice Chair to award the contract up to a maximum of £3,530.62 plus vat. Works to be funded through General Reserves

TC3481 To approve remedial works to the Pavilion water system in line with the requirements of a HSG274(L8) Legionella hygiene requirements at a cost of £2,160 plus vat

The Clerk explained the necessity to undertake the remedial works to the water supply around the building. Council understood that it had been difficult to secure further quotes as most plumbers work on domestic buildings only. In light of the urgency with which the works need to be undertaken (bearing in mind the start of the new football season), Council **APPROVED** the award of the contract to Primary Water

Solutions at a cost of £2,160 plus vat - to be funded from the council's General Reserves

TC3482

To note the date of the next meeting - Monday 22nd September '25
Council NOTED the date of the next meeting

District Council Report to Stonehouse Town Council: September 2025

After a quiet few weeks, things started up with a vengeance in the last week of August, partly because the two committees that I'm on both had meetings in the first 2 weeks of July and partly due to a number of training and information sessions.

Licensing Sub-Committee - 14th August

Application for a premises licence to allow 24 hr / 7 day per week sale of alcohol at a new retail unit, Premier Store, 1 Tyndale Rise, Newport, Berkeley - Application granted subject to conditions.

- The police had not objected and had agreed conditions with the applicant. This included installing a CCTV system and premises locked with service from a serving hatch during the night (from midnight to 6 am).
- Noted that there was one representation against the application by Alkington Parish Council which supported the convenience store but had concerns about the proposed 24 hour opening and sale of alcohol, which could lead to an increase in noise and disturbance during the night for nearby residents. The applicant will aim to address this through signage, providing a clean area and ensuring customers do not congregate.
- Concerns also raised about a potential increase of access to alcohol by children - noted that the adoption of the Challenge 25 scheme requesting proof of age to purchase alcohol, and logs of incident and refusal of sale will help to address this concern.
- Video recording

Licensing Sub-Committee - 26th August

Application for a premises licence for sale of alcohol and recorded music at Locking Hill Studio, 2 Locking Hill, (corner of Slad Road) Stroud. Application granted subject to conditions

- Opening hours from 11:00 to 01:00 am every day permitted. Sale of alcohol permitted until 00:30.
- Conditions were agreed to address concerns about the potential for public nuisance, which include closure of the garden area at 22:00, and a single point of contact to deal with nuisance complaints.
- Video recording

Development Control Committee – Tuesday 2nd September

A new educational facility in Dursley was permitted against officer advice. The committee felt that the advantages in providing training in health and beauty to young

people outweighed the objections from conservation officers, who felt that the appearance of the building did not fit in with the nearby conservation area.

The committee approved a paper on the introduction of biodiversity net gain monitoring fees. I tried, unsuccessfully to get Town and Parish Councils and Community Organisations exempted.

Video recording

Housing Committee – Tuesday 9th September

Committee discussed and approved policies on:

- Empty Homes (in the private sector)
- Shared Ownership
- Passenger Lift Safety
- Decanting - this horrible word, that we tried to find an alternative to, refers to when tenants have to move for refurbishment or redevelopment of their homes
- Income Management
- Income Collection and Recovery
- Compensation

Committee received reports on:

- The handling of tenant complaints
- Landlords Anti-Social Behaviour Policy
- New Homes and Regeneration Programme
- Performance Monitoring Q1
- Housing Oversight Board Q1
- Resident Engagement & Communications
- Decarbonisation and Energy Efficiency of Council Housing

And a report from the tenant representative.

Video recording

Looking ahead: the next Full Council meeting will be on 23rd October and I'm hoping to put a motion on Palestine

Local Government Reorganisation

All six district councils are working with Gloucestershire County Council to develop proposals for local government reorganisation to form one or two unitary authorities for the county. Engagement events were held with the public in July and August, including two webinars to provide an opportunity for people to ask questions. A recording of the main presentation (11 minutes) can be found [here](#). The timetable is currently as follows:

- 28 November 2025 - Councils submit proposals for new unitary structure.

- December 2025 - April 2025 - Government reviews proposals and consults with stakeholder and community. Government will make the decision on which options will be adopted.
- 2027 - elections for new shadow unitary council(s) take place.
- April 2028 - New unitary council(s) introduced.

However, these last two dates could easily slip.

Further details can be found on the joint website: <https://futuregloucestershire.org.uk/>

Climate and Nature Strategy consultation

Request for comments on the climate and nature consultation - Stroud District Council has prepared a new strategy to shape our work on climate and nature. Please take the time to send in your response which can be shared via email or on the consultation survey. Floods, droughts, and heatwaves are becoming more common and we are keen to know your thoughts on how the council can plan to help communities adapt and make our towns and villages more resilient with a cleaner, greener fairer future. The consultation closes on 30th September.

Other News

- Canal research - during August the Cotswold Canals Connected partnership (which includes Stroud District Council) invited people to take part in a survey about how people use and feel about the two linked Cotswold canals, to help shape the future of the Stroudwater Canal (from Saul Junction to Wallbridge in Stroud), and the Thames and Severn Canal (from Wallbridge to Brimscombe).
- Canal Litter Pick - From dawn 'til dusk on Sunday 14th September (in appalling weather), Councillors Gill Thomas, Gareth Kitchen and others litter picked the entire length of the canal from the Ship Inn at Framilode ([see poster](#)).
- Fraud risk - Watch out for [text message scams](#) relating to Winter Fuel Payment/Energy Allowance.
- Museum exhibition - Forging a legacy - a [landmark blacksmithing exhibition](#)

As usual, thanks to Councillor Gareth Kitchen for his contribution to this report.

Carol Kambites, 15th September 2025

Dear County Councillor,

I'm writing to share information about **Stroud Funding**, a community crowdfunding initiative delivered by Stroud District Council, which offers opportunities for local projects to receive financial backing.

We're now inviting local charities, organisations, and community groups to take part in **Round Three**, and we'd really appreciate your help in spreading the word.

Key Dates

- Workshops for potential applicants: **16 & 18 September 2025**
- Project submission deadline: **5 November 2025**
- Crowdfunding begins: **Mid-November 2025**

Free Workshops to Help Groups Get Started

To support groups in preparing their ideas, we're hosting two free workshops:

- **In-person:** Tuesday **16 September**, 2.30–4pm at **The Sub Rooms, Stroud**
- **Online:** Thursday **18 September**, 5.30–6.30pm via **Zoom**

Workshops will cover:

- How to access funding and support
- Key dates and the crowdfunding process
- Direct advice and feedback from the Stroud Funding and Spacehive teams

About Stroud Funding

Delivered in partnership with Spacehive, the UK's leading civic crowdfunding platform, Stroud Funding helps bring community-led ideas to life. So far, 27 projects have raised over £385,000, supporting youth clubs, green spaces, creative initiatives and more.

Projects must:

- Benefit people within the Stroud district
- Align with one or more of the council's priorities:
 - Environment
 - Communities and Wellbeing
 - Local Economy
 - Housing
- Be time-bound with a clear delivery date and contingency plans.

Eligible projects that show strong community support could receive a council pledge, typically averaging around 30% of the total project cost.

If a group isn't ready to launch this autumn, they can prepare for Round Four, opening in January 2026, with workshops planned for mid-February.

How You Can Help

We'd be grateful if you could:

- Share this email with your contacts and any groups who might benefit
- Print and display the attached poster on your community noticeboard
- Share our social media posts when published (our latest Facebook post: [👉 Stroud Funding Round Three Launches... - Stroud District Council | Facebook](#))
- Include the attached copy in your community newsletter, or forward it to relevant contacts

If you know of any groups in your area who might be interested, please do let them know about the workshops – we'd love to see them there.

Thank you again for your continued support in helping local ideas thrive.

If you have any queries or ideas about Stroud Funding promotion, please get in touch; questions about the process itself should be emailed to community.grants@stroud.gov.uk

Best wishes,



Rachael Lythgoe MCIPR

She/her. Pronounced: *Lith-go*

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Gloucestershire urged to 'Get Salt Smart'

Gloucestershire County Council is launching a new campaign to raise awareness of the amount of salt in everyday foods and give residents the tools to support them to reduce it.

Get Salt Smart is aimed at raising awareness about the hidden salt in everyday foods and encourage residents to reduce their daily salt intake.

While many people routinely add salt to their meals, few realise that over 80 per cent of salt intake comes from heavily processed and pre-prepared foods, not from salt added at the table. In fact, research shows that three-quarters of the salt we consume is already in the food we buy, making it easy to exceed the recommended daily limit without even noticing.

Excessive salt consumption is linked to high blood pressure, which significantly increases the risk of heart attacks and strokes. The NHS advises that adults should consume no more than 6g of salt per day roughly equivalent to one teaspoon. For children, the recommended intake is even lower, with just 3g per day for 4–6-year-olds.

Get Salt Smart aims to empower residents with practical tips and tools to make healthier choices:

- Check nutrition labels: Use the traffic light system on packaging to identify foods high in salt, sugar, fat, and calories.
- Download the [free NHS Food Scanner app](#): Quickly scan products to spot high salt content and discover healthier alternatives.
- Be mindful of hidden salt: Even foods that don't taste salty can contain higher amounts than you think.
- Shop smart: Make informed decisions by comparing labels and choosing lower salt options.

Cllr Paul Hodgkinson, cabinet member for public health, communities and fire at Gloucestershire County Council said: "It's part of many people's daily routine to add salt to a meal before eating, however often they may not be aware of the hidden salt found in many prepared foods

"We want to help people make small changes that can have a big impact on their health. By understanding how to spot foods high in salt, we can all take steps to protect our heart health and overall wellbeing."

Dr Graham Mennie, GP and Clinical Lead for the Circulatory Clinical Programme Group at NHS Gloucestershire said: "Most of us don't realise just how much salt is hidden in the food we eat every day. It's not just about what we add at the table — it's the processed and pre-prepared foods that often push us over the recommended limit. Reducing salt intake is one of the simplest ways to help lower your blood pressure and reduce your risk of heart attack and stroke. Small changes, like checking labels and choosing lower-salt options, really do add up."

For more information and tips on how to stay salt smart, visit www.nhs.uk/live-well/eat-well/food-types/salt-in-your-diet/

Have your say on Gloucestershire's digital future

Gloucestershire County Council is inviting residents, businesses and community groups to help shape a new vision for the county's digital future.

The draft Digital Infrastructure, Inclusion and Innovation Strategy sets out the council's ambition to create a smarter, more connected Gloucestershire, where everyone can benefit from digital opportunities, regardless of age, background or circumstances.

To ensure the strategy reflects the needs of Gloucestershire's diverse communities, the council is inviting the public to provide feedback. Comments will help shape the final version and ensure it is inclusive and effective.

Public engagement will run for six weeks, starting on Monday September 8, 2025 and ending at 9am on Monday 20 October.

The digital team will also be visiting community groups across the county during this time, to present the strategy and gather feedback.

You can view the strategy and have your say by visiting: **gloucestershire.gov.uk/DIIS**

For those who would like help getting online, support is already available in libraries and community venues across the county. These sessions provide hands-on guidance with devices, as well as help with online services such as the NHS App, and tailored digital skills training. Expanding and strengthening these services is a key part of the strategy and essential to Gloucestershire's digital future.

The strategy also outlines how the council will continue to support and push for improved connectivity, especially in under-served areas, so as many communities as possible can access faster and more reliable connectivity.

Cllr Julian Tooke, cabinet member for business, economic development, planning and infrastructure, said: "We want Gloucestershire to be a county where no one is left behind when it comes to digital access. Whether it's helping someone use the NHS App for the first time or supporting a business to grow online, this strategy is about making digital work for everyone. Libraries and community venues already offer great support, and we're looking to build on that. I'd encourage everyone

- residents, businesses and community groups - to take part in the survey and help shape our digital future.”

Have your say – Gloucestershire’s Local Nature Recovery Strategy – consultation launches

Gloucestershire County Council is delighted to announce the launch of a public consultation for the county’s first Local Nature Recovery Strategy (LNRS).

This pivotal moment invites everyone - from residents and community groups to landowners and nature enthusiasts - to have their say on shaping the future of Gloucestershire’s landscapes and wildlife.

Nature recovery is the process of restoring ecosystems and enhancing biodiversity by repairing the damage caused to the environment by humans. The UK is one of the world’s most nature-depleted countries, making a strategy like this more important than ever.

Beginning 8 September 2025, the six-week consultation will give people the opportunity to review the draft LNRS, developed with the Gloucestershire Local Nature Partnership and a wide array of stakeholders. The strategy will set out a vision and priorities for restoring habitats, tackling the impacts of climate change, and protecting our county’s natural heritage.

Cllr Martin Horwood, Cabinet Member for Environment and Planning, Gloucestershire County Council, commented: “Nature recovery is one of our administration’s top priorities and this is an exciting opportunity for Gloucestershire to take bold steps for nature. We want this plan to truly reflect the hopes and aspirations of our communities. By taking part in the consultation, every resident can have a say in shaping a greener, wilder future for our county. Your input is essential. Let’s work together and make nature recovery a reality!”

Nicola Hillary, Gloucestershire Local Nature Partnership Manager, is grateful to many farmers, landowners, habitat and species experts, members of the public, communities, and local authority officers and councillors. They have already

lots of information, local knowledge and feedback to help develop a strategy that can demonstrate the best opportunities for action for nature."

Gloucestershire already benefits from a strong foundation of scientific data and collaborative projects, such as county-wide mapping of habitats and an emerging Nature Recovery Network. The LNRS builds on this work, highlighting locations where new habitats can be created and existing ones improved, across both urban and rural areas.

Feedback can be provided online [Gloucestershire Local Nature Recovery Strategy | Have Your Say Gloucestershire](#). Or hard copies are available on request by calling 01328932. The survey closes on 5pm - 19 October 2025.

Whether you're passionate about birds, woodlands, rivers, or meadows, your voice matters. Join the conversation, share your ideas, and help put nature at the heart of Gloucestershire's future.

Gloucestershire County Council is delighted to announce the launch of the 'Connect to Work' scheme which officially started operating in July 2025.

Connect to Work, funded by the Department for Work and Pensions (DWP), is one of a series of measures which aims to support people back into work.

The Gloucestershire Connect to Work programme aims to help over 2,900 individuals over the next four and half years who have health conditions or other barriers to getting into or staying in work.

Gloucestershire is one of the first of 47 areas across England and Wales to launch the scheme, which aims to boost employment and economic activity rates.

The latest figures show that around 17.5% of people aged between 16 and 64 living in Gloucestershire are economically inactive, this will include students and people who have retired early. In addition, approximately 2.6% are unemployed.

Cllr Linda Cohen, cabinet member for education and skills, said: "The Connect to Work programme represents a pivotal moment for Gloucestershire. By supporting those who face barriers to getting into or getting back to work we are fostering a more inclusive and supportive community. This helps us to fulfil our commitment to ensuring that every resident has an opportunity to thrive and find meaningful employment."

The Connect to Work programme is being delivered by Gloucestershire County Council through their established Employment and Skills Hub, which provides a front door to skills and employment support in the county. The team behind it has a long history of success having delivered similar programmes of support for over 10 years.

To find out more and to self-refer for help:

<https://www.gloucestershire.gov.uk/employment-and-skills-hub/>

Watch our video here: <https://www.youtube.com/watch?v=BOQytofnyHw>

Council set to continue driving improvements to SEND support

Gloucestershire County Council is set to continue driving improvements to support children with Special Educational Needs and Disabilities (SEND).

At a meeting on 17 September, council's cabinet will discuss plans which will see the council continue its joint leadership of the Department for Education's (DfE) Southwest Special Educational Needs and Disabilities (SEND) Change Partnership Programme. In partnership with Swindon Borough Council, the programme places Gloucestershire in a unique position to test new approaches and influence the DfE by providing feedback on its proposed reforms.

Phase 2 of the programme will introduce an exciting new initiative, the Assistive Technology Lending Library. This scheme will allow schools to borrow and trial a range of assistive technology tools before committing to purchase. Children will be able to test equipment to ensure it meets their needs and use it immediately while their own devices are being ordered. This approach ensures that children receive the right support without delay. The library will include high-cost, specialist equipment that schools might otherwise be unable to afford. By enabling trial and return, the initiative ensures that children get the right tools for their learning, without financial risk to schools.

The first phase of the Change Programme delivered tangible improvements for children and young people with SEND including the Early Language Support for Every Child (ELSEC) programme. It enabled the council and NHS partners to work with around 40 early years providers and primary schools. Together, they trialled innovative models for early speech and language referrals and therapy, creating extra capacity to support children who need some extra help in developing their language skills. This early support is having a real impact, helping children to develop their communication and thrive.

Another key development has been the piloting of new ways of working with schools and a specialist team in the county's Alternative Provision service, The Altus School. To further support young people at risk of exclusion, the council has created a multi-agency team of specialists, including youth and mental health workers, based in the school who can intervene early, ensuring that young people receive the support they need to remain in education and succeed.

Cllr Linda Cohen, Cabinet Member for Education and Skills at Gloucestershire County Council said "We are committed to making sure every child and young person with Special Educational Needs and Disabilities has the opportunity to thrive and it's fantastic to be in a position to help drive improvements.

"The Southwest SEND Change Partnership Programme is already helping children in Gloucestershire whether it's improving their speech, keeping them in school, or giving them the right tools to learn. We are looking forward to building on this success and we're excited to introduce new support like the Assistive Technology Lending Library to further empower schools and families."

Financial Budget Comparison

Comparison between 01/04/25 and 15/09/25 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
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	£350.21	-£449.79	-56.22%
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	£1,033.96	-£966.04	-48.30%
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	£1,312.50	-£687.50	-34.38%
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	£2,351.08	£1,851.08	370.22%
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 15/09/25 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	£6,497.52	-£14,502.48	-69.06%
Total Town Business Committee	£458,480.00	£0.00	£218,013.73	-£240,466.27	-52.45%
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	£975.00	-£225.00	-18.75%
205/2 Donations	£0.00	£0.00	£0.00	£0.00	0.00%
205/3 Markets	£0.00	£0.00	£450.00	£450.00	100.00%
205 Total	£1,200.00	£0.00	£1,425.00	£225.00	18.75%
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	£1,425.00	£225.00	18.75%
Total Income	£459,680.00	£0.00	£219,438.73	-£240,241.27	-52.26%
EXPENDITURE					
Town Business Committee					
1000 Salaries					
1000/1 Contracted staff	£223,800.00	£0.00	£85,954.90	£137,845.10	-61.59%
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	£85,954.90	£137,845.10	-61.59%
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	£135.00	£365.00	-73.00%

Financial Budget Comparison

Comparison between 01/04/25 and 15/09/25 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	£1,467.98	£1,532.02	-51.07%
1020	Health & Safety	£2,500.00	£809.17	£1,690.83	-67.63%
1030	Professional Fees	£8,000.00	£2,685.65	£5,314.35	-66.43%
1040	IT support				
1040/1	General	£6,750.00	£2,262.73	£4,487.27	-66.48%
1040/2	Website	£1,300.00	£416.80	£883.20	-67.94%
1040/3	Newsletter	£0.00	£400.00	£400.00	100.00%
1040/4	Phones	£1,500.00	£166.67	£1,333.33	-88.89%
1040/5	Printing	£0.00	£221.76	£221.76	100.00%
1040	Total	£9,550.00	£3,467.96	£6,082.04	-63.69%
1050	Office Equipment Renewals	£500.00	£0.00	£500.00	-100.00%
1060	Grants				
1060/1	One-Offs	£10,000.00	£12,790.00	£2,790.00	5.90%
1060/2	Long-Term	£7,400.00	£0.00	£7,400.00	-100.00%
1060	Total	£17,400.00	£12,790.00	£6,810.00	-39.14%
1070	Town Hall/Library Shared Costs				
1070/1	Rates	£4,500.00	£5,613.75	£1,113.75	24.75%
1070/2	Water	£1,200.00	£279.59	£920.41	-76.70%
1070/3	Electric	£3,000.00	£1,110.15	£1,889.85	-63.00%
1070/4	Gas	£1,800.00	£251.43	£1,548.57	-86.03%
1070/5	Interior Maintenance (reactive)	£500.00	£60.00	£440.00	-88.00%
1070/6	Interior Maintenance (programmed)	£500.00	£0.00	£500.00	-100.00%
1070/7	Waste Collection	£300.00	£0.00	£289.08	-96.36%

Financial Budget Comparison

Comparison between 01/04/25 and 15/09/25 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	£7,325.84	£4,674.16	-38.95%
1080 Town Hall/Library STC costs					
1080/1 Exterior Maintenance/Cleaning	£500.00	£0.00	£174.45	£325.55	-65.11%
1080/2 Interior Cleaning	£1,700.00	£0.00	£671.60	£1,028.40	-60.49%
1080 Total	£2,200.00	£0.00	£846.05	£1,353.95	-61.54%
1090 Admin Expenses					
1090/1 Paper	£250.00	£0.00	£53.34	£196.66	-78.66%
1090/2 Other	£500.00	£0.00	£670.04	£-170.04	34.01%
1090/3 Printing and Delivery of Newsletters	£8,000.00	£0.00	£3,461.00	£4,539.00	-56.74%
1090/4 Travel expenses	£500.00	£0.00	£45.00	£455.00	-91.00%
1090 Total	£9,250.00	£0.00	£4,229.38	£5,020.62	-54.28%
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	£9,185.29	£-9,185.29	100.00%
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	£1,089.69	£110.31	-9.19%
1140/3 Electric	£6,300.00	£0.00	£1,946.03	£4,353.97	-69.11%
1140/4 Cleaning	£1,000.00	£0.00	£630.72	£369.28	-36.93%
1140/5 Maintenance (reactive)	£2,000.00	£0.00	£3,085.00	£-1,085.00	54.25%
1140/6 Maintenance (programmed)	£1,000.00	£0.00	£3.10	£996.90	-99.69%

Financial Budget Comparison

Comparison between 01/04/25 and 15/09/25 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	£43.68	£456.32	-91.26%
1140/8	Security	£200.00	£0.00	£200.00	-100.00%
1140/9	Septic Tank	£700.00	£0.00	£700.00	-100.00%
1140	Total	£12,900.00	£6,798.22	£6,101.78	-47.30%
1150	Workshop Overheads				
1150/1	Water	£0.00	£0.00	£0.00	0.00%
1150/2	Electric	£300.00	£0.00	£300.00	-100.00%
1150/3	Maintenance (Reactive)	£300.00	£6,864.29	-£6,564.29	2188.10%
1150/4	Maintenance (programmed)	£700.00	£120.03	£579.97	-82.85%
1150/5	Waste Collection	£1,800.00	£481.62	£1,318.38	-73.24%
1150/6	Security	£200.00	£0.00	£200.00	-100.00%
1150	Total	£3,300.00	£7,465.94	-£4,165.94	126.24%
1160	Equipment & Vehicle Costs				
1160/1	Equipment and Vehicle costs	£700.00	£876.08	£373.92	-53.42%
1160/2	Maintenance	£600.00	£75.00	£525.00	-87.50%
1160/3	Fuel	£900.00	£294.04	£605.96	-67.33%
1160/4	Tax	£200.00	£0.00	£200.00	-100.00%
1160/5	MOT/Service	£600.00	£0.00	£600.00	-100.00%
1160	Total	£3,000.00	£1,245.12	£2,304.88	-76.83%
1170	Youth Centre Workers	£66,000.00	£32,500.50	£33,499.50	-50.76%
1180	Youth Centre Overheads				
1180/1	Rates	£1,400.00	£1,458.88	-£58.88	4.21%
1180/2	Water	£300.00	£91.10	£208.90	-69.63%

Financial Budget Comparison

Comparison between 01/04/25 and 15/09/25 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	£472.10	£1,027.90	-68.53%
1180/4	Cleaning	£1,300.00	£578.00	£722.00	-55.54%
1180/5	Maintenance (reactive)	£1,000.00	£627.99	£372.01	-37.20%
1180/6	Maintenance (programmed)	£1,500.00	£46.50	£1,453.50	-96.90%
1180/7	Waste collection	£300.00	£21.84	£278.16	-92.72%
1180/8	Security	£500.00	£0.00	£500.00	-100.00%
1180/9	IT costs	£1,000.00	£161.37	£838.63	-83.86%
1180	Total	£8,800.00	£3,457.78	£5,342.22	-60.71%
1200	Subscriptions	£3,500.00	£2,646.45	£853.55	-24.39%
1210	Insurances				
1210/1	Public/Employee Liability	£8,000.00	£8,851.28	-£851.28	10.64%
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	£8,988.70	-£988.70	12.36%
1220	Project Planning & Delivery				
1220/1	OEL Car Park	£0.00	£2,555.00	£0.00	0.00%
1220/2	Stagholt	£0.00	£100.00	£0.00	0.00%
1220/3	Ship Inn site	£0.00	£3,981.52	£65.00	100.00%
1220/4	Court View	£0.00	£0.00	£10.00	100.00%
1220/5	Great Oldbury	£0.00	£0.00	£0.00	0.00%
1220	Total	£0.00	£6,646.52	£75.00	100.00%
1230	Climate Change	£5,000.00	£0.00	£5,000.00	-100.00%
Total Town Business Committee		£399,580.00	£198,436.45	£210,540.07	-52.69%

Financial Budget Comparison

Comparison between 01/04/25 and 15/09/25 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	£12,302.50	£17,197.50	-58.30%
1190/2	Grounds Maintenance (in-house)	£1,000.00	£0.00	£467.88	£532.12	-53.21%
1190/3	Play Equipment maint/repairs/insp	£3,800.00	£0.00	£257.75	£3,542.25	-93.22%
1190/4	Public Space Improvements	£6,000.00	£0.00	£1,750.00	£4,250.00	-70.83%
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	£14,838.03	£33,961.97	-69.59%
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	£393.16	£5,606.84	-93.45%
2050/2	Civic Awards	£300.00	£0.00	£24.91	£275.09	-91.70%
2050/3	Other	£3,000.00	£0.00	£1,034.00	£1,966.00	-65.53%
2050/4	Communications	£0.00	£0.00	£0.00	£0.00	0.00%
2050	Total	£9,300.00	£0.00	£1,452.07	£7,847.93	-84.39%

Financial Budget Comparison

Comparison between 01/04/25 and 15/09/25 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	£0.00	£0.00	£0.00	£0.00	0.00%
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	£18,400.10	£41,699.90	-69.38%
Total Expenditure	£459,680.00	£9,396.52	£216,836.55	£252,239.97	-54.87%
Total Income	£459,680.00	£0.00	£219,438.73	-£240,241.27	-52.26%
Total Expenditure	£459,680.00	£9,396.52	£216,836.55	£252,239.97	-54.87%
Total Net Balance	£0.00		£2,602.18		

Bank Account Reconciled Statement

August

Stonehouse Town Council

01651837

30-98-29

Statement Number	65	Bank Statement No.	65
Statement Opening Balance	£69,137.00	Opening Date	01/08/25
Statement Closing Balance	£35,934.87	Closing Date	31/08/25
True/ Cashbook Closing Balance	£35,934.87		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/08/25	FPI010825CRICK	Ken Crick	0.00	5.00	69,142.00
04/08/25	FPI040825CAPELIN G	Keren Capeling	0.00	15.00	69,157.00
04/08/25	FPI040825KEEN	S J Cakes - Sarah Keen	0.00	5.00	69,162.00
05/08/25	DEB050825TAYNT ONS	Tayntons Solicitors	100.00	0.00	69,062.00
05/08/25	FPI050825TURNER	Mandy Turner - Baked 4 You	0.00	5.00	69,067.00
06/08/25	FPI060825MAGPIE S	Magpies Social Club	0.00	262.50	69,329.50
06/08/25	FPI060825WOODC HESTER	Woodchester Valley Vineyard	0.00	70.00	69,399.50
07/08/25	DEB070825GCC	Gloucestershire County Council	174.72	0.00	69,224.78
07/08/25	FPI070825FORSYTH	James Forsyth - Paganhill Plants	0.00	15.00	69,239.78
08/08/25	DD080825YUENER GY	YU Energy	868.17	0.00	68,371.61
08/08/25	FPI080826ROGERS	Alan Rogers Fruit & Veg	0.00	5.00	68,376.61
11/08/25	DD110825YUENER GY	YU Energy	9.65	0.00	68,366.96
11/08/25	FPI110825MAGPIE S	Magpies Social Club	0.00	262.50	68,629.46
12/08/25	DD120825WATERP LUS	WaterPlus	247.55	0.00	68,381.91
12/08/25	DEB120825VOIPFO NE	Voipfone	28.40	0.00	68,353.51
12/08/25	FPI120825LOSCUB ANOS	Los Cubanos	0.00	25.00	68,378.51
14/08/25	FPI140825MHONEY	Marc Honey	0.00	5.00	68,383.51
14/08/25	FPO140825DCR	DCR Domestic Appliances	96.00	0.00	68,287.51
14/08/25	FPO140825EASYW INDOWS	Easy Window Cleaning	24.00	0.00	68,263.51
14/08/25	FPO140825GSERM ON	Gill Sermon	400.00	0.00	67,863.51
14/08/25	FPO140825HMRC	HMRC	4,068.31	0.00	63,795.20
14/08/25	FPO140825JIREH	Jireh Solutions Ltd	347.65	0.00	63,447.55
14/08/25	FPO140825KELLA WAY	Kellaway Building Supplies Ltd	124.80	0.00	63,322.75
14/08/25	FPO140825PROLIFI C	Prolific Solutions (South West) Ltd	80.90	0.00	63,241.85

Bank Account Reconciled Statement

14/08/25	FPO140825RACTO N	Robert Acton	72.00	0.00	63,169.85
14/08/25	FPO140825SDC	Stroud District Council	9,185.29	0.00	53,984.56
14/08/25	FPO140825SSDBS	SSD Building Services	7,493.26	0.00	46,491.30
14/08/25	FPO140825TWHAWKINS	T W Hawkins & Sons	2,952.60	0.00	43,538.70
15/08/25	BGC150825HMRC	HMRC (VAT)	0.00	1.08	43,539.78
15/08/25	FPI150825HILL	Lynzi Hill	0.00	20.00	43,559.78
15/08/25	FPI150825HMRC	HMRC (VAT)	0.00	6,045.57	49,605.35
18/08/25	DD18825STAYTE	John Stayte Services Ltd	98.08	0.00	49,507.27
18/08/25	PAY180825LLOYDS	Lloyds Bank	8.50	0.00	49,498.77
19/08/25	FPO270525KELLAWAY	Kellaway Building Supplies Ltd	-90.00	0.00	49,588.77
20/08/25	DD200825SKY	Sky Mobile	10.00	0.00	49,578.77
20/08/25	DEB200825FASTHOSTS	Fasthosts	0.59	0.00	49,578.18
20/08/25	FPI200825GOULDING	Hazel Goulding	0.00	36.00	49,614.18
20/08/25	FPI200825PRETTYTHING	Pretty Things	0.00	72.00	49,686.18
21/08/25	DEB210825VIKING	Viking	61.07	0.00	49,625.11
21/08/25	FPI210825ROTARY	Stonehouse Rotary	0.00	20.00	49,645.11
22/08/25	DD220825WATERPLUS	WaterPlus	56.31	0.00	49,588.80
22/08/25	FPI220825SCP	Janine Bagouin - Stroud Cats Protection	0.00	36.00	49,624.80
26/08/25	SO260825STAFF	Staff Salaries	10,645.73	0.00	38,979.07
27/08/25	DEB270825SMITHS	Smiths Gloucester LTD	432.00	0.00	38,547.07
28/08/25	DD280825NEST	NEST	2,539.45	0.00	36,007.62
28/08/25	DD280825WATERPLUS	WaterPlus	18.27	0.00	35,989.35
28/08/25	FPI280825CRICK	Ken Crick	0.00	36.00	36,025.35
28/08/25	SO280825PATA	PATA Payroll	90.48	0.00	35,934.87

Uncleared and unpresented effects

Total uncleared and unpresented	0.00	0.00
Total debits / credits	40143.78	6941.65

Reconciled by Carla Swindells

Signed

Clerk / Responsible Financial Officer

Chair

Date

Bank Account Reconciled Statement

July

Stonehouse Town Council

01651837

30-98-29

Statement Number	64	Bank Statement No.	64
Statement Opening Balance	£35,209.03	Opening Date	01/07/25
Statement Closing Balance	£69,137.00	Closing Date	31/07/25
True/ Cashbook Closing Balance	£69,137.00		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/07/25	DEB010725VIKING	Viking	110.74	0.00	35,098.29
01/07/25	FPI010725CAPELIN G	Keren Capeling	0.00	20.00	35,118.29
01/07/25	FPI010725MGOOSE	Miranda Goose	0.00	20.00	35,138.29
01/07/25	FPO010725RBL	Stonehouse Royal British Legion	500.00	0.00	34,638.29
02/07/25	DEB020725ADOBE	Adobe Systems Software	125.02	0.00	34,513.27
02/07/25	DEB020725TVLICE NCE	TV Licence	174.50	0.00	34,338.77
02/07/25	DEB020725ULTRA	Ultra Secure Direct	91.35	0.00	34,247.42
04/07/25	DEB040725GELLIS	Gordon Ellis & Co	72.00	0.00	34,175.42
04/07/25	DEB040725SCREW FIX	Screwfix	19.98	0.00	34,155.44
07/07/25	FPI070725MTURNE R	Mandy Turner - Baked 4 You	0.00	5.00	34,160.44
08/07/25	DD080725YUENER GY	YU Energy	614.44	0.00	33,546.00
08/07/25	FPI080725JFORSY TH	James Forsyth - Paganhill Plants	0.00	20.00	33,566.00
08/07/25	FPI080725RGURUN G	Ritesh Gurung	0.00	25.00	33,591.00
10/07/25	DD100725YUENER GY	YU Energy	10.24	0.00	33,580.76
10/07/25	FPI100725AKJBD	Amy King - Jewel Bug Designs	0.00	20.00	33,600.76
10/07/25	FPI100725GINNFIZ Z	Richmond House Gin & Fizz Bar	0.00	25.00	33,625.76
10/07/25	FPI100725GOOD	Louise Good	0.00	25.00	33,650.76
10/07/25	FPI100725JSMART	J Smart - Just Desserts	0.00	20.00	33,670.76
10/07/25	FPI100725MACKEN ZIE	Carol Mackenzie	0.00	20.00	33,690.76
10/07/25	FPI100725WHEELE R	Tess Wheeler	0.00	25.00	33,715.76
11/07/25	DEB110725COOP	Co-Operative	2.55	0.00	33,713.21
11/07/25	DEB110725FASTH OSTS	Fasthosts	18.98	0.00	33,694.23
11/07/25	FPI110725HUGHES	Toni Hughes - Theocs Craft Supplies	0.00	20.00	33,714.23
11/07/25	FPI110725JABBAS	Carrie Roberts - Jabba's Sweets	0.00	25.00	33,739.23

Bank Account Reconciled Statement

11/07/25	FPI110725SYMOND S	Henry Symonds Catering	0.00	50.00	33,789.23
11/07/25	FPI110725WOOLP ACK	The Woolpack Inn	0.00	50.00	33,839.23
11/07/25	FPO110725ABBEY LOO	Abbey Loos	107.40	0.00	33,731.83
11/07/25	FPO110725ADAD	All Done and Dusted	282.00	0.00	33,449.83
11/07/25	FPO110725CS	Carla Swindells	9.90	0.00	33,439.93
11/07/25	FPO110725DM	David Marsden	18.20	0.00	33,421.73
11/07/25	FPO110725EASYW INDOW	Easy Window Cleaning	24.00	0.00	33,397.73
11/07/25	FPO110725GAPTC	GAPTC	2,321.45	0.00	31,076.28
11/07/25	FPO110725HMRC	HMRC	4,067.71	0.00	27,008.57
11/07/25	FPO110725HOGG	Hogg and Smith	180.00	0.00	26,828.57
11/07/25	FPO110725JIREH	Jireh Solutions Ltd	322.15	0.00	26,506.42
11/07/25	FPO110725JWA	J W Architectural	100.00	0.00	26,406.42
11/07/25	FPO110725OLYMPI C	Olympic Cars Peugeot	90.00	0.00	26,316.42
11/07/25	FPO110725PROLIFI C	Prolific Solutions (South West) Ltd	108.43	0.00	26,207.99
11/07/25	FPO110725PROLU DIC	Proludic	167.20	0.00	26,040.79
11/07/25	FPO110725TWHAWKINS	T W Hawkins & Sons	2,952.60	0.00	23,088.19
14/07/25	DD140725WATERP LUS	WaterPlus	163.15	0.00	22,925.04
14/07/25	DEB140725VOIPFONE	Voipfone	8.40	0.00	22,916.64
15/07/25	FPI150725BADCOCK	Lizzie Badcock	0.00	20.00	22,936.64
15/07/25	FPI150725ROGERS	Alan Rogers Fruit & Veg	0.00	15.00	22,951.64
17/07/25	FPI170725KOALITY	Nathan Ricketts - Koality	0.00	25.00	22,976.64
17/07/25	FPI170725SAPTE	Bhaki Sapte	0.00	25.00	23,001.64
17/07/25	FPI170725WOODWARD	Carlyle Woodward	0.00	20.00	23,021.64
18/07/25	DD180725JSTAYTE	John Stayte Services Ltd	65.59	0.00	22,956.05
18/07/25	DD180725SKY	Sky Mobile	10.00	0.00	22,946.05
18/07/25	FPI180725CCT	Cotswold Canals Trust	0.00	25.00	22,971.05
18/07/25	FPI180725MAUNICK	Shalima Maunick - Mo Mau's	0.00	20.00	22,991.05
18/07/25	PAY180725LLOYDS	Lloyds Bank	8.50	0.00	22,982.55
21/07/25	DEB210725FASTHOSTS	Fasthosts	0.59	0.00	22,981.96
22/07/25	DD220725WATERP LUS	WaterPlus	46.57	0.00	22,935.39
22/07/25	FPI220725HARRIS	Kirsty Harris - Butterfly Skys	0.00	20.00	22,955.39
22/07/25	FPI220725MAUNICK	Shalima Maunick - Mo Mau's	0.00	5.00	22,960.39

Bank Account Reconciled Statement

23/07/25	DEB230725RTAYL OR	Rigby Taylor	112.96	0.00	22,847.43
24/07/25	BGC240725GCC	Gloucestershire County Council	0.00	1,286.96	24,134.39
24/07/25	DD240725NEST	NEST	2,539.45	0.00	21,594.94
24/07/25	FPI240725REDKITE	Redkite Solicitors	0.00	50.00	21,644.94
24/07/25	SO240725STAFF	Staff Salaries	10,492.73	0.00	11,152.21
24/07/25	TFR240725LLOYDS	Stonehouse Royal British Legion	-500.00	0.00	11,652.21
25/07/25	FPI250725KENNAB Y	Claire Kennaby	0.00	50.00	11,702.21
25/07/25	FPI250725SOUTHG ATE	Eric Southgate	0.00	20.00	11,722.21
28/07/25	FPI280725KND3D	Kyle Murray - KND3D	0.00	20.00	11,742.21
28/07/25	FPI280725STFC	Stonehouse Town Football Club	0.00	196.81	11,939.02
28/07/25	FPO280725ALLSO RTS	Allsorts	2,000.00	0.00	9,939.02
28/07/25	FPO280725BROXA P	Broxap	276.00	0.00	9,663.02
28/07/25	FPO280725CLARIA N	Clarian Property Services	120.00	0.00	9,543.02
28/07/25	FPO280725DIXON	Marcus Dixon	219.60	0.00	9,323.42
28/07/25	FPO280725GCC	Gloucestershire County Council	201.48	0.00	9,121.94
28/07/25	FPO280725GRCC	GRCC	25.00	0.00	9,096.94
28/07/25	FPO280725GRUND ON	Grundon Waste Management Ltd	65.16	0.00	9,031.78
28/07/25	FPO280725JIREH	Jireh Solutions Ltd	306.00	0.00	8,725.78
28/07/25	FPO280725JKERR Y	John Kerry	289.00	0.00	8,436.78
28/07/25	FPO280725JOMEW	Jo Mew Creative	250.00	0.00	8,186.78
28/07/25	FPO280725KAMINS KAS	Leaflet Distribution - Darren	396.00	0.00	7,790.78
28/07/25	FPO280725KELLA WAY	Kellaway Building Supplies Ltd	130.10	0.00	7,660.68
28/07/25	FPO280725LONGFI ELD	Longfield Hospice Care	2,000.00	0.00	5,660.68
28/07/25	FPO280725MDLKE LEX	MDL Kelex	45.00	0.00	5,615.68
28/07/25	FPO280725THEDO OR	The Door	16,250.00	0.00	-10,634.32
28/07/25	SO280725PATA	PATA Payroll	90.48	0.00	-10,724.80
29/07/25	8092037		0.00	80,000.00	69,275.20
29/07/25	DD290725WATERP LUS	WaterPlus	9.34	0.00	69,265.86
30/07/25	DD300725PENINSU LA	Peninsula	451.36	0.00	68,814.50
31/07/25	FPI310725MAGPIE S	Magpies Social Club	0.00	262.50	69,077.00
31/07/25	FPI310725RBL	Stonehouse RBL	0.00	20.00	69,097.00

Bank Account Reconciled Statement

31/07/25	FPI310725WALDR	Pretty Things	0.00	40.00	69,137.00
	ON				

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
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Total debits / credits	48563.3	82491.27
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Reconciled by David Marsden

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Purchase Day Book

Purchase Day Book

Showing only

Account type

All

Supplier

Type

All

Ledger Date before

Paid date before

Payment type

Ledger Date after

Paid date after

Reference

Standing Order

No.	Date	Invoice no.	Supplier	Details	Heading	Net	Vat type	Vat	Gross	Due	Payment Reference	Paid		
4514	18/07/25	24/1337/PP	PATA Payroll	July 2025 Payroll with Pension Service	1000/1	£90.48	Outside the S	£0.00	£90.48	17/08/25	SO280725PAT A	28/07/25		
4560	22/08/25	24/1448/PP	PATA Payroll	August 2025 Payroll with Pension Service	1000/1	£90.48	Outside the S	£0.00	£90.48	21/09/25	SO280825PAT A	28/08/25		
4513	18/07/25		Staff Salaries	July 25	1000/1	£10,492.73	Outside the S	£0.00	£10,492.73	17/08/25	SO240725STA FF	24/07/25		
4558	22/08/25		Staff Salaries	August 25	1000/1	£10,645.73	Outside the S	£0.00	£10,645.73	21/09/25	SO260825STA FF	26/08/25		
4	Transactions										Total	£21,319.42	£0.00	£21,319.42

Purchase Day Book

Purchase Day Book

Showing only Account type All

Supplier

TypeAll

Ledger Date before

Paid date before

Payment type

Ledger Date after

Paid date after

Reference

No.

Date

Invoice no.

Supplier

Details

Heading

Net

Vat type

Vat

Gross Due

Payment Reference

Paid

4509

17/07/25

John Stayte Services Ltd

July '25 Fuel - Diesel

1160/3

£81.73

20% Standard

£16.35

£98.08

16/08/25

DD18825STAYTE

18/08/25

4555

31/08/25

9002697

John Stayte Services Ltd

Aug '25 Fuel - Diesel

1160/3

£71.82

20% Standard

£14.37

£86.19

30/09/25

4524

29/07/25

460395719

Lloyds Bank

Jul '25 Bank Charges

1090/2

£8.50

Zero Rated

£0.00

£8.50

28/08/25

PAY180725LLOYDS

18/07/25

4566

26/08/25

462725391

Lloyds Bank

Aug '25 Bank Charges

1090/2

£8.50

Zero Rated

£0.00

£8.50

25/09/25

PAY180825LLOYDS

18/08/25

4512

18/07/25

NEST

July 25

1000/1

£2,539.45

Outside the S

£0.00

£2,539.45

17/08/25

DD240725NES

24/07/25

4561

22/08/25

NEST

August 25

1000/1

£2,539.45

Outside the S

£0.00

£2,539.45

21/09/25

DD280825NES

28/08/25

4525

31/07/25

5095039

Peninsula

Aug '25 - Monthly Contract

1030

£376.13

20% Standard

£75.23

£451.36

30/08/25

DD300725PENINSULA

30/07/25

4575

30/08/25

5155740

Peninsula

September '25 - Monthly Contract

1030

£376.13

20% Standard

£75.23

£451.36

29/09/25

4523

29/07/25

Sky Mobile

Jul '25 CCTV Sim Card Ship Inn Site

1220/3

£10.00

Outside the S

£0.00

£10.00

28/08/25

DD180725SKY

18/07/25

4567

26/08/25

Sky Mobile

Aug '25 CCTV Sim Card Ship Inn Site

1220/3

£10.00

Outside the S

£0.00

£10.00

25/09/25

DD200825SKY

20/08/25

4507

15/07/25

9807707

WaterPlus

July '25 - Water - Pod

1180/2

£9.34

Zero Rated

£0.00

£9.34

14/08/25

DD290725WATERPLUS

29/07/25

4521

29/07/25

9909152

WaterPlus

July '25 - Water - Pavilion

1140/2

£247.55

Zero Rated

£0.00

£247.55

28/08/25

DD120825WATERPLUS

12/08/25

4550

14/08/25

WaterPlus

Aug '25 - Water - Pod

1180/2

£18.27

Zero Rated

£0.00

£18.27

13/09/25

DD280825WATERPLUS

28/08/25

4546

14/08/25

10018078

WaterPlus

July '25 - Water - TH

1070/2

£56.31

Zero Rated

£0.00

£56.31

13/09/25

DD220825WATERPLUS

22/08/25

4571

29/08/25

10180432

WaterPlus

August '25 - Water - Pavilion

1140/2

£396.93

Zero Rated

£0.00

£396.93

28/09/25

4599

09/09/25

10283325

WaterPlus

Aug '25 - Water - TH

1070/2

£56.31

Zero Rated

£0.00

£56.31

09/10/25

4588

14/09/25

10356384

WaterPlus

August '25 - Water - Pod

1180/2

£18.27

Zero Rated

£0.00

£18.27

14/10/25

4537

05/08/25

2865105

YU Energy

Jul '25 - Electric - TH

1070/3

£182.35

5%

£9.12

£191.47

04/09/25

DD080825YUENERGY

08/08/25

4536	05/08/25	2865107	YU Energy	Jul '25 - Electric - Library	1070/3	£46.21 5%	£2.31	£48.52	04/09/25	DD080825YUE NERGY	08/08/25
4535	05/08/25	2865108	YU Energy	Jul '25 - Electric - Pod	1180/3	£105.02 5%	£5.25	£110.27	04/09/25	DD080825YUE NERGY	08/08/25
4534	05/08/25	2865106	YU Energy	Jul '25 - Electric - Pavilion	1140/3	£493.25 5%	£24.66	£517.91	04/09/25	DD080825YUE NERGY	08/08/25
4533	05/08/25	2923487	YU Energy	Jul '25 - Gas - TH	1070/4	£9.19 5%	£0.46	£9.65	04/09/25	DD110825YUE NERGY	11/08/25
4577	02/09/25	2960558	YU Energy	Aug '25 - Electric - Library	1070/3	£47.98 5%	£2.40	£50.38	02/10/25		
4578	02/09/25	2960559	YU Energy	Aug '25 - Electric - Pavilion & W/S	1140/3	£418.93 20% Standard	£83.79	£502.72	02/10/25		
4579	02/09/25	2960557	YU Energy	Aug '25 - Electric - TH	1070/3	£184.09 5%	£9.20	£193.29	02/10/25		
4580	02/09/25	2960560	YU Energy	Aug '25 - Electric - Pod	1180/3	£90.81 5%	£4.54	£95.35	02/10/25		
4592	03/09/25	03029158	YU Energy	Aug '25 - Gas - TH	1070/4	£9.19 5%	£0.46	£9.65	03/10/25		
27	Transactions				Total	£8,411.71	£323.37	£8,735.08			

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
4541		£278.40		06/08/25	All Done and Dusted - Jul '25 - Pod & Pavilion Cleaning	
	1	£112.80	1180/4		July '25 Cleaning Pod - various dates - see invoice	
	2	£165.60	1140/4		July '25 Cleaning Pavilion - various dates - see invoice	
4589		£222.60		02/09/25	All Done and Dusted - Aug '25 - Pod & Pavilion Cleaning	
	1	£84.60	1180/4		Aug 25 Cleaning Pod - various dates - see invoice	
	2	£138.00	1140/4		Aug '25 Cleaning Pavilion - various dates - see invoice	
		£501.00			All Done and Dusted - Total	
4576		£26.00	1090/2	01/09/25	Carla Swindells - Expenses - 2 x months of Canva pro	
		£26.00			Carla Swindells - Total	
4551		£480.00	1030	20/08/25	GAPTC - Internal Audit	1092
4602		£45.00	1010/2	09/09/25	GAPTC - Cllr CT Training - New Cllr Toolkit	1112
4603		£90.00	1010/2	12/09/25	GAPTC - Cllr CT Training - Being a better Cllr	1128
		£615.00			GAPTC - Total	
4601		£25.80	1190/3	10/09/25	GB Sport & Leisure - Plastic Nut Covers - OEL	18477
		£25.80			GB Sport & Leisure - Total	
4582		£201.48	1080/2	29/08/25	Gloucestershire County Council - Aug '25 TH Cleaning	1800841595
		£201.48			Gloucestershire County Council - Total	
4593		£65.16	1150/5	31/08/25	Grundon Waste Management Ltd - Aug '25 - Waste - Workshop	1340728
		£65.16			Grundon Waste Management Ltd - Total	
4583		£91.73		03/09/25	Initial - Sanitary Hygiene Bins TH Pav Pod	
	1	£13.10	1070/7		TH 1 x bin 11/09/2025-10/09/2026	
	2	£52.42	1140/7		Pavilion 4 x bins 11/09/2025-10/09/2026	
	3	£26.21	1180/7		Pod 2 x bins 11/09/2025-10/09/2026	
		£91.73			Initial - Total	
4597		£1,000.00	1060/1	15/09/25	Insight Gloucestershire - Grant - TBC 8th September B/895	
		£1,000.00			Insight Gloucestershire - 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
4549		£125.00		14/08/25	Jo Mew Creative - Jul '25 - Website management & Goodwill Facebook Assets	
	1	£100.00	1040/2		Jul '25 - Website management	
	2	£25.00	2050/1		Goodwill 2025 Facebook Assets	
		£125.00			Jo Mew Creative - Total	
4590		£73.10	1190/2	02/09/25	Kellaway Building Supplies Ltd - Dumpy Bag - Topsoil - OEL	003205194
4600		£73.10	1190/2	09/09/25	Kellaway Building Supplies Ltd - Dumpy Bag - Topsoil - OEL	003212788
		£146.20			Kellaway Building Supplies Ltd - Total	
4595		£150.00	2050/3	06/09/25	Luke Philbrick - Skiffle Band - Stonehouse Community Festival	060925
		£150.00			Luke Philbrick - Total	
4591		£125.00	2050/3	03/09/25	Market Street Markets - Nailsworth - Rent 5 x gazebos, tables and weights for Stonehouse Comm. Festival	
		£125.00			Market Street Markets - Nailsworth - Total	
4552		£1,060.00	1090/3	20/08/25	MDL Kelex - Print Stonehouse News Issue 58 x 4000	25413
		£1,060.00			MDL Kelex - Total	
4581		£76.77	1040/5	02/09/25	Prolific Solutions (South West) Ltd - Aug '25 - Printer TH	12067
		£76.77			Prolific Solutions (South West) Ltd - Total	
4594		£75.00	2050/3	06/09/25	Ragged & Old - Morris Dancing - Stonehouse Community Festival	060925
		£75.00			Ragged & Old - Total	
4598		£3,000.00	1060/1	15/09/25	Stonehouse In Bloom - Grant - TBC 8th September B/895	
		£3,000.00			Stonehouse In Bloom - Total	
4586		£1,000.00	1060/1	12/09/25	Sunflowers Suicide Support - Grant - approved TBC 8th Sept B/895	
		£1,000.00			Sunflowers Suicide Support - Total	
4596		£390.00	1060/1	15/09/25	Transition Stroud - Grant - TBC 8th September B/895	
		£390.00			Transition Stroud - Total	
Total		£8,674.14				

Signature

Signature

Date

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
4584		£0.59	1040/2	20/08/25	Fasthosts - Wordpress Business - 12 month contract ending 18/07/26	2
		£0.59			Fasthosts - Total	
4585		£287.60		12/09/25	Olympic Cars Peugeot - Service and MOT Van	144908
	1	£58.60	1160/1		MOT	
	2	£229.00	1160/1		Service	
		£287.60			Olympic Cars Peugeot - Total	
4587		£8.40	1040/4	11/09/25	Voipfone - September '25 - Renewal of Number & PBX	1014832013
		£8.40			Voipfone - Total	
Total		£296.59				

Signature

Date

Signature

Stonehouse Town Council

Income transactions - receipts approval list

Start of year 01/04/25

BACS Refund

Tn no	Ref.	Gross	Heading	Cttee Invoice date	Details	Ref. Total
749	FPI310725 RBL	-£20.00	205/1	ENV 15/09/25	Stonehouse RBL - Contra 719, 1 x Pitch Stonehouse Community Festival - refunding as charged for pitch at SCF but other charities (notably the Poppy Appeal) were not charged	-£20.00
Total		-£20.00				

Signature

Signature

Date

Stonehouse Town Council
BY EMAIL

DDI:
+44 (0)20 7516 2200
Email:
sba@pkf-l.com
Date:
20 August 2025
Our Ref:
GL0215
SAAA Ref:
SB08131

Stonehouse Town Council
Completion of the limited assurance review for the year ended 31 March 2025

Dear Mr Novoth

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Stonehouse Town Council for the year ended 31 March 2025. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must publish these documents immediately and at the next meeting consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2025, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference GL0215 or Stonehouse Town Council as a reference when paying by BACS.

Timetable for 2025/26

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Wednesday 1 July 2026. It is anticipated that the instructions will be sent out during March 2026, subject to arrangements for the 2025/26 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2026, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Wednesday 3 June and Tuesday 14 July 2026; and
 - at the latest, between Wednesday 1 July and Tuesday 11 August 2026.

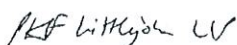
As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

We would like to draw your attention to a change within the Practitioners' Guide 2025 which is mandatory for the 2025/26 period. Paragraphs 1.47 to 1.54 relate to an additional assertion to be included in the 2025-26 AGAR, Assertion 10, regarding email management, websites, compliance with both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018 and the requirement to have an IT policy. The requirements in relation to Assertion 10 are listed in Paragraphs 1.47 to 1.54 and the local authority should review these requirements and take appropriate steps to ensure compliance.

Feedback on 2024/25

We would welcome feedback on your experiences with PKF Littlejohn LLP during the review for the year ended 31 March 2025. Such feedback is important to us to help us drive improvements in client service. If you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

Stonehouse Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2025

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Stonehouse Town Council for the year ended 31 March 2025 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Stonehouse Town Council on application to:	
(a) <u>CARLOS NOVOTN</u> <u>STONEHOUSE TOWN CLERK,</u> <u>1 QUEENS RD, STONEHOUSE</u> <u>GL10 2QA</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) <u>9am to 4pm</u>	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £0.12 (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>CARLOS NOVOTN (TOWN CLERK)</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>23rd September 2025</u>	(e) Insert the date of placing of the notice

Stonehouse Town Council

Our ref GL0215

SAAA Ref SB08131

Invoice No. SB20250860

VAT No. GB 440 4982 50

Email: sba@pkf-l.com

Date: 20 August 2025

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2025	£1,365.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£1,365.00
VAT @ 20%	£273.00
TOTAL PAYABLE	£1,638.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>

For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD

For payments by credit transfer, our bank details are:-

HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include GL0215 or Stonehouse Town Council as the reference.

For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
pkf-l.com

Stonehouse Town Council

Our ref GL0215

SAAA Ref SB08131

Invoice No. SB20250860

VAT No. GB 440 4982 50

Email: sba@pkf-l.com

Date: 20 August 2025

REMITTANCE ADVICE

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Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2025	£1,365.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£1,365.00
VAT @ 20%	£273.00
TOTAL PAYABLE	£1,638.00

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For account queries, contact sba@pkf-l.com

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

STONEHOUSE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		Yes means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

19/05/2025

and recorded as minute reference:

TC3432

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

N. P. Jones
Charlotte

WWW.stonehousetowncouncil.gov.uk

Section 2 – Accounting Statements 2024/25 for

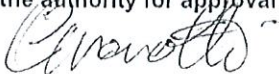
STONEHOUSE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	806,602	860,420	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	373,973	383,870	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	54,275	74,639	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	179,353	213,346	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	249,076	340,857	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	860,420	764,726	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	880,769	780,712	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,555,410	1,553,562	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

19/05/2025

I confirm that these Accounting Statements were approved by this authority on this date:

19/05/2025

as recorded in minute reference:

TC3433

Signed by Chair of the meeting where the Accounting Statements were approved

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

Stonehouse Town Council – GL0215

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR has not been signed/approved in accordance with the Accounts and Audit Regulations 2015:

- Section 2 was not signed by the Chair.

The AGAR was not accurately completed before submission for review. Section 2, Box 1 for the prior year is incorrect due to a transposition error and should read £860,602.

Other matters not affecting our opinion which we draw to the attention of the authority:

The Annual Internal Audit Report focuses on a series of internal control objectives covering an authority's key financial and accounting systems and concludes whether, in all significant respects, the internal control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the authority. We note that the internal auditor has not provided a conclusion on the following internal control objectives: L in respect of the publication of the required information with respect to the legislation. The Annual Internal Audit Report will inform the authority's response to Assertions 2 and 6 in the annual governance statement. As a result, the authority must ensure that assurance that has not been provided via these control objectives has been sought elsewhere.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

20/08/2025



STONEHOUSE TOWN COUNCIL

Minutes of a Town Business Committee Meeting held on Monday 8th September 2025 at 7pm at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA

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

In Attendance: Town Clerk; Glos County Cllr Dean Botterhill, representatives from 'Stonehouse in Bloom', 'Sunflower Suicide Support' and 'Insight' and, Cllr Keith Terry as Chair of Stonehouse Community Centre

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.

The owner of Harper Field Auctioneers spoke about his wish to develop the remaining area (1 - 3 acres) of land purchased for his new business in a way that would compliment the town and its needs. Retailers are now approaching the owner to purchase this land and so he is providing the town council with an opportunity to establish the kinds of use that might specifically benefit the community ie electric vehicle charging for local trades, care home, national retailing unit etc. The owner explained that he would benefit from further exploratory discussions with the town council. This was well received by the committee who would be willing to have those discussions. The Chair thanked the representative for talking to the council.

B/886 To receive apologies

There were no apologies

B/887 To receive Declarations of Interest

Cllrs Keith Terry and Keren Capeling declared an interest in agenda item B/899 in light of their positions on the Board of Trustees of Stonehouse Community Association

B/888 To approve the minutes of the Business Committee meeting held on 7th July '25

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

Following agreement, the Chair brought forward agenda item B/895

B/895 To approve the following grant applications:

- **Stonehouse in Bloom**

The grant is to pay for the plants within the hanging baskets and planters. SIB have reduced the council's total cost for maintaining its planters significantly over the years through volunteer work.

There was a question in relation to the type of plants (more sustainable) used in the baskets and planters to reduce the need to water to the current level. The water used is a mix of mains water and grey water. It was suggested that the council should consider the benefits offered by SIB in the widest context. There was a question in relation to whether there was an official mechanism for discussing issues SIB and the council - whilst not necessarily official, Officers commented that discussions were being had with SIB. There is to be a report coming to council that will consider the impact of SIB's work on council's staffing and other aspects of its day to day operations. Committee **APPROVED** a three revenue grant of £3,000 per annum for the financial years 2025, 2026 and 2027 from the long term grants budget

- **Transition Stroud**

Committee **APPROVED** a funding grant of £390 to fund the purchase of litter picking equipment and educational resources in support of raising awareness of litter amongst young people.

- **Sunflower Suicide Support**

Committee welcomed the work carried and the support provided by the organisation.

Committee **APPROVED** the funding grant of £1,000 to deliver suicide awareness training to the community

- **Insight Gloucestershire**

The Organisation has just opened its first charity shop in Stroud; they are using the shop to demonstrate their equipment for visually impaired people. It was thought that Stonehouse had a high percentage of parishioners that had some form of visual impairment and so could take advantage of 'Insights' support

Committee **APPROVED** a funding grant of £1,000 to provide face to face support for the blind and visually impaired people within the county.

B/889 To receive the latest budget position

Committee **NOTED** the latest budget position with the total 'Actual Net' Expenditure of £192,219.04; total 'Actual Net Income of £218,013.73 and a total reserve movement of £9,396.52.

B/890 To approve the latest BACS payment list and provide retrospective approval for Debit Card Payments
Committee **APPROVED** BACS payments totalling £11,419.46. Committee also **RETROSPECTIVELY APPROVED** Debit Card payments totalling £696.19.

B/891 To receive an update on a refund from Lloyds bank in relation to an RBL payment
Committee **NOTED** the refund of £500 through Lloyds Bank from the Royal British Legion (Poppy Appeal)

B/892 To receive an update on the By-election recharge from Stroud District Council
Committee **NOTED** the total cost of the By-election recharge by SDC totalling £8,301.08 plus vat

B/893 To receive an update on a change of contractor to provide sanitary services
Committee **NOTED** the reason for the change in contractor and the cost of the service over the next three financial years totalling £76.44 plus vat per year.

B/894 To receive a recommendation from the Climate Change Working Group to approve attendance of a town councillor on a 'Train the trainer' course provided by Lighthouse Sustainability
Committee saw the benefits to the community of the recommended training. The budget allocated for Councillor training currently stands at £500 but the training budget as a whole can accommodate the additional cost.
Committee **APPROVED** the 'Train the Trainer' training course at a cost of £750 plus vat

B/895 To approve the following grant applications:

- Stonehouse in Bloom
- Transition Stroud
- Sunflower Suicide Support
- Insight Gloucestershire

This agenda item was brought forward - see above for details

B/896 To consider the purchase of land owned by Stroud District Council at Juniper way

Committee appreciated the advanced notice of the land being sold and thanked the District council for informing the council. However Committee could not see a benefit to owning the land. Officers to notify the District Council.

B/897 To recommend for council approval the purchase of a new ride on skid steer mower

Committee to **RECOMMEND** the purchase of a new skid steer ride on mower to support the council's grounds maintenance efforts at a total cost of £4,199 plus vat.

B/898 To recommend for council approval the council's revised Standing Orders

The Policy working group felt that it was better to return to NALC's model SOs as there was a clear re write of the document by NALC. Officers to send the Model SOs from NALC and the current version of the council's SOs to all Cllrs to consider.

Committee has DEFERRED the decision to the next meeting.

B/899 To receive an update on the latest position on Stonehouse Community Centre

Cllr Keith Terry provided an overview of the work undertaken since agreeing to be Chair of the Association.

B/900 To recommend to full council the disposal of the Youth Pod shipping container

Committee to **RECOMMEND** the disposal of the metal container and invest any proceeds from its sale into improving the facilities around the Youth Pod.

B/901 To receive updates from the following working groups:

1. **Climate Change Action Forum**
Update provided following a recent meeting
2. **Communications**
No update
3. **Oldends Lane Development**
The WG has not met
4. **Support Stonehouse**
The WG has not met
5. **Youth**
Quarterly meeting to be held on 17th September
6. **Policy**
Ongoing
7. **Internal Audit Panel**
A report is due on a recent audit
8. **Local Government Review**
Recent GAPTC meeting this matter was discussed very usefully

Committee voted on excluding Members of the public from the meeting (there were none) due to the sensitive nature of the information being discussed.

Public Bodies (Admission to Meetings) Act 1960

The Council will by resolution exclude the public from the following items as due to the confidential nature of the business to be transacted publicity of the item would be prejudicial to the public interest.

B/902 To receive an update from HR Sub Committee and approve its recommendations.

1. To recommend to full town council increment rises for the Project Officer, Deputy Clerk and the Town Clerk
Committee **APPROVED** the recommendation
2. To note the NJC agreed National pay rise for 2025/26 and its application to all staff from 1st April '25
Committee **NOTED** the National pay rise and its application from 1st April 2025
3. To recommend to Full Town Council to increase the Council's current salaries budget by £2,500 to reflect the revised cost to the authority of the combined increment rise and National Pay rise
Committee to **RECOMMEND** an increase in the council's current salaries budget by £2,500 to reflect the revised cost to the authority of the combined increment rises and National pay rise for 2025/26
4. To approve an increase to the phone allowance for three staff members to £12.50 per month and to have this backdated to April '25
Business Committee **APPROVED** the increase in monthly phone allowance to £12.50 for staff authorised to use their personal phones for council business
5. To approve the closure of the town hall on Monday 29th December 2025 and Friday 2nd January 2026.
Committee **APPROVED** the closure of the town hall on Monday 29th December 2025 and Friday 2nd January 2026

B/903 To note the date of the next meeting - Monday 6th October 2025
Committee **NOTED** the date of the next meeting



STONEHOUSE
TOWN COUNCIL

Minutes (subject to agreement at the next Committee Meeting) of a meeting of the Town Environment Committee held on Monday 1st September, 7pm at Stonehouse Library, High Street, Stonehouse GL10 2NG

Present:

Councillors: Keren Capeling, Keith Creighton (Committee Vic-Chair), Debbie Curtis (Committee Chair), Marcus Dixon, Neil Gibbs, Stephen Hunter, Simon Macgregor, John Parker

Also present:

Jacqui Sanders (Deputy Clerk),

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

E/955 To receive apologies.
No apologies received.

E/956 Declarations of Interest
Cllr Gibbs declared an interest in item E/963.

E/957 To approve the minutes of the Town Environment Committee meeting held on Monday 28th July.
Committee APPROVED the Minutes as a true and accurate record of the meeting. Three abstentions were recorded due to being absent for the meeting.

E/958 To receive the latest updated Environment Budget.
Committee NOTED the updated report showing a total 'Actual Net' Income of £1,235.00; 'Actual Net' Expenditure of £14,686.26 and Reserve Expenditure of £0.

E/959 To approve the purchase and installation of new pedestrian gates to Oldends Lane play area.
Committee APPROVED the purchase and installation of self-closing pedestrian gates to Oldends Lane play area. The contract was awarded to All Out Play at a cost of £1,485.36, plus VAT.

E/960 To approve new signage for all play areas.
Committee APPROVED the purchase of new signage for all the play areas. The contract was awarded to Five Valleys Signs at a cost of £840.00, plus VAT.

E/961 To consider a response to a review of Stroud District Council's Statement of Licensing Policy under Licensing Act 2003 consultation.

This council thanks Stroud District council for the opportunity to consult on the review of the Statement of Licensing Policy under Licensing Act 2003 and welcomes the new editions to the policy.

E/962 To approve recommendations from the Community Arboretum and Open Spaces Group:

- 1. Committee to recommend a representative from the Cotswold Voluntary Wardens be permitted to join the Community Arboretum and Open Spaces Working Group.**

Committee APPROVE the request for a representative from the Cotswold Voluntary Wardens to join the Community Arboretum and Open Spaces Working Group.

2. To discuss the future of the Sorbus tree on the Town Green.

Committee discussed the future of the Sorbus tree on the Town Green at great length. As the tree is poor health and dying, committee AGREED to the removal of the tree and the excavation of the stump, ready for a replacement.

- All electrical wiring to be disconnected and removed prior to tree work commencing.
- Notice to be placed on tree prior to removal.

E/962 To comment on recent Planning Applications

7.30pm Cllr Gibbs left the meeting.

S.25/1512/FUL Land At Verney Road, Verney Road, Stonehouse
(Resubmission of S.25/0275/FUL)

Extension and conversion of garage into dwelling - self build.

Comment: No objection as long as none from neighbours.

7.35pm Cllr Gibbs returned to the meeting.

S.25/1310/FUL Red Lodge Bonds Mill Bristol Road Stonehouse

Demolition of existing/redundant units 8, 9 & 10 to allow for creation of new car parking area.

Comment: No comment.

S.25/1475/HHOLD 26 Severn Road Stonehouse Gloucestershire

Erection of two storey side extension together with an entrance porch, single storey rear extension & the provision of two additional car parking space including dropping the existing kerbs.

Comment: No objection as long as none from neighbours.

S.25/1498/LBC The Old Thatched Cottage 1 High Street Stonehouse

Internal alterations - demolish existing en-suite shower room in bedroom 1, create new shared shower room in bedroom 2, replace chipboard floor in bedroom 2 & associated reparatory works.

Comment: No objections.

S.25/1488/ADV First Floor Office Former Police Station 21 High Street
Stonehouse

Installation of a wall sign.

Comment: No objection.

S.25/1595/HHOLD 79 Rosedale Avenue, Stonehouse

Erection of a side extension and rear dormer extension.

Comment: No objection as long as none from neighbours.

E/963 To receive a report on planning decisions received from Stroud District Council.

S.25/1375/DISCON Schreiber Foods UK Ltd Brunel Way Stonehouse

Discharge of condition 5 (noise report) from S.22/0903/FUL

PERMITTED

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).

APPLICATION WITHDRAWN

S.25/1124/HHOLD Lyndale Grosvenor Road Stonehouse

Erection of a single storey side and two storey rear extension. Erection of a porch.

PERMITTED

E/964 To receive Working Groups updates.

- **Communications**
Not met.
- **Stroudwater (Bristol Road) Station**
Not met.
- **Transport and Highways**
Not met.
- **Public Rights of Way**
Not met.
- **Recreation.**
Not met.
- **Canal Rejuvenation**

Not met.

- **Court View**

Not met.

- **Community Arboretum and Open Spaces.**

A meeting was held on 19th June. Minutes of the meeting included in the Supporting Papers.

E/966 Date of next Environment Committee meeting: Monday 29th September 2025.

Committee NOTED the date of the next meeting.

Guidance

Union Flag flying guidance for UK government buildings

Designated days when the Union Flag must be flown on UK government buildings. UK government buildings are also encouraged to fly the Union Flag all year round.

From: **Department for Culture, Media and Sport**
(/government/organisations/department-for-culture-media-and-sport)

Published 27 February 2013

Last updated 11 September 2025 —

Contents

- Flying the Union Flag
- Designated days for flying the Union Flag on UK government buildings 2025
- Useful resources

Half-masting of flags following the death of Her Royal Highness, The Duchess of Kent

As a mark of respect UK government buildings are asked to lower their Union Flags to half-mast for the day of the Funeral and Requiem Mass for HRH The Duchess of Kent, from 08:00 to 20:00 on Tuesday 16 September.

Other organisations and local authorities may follow suit.

The Union Flag is the national flag of the United Kingdom of Great Britain and Northern Ireland, the Crown Dependencies and the Overseas Territories. It is a symbol of national unity and pride. The first Union Flag was created in 1606 and combined the flags of England and Scotland; the present Union Flag dates from 1801.

There are designated days when the Union Flag must be flown on UK government buildings by command of His Majesty The King. However, UK government buildings are encouraged to fly the Union Flag all year around.

This guidance is aimed at UK government buildings. However, we would encourage local authorities and other local organisations to follow suit where they wish to fly flags.

Flying the Union Flag

Where UK government buildings only have one flagpole, the Union Flag should be flown every day except on certain occasions when you may wish to fly other flags, including but not limited to, the national flags of the constituent nations of the United Kingdom, the Armed Forces Day flag, the Commonwealth flag, county and other local flags, and other flags which may promote civic pride.

DCMS may issue ad-hoc guidance encouraging UK government buildings to fly such flags throughout the year, alongside the Union Flag

Where UK government buildings have more than one flagpole, and two flags are being flown, the Union Flag must always be flown in the superior position which is either:

- the highest flagpole
- the centre flagpole where there is an odd number of poles of the same height, or
- the left centre flagpole viewed from the front of the building, where there is an even number of poles of the same height

In England, it is now possible to fly more than one flag on the same flagpole if there is enough space. If so, the Union Flag should always fly on top ('in the superior position').

UK government building flagpoles should not remain empty – the default should be flying the Union Flag if no other flag is being flown.

In Northern Ireland, designated flag flying for Northern Ireland government buildings is governed by legislation rather than this guidance.

Designated days for flying the Union Flag on UK government buildings 2025

1 March: St David's Day (in Wales)

10 March: Commonwealth Day (second Monday in March)

17 March: St Patrick's Day (in Northern Ireland)

9 April: His Majesty The King's Wedding Anniversary

23 April: St George's Day (in England)

6 May: Coronation Day

14 June: Official Birthday of His Majesty The King

21 June: Birthday of HRH The Prince of Wales

17 July: Birthday of Her Majesty The Queen

8 September: His Majesty The King's Accession

9 November: Remembrance Day (second Sunday in November)

14 November: Birthday of His Majesty The King

30 November: St Andrew's Day (in Scotland)

Also:

The day of the opening of a Session of the Houses of Parliament by His Majesty and the day of the prorogation of a Session of the Houses of Parliament by His Majesty. Flags should be flown on these days even if His Majesty does not perform the ceremony in person. Flags need to be flown in the Greater London area.

Useful resources

The College of Arms, the Crown body with responsibility for heraldic matters for England, Wales and Northern Ireland, has published frequently asked questions relating to the Union Flag (<https://www.college-of-arms.gov.uk/resources/union-flag-faqs>) including how the Union flag should be flown, along with information on the College's approved designs of the Union Flag (<https://www.college-of-arms.gov.uk/resources/union-flag-approved-designs>).

In England and Wales, flags are treated as advertisements for the purposes of the planning regime, but express advertisement consent is not required to fly the Union flag from a flagpole. The government has published a guide on the planning rules in England on flying types of flag (<https://www.gov.uk/government/publications/flying-flags-a-plain-english-guide>).

In Scotland, flag flying is outside the scope of the advertisement control regime.

*Note: The Town and Country Planning (Control of Advertisements) (England) (Amendment) Regulations 2021, which came into force on 24 June 2021, allows for two flags, including at least one national flag, to be flown from the same flagpole.

Published 27 February 2013

Last updated 11 September 2025 + [show all updates](#)



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Town Clerk

From: Town Clerk
Sent: 02 September 2025 18:34
To: Councillor Callinan; Councillor Curtis; Councillor Parker
Cc: 0 Full Council; Deputy Clerk
Subject: FW: John Vick Close - street naming for the new development at the Old Bristol Road railway station
Attachments: Re: Development adjacent to the Old Bristol Road railway station - along the railway line above the storage units - naming of the development; CW Vick at Bristol Road; Street Naming ; FW: Naming of a new development

Dear Cllrs

We have met with the representative of Dawn Homes during early August and received Dawn Home's further suggested names for the new development near the Old Bristol road railway station. Based on the information you have been provided to date, which includes a response from one of the two estate agents asked to comment on Dawn Homes' claim that the name of the estate is turning off potential buyers, is there any appetite to further discuss the option of an alternative name for the development – if yes, please be aware of Clause 11 of the council's current Standing orders:

'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'.

There was a question mark over whether the name actually agreed by council was correctly relayed to Stroud District Council. I present the following evidence to support the fact that the correct name was forwarded to SDC:

Council decision

'In considering the above recommendation, Cllrs felt that it would be fitting, at least to well established local residents, to consider naming the estate road with reference to the previous owner of the site, Mr John Vick. This was put forward as a further option ('John Vick Close') to be considered – the proposal was seconded; all voted to include this as a third option. Cllr John Parker declared an interest as Mr Vick was a relation of his and as a result was excluded from voting'

Email to SDC confirming the name

'Council decided on the following: JOHN VICK CLOSE – this decision was reached in light of the fact that John Vick used to own some or all of the land and so the people of Stonehouse would understand the relevance'.

Please can I ask that you discuss the most appropriate way forward on this issue and let me know. I feel it would be reasonable for Dawn Homes to receive a response one way or another. Thanks

Carlos Novoth
Clerk to Stonehouse Town Council
01453 822070

From: Town Clerk
Sent: 14 August 2025 17:51
To: Councillor Callinan <councillorcallinan@stonehousetowncouncil.gov.uk>; Councillor Curtis <councillorcurtis@stonehousetowncouncil.gov.uk>; Councillor Parker <councillorparker@stonehousetowncouncil.gov.uk>
Cc: 0 Full Council <fullcouncil@stonehousetowncouncil.gov.uk>; Deputy Clerk <deputyclerk@stonehousetowncouncil.gov.uk>
Subject: John Vick Close - street naming for the new development at the Old Bristol Road railway station

Dear All

Further to our meeting with New Dawn Homes earlier this week, please find the attachments above.

Please note that I have raised the issue with two local estate agents and have sent them an email asking for their experiences and further comment on whether the issue raised by the developer has any legs. I will forward the replies to you as soon as I have them.

Thanks

Carlos Novoth
Clerk to Stonehouse Town Council
01453 822070

John Vick

John was the son of Charles William Vick who started driving a coal lorry in the 1920s. He bought his own lorry and set up his own small firm as a coal merchant in 1924. C W Vick Ltd supplied coal to businesses and homes around Stonehouse. They would collect the coal from railway trucks at Stonehouse Midland Road station, where he had a coal yard.

John Vick was born in 1927. He attended Marling School in the 1930s. During the war many of the men who worked for C W Vick were called up and John helped deliver coal whenever he was off school. He often went to school covered in black coal dust. He left school at 14 to work in the coal business.

C W Vick developed the haulage business and delivered all sorts of goods as well as coal. In 1954 he died and John inherited the business. He never changed the name out of respect for his father.

John built up the business purchasing other small firms and running 5 or 6 lorries. He also provided pre-packed bags of coal for sale in local shops. He developed the Stonehouse coal yard and bought extra land for a lorry park. British Rail allowed him to install a weigh bridge and an office on the site. He had shops in Stonehouse and Stroud.

In the 1960 British Rail closed all the small stations where coal had been delivered. Local coal merchants would have to collect it from Bristol or Cheltenham. John Vick gathered all the local merchants together and applied to British Rail to open a coal depot at the Bristol Road site. Coal could be delivered and stored there to be collected by the individual merchants. So, in October 1966 a new company was formed – the Stonehouse Coal Concentration Company.

The Company continued to do well until people began to stop using coal in favour of oil and gas. By the end of the 1980s the haulage company had taken over most of the work and John decided to sell the Concentration Company and later C W Vick Ltd (coal) although he retained C W Vick Transport Ltd. By this time he had several larger yards and warehouses but he still retained the garage at Stonehouse Station yard.

In the late 1980s John sold his transport business and the yard at Stonehouse closed. It had been in use by the Vick family from 1926 to 1989 - a total of 63 years.

John died in 2014, leaving three daughters and several grandchildren still living in Stonehouse.

2nd February, 1966

Dear Ken Law.

When I wrote to you on 13th December, 1965, in reply to your letter about the closing of the Nailsworth - Stonehouse branch line, I promised to let you know the outcome of Mr. Vick's application for permission to develop a private Coal Concentration Scheme at Stonehouse.

I am now able to tell you that his revised proposals for a fully mechanised Coal Concentration Depot at Bristol Road Station Stonehouse were approved by the Gloucestershire Tripartite Subcommittee at a meeting held at Gloucester on 17th January, 1966.

Yours sincerely,

Norman



Town Clerk

From: john@newdawnhomes.co.uk
Sent: 12 August 2025 20:03
To: Town Clerk
Cc: Councillor Curtis; Councillor Parker; Councillor Callinan; 'Brain, James'; neil.marriott@stroud.gov.uk; angela@newdawnhomes.co.uk
Subject: Street Naming

Dear Carlos, Councillors and SDC officers.

Thank you for the opportunity to discuss our concerns about the proposed street name for the new homes on this site and our concerns about the breakdown of the street naming procedures to date.

There have been procedural issues relating to the street naming process to date, where New Dawn emails, telephone messages to SDC not being passed on, IT problems etc, getting us to the difficult position where we now find ourselves with entrenched and very different views, which would not have happened if the communication process had not broken down and we had had much earlier discussion, involvement and better communication.

The evidence we have regarding the detrimental impact on the development for the name John Vick Close is the association with the John Wick film franchise of hitmen/murdering drug underworld, we asked all of our staff, and 5 customers who are registered on our database to acquire a home at our development at Stonehouse Court (marketing name for sales brochure purposes etc), all of whom stated that they would not want to live at John Vick Close, the name John Vick, sounding like John Wick, immediately made them think of drugs and violence due to the detrimental association of the four very popular blood lust films starring Keanu Reeves.

Whilst we acknowledge that this is not an empirical test, or in the same numerical order as the number of respondents that you have given the opportunity to pass comment, your consultees were not looking at it from the perspective of actually owning a property on the development, or dealing with customer sales and customer objections, which is an entirely different matter, and as a small local developer it is of great concern and risk to our business. Unfortunately, we are advised that we cannot give out our staff nor customers details due to data protection.

As you know we have previously proposed a number of names with historical connections that you have rejected, (letter to SDC of the 24 July) so I will not repeat them again.

There was considerable strength of feeling on this matter at our meeting from both sides and we have concluded that being able to provide lots of historical detail about John Vick to our customers and relaying the local history connection with a handout document, would help to explain the historic background story and get our sales team and customers on board in a positive manner.

Your assistance on this matter would be appreciated and I'm sure it will further your cause by enlightening the new residents into the local history associated with their new home and some of the wider aspects of Stonehouse and local politics.

Unfortunately, our own research into the legal ownership background of the site did not reveal anything about John Vick, and for completeness and perhaps your own historic background knowledge it can be summarised :- 1848 Bradenstock. 1865 Marling and Stonehouse & Nailsworth Rail Co, (becoming Midland Railway / British Rail / Railtrack). 1971 Deacon. 1990 Coulton. 2012 Dunmore Ltd. 2022 New Dawn Homes.

We appreciate your detailed local knowledge and clear position that John Vick should be recognised for his community work and his connection to this particular site.

We believe this could be achieved by calling the street Vicks Close or Vicks Court or Vicks Place or Vicks Way. In other words dropping his Christian name from the proposal, which would then remove our perceived negative association with the bloodlust film series.

We trust some constructive compromise can be achieved on this matter at this late stage of the process and it can be progressed at the earliest opportunity.

Kind Regards,

John Newlands McCreddie BSc MRICS

(m) 07775 532000
(t) 01242 233510



It's a New Dawn Home, it's a new day, it's a new life for me and I'm feeling good

Registered Office Address: The White House, Newdawn Place, Cheltenham, GL51 0FR

01242 233510, Company Registration No. 05059051


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WE'RE LIVE!

We're thrilled to announce the launch of our brand-new website:
www.newdawnhomes.co.uk

At New Dawn Homes, we're passionate about creating superior quality, timeless new homes and now, we've made it even easier for you to explore what we do and how we can help.

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From: Town Clerk <townclerk@stonehousetowncouncil.gov.uk>

Sent: 06 August 2025 13:53

To: john@newdawnhomes.co.uk

Cc: Councillor Curtis <councillorcurtis@stonehousetowncouncil.gov.uk>; Councillor Parker <councillorparker@stonehousetowncouncil.gov.uk>; Councillor Callinan <councillorcallinan@stonehousetowncouncil.gov.uk>; Brain, James <james.brain@stroud.gov.uk>; neil.marriott@stroud.gov.uk

Subject: Today's meeting

Dear Jonathon

Thank you for attending the meeting this morning.

There were two actions from the meeting that were required of you to encourage this council to further consider the name of the new development being built by your company near the old railway station. These include:

- To provide options/variations to the name already agreed by the town council – 'John Vick Close' - that would allow the town council to keep the link to the once owner of the site and influential individual recognised by the Stonehouse Community.
- To provide information and evidence to support your company's assertion that the name 'John Vick Close' will have a detrimental effect on the sale of houses within the development.

It was agreed that this information would be provided to myself as Town Clerk, by the 20th August. Thanks

Carlos Novoth
Clerk to Stonehouse Town Council
01453 822070