



STONEHOUSE TOWN COUNCIL

To Members of the Town Business Committee

You are hereby summoned to attend a meeting of the Committee to be held on Monday 8th September 2025 at 7pm at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA

Committee Members:

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

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

Carlos Novoth

Town Clerk

2nd September 2025

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

A G E N D A

B/886 To receive apologies

B/887 To receive Declarations of Interest

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

B/889 To receive the latest budget position

B/890 To approve the latest BACS payment list and provide retrospective approval for Debit Card Payments

B/891 To receive an update on a refund from Lloyds bank in relation to an RBL payment

B/892 To receive an update on the By-election recharge from Stroud District Council

B/893 To receive an update on a change of contractor to provide sanitary services

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

B/895 To approve the following grant applications:

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

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

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

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

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

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

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

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

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

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



STONEHOUSE
TOWN COUNCIL

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

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

In Attendance: Town Clerk; Glos County Cllr Dean Botterhill and representatives from 'Allsorts' and 'Longfield Hospice'.

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.

Those present had no comments to make or questions to raise

B/875 To receive apologies

Apologies were received from Cllrs Carol Kambites and Neil Gibbs

B/876 To receive Declarations of Interest

There were no declarations of interest

B/877 To approve the minutes of the Business Committee meeting held on 9th June '25

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

With agreement of the committee, the Chair brought forward agenda item B/881

B/881 To approve the following grant applications:

- **'Allsorts'**

The representative provided answers to a number of queries raised by Committee members.

Committee **APPROVED** a revenue grant of £2,000 for financial year 2025/26 on the basis that the organisation may request a grant in future years.

- **'Longfield Hospice'**

Funding requested to assist in providing an increased need for end of life care including support for family members.

Committee **APPROVED** a grant of £2,000 for financial year 2025/26

B/878 To receive the latest budget position

The Clerk confirmed that since distribution of the initial support papers, some detailed work was undertaken to the budget resulting in more clarity. The Clerk detailed the differences.

Committee **NOTED** the latest budget position with 'Actual Net' expenditure of £109,135.11; 'Actual Net' Income of £210,243.73 and Reserve movement of £4,402.43.

B/879 To approve the latest BACS payment list and provide retrospective approval for Debit Card Payments

Committee **APPROVED** the BACS payments totalling £11,557.04.

Committee **RETROSPECTIVELY APPROVED** Debit Card payments totalling £392.18.

B/880 To approve payments for legal services to establish the ownership and register various sections of the Town Green

Committee **APPROVED** authorisation for Officers to secure the services of 'Tayntons solicitors' for:

- The first tranche at a cost of £950 plus vat and disbursements - work to include an assessment of the Council's position in securing registered ownership of all the town greens
- Upon agreement with the Chair and Vice Chair of Council, to authorise progression with the second tranche of legal work following a positive outcome of the first tranche

(The second tranche will cost in the region of £1,000 plus vat with disbursements and will involve legally securing all the town greens and have each registered with land registry).

B/881 To approve the following grant applications:

- **'Allsorts'**
Agenda item brought forward - see above
- **'Longfield Hospice'**
Agenda item brought forward - see above

B/882 To recommend for council approval the purchase/lease of new festive lighting

The matter has been deferred to the next meeting. Cllr John Callinan commented that the Project Officer had met with an electrical contractor to establish the suitability of the current electrical supplies. Rectification works will be necessary.

By agreement, the Chair delayed the agenda item B/883 until the end of the meeting

B/883 To receive an update on the latest position on Stonehouse Community Centre

Matter deferred to later in the meeting with the exclusion of the public

B/884 To receive updates from the following working groups:

1. **Climate Change Action Forum**
Meeting next week
2. **Communications**
No update
3. **Oldends Lane Development**
Meeting next week to establish where we are with utilities
4. **Support Stonehouse**
No update
5. **Youth**
Meeting due 17th September
6. **Policy**
Meeting on Tuesday 8th July to discuss Standing Orders
7. **Internal Audit Panel**
Meeting to be arranged for next audit
8. **Local Government Review**
Meeting due shortly

Due to confidential information, Cllrs agreed to discuss the item with the exclusion of the public.

Members of the public left the meeting (7.55pm)

B/885 To note the date of the next meeting - Monday 8th September 2025
Council NOTED the date of the next meeting

B/883 To receive an update on the latest position on Stonehouse Community Centre

Keith Terry has resigned as the town council's representative as Trustee of Stonehouse Community Association to avoid a conflict of interest with his new position as Chair of the association.

Cllr Capeling has joined as a Trustee but not as the council's representative. A new representative of the council needs to be sought to sit as Trustee on the association.

Notes on Agenda items, BC Monday 8th Sept '25

B/888 Minutes	In supporting papers
B/889 Budget	Budget report in supporting papers
B/890 Payment lists	Members to note that papers will include the following: <ul style="list-style-type: none"> • Payment list for all BACS payments requiring approval • Payment list for debit card payments already made but requiring retrospective approval
B/891 Refund	Royal British Legion Grant Payment Error On 27 th June the £500 grant payable to Stonehouse Royal British Legion (approved TBC 9 th June B/870) was paid in error to the Royal British Legion Poppy Appeal. Edge Transaction 4437. (The Poppy Appeal account appears on Lloyds as 'Stonehouse Royal B' hence the mistake.) This error was reported to Lloyds and £500 recovered from the RBL Poppy Appeal on 24 th July. The £500 grant was correctly paid to RBL on 1 st July. Edge Transaction 4477.
B/892 By election	By-election costs The council received an invoice from SDC for this year's By election; the amount payable was a total £9,185.29 – this was paid on 14 th August 25 – see attachment for breakdown of costs
B/893 Sanitary services	Feminine Hygiene Bins After the first year of a 3 year contract with PHS, the company wanted to increase the annual charge by 53%; PHS price increase went up to £145 plus VAT, per year – for 2nd year of 3 year contract. This prompted officers to look for a more stable priced contract and withdrew immediately from PHS. Other companies considered are as follows: Southwest Hygiene quoted £350.00 plus VAT per year – 3 year contract Initial Washroom Hygiene quoted £76.44 per year – 3 year contract Initial Washroom Hygiene offered the ESPO framework pricing. As it was an urgent matter to ensure that the right facilities were provided in the Pavilion, Pod and Town Hall, Officers are advising Committee that they have entered into a three year contract with Initial Washroom Hygiene to supply and empty the bins.
B/894 Training	Lighthouse Sustainability Course Carol Trim explained that she had done a carbon literacy course with Lighthouse Sustainability. She would like to take it further and train as a trainer. She would then be in a position to run sessions for community groups, schools, businesses etc on behalf of the Town Council. It was suggested that she should start by running a session for the Town Council, including Councillors and staff. The Climate Change Working Group agreed to recommend to Business Committee that Stonehouse Town Council pay for Carol Trim to attend the Lighthouse Sustainability Train the Trainer course at a cost of £750 + VAT.
B/895 Grant Apps	Find enclosed grant applications and respective financial accounts
B/896 Land purchase	The Asset Management Team at Stroud District Council are being encouraged to provide the town council with advanced notice of the intention to dispose of council property in the Stonehouse parish. The attached email and accompanying plan relates to a property the district council are planning to dispose of. Please note the deadline for the expression of interest.
B/897 Equipment Purchase	Battery Operated Grounds Equipment Purpose of the report The council's current EGO equipment supplier is currently making the council a below market price (£4,199 plus vat) offer for a zero turn ride-on mower with four 10 amp batteries. Officers wish for council to consider the purchase of the equipment

	<p>Background</p> <p>A number of years ago, the town council invested in battery operated 'EGO' equipment. This consisted of a number of machines, battery stock and charging stations and formed a significant investment that provided a number of key advantages ie noise reduction etc. The town council had recently sold an aged ride-on mower for £2,300.</p> <p>Grounds Maintenance – council land</p> <p>The Town Maintenance Officers use the equipment to maintain the town greens and other small grass areas within the town. The town council engages with a company 'T W Hawkins' to maintain larger areas of grassed land owned by the town council through a three year contract. This contract allows, within reason, for certain pieces of land to be either added or removed from the contractor's grass cutting schedule thereby either increasing or decreasing their contractual payments. Currently, the council pays an annual contract sum totalling £29,526 plus vat.</p> <p>Equipment supplier</p> <p>T W Hawkins has a sales and maintenance arm of the business that sells EGO equipment. The council's original equipment was purchased from them. The company has made officers aware of a sales promotion made available to the town council for a zero turn ride-on mower plus four 10amp batteries for a total price of £4,199 plus vat; the batteries themselves are worth over £1,800.</p> <p>Trial</p> <p>Officers have tested a similar ride-on mower on the town green and it has been established that the cutting time can be halved. This is of particular benefit to the town's maintenance operation. The mower is easy to use and has considerable flexibility in manouvring around obstacles in tight areas.</p> <p>Cost and other benefit</p> <p>The cost of the ride on mower is £4,199 plus vat. The town maintenance officers are willing to take over the grass cutting work at Arrowsmith Drive thereby making the council an annual saving of at least £2,590 plus vat in the first year (2026/27), which represents 62% of the cost of the equipment; payback would be within two years or even sooner (from April 2026) if Cllrs considered the recent income from the sale of the council's old ride on mower. This piece of equipment would improve the council's ability to mow other areas if there is an urgent need and would benefit the council with the development of Stagholt and Court view if and when the need arises.</p> <p>Conclusion</p> <p>Officers are constantly looking to streamline services and make them as flexible as possible. The purchase of the ride on mower will provide this flexibility and help to improve operational efficiencies in addition to making the authority long term savings. The council has an earmarked reserve for 'Mowers and Equipment' with funding totalling £17,657</p> <p>Recommendations</p> <ol style="list-style-type: none"> 1. To purchase the zero turn Ride on mower on offer for a fixed price of £4,199 plus vat and to fund the purchase from the council's earmarked reserve for 'Mowers and Equipment'. 2. To advise the current grounds maintenance contractor to cease maintaining the grassed areas at Arrowsmith Drive from April 2026
B/898 Standing Orders	See attached Nalc Model Standing Orders – the Standing Orders have yet to be localised
B/899 SCA	See attached update
B/900 Metal Container	<p>Background</p> <p>The town council has a large metal container (approx. 30 cub yard) located by the side of the Youth Pod in Oldends Lane playing field next to the fenced of football club ground. The container was initially used to provide youth services prior to the installation of the Youth Pod building approximately 10 to 15 years ago. The metal container is now used by</p>

	<p>the council for storing furniture made ready for disposal and by 'Parkrun' for storing items relating to their activity.</p> <p>The container has long since outlived its usefulness to the council and 'The Door', and is showing signs of decay; its location currently serves to create a hiding place for young people to create mischief – evidence of lighting fires have been recorded.</p> <p>The most significant issue though is that despite the council's efforts to deter children from climbing onto the top of the structure, they continue to do so for the purpose of riding bikes and scooters on the container roof and accessing the Pod roof; evidence suggests, this includes children as young as 6 or 7 years of age.</p> <p>The council's Health and Safety Advisors, 'Peninsula' have raised this as a key issue and have recommended that the container be moved from its current location.</p> <p>Council officers believe that the container should be removed from use altogether as irrespective of where it is located, it will always be a cause for concern.</p> <p>Officers are currently seeking costs for its removal and sale (if indeed it still has a value).</p> <p>Conclusion</p> <p>The container serves as an added piece of play equipment for children of all ages, some as young as 6 or 7. Its presence on site encourages dangerous behaviour that could end in a fatality, or at the very least, result in serious injury. Advice from Peninsula is to move the container away from the Pod Building. As it has no further use for the council, it is logical to dispose of the container. Moving the container without disposing of it will only cost the authority more and move the problem elsewhere.</p> <p>Recommendation</p> <p>To arrange the removal and sale of the 30 cub yard container as soon as possible and invest the net income (if any) into developing a further use for the remaining concrete area.</p>
B/902 HR	Information to be provided at the meeting

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 03/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2025/2026	Reserve	Actual Net	Balance	Bal %age
INCOME						
Town Business Committee						
100	Precept	£410,143.00	£0.00	£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

for Town Business Committee

Comparison between 01/04/25 and 03/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.

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

178	CCLA Interest	2025/2026 £21,000.00	Reserve £0.00	Actual Net £6,497.52	Balance -£14,502.48	Bal %age -69.06%
Total Town Business Committee		£458,480.00	£0.00	£218,013.73	-£240,466.27	-52.45%

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	£0.00	£500.00	-100.00%
1010	Total	£3,000.00	£0.00	£1,332.98	£1,667.02	-55.57%
1020	Health & Safety	£2,500.00	£0.00	£809.17	£1,690.83	-67.63%
1030	Professional Fees	£8,000.00	£0.00	£2,685.65	£5,314.35	-66.43%
1040	IT support					
1040/1	General	£6,750.00	£0.00	£2,262.73	£4,487.27	-66.48%
1040/2	Website	£1,300.00	£0.00	£416.31	£883.69	-67.98%
1040/3	Newsletter	£0.00	£0.00	£400.00	-£400.00	100.00%
1040/4	Phones	£1,500.00	£0.00	£159.67	£1,340.33	-89.36%
1040/5	Printing	£0.00	£0.00	£221.76	-£221.76	100.00%
1040	Total	£9,550.00	£0.00	£3,460.47	£6,089.53	-63.76%
1050	Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	-100.00%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 03/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve	Actual Net	Balance	Bal %age
1060 Grants					
1060/1 One-Offs	£10,000.00	£2,200.00	£7,400.00	£4,800.00	-48.00%
1060/2 Long-Term	£7,400.00	£0.00	£0.00	£7,400.00	-100.00%
1060 Total	£17,400.00	£2,200.00	£7,400.00	£12,200.00	-70.11%
1070 Town Hall/Library Shared Costs					
1070/1 Rates	£4,500.00	£0.00	£5,613.75	-£1,113.75	24.75%
1070/2 Water	£1,200.00	£0.00	£223.28	£976.72	-81.39%
1070/3 Electric	£3,000.00	£0.00	£1,110.15	£1,889.85	-63.00%
1070/4 Gas	£1,800.00	£0.00	£242.24	£1,557.76	-86.54%
1070/5 Interior Maintenance (reactive)	£500.00	£0.00	£60.00	£440.00	-88.00%
1070/6 Interior Maintenance (programmed)	£500.00	£0.00	£0.00	£500.00	-100.00%
1070/7 Waste Collection	£300.00	£0.00	£36.96	£263.04	-87.68%
1070/8 Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1070 Total	£12,000.00	£0.00	£7,286.38	£4,713.62	-39.28%
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	£503.70	£1,196.30	-70.37%
1080 Total	£2,200.00	£0.00	£678.15	£1,521.85	-69.18%
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%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 03/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2025/2026	Reserve	Actual Net	Balance	Bal %age
1090/4	Travel expenses	£500.00	£0.00	£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	£515.72	£484.28	-48.43%
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%
1140/7	Waste Collection	£500.00	£0.00	£47.04	£452.96	-90.59%
1140/8	Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1140/9	Septic Tank	£700.00	£0.00	£0.00	£700.00	-100.00%
1140	Total	£12,900.00	£0.00	£6,686.58	£6,213.42	-48.17%
1150	Workshop Overheads					
1150/1	Water	£0.00	£0.00	£0.00	£0.00	0.00%
1150/2	Electric	£300.00	£0.00	£0.00	£300.00	-100.00%
1150/3	Maintenance (Reactive)	£300.00	£0.00	£6,864.29	£6,564.29	2188.10%
1150/4	Maintenance (programmed)	£700.00	£0.00	£120.03	£579.97	-82.85%
1150/5	Waste Collection	£1,800.00	£0.00	£427.32	£1,372.68	-76.26%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 03/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2025/2026	Reserve	Actual Net	Balance	Bal %age
1150/6 Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1150 Total	£3,300.00	£0.00	£7,411.64	-£4,111.64	124.60%
1160 Equipment & Vehicle Costs					
1160/1 Equipment and Vehicle costs	£700.00	£550.00	£626.65	£623.35	-89.05%
1160/2 Maintenance	£600.00	£0.00	£75.00	£525.00	-87.50%
1160/3 Fuel	£900.00	£0.00	£305.50	£594.50	-66.06%
1160/4 Tax	£200.00	£0.00	£0.00	£200.00	-100.00%
1160/5 MOT/Service	£600.00	£0.00	£0.00	£600.00	-100.00%
1160 Total	£3,000.00	£550.00	£1,007.15	£2,542.85	-84.76%
1170 Youth Centre Workers	£66,000.00	£0.00	£32,500.50	£33,499.50	-50.76%
1180 Youth Centre Overheads					
1180/1 Rates	£1,400.00	£0.00	£1,458.88	-£58.88	4.21%
1180/2 Water	£300.00	£0.00	£72.83	£227.17	-75.72%
1180/3 Electric	£1,500.00	£0.00	£472.10	£1,027.90	-68.53%
1180/4 Cleaning	£1,300.00	£0.00	£507.50	£792.50	-60.96%
1180/5 Maintenance (reactive)	£1,000.00	£0.00	£627.99	£372.01	-37.20%
1180/6 Maintenance (programmed)	£1,500.00	£0.00	£46.50	£1,453.50	-96.90%
1180/7 Waste collection	£300.00	£0.00	£36.96	£263.04	-87.68%
1180/8 Security	£500.00	£0.00	£0.00	£500.00	-100.00%
1180/9 IT costs	£1,000.00	£0.00	£161.37	£838.63	-83.86%
1180 Total	£8,800.00	£0.00	£3,384.13	£5,415.87	-61.54%
1200 Subscriptions	£3,500.00	£0.00	£2,646.45	£853.55	-24.39%
1210 Insurances					

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 03/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2025/2026	Reserve	Actual Net	Balance	Bal %age
1210/1	Public/Employee Liability	£8,000.00	£0.00	£8,851.28	-£851.28	10.64%
1210/2	Buildings	£0.00	£0.00	£0.00	£0.00	0.00%
1210/3	Vehicle	£0.00	£0.00	£137.42	-£137.42	100.00%
1210	Total	£8,000.00	£0.00	£8,988.70	-£988.70	12.36%
1220	Project Planning & Delivery					
1220/1	OEL Car Park	£0.00	£2,555.00	£2,555.00	£0.00	0.00%
1220/2	Stagholt	£0.00	£100.00	£100.00	£0.00	0.00%
1220/3	Ship Inn site	£0.00	£3,981.52	£3,916.52	£65.00	100.00%
1220/4	Court View	£0.00	£10.00	£0.00	£10.00	100.00%
1220/5	Great Oldbury	£0.00	£0.00	£0.00	£0.00	0.00%
1220	Total	£0.00	£6,646.52	£6,571.52	£75.00	100.00%
1230	Climate Change	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
	Total Town Business Committee	£399,580.00	£9,396.52	£192,219.04	£216,757.48	-54.25%
	Total Town Business Committee In	£458,480.00	£0.00	£218,013.73	-£240,466.27	
	Total Town Business Committee Ex	£399,580.00	£9,396.52	£192,219.04	£216,757.48	
	Total Net Balance	£58,900.00		£25,794.69		

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
4573		£230.40	1220/3	29/08/25	Abbey Loos - Portaloo hire - Ship Inn Site	81718
		£230.40			Abbey Loos - Total	
4570		£2,394.00	1220/3	28/08/25	Cotswold Surfacing Co - Ship Inn Site - Construction and installation of footpath on jct. Bristol Rd and Downton Rd	9621
		£2,394.00			Cotswold Surfacing Co - Total	
4574		£600.00	1090/3	27/08/25	Dor2Dor - Delivery of Stonehouse News Autumn 2025	2316
		£600.00			Dor2Dor - Total	
4553		£24.00	1080/1	19/08/25	Easy Window Cleaning - Sep '25 - TH	29252
		£24.00			Easy Window Cleaning - Total	
4554		£101.76	1190/3	20/08/25	GB Sport & Leisure - Bolt, shackle and bearing - Basket Swing, OEL	
		£101.76			GB Sport & Leisure - Total	
4540		£45.67	1150/5	06/08/25	Grundon Waste Management Ltd - Jul '25 - Waste - Workshop	1323768
		£45.67			Grundon Waste Management Ltd - Total	
4572		£322.15	1040/1	01/09/25	Jireh Solutions Ltd - September '25 Contract	33734
		£322.15			Jireh Solutions Ltd - Total	
4568		£360.00	1190/4	26/08/25	JPR Environmental - Removal of Himalayan Balsam - Stagholt Brook	7170
		£360.00			JPR Environmental - Total	
4542		£62.40	1190/2	12/08/25	Kellaway Building Supplies Ltd - Dumpy Bag - Topsoil	003178578
4556		£83.96	1190/2	21/08/25	Kellaway Building Supplies Ltd - Dumpy Bag - Topsoil & Marker Paint - OEL	3189608
4557		£62.40	1190/2	21/08/25	Kellaway Building Supplies Ltd - Dumpy Bag - Topsoil - OEL	3192513
		£208.76			Kellaway Building Supplies Ltd - Total	
4564		£120.00	2050/3	26/08/25	MDL Kelex - Banners - Community Festival	25475
		£120.00			MDL Kelex - Total	
4563		£2,952.60	1190/1	25/08/25	T W Hawkins & Sons - Aug '25 - Contract mowing	14220

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
		£2,952.60			T W Hawkins & Sons - Total	
		£4,060.12			Confidential - Staff Costs	
Total		£11,419.46				

Signature _____
Date _____

Signature _____

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

Debit Card Approval List

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
4544		£87.36	1090/2	14/08/25	Gloucestershire County Council - DBS Check for Tony Gaylard	
4545		£87.36	1090/2	14/08/25	Gloucestershire County Council - DBS Check for Paul Crosby	
		£174.72			Gloucestershire County Council - Total	
4569		£432.00	2050/3	27/08/25	Smiths Gloucester LTD - General waste bins - Sttonehouse Community Festival.	
		£432.00			Smiths Gloucester LTD - Total	
4562		£61.07	1150/4	26/08/25	Viking - Hand Towel Dispenser - Workshop	6227154
		£61.07			Viking - Total	
4547		£20.00	1040/4	14/08/25	Voipfone - Auto Top Up	1014803264
4548		£8.40	1040/4	14/08/25	Voipfone - August '25 - Renewal of Number & PBX	1014803584
		£28.40			Voipfone - Total	
Total		£696.19				

Signature

Signature

Date

Expenditure transactions

Start of year 01/04/25

Confidential - Staff Costs

Tn no	Gross	Vat	Net	CtteeInvoice date	Details	Cheque	Cheque Total
4559	£4,060.12	£0.00	£4,060.12	BUS 22/08/25	HMRC	August '25	
Total	£4,060.12	£0.00	£4,060.12				

Stonehouse (North Ward & South Ward) Election Recharge

Electoral Area	Stonehouse (North & South Ward)
Date of Election	18 March 2025



**STROUD
DISTRICT
COUNCIL**
www.stroud.gov.uk

Electorate	4522
Postal voters	692

POLLING STATIONS		COST	NOTES
No' of polling stations	2	£575.00	As per booking forms (includes a double station)
Polling booth delivery & pick up	1	£0.00	Neighbourhood Wardens delivered - Free
Presiding Officer	3	£1,052.19	PO rate £282.60 x 3; Mileage £4.50 x 2; Mileage £9 x 1; Training £25 x 3; Holiday Pay £37.13 x 3
Poll Clerks	8	£1,873.28	PC Rate £200 x 8; £25 in person training x 8; Mileage £0 x 1; Mileage £4.50 x 4; Mileage £9 x 2; Mileage £20 x 1; Holiday Pay £27.16 x 8
PRINTING		NET	NOTES
Ballot papers (Print 110%)	5400	£465.00	£0.086p per elector (Postal ballots; polling station ballots and tendered)
Poll Cards	4522	£439.00	£0.097p per elector (polling station; postal; proxy)
Postal Packs (does not include ballot papers)	792	£337.00	£0.425p per elector (Includes reissue packs)
POSTAGE		NET	NOTES
Poll card postage	3830	£2,106.50	£0.55p per poll card
Postal vote postage outgoing	692	£678.16	£0.98 per pack sent
Postal vote postage returns	331	£393.89	£1.19 a return
COUNT		COST	NOTES
Count venue	1	£0.00	No charge for this election.
Count Assistants	5	£224.15	Rate - £40 x 5 Holiday Pay - £4.83 x 5
Verification Officer	1	£56.04	Rate - £50 x 1 Holiday Pay - £6.04 x 1
Count Table Leader	1	£56.04	Rate - £50 x 1 Holiday Pay - £6.04 x 1
Postal Count and Count Assistant	1	£44.83	Rate - £40 x 1 Holiday Pay - £4.83 x 1
		Net total	
		£8,301.08	
		VAT (printing & Postage Only)	
		£884.21	
		TOTAL COST	
		£9,185.29	

Notes from a meeting of the Climate Change Working Group of Stonehouse Town Council on 4th August 2025

Present: Carol Trim, Simon Macgregor, Carol Kambites

In attendance: Carlos Novoth

1. Lighthouse Sustainability Course

Carol Trim explained that she had done a carbon literacy course with Lighthouse Sustainability. She would like to take it further and train as a trainer. She would then be in a position to run sessions for community groups, schools, businesses etc on behalf of the Town Council. It was suggested that she should start by running a session for the Town Council, including Councillors and staff.

It was agreed to recommend to Business Committee that Stonehouse Town Council would pay for Carol Trim to attend the Lighthouse Sustainability Train the Trainer course at a cost of £750 + VAT.

2. Carbon Footprinting tools

It was agreed to research Carbon Footprinting Tools with a view to measuring the footprint of the Council and prioritising ways to reduce it.

3. Air Pollution Monitoring

It was agreed to resume air pollution monitoring at the same sites as before to assess whether it had got better or worse.

4. Heat guns

It was agreed to research buying a heat gun to loan out to residents to use to research where their houses were losing heat. Carlos to ask Severn Wye for a recommendation.

5. E-bike publicity

It was felt that the ebike scheme needed more publicity locally. Carol K to investigate.

6. Climate Action Plan

All to look at the Climate Action Plan with a view to discussing at our next meeting.

Next meeting Monday 6th October 10am



STONEHOUSE
TOWN COUNCIL

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

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

Stonehouse Community Grant Application Form

Name of Club, Group or Organisation

Stonehouse in Bloom

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

Pam Swain - Chairperson

Address

[REDACTED]
[REDACTED]
[REDACTED]

Telephone Number:

[REDACTED]

email:

[REDACTED]

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

Is your organisation:

1) Stonehouse based for Stonehouse residents

☒ YES / NO

2) a Gloucestershire Organisation serving Stonehouse

YES / ☒ NO

3) Stonehouse branch of a National Organisation

YES / ☒ NO

4) Other

How much of the funds you raise is used locally?

☒ ALL / MOST / SOME / NONE

What is your total local membership?

32

What is your VAT status?

REGISTERED / ☒ NOT REGISTERED

What are the aims and objectives of your Organisation?

To improve the local environment for the whole community:- by creating shrub & flower beds, placing planters, baskets and pole planters around the town -
- by working with schools, care homes and local charities to produce artwork which enhances a sense of well being for those who create it and for those who view it.

Details about the grant you are applying for:

To which Funding Scheme are you applying (please tick)

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

What will the grant be used for?

To buy summer bedding plants for the baskets, pole planters and High Street planters; winter bedding plants for some planters and add more perennial plants.

What is the total cost going to be?

£4,500

How much would you like Stonehouse Town Council to contribute?

£3,000

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

£1,500 from local business sponsorship

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

Stall at Goodwill, 4 x afternoon teas, sale of SIB cards

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

£194.1

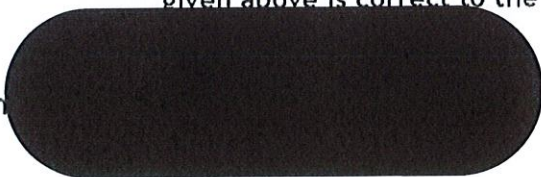
What impact will the project have on the environment?

The choice of plants increases the biodiversity in the town and encourages pollinators. SIB volunteers are constantly thanked by passers by for making the town such a lovely place to live.

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

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

Sign



Date 31st July 2025

Income 2024

Opening Balance	5262.52
Bank account	5217.16
Cash	45.36
Stonehouse Gardening Club	50
Postcard sales at Stonehouse GC	40
Postcard sales	20
Lucky Severn Lottery	28.5
All Pets sponsorship	30
Norville sponsorship	60
The Barber Shop sponsorship	60
Lucky Severn Lottery	32.5
D. Georgieva donation	20
MDHP sponsorship	60
La Campagna sponsorship	100
Funeral partners sponsorship	60
SJR Carpets sponsorship	60
AM Property sponsorship	30
Daniels sponsorship	30
World Guitars sponsorship	60
Bridge Football Academy sponsorship	60
AC's Elm Road sponsorship	20
Postcard income	50
Active Support (Scouts) Social Club Talk	263
SIB Cream Tea fundraising	60
Naylor Powell sponsorship	60
C Maddox - Eurolink sponsorship	300
Wycliffe College	100
Leeper Prosser	

Lucky Severn Lottery	20
Interest	41.06
Premier	30
Broomhalls	30
Wholehearted	15
Cotswold Prime Meats	50
Postcard money	55
Stonehouse Town Council Grant	3000
D-Day celebration plant sale	148.2
July 14 Tea in the OCG	244
Interest	41.59
September 14 Tea in the OCG	323
Donation from member of the public	10
New card sales	30
Raffle at SIB celebration evening	83
Gloucestershire Scouts Assoc talk	50
Card sales	15
New card sales	200
Wine repayment	54.97
Interest	29.46
Lucky Severn Lottery	22.5
Stonehouse Rotary talk	50
Tracey Elliott donation	30
Red Kite sponsorship	60
Mother's Union talk	30
Lucky Severy Lottery	19.5
A&M Mann donation	20
Lucky Severn Lottery	22.5
Lucky Severn Lottery	17
FP Gloucestershire donation	30
Interest	53.26
Lucky Severn Lottery	16
Lucky Severn Lottery	21

Business sponsors

All Pets	30
Norville	60
Barber Shop	60
MDHP	60
La Campagna	100
Funeral Partners	60
SJR Carpets	60
AM Property	60
Daniels	30
World Guitars	30
Bridge Football Academy	60
AC's Elm Road	60
Naylor Powell	60
Clare Maddox - Eurolink	60
Wycliffe College	300
Leeper Prosser	100
Premier	30
Broomhalls	30
Wholehearted	15
Cotswold Prime Meats	50
	1315

SA & JM Pearson donation	50
Bridge Football donation	19
Lucky Severn Lottery	18
Lucky Severn Lottery	18
GWR Grant for winter planting	341
Jennifa Lowe donation	30
Lucky Severn Lottery	18
Total income	7070.04
Opening balance	5262.52
Total income 2024	7070.04
Total	12332.56
Total expenditure 2024	7601.03
Closing balance	4731.03
Bank	4298.64
cash	432.44

EXPENDITURE 2024

RHS insurance 2024, 2025	Jan-30 Receipt No 1	80 DC	See electronic receipt in SIB 2024 folder. Remaining funds = grant from the Mayfield Trust
SIB_Dotary portion of com garden bench	Feb-16 Receipt No 2	355 PS	
Trellis for station planter	05-Mar Receipt No 3	372 DC	
Paint for art boards	24-Feb Receipt No 4	22 PS	
Materials for planter	Feb-24 Receipt No 5	75.05 GP	
Seeds and plants for Apoth and OCG	19-Mar Receipt No 6	41.52 JG	
Paint for second batch of art boards	26-Mar Receipt No 7	22 PS	See electronic receipt in SIB 2024 folder
Community Rail membership	19-Mar Receipt No 8	30 DC	See electronic receipt in SIB 2024 folder
Heart of England in Bloom entry fee	25-Mar Receipt No 9	110 DC	See electronic receipt in SIB 2024 folder
Capillary matting	16-Apr Receipt No 10	44.99 DC	See electronic receipt in SIB 2024 folder
Paint for art boards	18-Apr Receipt No 11	42.2 SF	
Seaweed Feed	May-21 Receipt No 12	229.47 DC	See electronic receipt in SIB 2024 folder
Perennials for planters	May-20 Receipt No 13	48.27 DC	
4ft planter for High Street	May-18 Receipt No 14	115.68 DC	
6 bags of Mother Earth compost	May-18 Receipt No 15	40 GP	
Capillary matting	May-12 Receipt No 16	37.99 DC	See electronic receipt in SIB 2024 folder
Hessian Sacks	May-21 Receipt No 17	32.33 PS	See electronic receipt in SIB 2024 folder
Zakka plants	Apr-27 Receipt No 18	12 CG	
Plants for OCG	May-20 Receipt No 19	25.2 DG	
Plants for tree bed	Jun-11 Receipt No 20	35.1 DG	
Plants from Pound Farm	Jun-18 Receipt No 21	3270 PF	
Everedge	Jun-23 Receipt No 22	110.88 PS	See electronic receipt in SIB 2024 folder
Plants for bikes	Jun-01 Receipt No 23	72.45 PS	See electronic receipt in SIB 2024 folder
Key safe	Jun-11 Receipt No 24	17.99 GP	
Hanging basket brackets x 5	Jun-08 Receipt No 25	46.5 PS	
100 x 9cm erigeron plants	Jun-26 Receipt No 26	128.4 DC	
Gorilla Glue	Jun-19 Receipt No 27	9.8 DC	
Lamppost paint	04/07/2024 Receipt No 28	60 PS	
Plants	25-Jun Receipt No 29	13.5 GP	
Plants	24-Jun Receipt No 30	29.12 DG	
Plants for station steps stone planter	29-Jun Receipt No 31	45 DC	
Peg gravel	Jul-10 Receipt No 32	22.68 DC	See electronic receipt in SIB 2024 folder
New Canal Board	Jul-17 Receipt No 33	516 DC	See electronic receipt in SIB 2024 folder
New Cards for fundraising	Aug-18 Receipt No 34	174.91 SF	
Napkins plates	Jul-17 Receipt No 35	5 DG	
Milk for judging day event	Jul-17 Receipt No 36	2.1 DG	
Plants for OCG and wooden planters	Jul-22 Receipt No 37	27 DG	
Biscuits for judging day event	Jul-17 Receipt No 38	4.08 DG	
Tracheospermum for station planter	19-Jul Receipt No 39	14.9 PS	
Portfolio and signage for SIB 2024	Jul-30 Receipt No 40	50 PS	See electronic receipt in SIB 2024 folder
Winter planting/compost	Jul-17 Receipt No 41	748 JMC	See electronic receipt in SIB 2024 folder
Screws etc for Apoth Garden Signs	Oct-12 Receipt No 42	80.5 LP	
New reservoirs for wooden planters	Oct-31 Receipt No 43	27.71 AF	
SumUp card machine	Sep-20 Receipt No 44	84.94 BC	
High Street winter bedding	Nov-04 Receipt No 45	58.8 DC	See electronic receipt in SIB 2024 folder
Plants	Sep-26 Receipt No 46	8 CG	
SIB Celebration Evening	Sep-30 No Receipt	25.35 DG	
Donation from raffie to Community Centre	Nov-07 Receipt No 47	40	
Paper cups for Goodwill	Nov-07 Receipt No 48	23 PS	
New fig tree for wooden planter	Nov-30 No Receipt	27 PS	See electronic receipt in SIB 2024 folder
Plants Pound Farm winter bedding	Nov-30 Receipt No 49	328.25 PF	See electronic receipt in SIB 2024 folder
Mulled wine for Goodwill	Oct-31 Receipt No 50	54.97 MB	
	Dec-02 Receipt No 51	7601.03	

Total expenditure 2024

7601.03



STONEHOUSE
TOWN COUNCIL

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

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

Stonehouse Community Grant Application Form

Name of Club, Group or Organisation
Transition Stroud

Name of person submitting application (inc. position in the organisation)
[REDACTED] Director at Transition Stroud

Address
[REDACTED]

Telephone Number [REDACTED] email: [REDACTED]

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

Is your organisation:

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

How much of the funds you raise is used locally? ALL

What is your total local membership? 200

What is your VAT status? NOT REGISTERED

What are the aims and objectives of your Organisation?

Transition Stroud is a network for people and groups working on the transition to a locally-based low carbon lifestyle. We focus on key areas such as transport, food, energy, reuse and repair and other community focused projects to help reduce our impact on the climate.

Details about the grant you are applying for:

To which Funding Scheme are you applying (please tick)

- Small grants (under £1000)

What will the grant be used for?

To buy litter pickers, books and reading sessions for primary school across the District, benefiting over 7,000 children. The Shrubberies School in Stonehouse has signed up to the campaign, requesting 40 litter pickers.

What is the total cost going to be?

£10,000

How much would you like Stonehouse Town Council to contribute?

£390 (£240 for 40 litter pickers, £100 for a box of books themed around litter and £50 nominal contribution to a reading session, to further educate about the importance of caring for the environment.)

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

£1,700 has been raised so far.

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

There is an active fundraiser called 'Litter Pickers for Little Pickers' <https://www.justgiving.com/crowdfunding/litterpickersforlittlepickers>. Grant applications have also been made to other parish and town councils. Fundraising challenges are also happening.

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

Please refer to supporting documents.

What impact will the project have on the environment?

The project will enable 134 primary aged children who live and/or attend school in Stonehouse to play their part in helping to keep the local environment clean. Encouraging children into the habit of picking up litter from an early age helps to develop long term behaviour change, fostering that sense of social responsibility.

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

An application has been made to the Guinness World Records to create a new world record for the number of schools to take part in a litter pick simultaneously. Awaiting decision.

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

Signe

Date 17th June 2025

Statutory accounts information

Income and Expenditure

Income	
Grants and donations	£35,714.95
Fees	£2,160.00
Bank interest	£0.00
Sundry income	£0.00
Total income	£37,874.95

Expenditure	
Projects	£27,274.71
Core services	£8,274.09
Total expenditure	£35,548.80
Net income (expenditure)	£2,326.15

Cash summary

Cash comprises:

Co-Op Bank	£11,884.73
TOTAL	£11,884.73

Balance sheet

Fixed assets	£12,559.62
Current assets	
Cash in hand and at bank	£11,884.73
Debtors	
Total current assets	£11,884.73
Current Liabilities	
Creditors (inc deferred income)	£14,552.94
NET CURRENT ASSETS	£9,891.41
Creditors due after 1 year	£0.00
NET ASSETS	£9,891.41
Funds	
Funds at start of year	£7,565.26
Net income for the year	£2,326.15
FUNDS	£9,891.41

Of which:

Ringfenced funds	£1,991.96
General fund	£9,892.77
TOTAL	£11,884.73
Core costs for rest of year (net of core income)	£195.00
Available for unrestricted activities (OR deficit on core costs)	£9,697.77

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BRANCH : BUSINESS DIRECTPLUS 0892996536639400 PAGE 179
BIC : CPBKGB22 IBAN : GB42CPBK08929965366394
TYPE : CHARITY COMM TRANSITION STROUD 30 MAY 25

Date	Description	Withdrawals	Deposits	Balance
22 MAY 25	BROUGHT FORWARD			12,900.34
22 MAY 25	Stripe Payments UK STRIPE		68.96	12,969.30
23 MAY 25	Stripe Payments UK STRIPE		63.34	13,032.64
27 MAY 25	READ NC DONATIONREA		10.00	13,042.64
28 MAY 25	Stripe Payments UK STRIPE		29.44	13,072.08
30 MAY 25	Gloucestershire Co Stroud e-bikes	1,443.12		
30 MAY 25	Stripe Payments UK STRIPE		88.16	11,717.12



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

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

Stonehouse Community Grant Application Form

Name of Club, Group or Organisation

Insight Gloucestershire

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

Joni Hannah (Fundraiser)

Address

[REDACTED]
[REDACTED]

Telephone Number:

[REDACTED]

email:

[REDACTED]

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

Is your organisation:

- | | |
|--|--------------------------------|
| 1) Stonehouse based for Stonehouse residents | <input type="checkbox"/> / NO |
| 2) a Gloucestershire Organisation serving Stonehouse | YES / <input type="checkbox"/> |
| 3) Stonehouse branch of a National Organisation | <input type="checkbox"/> / NO |
| 4) Other | |

How much of the funds you raise is used locally?

☐ / SOME / ☐

What is your total local membership?

35 registered users living in GL10

What is your VAT status?

REGISTERED / ☐

What are the aims and objectives of your Organisation?

Insight Gloucestershire is the leading local sight loss charity providing face-to-face support for blind and visually impaired people in the county. Our aims are to ensure that those living with sight loss in Gloucestershire know where they can find relevant support and are able to access timely and appropriate services; to provide a high-quality service; and to help enable blind and visually impaired people to live independently.

We realise that objective by providing free practical and emotional support to those affected by sight loss, as well as fostering social connections to combat isolation. Practical support includes technology demonstrations, daily living aids, lighting and magnification tools, and more. Emotional support includes 1-to-1 advice and guidance, social groups, peer support and organised activities such as theatre and lunch clubs.

Details about the grant you are applying for:

To which Funding Scheme are you applying (please tick)

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

What will the grant be used for?

The grant will be used towards the cost of running one of our monthly Community Hubs, the closest to Stonehouse being our Stroud hub at the Subscription Rooms. At our Community Hubs, our Sight Loss Advisor can offer one-to-one appointments for advice and guidance, drop-in sessions, technology demonstrations as well as a peer support social group.

The Hub offers a space for blind and visually impaired people to receive support and socialisation in a local, town centre setting with easy transport links. We have identified isolation as one of the main challenges faced by those with sight loss, and our Hub model aims to tackle that issue - people are welcome to turn up simply for a chat, a cup of tea and some company at the social group.

What is the total cost going to be?

£2,700 for 12 months

How much would you like Stonehouse Town Council to contribute?

£1,000

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

Stroud District Council: £500 (district council area only)

Renishaw PLC Charities Committee: £500 (Stroud and Nailsworth Hubs)

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

We have had recent success in local Community Fundraising efforts, raising £387 from our stall at Stonehouse Canal Festival in June 2025. We intend to continue attending similar events in the region to raise awareness of our cause and generate funds.

We are also applying for similar grants from Town Councils, usually restricted to the town council area in which we run a hub. Larger, general funding applications are made throughout the year to Trusts and Foundations, with some focus on our hub model, as our sight loss services (and how we deliver them in the community) form the majority of our charitable activity.

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

Current account - £2,919.54

Savings - £92,853.36

What impact will the project have on the environment?

The Community Hub project has minimal impact regarding the environment. When starting up a new hub we choose a location that is easily accessible and close to other amenities, such as supermarkets, libraries and banks. Once service users are confident and comfortable visiting us, they then have access to other nearby resources to access independently. This could lead to less frequent trips in polluting vehicles such as private taxis.

Furthermore, public transport links are a key factor in choosing our hub locations, once again encouraging more environmentally friendly transport options. Our hubs are always based in towns that have a bus service and sometimes a train station. Our Stroud hub is approximately 3 miles from Stonehouse with a frequent bus service.

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

Signed



Date 15/07/2025

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

Insight Gloucestershire
Statement of Financial Activities
For the year ended 31 March 2024

		Unrestricted fund	Restricted fund	31.3.24 Total funds	31.3.23 Total funds
	Notes			£	£
Incoming Resources					
Donations And Legacies		60,157	128,144	188,301	217,956
Other Trading Activities	2	16,745		16,745	25,311
Investment Income	3	<u>6,017</u>	<u>-</u>	<u>6,017</u>	<u>6,265</u>
Total Incoming Resources		<u>82,919</u>	<u>128,144</u>	<u>211,063</u>	<u>249,532</u>
Resources Expended					
Raising Funds		8,550	16,596	25,146	22,743
Charitable Activities					
Support for people with sight loss		127,564	77,893	205,457	222,695
Governance costs		<u>1,463</u>	<u>-</u>	<u>1,463</u>	<u>1,138</u>
Total Resources Expended		137,577	94,489	232,066	246,576
Net Gain/ (Losses) on Investments		(1,505)		(1,505)	(20,376)
Net Income / Expenditure		(56,163)	33,655	(22,508)	(17,420)
Total Funds Brought Forward		<u>329,699</u>	<u>-</u>	<u>329,699</u>	<u>347,119</u>
Total Funds Carried Forward		<u>273,536</u>	<u>33,655</u>	<u>307,191</u>	<u>329,699</u>

The notes form part of these financial statements

Insight Gloucestershire


Balance Sheet

For the year ended 31 March 2024

	Notes	Unrestricted funds	Restricted funds	31.3.24 Total funds £	31.3.23 Total funds £
Fixed Assets					
Tangible Assets	6	88,892	-	88,892	88,892
Investments	7	<u>74,337</u>	<u>-</u>	<u>74,337</u>	<u>150,256</u>
		163,229		163,229	239,148
Current Assets					
Stock	8	3,696	-	3,696	2,334
Debtors	9	1,946	-	1,946	-
Prepayment and Accrued Income		1,349	-	1,349	3,685
Cash At Bank		<u>106,468</u>	<u>33,655</u>	<u>140,123</u>	<u>88,214</u>
		113,459	33,655	147,114	94,233
Creditors					
Amounts Falling Due within One Year	10	<u>(3,152)</u>	<u>-</u>	<u>(3,152)</u>	<u>(3,683)</u>
Net Current Assets		<u>110,307</u>	<u>33,655</u>	<u>143,962</u>	<u>90,550</u>
Total Assets Less Current Liabilities		273,536	33,655	307,191	329,699
Net Assets		<u>273,536</u>	<u>33,655</u>	<u>307,191</u>	<u>329,699</u>
Funds					
Unrestricted Funds	11			273,536	329,699
Restricted funds				<u>33,655</u>	<u>-</u>
Total Funds				<u>307,191</u>	<u>329,699</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 24th September 2024 and were signed on its behalf by:

Ann Lightfoot
Chair of Trustees



The notes form part of these financial statements



TOWN HALL, 1 QUEENS ROAD, STONEHOUSE, GLOUCESTERSHIRE GL10 2QA
Telephone: 01453 822070 email: townclerk@stonehousetowncouncil.gov.uk

Stonehouse Community Grant Application Form

Name of Club, Group or Organisation

SUNFLOWERS SUICIDE SUPPORT

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

ABBIE WARREN

Address

[REDACTED ADDRESS]

Telephone Number

email

[REDACTED TELEPHONE NUMBER AND EMAIL]

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

Is your organisation:

- 1) Stonehouse based for Stonehouse residents
- 2) a Gloucestershire Organisation serving Stonehouse
- 3) Stonehouse branch of a National Organisation
- 4) Other

YES / NO

YES / NO

YES / NO

WE ALSO SUPPORT ALL OF GLOUCESTERSHIRE

How much of the funds you raise is used locally?

ALL / MOST / SOME / NONE
IN GLOUCESTERSHIRE

What is your total local membership?

474 IN GLOUCESTERSHIRE

What is your VAT status?

REGISTERED / NOT REGISTERED

What are the aims and objectives of your Organisation?

WE SUPPORT FAMILIES AFFECTED BY SUICIDE AND PROVIDE SUICIDE AWARENESS TRAINING TO REDUCE THE NUMBER OF PEOPLE WHO TAKE THEIR OWN LIVES.

Details about the grant you are applying for:

To which Funding Scheme are you applying (please tick)

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

What will the grant be used for?

TO DELIVER SUICIDE AWARENESS TRAINING TO
UP TO 50 PEOPLE IN OUR COMMUNITY

What is the total cost going to be?

£2262

How much would you like Stonehouse Town Council to contribute?

£1000

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

AT PRESENT WE HAVE NOT RAISED FUNDS FOR
THIS SPECIFIC PROJECT.

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

WE RUN FUNDRAISING EVENTS, ASK CORPORATE SPONSORS
TO HOLD AND APPLY FOR SMALL GRANTS

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

£187,752. THIS IS A MIXTURE OF RESTRICTED FUNDS,
ALLOCATED FUNDS AND ON TARGET RESERVES

What impact will the project have on the environment?

THE COURSE WILL BE A MIXTURE OF IN PERSON + ONLINE
OPTION TO REDUCE TRAVEL.

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

WE ARE AIMING THIS YEAR TO CREATE A SUICIDE SAFER
STAMP OF APPROVAL FOR ORGANISATIONS SO EVERYONE CAN PLAY A
PART IN SUICIDE PREVENTION

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

Signed

[Redacted Signature]

Date

08/08/2025

Sunflowers Suicide Support

Statement of Financial Activities for the Year Ended 31 March 2024

	Notes	Unrestricted fund £	Restricted fund £	31.3.24 Total funds £	31.3.23 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		123,456	160,249	283,705	200,762
Other trading activities	2	26,340	-	26,340	11,013
Investment income	3	-	-	-	954
Total		<u>149,796</u>	<u>160,249</u>	<u>310,045</u>	<u>212,729</u>
EXPENDITURE ON					
Raising funds		3,855	19,215	23,070	19,061
Charitable activities					
General activities		<u>184,880</u>	<u>68,845</u>	<u>253,725</u>	<u>156,027</u>
Total		<u>188,735</u>	<u>88,060</u>	<u>276,795</u>	<u>175,088</u>
NET INCOME/(EXPENDITURE)		(38,939)	72,189	33,250	37,641
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>203,581</u>	<u>3,028</u>	<u>206,609</u>	<u>168,968</u>
TOTAL FUNDS CARRIED FORWARD		<u>164,642</u>	<u>75,217</u>	<u>239,859</u>	<u>206,609</u>

The notes form part of these financial statements

Sunflowers Suicide Support

Balance Sheet
31 March 2024

	Notes	Unrestricted fund £	Restricted fund £	31.3.24 Total funds £	31.3.23 Total funds £
CURRENT ASSETS					
Debtors	6	49,732	-	49,732	11,540
Cash at bank and in hand		<u>139,782</u>	<u>75,217</u>	<u>214,999</u>	<u>195,094</u>
		189,514	75,217	264,731	206,634
CREDITORS					
Amounts falling due within one year	7	(24,872)	-	(24,872)	(25)
		<u>164,642</u>	<u>75,217</u>	<u>239,859</u>	<u>206,609</u>
NET CURRENT ASSETS					
		<u>164,642</u>	<u>75,217</u>	<u>239,859</u>	<u>206,609</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>164,642</u>	<u>75,217</u>	<u>239,859</u>	<u>206,609</u>
NET ASSETS					
		<u>164,642</u>	<u>75,217</u>	<u>239,859</u>	<u>206,609</u>
FUNDS	8				
Unrestricted funds				164,642	203,581
Restricted funds				<u>75,217</u>	<u>3,028</u>
TOTAL FUNDS				<u>239,859</u>	<u>206,609</u>

The financial statements were approved by the Board of Trustees and authorised for issue on
18.09.24 and were signed on its behalf by:



Mr A Mulla - Trustee

The notes form part of these financial statements

Town Clerk

From: Stewart, Nick <Nick.Stewart@stroud.gov.uk>
Sent: 28 July 2025 12:45
To: Town Clerk
Subject: Land at Juniper Way, Stonehouse
Attachments: Land adj 37 Juniper Way 1250.pdf

Carlos Novoth
Town Clerk
Stonehouse Town Council

Dear Carlos

Stroud District Council intends to sell a small parcel of enclosed surplus land at Juniper Way. Receipts from Housing Revenue Accounts small site sales help to fund our New Homes developments.

District & Town Councillor John Callinan has suggested that the Town Council may want to buy the plot. I would be grateful if you could confirm whether that is the case. To allow your council time to consider this could you let me know by 30th September if you wish to acquire the land. We otherwise intend to auction it in October.

If the Town Council is interested the 1:1 disposal would be at market value. We would need your confirmed offer by 30th September.

The site is about 640sqm/0.16 acres and shown on the attached plan. There are no related planning applications.

I look forward to hearing from you.

Yours sincerely



Nick Stewart MRICS
Principal Estates Surveyor
Stroud District Council
Ebley Mill, Ebley Wharf
Stroud, Gloucestershire. GL5 4UB

T 01453 754437

W www.stroud.gov.uk

*Working together to make Stroud district a better place to
live, work and visit*



Stonehouse Town Council

Standing orders

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

The Proper Officer will be the Town Clerk

These Standing orders should be read in conjunction with all relevant policies/documents produced by the council.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.

- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the

meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

2. **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. **MEETINGS GENERALLY**

- Full Council meetings •
- Committee meetings •
- Sub-committee meetings •
- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting. Questions from the public may be answered at a later date according to the discretion of the Chair. Meetings can be suspended by resolution to involve the public at any time.
- g A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- h Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- i **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- j **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- k **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- l **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- m **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- n **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- o **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- p **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
 - i. The minutes of a meeting shall include an accurate record of the following, the time and place of the meeting, the names of councillors who are present and the names of councillors who are absent, interests that have been declared, dispensations granted, withdrawal due to declared interest, public attendance, and resolutions made.
- q **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- r **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.** Deferring an item will always be considered if fewer than half the total number of councillors on the council or the committee are present.

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- s **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- t A meeting shall not exceed a period of 2.5 hours unless a motion is passed to suspend this standing order.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

- c. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d. The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer () days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. **ORDINARY COUNCIL MEETINGS**

- a. **In an election year, the annual meeting of the Council shall be held on or**

within 14 days following the day on which the councillors elected take office.

- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h Neither the Chair or the Deputy Chair may hold the same office for more than 4 consecutive years but may stand for re-election after a further 4 years has elapsed.**
- i In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- j In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- k Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:**
 - i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the**

Council;

- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. **EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [may convene an extraordinary meeting of the committee at any time.

7. **PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. **VOTING ON APPOINTMENTS**

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

9. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory

functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;

- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xi. to not hear further from a councillor or a member of the public;
- xii. to exclude a councillor or member of the public for disorderly conduct;
- xiii. to temporarily suspend the meeting;
- xiv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xv. to adjourn the meeting; or
- xvi. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. **DRAFT MINUTES**

- Full Council meetings •
- Committee meetings •
- Sub-committee meetings •

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.

- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a **Upon notification by the Principal Council that a councillor or non-**

councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least () days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Environment Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. **RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

- v. whether contracts with an estimated value below [60,000] due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Human Resources sub-committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of [the HR committee or, if they are not available, the vice-chair of the committee of absence occasioned by illness or other reason and that person shall report such absence to the HR meeting at its next meeting.
- c The chair of the Human resources sub-committee or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the HR sub-committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the HR sub-committee] or in their absence, the vice-chair of the HR sub-committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the HR sub-committee].
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the chair or vice-chair of HR sub-committee], this shall be communicated to another member of the HR sub-committee], which shall be reported back and progressed by resolution by the HR sub-committee].
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

- b. *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**
(Below is not an exclusive list).

See also standing order 11.

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

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

The above is applicable to a Council with a common seal.

OR

[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

The above is applicable to a Council without a common seal.

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.