



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 22nd May 2023 at 7pm at the Stonehouse Town Hall/Library, Queens road, Stonehouse, GL10 2QA

Committee Members:

Councillors: John Callinan (Committee Vice Chair), Keith Creighton, Mike Davis (Committee Chair), Mark Edwards, Carol Kambites, Gary Powell, Wendy Thomson and Theresa Watt

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

17th May 2023

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

A G E N D A

B/528 To receive apologies

B/529 To appoint the Business Committee Convener/Chair

B/530 To appoint the Business Committee Vice Chair

B/531 To receive Declarations of Interest

B/532 To approve the minutes of the Business Committee meeting held on 24th April '23

B/533 To receive the latest budget position

B/534 To approve the latest payments list

B/535 To note HMRC's notice to Stonehouse Town Council

B/536 To note changes made by CCLA (Churches, Charities and Local Authority) to the operation of the Public Sector Deposit Fund

B/537 To approve the following grant applications:

- Great Oldbury Youth Football Club
- Citizens Advice

B/538 To consider for approval, payment for additional works undertaken by 'STL' to ensure the successful operation of the town's Christmas lights in December 2022

B/539 To review Terms of Reference for the committee's working groups

B/540 To approve changes to working group conveners

B/541 To consider the provision of Internet access to the town council's Pavilion and Workshop

B/542 To receive an update on the town council's discussions with the Market CIC

B/543 To receive updates from the following working groups:

- | | |
|--------------------------------|-----------------------------|
| 1. Climate Change Action Forum | 2. Oldends Lane Development |
| 3. Support Stonehouse | 4. Youth |
| 5. Policy | 6. Internal Audit Panel |

B/544 To approve repairs to and repainting of the Pavilion changing rooms floors

B/545 Clerk's progress update

B/546 To note the date of the next meeting - Monday 26th June 2023

A G E N D A

B/538 To receive apologies

B/539 To appoint the Business Committee Convenor/Chair

B/540 To appoint the Business Committee Vice Chair

B/541 To receive Declarations of Interest

B/542 To approve the minutes of the Business Committee meeting held on 24th April 23

B/543 To receive the latest budget position

B/544 To approve the latest payments list

B/545 To note HARC's notice to Stonehouse Town Council

B/546 To note changes made by CCLA (Churches, Charities and Local Authority) to the operation of the Public Sector Deposit Fund

B/547 To approve the following grant applications:

- Great Oldbury Youth Football Club
- Citizens Advice

B/548 To consider for approval, payment for additional works undertaken by STJ, to ensure the successful operation of the town's Christmas lights in December 2023

B/549 To review Terms of Reference for the committee's working groups

Notes on Agenda items, Business Committee Monday 22nd May '23

B/532 BC Minutes	Minutes attached
B/533 Budget report	Report attached
B/534 Payment list	Payment list attached
B/535 HMRC Letter	See attached letter
B/536 CCLA Operational changes	See attached letter and accompanying support information from CCLA and email dated 18 th May
B/537 Grants	See attached grant applications
B/538 Christmas Lights	In the lead up to Goodwill last year, the town council engaged a Gloucester based company to effect specific repairs to several lighting columns along the High street and erect the town's Christmas Light Motifs. The company provided the following quotes: - To install and remove motifs to lamp columns and wall fixings and 12 Christmas trees to wall mounted holders - £1,470 - To install enclosures and earth wire to 6 lamp post supplies – £1,028 The total quote was for £2,498 – in addition to this work, the company was asked to provide and fix column mounting brackets at a further cost of £398.16 In the process of undertaking this work, the company came across additional issues that required attention, one of which involved the need to replace several time clocks and RCBOs. In presenting his last invoice, the company stated that he mentioned this to the Clerk in passing and in light of the urgent need to complete this work in time for the 'switch on', the company continued to complete the further repairs without written confirmation from the Clerk. This amounted to a further £591 in costs. The company engaged to undertake the work was reliable, managed a difficult set of circumstances and acted quickly to support the town council in what was a rather fraught period. The work detailed above was completed and the town managed to switch its Christmas light on at Goodwill, which only several weeks earlier was in doubt. A proportion of the outstanding payment has agreed (additional fixings) and this is to be paid shortly. Whilst the Council would be at liberty to withhold payment for the remaining amount £591, it would to some extent be considered a harsh stance to take in light of the circumstances that prevailed at the time. Recommendation: For the town council to pay the outstanding amount owed STL Gloucester Ltd totalling £989.94
B/539 Working Groups	See link to Terms of Reference for all working groups reporting to Business Committee
B/540 Working Group Convenors	See attached list
B/541 Internet access - Pavilion	Officers have been experiencing a number of issues regarding phone signal and internet access around the depot and Pavilion which is limiting communication between office staff and the groundsmen. At present, ground staff share a phone which is locked to the O2 network. When working in and around the workshop and Pavilion, there is no service and grounds staff are having to walk a distance to gain a signal to make or receive phone calls and text messages. It is felt that internet access will improve communications between

	officers and ground staff and enable inspections to be recorded and reported electronically; the next stage of the council aim to go paperless. Officers feel that being able to provide internet access in the Pavilion will also be beneficial to those hiring the meeting room. Both the workshop and pavilion have now been registered with Royal Mail and officers are waiting for a quote from BT for connection. In the interest of supporting the football club, consideration should be given to hard wiring a connection to the new welfare facilities. This is for information only – the matter will be brought back to committee once costs are known
B/542 Market CIC	The town council's leads on the town market has met with one of the Directors to discuss the council's Licence conditions for the use of the Town Green. Whilst the Market CIC Director appeared to accept the conditions laid out by the council, he confirmed that he had to seek approval from his committee. To date, there has been no further response. Efforts are also being made to gain access to further detail on the Market CIC's accounts especially as discussions are unearthing additional information.
B/544 Additional Pavilion repairs	Council made a decision in agreed to waive its annual charge to Stonehouse Town Football Club for the use of the Pavilion and sport pitches in return for undertaking repairs to the sports Pavilion following recent floods. The repairs were agreed in detail; they are due to be completed by the end of May. A couple of improvements have been identified by the club that would enhance the building – 1. repainting the changing room and hallway floors with a hard wearing paint (this would help significantly with the cleaning regime), 2. Changing the lighting to more energy efficient bulbs (this has already been agreed by Council as an energy efficiency saving measure) The football club have agreed to paint the floors and change the bulbs for free on the basis that the town council supplies the materials (costs to be provided at the committee meeting) Recommendation: To agree to the additional work and purchase the floor paint and new LED light bulbs



**STONEHOUSE
TOWN COUNCIL**

**Minutes of a Town Business Committee
held on Monday 24th April 2023 at 7.00pm
at the Town Hall**

Present: Councillors Mike Davis (Committee Chair), John Callinan (Committee Vice Chair), Keith Creighton, Mark Edwards, Carol Kambites, Gary Powell, Wendy Thomson

In Attendance: Carlos Novoth (Clerk)

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

Cllrs Keith Terry and Val Randell attended the meeting as visitors

B/516 To receive apologies

Apologies were accepted from Cllr Theresa Watt

B/517 To receive Declarations of Interest

There were no declarations of interest

B/518 To approve the minutes of the Business Committee meeting held on 27th March '23

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

B/519 To receive the latest budget position

Committee received the latest budget position noting the following references made by the Clerk in relation to:

- Increased income from interest earned from investments - CCLA proving to generate the highest yield
- Overspends on certain budgets
- Movements of funding from reserves to reflect previous council decisions

The Clerk highlighted the fact that the accounts for 2022/23 have now been closed - there was a minor error noted within the accounts that 'Edge' were working on (a bug in the system) - this would be reflected in the last quarter ICC report.

The budget report had a closing Actual net expenditure of £366,434.13 and a closing Actual net income of £377,798.37 with income reserves of £10,000 and reserves expenditure of £81,515.14

B/520 To approve the latest payments list

Questions were raised about the use of Amazon and Confidential payments. Amazon are used for speed of deliveries to reflect the increased level of work activities undertaken by the grounds staff - there was concern that use of

Amazon was not in accord with the council's climate change commitment - Cllr Wendy Thomson to present a report to the next Business Committee reflecting the environmental impact of using Amazon. Confidential payments relate, HMRC, pension and salaries.

Committee APPROVED the payments list totalling a payment of £19,586.01

B/521 To consider for recommendation the council's annual risk review.

There was a concern that there needed to be more resilience built in to staff work activities with particular mention of the banking arrangements. The Clerk stated that this is constantly being considered and that the Deputy Clerk would be added as a limited signatory to the council's Lloyds Bank account - this would be added to the reviewed document.

Committee to RECOMMEND adoption of the review subject to the addition of the Deputy Clerk as a limited signatory on the council's Lloyds bank account

B/522 To receive HR Sub Committee's update and approve its recommendations

Cllr Carol Kambites, as Chair of HR Sub Committee provided an overview of the scheduled committee meeting held earlier in the day. There were questions raised at the recent Cllr training session in relation to the delegated powers provided to the HR Sub Committee and it was agreed that this should be looked at in detail.

Committee NOTED the update and agreed that the delegated powers given to and terms of reference of the HR Sub Committee should be reviewed by the Policy review team

B/523 To consider the present status of Policy reviews.

Cllr Mike Davis, as convener of the Policy review team provided an overview of the policy review work undertaken to date. There was a question over the council's Strategy and action plan should have been reviewed/updated in view of the town council's recent review of its priority projects. It was stated that this work was in progress.

Committee NOTED the update and Committee thanked the Policy Review Team for their efforts

B/524 To receive an update on the town council's discussions with the Market CIC

The Clerk provided an update that included the following:

- The Market CIC Directors have been contacted and asked for a further meeting - whilst they have provided optional dates for a meeting, they have not confirmed a date.
- A stall holder has approached the town council wishing to use the town green from Saturday 6th May.

It was agreed that in light of the many efforts to engage meaningfully with The Market CIC, existing stall holders linked with the Market CIC should be allowed to approach the town council directly with a view to gaining permission to continue to use the town greens, especially as one such stallholder has already approached Officers with such a request. The hardstanding outside the Medical Centre was viewed as a prime location but if not possible, the adjacent grassed area would be considered adequate as it was centrally based.

Committee RESOLVED to instruct the Clerk to discuss trial arrangements with the relevant stallholder with a view to agreeing a start date of 6th May. The results of the trial to be reported to full town council at its meeting on the 15th May

B/525 To receive updates from the following working groups:

1. **Climate Change Action Forum** - The group will be trying to arrange a public meeting where other villagers are to be invited - also, the 'Stop Idling Campaign' is to be restarted with banners being placed at Park School and on the railings to the council car park at Oldends Lane
2. **Oldends Lane Development**
Ground levels have now been taken of the planned sewer route to be used by STFC - the fall, is showing to be problematic - also, prep work has started on information gathering (Pre tender) re the demolition of the old changing rooms (this to be taken to FTC for a final decision)
3. **Support Stonehouse**
The latest 'Warm Welcome' leaflets have now been distributed - thanks given to those who have helped. There appeared to be little interest in the community for the warm spaces albeit, Bethel Church have had some success.
4. **Youth**
The Door has identified niche area of concern involving the transition of children between junior and secondary school - they are committed to helping children through this often difficult time and would like to engage with both schools but are currently finding this difficult. Cllr John Callinan to raise with Park School
5. **Policy**
As discussed above
6. **Internal Audit Panel**
Cllr Keith Terry to complete the last quarter ICC

B/526 To note the date of the next meeting - Monday 15th May 2023

Committee NOTED the date of the next meeting

Committee voted to exclude the public from the discussions around agenda item B/527

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/527 To consider and recommend key actions to resolve Councillor relations

Matters discussed kept confidential

Financial Budget Comparison

Comparison between 01/04/23 and 30/04/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance	Variance
INCOME						
Town Business Committee						
100	Precept	£373,973.21	£0.00	£186,986.50	£186,986.71	-50.00%
105	Newsletter Advertising	£100.00	£0.00	£0.00	£100.00	-100.00%
110	Revenue from Lettings	£0.00	£0.00	£0.00	£0.00	0.00%
115	Meeting Room Hire	£0.00	£0.00	£0.00	£0.00	0.00%
120	Feed-in Tariff from Town Hall	£800.00	£0.00	£0.00	£800.00	-100.00%
125	Stonehouse Town FC lease	£600.00	£0.00	£0.00	£600.00	-100.00%
130	Athletics Field Lease	£0.00	£0.00	£0.00	£0.00	0.00%
135	Phone Mast on Land	£7,000.00	£0.00	£0.00	£7,000.00	-100.00%
140	Building Lease at OEL	£637.00	£0.00	£0.00	£637.00	-100.00%
145	Magpies Social Club	£3,150.00	£0.00	£262.50	£2,887.50	-91.67%
150	Community Centre Lease	£500.00	£0.00	£0.00	£500.00	-100.00%
155	OEL Pitch Hire	£2,000.00	£0.00	£0.00	£2,000.00	-100.00%
160	Misc Building Hire	£500.00	£0.00	£333.60	£166.40	-33.28%
170	Investments Interest	£0.00	£0.00	£0.00	£0.00	0.00%
171	Bank Interest - Lloyds Bank	£200.00	£0.00	£0.00	£200.00	-100.00%
172	Bank Interest - Charity A/C	£200.00	£0.00	£0.00	£200.00	-100.00%
173	Bank Interest - Natwest	£200.00	£0.00	£0.00	£200.00	-100.00%
174	Bank interest - Cambridge BS	£200.00	£0.00	£0.00	£200.00	-100.00%
175	Town Hall/Library Recharges	£3,700.00	£0.00	£0.00	£3,700.00	-100.00%
176	Bank Interest - Nationwide	£200.00	£0.00	£0.00	£200.00	-100.00%
177	Bank Interest - Melton Building Society	£0.00	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/23 and 30/04/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance	Variance
178	CCLA Interest	£0.00	£0.00	£0.00	0.00%
300	Petty Cash - Income	£0.00	£0.00	£0.00	0.00%
Total Town Business Committee		£393,960.21	£187,582.60	-£206,377.61	-52.39%
Town Environment Committee					
200	Stonehouse in Bloom	£1,500.00	£0.00	-£1,500.00	-100.00%
205	Event Income/Donations	£1,200.00	£0.00	-£1,200.00	-100.00%
210	Planting Sponsorship	£1,500.00	£25.00	-£1,475.00	-98.33%
215	Grants	£0.00	£0.00	£0.00	0.00%
Total Town Environment Committee		£4,200.00	£25.00	-£4,175.00	-99.40%
Total Income		£398,160.21	£187,607.60	-£210,552.61	-52.88%

EXPENDITURE

Town Business Committee					
1000	Salaries	£180,000.00	£12,692.91	£167,307.09	-92.95%
1010	Training & Recruitment	£5,000.00	£50.00	£4,950.00	-99.00%
1020	Health & Safety	£2,500.00	£0.00	£2,500.00	-100.00%
1030	Professional Fees	£8,000.00	£140.00	£7,860.00	-98.25%
1040	IT support	£10,750.00	£648.51	£10,101.49	-93.97%
1050	Office Equipment Renewals	£500.00	£0.00	£500.00	-100.00%
1060	Grants	£15,000.00	£0.00	£15,000.00	-100.00%
1070	Town Hall/Library Shared Costs	£14,500.00	£9.12	£14,490.88	-99.94%
1080	Town Hall/Library STC costs	£2,500.00	£256.26	£2,243.74	-89.75%
1090	Admin Expenses	£2,250.00	£142.63	£2,107.37	-93.66%
1100	Mayor's Charity & Expenses	£300.00	£0.00	£300.00	-100.00%

Financial Budget Comparison

Comparison between 01/04/23 and 30/04/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance	Variance
1110	Travel Costs/Staff & Councillors	£400.00	£0.00	£0.00	£400.00	-100.00%
1120	Election Costs	£0.00	£0.00	£0.00	£0.00	0.00%
1130	Civic/Remembrance Parades	£180.00	£0.00	£0.00	£180.00	-100.00%
1140	Pavilion Overheads	£15,700.00	£0.00	£27.36	£15,672.64	-99.83%
1150	Workshop Overheads	£4,600.00	£0.00	£98.77	£4,501.23	-97.85%
1160	Equipment & Vehicle Costs	£3,800.00	£0.00	£310.62	£3,489.38	-91.83%
1170	Youth Centre Workers	£54,000.00	£0.00	£0.00	£54,000.00	-100.00%
1180	Youth Centre Overheads	£10,900.00	£0.00	£130.24	£10,769.76	-98.81%
1200	Subscriptions	£3,500.00	£0.00	£43.99	£3,456.01	-98.74%
1210	Insurances	£7,000.00	£0.00	£0.00	£7,000.00	-100.00%
1220	Project Planning & Delivery	£0.00	£0.00	£0.00	£0.00	0.00%
1230	Climate Change	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
1240	Petty Cash	£0.00	£0.00	£0.00	£0.00	0.00%
Total Town Business Committee		£346,380.00	£0.00	£14,550.41	£331,829.59	-95.80%
Town Environment Committee						
1190	Amenity Areas	£42,000.00	£0.00	£2,927.48	£39,072.52	-93.03%
2000	Christmas Lights	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
2005	Climate Change	£2,000.00	£0.00	£0.00	£2,000.00	-100.00%
2010	In Bloom	£7,000.00	£2,677.98	£2,837.04	£6,840.94	-97.73%
2020	Street Furniture/Bus Shelters	£3,000.00	£0.00	£4.69	£2,995.31	-99.84%
2030	Traffic Calming/Transport Studies	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
2040	Town Greens Maintenance	£0.00	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/23 and 30/04/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance	Variance
2050	Cultural Events & Studies	£9,300.00	£518.31	£9,030.69	-97.10%
2060		£300.00	£0.00	£300.00	-100.00%
2070	Town Centre Partnership	£0.00	£0.00	£0.00	0.00%
2080	Neighbourhood Plan Review	£0.00	£0.00	£0.00	0.00%
2090	Planning Specialist Advice	£0.00	£0.00	£0.00	0.00%
Total Town Environment Committee		£69,600.00	£6,287.52	£66,239.46	-95.17%
Total Expenditure		£415,980.00	£20,837.93	£400,996.03	-96.40%
Total Income		£398,160.21	£187,607.60	£210,552.61	-52.88%
Total Expenditure		£415,980.00	£20,837.93	£398,069.05	-95.69%
Total Net Balance		-£17,819.79	£166,769.67	-£608,621.66	

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3099		£21.98	1090/2	15/05/23	Amazon - Lanyards - paid by debit card	9233912
3101		£23.79	2050/2	15/05/23	Amazon - Photo frames for certificates - Civic Awards - paid by debit card	1695525
		£45.77			Amazon - Total	
3100		£450.00	2050/3	17/05/23	Bees Knees Band - Barn dance band and caller - Coronation	070523
		£450.00			Bees Knees Band - Total	
3098		£24.90	1090/1	11/05/23	Rapide Office Supplies - White paper	00724477
		£24.90			Rapide Office Supplies - Total	
3097		£4,356.00	1190/4	11/05/23	Richings Contracting Limited - Removal of cycle racks and existing bollards and re installation of new bollards + tarmac	2655
		£4,356.00			Richings Contracting Limited - Total	
3103		£160.00	2050/3	12/05/23	Stonehouse Community Association - Hire of SCC - Coronation	05136
		£160.00			Stonehouse Community Association - Total	
3104		£84.34	1140/2	29/04/23	WaterPlus - April 2023 - Water - Pavilion	02002003
3105		£40.14	1070/2	29/04/23	WaterPlus - April 2023 - Water - TH	02002901
		£124.48			WaterPlus - Total	
3102		£1,838.40	1190/5	12/05/23	West Country Forestry - Tree works	69475
		£1,838.40			West Country Forestry - Total	
Total		£6,999.55				

Signature

Signature

Date



STONEHOUSE TOWN COUNCIL
COUNCIL OFFICES
HIGH STREET
STONEHOUSE
GLOUCESTERSHIRE
GL10 2NG

Date
12 May 2023

VAT Registration Number
275 6589 07

Period reference
03 23



We've issued you a VAT penalty point

Your VAT return for the accounting period 01 January 2023 to 31 March 2023 was due on 07 May 2023. However, because we hadn't received it by then, we've given you a penalty point.

Please send us your return if you haven't already.

If you're an authorised tax agent or representative, please use the above VAT Registration Number to check if this notice applies to you or one of your clients. Go to **GOV.UK** and search for 'VAT CHECK'.

We issue a penalty point notice every time you send your return late, up to a maximum of 4 points. If you reach the maximum number of points, we charge you a financial penalty of £200. To avoid receiving late submission penalty points in the future, you need to submit your returns on time.

We've issued this penalty point notice in accordance with paragraph 6 of Schedule 24 to Finance Act 2021.

As of the date on this letter, your VAT penalty point total is 1 point(s).

Period end date	Date point was issued	Reason	Point(s)
31 March 2023	09 May 2023	Late submission	1 point
Total Point(s)			1 point(s)

For more details, please check your Online Tax Account. You can find more information about penalty points at the end of this letter.

We've sent a copy of this notice to your tax agent or representative, if you've registered one with us to deal with your VAT on your behalf.

If you need help

If you're having difficulty paying, go to www.gov.uk/difficulties-paying-hmrc or phone us on 0300 200 3835. You may be able to set up an affordable plan where you pay in instalments.

If you disagree with our decision to issue this notice

If you disagree with our decision, this letter is our offer to review that decision. You can either accept our offer of a review or appeal to an independent tribunal. If you haven't already done so, please send us your return as soon as possible.

How to request a review

The quickest way to request a review is through your Online Tax Account. If you don't have an Online Tax Account, you can write to:

Solicitor's Office and Legal Services
HMRC
BX9 1ZT

This is your opportunity to tell us why you think our decision is wrong and send us any new information you want us to consider.

You should ask us to review our decision within 30 days of the date of this notice. If you need longer, please contact us to tell us why and ask for more time. You need to do this before the 30-day deadline.

What happens if you request a review

If you accept our offer of a review, an HMRC officer who specialises in reviews, so wasn't involved in making the original decision, will take a fresh look at the decision. The officer will then write to you to tell you whether the decision has been cancelled, varied or upheld and explain why.

If you disagree with the review conclusion or don't want a review, you can appeal to tribunal. If you choose to appeal to tribunal, you'll need to include a copy of this letter. If you don't, they may reject your appeal. For more information regarding appealing to tribunal, go to www.gov.uk/tax-tribunal/overview

For more information on reviews and appeals, go to **GOV.UK** and search for 'HMRC1'.

How penalty points work

We issue a penalty point notice every time you send your return late, up to a maximum number of points (in the table below). If you reach the maximum number of points, we charge you a financial penalty of £200.

The maximum number of penalty points you can receive depends on how often you should submit a return.

How often you should submit a return	Maximum points
Annually	2 points
Quarterly	4 points
Monthly	5 points

We'll remove your points when you've sent all your returns on time for the period in the table below. We also need to have received all your returns for 24 months.

How often you should submit a return	Period
Annually	24 months
Quarterly	12 months
Monthly	6 months

For more information about filing, late submission penalty points, penalties and interest, go to www.gov.uk/vat-returns

If you need extra support

Please tell us if you have any health or personal circumstances that may make it difficult for you to deal with us. We'll help you in whatever way we can. For more information about this, go to **GOV.UK** and search 'get help from HMRC if you need extra support'.

REF: 6371861

396 A / 528Z1FROE00051
Mr C Novoth
STONEHOUSE TOWN COUNCIL
Town Hall
1 Queens Road
STONEHOUSE
Gloucestershire
GL10 2QA



May 2023

Dear Mr Novoth

Important changes to your accounts you administer with CCLA Investment Management Limited

We are writing to notify you of some upcoming changes that will affect your organisation's accounts with us. These changes will take effect on or around 17 July 2023. Please ensure you read this letter and contact us if anything is unclear.

Please note that these changes do not apply to investors in the Catholic Investment Fund, the Diversified Income Fund, or the CCLA Better World Global Equity Fund.

Details of the changes and the funds to which they apply to are set out in the attached document. For ease, we offer a summary of the key changes below.

New transfer agent

With effect from 17 July 2023, CCLA will appoint FNZ TA Services Limited (FNZ) as its transfer agent. As transfer agent, FNZ will process all transactions in the funds, record changes to our records and distribute interest/dividends. Our dedicated Client Services team will, of course, remain your main point of contact for day-to-day enquiries.

The important changes include:

- New client and account numbers. These will be advised to you nearer the time, and you should use these in any communications with us with effect from 17 July 2023. We will accept instructions quoting your existing account numbers until you have been advised of the new numbers.
- New fund bank accounts are currently being opened (for most funds) to send your money to, with effect from 17 July 2023. **Please note that the current bank accounts will be closed after 14 July 2023**, therefore any payments sent to these accounts from this date will be returned to you in accordance with banking standards. This may take up to 14 days. CCLA is not responsible for the return of monies after the bank accounts have closed nor does it accept liability for any delay in returning monies to you. If you wish to invest on or near the 14 July, please contact us beforehand. Details of the new bank accounts will be provided on the relevant forms for you to use when sending money to us and on our website.
- A subscription/deposit form/buy units form/buy shares form (as appropriate) will be required for all monies sent to us.
- New contact details for sending your instructions.

One Angel Lane, London EC4R 3AB
clientservices@ccla.co.uk Freephone 0800 022 3505 www.ccla.co.uk

Changes to funds

As part of these changes, we are taking the opportunity to make changes to some of the funds. These changes will also take effect from 17 July 2023. These include:

- Changes in dealing frequency, from weekly to daily. (The Property Funds' dealing frequencies remain monthly. All Property Fund redemption requests will remain subject to a minimum notice period of six months).
- Changes to the deadlines by which we must receive dealing instructions.
- Dual-priced funds, those which currently have a different price, (bid/offer) depending on whether you are buying or selling will move to a single price for both buy and sell instructions. (The Property Funds will remain dual priced).
- Change to the fund names and investment objectives and/or investment policies of the COIF Charities and CBF Church of England Global Equity Income and COIF Charities and CBF Church of England Fixed Interest Funds.

Full details about these changes are set out in the enclosed document. Please read the relevant sections for the funds you are invested in and if you have any questions, please contact our Client Services team on freephone 0800 022 3505 or email the team at clientservices@ccla.co.uk. We will also be setting up a dedicated page on the website outlining these changes.

Yours sincerely



Alison Jerney

Head of Client Services

All investors should read pages 3-5.

In addition, investors should read the sections relevant to the funds in which they are invested.

For ease of reference, we have listed each fund and the relevant page numbers below.

COIF Charity investors

Read pages 3-5 and relevant fund pages below

COIF Charities Investment Fund	▶ Pages 6-7, 19
COIF Charities Ethical Investment Fund	▶ Pages 6-7, 19
COIF Charities Global Equity Income Fund	▶ Pages 6-7, 10, 19
COIF Charities Fixed Interest Fund	▶ Pages 6-7, 11, 19
COIF Charities Property Fund	▶ Pages 8, 19
COIF Charities Deposit Fund	▶ Pages 9, 19

Church of England investors

Read pages 3-5 and relevant fund pages below

The CBF Church of England Investment Fund	▶ Pages 12-14, 19
The CBF Church of England Global Equity Income Fund	▶ Pages 12-14, 17, 19
The CBF Church of England UK Equity Fund	▶ Pages 12-14, 19
The CBF Church of England Fixed Interest Securities Fund	▶ Pages 12-14, 17, 19
The CBF Church of England Property Fund	▶ Pages 15, 19
The CBF Church of England Deposit Fund	▶ Pages 16, 19

Local authority and public sector investors

Read pages 3-5 and relevant fund pages below

The Public Sector Deposit Fund	▶ Page 18
The Local Authorities' Property Fund	No additional pages applicable

Changes for investors in the following funds:

- COIF Charities Investment Fund
- COIF Charities Ethical Investment Fund
- COIF Charities Global Equity Income Fund
- COIF Charities Fixed Interest Fund
- COIF Charities Property Fund
- COIF Charities Deposit Fund
- The CBF Church of England Investment Fund
- The CBF Church of England Global Equity Income Fund
- The CBF Church of England UK Equity Fund
- The CBF Church of England Fixed Interest Securities Fund
- The CBF Church of England Property Fund
- The Public Sector Deposit Fund
- The Local Authorities' Property Fund

Change	Impact
New client ID and account number(s)	Your client ID and account number(s) will be changing with effect from 17 July 2023. Your new account number(s) should be quoted on your instructions to us so we can identify your specific deposits/holdings. You will receive a follow-up letter in the post with your new client ID and account number(s) shortly after 17 July 2023. To avoid delays or disruption to the service we offer, you will still be able to quote your existing account number(s) until that time.

Change	Impact
New bank account details <i>(excluding The Public Sector Deposit Fund)</i>	From 17 July 2023 new bank accounts will be open for the funds mentioned above (excluding The Public Sector Deposit Fund) for payments to us. The existing bank accounts have to be closed, and any monies sent to these accounts after 14 July 2023 will be returned in accordance with banking standards. This may take up to 14 days. CCLA does not accept responsibility for returning your monies after the bank accounts have closed nor liability for any missed dealing opportunities while your money is being returned. If you wish to invest on or near the 14 July please contact us beforehand. Please ensure that you update your records for any regular payments sent to us as soon as the new bank account details are known. The new bank accounts will be operated as client money bank accounts in accordance with the Financial Conduct Authority's client money rules. Further detail will be provided in the funds' scheme particulars/scheme information. The new bank account details will also be provided on the new deposit forms and other subscription forms (also referred to as 'buy units form' and 'buy shares form' as appropriate) and will be available on our website from 17 July 2023. These are available on the fund pages as well as the Resources section of our website: www.ccla.co.uk/resources/client-documentation. Please destroy any current forms in your possession.

Change	Impact
New contact details for sending instructions	For instructions to be dealt from 17 July 2023, please send all instructions, including deposits, withdrawals, subscriptions and redemptions as well as changes to existing accounts via one of the following routes: Post: CCLA PO Box 12892 Dunmow Essex CM6 9DL Fax: 0844 8801 559 Email (if the relevant email instructions authority is held): cclaclientservices@fnzta.com Please note: For all other queries, please contact our Client Services team on freephone 0800 022 3505 or email the team at clientservices@ccla.co.uk
New process for deposits/subscriptions	Clients will need to send the required deposit form/subscription form (also referred to as 'buy units form' and 'buy shares form' as appropriate) via post, fax or email. Both the form and cleared funds must be received prior to the dealing deadline for the instruction to be processed on the applicable dealing day (excluding The Public Sector Deposit Fund). CCLA's preferred method of settlement is electronic payment. Clients can continue to provide cheques. Please note instructions for settlement via cheque will only be processed once the cheque has cleared. It takes approximately two business days for cheques to clear. The payee details for cheques for the relevant funds will be shown on our website and in the funds' scheme particulars/information.

Local authority and public sector investors

The following changes also apply to the funds listed below:

- The Public Sector Deposit Fund

Change	Processes and impact
Fund interest	Current process Reinvestment of income distributions occurs on the first business day following month-end. Shareholders are paid income distributions on the second business day following month-end.
	New process Reinvestment of income distributions will occur on the second business day following month-end. Income distribution payments will continue to be made on the second business day following month-end.
	Impact Alignment with our other deposit funds.

Swing pricing

What is swing pricing?

Swing pricing is a type of fund pricing methodology that allows the manager of a fund to adjust the price paid for units/shares bought or sold.

Generally, large fund subscriptions and redemptions result in the manager buying and selling investments in the fund's underlying portfolio. This activity attracts trading costs which are ultimately borne by the investors in that fund.

Swing pricing serves to protect existing long-term investors in the fund from the effects of dilution by allocating the trading costs attributable to subscribing or redeeming units/shares to those investors either entering into or exiting the fund and not to the remaining investors of the fund.

This is achieved by adjusting or 'swinging' the fund price either up (in the case of subscriptions) or down (in the case of redemptions).

When is swing pricing applied?

Swing pricing is used when the net inflow/outflow of investor money into/out of the fund on a dealing day exceeds a predetermined threshold.

How does swing pricing work?

If the net inflow or outflow resulting from subscriptions and redemptions on any dealing day exceeds the predetermined threshold the fund price will be adjusted or swung as described above. If the threshold is not breached the fund's published price (or net asset value (NAV) per unit/share) will be based on the 'mid-market value' of the fund's underlying assets. Each dealing day, the unit/share price is calculated prior to any decision to swing the price is applied.

How much will the price swing?

Each fund has a swing factor, also known as a dilution adjustment, which is an estimate of the transaction costs incurred in trading the underlying portfolio. The swing factor will vary depending on the costs the fund incurs when buying and selling underlying investments.

What are the benefits of single swing pricing vs the dual priced method?

The immediate benefit of single swing pricing is the removal of the spread being automatically incurred when buying and selling units/shares on each dealing day. While the fund will continue to be protected if it needs to deal (and incur costs), new and existing investors transacting in the fund will not have a cost levied when it is not necessary.



STONEHOUSE TOWN COUNCIL

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

Telephone: 01453 822070 email: townclerk@stonehousetowncouncil.com

Stonehouse Community Grant Application Form

Name of Club, Group or Organisation

Citizens Advice Stroud and Cotswold Districts Limited

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

Elizabeth Hall (CEO)

Address

8 Brunel Mall, London Road, Stroud, GL5 2LT

Telephone Number:

01285 425876

email: Elizabeth.hall@ca-scd.org.uk

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~~

All funds raised in the Stroud District are used in the Stroud District

What is your total local membership?

We currently have 19 staff (3 full time and 16 part time) plus 64 volunteers

What is your VAT status? ~~REGISTERED / NOT REGISTERED~~

What are the aims and objectives of your Organisation?

Citizens Advice Stroud and Cotswold Districts Limited aims to help people resolve the problems they face by providing free, confidential, impartial and independent advice and information and by influencing local and national policy makers.

We have a team of highly trained volunteers supported by paid staff delivering this advice and information by telephone using our freephone number, email and we have returned to face to face work in our Stroud office and some of our outreach locations post Covid. We also have volunteer and paid specialist advisers who deal with complex cases concerning benefits, debt, relationship problems and the EU Settlement Scheme.

We have been administering the Household Support Fund on behalf of Stroud District Council. During 2022-23 Citizens Advice advised 209 Stonehouse households which was 8.1% of our total work in the Stroud District.

Details about the grant you are applying for:

To which Funding Scheme are you applying (please tick)

- Large Grants (over £1000)

What will the grant be used for?

A contribution towards the costs of advising clients from Stonehouse including the costs of setting up the outreach again in the Town Council. We are delighted to be able to return to the outreach, albeit once a month at present. We are looking at ways of increasing our presence there as soon as possible.

What is the total cost going to be?

Whilst we receive core funding from Stroud District Council, Gloucestershire County Council (see below) this does not cover our full costs. We are looking to raise a further £18,000 across the Stroud Districts. We are writing to all town and parish councils in the District to ask them to contribute according to the percentage of clients seen.....

In addition, venues where we have an outreach are being asked to help cover the additional costs of providing an outreach service eg IT; travel expense; publicity.

Stonehouse percentage contribution: £1,458

IT equipment and support: £640 (purchase of new laptop included as previous equipment distributed during the pandemic).

Travel expenses for volunteers £328

Publicity and promotion: £25

How much would you like Stonehouse Town Council to contribute? **£2,451**

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

We have received funding of £1,050 from those town and parish councils that we have applied to so far (all parishes have different application processes and deadlines) from our £18,000 target.

We also have our core grants from SDC (£125,000) and GCC (£12,500)

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

We will continue to make applications to other town and parish councils. We are looking at grant funds to cover the costs of our Stonehouse APT outreach as well as we know that clients who attend that outreach do not usually attend the Town Council outreach and vice versa. We would be able to use a grant from Stonehouse Town Council as leverage for the additional funding for APT.

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

Account 1 £71,476 (at 11.4.23)

Account 2 £186,466 (at 31.3.23)

Account 3 £473,711 (at 12.5.23)

What impact will the project have on the environment?

N/A

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

We have historically received funding from Stonehouse Town Council but have not applied in recent years, largely as we have been very conscious that we have been unable to provide the much desired outreach. We are very much looking forward to returning in June.

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 _____

Elizabeth Hall

Date_12 May 2023_____

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

(STL Gloucester Ltd)

N D Weaver
26 Vetch Close
Robinswood
Gloucester
Tele 01452 424740
Mobile 07590204989

Date; 31.03.2023

INVOICE REF No 27.22.23

INVOICE TO

Stonehouse town Council

Installation and removal of Christmas lights scheme plus enclosures ,2x time clocks 1 x RCBO

£2,498

Extras .

Column mounting brackets for lamppost features £357.16

Jubilee clips £25

Fixing of brackets to motifs 1 hour unskilled labour £16

(Column 2)

1 x time clock £48.16 1 x RCBO £20.83 1 hr skilled labour £32
£100.99

(Premier store Column)

1 x Time clock £48.16 1 x RCBO £20.83 1 hr skilled labour £32
£100.99

(Column 5)

1 x Time clock £48.16 1 x RCBO £20.83 1 hr skilled labour £32
£100.99

(Column 7) 1 x RCBO £20.83 30 Mins Skilled labour £16
£36.83

(Column 21)

1 x Time clock £48.16 1 x RCBO £20.83 1 Hr skilled labour £32
£100.99

(Column 22)

1 x Time clock £48.16 1 x RCBO £20.83 1 hr skilled labour £32
£100.99

(Testing of electrical circuit in surgery cellar)

£0.00

(STL Gloucester Ltd)

(Removal of lights from Christmas tree)

£0.00

(Test circuit to 3 wall mounted trees and re install electrical supply)

£0.00

Total Price £3,487.94

Kind Regards

Nicholas D Weaver

BACS Payment

STL Gloucester Ltd

Barclays Bank Sort code 20 98 68 Account Number 63664880

(STL Gloucester Ltd)

N D Weaver
26 Vetch Close
Robinswood
Gloucester
Tele 01452 424740
Mobile 07590204989

Date; 17.09.2022
Quotation to
Stonehouse Town Council
The town hall
Stonehouse
Gloucestershire
GL10 2QA

(Christmas decorations 2022)

To install and remove 14 motifs to lamp columns and wall fixings and 12 x 4ft Christmas trees to wall mounted holders
£1,470

To install enclosures and earth wire to 6 x lamppost supplies

Replace 1 x faulty time clock

Install 1 x time clock and RCD including enclosure
£1028

Please allow an additional £500 for any corroder or broken electrical sockets or cables
Should we find any issues we will inform you with pictures supplied before any work will be carried out

Total Price £2,498
Kind Regards
Nicholas D Weaver

Stonehouse Town Council Working Groups and Terms of Reference 22nd May 2023

Updated 22nd May 2023, C Novoth. Officers – CS Business Support, CN - Town Clerk, JS - Deputy Clerk, GW – Project Officer

Working Group	Terms of Reference (ToR)	Date ToR last agreed	Reports to: Business Com – BC Env Committee – EC	Membership August 2021	Officer
Business Networking Group	Communicating with businesses to ensure town centre vitality and stakeholder inclusion.	Feb 2023	BC	Cllr Terry	CS
Canal rejuvenation group	Objectives: - To ensure that the opportunities provided by Phase 1b of the Canal Restoration project connecting the Stroudwater Navigation with the national waterways network at Saul Junction provide maximum benefit, both economically and socially, to Stonehouse and the surrounding area. - For the Canal Rejuvenation WG, with the help of TC officers to work with all local stakeholders to promote Stonehouse as a canal town. - To support the creation of a canal-side hub and wharf so that canal users are able to access and use local facilities Click here for full Terms of Reference	Feb 2023	EC	Cllrs. Powell, Marcus Dixon, Debbie Curtis, Theresa Watt Ward Cllrs. Brine, Housden, Ross	JS
Climate Change Action Forum	The Working Group will support the Council to examine environmental implications regarding CO2 emissions alongside legal and financial implications in all the decisions it makes.	Feb 2023	BC	Cllrs. Rachel Armstrong, Mike Davis, Carol Kambites (Convenor)	CN

Stonehouse Town Council Working Groups and Terms of Reference 22nd May 2023

	- The Working Group will seek ways to facilitate our community to reduce CO2 emissions and create resilience to climate change. - The Working Group will research funding available and make recommendations for budget provision for grant schemes from 2020-2021 onwards which will enable carbon-reduction activities in Stonehouse and provide guidance on grant criteria. - The Working Group will provide reports to the Council's Business Committee to aid decision making.				
Communications	To edit and produce the Stonehouse Newsletter, review communication methods and standards ensuring that the website/social media is fit for purpose and conforms with legislation	Feb 2023	BC	Cllrs. Mike Davis, Carol Kambites, Mark Edwards	JS and CS
Events Working Group	To devise cultural events with community participation	Feb 2023	EC	Cllrs. Carol Kambites, Val Randell, Mark Edwards, Keith Creighton, Gary Powell, Marcus Dixon and Theresa Watt	JS and CS
Internal Audit Panel	To review internal controls at the end of each quarter as required by Financial Regulations	Feb 2023	BC	Cllrs. Callinan, Terry	CN

Stonehouse Town Council Working Groups and Terms of Reference 22nd May 2023

Oldends Lane development Working Group	1. To agree the long term aims of Stonehouse Town Council (STC) in the	Feb 2023	BC	Cllrs. Callinan, Gibbs, Mark Edwards (Convenor), Gary Powell and Keith Creighton	LS and GW
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Stonehouse Town Council Working Groups and Terms of Reference 22nd May 2023

	1. provision of a joint use facility at the Oldends Lane Recreational Ground site. 2. To work with all stakeholders, including Stonehouse Town Football Club (STFC) along with the Magpies Sports and Social Club to develop a scheme that meets both their and the wider community needs, in addition to meeting STC's commitment to be carbon neutral by 2030. 3. Building on the work already done, the working group will consider: Carpark resurfacing and installation of electric charging point system. Overall future power distribution for the site. Environmental impact of proposals Consider the present use of the existing pavilion and possible use in the future. Installation of toilets within the Council's Workshop. Transfer of existing Pavilion's septic tank				
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Stonehouse Town Council Working Groups and Terms of Reference 22nd May 2023

	sewage system to the standard sewage system being installed in the coming summer months by STFC. Location and design of new facility. Costs of proposals and funding options. Public consultation. Demolition of the building that once housed the Old football Changing Rooms 4. The work carried out by the OLDWG will be line with the STC 's Policy document titled The Role of Working Groups. 5. The OLDWG will report to the instructing Committee (Business)				
Policy Working Group	To review and create Council policies as per review programme	Feb 2023	BC	Cllrs. John Callinan and Mike Davis	CN

Stonehouse Town Council Working Groups and Terms of Reference 22nd May 2023

Public Rights of Way	To investigate rights of way to be recorded by 2026.	Feb 2023	EC	Cllrs. Rachel Armstrong (Convenor), John Callinan, Mike Davis, Joe Gallagher ?	JS
Recreation	To review recreation facilities to ensure they are sustainable, accessible, functional and where necessary seek funding for improvements	Feb 2023	EC	Cllrs. Neil Gibbs (Convenor), Gary Powell, Theresa Watt	JS and GW
Stroudwater Bristol Road Station	To promote the re-opening of Stroudwater Bristol Road station as a new station on the existing Gloucester to Bristol line to provide a direct link to the regional centre, Bristol, from the Stroud Valleys.	Feb 2023	EC	Cllrs. Carlo Kambites, Theresa Watt (Convenor???) R Crockford (Rail Future)	JS
Support Stonehouse	Set up March 2020 in response to the onset of the COVID-19 crisis, initially with the aim of addressing food security in Stonehouse. Since then, the remit of the group has grown to encompass supporting the town with a view to helping with all of the physical, mental and emotional support that our community needs. Works closely with a range of local stakeholders such as All Pulling Together, Churches Together, The Long Table, The Door, Stonehouse Community Centre, Stroud District Council, Gloucestershire County Council and local businesses.	Feb 2023	BC	Cllrs. Carol Kambites (Convenor), Val Randell, Theresa Watt, Keith Creighton and Gary Powell	CN and CS
Transport and Highways	1. To look at traffic issues, particularly safety issues, across the parish. 2. To look at parking in relation to safety.	Feb 2023	EC	Cllrs Neil Gibbs and Keith Terry (Convenor)	JS

Stonehouse Town Council Working Groups and Terms of Reference 22nd May 2023

	3. To bring proposals for solutions to identified problems for consideration by the Regeneration and Environment Committee. 4. To look at sources of funding and advice regarding measures to improve safety.				
Youth Working Group	To liaise with youth workers and young people ensuring a worthwhile service is provided and to review the building condition, staff requirements, health and safety	Feb 2023	BC	Cllrs. John Callinan, Mark Edwards and Theresa Watt Convenor?	CN

