



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 9th September 2024 at 7pm at the Stonehouse Town Hall/Library, Queens road, Stonehouse, GL10 2QA

Committee Members:

Councillors: John Callinan (Committee Vice Chair), Neil Gibbs, Carol Kambites, Madelaine Maraboli-Roman, Gary Powell, Keith Terry 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

3rd September 2024

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

A G E N D A

B/735 To receive apologies

B/736 To receive Declarations of Interest

B/737 To approve the minutes of the Business Committee meeting held on 8th July '24

B/738 To receive the latest budget position

B/739 To approve the latest payments list

B/740 To receive an update on the council's Lloyds operating account following the bank's failure to observe its own payment protocol

B/741 To receive a report and provide initial comment on a revised format for future 'Payment lists' presented to Council and Business Committee

B/742 To receive an update on the Yu Energy account for the pavilion building

B/743 To highlight the commencement of the budget setting process for the 2025/26 Financial Year

B/744 To receive a letter of thanks from Boatmobility

B/745 To recommend town council renew the council's lease arrangements with Magpies Social Club.

B/746 To recommend town council approve the parameters for the Council's next Youth Services contract from April 2025.

B/747 To discuss and recommend to town council the approach to be taken to renew the council's utility contracts (Electricity and Gas)

B/748 To recommend Town Council approve Stonehouse Town Football Club's request to extend the current Hospitality building at the Council football stadium

B/749 To consider the potential purchase of the old Comrades club

B/750 To receive updates from the following working groups:

1. Climate Change Action Forum
2. Communications
3. Oldends Lane Development
3. Support Stonehouse
4. Youth
5. Policy
6. Internal Audit Panel
7. Court View

B/751 To note the date of the next meeting - Monday 7th October 2024

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/752 To receive information in relation to the value of Verney Fields

B/753 To note decisions made by HR Sub Committee at its last meeting on

1. To extend the current temporary Business Support Officer's contract of employment to the 31st March 2025 with agreed changes
2. To offer the now permanent Project Officer post to the incumbent postholder with immediate effect
3. To approve the office closure during the period Christmas Day to New Years Day necessitating the use of three days of staff annual leave.

Notes on Agenda items, Business Committee Monday 9th September 2024

B/737 BC Minutes	In supporting papers
B/738 Budget report	In supporting papers
B/739 Payment list	In supporting papers
B/740 – Bank Issues	At previous meetings, Council has been advised and updated on a number of issues on its Lloyds operating account. • Allowing the Town Clerk to approve payments with the bank without the need to apply the two-signatory requirement. The bank has made changes to the bank signatories and only Cllrs are now able to sign off payments • The Deputy Clerk still after several months of trying to become a part signatory, cannot update payments online The Deputy Clerk is now a partial signatory and can load payments to the bank for signatories to sign off • Officers are still unable to authorise the additional Cllrs to act as the authority's signatories Issue is ongoing – making changes of this nature with other banks and building Societies has also proved to be a difficult and long process
B/741 Revision to payment lists	See proposal with accompanying financial reports
B/742 – Yu Energy	See support paper
B/743 – Budget setting	It is proposed that the Clerk, Chair and Vice Chair discuss the committee's draft budget for the 2025/26 financial year and present a report to committee for its consideration – this is in line with the previous year's budget setting process.
B/744 – Letter of thanks	Letter in supporting papers
B/745 – Magpies	Current lease attached along with current pricing structure for alcohol, differing levels of Membership and a clear indication of the use of the building for local events identifying a local need. The town council currently holds a six year lease with Magpies Social club that is due to naturally terminate on 31st December 2024. The annual rent payable is £3,150 per year. The rent is to be reviewed every three years – the council did not review the rent at year 3 of the lease. Magpies has historically been a Members only club. It is currently considering changing this designation albeit there are recognised hurdles to overcome in putting this into action. The club has sought advice from Stroud District Council's Licensing Officer – the advice is attached. During the past two to three years, Directors have made significant improvements to the internals of the building through the use of skilled volunteers and by reinvesting its profits. Whilst the improvements have attracted additional business, the club continues to suffer as a result of the rather poor state of repair of the externals of the building. The club recognise this and are understood to be making this their next priority. The Directors are hoping to secure either an extension to its current lease or agree a new lease as soon as possible: • To support their negotiations with the brewery in an attempt to secure financial assistance in the development of the club. • So that a decision can be made as soon as possible to improve the external aesthetics of the building to encourage more business (the club is expected to fund this through its own funding)

	Recommendation: To approve a new lease for a period of five to ten years to enable the club to continue to improve the facility through its own and external funding streams and meet the community's needs.
B/746 – Youth contract	The council's current 3 year Youth Service Contract with 'The Door' is due to terminate on 31st March 2025. Council needs to consider the following to inform the new contract: • Length of contract – it is recommended that this be for no more than a period of three years, should the council wish to include the use of its total budget for Youth Services on the contract • Service changes – Council needs to establish whether service changes are necessary and whether it wishes to include the range of specific additional 'paid for' services provided by the contractor during the past two years • Service objectives • Service outcomes • Inflation indices to be used – it is recommended that the RPI or nearest equivalent is used to establish annual inflation of the contract • Financial payment structure - for the main contract sum and additional/provisional sums • Tender evaluation criteria – this is to provide tenderers a clear and unambiguous understanding of how tenders will be evaluated Committee is provided with a copy of the council's current Youth Services Contract and previous tender documents for consideration
B/747 - Utilities	The Council Gas and Electricity supplies are currently contracted to YU Energy. Termination dates are 2/12/24 for Gas and 31/3/25 for Electricity. At the time, Council expressed a wish to receive supplies from renewable sources, albeit it was established that the Gas industry, whilst often purporting to supply gas from renewables, were fudging the issue. A recent discussion with utility brokers has highlighted that the council is at an ideal point to negotiate new contracts for both supplies. Further information will be provided at the meeting.
B/748 – STFC Hospitality	See attached documents. Council approved the installation of the new hospitality building within the area identified within the new lease in 2022. The decision was subject to the signing of a new lease agreement. The lease has not yet been signed albeit discussions have progressed recently Recommendation: Should Business Committee recommend Council approve the extension to the hospitality suite, it is recommended that it does so subject to the successful completion and signing of the new lease agreement.
B/749 – Comrades Club	Details in support papers
B/752 – Verney Fields	Information to be provided at the meeting
B/753 - HR	Information to be provided at the meeting



Minutes of a Town Business Committee held on Monday 8th July '24 at 7.00pm at the Town Hall

Present: Councillors, John Callinan (Committee Vice Chair), Neil Gibbs, Gary Powell, Madelaine Maraboli-Roman and Theresa Watt (Committee Chair)

In Attendance: Carlos Novoth (Clerk); representatives of Magpies Social Club (The Chair, Vice Chair and Treasurer of the club)

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

There were no public questions. The representatives from Magpies Social Club were offered the opportunity to talk during agenda item B/729

B/716 To receive apologies

There were apologies from Cllrs Carol Kambites and Keith Terry. Cllr John Callinan confirmed that he would be late to the meeting.

B/717 To receive Declarations of Interest

There were no declarations of interest

B/718 To approve the minutes of the Business Committee meeting held on 3rd June '24

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

Cllr John Callinan attended the meeting at 7.07pm

B/719 To receive the latest budget position

Attention was drawn to the following budget lines: Contracted staff - a recent decision by FTC has increased the budget by £25k (not yet shown); Town Hall/Library and Pod rates - rates have been paid 'In year'; Pavilion Electricity usage - recharge not yet resolved from last year or this year but being monitored.

Committee **NOTED** the Clerk's comments and the budget report showing a total 'Actual Net' Expenditure of £96,709.92; a total 'Actual Net' Income of £194,409.21 and a Reserve expenditure of £3,344.46

Committee agreed for the Chair brought forward agenda item B/729 for discussion

B/729 To discuss and recommend the renewal of the council's lease arrangements with Magpies Social Club

The Club Chair provided an overview of the club's work to date to improve the inside of the building along with its plans to focus on the external parts of the building that are in real need of attention. He was able to confirm that their user base is increasing in light of the improvements made to date.

Committee was concerned that the Club had not formed useful links with Stonehouse Town Football Club (STFC) as their would be added benefit to the community of a joint facility. The Club Chair explained that attempts have been made but not well received. The football club appeared to have moved on with its own plans. There was also concern that the club continues as a Members only club. It was explained that whilst there are alternative options available to the club, these present additional challenges - an example was provided in relation to the cost of Sky subscriptions significantly increasing should the club become a Public House. The club were however keen to acknowledge that its current status as a Members only club presented its own difficulties and in an attempt to try and overcome them, the club suggested that it could offer a lower membership fee of £1 to allow anyone to drink and enjoy the facilities; the higher membership would be retained to allow subscribers to benefit from reduced alcohol prices.

Committee **DEFFERED** the matter until it had received a copy of the current lease. It was acknowledged that delaying a decision at this stage would create uncertainty amongst customers and the brewery.

B/720 To approve the latest payments list

Committee **APPROVED** the latest payment list totalling £15,303.21

B/721 To receive an update on the council's Nat West bank account

Committee **NOTED** the Clerk's update confirming to the last payment by Nat West to the council's Lloyds Operating account of £862.06. The Council's account with the Nat West is now closed.

B/722 To receive an update on the council's Lloyds operating account

Since forwarding the support papers for this meeting, the Clerk is now able to confirm that Lloyds bank have now corrected their IT glitch and as a result, once again, all payments require two full signatories to authorize payment. Further to this, the Deputy Clerk has now been accepted by Lloyds bank as a partial signatory and is able to load payments onto the bank payment process for authorisation by full signatories. Adding Cllrs John Callinan and Neil Gibbs as full signatories on the Lloyds account is still being progressed

The disruption to the council's payment process has forced Officers to take remedial action in terms of signing off payments on 'Edge'. Due to the fact that the Clerk had been able to authorize some payments (at the bank) without input from full signatories, he has signed off the payment on 'Edge' in order to show consistency. Details have been covered by the support papers
Committee **NOTED** the updates

B/723 To review the council's Scale of Charges

The discussion centered mainly on the use of the Council's recreation parks by small businesses wishing to run outdoor classes for Yoga, dog training etc. free of charge. It was felt that the current 'Scale of Charges' allow for this. It was

recommended that explanations relating to this and events generally (items numbered 2 and 4) needed to be refreshed; it was felt that Hopelands School would fit into this category. Also, the charge for stall holders needed to be altered to the current charge of £5 per stall per occasion.

Business Committee **RECOMMENDED** Council to approve the revised Scale of Charges 2024

B/724 To approve The Door's latest spending proposal

Committee **APPROVED** The Door's spending proposal totalling £2,918 - this represents the costs detailed in points 1-6 of the proposal.

Committee also **APPROVED** the optional cost of £2,000 associated with point 7 of the proposal subject to The Door being unable to fund the trips through other sources.

B/725 To approve the following grant applications in relation to Doverow Hill Woods

1. Printing of a publication called 'The history of Doverow Hill'

Committee felt that the publication was a very worthwhile project that would provide a great insight as to the history of Doverow Hill and also thanked John Parker for his time and commitment to the town.

However a decision could not be made as town council grants may not be approved for individuals. It was suggested that Mr Parker provide Council with a separate proposal for consideration outside of the grant application process

2. The holding of a public event

A decision could not be made as town council grants may not be approved for individuals. It was suggested that Mr Parker provide Council with a separate proposal for consideration outside of the grant application process

B/726 To recommend for town council approval the award of the sewer pipe installation contract at Oldends Lane

Committee members were brought upto speed on the working groups progress and resultant recommendation as detailed in supporting papers. Whilst the amount of money involved in the installation work will be substantial, the project will enable all the facilities at Oldends Lane to be fully functional and add significant offerings to the Stonehouse Community. Whilst Council has already put aside Earmarked Reserves for the project, it was felt that seeking Full Council approval to award the contract to the successful contractor 'Cambrain Engineering' at a cost of £75,810.68 plus vat (plus £250 STW admin costs) would be appropriate.

Committee thanked the working group and Project officer for the sheer amount of work they had undertaken.

Committee **RECOMMENDS** town council approve the award of the sewer pipe installation work at Oldends Lane to 'Cambrain Engineering' at a total cost of £75,810.68 plus vat plus STW admin costs of £260.

B/727 To note decisions made by HR Sub Committee at its last meeting on 1st July '24:

- HR Sub Committee resolved to make the incumbent officer's employment as Senior Maintenance Officer, permanent, following a successful probationary period
Committee NOTED the decision
- HR Sub Committee resolved to retain the incumbent officer's temporary employment as Business Support Officer until the return of the substantive postholder from maternity leave; the decision being made following a successful probationary period.
Committee NOTED the decision

And to Recommend for town council approval the following:

- To approve the Town Clerk's flexible working request of incorporating the standard weekly 37 hours work into a four day working week - Monday to Thursday with immediate effect and, to amend his contract of employment to reflect the new arrangement.
Committee RECOMMENDS Town Council approve the proposal:
'To approve the Town Clerk's flexible working request of incorporating the standard weekly 37 hours work into a four day working week - Monday to Thursday with immediate effect and, to amend his contract of employment to reflect the new arrangement'.
- To resolve to make the post of Project Officer, permanent, at the current level of remuneration.
Committee RECOMMENDS Town Council approve the proposal:
'To make the post of Project Officer permanent, at the current level of remuneration'

B/728 To review the Terms of Reference for each of Business Committee's Working Groups

Committee APPROVED the following changes:

- 'Business Networking Group' to be renamed 'Business and Tourism'
(This group will require an additional Councillor to comply with the town council's Standing Orders)
- 'Internal Audit' to include the need to regularly change membership to undertake internal control checks (ICC); ICCs to exclude bank signatories

B/729 To discuss and recommend the renewal of the council's lease arrangements with Magpies Social Club

Agenda item brought forward - see above comments

B/730 To consider the potential closure of Stonehouse's remaining Public Houses
The Clerk had recently written to the company that owned the two public houses, 'Stonegate'. The response was that they were seeking new tenant landlords.

By way of an update at the meeting, it was believed that Stonegate had found a new tenant for the Globe. Committee NOTED the update.

B/731 To receive updates from the following working groups:

- 1. Climate Change Action Forum**
A new e bike will soon be purchased by Transition Stroud - the scheme will be operating fairly soon.
- 2. Communications**
A meeting is scheduled for 15th July
- 3. Oldends Lane Development**
See above comments
- 4. Support Stonehouse**
Nothing to report
- 5. Youth**
Update provided through quarterly report
- 6. Policy**
Still to meet to discuss HR Terms of Reference
- 7. Internal Audit Panel**
Cllr Keith Terry is due to undertake the ICC check for the 1st quarter
- 8. Court View**
Officers have provided the developer with a list of requirements approved by council and are constantly seeking progress updates

B/732 To identify and discuss Councillor training needs

To date, three Cllrs have accepted councillor training

B/733 To note the date of the next meeting - Monday 9th September 2024

Committee NOTED the next Committee meeting

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.

Council voted to exclude the public from the next agenda item (B/734); this was unanimously agreed in light of the sensitivities involved.

CONFIDENTIAL

B/734 To recommend to Town Council the use of reserve funding for legal support

Information kept confidential

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 03/09/24 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Reserve	Actual Net	Balance	Bal %age
INCOME						
Town Business Committee						
100	Precept	£383,870.25	£0.00	£191,935.00	-£191,935.25	-50.00%
105	Newsletter Advertising	£100.00	£0.00	£0.00	-£100.00	-100.00%
120	Feed-in Tariff from Town Hall	£800.00	£0.00	£0.00	-£800.00	-100.00%
125	Stonehouse Town FC lease	£600.00	£0.00	£0.00	-£600.00	-100.00%
126	STFC Water Recharge	£200.00	£0.00	£0.00	-£200.00	-100.00%
127	STFC Electric Recharge	£1,500.00	£0.00	£926.12	-£573.88	-38.26%
130	Athletics Field Lease	£0.00	£0.00	£0.00	£0.00	0.00%
135	Phone Mast on Land	£1,000.00	£0.00	£0.00	-£1,000.00	-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	£1,312.50	-£1,837.50	-58.33%
150	Community Centre Lease	£500.00	£0.00	£0.00	-£500.00	-100.00%
155	OEL Pitch Hire	£2,000.00	£0.00	£1,115.00	-£885.00	-44.25%
160	Misc Income	£500.00	£0.00	£345.00	-£155.00	-31.00%
170	Investments Interest	£0.00	£0.00	£0.00	£0.00	0.00%
171	Bank Interest - Lloyds Bank	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%
172	Bank Interest - Charity A/C	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%
173	Bank Interest - Natwest	£1,000.00	£0.00	£5.79	-£994.21	-99.42%
174	Bank interest - Cambridge BS	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%
175	Town Hall/Library Recharges	£3,400.00	£0.00	£793.33	-£2,606.67	-76.67%
176	Bank Interest - Nationwide	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%
177	Bank Interest - Melton Building Society	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 03/09/24 inclusive. Includes due and unpaid transactions. Includes commitments. Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Reserve	Actual Net	Balance	Bal %age
178	CCLA Interest	£10,000.00	£0.00	£8,345.04	-£1,654.96	-16.55%
Total Town Business Committee		<u>£414,257.25</u>	<u>£0.00</u>	<u>£204,777.78</u>	<u>-£209,479.47</u>	<u>-50.57%</u>
EXPENDITURE						
Town Business Committee						
1000	Salaries					
1000/1	Contracted staff	£205,000.00	£0.00	£87,422.63	£117,577.37	-57.35%
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	<u>£205,000.00</u>	<u>£0.00</u>	<u>£87,422.63</u>	<u>£117,577.37</u>	<u>-57.35%</u>
1010	Training & Recruitment					
1010/1	Contracted Staff	£3,000.00	£0.00	£499.64	£2,500.36	-83.35%
1010/2	Councillors	£1,000.00	£0.00	£267.50	£732.50	-73.25%
1010	Total	<u>£4,000.00</u>	<u>£0.00</u>	<u>£767.14</u>	<u>£3,232.86</u>	<u>-80.82%</u>
1020	Health & Safety	£2,500.00	£0.00	£76.44	£2,423.56	-96.94%
1030	Professional Fees	£8,000.00	£375.00	£3,090.50	£5,284.50	-66.06%
1040	IT support					
1040/1	General	£6,750.00	£0.00	£1,383.04	£5,366.96	-79.51%
1040/2	Website	£1,300.00	£0.00	£829.80	£470.20	-36.17%
1040/3	Newsletter	£0.00	£0.00	£0.00	£0.00	0.00%
1040/4	Phones	£1,500.00	£0.00	£72.76	£1,427.24	-95.15%
1040/5	Printing	£0.00	£0.00	£528.92	-£528.92	100.00%
1040	Total	<u>£9,550.00</u>	<u>£0.00</u>	<u>£2,814.52</u>	<u>£6,735.48</u>	<u>-70.53%</u>
1050	Office Equipment Renewals	£500.00	£2,838.87	£3,170.77	£168.10	-33.62%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 03/09/24 inclusive. Includes due and unpaid transactions. Includes commitments. Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve	Actual Net	Balance	Bal %age
1060 Grants					
1060/1 One-Offs	£10,000.00	£0.00	£2,740.00	£7,260.00	-72.60%
1060/2 Long-Term	£7,400.00	£0.00	£3,000.00	£4,400.00	-59.46%
1060 Total	£17,400.00	£0.00	£5,740.00	£11,660.00	-67.01%
1070 Town Hall/Library Shared Costs					
1070/1 Rates	£4,500.00	£0.00	£4,898.94	-£398.94	8.87%
1070/2 Water	£700.00	£0.00	£346.19	£353.81	-50.54%
1070/3 Electric	£3,000.00	£0.00	£1,174.31	£1,825.69	-60.86%
1070/4 Gas	£3,000.00	£0.00	£467.55	£2,532.45	-84.42%
1070/5 Interior Maintenance (reactive)	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
1070/6 Interior Maintenance (programmed)	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
1070/7 Waste Collection	£300.00	£0.00	£0.00	£300.00	-100.00%
1070/8 Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1070 Total	£13,700.00	£0.00	£6,886.99	£6,813.01	-49.73%
1080 Town Hall/Library STC costs					
1080/1 Exterior Maintenance/Cleaning	£1,000.00	£0.00	£90.00	£910.00	-91.00%
1080/2 Interior Cleaning	£1,700.00	£0.00	£564.40	£1,135.60	-66.80%
1080 Total	£2,700.00	£0.00	£654.40	£2,045.60	-75.76%
1090 Admin Expenses					
1090/1 Paper	£250.00	£0.00	£75.00	£175.00	-70.00%
1090/2 Other	£1,000.00	£10,000.00	£10,909.12	£90.88	-9.09%
1090/3 Printing and Delivery of Newsletters	£4,500.00	£0.00	£992.00	£3,508.00	-77.96%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 03/09/24 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve	Actual Net	Balance	Bal %age
1090	£5,750.00	£10,000.00	£11,976.12	£3,773.88	-65.63%
1100	£300.00	£0.00	£195.25	£104.75	-34.92%
1110	£400.00	£0.00	£0.00	£400.00	-100.00%
1120	£0.00	£0.00	£0.00	£0.00	0.00%
1130	£180.00	£0.00	£0.00	£180.00	-100.00%
1140					
1140/1	£0.00	£0.00	£0.00	£0.00	0.00%
1140/2	£1,200.00	£0.00	£438.96	£761.04	-63.42%
1140/3	£6,300.00	£0.00	£3,201.53	£3,098.47	-49.18%
1140/4	£1,000.00	£0.00	£287.07	£712.93	-71.29%
1140/5	£2,000.00	£0.00	£150.00	£1,850.00	-92.50%
1140/6	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
1140/7	£500.00	£0.00	£46.14	£453.86	-90.77%
1140/8	£200.00	£0.00	£0.00	£200.00	-100.00%
1140/9	£700.00	£0.00	£0.00	£700.00	-100.00%
1140	£12,900.00	£0.00	£4,123.70	£8,776.30	-68.03%
1150					
1150/1	£0.00	£0.00	£0.00	£0.00	0.00%
1150/2	£300.00	£0.00	£0.00	£300.00	-100.00%
1150/3	£300.00	£0.00	£355.02	-£55.02	18.34%
1150/4	£1,000.00	£0.00	£139.19	£860.81	-86.08%
1150/5	£2,000.00	£0.00	£711.96	£1,288.04	-64.40%
1150/6	£200.00	£0.00	£0.00	£200.00	-100.00%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 03/09/24 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve	Actual Net	Balance	Bal %age
1150 Total	£3,800.00	£0.00	£1,206.17	£2,593.83	-68.26%
1160 Equipment & Vehicle Costs					
1160/1 Equipment and Vehicle costs	£1,000.00	£0.00	£68.04	£931.96	-93.20%
1160/2 Maintenance	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
1160/3 Fuel	£1,000.00	£0.00	£274.17	£725.83	-72.58%
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	£3,800.00	£0.00	£342.21	£3,457.79	-90.99%
1170 Youth Centre Workers	£61,000.00	£0.00	£25,341.00	£35,659.00	-58.46%
1180 Youth Centre Overheads					
1180/1 Rates	£1,400.00	£0.00	£1,167.10	£232.90	-16.64%
1180/2 Water	£300.00	£0.00	£96.57	£203.43	-67.81%
1180/3 Electric	£2,500.00	£0.00	£508.48	£1,991.52	-79.66%
1180/4 Cleaning	£1,000.00	£0.00	£338.25	£661.75	-66.18%
1180/5 Maintenance (reactive)	£2,000.00	£0.00	£295.00	£1,705.00	-85.25%
1180/6 Maintenance (programmed)	£1,500.00	£0.00	£0.00	£1,500.00	-100.00%
1180/7 Waste collection	£700.00	£0.00	£22.55	£677.45	-96.78%
1180/8 Security	£500.00	£0.00	£194.90	£305.10	-61.02%
1180/9 IT costs	£500.00	£0.00	£316.50	£183.50	-36.70%
1180 Total	£10,400.00	£0.00	£2,939.35	£7,460.65	-71.74%
1200 Subscriptions	£3,500.00	£0.00	£2,575.84	£924.16	-26.40%
1210 Insurances					
1210/1 Public/Employee Liability	£7,000.00	£0.00	£7,124.37	-£124.37	1.78%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/24 and 03/09/24 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve	Actual Net	Balance	Bal %age
1210/2 Buildings	£0.00	£0.00	£0.00	£0.00	0.00%
1210/3 Vehicle	£0.00	£0.00	£0.00	£0.00	0.00%
1210 Total	£7,000.00	£0.00	£7,124.37	-£124.37	1.78%
1220 Project Planning & Delivery	£0.00	£2,860.86	£8,748.06	-£5,887.20	100.00%
1230 Climate Change	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
Total Town Business Committee	£377,380.00	£16,074.73	£175,195.46	£218,259.27	-57.84%

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3915		£558.00	2050/3	20/08/24	Abbey Loos - 5 x Portaloos - Stonehouse Canal Festival, St Cyrs Church	75375
		£558.00			Abbey Loos - Total	
3930		£198.00	1140/4	28/08/24	All Done and Dusted - Deep clean Pavilion toilets & shower block	2011
		£198.00			All Done and Dusted - Total	
3926		£30.33		22/08/24	Amazon - 6 x Fire Action Signs for TH and for Ship Inn Site - Scandisk 128GB microsd card and CCTV signs x 2	
1		£4.39	1020		6 x Alarm Fire Action Notice Signs for Pod, Pavilion and Workshop	
2		£16.96	1220		SanDisk 128GB Ultra microSDXC card - for Ship Inn Site	
3		£8.98	1220		CCTV in operation Signs x 2 - for Ship Inn Site	
		£30.33			Amazon - Total	
3931		£105.60	1050	28/08/24	Best Buy Office Chairs - Vantage Office Chair - Deputy Clerk	178259
		£105.60			Best Buy Office Chairs - Total	
3927		£21.60	1080/1	24/08/24	Easy Window Cleaning - August 2024 - TH	22582
		£21.60			Easy Window Cleaning - Total	
3941		£225.00	1010/2	29/08/24	GAPTC - Training - Climate, In the Hot Seat, Being a Better Councillor - Cllrs Maraboli-Roman, Watt, Kambites & Gibbs	592
		£225.00			GAPTC - Total	
3901		£66.60	1150/3	07/08/24	Gloucester Locksmiths - 2 x Heavy Duty Locks - Debit Card	022886
		£66.60			Gloucester Locksmiths - Total	
3906		£528.00	1220	13/08/24	Gloucestershire Wildlife Trust - Installation of reptile exclusion fence Ship Inn Site	11406
3929		£2,568.00	1220	28/08/24	Gloucestershire Wildlife Trust - Water Vole survey report & BNG Assessment	11414
		£3,096.00			Gloucestershire Wildlife Trust - Total	
3899		£64.79	1150/5	31/07/24	Grundon Waste Management Ltd - July 2024 - Waste - Workshop	PSI-1109999
		£64.79			Grundon Waste Management Ltd - Total	
3922		£17.57	1010/1	22/08/24	ISOPA - Diisocyanates - safe training and registration - R Helps & P Crosby	202155741
		£17.57			ISOPA - Total	

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Date

Stonehouse Town Council

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Start of year 01/04/24

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3940		£232.50	1040/1	31/08/24	Jireh Solutions Ltd - Billable hours for various issues inc CCTV software installation, checking spurious emails, increasing data storage for M Dixon, wipe and return of 2 x laptops	30525
		£545.50			Jireh Solutions Ltd - Total	
3919		£465.00	1040/2	14/08/24	Jo Mew Creative - July 2024 - Website management & hosting, Divi theme, Events calendar Pro & Gravity Forms	1085
		£465.00			Jo Mew Creative - Total	
3880		£92.48	1160/3	30/07/24	John Stayte Services Ltd - July 2024 - Fuel - Diesel	
3890		£15.07	1160/3	30/07/24	John Stayte Services Ltd - July 2024 - Super Unleaded	9002341
		£107.55			John Stayte Services Ltd - Total	
3928		£3,080.40	1220	21/08/24	JPR Environmental - Vegetation clearance & Reptile fence repairs	7000
		£3,080.40			JPR Environmental - Total	
3902		£69.60	1150/4	08/08/24	Kellaway Building Supplies Ltd - Dumpy Bag Blended Topsoil	2810816
		£69.60			Kellaway Building Supplies Ltd - Total	
3923		£7.00	1090/2	22/08/24	Lloyds Bank - August Bank Charges	434105953
		£7.00			Lloyds Bank - Total	
3916		£78.00	1180/5	20/08/24	M D Electrical Contracting - Repairs to Pod Roller Shutters	1854
		£78.00			M D Electrical Contracting - Total	
3900		£292.68	1050	07/08/24	Office Boffins - Office Chairs x 2 - Debit Card	
		£292.68			Office Boffins - Total	
3943		£116.68	1040/5	30/08/24	Prolific Solutions (South West) Ltd - August 2024 - Printer TH	
		£116.68			Prolific Solutions (South West) Ltd - Total	
3925		£169.99	1220	21/08/24	Reolink - CCTV Camera & Solar Panel - Ship Inn Site	3414366
		£169.99			Reolink - Total	
3932		£117.00	1090/2	23/08/24	Stroud Alarms - Attend Pod's CCTV system, demonstrate live view and playback at TH	59511

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Date _____

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Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/24

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3917		£723.56	1190/6	15/08/24	Stroud District Council - Balancing payment for litter bin collections 2024/25	401805737
3942		£85.00	2050/1	03/09/24	Stroud District Council - Road Closure - Goodwill 2024	Stonehouse7.12.24
		£808.56			Stroud District Council - Total	
3907		£2,850.00	1190/1	11/08/24	T W Hawkins & Sons - Contract mowing - August & provisional area	13512
		£2,850.00			T W Hawkins & Sons - Total	
3905		£20.00	1040/4	08/08/24	Voipfone - Auto Top Up	1014480307
3918		£8.40	1040/4	17/08/24	Voipfone - August 2024 - Renewal of number and PBX - paid by DD	1014487298
		£28.40			Voipfone - Total	
3904		£70.81	1070/2	08/08/24	WaterPlus - July 2024 - Water TH D/D	6514249
3908		£18.29	1180/2	14/08/24	WaterPlus - July 2024 - Water - Pod D/D	6604372
3933		£86.06	1140/2	29/08/24	WaterPlus - August 2024 - Water - Pavilion	6714167
		£175.16			WaterPlus - Total	
3903		£1,481.79	1140/3	08/08/24	YU Energy - Outstanding Electricity Workshop/Pavilion - replaces opening creditor transaction 3664. D/D's halted by YU Energy in Nov 23 and invoices not issued until July 2024. (See attachment.) See also transaction 3913.	
3913		£4,448.90	1140/3	19/08/24	YU Energy - Outstanding Electricity Workshop/Pavilion - replaces opening creditor transaction 3664. D/D's halted by YU Energy in Nov 23 and invoices not issued until July 2024. (See attachment.) See also transaction 3903.	
3936		£96.09	1180/3	01/09/24	YU Energy - August 2024 - Electricity - POD - D/D	1927207
3937		£213.68	1070/3	01/09/24	YU Energy - August 2024 - Electricity - TH - D/D	1927203
3938		£48.08	1070/3	01/09/24	YU Energy - August 2024 - Electricity - Library - D/D	1927204
3939		£663.16	1140/3	02/09/24	YU Energy - August 2024 - Electricity - Pavilion	1927206
		£6,951.70			YU Energy - Total	
		£17,361.59			Confidential	
Total		£37,608.30				

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Date

Future Provision of Edge Approval Lists to Councillors

Purpose

The purpose of this proposal is to seek approval for changing and simplifying the lists of expenditure transactions, or Approval/Payment Lists, submitted to Council and Business Committee for authorisation.

Current position

Officers produce a list of expenditure transactions for Full Council or Business Committee approval prior to making BACS payments. However, these Approval Lists consist not only of BACS transactions but also payments made by Direct Debit, Standing Order and Debit Card.

The inclusion of paid items on the Approval/Payment List has several disadvantages:

- The List does not show only those payments requiring prior councillor signatory approval before payment by Lloyds Bank – they include payments already authorised (annually) and paid.
- Councillors are, in effect, asked to retrospectively approve payments made by Direct Debit and Standing Order unnecessarily. Approval has already been granted at the start of each year by FTC. This duplication of authorisation takes up a considerable amount of officers' time as there is a constant need for cross referencing between lists; this can be fairly confusing at times.
- At present, because D/D and S/O transactions cannot be closed off on Edge until this retrospective authorisation, Edge is slow to reflect the current financial situation when producing various budget reports.
- Edge Approval/Payment Lists do not provide a 'Payment Type' column heading therefore, after councillors approval, officers have to work through the list, cross referencing against bank statements, to strike out all non-BACS transactions to ensure that they are not paid again by BACS in error (albeit this is a rare occurrence); a process that takes time. Producing a BACS transactions only list would lead to considerable clarification and further time saving for officers and signatories.

Unlike D/D and S/O payments, Debit Card transactions are not pre-authorised though, when practicable, officers do seek pre-authorisation. Officers also limit the use of the STC Debit Card as far as possible. However, sometimes items are needed urgently, e.g. Health and Safety equipment; also many traders will only accept card payments rather than setting up an account. Therefore, officers will be required to continue seeking retrospective authorisation for card payments.

Change to Adding Transactions

In the last few weeks, officers have amended how transactions are entered on to Edge. For each new transaction, the 'Payment Type' field is now completed using one of four categories: BACS, Direct Debit, Standing Order and Debit Card. In addition, officers have retrospectively added the payment type to all transactions for the 2024/25 financial year. This extra field allows easy identification and reporting of transactions by each of the four different payment methods.

Suggested Way Forward

After extensive consultation with Edge Support, officers are minded to propose the following to help clarify and simplify future Approval/Payment Lists.

Officers will provide councillors with two Approval/Payment Lists:

- one detailing forthcoming BACS payments for pre-authorisation
- one detailing Debit Card transactions seeking retrospective authorisation.

This split into two Approval/Payment Lists should result in timesaving, reduced risk of duplicate payments and reduced potential for confusion. After Council/Committee authorisation, officers will be able to work directly from the same BACS Approval/Payment List – without the need to remove all D/D, D/C and S/O payments – before seeking signatory approval for Edge and Lloyds payment.

Officers are not proposing to remove Direct debit and Standing Order payments from council oversight. In addition to providing the two new Approval/Payment Lists to Full Council and Business Committee, officers will produce two further reports showing all Direct Debit and Standing Order payments. Officers will not be seeking

retrospective approval for these payments but will produce the necessary reports to update Council/Committee on payments made to date.

Conclusion

The current methodology used by officers to seek Council approval requires a level of detail that is unnecessary and takes considerable time to train newcomers to the organisation to master.

With the recommended changes including necessary amendments to the Council's Financial Regulations, the process will be much simplified for users, signatories and report readers.

Recommendations

Subject to agreed changes to the Council's Financial Regulations, the following is recommended:

- Officers to produce two Approval/Payment Lists for FTC/BC approval: a BACS list for pre-authorisation and a Debit Card list for retrospective authorisation.
- In addition, officers will provide two new reports for Council/Committee oversight detailing Standing Order and Direct Debit payments made.

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
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		£558.00			Abbey Loos - Total	
3930		£198.00	1140/4	28/08/24	All Done and Dusted - Deep clean Pavilion toilets & shower block	2011
		£198.00			All Done and Dusted - Total	
3926		£30.33		22/08/24	Amazon - 6 x Fire Action Signs for TH and for Ship Inn Site - Scandisk 128GB microsd card and CCTV signs x 2	
1		£4.39	1020		6 x Alarm Fire Action Notice Signs for Pod, Pavilion and Workshop	
2		£16.96	1220		SanDisk 128GB Ultra microSDXC card - for Ship Inn Site	
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		£30.33			Amazon - Total	
3931		£105.60	1050	28/08/24	Best Buy Office Chairs - Vantage Office Chair - Deputy Clerk	178259
		£105.60			Best Buy Office Chairs - Total	
3927		£21.60	1080/1	24/08/24	Easy Window Cleaning - August 2024 - TH	22582
		£21.60			Easy Window Cleaning - Total	
3941		£225.00	1010/2	29/08/24	GAPTC - Training - Climate, In the Hot Seat, Being a Better Councillor - Cllrs Maraboli-Roman, Watt, Kambites & Gibbs	592
		£225.00			GAPTC - Total	
3901		£66.60	1150/3	07/08/24	Gloucester Locksmiths - 2 x Heavy Duty Locks - Debit Card	022886
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3906		£528.00	1220	13/08/24	Gloucestershire Wildlife Trust - Installation of reptile exclusion fence Ship Inn Site	11406
3929		£2,568.00	1220	28/08/24	Gloucestershire Wildlife Trust - Water Vole survey report & BNG Assessment	11414
		£3,096.00			Gloucestershire Wildlife Trust - Total	
3899		£64.79	1150/5	31/07/24	Grundon Waste Management Ltd - July 2024 - Waste - Workshop	PSI-1109999
		£64.79			Grundon Waste Management Ltd - Total	
3922		£17.57	1010/1	22/08/24	ISOPA - Diisocyanates - safe training and registration - R Helps & P Crosby	202155741
		£17.57			ISOPA - Total	

Signature

Date

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Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/24

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3940		£232.50	1040/1	31/08/24	Jireh Solutions Ltd - Billable hours for various issues inc CCTV software installation, checking spurious emails, increasing data storage for M Dixon, wipe and return of 2 x laptops	30525
		£545.50			Jireh Solutions Ltd - Total	
3919		£465.00	1040/2	14/08/24	Jo Mew Creative - July 2024 - Website management & hosting, Divi theme, Events calendar Pro & Gravity Forms	1085
		£465.00			Jo Mew Creative - Total	
3880		£92.48	1160/3	30/07/24	John Stayte Services Ltd - July 2024 - Fuel - Diesel	
3890		£15.07	1160/3	30/07/24	John Stayte Services Ltd - July 2024 - Super Unleaded	9002341
		£107.55			John Stayte Services Ltd - Total	
3928		£3,080.40	1220	21/08/24	JPR Environmental - Vegetation clearance & Reptile fence repairs	7000
		£3,080.40			JPR Environmental - Total	
3902		£69.60	1150/4	08/08/24	Kellaway Building Supplies Ltd - Dumpy Bag Blended Topsoil	2810816
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3923		£7.00	1090/2	22/08/24	Lloyds Bank - August Bank Charges	434105953
		£7.00			Lloyds Bank - Total	
3916		£78.00	1180/5	20/08/24	M D Electrical Contracting - Repairs to Pod Roller Shutters	1854
		£78.00			M D Electrical Contracting - Total	
3900		£292.68	1050	07/08/24	Office Boffins - Office Chairs x 2 - Debit Card	
		£292.68			Office Boffins - Total	
3943		£116.68	1040/5	30/08/24	Prolific Solutions (South West) Ltd - August 2024 - Printer TH	
		£116.68			Prolific Solutions (South West) Ltd - Total	
3925		£169.99	1220	21/08/24	Reolink - CCTV Camera & Solar Panel - Ship Inn Site	3414366
		£169.99			Reolink - Total	
3932		£117.00	1090/2	23/08/24	Stroud Alarms - Attend Pod's CCTV system, demonstrate live view and playback at TH	59511

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Stonehouse Town Council

Expenditure transactions - approval list

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3942		£85.00	2050/1	03/09/24	Stroud District Council - Road Closure - Goodwill 2024	Stonehouse7.12.24
		£808.56			Stroud District Council - Total	
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		£2,850.00			T W Hawkins & Sons - Total	
3905		£20.00	1040/4	08/08/24	Voipfone - Auto Top Up	1014480307
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3936		£96.09	1180/3	01/09/24	YU Energy - August 2024 - Electricity - POD - D/D	1927207
3937		£213.68	1070/3	01/09/24	YU Energy - August 2024 - Electricity - TH - D/D	1927203
3938		£48.08	1070/3	01/09/24	YU Energy - August 2024 - Electricity - Library - D/D	1927204
3939		£663.16	1140/3	02/09/24	YU Energy - August 2024 - Electricity - Pavilion	1927206
		£6,951.70			YU Energy - Total	
		£17,361.59			Confidential	=
Total		£37,608.30				

NEST D/O
STAFF SALARIES
DATA
HMRC - BACS

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Date

1. The first part of the paper discusses the importance of the study.
 2. The second part discusses the methodology used in the study.
 3. The third part discusses the results of the study.
 4. The fourth part discusses the conclusions of the study.
 5. The fifth part discusses the implications of the study.

6. The sixth part discusses the limitations of the study.
 7. The seventh part discusses the future research.
 8. The eighth part discusses the acknowledgments.
 9. The ninth part discusses the references.

10. The tenth part discusses the appendices.
 11. The eleventh part discusses the index.

Stonehouse Town Council

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Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/24

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		£2,850.00			T W Hawkins & Sons - Total	
3903		£1,481.79	1140/3	08/08/24	YU Energy - Outstanding Electricity Workshop/Pavilion - replaces opening creditor transaction 3664. D/D's halted by YU Energy in Nov 23 and invoices not issued until July 2024. (See attachment.) See also transaction 3913.	
3913		£4,448.90	1140/3	19/08/24	YU Energy - Outstanding Electricity Workshop/Pavilion - replaces opening creditor transaction 3664. D/D's halted by YU Energy in Nov 23 and invoices not issued until July 2024. (See attachment.) See also transaction 3903.	
		£5,930.69			YU Energy - Total	
		£2,941.90			Confidential	
Total		£20,608.72				

Signature

Date

Signature

Purchase Day Book

Purchase Day Book

Showing only Account type All

Supplier

TypeAll

Ledger Date before

Paid date before

Payment typeDirect Debit

Ledger Date after

Paid date after

Reference

No.	Date	Invoice no.	Supplier	Details	Heading	Net	Vat type	Vat	Gross Due	Payment Reference
3890	30/07/24	9002341	John Stayte Services Ltd	July 2024 - Super Unleaded	1160/3	£12.56	20% Standard	£2.51	£15.07	29/08/24
3880	30/07/24		John Stayte Services Ltd	July 2024 - Fuel - Diesel	1160/3	£77.07	20% Standard	£15.41	£92.48	29/08/24
3923	22/08/24	434105953	Lloyds Bank	August Bank Charges	1090/2	£7.00	Zero Rated	£0.00	£7.00	21/09/24
3910	19/08/24		NEST	August 2024	1000/1	£2,819.65	Outside the S	£0.00	£2,819.65	18/09/24
3905	08/08/24	1014480307	Voipfone	Auto Top Up	1040/4	£16.67	20% Standard	£3.33	£20.00	07/09/24
3918	17/08/24	1014487298	Voipfone	August 2024 - Renewal of number and PBX - paid by DD	1040/4	£7.00	20% Standard	£1.40	£8.40	16/09/24
3904	08/08/24	6514249	WaterPlus	July 2024 - Water TH D/D	1070/2	£70.81	Zero Rated	£0.00	£70.81	07/09/24
3908	14/08/24	6604372	WaterPlus	July 2024 - Water - Pod D/D	1180/2	£18.29	Zero Rated	£0.00	£18.29	13/09/24
3933	29/08/24	6714167	WaterPlus	August 2024 - Water - Pavilion	1140/2	£86.06	Zero Rated	£0.00	£86.06	28/09/24
3938	01/09/24	1927204	YU Energy	August 2024 - Electricity - Library - D/D	1070/3	£45.79	5%	£2.29	£48.08	01/10/24
3937	01/09/24	1927203	YU Energy	August 2024 - Electricity - TH - D/D	1070/3	£203.50	5%	£10.18	£213.68	01/10/24
3936	01/09/24	1927207	YU Energy	August 2024 - Electricity - POD - D/D	1180/3	£91.51	5%	£4.58	£96.09	01/10/24
3939	02/09/24	1927206	YU Energy	August 2024 - Electricity - Pavilion	1140/3	£631.58	5%	£31.58	£663.16	02/10/24
13 Transactions						Total		£71.28	£4,158.77	

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3915		£558.00	2050/3	20/08/24	Abbey Loos - 5 x Portaloos - Stonehouse Canal Festival, St Cyrs Church	75375
		£558.00			Abbey Loos - Total	
3926		£30.33		22/08/24	Amazon - 6 x Fire Action Signs for TH and for Ship Inn Site - Scandisk 128GB microsd card and CCTV signs x 2	
1		£4.39	1020		6 x Alarm Fire Action Notice Signs for Pod, Pavilion and Workshop	
2		£16.96	1220		SanDisk 128GB Ultra microSDXC card - for Ship Inn Site	
3		£8.98	1220		CCTV in operation Signs x 2 - for Ship Inn Site	
		£30.33			Amazon - Total	
3931		£105.60	1050	28/08/24	Best Buy Office Chairs - Vantage Office Chair - Deputy Clerk	178259
		£105.60			Best Buy Office Chairs - Total	
3901		£66.60	1150/3	07/08/24	Gloucester Locksmiths - 2 x Heavy Duty Locks - Debit Card	022886
		£66.60			Gloucester Locksmiths - Total	
3922		£17.57	1010/1	22/08/24	ISOPA - Diisocyanates - safe training and registration - R Helps & P Crosby	202155741
		£17.57			ISOPA - Total	
3900		£292.68	1050	07/08/24	Office Boffins - Office Chairs x 2 - Debit Card	
		£292.68			Office Boffins - Total	
3925		£169.99	1220	21/08/24	Reolink - CCTV Camera & Solar Panel - Ship Inn Site	3414366
		£169.99			Reolink - Total	
Total		£1,240.77				

Signature _____
Date _____

Signature _____

Showing only Account type All Supplier

Showing only Account type All Supplier

Ledger Date before	Paid date before
12/1/2017	12/1/2017
12/2/2017	12/2/2017
12/3/2017	12/3/2017
12/4/2017	12/4/2017
12/5/2017	12/5/2017
12/6/2017	12/6/2017
12/7/2017	12/7/2017
12/8/2017	12/8/2017
12/9/2017	12/9/2017
12/10/2017	12/10/2017
12/11/2017	12/11/2017
12/12/2017	12/12/2017
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12/16/2017	12/16/2017
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12/21/2017	12/21/2017
12/22/2017	12/22/2017
12/23/2017	12/23/2017
12/24/2017	12/24/2017
12/25/2017	12/25/2017
12/26/2017	12/26/2017
12/27/2017	12/27/2017
12/28/2017	12/28/2017
12/29/2017	12/29/2017
12/30/2017	12/30/2017
12/31/2017	12/31/2017

Ledger Date after
Paid date after

Standing Order

Reference

No.	Date	Invoice no.	Supplier	Details	Heading	Net	Vat type	Vat	Gross Due	Payment Reference	Paid
3909	12/08/24	23/1428/PP	PATA Payroll	August 2024	1000/1	£74.60	Outside the S	£0.00	£74.60	11/09/24	
3912	19/08/24		Staff Salaries	August 2024	1000/1	£11,525.44	Outside the S	£0.00	£11,525.44	18/09/24	
2	Transactions				Total	£11,600.04		£0.00	£11,600.04		

Pavilion Electricity Account Number - 2000103904

Up until November 2023, YU Energy were issuing invoices and taking monthly Direct Debit payment for the Pavilion's electricity bill.

Our understanding is that on 7th December 2023, YU Energy installed a smart meter in the Pavilion. From that date STC stopped receiving invoices and the Pavilion account disappeared from the STC YU Energy Online Account page. YU Energy also stopped taking payment by D/D after 8th December.

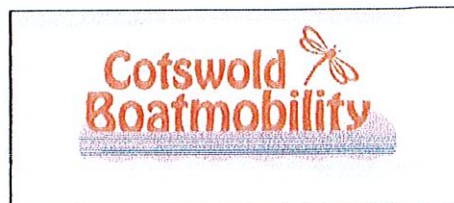
Officers chased YU Energy repeatedly from December 2023, explaining that we weren't receiving or paying any bills for the Pavilion, but, despite these repeated warnings from STC, YU Energy took no action.

On 8th August 2024, YU Energy demanded an immediate payment of £1481.79 as part payment on the Pavilion account. They threatened financial penalties if this wasn't done. STC paid the amount as requested. On the same day we realised that the missing invoices from December onwards and the account itself was now visible on the STC YU Energy Online Account.

On 19th August, an operative from YU Energy arrived at the Town Hall to demand immediate payment for the Pavilion account's outstanding amount of £4448.90. Failure to make payment would result in a penalty of at least £1000.

Councillors approved payment of the outstanding amount; the YU Energy operative insisted on a screenshot of our Lloyds account as proof.

Officers called Yu Energy to ask why payments hadn't been taken by Direct Debit - despite the invoices saying that they would be. Officers were told that the D/D for the Pavilion had been cancelled. (By whom is unknown.) We asked that it be re-instated and will check in September whether payment has been taken. Despite what we believed, YU Energy confirmed that the Pavilion does not have a smart meter.



Reg. Address:

Cotswold Boatmobility

Reg. Charity No. 1198949

Office 2 Bell House

Wallbridge

16th July 2024

Stroud

Gloucestershire

GL5 3JS

Treasurer – email – mike44cartledge@gmail.com

RECEIPT

For Attention of Mr David Marsden, Stonehouse Town Council

Town Hall, 1 Queens Road, Stonehouse GL10 2QA

Dear Mr Marsden,

Many thanks for your generous £540 grant for a new promotional video.

Very much appreciated.

Michael Cartledge

Treasurer



The Law Society

LRI. DATE OF LEASE

LR2. TITLE NUMBER(S)

LR2.1 LANDLORD'S TITLE NUMBER(S)

LR2.2 OTHER TITLE NUMBERS

LR3. PARTIES TO THIS LEASE

LANDLORD

Stonehouse Town Council

ADDRESS

Town Hall, High Street, Stonehouse, Gloucestershire, GL10 2NG

COMPANY NO.

TENANT

The Trustees of the Magpies Social Club

ADDRESS

24 Oldends Lane, Stonehouse, Gloucestershire, GL10 2DG

COMPANY NO.

LR4. PROPERTY

Magpies Social Club, Oldends Lane, Stonehouse, Gloucestershire

In the case of a conflict between this clause and the remainder of this lease then, for the purposes of registration, this clause shall prevail.

LR5. PRESCRIBED STATEMENTS ETC.

None

LR6. TERM FOR WHICH THE PROPERTY IS LEASED

From and including 1st January 2018

To and including 31st December 2024

LR7.	PREMIUM	None
LR8.	PROHIBITIONS OR RESTRICTIONS ON DISPOSING OF THIS LEASE This lease contains a provision that prohibits or restricts dispositions.	
LR9.	RIGHTS OF ACQUISITION ETC.	
LR9.1	TENANT'S CONTRACTUAL RIGHTS TO RENEW THIS LEASE, TO ACQUIRE THE REVERSION OR ANOTHER LEASE OF THE PROPERTY, OR TO ACQUIRE AN INTEREST IN OTHER LAND	None
LR9.2	TENANT'S COVENANT TO (OR OFFER TO) SURRENDER THIS LEASE	None
LR9.3	LANDLORD'S CONTRACTUAL RIGHTS TO ACQUIRE THIS LEASE	None
LR10.	RESTRICTIVE COVENANTS GIVEN IN THIS LEASE BY THE LANDLORD IN RESPECT OF LAND OTHER THAN THE PROPERTY	None
LR11.	EASEMENTS	
LR11.1	EASEMENTS GRANTED BY THIS LEASE FOR THE BENEFIT OF THE PROPERTY	None
LR11.2	EASEMENTS GRANTED OR RESERVED BY THIS LEASE OVER THE PROPERTY FOR THE BENEFIT OF OTHER PROPERTY	None
LR12.	ESTATE RENTCHARGE BURDENING THE PROPERTY	None
LR13.	APPLICATION FOR STANDARD FORM OF RESTRICTION	None
LR14.	DECLARATION OF TRUST WHERE THERE IS MORE THAN ONE PERSON COMPRISING THE TENANT The Tenant is more than one person. They are to hold the property on trust for themselves as Trustees Magpies Social Club	
USE ALLOWED	Sports and Social Club or any other use to which the Landlord consents (and the Landlord is not entitled to withhold that consent unreasonably)	
RENT	Three Thousand One Hundred and Fifty Pounds (£3,150.00) a year, subject to increase from every review date under clause 8 market rent review)	
FIRST PAYMENT DATE	The 1 st January 2018	

MONTHLY
PAYMENT
DATE

the 1st day of every month

RENT REVIEW
DATES

Every 3rd anniversary of the start of the lease term

The Landlord lets the property to the Tenant for the lease term at in clauses 1 to 14 and
in any additional schedule or clauses.

TENANTS OBLIGATIONS

1 PAYMENTS

1 The tenant is to pay the Landlord:

1.1 the rent, which is to be paid by the following instalments:

- (a) on the first payment date, a proportionate sum from that date to the next monthly payment date
- (b) on each monthly payment date, one-twelfth of the annual rent

1.2 a fair proportion (decided by a surveyor whom the Landlord nominates) of the cost of repairing, maintaining and cleaning: party walls, party structures, yards, gardens, roads, paths, gutters, drains, sewers, pipes, conduits, wires, cables and things used or shared with other property

1.3 the cost (including professional fees) of any works to the property which the Landlord does after the Tenant defaults

1.4 the costs and expenses (including professional fees) which the Landlord incurs in:

- (a) dealing with any application by the Tenant for consent or approval, whether it is given or not
- (b) preparing and serving a notice of a breach of the Tenant's obligations, under section 146 of the Law of Property Act 1925, even if forfeiture of this lease is avoided without a court order
- (c) preparing and serving schedules of dilapidations either during the lease term or recording failure to give up the property in the appropriate state of repair when this lease ends
- ~~(d) insuring the property under this lease~~

1.5 interest at the Law Society's interest rate on any of the above payments when more than fourteen days overdue, to be calculated from its due date

1.6 in making payments under this clause

- (a) nothing is to be deducted or set off
- (b) any value added tax payable is to be added

2 The Tenant is also to make the following payments, with value added tax where payable:

2.1 all periodic rates, taxes and outgoing relating to the property, including any imposed after the date of this lease (even if of a novel nature), to be paid on the due date to the appropriate authorities

2.2 the cost of the grant, renewal or continuation of any licence or registration for using the property for the use allowed, to be paid to the appropriate authority

2.3 a registration fee of £40 for each document which this lease requires the Tenant to register, to be paid to the Landlord's solicitors when presenting the document for registration

3 USE

3 The Tenant is to comply with the following requirements as to the use of the property and any part of it, and is not to authorise or allow anyone else to contravene them:

3.1 to use the property, ~~except any residential accommodation~~, only for the use allowed

3.2 ~~to use any residential accommodation only as a home for one family~~

3.3 not to do anything which might invalidate any insurance policy covering any part of the property or which might increase the premium

3.4 not to hold an auction in the property

3.5 not to use the property for any activities which are dangerous, offensive, noxious, illegal or immoral, or which are or may become a nuisance or annoyance to the Landlord or to the owner or occupier of any neighbouring property

3.6 not to display any signs or advertisements on the outside of the property or which are visible from outside the property unless the Landlord consents (and the Landlord is not entitled to withhold that consent unreasonably)

3.7 not to overload any part of the property

3.8 to comply with every statutory obligation authorising or regulating how the property is used, and to obtain, comply with the terms of, renew and continue any licence or registration which is required

4 ACCESS

4. The Tenant is to give the Landlord, or anyone with the Landlord's written authority, access to the property:

4.1 For these purposes:

- (a) inspecting the condition of the property, or how it is being used
- (b) doing works which the Landlord is permitted to do under clause 5.8
- (c) complying with any statutory obligation
- (d) viewing the property as a prospective buyer, tenant or mortgagee
- (e) valuing the property
- (f) inspecting, cleaning or repairing neighbouring property, or any sewers, drains, pipes, wires or cables serving the property or any neighbouring property

- 4.2 and only on seven days' written notice except in an emergency
- 4.3 and during normal business hours except in an emergency
- 4.4 and the Landlord is promptly to make good all damage caused to the property and any goods there in exercising these rights

5 CONDITION AND WORK

- 5. The Tenant is to comply with the following duties in relation to the property:
 - 5.1 to maintain the state and condition of the property, but the Tenant need not alter or improve it except as required in clause 5.7
 - 5.2 to decorate the inside and outside of the property:
 - (a) in every fifth year of the lease term
 - (b) in the last three months of the lease term (however it ends) except to the extent that it has been decorated in the previous yearand on each occasion the Tenant is to use the colours and the types of finish used previously
 - 5.3 not to make any structural alterations, external alterations or additions to the property
 - 5.4 not to make any other alterations affecting services or systems in the property unless the Landlord gives written consent in advance (and the Landlord is not entitled to withhold that consent unreasonably)
 - 5.5 to notify the Landlord of all alterations or additions to the property not covered by clauses 5.3 or 5.4
 - ~~5.6 to keep any plate glass in the property insured for its full replacement cost with reputable insurers, to give the Landlord details of that insurance on request, and to replace any plate glass which becomes damaged~~
 - 5.7 to do any work to the property required under a statute even if it alters or improves the property. The work is to be done on the following conditions
 - (a) before doing it, the Tenant is to obtain the Landlord's written consent (and the Landlord is not entitled to withhold that consent unreasonably)
 - (b) the Landlord is to contribute a fair proportion of the cost, taking into account any value of the work to the Landlordand any dispute is to be decided by arbitration under clause 14.3
 - 5.8 if the Tenant fails to do any work which this lease requires and the Landlord gives the Tenant written notice to do it, to do that work. In such a case, the Tenant is to start the work within two months, or immediately in case of emergency, and proceed diligently with it. In default, the Tenant is to permit the Landlord to do the work
 - ~~5.9 However, this clause~~
 - ~~(a) does not require the Tenant to make good damage by a risk not required to be insured under clause 11.1 unless resulting from the act or default of the Tenant~~
 - ~~(b) only requires the Tenant to make good damage caused by an insured risk to the extent that the insurance money has not been paid because of any act or default of the Tenant~~

6 TRANSFER ETC.

- 6 The Tenant is to comply with the following:
 - 6.1 the Tenant is not to share occupation of the property and no part of it is to be transferred, sublet or occupied separately from the remainder
 - 6.2 the Tenant is not to transfer or sublet the whole of the property unless the Landlord gives written consent in advance (and the Landlord is not entitled to withhold that consent unreasonably)
 - 6.3 any sublease is to be on terms which are consistent with this lease, but is not to permit the sub-tenant to underlet
 - 6.4 within four weeks after the property is transferred, mortgaged or sublet, the Landlord's solicitors are to be notified and a copy of the transfer, mortgage or sublease sent to them for registration with the fee payable under clause 2.3
 - 6.5 If -
 - (a) if the financial standing of the proposed transferee, and any guarantor, is lower than that of the current Tenant, or the proposed transferee is resident or registered overseas and
 - (b) the Landlord reasonably requiresa Tenant who transfers the whole of the property is to give the Landlord a written guarantee, in the terms set out in the Guarantee Box, that the transferee will perform the Tenant's obligations

7 OTHER MATTERS

- 7 The Tenant:
 - 7.1 is to give the Landlord a copy of any notice concerning the property or any neighbouring property as soon as it is received
 - 7.2 is to allow the Landlord, during the last six months of the lease term, to fix a notice in a reasonable position on the outside of the property announcing that it is for sale or to let

- 7.3 is not to apply for planning permission relating to the use of property or any addition or alteration unless the Landlord gives written consent in advance (and the Landlord is not entitled to withhold that consent unreasonably where the use or addition or alteration is permitted by this lease or has the Landlord's written consent)
- 7.4 in occupying, using and doing work on the property, is to comply with all statutory requirements

8 RENT REVIEW - MARKET RENT

- 8.1 On each rent review date, the rent is to increase to the market rent if that is higher than the rent applying before that date
- 8.2 The market rent is the rent which a willing tenant would pay for the property on the open market, if let on the rent review date by a willing landlord on a lease on the same terms as this lease without any premium and for a term equal to the remainder of the lease term, assuming that at the date:
- (a) no account is taken of any goodwill belonging to anyone who has occupied the property
 - (b) the property is vacant and has not been occupied by the Tenant or any sub-tenant
 - (c) the property can immediately be used
 - (d) the property is in the condition required by this lease and any damage caused by any of the risks to be insured under clause 11 has been made good
 - (e) no tenant or sub-tenant has previously during the lease tenor done anything to the property to increase or decrease its rental value. In this paragraph "anything" includes work done by the Tenant to comply with clause 5.7, but nothing else which the Tenant was obliged to do under this lease
- 8.3 If the Landlord and the Tenant agree the amount of the new rent, a statement of that new rent, signed by them, is to be attached to this lease
- 8.4 If the Landlord and the Tenant have not agreed the amount of the new rent two months before the rent review date, either of them may require the new rent to be decided by arbitration under clause 14.3
- 8.5
- (a) The Tenant is to pay rent at the rate applying before the rent review date until the next rent payment date after the new rent is agreed or decided
 - (b) Starting on that rent payment date, the Tenant is to pay the new rent
 - (c) On that rent payment date, the Tenant is also to pay any amount by which the new rent since the rent review date exceeds the rent paid, with interest at 4% below the Law Society's interest rate on the excess of each instalment from its payment date

9 DAMAGE

9. If the property is damaged by any of the risks required to be insured under clause 11 and as a result of that damage the property, or any part of it, cannot be used for the use allowed:
- 9.1 the rent, or a fair proportion of it, is to be suspended for three years or, if earlier, until the whole of the property can again be used for the use allowed
- 9.2 if at any time it is unlikely that the property will be fully restored either within three years from the date of the damage, or (if sooner) before the end of the lease term, the Landlord (so long as he has not wilfully delayed the restoration) or the Tenant may end this lease by giving one month's notice to the other in which case
- (a) the insurance money belongs to the Landlord and
 - ~~(b) the Landlord's obligation to make good damage under clause 11 ceases~~
- 9.3 a notice under clause 9.2 is only effective if given within three years from the date of the damage
- 9.4 If the insurers refuse to pay all or part of the insurance money because of the Tenant's act or default:
- (a) to the extent of that refusal, the Tenant cannot claim the benefit of clause 9.1
 - (b) the Tenant cannot serve notice under clause 9.2
- 9.5 If the property is damaged (but not as a result of the act or default of the Tenant) by a risk not required to be insured under clause 11.1 and as a result of that damage the property, or any part of it, cannot be used for the use allowed:
- (a) the rent or a fair proportion of it is to be suspended for three years or, if earlier, until the whole property can again be used for the use allowed
- 9.6 Any dispute under any part of this clause is to be decided by arbitration under clause 14.3

LANDLORD'S OBLIGATIONS AND FORFEITURE RIGHTS

10 QUIET ENJOYMENT

10. The Landlord is to allow the Tenant to possess and use the property without lawful interference from the Landlord, anyone who derives title from the Landlord or any trustee for the Landlord

11 INSURANCE

11. The Tenant is to:

- 11.1 keep the property insured on reasonable terms with reputable insurers to cover:

- (a) full rebuilding, site clearance, professional fees, value added tax and loss of income
- (b) against fire, lightning, explosion, earthquake, landslip, subsidence, heave, riot, civil commotion, aircraft, aerial devices, storm, flood, water, theft, impact by vehicles, damage by malicious persons and vandals and third party liability and other risks reasonably required by the Landlord

so far as cover is available at normal insurance rates for the locality and subject to reasonable excesses and exclusions

- 11.2 take all necessary steps to make good as soon as possible all damage to the property by insured risks except to the extent that the insurance money is not paid because of the act or default of the Tenant

- 11.3 give the Landlord on request once a year:

- (a) particulars of the policy and evidence from the insurer that it is in force
- (b) ~~details of any commission received by the Tenant for that insurance~~

12 FORFEITURE

12. This lease comes to an end if the Landlord forfeits it by entering any part of the property, which the Landlord is entitled to do whenever:

- (a) payment of any rent is fourteen days overdue, even if it was not formally demanded
- (b) the Tenant has not complied with any of the terms of this lease
- (c) the Tenant if an individual (and if more than one, any of them) is adjudicated bankrupt or an interim receiver of the Tenant's property is appointed
- (d) the Tenant if a company (and if more than one, any of them) goes into liquidation (unless solely for the purpose of amalgamation or reconstruction when solvent), or has an administrative receiver appointed or has an administration order made in respect of it or the directors of the Tenant give notice of their intention to appoint an administrator

The forfeiture of this lease does not cancel any outstanding obligation of the Tenant or a Guarantor

13 END OF LEASE

13. When this lease ends the Tenant is to:

- 13.1 return the property to the Landlord leaving it in the state and condition in which this lease requires the Tenant to keep it

- 13.2 (if the Landlord reasonably requires) remove anything the Tenant fixed to the property and make good any damage which that causes

- 13.3 remove all the alterations or additions to the property made by the Tenant or its predecessors without the Landlord's consent (where that consent was required)

- 13.4 remove all or any of the alterations or additions to the property made, either with the Landlord's consent or where such consent was not required, by the Tenant or its predecessors in title if -

- (a) the Landlord reasonably requires, and
- (b) the Landlord gives the Tenant written notice of the requirement at least six months before the end of this lease, or later if shorter notice is reasonable

- 13.5 the Tenant will not be required to remove any additions to the Property if alternative premises are accepted under paragraph 3 of the Schedule

GENERAL

14 PARTIES' RESPONSIBILITY

- 14.1 Whenever more than one person or company is the Landlord, the Tenant or the Guarantor, their obligations can be enforced against all or both of them jointly and against each individually

SERVICE OF NOTICE

- 14.2 The rules about serving notices in section 196 of the Law of Property Act 1925 (as since amended) apply to any notice given under this lease

ARBITRATION

- 14.3 Any matter which this lease requires to be decided by arbitration is to be referred to a single arbitrator under the Arbitration Act 1996. The Landlord and the Tenant may agree the appointment of an arbitrator, or either of them may apply to the

president of the Royal Institution of Chartered Surveyors to make the appointment

HEADINGS

14.4 The headings do not form part of this lease

~~15 — RENT REVIEW — INDEX LINKED~~

~~15.1 — Clause 8 does not apply to this lease~~

~~15.2 — On each rent review date, the rent is to be adjusted by reference to the Index, as follows~~

~~15.3 — The adjusted rent is to be: the initial rent payable under this lease (after any rent free period has expired) multiplied by the Index figure at the rent review date and divided by the Index figure at the start of the term of this lease~~

~~15.4 — (a) The Tenant is to pay rent at the rate applying before the rent review date until the next rent payment date after the new rent~~

~~_____ is agreed or decided~~

~~(b) — Starting on that rent payment date, the Tenant is to pay the new rent~~

~~(c) — On that rent payment date:~~

~~(i) — the Tenant is also to pay any amount by which the new rent since the rent review date exceeds the rent paid, with interest at 4% below the Law Society's interest rate on the excess of each instalment from its rent payment date~~

~~(ii) — the Landlord is to refund any amount by which the rent paid exceeds the rent payable since the rent review date, with interest at 4% below the Law Society's interest rate on the excess of each instalment from the date of receipt~~

~~15.5 — For the purposes of this clause:~~

~~(a) — The Index means the "all items" figure of the Index of Retail Prices published by the Office of National Statistics or any officially published index intended to supersede it~~

~~(b) — The Index figure for a particular date means the last published figure of the Index before that date~~

~~(c) — If the method of calculation of the Index is changed, any official reconciliation between the old and the new method should be adopted.~~

~~15.6 — Any dispute under any part of this clause is to be decided by arbitration under clause 14.3~~

GUARANTEE BOX

The terms in this box only take effect if a guarantor is named in clause 12.3 and then only until the Tenant transfers this lease with the Landlord's written consent. The Guarantor must sign this lease.

The Guarantor agrees to compensate the Landlord for any loss incurred as a result of the Tenant failing to comply with an obligation in this lease during the lease term or any statutory extension of it. If the Tenant is insolvent or this lease ends because it is disclaimed, the Guarantor agrees to accept a new lease, if the Landlord so requires, in the same form but at the rent then payable. Even if the Landlord gives the Tenant extra time to comply with an obligation, or does insist on strict compliance with terms of this lease, the Guarantor's obligation remains fully effective.

CODE FOR LEASING BUSINESS PREMISES IN ' ENGLAND AND WALES 2007

This lease is intended to conform to the Code... which is endorsed by the Department for Communities and Local Government, the Welsh Assembly Government, the Law Society and other bodies,
Please see www.lettingbusinesspremises.co.uk.

**THIS DOCUMENT CREATES LEGAL RIGHTS AND
LEGAL OBLIGATIONS. DO NOT SIGN IT UNTIL YOU
HAVE CONSULTED A SOLICITOR.**

- (a) two directors, or
- (b) a director and a company secretary, or
- (c) a director and a company secretary, or
- (d) a single director whose signature is independently witnessed must sign on behalf of the company.

Witness

Signed as a deed by _____ as
Trustee for Magpies Social Club
in the presence of:

Witness

Signed as a deed by _____ as
Trustee for Magpies Social Club
in the presence of:

Witness

Signed as a deed by _____ as
Trustee for Magpies Social Club
in the presence of:

Witness

Signed as a deed by _____ as
Trustee for Magpies Social Club
in the presence of:

Witness

Witness's occupation and address

THE SCHEDULE

1. Exclusion of statutory terms

1.1 The Tenant confirms that:

1.1.1 before the date of this Lease:

1.1.1.1 the Landlord served on the Tenant a notice (the Notice) dated _____ about the tenancy created by this Lease in a form complying with the requirements of Schedule 1 to the Regulatory Reform (Business Tenancies) (England and Wales) Order 2003 (the Order);

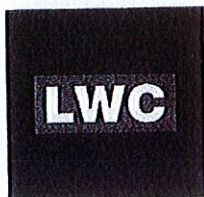
1.1.1.2 the Tenant, or a person authorized by the Tenant, in relation to the Notice made a statutory declaration (the Declaration) dated _____ in form complying with the requirements of Schedule 2 of the Order;

1.1.2 where the Declaration was made by a person other than the Tenant, the declarant was duly authorized by the Tenant to make the Declaration on the Tenant's behalf.

1.2 The Landlord and Tenant agree to exclude the terms of sections 24 to 28 (inclusive) of the Landlord and Tenant Act 1954 in relation to the tenancy created by this Lease.

2 Notwithstanding the terms granted by this Lease, if the Tenant wishes to terminate the Lease on the 3rd anniversary, it shall give not less than six months' notice in writing to the Landlord and, provided that the Tenant has paid to the Landlord all sums due under this Lease, the Term shall terminate on the expiry of that notice.

3 The Landlord shall have the option during the Term to grant to the Tenant a new lease of alternative premises should such alternative premises become available which will then require the Tenant to give up vacant possession of the Property and will therefore bring this Lease to an end such option to take effect on the Landlord serving three months' written notice on the Tenant.



LWC DRINKS		FREE TRADE AVERAGE SELL PRICE	TIED PUB AVERAGE SELL PRICE
MAGPIE			
£135.00	Camden Hells	£ 141.00	£182.00
£132.00	Stella Unfiltered	£ 141.00	£182.00
£96.00	Export Lager	£ 101.00	£141.00
£85.00	Forged Irish Stout	£ 95.00	£123.00
£114.00	Thatchers Haze	£ 125.00	£157.00
£97.00	Appleshed	£ 105.00	£133.00
£113.00	John Smiths Smooth	£ 124.00	£158.00
£772.00		£ 832.00	£1,076.00

ALL PRICES PLUS 20% VAT TO BE ADDED

THE COST OF SKY SPORTS AT THE MAGPIES CLUB IS £4232.28 PER YEAR
THE COST IN A PUBLIC HOUSE ACCORDING TO THE MORNING ADVERTISER
CAN BE BETWEEN £21,000 AND £24,000 PER YEAR

**INVOICE****LWC DRINKS LTD. T/A
LWC WILTSHIRE****Unit 1
Clarke Avenue
Calne
Wiltshire****SN11 9BS****AWRS No: XSAW00000120604****Telephone: 01249 474230
Company No. 7677007
VAT Reg. No. 121855134
Email: wiltshire@lwc-drinks.co.uk****Invoice To:****Delivered To:****Page 1 of 1****MAGPIES SOCIAL CLUB
(2WKDD)
OLDENDS LANE
STONEHOUSE,
GLOUCESTERSHIRE
GL10 2DG****MAGPIES SOCIAL CLUB
(2WKDD)
OLDENDS LANE
STONEHOUSE,
GLOUCESTERSHIRE
GL10 2DG**

Account No.	Customer Reference No.	Order No.	Invoice and Tax Date	Invoice No.	Payment Due Date	
SA0501	GH	1267970	26JUL24	1231986	09AUG24	
Item	Product Code	Product/Description	Quantity Sold	Unit Price	VAT Code	Total Value
1	19100004	EXPORT 4% 50L KEG	1	96.55	1	96.55
4	19072505	THATCHERS SOMERSET HAZE 50L KEG 4.5%	1	114.03	1	114.03
2	12300463	CAMDEN HELLS 50L KEG	1	135.00	1	135.00
3	13520009	STELLA ARTOIS UNFILTERED 50L KEG	1	132.00	1	132.00
5	28062129	KOPPARBERG MF 15X500ML NRB	1	24.99	1	24.99
6	52160021	SCH TONIC SLIM LINE 24X200ML NRB	1	12.99	1	12.99
7	33010051	BACARDI WHITE RUM 1.5L	1	40.03	1	40.03
8	36540047	JAGERMEISTER 70CL	1	18.23	1	18.23
9	90020004	LWC CONTAINER CONTROL 50LTR	1	0.00	1	0.00
Payment will be taken by Direct Debit on or around the due date specified above						
COP						

Payment will be taken by Direct Debit on or around the due date specified above

COPY

VAT Analysis

VAT CODE	VAT RATE	TAXABLE AMOUNT	VAT AMOUNT
1	20.00	573.82	114.78

Title: All goods remain the property of the seller until payment is made in full

*** DUTY PAID STOCK ***

TOTAL GOODS	573.82
TOTAL VAT	114.78

MEMBERSHIP OF THE MAGPIES

SOCIAL CLUB DUE FROM THE

1ST SEPTEMBER 2024

A FULL MEMBERSHIP IS £15.00

A RENEWAL MEMBERSHIP IS £10.00

WITH ALL THE BENEFITS

Discounted prices

A COMMUNITY MEMBERSHIP £1.00

WITH NO BENEFITS

NEW SWIPE CARD MEMBERSHIP

Magpies Social Club Application

FOR NEW MEMBERS at £15

Date: _____ New membership No: _____

Full Name: _____

Address: _____

Email: _____ Mobile: _____

Your application will be submitted to the committee. Approved / Not Approved

Your details will be stored by Magpies Social club to allow us to inform you of the great upcoming events. We will not give your details to any third parties.

Please circle: Are you happy to be contacted by email with upcoming events and promotions: Yes/No

NEW SWIPE CARD MEMBERSHIP

Magpies social club Membership Application

FOR NEW MEMBERS at £15

Date: _____ New membership No: _____

Full Name: _____

Address: _____

Email: _____ Mobile: _____

Your application will be submitted to the committee. Approved / Not Approved

Your details will be stored by Magpies Social club to allow us to inform you of the great upcoming events. We will not give your details to any third parties.

Please circle: Are you happy to be contacted by email with upcoming events and promotions: Yes/No

NEW SWIPE CARD MEMBERSHIP

Magpies social club Membership Application

FOR NEW MEMBERS

Date: _____ New membership No: _____

Full Name: _____

Address: _____

Email: _____ Mobile: _____

Your application will be submitted to the committee. Approved / Not Approved

Q

MAGPIES SOCIAL CLUB APPLICATION

SWIPE CARD MEMBERSHIP

RENEW MEMBERSHIP FOR £10

Name OLD MEMBERSHIP NO

Your Application will be forward to the committee Approved / Not Approved

MAGPIES SOCIAL CLUB APPLICATION

SWIPE CARD MEMBERSHIP

RENEW MEMBERSHIP FOR £10

Name OLD MEMBERSHIP NO

Your Application will be forward to the committee Approved / Not Approved

MAGPIES SOCIAL CLUB APPLICATION

SWIPE CARD MEMBERSHIP

RENEW MEMBERSHIP FOR £10

Name OLD MEMBERSHIP NO

Your Application will be forwarded to the committee Approved / Not Approved

MAGPIES SOCIAL CLUB APPLICATION

SWIPE CARD MEMBERSHIP

RENEW MEMBERSHIP FOR £10

Name OLD MEMBERSHIP NO

Your Application will be forwarded to the committee Approved / Not Approved

MAGPIES SOCIAL CLUB COMMUNITY

MEMBERSHIP CARD APPLICATION

NOT A FULL MEMBERS CARD

COST OF £1.00

Date ----- Community No -----

Full Name -----

Address -----

Email -----Mobile -----

Your application will submitted to the committee Approved / Not Approved

Your details will be stored by Magpies Social Club to allow us to inform you
of up coming events We will not give your details to any third parties

Please circle: Are you happy to be contacted by email or txt with upcoming events
and promotions : Yes / No

MAGPIES SOCIAL CLUB COMMUNITY

MEMBERSHIP CARD APPLICATION

NOT A FULL MEMBERS CARD

COST OF £1.00

Date ----- Community No -----

Full Name -----

Address -----

Email -----Mobile -----

Your application will submitted to the committee Approved / Not Approved

Your details will be stored by Magpies Social Club to allow us to inform you
of up coming events We will not give your details to any third parties

Please circle: Are you happy to be contacted by email or txt with upcoming events
and promotions : Yes / No

WE HAVE 2 POOL TEAMS NOW PLAYING
EVERY TUESDAY FROM AUGUST 2024
OUR POOL TABLE HAS BEEN RE-CLOTHED
RE-LEVELED AND NEW TOP CLASS BALLS
AT THE COST OF £300.00

SEPT 14th PARTY 6.00pm – 11.30pm

SEPT 28th QUIZ 7.30pm – 11.00pm

OCT 26th 2024 HALLOWEEN PARTY

NOV 3rd 2024 TOY FAIR 10.00pm – 2.00pm

NOV 9th LIVE BAND 8.00pm – 11.30pm

NOV 10th KIDS PARTY 12.00pm – 5.00pm

DEC 7th 2024 FEMALE SINGER 8.00pm – 11.30pm

DEC 21st XMAS PARTY 5.00pm – 11.30pm

DEC 31st NEW YEARS EVE 7.00pm – 1.00am

JUNE 1st 2024 40th and 60th BIRTHDAY PARTY
7.00pm – 11.30pm

JUNE 2nd 2024 BINGO 6.00P – 10.30pm

JUNE 8th 2024 SKITTLES COMP 7.00pm – 11.30pm

JUNE 15th 2024 WEDDING PARTY 6.00pm-11.30pm

JUNE 22nd 2024 SCRUMPY WESTERN NIGHT

COMEDY PLUS CIDERS TO TRY 7.00pm – 11.30pm

JUNE 23rd KIDS PARTY 1.00pm – 5.00pm

JUNE 29th KIDS PARTY 1.00pm – 5.00pm

JUNE 29^h 2024 21st 50th PARTY 7.00pm – 11.30pm

JULY 5th2024 QUIZ 7.30pm – 11.00pm

JULY 7th BINGO 6.30pm – 10.00pm

JULY 13th FUN DAY 12.00pm- 11.30pm

JULY 20th KIDS PARTY 11.00am – 6.00pm

JULY 28th DARTS COMP 6.00pm – 11.00pm

AUG 3rd 2024 QUIZ 7.30pm – 11.00pm

AUG 4th KIDS PARTY 12.00pm – 4.00pm

AUG 4th BINGO 6.30pm – 10.00pm

AUG 13th NEW LADIES SKITTLES

TEAM MEETING 7.30pm – 10,00pm

AUG 27th CHILD MINDING PARTY

10.00am – 5.00pm

AUG 30th DRAG NIGHT 8.00pm – 11.30pm

AUG 31st BBQ BOUNCY CASTLE FROM 3.00pm

60s DISCO 7.30pm 11.30pm

SEPT 1st 2024 BINGO 6.30pm – 10.00pm

SEPT 7th DAN BUDD ONE OF THE TOP TRIBUTE

ROBBIE WILLIAMS ACTS

DEC 4 th	2023	BAND PRACTICE 7.00pm-9.00pm
DEC 11 th	2023	BOOKING 7.30pm- 9.30pm
DEC 23 rd	2023	XMAS PARTY (54children)
DEC 31 st	2023	NEW YEARS EVE

FEB 17 th	2024	SINGER 8.00PM-11.30PM
FEB 19 th	2024	BAND PRACTICE 7.00pm-9.00p
FEB 24 th	2024	PARTY 7.30pm – 11.30pm
FEB 29 th	2024	WAKE 2.00pm – 5.00pm
MAR 9 th	2024	21 st PARTY 7.00pm – 11.30pm
MAR 10 th	2024	CHRISTENING 1.00pm-5.00pm
MAR 15 th	2024	18 th BIRTHDAY 8.00pm -11.30pm
MAR 16 th	2024	DISCO 8.00pm-11.30pm
MAR 21 st	2024	WAKE 11.00am – 4.00pm
MAR 23 rd	2024	QUIZ NIGHT 7.30pm-11.30pm
MAR 30 th	2024	EASTER PARTY

(61 children)

APR 6 th	2024	KIDS PARTY 10.00am – 1.00pm
APR 13 th	2024	BABY SHOWER 12.00pm-4.00pm
APR 20 th	2024	DISCO 8.00pm-11.30pm
MAY 4 th	2024	PARTY 7.00pm – 11.30pm
MAY 5 th	2024	KIDS PARTY 11.30am – 5.00pm
MAY 10 th	2024	DARTS COMP 7.00pm -11.30pm
MAY 17 th	2024	WAKE 4.00pm – 8.00pm
MAY 18 th	2024	QUIZ NIGHT 7.30pm – 11.30pm
MAY 24 th	2024	POOL COMP 7.00pm- 11.30pm
MAY 25 th	2024	CHARITY DISCO 7.00pm-11.30pm

MAY 26 th	2024	CHRISTENING WITH BOUNCY CASTLE 1.00pm – 6.00pm
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MAGPIES SOCIAL CLUB 2023/24

FEB 11 th	2023	BABY SHOWER 12.00pm-5.00pm
FEB 11 th	2023	21 st BIRTHDAY 7.00pm – 11.30pm
FEB 17 th	2023	WAKE 2.00pm – 6.00pm
FEB 25 th	2023	50 th BIRTHDAY 7.00pm – 11.30pm
MAR 11 th	2023	DISCO 8.00pm-11.30pm
MAR 25 th	2023	DISCO 8.00pm-11.30pm
APR 1 st	2023	DRAG NIGHT 8.00pm-11.30pm
APR 29 th	2023	LIVE BAND 8.00pm – 11.30pm
MAY 27 th	2023	DISCO 8.00pm-11.30pm
JUNE 10 th	2023	BABY SHOWER 12.00pm -6.00pm
JUNE 17 th	2023	SINGER 8.00pm-11.30pm
JULY 8 th	2023	16 th BIRTHDAY 7.00pm-11.00pm
JULY 19 th	2023	WEDDING PARTY 7.00pm-11.00p
JULY 22 nd	2023	DISCO 8.00pm-11.30pm
AUG 4 th	2023	THE NO1 ROBBIE WILLIAMS TRIBUTE ACT DAN BUDD 8.00pm – 11.30pm
AUG 19 th	2023	BIRTHDAY PARTY 8.00pm-11.30p
AUG 26 th	2023	DISCO 8.00pm-11.30pm
SEPT 16 th	2023	BIRTHDAY PARTY 8.00pm-11.30p
SEPT 30 th	2023	DISCO 8.00pm-11.30pm
OCT 7 th	2023	SINGER 8.00pm-11.30pm
OCT 21 st	2023	18 th BIRTHDAY 8.00pm-11.30pm
OCT 28 th	2023	DISCO 8.00pm-11.30pm
NOV 4 th	2023	DRAG NIGHT 8.00pm-11.30pm
NOV 11 th	2023	DISCO 8.00pm-11.30pm
NOV 17 th	2023	DISCO 8.00pm-11.30pm
NOV 18 th	2023	LIVE GROUP 8.00pm-11.30pm
NOV 21 st	2023	WAKE 4.00pm-7.00pm
NOV 25 th	2023	PARTY 8.00pm 11.30pm

Town Clerk

From: STFC Commercial <commercial@stonehousetownfc.co.uk>
Sent: 30 August 2024 16:32
To: Townclerk
Cc: Councillorcallinan; Councillorpowell; Councillorcreighton; Chairman; Seanwager11
Subject: STFC The Nest Extension 30.08.24
Attachments: STFC 06.01 Existing Site Location Plan.pdf; STFC 06.02 Existing Photos.pdf; STFC 06.03 Existing Plan and Elevations.pdf; STFC 06.04B Proposed Plan and Elevations.pdf; STFC 06.05B Proposed Block Plan.pdf; EPC - Stonehouse Town FC.pdf

Hi Carlos,

As requested, please find below a refreshed summary of our proposal for the town council's consideration towards extending 'The Nest' at Stonehouse Town Football Club.

STFC 'The Nest' Extension - Revised August 2024:

Stonehouse Town Football Club are seeking permission from Stonehouse Town Council to extend 'The Nest' at The Ben's Takeaway Stadium on Oldends Lane, Stonehouse, GL10 2DG.

Following a meeting on 18th May 2024 with representatives from Oldends Lane Working Group and Stonehouse Town Football Club, amendments and further information were requested and provided in time for STFC's proposal to be discussed at the Town Business Committee on 3rd June 2024. It was noted that; 'council agreed with the potential extension of the football club's new welfare facility but stated that nothing would be agreed until the new lease was agreed'.

It is understood that with thanks to the Town Clerk, STFC have (subject to fencing adjustments being completed) addressed concerns regarding the new lease document, therefore are requesting the following to be proposed for approval at the Town Business Committee on Monday 9th September 2024.

Proposal:

Following the creation of our new 13m x 6m community building, now called 'The Nest', we have received an overwhelmingly positive response from the local community towards our new facility. In fact, our tenants, Stonehouse Town Council, recognised STFC as their Community Group of the Year for both 2023 and 2024!

We are however, now very much victims of our own success, with our very modest building now not big enough to host all of the players / supporters / organisations that wish to use the facility. Therefore, in order to cater for everyone who wishes to use the facility, we are proposing to install one additional module (13m x 3m), in the middle of the existing building, which will increase the usable floor space by >58%.

STFC have instructed Thomas Dean Architects to complete detailed drawings for our proposal and are pleased to attach the following documents for your consideration:

- STFC 06.01 Existing Site Location Plan
- STFC 06.02 Existing Photos
- STFC 06.03 Existing Plan and Elevations
- STFC 06.04B Proposed Plan and Elevations
- STFC 06.05B Proposed Block Plan

Following a discussion with the building manufacturers, KC Cabins Solutions Ltd, they have verbally confirmed there should be minimal impact to building energy efficiency, which should retain the Energy Performance Certification 'A',

following the extension. They have committed to confirming this in writing, which we will provide for reference as soon as received. Please find attached the current EPC rating for 'The Nest'.

I presume the above provides all of the information requested and a clear and concise summary of our proposal for Stonehouse Town Council's consideration. If you require any further information or have any questions, please let us know at the earliest.

Best Wishes, Tim

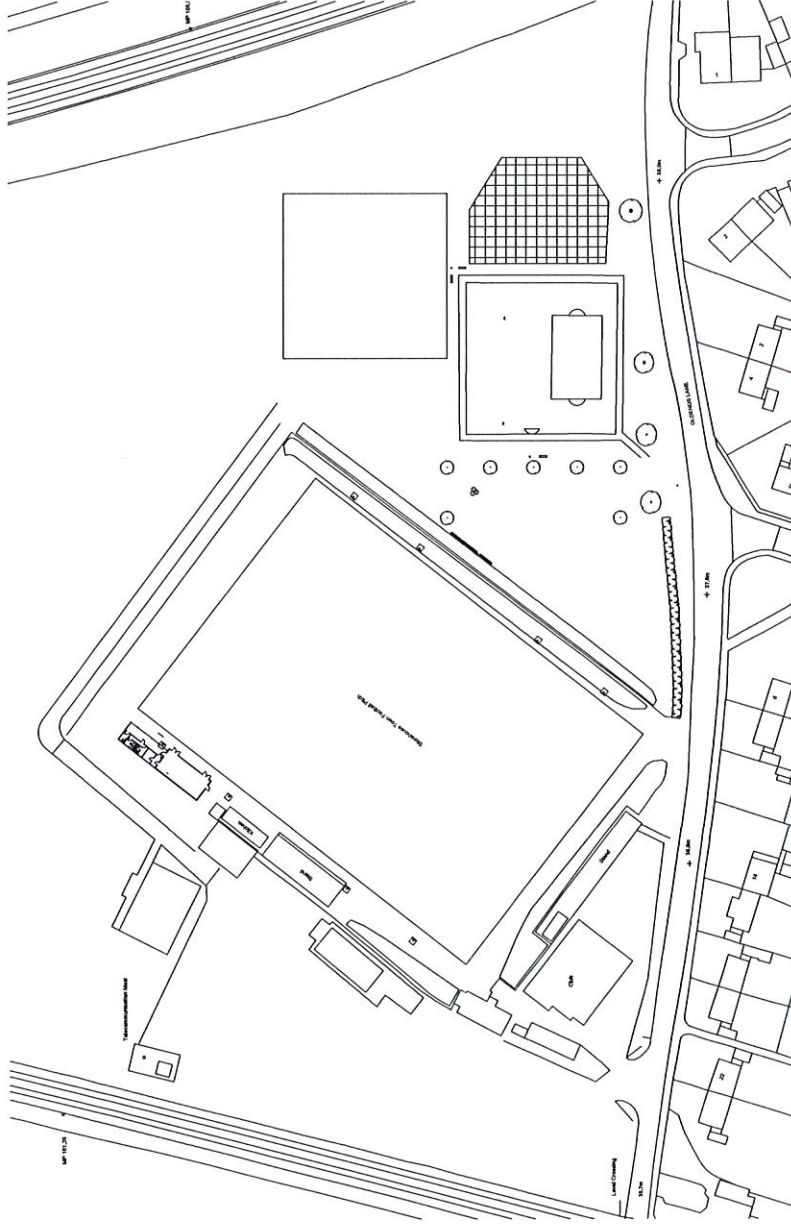
--

Tim Williams

Development Manager

Stonehouse Town Football Club | Oldends Lane, Stonehouse, GL10 2DG

07786 080409 | commercial@stonehousetownfc.co.uk



Existing Site Location Plan - 1:1250



Note : Client to confirm extent of
Ownership - Red Line for application

Preliminary Issue for Client Comments
Prior to Submission

Rev	Date	Description

Project Name: Stonehouse Town Football Club - New Hospitality Suite

Drawing Title: Existing Photos

Status	Date	Scale	Project No.	Drawing No.	Rev.
Planning	May 24	NTS @ A3	24-501	PL-24-501-01	

Notes:

1. The drawings are prepared by Thomas Dean Architects and are for the purpose of providing information only. They are not to be used for any other purpose without the written consent of Thomas Dean Architects.

2. The drawings are prepared by Thomas Dean Architects and are for the purpose of providing information only. They are not to be used for any other purpose without the written consent of Thomas Dean Architects.

3. The drawings are prepared by Thomas Dean Architects and are for the purpose of providing information only. They are not to be used for any other purpose without the written consent of Thomas Dean Architects.

4. The drawings are prepared by Thomas Dean Architects and are for the purpose of providing information only. They are not to be used for any other purpose without the written consent of Thomas Dean Architects.

5. The drawings are prepared by Thomas Dean Architects and are for the purpose of providing information only. They are not to be used for any other purpose without the written consent of Thomas Dean Architects.

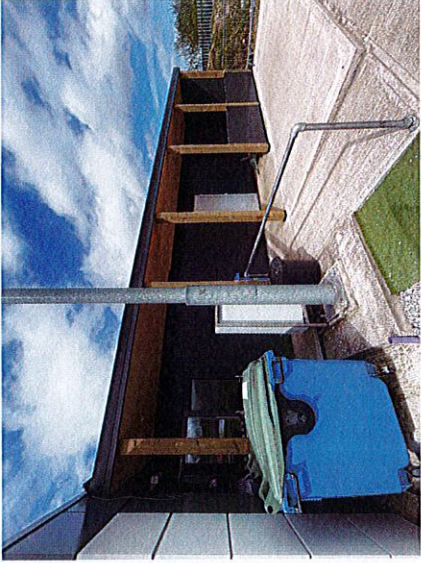
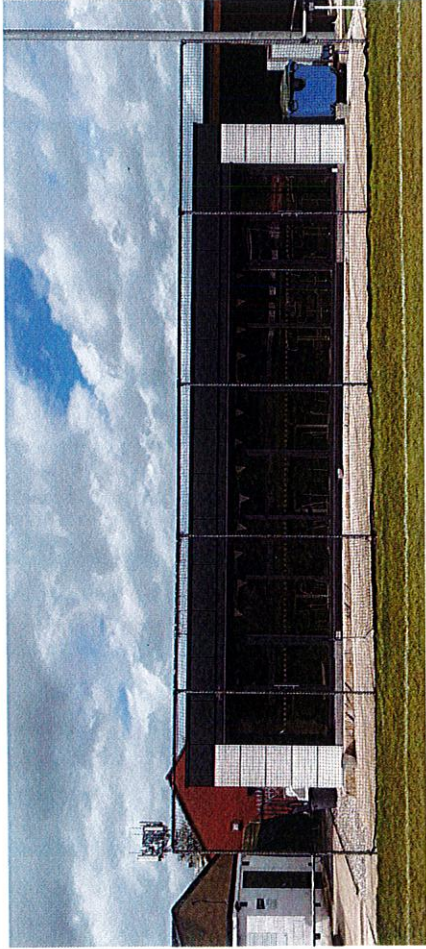
6. The drawings are prepared by Thomas Dean Architects and are for the purpose of providing information only. They are not to be used for any other purpose without the written consent of Thomas Dean Architects.

7. The drawings are prepared by Thomas Dean Architects and are for the purpose of providing information only. They are not to be used for any other purpose without the written consent of Thomas Dean Architects.

8. The drawings are prepared by Thomas Dean Architects and are for the purpose of providing information only. They are not to be used for any other purpose without the written consent of Thomas Dean Architects.

9. The drawings are prepared by Thomas Dean Architects and are for the purpose of providing information only. They are not to be used for any other purpose without the written consent of Thomas Dean Architects.

10. The drawings are prepared by Thomas Dean Architects and are for the purpose of providing information only. They are not to be used for any other purpose without the written consent of Thomas Dean Architects.



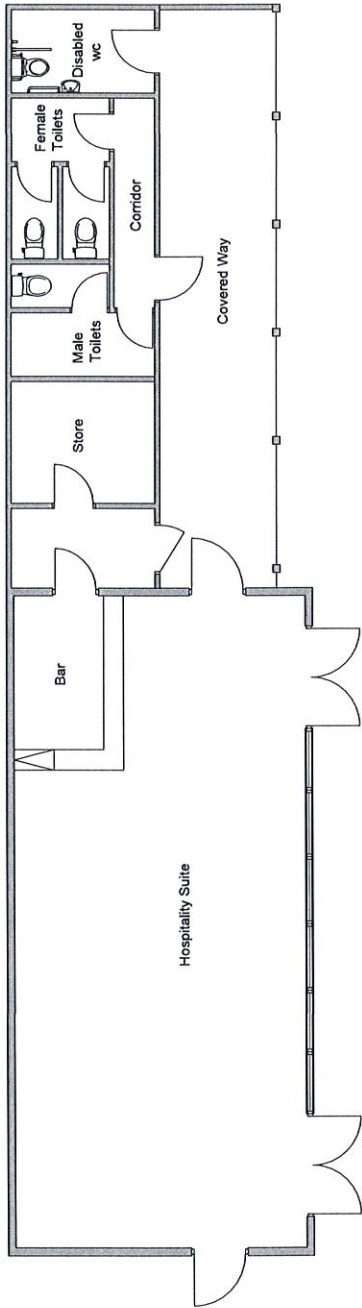
Preliminary Issue for Client Comments
Prior to Submission

Rev	Date	Description

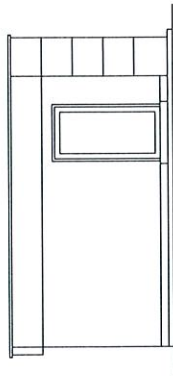
Notes:
This drawing should be printed on A3 paper. The copyright and design details shall be the property of Thomas Dean Architects. It is to be used in conjunction with other relevant information. The recipient of this drawing is to be held responsible for its use. It is not to be reproduced, stored, or transmitted in any form or by any means, without the prior written permission of Thomas Dean Architects. Thomas Dean Architects accepts no responsibility for the accuracy or any information provided by others or for any errors, omissions, inaccuracies and/or any liability arising from the use of this drawing. This drawing shall be used for the purposes of the planning application only and is not to be used for any other purpose.

Project Name: Stonehouse Town Football Club - New Hospitality Suite
Drawing Title: Existing Photos

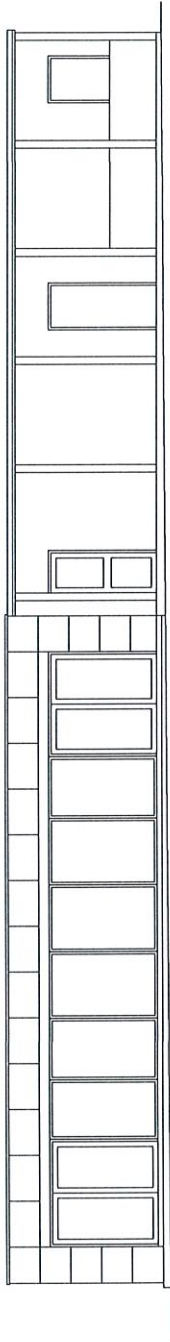
Status	Date	Scale	Project No.	Drawing No.	Rev.
Planning	May 24	NTS @ A3	24-001	PL-24-001-02	



Existing Floor Plan - 1:100



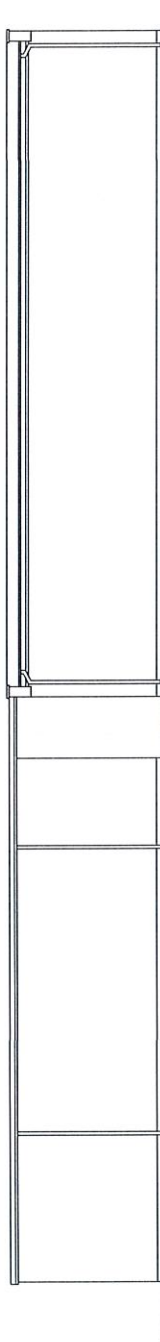
Existing South West Elevation - 1:100



Existing North West Elevation - 1:100



Existing North East Elevation - 1:100



Existing South East Elevation - 1:100

**PRELIMINARY ISSUE FOR CLIENT COMMENTS
PRIOR TO SUBMISSION**

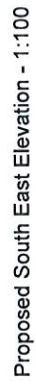
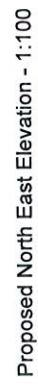
**THOMAS DEAN
ARCHITECTS**
www.thomasdeanarchitects.com Telephone: 01462 740861

Rev	Date	Description

Note: This drawing should be printed on A3 by the computer and with dimensions and the contractor's responsibility. Drawing is to be used in conjunction with your relevant contract documents. The copyright of Thomas Dean Architects and must not be copied or reproduced in part, or in whole, without written permission of Thomas Dean Architects. Thomas Dean Architects accepts no responsibility or liability for any errors or omissions in this drawing. The drawing is for the purpose of the project only and is not to be used for any other purpose. The drawing is the property of Thomas Dean Architects and must not be copied or reproduced in part, or in whole, without written permission of Thomas Dean Architects. Thomas Dean Architects accepts no responsibility or liability for any errors or omissions in this drawing. The drawing is for the purpose of the project only and is not to be used for any other purpose. The drawing is the property of Thomas Dean Architects and must not be copied or reproduced in part, or in whole, without written permission of Thomas Dean Architects.

Project Name: **Stonehouse Town Football Club - New Hospitality Suite**
Drawing Title: **Existing Plan and Elevations**

Status	Date	Scale	Project No.	Drawing No.	Rev.
Planning	May 24	1:100 @ A3	24-501	PL-24-501-03	



Rev	Date	Description
A	17.5.24	Amended to suit STFC requirements
B	21.5.24	Amended to suit STFC requirements

Notes:

All dimensions should be checked on site by the contractor and such dimensions shall be the contractor's responsibility. Drawing is to read in conjunction with other relevant contract information. The measured dimensions shall be taken from the face of the wall or floor.

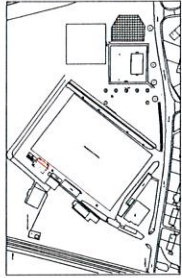
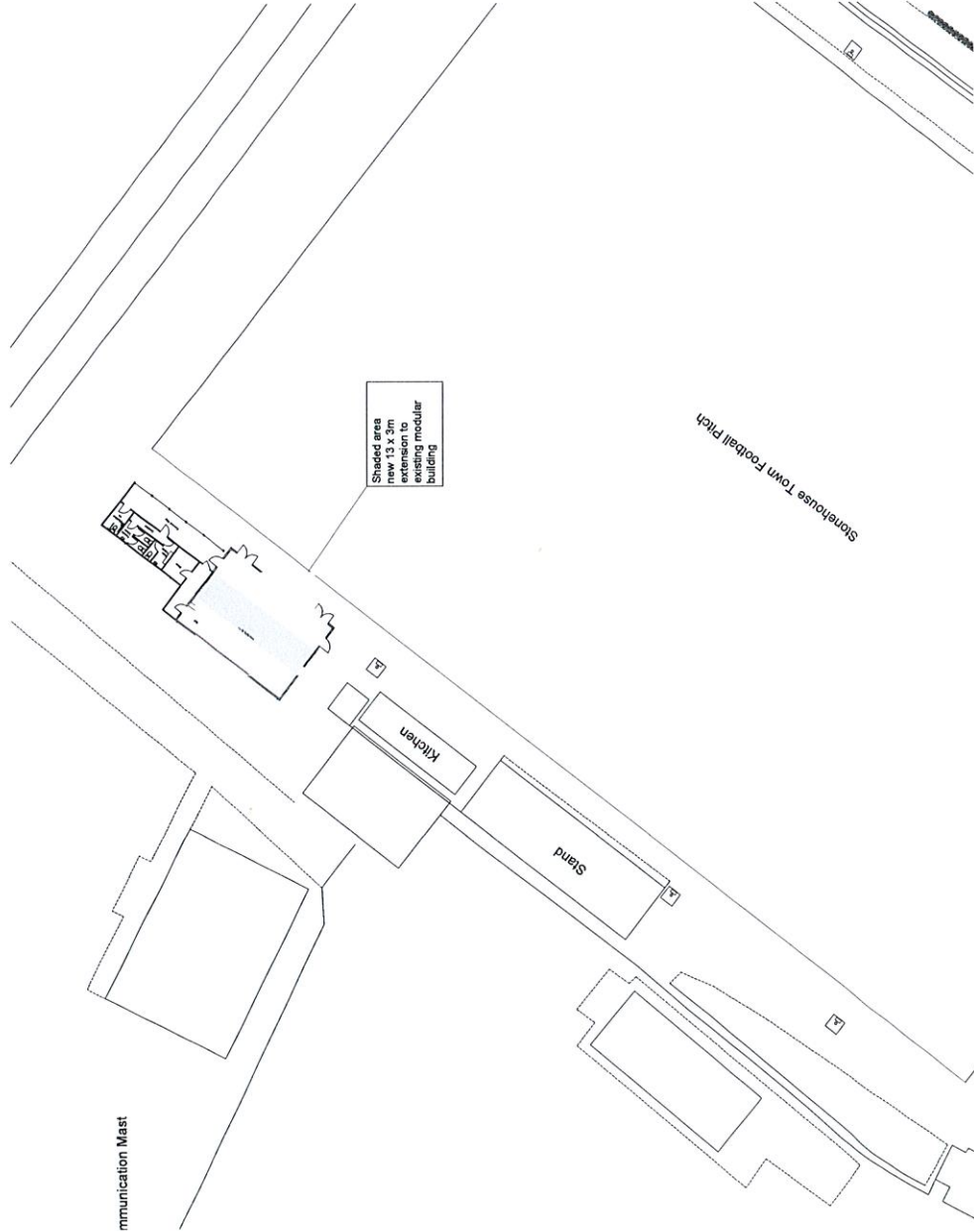
1. The dimensions of the wall and floor shall be taken from the face of the wall or floor, without the express permission of Thomas Dean Architects, Thomas Dean Architects accepts no responsibility or liability for:

- the accuracy of survey information provided by others or for any costs, proceedings and expenses arising out of reliance on such information
- any liability or loss of any kind arising out of reliance on such information
- any liability or loss of any kind arising out of any surveying activity solely for the purposes of the survey

Project Name: Stonehouse Town Football Club - New Hospitality Suite

Drawing Title: Proposed Plan and Elevations

Status	Date	Scale	Project No.	Drawing No.	Rev.
Planning	May 24	1:100 @ A3	24-501	PL-24-501-04	B



Key Plan - NTS

Proposed Block Plan - 1:500

Rev	Date	Description
A	17.3.24	Amended to full STIC requirements
B	21.3.24	Amended to full STIC requirements

Notes:
- All drawings should be checked and signed by the architect and the client.
- The architect is not responsible for the accuracy of the information provided by the client.
- The architect is not responsible for the accuracy of the information provided by the client.
- The architect is not responsible for the accuracy of the information provided by the client.
- The architect is not responsible for the accuracy of the information provided by the client.

Project Name: Stonehouse Town Football Club - New Hospitality Suite

Drawing Title: Proposed Block Plan

Status	Date	Scale	Project No.	Drawing No.	Rev.
Planning	May 24	1:500 @ A3	24-501	PL-24-501-05	B

Energy performance certificate (EPC)

Stonehouse Town FC
Oldends Lane
Stonehouse
Gloucestershire
GL10 2DG

Energy rating

A

Valid until: **11 April 2033**

Certificate number: **0979-8277-2758-4881-8201**

Property type

Offices and Workshop Businesses

Total floor area

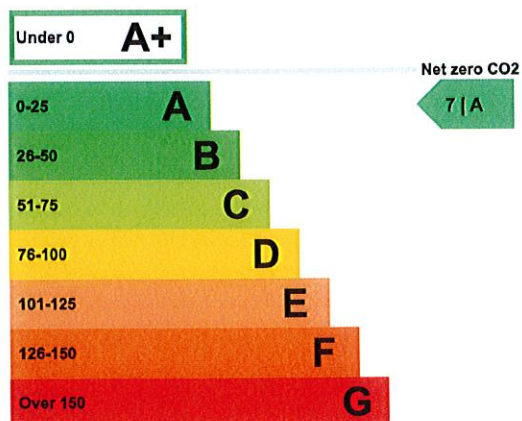
72 square metres

Rules on letting this property

Properties can be let if they have an energy rating from A+ to E.

Energy efficiency rating for this property

This property's current energy rating is A.



Properties are also given a score. The larger the number, the more carbon dioxide (CO2) your property is likely to emit.

How this property compares to others

Properties similar to this one could have ratings:

If newly built

8 | A

If typical of the existing stock

31 | B

Properties are given a rating from A+ (most efficient) to G (least efficient).

Breakdown of this property's energy performance

Main heating fuel	Grid Supplied Electricity
Building environment	Heating and Natural Ventilation
Assessment level	4
Building emission rate (kgCO2/m2 per year)	4.29
Primary energy use (kWh/m2 per year)	45

Recommendation report

Guidance on improving the energy performance of this property can be found in the [recommendation report \(/energy-certificate/9085-2519-7366-8678-7871\)](#).

Contacting the assessor and accreditation scheme

This EPC was created by a qualified energy assessor.

If you are unhappy about your property's energy assessment or certificate, you can complain to the assessor directly.

If you are still unhappy after contacting the assessor, you should contact the assessor's accreditation scheme.

Accreditation schemes are appointed by the government to ensure that assessors are qualified to carry out EPC assessments.

Assessor contact details

Assessor's name Cory Skrzypkowski

Accreditation scheme contact details

Accreditation scheme	Stroma Certification Ltd
Assessor ID	STRO031821
Telephone	0330 124 9660
Email	certification@stroma.com

Assessment details

Employer	Compliant EPC Ltd
Employer address	J2, Mill 3, Pleasley Vale Business Park
Assessor's declaration	The assessor is not related to the owner of the property.
Date of assessment	12 April 2023
Date of certificate	12 April 2023

SERVICE LEVEL AGREEMENT

The following constitutes a service level agreement dated 21 April 2021 between

The Door Youth Project ('The Door') of 44-45 High Street, Stroud, GL5 1AN, and

Stonehouse Town Council ('STC') of Town Hall, High Street, Stonehouse, GL10 2NG

for the provision of youthwork services in Stonehouse from 1 April 2021 to 31 March 2022.

1. GENERAL TERMS AND CONDITIONS

- 1.1. The Door and STC recognize the value in working in partnership to meet the needs of young people in Stonehouse.
- 1.2. From 1 April 2021, The Door will provide **3 x 2 hour sessions** of 'open access' youthwork per week at The Pod Youth Centre, Oldends Lane, Stonehouse, GL10 2DG ('the centre') for 50 weeks each year - a total of 150 sessions per year.
- 1.3. Sessions will be open to all young people of appropriate age for the session.
- 1.4. Session days and times will be mutually agreed between both parties, taking into account feedback from young people resident in the town. Sessions may also be altered to become detached street work by mutual agreement.
- 1.5. All sessions will be run by a minimum of two youthworkers. The Door will seek to recruit locally as far as possible, and will provide opportunities for local people to volunteer during sessions.
- 1.6. The Door will provide a named Community Youthwork Coordinator to manage the provision and be the main point of day-to-day contact for STC.
- 1.7. Alongside the structured sessions, additional time will be allocated for the Community Youthwork Coordinator to engage with the local community, council and other stakeholders.
- 1.8. The officers responsible for this agreement will be the Chief Executive Officer for The Door, and the Town Clerk for STC.
- 1.9. Changes to the agreement may also be made at other times by mutual consent between the parties. Suggested changes should be notified in writing to the other party, and an ad-hoc review meeting scheduled to reach a mutual agreement.
- 1.10. Neither The Door nor STC shall be liable to the other for any failure to fulfil its obligations under this agreement caused by circumstances beyond its reasonable control, such as adverse weather conditions, natural disasters or civil disturbances.
- 1.11. This agreement can be terminated by either party giving 6 months' notice in writing.
- 1.12. If either party considers the other to be in breach of their duties under this agreement or has a grievance about some aspect of the agreement's operation, the responsible officers shall make every effort to resolve the issue through joint discussions. Where this fails, the party wishing to make the complaint should provide the other with written details, including proposals for resolving it, and a written response should be sent within 14 days. If the response does not provide a satisfactory resolution, on written request the issue should

be considered by the Board of Trustees in the case of The Door, or the relevant committee in the case of STC, as a confidential item. Any submissions should be sent in advance to the other party, and representation is permitted at the relevant meeting. If the breach still cannot be rectified, this agreement may be terminated by either party by giving 3 months' notice in writing.

2. THE DOOR:

- 2.1. Will ensure that the Community Youthwork Coordinator or a Community Youthworker is present at all sessions.
- 2.2. Will provide additional Sessional Youthworkers to staff each session. There will at least one Sessional Youthworker in every session, and over the year there will be an average of two.
- 2.3. Will be responsible for the spiritual and professional development of delivery staff throughout the contract.
- 2.4. Will ensure that all sessions are run in accordance with The Door's Health and Safety and Safeguarding policies and procedures.
- 2.5. Will maintain employer's liability insurance cover of £10,000,000 and public liability cover of £5,000,000 for its activities.
- 2.6. Will seek to take an active involvement in the life of the community as a whole.
- 2.7. Will engage volunteers in training and development opportunities as a part of the wider youthwork team at The Door.
- 2.8. Will notify STC as soon as possible of any health and safety issues pertaining to the centre, and of any safeguarding incidents.
- 2.9. Will notify STC on the next working day of any damage to or around the centre sustained during a youthwork session, and will liaise with STC regarding the process for rectification of the damage.
- 2.10. Will provide a quarterly report to STC of the outcomes of the provision.
- 2.11. Will, if it proves necessary to cancel a session, provide a substitute session at a time to be agreed between The Door and STC.
- 2.12. Will work collaboratively with STC to seek and procure additional sources of funding for additional community youthwork activity in the town based on the needs of the local young people and the wider community, including delivering targeted services for specific needs.
- 2.13. Will work within the General Data Protection Regulation and Data Protection Act 2018 and adhere to STC's policy regarding the use of CCTV equipment at the centre.

3. STONEHOUSE TOWN COUNCIL:

- 3.1. Will retain responsibility for all aspects of the centre, including waste management and the rectification of any damage.
- 3.2. Will respect the confidentiality of youthwork being carried out by The Door.
- 3.3. Will ensure that all equipment in the centre is in full working order, and that all on-site safety equipment, including fire equipment and first aid kits, is regularly checked and certified, with all consumable supplies in date.
- 3.4. Will provide The Door with 3 sets of keys to access the centre, and with secure storage facilities for The Door's property at the centre.

- 3.5. Will provide The Door with the use of office facilities at the centre comprising a desk, chair, lockable cupboard and wifi.
- 3.6. Will make reasonable additional provision for youthwork resources at the centre requested by the Community Youthwork Coordinator throughout the period of this agreement. These resources will remain the property of STC.
- 3.7. Will seek to involve The Door in community activities in the town where appropriate.
- 3.8. Will promote The Door and all of its services.

4. PAYMENTS

- 4.1. In consideration of the service provision detailed above, STC will pay The Door the sum of £37,360, invoiced quarterly in advance at the rate of £9,340 per quarter, with payment due by return on receipt of invoice.
Note: This price is exclusive of VAT. It may become necessary for The Door to register for VAT during the course of this agreement.
- 4.2. In the event of notice being given for the cancellation of this agreement, the final quarter's invoice will be adjusted proportionally for the length of the period remaining until the effective date of cancellation.
- 4.3. These amounts would only be adjusted as a result of an agreement between The Door and STC to amend the level of service provision.
- 4.4. The Door reserves the right to charge interest on balances still unpaid after 30 days.
- 4.5. If The Door should cease to operate or go into receivership or administration, then subject to Charities and Insolvency Law and when other liabilities have been met, any outstanding balances will be repaid to STC.

Signed on behalf of The Door Youth Project by

Signed



Name Victoria Robson

Position Chief Executive Officer

Date 21 April 2021

Signed on behalf of Stonehouse Town Council by

Signed _____

Name _____

Position _____

Date _____

Stonehouse Youth service

Supporting information

This document supports the Tender document for the provision of youth services in Stonehouse

Context

Youth services in Stonehouse have been provided over the past four years by a joint agreement with Stonehouse Town Council who appointed a youth service provider to facilitate sessions from The Pod Youth Centre in Oldends Lane, Stonehouse. In addition to the organised sessions, the service provider facilitated several specialised opportunities/clubs and trips from various grant funding. The end of the current contract is now approaching and due to its success, we are aiming to secure a similar service level agreement with a local youth service provider.

The future

We will, through open tender, enter into a 3-year service level agreement (SLA) with one provider, with the option of continuing for a further two years (subject to review and funding availability), to deliver a range of youth services in Stonehouse, depending on identified need in Stonehouse.

We have a vision of a delivery model which provides flexible local delivery. This will be through youth sessions, outreach work and joint activities which may involve volunteers or the need to provide transport.

The service will be designed and developed with involvement from young people as accessibility is a key requirement for providing activities. It is envisaged that the service will continue to evolve over time (subject to regular feedback consultation and evaluation by users) to include formal training opportunities and holiday activities.

The Youth Working Group will hold regular monitoring meetings with the appointed provider to discuss progress and to aid decision making. These will be in addition to formal SLA Performance Review meetings which will be conducted at half-year and yearly periods to ensure agreed target outcomes and outputs are reached.

Applications

We welcome applications from providers which are eligible and able to interpret the brief to design, manage and deliver a service which both meets the needs of young people and the expectations of the councils.

The Service Level Agreement (SLA)

The appointed provider will work under a 3-year SLA for youth service provision in Stonehouse.

Service delivery 'on the ground' will be in place by April 2022, focusing on delivering a range of core sessional activities and outreach work in both localities. In addition, the provider, through the appropriate channels, will support the work of the local youth forum and will liaise with other partners.

The provider will be required to monitor take-up of the service by geography, age and gender and provide feedback to Stonehouse Youth Working Group which will allow monitoring of the accessibility of the services. Monitoring against agreed outputs and outcomes will be conducted by the Youth Working Group which will ensure that the service continues to evolve to meet the needs of young people and determine the success of the initiative.

Appendices

The following appendices contain information to allow those organisations tendering for this SLA to make proposals which meet the requirements of young people and their communities:

- Appendix 1: The type of providers and people we are looking for
- Appendix 2: Supporting communities - current provision, facilities and future aspirations
- Appendix 3: A summary of consultation with young people

Appendix 1: What type of provider and people are we looking for?

Provider	People
The appointed provider needs to be able to demonstrate the fundamental values of collaboration, partnership working and equality of opportunity. It should have the capacity to be flexible in terms of year-round service provision and be able to adapt to the needs and aspirations of young people in Stonehouse The provider should be able to demonstrate experience of SLA/contract management, appropriate staff supervision and the range of policies and procedures required in order to ensure the safe-guarding of young people and effective service delivery. The provider should be prepared to demonstrate flexibility to be able to expand delivery and to take advantage of opportunities arising.	It is envisaged that the commissioned provider will employ or contract appropriately qualified Youth Workers who: • Actively promote the views of young people • Have proven experience of youth work in a variety of settings • Be able to work effectively and positively with vulnerable young people • Have energy and enthusiasm • Be able to work with colleagues to develop innovative and challenging ways of engaging and working with young people • Have experience of working with youth work agencies and partners • Have experience of having been involved in the management of several youth work initiatives • Have experience of managing buildings used for youth work and assuring health and safety of users and other people in contact with the service • Show evidence of having worked with local communities in the delivery of youth work programmes and projects • Show evidence of developing, planning, delivery and evaluation of youth training courses

Appendix 2: Supporting local communities

Current provision, facilities and future aspirations

Current Situation

Pod Youth Centre opened in

Current: Youth workers (2 or 3 depending on user numbers) carry out sessions per week, currently: Tuesday, Wednesday and Friday.

Facilities available

The Pod Youth Centre:

- Fully Equipped Kitchen Facilities.
- Open Space including pool table.
- Lounge area including Xbox console and CD player.
- “Tech” Room with 6 workstations, printer and internet access.
- Direct access to playing field

Looking to the future

- Continued delivery of a min. sessions of youth work a week; 46 weeks a year
- Summer holiday activity programme
- Build relationships with local young people and other organisations providing services and activities in Stonehouse.
- Undertake regular reviews and evaluation with young people to ensure the service evolves and reflects the needs of the users and the wider community.
- Provide professional advice and support on issues of concern to young people e.g. employment, sexual health.
- Deliver a range of age-appropriate sessions
- Support Stonehouse Town Council in bringing together service providers and agencies who support young people with the aim of sharing information and coordinating service provision.
- Support the running of a Stonehouse Youth Forum (still in its infancy!)
- Provision of an outreach/street based programme to engage hard to reach groups as appropriate
- Build on the relationships developed with Maidenhill School. Forge new relationships with Stonehouse Park School.

Appendix 3: Summary of consultation with young people		
Value of youth workers	Important features of a youth centre	Preferred services for young people
• Provide advice • Provide support • Provide someone to talk to • Show respect • Improve skills/ knowledge • Can direct things if necessary	• To be FUN • A place for young people to meet up and not do damage to the community • Open for lots of ages • Friendly community • Activities offered • Have a break from stressful home / school life • To be homely • To be able to relax	• Youth centre • Information and advice • Dance and Drama • Arts and crafts • Music/ studio • Somewhere to meet friends • Internet access • Support for the youth forum

Stonehouse Town Council.
INVITATION TO TENDER FOR A 3 YEAR SERVICE LEVEL AGREEMENT (SLA) FOR
YOUTH PROVISION

1. Organisations are invited to tender to:

- Develop, manage and deliver demand-led, free-access youth provision in Stonehouse.
- Facilitate and develop youth participation and representation in Stonehouse.

2. **Source of financing**

Stonehouse Town Council (STC) have allocated funding for the provision of youth work for the period 2022 – 2025, which may be supplemented by further grant or project funding over the course of the SLA.

3. **Tender allocation**

An annual sum in the region of £40,000 is available for the provision of the **core???** work outlined in this document. This is to include staffing, volunteer costs and related insurance, travel, preparation time and marketing. The commissioned organisation will also provide its own transportation, Information Communication Technology (ICT) and other equipment (including equipment needed for activities, if not already in place within the community) and all consumable materials required to meet the objectives and provide activities and services for young people **detailed above????**.

Please note:

- The Pod Youth Centre at Oldends Lane, funded by Stonehouse Town Council will be made available to deliver the contract. . The tender-supporting information document contains details of the facilities and equipment that will be made available to the successful tenderer. Tenderers are required to familiarise themselves with the available facilities and equipment
- It is possible that the annual sum available for core work, specified above, may be supplemented by further funding sources for additional activities, however tenderers are not to build this into their tender submission

4. **Method of payment**

Payment will be made quarterly in advance and within 30 calendar days of receipt of an agreed invoice.

5. **Eligibility**

Stonehouse Town Council will welcome applications from organisations with:

- Relevant and demonstrable experience in working with young people aged 11 - 19
- Ability to provide appropriate youth and community work programmes which are positive and progressive
- Ability to provide appropriately qualified personnel – the minimum requirement include at least NVQ Level 3 in ‘Youth Work’ for lead staff and NVQ Level 2 for junior staff.

- Ability to develop flexible and adaptable provision
- Commitment and proven track record in engaging in partnership working and ability to maintain sound working relationships with commissioners and partners
- Ability to manage the service and deliver to timescale and budget.
- Participation in the National Youth Agency (NYA) scheme is considered essential for any organisation operating within the youthwork area as the NYA is responsible for the operation of the Quality Assurance Scheme within the Youth Working Sector.

6. Location for the delivery of the service

Direct core youth service provision is to be based in the Pod Youth Centre at Oldends Lane, Stonehouse. With the exception of agreed organised trips and or outreach programmes, other activities are to be delivered within Stonehouse.

Delivery period: The SLA period will be from 1st April 2022 – 31st March 2025,

7. The Commissioner of the Service

The commissioner of the Service Level Agreement is Stonehouse Town Council.

The SLA will be monitored by the Stonehouse Youth Working Group who will be reporting regularly to Stonehouse Town Council. A quarterly review meeting will be held to monitor progress and reports will also be supplied to the council. Stonehouse Town Council works with a range of organisations and youth groups to develop and complement current provision and identify future needs.

The operating office for the Service Level Agreement is Stonehouse Town Council, Town Hall, Queens Road, Stonehouse, Gloucestershire GL10 2QA.

8. Objectives of the Service

- Undertake a core of high quality, direct youth service delivery to young people (11-19 years) in Stonehouse. This will be informed initially through the results of a consultation already carried out in the parish with young people and the wider community.
- Regularly review provision with young people, leading to ongoing development, through identifying ways to improve delivery.
- Create and maintain a voice for young people from Stonehouse, through the maintenance and strengthening of links with key stakeholders (such as Stroud District Youth Council and Youth Forum) and
- Develop citizenship through youth participation and involvement.

9. Outcomes of the service.

Project delivery outcomes will be developed between Stonehouse Town Council and the successful provider.

10. Monitoring

The successful organisation will be required to report on service delivery, against agreed outcomes/outputs, and provide a strategic overview of youth-led demand to Stonehouse Town Council in regular monitoring and review meetings. To help plan for future development and delivery, a formal written progress report of the service will be required on a three-monthly basis – to be submitted to the working group at least one week before each relevant full town council meeting. The Service Level Agreement will include a process for managing poor performance, which could lead to termination of the agreement.

11. Submission of tenders

Applications should be submitted using the form provided.

All tenders should be emailed to: townclerk@stonehousetowncouncil.gov.uk using the subject heading “Youth Tender Submission”. In addition to submission by email, signed copies should be posted to: Stonehouse Town Council, Town Hall, High Street, Stonehouse, Gloucestershire GL10 2NG. Please mark the envelope ‘Youth Tender Submission’. Tenders must be received on or before: 12 Noon, Wednesday 12th January 2022 – Late submissions will not be considered.

12. Process to evaluate tenders.

Representatives from Stonehouse Town Council (STC) and the STC Youth Working Group will be appointed to review submissions and invite those organisations most closely meeting the criteria below to attend for interview. Stonehouse Town Council may select an independent advisor to assist with assessment of the organisations invited for interview. Stonehouse Town Council is committed to equal opportunities and all applications will be considered on their merits.

Tenderers are to note that the council is not bound to award the contract to the lowest tenderer.

13. Criteria for the evaluation of tenders

Tenders will be evaluated against the following criteria:

- Experience of similar work and track record.
- The quality of the proposal in relation to the identified needs in the town.
- The ability to offer a range of youth provision, to include centre-based and other activities, advice and support, along with youth participation.
- Value for money, which could include the added value of volunteer help.
- Evidence of partnership working.
- Evidence of a clear understanding of the existing local structure for youth provision.
- Awareness of local need and changing nature of youth provision.

- Adaptability and ability to respond to need.
- Evidence of appropriate policies and procedures, insurances, professional qualifications and support mechanisms within the organisation.
- Evidence of ability to work within the time frame and budget.
- Confirmation that the tenderer is committed to achieving the Foundation level National Youth Agency's Quality Awards in the first year of the contract.

14. Timetable

- The tender document will be advertised for four weeks from 10th December 2021
- The closing date for submissions is 12 noon on 14th January 2022
- Presentations and interviews will take place towards the end of January 2022.
- The successful agency will be appointed by 18th February 2022.
- The SLA is to be issued by 1st March 2022.
- A handover period (if applicable) to be carried out during Feb/March 2022
- The Service Level Agreement will commence on the 1st of April 2022 (by agreement) with development work (building on previous consultation analysis outlined in Appendix 3 of the Tender Supporting Information document) and launch marketing. It is envisaged that core sessional youth service provision will be in place by the beginning of April 2022.

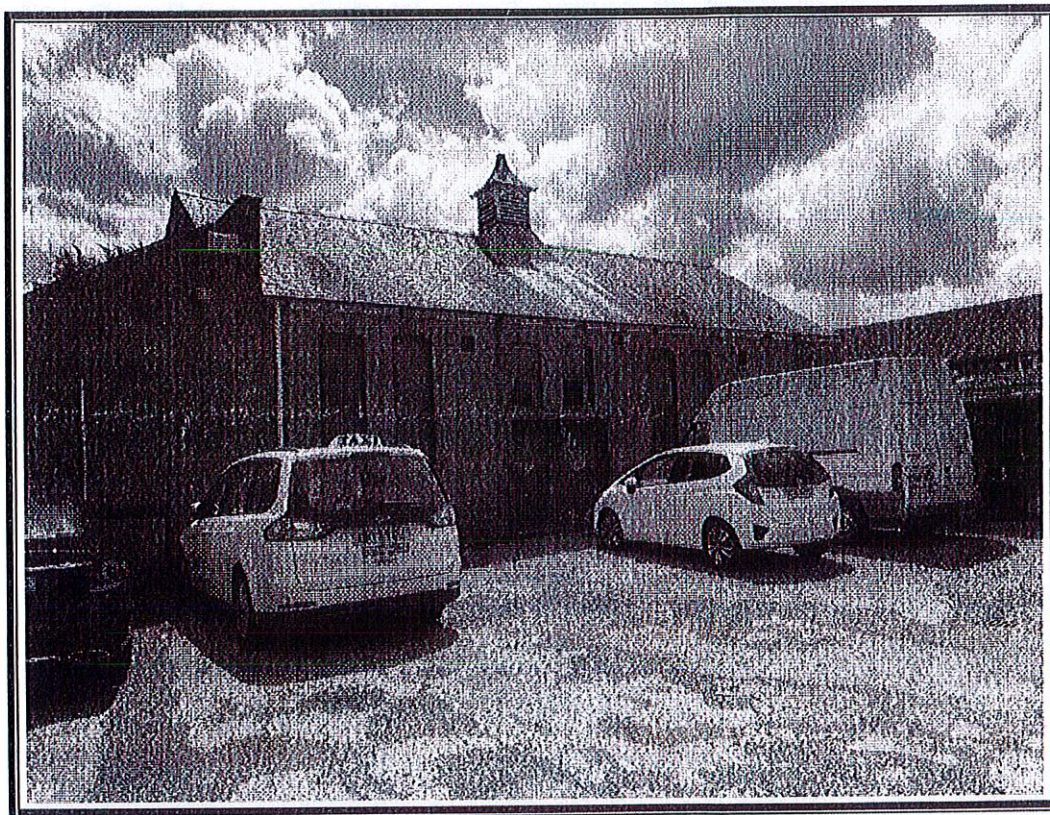
15. Availability of additional information

Additional information is available in the Tender Supporting Information document and the proposed Service Level Agreement (SLA). If you have any queries, please email townclerk@stonehousetowncouncil.gov.uk.

Tenderers are advised that all tender enquiries during the tender period must be directed to the town clerk in writing at the above email address and, that all tenderers will be advised of any and all tender enquiries and subsequent responses in line with good procurement practice.

Former Comrades Club
8 Queens Road
Stonehouse
Glos GL10 2QA

FOR SALE – Development Opportunity



- Town centre new build development opportunity
- Planning Consent granted to erect 4 detached houses and car port

Offers invited based upon £400,000, exclusive, Subject to Contract

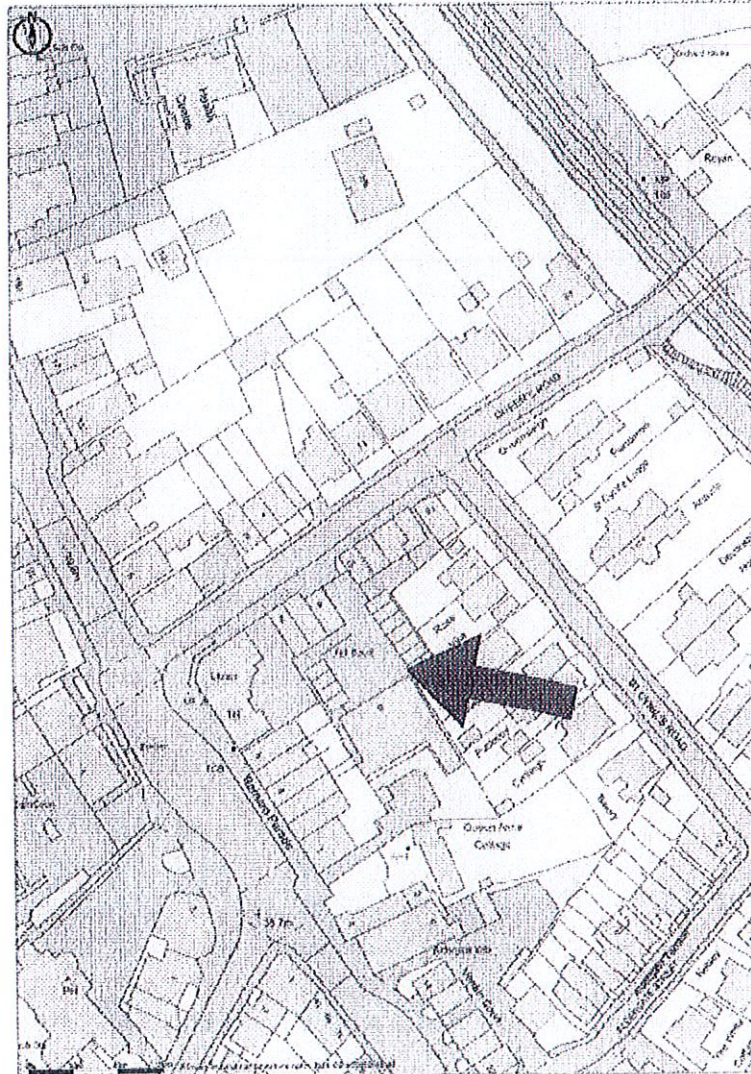
COM/3772

DATE: 16.08.2024

LOCATION

The property is located on the eastern side of Stonehouse town centre which is estimated to have a resident population of approximately 5,000 and is situated approximately 3 miles from Stroud and close to the M5 Junction 13.

Queens Road is directly accessed from Stonehouse High Street having a vibrant mix of retail outlets, cafes and leisure amenities.



Promap
© LANDRAX INFORMATION

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Plotted Scale - 1:1250, Paper Size - A4

DESCRIPTION

The main building comprises of a former Comrades Club which is a relatively substantial single storey brick built construction beneath a pitched tiled roof. There are also 10 garage units arranged in 2 terraces.

ACCOMMODATION (all areas, where quoted, are approximate gross areas).

Description	Sq ft	M ²
Comrades Club	2982	277
Garage block 1	926	86
Garage block 2	538	50
Site Area	9257	860

SERVICES

We have not tested any of the existing service installations and interested parties are advised to obtain independent specialist advice regarding the condition of the service connections.

RATINGS

Interested parties are advised to make their own enquiries to the billing authority to ascertain the exact rates payable as a change in occupation may trigger an adjustment of the rating assessment.

PLANNING

The property is being sold with the benefit of Planning Consent granted for the demolition of the former Comrades Club and garage blocks; erection of 4 detached houses and a car port. S.20.0769/FUL.

There is a S106 Contribution for ecological mitigation measure for Severn Estuary £1540 and Cotswold Beechwoods £2,692. There is no CIL.



FREEHOLD PRICE

Offers invited based upon guide price of: £400,000, exclusive, Subject to Contract

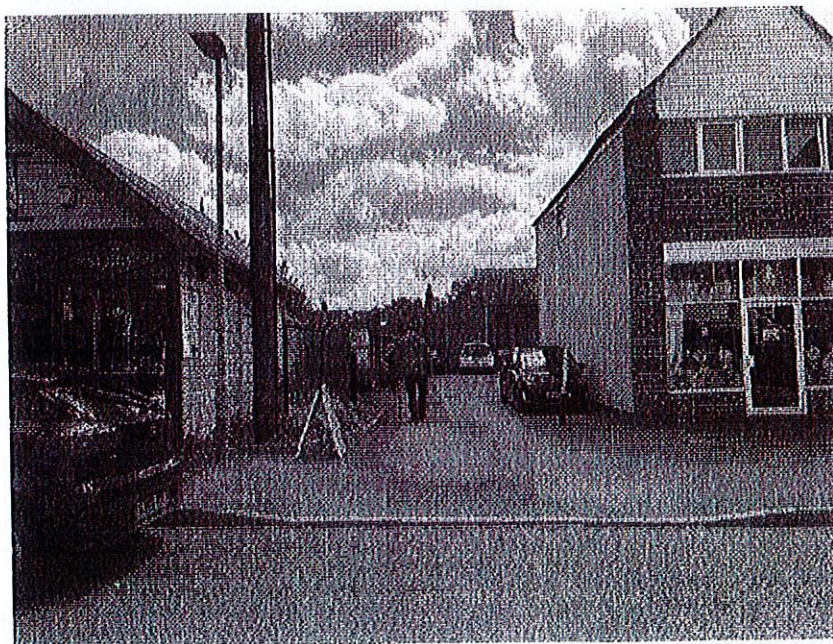
VIEWING

To arrange a viewing contact the sole agent: Hawkins Watton Ltd on

Tel: 01453 753753 / Email: admin@hawkinswatton.co.uk

Disclaimer: Hawkins Watton Ltd and their joint agents if any for themselves and for the seller or landlord of the property whose agents they are, give notice that:

- i. These particulars are given and any statement about the property is made without responsibility on the part of Hawkins Watton Ltd or the seller or landlord and do not constitute the whole or any part of an offer or contract.
- ii. Any description, dimension, distance or area given or any reference made to condition, working order or availability of services or facilities, fixtures or fittings, any guarantee or warranty or statutory or any other permission, approval or reference to suitability for use or occupation, photograph, plan, drawing, aspect or financial or investment information or tenancy and title details or any other information set out in these particulars or otherwise provided shall not be relied on as statements or representations of fact or at all and any prospective buyer or tenant must satisfy themselves by inspection or otherwise as to the accuracy of all information or suitability of the property.
- iii. No employee of Hawkins Watton Ltd has any authority to make or give any representation or warranty arising from these particulars or otherwise or enter into any contract whatsoever in relation to the property in respect of any prospective purchase or letting including in respect of any re-sale potential or value or at all.
- iv. Price or rent may be subject to VAT and any prospective buyer or tenant must satisfy themselves concerning the correct VAT position.
- v. Except in respect of death or personal injury caused by the negligence of Hawkins Watton Ltd or its employees or agents, Hawkins Watton Ltd will not be liable, whether in negligence or otherwise howsoever, for any loss arising from the use of these particulars or any information provided in respect of the property save to the extent that any statement or information has been made or given fraudulently by Hawkins Watton Ltd.
- vi. In the case of new development or refurbishment prospective buyers or tenants should not rely on any artists' impressions or architects' drawings or specification or scope of works or amenities, infrastructure or services or information concerning views, character or appearance and timing concerning availability or occupation and prospective buyers or tenants must take legal advice to ensure that any expectations they may have are provided for direct with the seller or landlord and Hawkins Watton Ltd shall have no liability whatsoever concerning any variation or discrepancy in connection with such matters.



Hawkins Watton Ltd, 43 London Road, Stroud, Gloucestershire GL5 2AJ

t: 01453 753753

e: admin@hawkinswatton.co.uk

w: hawkinswatton.co.uk

