



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 3rd November 2025 at 7pm at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA

Committee Members:

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

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

Carlos Novoth

Town Clerk

29th October 2025

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

A G E N D A

B/919 To receive apologies

B/920 To receive Declarations of Interest

B/921 To approve the minutes of the Business Committee meeting held on 6th October '25

B/922 To receive the latest budget position

B/923 To approve the latest BACS payment list and provide retrospective approval for Debit Card Payments

B/924 To receive an update on the latest budget setting exercise for 2026/27 financial year

B/925 To approve a proposal to raise Stonehouse residents' awareness of 'Crimestoppers' and its benefits to the community, to include:

- The purchase and distribution of one thousand leaflets within the Stonehouse Community at a cost of £50
- The purchase of a two week long social media campaign at a cost of £150

B/926 To approve renewal of the Open Spaces Society subscription for a period of one year from 1st August 2025 at a cost of £45

B/927 To recommend for council approval a three year revenue grant for the 'Fig Tree'

B/928 To review the council's bank signatories and recommend changes for council approval

B/929 To nominate town councillors to undertake regular bank reconciliation checks

B/930 To recommend council approve the updated Standing Orders

B/931 To receive updates from the following working groups:

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

B/932 To note the date of the next meeting - Monday 1st December 2025



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

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

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

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

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

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

B/886 To receive apologies

There were no apologies

B/887 To receive Declarations of Interest

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

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

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

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

B/895 To approve the following grant applications:

- **Stonehouse in Bloom**

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

- **Transition Stroud**

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

- **Sunflower Suicide Support**

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

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

- **Insight Gloucestershire**

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

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

B/889 To receive the latest budget position

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

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

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

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

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

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

B/895 To approve the following grant applications:

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

This agenda item was brought forward - see above for details

B/896 To consider the purchase of land owned by Stroud District Council at Juniper way
Committee appreciated the advanced notice of the land being sold and thanked the District council for informing the council. However Committee could not see a benefit to owning the land. Officers to notify the District Council.

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

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

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

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

Committee has DEFERRED the decision to the next meeting.

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

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

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

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

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

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

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

Public Bodies (Admission to Meetings) Act 1960

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

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

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

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

Notes on Agenda items, BC Monday 3rd November '25

B/921 Minutes	In supporting papers
B/922 Budget	Budget report in supporting papers
B/923 Payment lists	Members to note that papers will include the following: • Payment list for all BACS payments requiring approval • Payment list for debit card payments already made but requiring retrospective approval
B/924 26/27 Budget	Update to be provided at the meeting
B/925 Crimestoppers	The following proposal has been put forward by Cllr Simon MacGregor: Motion to raise Stonehouse residents awareness of Crimestoppers and its benefits to the community by: • Approving the purchase of 1,000 A5 double-sided Crimestoppers leaflets at a cost of £50 plus £6 delivery with a view to distributing them within the community. Crimestoppers, as a charity, initially provided some leaflets, but the council now need to buy its own. It is more cost-effective to buy 1,000 rather than smaller quantities, and this will keep the town topped up. Cllr MacGregor has volunteered to monitor and maintain stocks at the various following outlets: Co-op, one of the barbers, both doctors' surgeries, Maidenhill School, Park Infants, Park Juniors, the Park Estate All pulling Together the Community Centre, the Fig Tree, Wycliffe College, the Methodist Church, the library, and the Town Hall. It is hoped that the leaflets can be spread more widely once the council purchases the additional supply • Approving the purchase of a two week Crimestoppers "Speak Up Stay Safe" social media campaign at a cost of £150 plus VAT targeted at adults in Stonehouse. The campaign will run on Facebook and Instagram, with an estimated daily reach of 1,300 to 3,700 people. The campaign will direct residents to Crimestoppers' "Give Information" page, enabling them to report information about crime 100% anonymously. Reports are passed the same day to Gloucestershire Constabulary's Intelligence Bureau for assessment and action. It is believed there are many residents who are unaware of Crimestoppers or that they can report incidents/concerns anonymously, so this campaign will help raise that awareness.
B/926 Open Space Society	See attached subscription form
B/927 Grant App	See attached grant application from the Fig Tree
B/928 Bank Signatories	Town Council agreed in May 2025 to increase the number of bank signatories from three to five Cllrs. The additional signatories were to be Cllrs Callinan and Neil Gibbs. Officers have undertaken to try and add these councillors as signatories but despite their efforts, Lloyds bank have not sufficiently progressed their applications. Cllrs John Callinan now wishes to withdraw his name as a potential signatory.
B/929 Bank Recon	A recent audit of the councils financial regulations has identified a requirement for nominated town cllrs to undertake quarterly bank reconciliation checks – this work is currently not being undertaken. Committee is seeking non signatory cllrs to volunteer for this work.
B/930 S/Os	See attached for comment

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 27/10/25 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2025/2026	Reserve	Actual Net	Balance	Bal %age
INCOME						
Town Business Committee						
100	Precept	£410,143.00	£0.00	£410,133.00	-£10.00	0.00%
105	Newsletter Advertising	£100.00	£0.00	£0.00	-£100.00	-100.00%
120	Feed-in Tariff from Town Hall	£800.00	£0.00	£725.04	-£74.96	-9.37%
125	Stonehouse Town FC lease	£600.00	£0.00	£0.00	-£600.00	-100.00%
126	STFC Water Recharge	£200.00	£0.00	£0.00	-£200.00	-100.00%
127	STFC Electric Recharge	£2,000.00	£0.00	£1,244.79	-£755.21	-37.76%
130	Athletics Field Lease	£0.00	£0.00	£0.00	£0.00	0.00%
135	Phone Mast on Land	£6,000.00	£0.00	£0.00	-£6,000.00	-100.00%
140	Building Lease at OEL	£637.00	£0.00	£0.00	-£637.00	-100.00%
145	Magpies Social Club	£2,000.00	£0.00	£1,575.00	-£425.00	-21.25%
150	Community Centre Lease	£500.00	£0.00	£0.00	-£500.00	-100.00%
155	OEL Pitch Hire	£3,000.00	£0.00	£115.00	-£2,885.00	-96.17%
160	Misc Income	£500.00	£0.00	£2,351.08	£1,851.08	370.22%
170	Investments Interest	£0.00	£0.00	£0.00	£0.00	0.00%
171	Bank Interest - Lloyds Bank	£0.00	£0.00	£0.00	£0.00	0.00%
172	Bank Interest - Charity A/C	£2,000.00	£0.00	£0.00	-£2,000.00	-100.00%
173	Bank Interest - Natwest	£0.00	£0.00	£0.00	£0.00	0.00%
174	Bank interest - Cambridge BS	£2,000.00	£0.00	£0.00	-£2,000.00	-100.00%
175	Town Hall/Library Recharges	£3,000.00	£0.00	£1,286.96	-£1,713.04	-57.10%
176	Bank Interest - Nationwide	£2,000.00	£0.00	£0.00	-£2,000.00	-100.00%
177	Bank Interest - Melton Building Society	£2,000.00	£0.00	£0.00	-£2,000.00	-100.00%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 27/10/25 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2025/2026	Reserve	Actual Net	Balance	Bal %age
178 CCLA Interest	£21,000.00	£0.00	£6,497.52	£14,502.48	-69.06%
Total Town Business Committee	£458,480.00	£0.00	£423,928.39	£34,551.61	-7.54%
EXPENDITURE					
Town Business Committee					
1000 Salaries					
1000/1 Contracted staff	£223,800.00	£0.00	£125,116.67	£98,683.33	-44.09%
1000/2 Locum	£0.00	£0.00	£0.00	£0.00	0.00%
1000/3 Short term contracted staff	£0.00	£0.00	£0.00	£0.00	0.00%
1000 Total	£223,800.00	£0.00	£125,116.67	£98,683.33	-44.09%
1010 Training & Recruitment					
1010/1 Contracted Staff	£2,500.00	£0.00	£1,332.98	£1,167.02	-46.68%
1010/2 Councillors	£500.00	£0.00	£225.00	£275.00	-55.00%
1010 Total	£3,000.00	£0.00	£1,557.98	£1,442.02	-48.07%
1020 Health & Safety	£2,500.00	£0.00	£878.98	£1,621.02	-64.84%
1030 Professional Fees	£8,000.00	£0.00	£3,061.78	£4,938.22	-61.73%
1040 IT support					
1040/1 General	£6,750.00	£0.00	£2,531.19	£4,218.81	-62.50%
1040/2 Website	£1,300.00	£0.00	£1,080.46	£219.54	-16.89%
1040/3 Newsletter	£0.00	£0.00	£400.00	£400.00	100.00%
1040/4 Phones	£1,500.00	£0.00	£190.34	£1,309.66	-87.31%
1040/5 Printing	£0.00	£0.00	£283.95	£283.95	100.00%
1040 Total	£9,550.00	£0.00	£4,485.94	£5,064.06	-53.03%
1050 Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	-100.00%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 27/10/25 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve	Actual Net	Balance	Bal %age
1060 Grants					
1060/1 One-Offs	£10,000.00	£2,200.00	£12,790.00	-£590.00	5.90%
1060/2 Long-Term	£7,400.00	£0.00	£0.00	£7,400.00	-100.00%
1060 Total	£17,400.00	£2,200.00	£12,790.00	£6,810.00	-39.14%
1070 Town Hall/Library Shared Costs					
1070/1 Rates	£4,500.00	£0.00	£5,613.75	-£1,113.75	24.75%
1070/2 Water	£1,200.00	£0.00	£339.31	£860.69	-71.72%
1070/3 Electric	£3,000.00	£0.00	£1,326.95	£1,673.05	-55.77%
1070/4 Gas	£1,800.00	£0.00	£269.79	£1,530.21	-85.01%
1070/5 Interior Maintenance (reactive)	£500.00	£0.00	£60.00	£440.00	-88.00%
1070/6 Interior Maintenance (programmed)	£500.00	£0.00	£0.00	£500.00	-100.00%
1070/7 Waste Collection	£300.00	£0.00	£10.92	£289.08	-96.36%
1070/8 Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1070 Total	£12,000.00	£0.00	£7,620.72	£4,379.28	-36.49%
1080 Town Hall/Library STC costs					
1080/1 Exterior Maintenance/Cleaning	£500.00	£0.00	£214.45	£285.55	-57.11%
1080/2 Interior Cleaning	£1,700.00	£0.00	£1,307.79	£392.21	-23.07%
1080 Total	£2,200.00	£0.00	£1,522.24	£677.76	-30.81%
1090 Admin Expenses					
1090/1 Paper	£250.00	£0.00	£111.34	£138.66	-55.46%
1090/2 Other	£500.00	£0.00	£756.39	-£256.39	51.28%
1090/3 Printing and Delivery of Newsletters	£8,000.00	£0.00	£3,461.00	£4,539.00	-56.74%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 27/10/25 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2025/2026	Reserve	Actual Net	Balance	Bal %age
1090/4	Travel expenses	£500.00	£0.00	£45.00	£455.00	-91.00%
1090	Total	£9,250.00	£0.00	£4,373.73	£4,876.27	-52.72%
1100	Mayor's Charity & Expenses	£300.00	£0.00	£0.00	£300.00	-100.00%
1110	Travel Costs/Staff & Councillors	£400.00	£0.00	£0.00	£400.00	-100.00%
1120	Election Costs	£0.00	£9,185.29	£9,185.29	£0.00	0.00%
1130	Civic/Remembrance Parades	£180.00	£0.00	£0.00	£180.00	-100.00%
1140	Pavilion Overheads					
1140/1	Rates	£0.00	£0.00	£0.00	£0.00	0.00%
1140/2	Water	£1,200.00	£0.00	£1,213.41	-£13.41	1.12%
1140/3	Electric	£6,300.00	£0.00	£2,342.74	£3,957.26	-62.81%
1140/4	Cleaning	£1,000.00	£0.00	£768.72	£231.28	-23.13%
1140/5	Maintenance (reactive)	£2,000.00	£0.00	£5,340.00	-£3,340.00	167.00%
1140/6	Maintenance (programmed)	£1,000.00	£0.00	£3.10	£996.90	-99.69%
1140/7	Waste Collection	£500.00	£0.00	£43.68	£456.32	-91.26%
1140/8	Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1140/9	Septic Tank	£700.00	£0.00	£3,036.68	-£2,336.68	333.81%
1140	Total	£12,900.00	£0.00	£12,748.33	£151.67	-1.18%
1150	Workshop Overheads					
1150/1	Water	£0.00	£0.00	£0.00	£0.00	0.00%
1150/2	Electric	£300.00	£0.00	£0.00	£300.00	-100.00%
1150/3	Maintenance (Reactive)	£300.00	£5,912.39	£6,864.29	-£651.90	217.30%
1150/4	Maintenance (programmed)	£700.00	£0.00	£120.03	£579.97	-82.85%
1150/5	Waste Collection	£1,800.00	£0.00	£827.25	£972.75	-54.04%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 27/10/25 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2025/2026	Reserve	Actual Net	Balance	Bal %age
1150/6	Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1150	Total	£3,300.00	£5,912.39	£7,811.57	£1,400.82	-42.45%
1160	Equipment & Vehicle Costs					
1160/1	Equipment and Vehicle costs	£700.00	£550.00	£1,105.12	£144.88	-20.70%
1160/2	Maintenance	£600.00	£0.00	£75.00	£525.00	-87.50%
1160/3	Fuel	£900.00	£0.00	£294.04	£605.96	-67.33%
1160/4	Tax	£200.00	£0.00	£0.00	£200.00	-100.00%
1160/5	MOT/Service	£600.00	£0.00	£0.00	£600.00	-100.00%
1160	Total	£3,000.00	£550.00	£1,474.16	£2,075.84	-69.19%
1170	Youth Centre Workers	£66,000.00	£0.00	£48,750.50	£17,249.50	-26.14%
1180	Youth Centre Overheads					
1180/1	Rates	£1,400.00	£0.00	£1,458.88	£-58.88	4.21%
1180/2	Water	£300.00	£0.00	£100.44	£199.56	-66.52%
1180/3	Electric	£1,500.00	£0.00	£556.61	£943.39	-62.89%
1180/4	Cleaning	£1,300.00	£0.00	£695.50	£604.50	-46.50%
1180/5	Maintenance (reactive)	£1,000.00	£0.00	£627.99	£372.01	-37.20%
1180/6	Maintenance (programmed)	£1,500.00	£0.00	£46.50	£1,453.50	-96.90%
1180/7	Waste collection	£300.00	£0.00	£21.84	£278.16	-92.72%
1180/8	Security	£500.00	£0.00	£0.00	£500.00	-100.00%
1180/9	IT costs	£1,000.00	£0.00	£322.74	£677.26	-67.73%
1180	Total	£8,800.00	£0.00	£3,830.50	£4,969.50	-56.47%
1200	Subscriptions	£3,500.00	£0.00	£2,646.45	£853.55	-24.39%
1210	Insurances					

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 27/10/25 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2025/2026	Reserve	Actual Net	Balance	Bal %age
1210/1 Public/Employee Liability	£8,000.00	£0.00	£8,851.28	£851.28	10.64%
1210/2 Buildings	£0.00	£0.00	£0.00	£0.00	0.00%
1210/3 Vehicle	£0.00	£0.00	£137.42	£137.42	100.00%
1210 Total	£8,000.00	£0.00	£8,988.70	£988.70	12.36%
1220 Project Planning & Delivery					
1220/1 OEL Car Park	£0.00	£2,555.00	£2,555.00	£0.00	0.00%
1220/2 Stagholt	£0.00	£100.00	£100.00	£0.00	0.00%
1220/3 Ship Inn site	£0.00	£4,212.72	£4,147.72	£65.00	100.00%
1220/4 Court View	£0.00	£10.00	£0.00	£10.00	100.00%
1220/5 Great Oldbury	£0.00	£0.00	£0.00	£0.00	0.00%
1220 Total	£0.00	£6,877.72	£6,802.72	£75.00	100.00%
1230 Climate Change	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
Total Town Business Committee	£399,580.00	£24,725.40	£263,646.26	£160,659.14	-40.21%
Total Town Business Committee In	£458,480.00	£0.00	£423,928.39	£34,551.61	
Total Town Business Committee E	£399,580.00	£24,725.40	£263,646.26	£160,659.14	
Total Net Balance	£58,900.00		£160,282.13		

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

BACS Approval List

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
4664		£1,365.00	2000	15/09/25	Blachere Illuminations - Christmas Lights - led string lights	39345
		£1,365.00			Blachere Illuminations - Total	
4667		£240.00	1190/3	22/10/25	Clarian Property Services - OEL - removal of rotten wooden posts on tunnel	35
		£240.00			Clarian Property Services - Total	
4670		£40.97	1160/1	24/10/25	G R Fasteners - Workshop - cable ties, PTFE spray, WD40, yellow & white paint markers	891041
		£40.97			G R Fasteners - Total	
4666		£1,925.00	2050/1	21/10/25	Little Party Heaven - Goodwill 2025 - Entertainment - Face painting, balloon modelling, juggling/circus workshops, mini farm, donkeys, magic shows	0566
		£1,925.00			Little Party Heaven - Total	
4668		£108.00	1190/5	23/10/25	Midland Forestry Limited - OEL - Cherry Tree - removal of dead limb and reduction of over extended limb	4859
		£108.00			Midland Forestry Limited - Total	
4669		£2,952.60	1190/1	23/10/25	T W Hawkins & Sons - Oct '25 - Contract mowing	014370
		£2,952.60			T W Hawkins & Sons - Total	
Total		£6,631.57				

Signature

Signature

Date

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

Debit Card Approval List

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
4665		£45.24	1020	21/10/25	The Safety Supply Company - 5 x safety glasses & 10 x safety gloves	9600540
		£45.24			The Safety Supply Company - Total	
Total		£45.24				

Signature _____
Date _____

Signature _____

Campaign Proposal Speak Up Stay Safe - Stonehouse

Prepared by Beth Simpson, Regional Manager
beth.simpson@crimestoppers-uk.org
8/10/2025

Introduction to CrimeStoppers

Crimestoppers is an independent charity, established in 1988, which helps to identify criminals and to prevent and solve crimes. We run the phone number 0800 555 111 and www.crimestoppers-uk.org, where people can pass on information about crime 100% anonymously. Crimestoppers provides the police and other law enforcement agencies with information they would otherwise not have access to as over 66% of the public who contact us would not contact the police or other law enforcement agencies. These people are often the most vulnerable in society, the closest to the crimes and criminals that they are reporting, and in most need of our service.

Campaign Background

A Crimestoppers social media campaign is a good way to cost-effectively reach a large number of people in a targeted geographical location to encourage them to speak up anonymously with information about crime and its perpetrators.

Campaign Outline

We propose a 2-week social media advertising campaign on Instagram and Facebook, targeting adults living in Stonehouse. The digital adverts would link directly to our Give Information [webpage](#). (Note: All anonymous reports received are sent to Gloucestershire Constabulary's Intelligence Bureau on the same day and the Police decide what action to take).

Aims of the Campaign

Our *Speak Up Stay Safe* campaign would:

- Raise awareness of anonymous reporting amongst Stonehouse residents
- Encourage people to report information about crime and its perpetrators
- Build trust in our anonymity guarantee

If required, the campaign could be focussed with more specific messages about hate crime or criminal damage, for example.

Costs

2-week social media advertising campaign	£100 ^{+VAT}
Standard artwork, project management and evaluation	£50 ^{+VAT}
Total	£150^{+VAT}

Terms and Conditions

Artwork

All artwork remains the intellectual property of the Charity. Artwork is provided under licence and for the sole use of the customer for this project.

Media

For all advertising the quote is subject to availability and prices may vary, as a result the amount of advertising may be less than that quoted. The options can be confirmed when the project scope is confirmed.

Pricing

All prices will be subject to VAT.

Invoicing

All projects will be invoiced in advance with the expectation that the money will be received prior to the project commencing.

Delivery

Delivery lead times may vary from those quoted and are subject to availability.

Councillor Simon Macgregor

From: Beth Simpson <Beth.Simpson@crimestoppers-uk.org>
Sent: 13 October 2025 09:47
To: Councillor Simon Macgregor
Subject: RE: Crimestoppers Resources

Hi Simon,

Leaflet print prices are as follows:

A6 postcards –
100 £30.00
500 £45.00
1000 £53.00
2000 £70.00

A5 double sided leaflets –
100 £27.00
500 £39.00
1000 £50.00
2000 £64.00

Delivery is £6.00.

With kind regards

Beth

Beth Simpson

Regional Manager South Central West
Gloucestershire, Wiltshire, Thames Valley, Hampshire & IOW

Crimestoppers Trust, PO Box 324, Wallington, SM6 6BG
T: 0208 835 3700, M:07827 995 358, E: Beth.Simpson@crimestoppers-uk.org
W: www.crimestoppers-uk.org | Switchboard: 020 8835 3700

Everyone has the right to feel safe from crime, wherever they live. Find practical advice on our Keeping Safe pages.

[LEARN MORE](#)

CrimeStoppers.
0800 555111
100% anonymous. Always.

X: @crimestoppersuk | **Facebook:** @crimestoppers | **YouTube:** @crimestoppersuk | **LinkedIn:** @crimestoppersuk

This email and any files transmitted with it are confidential and may also be privileged. If you are not the intended recipient,

Crimestoppers Trust and its subsidiary companies disclaim all legal responsibility for the accuracy or otherwise of any information provided by its subsidiary companies. Crimestoppers Trust is a company limited by guarantee (registered number 05382856) and a charity (1138285).

From: Councillor Simon Macgregor <councillormacgregor@stonehousetowncouncil.gov.uk>
Sent: 10 October 2025 08:53
To: Beth Simpson <Beth.Simpson@crimestoppers-uk.org>
Subject: Re: Crimestoppers Resources

Hi Beth,

please can you send me price of Leaflet's for future ordering, and I will put to town council along with social media Campaign give me some options on bulk amounts and price per 100 including shipping .

Mr Carlos Novoth
Stonehouse Town Council
1 Queens Road
Stonehouse
STONEHOUSE
GL10 2QA



TEL 01491 573535
EMAIL hq@oss.org.uk
WEB www.oss.org.uk

INVOICE

Membership number: 79138
Annual subscription to the Open Space Society
Subscription amount: £45.00
Renewal date: 01/08/2025
Previous payment method: BACS

If you would like to make a payment via bank transfer, the society's account details are as follows (please note this is a new account as we have transferred from using Barclays):

The Open Spaces Society

CAF Bank Account

Sort Code: 40-52-40

Account No: 00035916

Ref: 79138

You can also make a payment online via our website at www.oss.org.uk

If you would like to set up a direct debit or should you have any queries regarding your subscription, please contact our membership secretary, Lucy, by email lucymckean@oss.org.uk or by telephone 01491 573535.

CONSENT AND UPDATING YOUR INFORMATION

By disclosing your personal information to us, including having supported us in the past and not chosen to change your mailing preferences, you give your consent to the collection, storage, processing and use of your personal information by the society as described in our privacy policy.

Once you have registered your membership online you can change your mailing preferences at any time either by visiting your [online account](#), by emailing us at office1@oss.org.uk, by phoning 01491 573535, or by post to 25a Bell Street, Henley-on-Thames RG9 2BA.



The Open Spaces Society 25a Bell Street Henley-on-Thames RG9 2BA

Charity no 1144840 Registered in England and Wales, limited company no 7846516



STONEHOUSE

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

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

Stonehouse Community Grant Application Form

Name of Club, Group or Organisation

THE FIG TREE, STONEHOUSE

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

TRUSTEE / MANAGER

Address

Telephone Number [REDACTED] email: [REDACTED]@stonehousefigtree.org

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

Is your organisation:

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

How much of the funds you raise is used locally? ☒ ALL ☐ MOST / ☐ SOME / ☐ NONE

What is your total local membership?

329 HOUSEHOLDS ON CONTACTS LIST

What is your VAT status?

REGISTERED / NOT REGISTERED

What are the aims and objectives of your Organisation? To provide a safe, welcoming, non-judgemental space for anyone in Stonehouse. We aim to help people find acceptance, hope & healing through our weekly sessions:-
Parent + Toddlers / Babies / Dads + Children / Adult Friendship gip (Front Room) / Language Support (Meeting Place) / Toddlers singing / Toddler Crafts / After School / Quiet Space (Oasis) / Quiet Book gip / Dementia cafe (Memory Cafe) / Grieving + loss cafe (Share + care cafe) + our occasional sessions: cooking with a chef / Adult crafts
VISION STATEMENT: See overleaf...

VISION STATEMENT CONT.....

The Fig Tree will be a place of

- Welcome - (anyone can freely come - everyone feels valued)
- Generosity - (giving freely of our time, talents + treasure)
- Integrity - (we will always be true to our christian values)
- Humility - (recognising our community values)
- Excellence - (we will aim for the highest standards in all we do.)

Details about the grant you are applying for:

To which Funding Scheme are you applying (please tick)

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

What will the grant be used for?

Continuing to offer all our services to the community.

What is the total cost going to be?

Annual cost : £39,382 - at 2024/5 rates
(New lease to be negotiated in 2026)

How much would you like Stonehouse Town Council to contribute?

£5,500

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

Last Financial year : Regular giving scheme - £1557
One off donation - £334.3
Card sales - £7209

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

Continuation of all above : Regular giving scheme
One off donations
Card sales

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

13.10.25 - £9771.80

What impact will the project have on the environment?

Probably 95% of our attendees walk/cycle to our sessions as we serve the local community. Many people in the community pass on craft materials/toys/books/baby clothes/toiletries and food, for our use or to pass on to others, in so doing, we reduce waste. We actively encourage people to be creative - to make/repair/cook (our cooking sessions encourage people to make the most of foodstuffs)

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

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

Signed

Date 24th October 2025

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

Please see attached ;

Bank Statement (9.25)

Annual Report + Financial Statement (year ended 3.25)

Charities Commission Registration Certificate.

*phone 03457 213 213



034195 39600 A

Charity And Community Bank Account

Summary	Date	Description	Withdrawals	Deposits	Balance
Account title THE FIG TREE PROJECT	26 SEP 25	OPENING BALANCE			11,230.76
	29 SEP 25	SQUARE T3TW9BS34KKDDXT		14.33	
Sort code 089299	29 SEP 25	SQUARE T31Z2RV633KQ7BW		16.06	
	29 SEP 25	Sweet Penelope SWEET		20.00	11,281.15
Account number 65874666 00	30 SEP 25	[REDACTED] g Tree	1,164.34		
	30 SEP 25	CHARITIES TRUST CP22201		14.75	
Statement date 13 October 2025	30 SEP 25	SQUARE T3WYHA24P5M6ZT3		61.26	10,192.82
Statement number 96	1 OCT 25	[REDACTED]		20.00	
	1 OCT 25	SQUARE T37HCYT3E0SMS60		56.29	10,269.11
Page number 1 of 1	2 OCT 25	Ethical Additions Invoice 44406	220.05		
	2 OCT 25	WOODMANSTERNE PUBL FIG011	1,396.37		
	2 OCT 25	SQUARE T37A1P3TBIC26WJ		74.66	8,727.35
Statement opening balance 11,230.76	3 OCT 25	SQUARE T36J1PXP4G5BZ31		54.32	8,781.67
	6 OCT 25	SQUARE T3GH0H7RYTBRE1V		26.23	
Total withdrawals 2,780.76	6 OCT 25	SQUARE T3NKDT29P1FPP7E		56.03	8,863.93
	7 OCT 25	PO CREDIT		661.40	
Total deposits 1,321.80	7 OCT 25	[REDACTED]		15.00	
	7 OCT 25	SQUARE T33HY9S8SYM5V5		18.77	9,559.10
	8 OCT 25	[REDACTED]		10.00	
Statement closing balance 9,771.80	8 OCT 25	[REDACTED]		20.00	
	8 OCT 25	SQUARE T3D0BB6RDTH0YCE		26.96	9,616.06
International Bank Account Number	9 OCT 25	SQUARE T37F61A66KB9YZZ		21.99	9,638.05
GB64 CPBK 0892 9965 8746 66	10 OCT 25	SQUARE T30D69SKAFBC31S		28.68	9,666.73
Bank Identification Code CPBK GB22	13 OCT 25	[REDACTED]		20.00	
	13 OCT 25	SQUARE T3B3GPHNXSK6320		33.83	
	13 OCT 25	SQUARE T397DFX5F43XFD2		51.24	9,771.80
		Statement closing balance			9,771.80

Deposits* into this account are eligible for the Financial Services Compensation Scheme (FSCS). More information can be found overleaf.

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk

Abbreviations: S Sub Total, Intermediate Balance, OD Overdraft, OD/S Overdraft Intermediate Balance, NSTF Non Sterling Transaction Fee
Details of overdraft interest rates are shown overleaf. Details of calculations of interest charged are available on request.

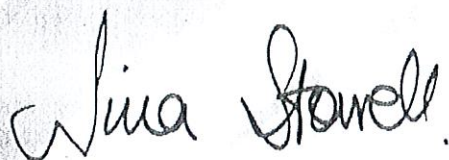
This is to confirm that
THE FIG TREE PROJECT (STONEHOUSE)

was entered on the Register of Charities on

12 June 2019

Registered charity number:

1183851



Rt Hon Baroness Stowell of Beeston MBE
Chair



Dr Helen Stephenson CBE
Chief Executive Officer

This certificate confirms that a charity has been entered on to the Register of Charities.
You can check a charity's current registration status by visiting the Register of Charities at
www.gov.uk/charity-commission



CHARITY COMMISSION
FOR ENGLAND AND WALES

Mae hyn i gadarnhau bod
THE FIG TREE PROJECT (STONEHOUSE)

wedi'i chofnodi yn y Gofrestr Elusennau ar

12 Mehefin 2019

Rhif elusen gofrestredig:

1183851



Y Farwnes Stowell o Beeston MBE PC
Cadeirydd



Dr Helen Stephenson CBE
Prif Swyddog Gweithredol

Mae'r dystysgrif hon yn cadarnhau bod elusen wedi cael ei chofnodi yn y Gofrestr Elusennau.
Gallwch weld statws cofrestredig presennol elusen drwy ymweld â'r Gofrestr Elusennau yn
www.gov.uk/charity-commission



COMISIWN ELUSENNAU
AR GYFER CYMRU A LLOEGR

The Fig Tree Project [Stonehouse]

[An Incorporated Charitable Organisation]

Annual Report and Financial Statements

Year Ended 31 March 2025

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Year Ended 31 March 2025

[Choir]

Treasurer

Charity Registration Number
1183851

Leeper Prosser
High Street
Stonehouse
GL10

The Co-operative Bank plc
1 Balloon Street
Manchester
M60 4EP

The Fig Tree Project [Stonehouse]

[An Incorporated Charitable Organisation]

Annual Report and Financial Statements

Year Ended 31 March 2025

The Trustees present their annual report together with the financial statements for the year ended 31 March 2025

Trustees' Annual Report 2024 - 25

The Fig Tree Project is a Charitable Incorporated Organisation run in accordance with our Governing Document. Our Governance Structure comprises a board of trustees who are elected by the trustees for a three year term of office, which may be extended by subsequent terms. The board of trustees provide strategic overview of the work of the CIO, establish and maintain policies and guide the work and vision of the organisation.

The function of risk management lies with the trustees and is reviewed on a regular basis.

Charitable Objects and Objectives

The Objects of the charity as set out in our governing document are:

The advancement of the Christian faith in Stonehouse and the Severn Vale west of Stroud in such ways as the trustees think fit including through pastoral care and outreach into the community as a means of carrying out the mission and outreach work of the faith, for the benefit of the public.

The Fig Tree Project [Stonehouse]

[An Incorporated Charitable Organisation]

Annual Report and Financial Statements

Year Ended 31 March 2025

Achievements during the year 2024 - 2025

The Fig Tree has continued to flourish and develop from our base in the centre of Stonehouse High Street.

A practical focus of our work this year has been to establish a more sustainable model to help ensure that The Fig Tree can continue to serve Stonehouse. At the start of the year we negotiated an extension to our original three-year lease, securing our premises up to Spring 2027. At the same time we encouraged supporters to join a regular donors scheme, which has helped to provide the charity with a reliable income. We are grateful to all those who support us financially, which this year included the students of Wycliffe College who adopted us as their 'charity of the year'. We have also conducted some research about those who purchase greetings cards: over 70% are regularly returning customers who understand that they are making a positive contribution to our work by buying our cards. Card sales will never cover our costs, but we are pleased to see a growing number of loyal customers and a steady increase in sales as continue to build a reputation for service and quality.

During the year we successfully recruited a part-time employee to work alongside our voluntary manager, in maintaining activities and supporting our volunteer team. A robust recruitment process led to the appointment of a very capable co-ordinator: this additional capacity has allowed us to offer a wider range of activities through the week and made every part of our operation more secure.

Everything that happens at the Fig Tree is only possible because of our amazing team of over 30 volunteers, most of them committed to at least one weekly session either selling cards or leading and supporting activity groups. There has been a very low level of natural turnover as people's circumstances have changed, but we have had a steady flow of new people keen to be part of our team.

Our activities have continued to develop: the Language Support sessions have attracted a greater range of nationalities/languages and it has been a source of real joy to everyone to note the variety of nationalities represented across all our activity groups. The Fig Tree is a genuine bridge across potential dividing lines in our community. In the approach to Christmas, as well as facilitating the filling and collection of 'Christmas Shoe Box' gifts in co-operation with the 'Teams4U' charity,

The Fig Tree Project [Stonehouse]

[An Incorporated Charitable Organisation]

Annual Report and Financial Statements

Year Ended 31 March 2025

we held an evening of carols and ran a special 'Let's Get Cooking' course focussed on seasonal recipes. Other groups such as 'Babies', 'After School' and 'Dads and Children' have continued to thrive, and our monthly 'Memory Cafe' remains one of the few support groups for people living with dementia in the area.

Good governance remains a key foundation for all that we do, and we have been pleased to welcome a new trustee to the board and have also strengthened our range of policies, partly to reflect our new status as an employer.

Priorities for 2025 - 2026

With a stronger leadership team now in place and the security of a longer lease the coming year should see more activity groups launched at the Fig Tree. We will continue to serve the marginalised and hurting of our town and intend to build on our work in the 'Memory Cafe' with support for carers more generally and to offer more sustained support to those grieving after bereavement.

We will also continue to build on our links across the town, especially with the Town Council and health professionals keen to use us for 'social prescribing'. We will continue to seek out sources of funding to enable us to continue to operate in the town.

Public Benefit

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the aims and objectives and in planning future activities.

The Fig Tree Project [Stonehouse]

[An Incorporated Charitable Organisation]

Annual Report and Financial Statements

Year Ended 31 March 2025

Opening Balance 06/04/24: £24,512

INCOME

Retail Sales £16,761

Donations £4,900

Grants £2,606

Gift Aid £132

TOTAL £24,399

EXPENDITURE

Rent -£13,203

Staff Costs -£7,274

Insurance/fees -£1,255

Cost of Sales -£9,552

Consumables -£257

Phone/IT -£416

Other Expenses -£150

TOTAL -£32,108

NET CASH FLOW -£7,709

Closing Balance
(05/04/2025) £16,803

The Fig Tree Project [Stonehouse]

[An Incorporated Charitable Organisation]

Annual Report and Financial Statements

Year Ended 31 March 2025

The financial statements on page 6 were approved by the Trustees, and authorised for issue on 2nd October 2025 and signed on their behalf by:



 Chair of Trustees

Stonehouse Town Council

Standing orders

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

The Proper Officer will be the Town Clerk

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

1. RULES OF DEBATE AT MEETINGS

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

Commented [CK1]: I would delete this one. Amendments made at the meeting can lead to the best outcome

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

- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

2. DISORDERLY CONDUCT AT MEETINGS

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

3. MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

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

shall give reasons for the public's exclusion.

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

Commented [CK2]: I think suspending Sos is better than suspending the meeting. Note that this says that it needs a resolution not just permission from the chair.

Commented [TC3]: There is a question as to the circumstances that would allow non councillors have voting rights

Commented [CK4R3]: Agree - we don't have non-councillors with voting rights but we can't change this one.

- the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.

Commented [CK5]: Should be 'they' not 'he'

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

- p Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before voting takes place moving on to the next item of business on the agenda.

- i. The minutes of a meeting shall include an accurate record of the following, the time and place of the meeting, the names of councillors who are present and the names of councillors who are absent, interests that have been declared, dispensations granted, withdrawal due to declared interest, public attendance, and resolutions made.

- q A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.

Commented [TC6]: Again council needs to consider the circumstances when non councillors are given voting rights

- r No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three. Deferring an item will always be considered if fewer than half the total number of councillors on the council or the committee are present.

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

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

4. COMMITTEES AND SUB-COMMITTEES

- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.

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

Commented [TC7]: There appears to be no defined distinction between a Committee and Standing Committee within Standing Orders. Clause vi suggests that council should appoint the Chair of a Standing Committee

Commented [CK8R7]: Suggest removing clause vi

5. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.
- f The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- g The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- h Neither the Chair or the Deputy Chair may hold the same office for more than 4 consecutive years but may stand for re-election after a further 4 years has elapsed.
- i In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
- j In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- k Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an

Commented [TC9]: It is suggested that council reduce the list of documents to be reviewed at the annual meeting

election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;

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

- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Commented [CK10]: We tend to do this at the end of the calendar year. I don't have a preference but would like it to be done in good time before the meetings calendar starts

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

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

7. PREVIOUS RESOLUTIONS

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

8. VOTING ON APPOINTMENTS

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

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

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

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

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;

- iv. to refer a motion to a particular committee, sub-committee or working group ~~committee or sub-committee~~;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee, ~~or~~ sub-committee or working group and their members;
- x. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xi. to not hear further from a councillor or a member of the public;
- xii. to exclude a councillor or member of the public for disorderly conduct;
- xiii. to temporarily suspend the meeting;
- xiv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xv. to adjourn the meeting; or
- xvi. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

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

- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. DRAFT MINUTES

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

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

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

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

13. CODE OF CONDUCT AND DISPENSATIONS

~~See also standing order 3(u).~~

Commented [TC11]: SO 3(u) does not exist

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

Commented [CK12]: Remove brackets round proper officer

14. **CODE OF CONDUCT COMPLAINTS**

- a **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

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

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

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

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least ~~3~~ **3 working** days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

Commented [CK13]: We might want to make this a bit longer bearing in mind agendas have to put together and 3 working days is the latest the papers can be circulated

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

16. RESPONSIBLE FINANCIAL OFFICER

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

Commented [CK14]: We maybe need to more specific and say the Deputy Clerk will act as RFO in the clerks absence

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

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

18. FINANCIAL CONTROLS AND PROCUREMENT

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

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

19. HANDLING STAFF MATTERS

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

Commented [CK15]: Not sure why you've deleted 'of staff'. I'm wondering about referring this clause to HR sub-committee, as I think long-term absences probably do need to be notified to chair of HR earlier than the next meeting.

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

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

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

~~OR~~

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

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21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

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

22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

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

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

OR

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

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

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

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

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

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

26. **STANDING ORDERS GENERALLY**

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

Commented [TC16]: A question has been raised with GAPTC in terms of whether para 26a refers to the whole of Standing Orders or merely the Non Bold references within the document