



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

Present:

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

In Attendance: Carlos Novoth - Town Clerk

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

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

K. Gibb
22/9/25

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

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

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

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

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

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

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

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

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

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

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

KD
22/9/25

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

TC3482

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

KD
22/9/25

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
4518		£96.00	1180/5	16/07/25	DCR Domestic Appliances - Pod - installation of new dishwasher	9703
		£96.00			DCR Domestic Appliances - Total	
4519		£24.00	1080/1	21/07/25	Easy Window Cleaning - Aug '25 - TH	28428
		£24.00			Easy Window Cleaning - Total	
4538		£400.00	1040/3	05/08/25	Gill Sermon - Design & Artwork - Stonehouse News Issue 58	250508
		£400.00			Gill Sermon - Total	
4529		£322.15	1040/1	05/08/25	Jireh Solutions Ltd - Aug '25 Contract	33485
4531		£25.50	1040/1	05/08/25	Jireh Solutions Ltd - Billable Hours - issue with Carlos's emails	33421
		£347.65			Jireh Solutions Ltd - Total	
4510		£62.40	1190/2	16/07/25	Kellaway Building Supplies Ltd - Dumpy Bag - Topsoil	
4516		£62.40	1190/2	17/07/25	Kellaway Building Supplies Ltd - 1 bag topsoil	003155220
		£124.80			Kellaway Building Supplies Ltd - Total	
4530		£80.90	1040/5	05/08/25	Prolific Solutions (South West) Ltd - Jul '25 - Printer TH	
		£80.90			Prolific Solutions (South West) Ltd - Total	
4532		£72.00	1150/3	05/08/25	Robert Acton - 4 x Litter Pick Bag Holders	15447
		£72.00			Robert Acton - Total	
4527		£398.39	1150/3	05/08/25	SSD Building Services - Intallation of extractor fan in workshop toilet	21168
4528		£7,094.87	1150/3	05/08/25	SSD Building Services - Install toilet facilities, soil pipe, plumbing and washbasin in workshop	21144
		£7,493.26			SSD Building Services - Total	
4526		£9,185.29	1120	05/08/25	Stroud District Council - Local Election Recharge	401867341
		£9,185.29			Stroud District Council - Total	
4517		£2,952.60	1190/1	16/07/25	T W Hawkins & Sons - July '25 - Contract mowing	014169
		£2,952.60			T W Hawkins & Sons - Total	
		£4,068.31			Confidential - Staff Costs	
Total		£24,844.81				

Signature

Signature

Date

150
22/9/25

Expenditure transactions

Start of year 01/04/25

Confidential - Staff Costs

Tn no	Gross	Vat	Net	CtteeInvoice date	Details	
4511	£4,068.31	£0.00	£4,068.31	BUS 18/07/25	HMRC	July '25
Total	£4,068.31	£0.00	£4,068.31			

KQ
22/9/25

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
4515		£0.59	1040/2	18/07/25	Fasthosts - Wordpress Business - 12 month contract ending 18/07/26	1
		£0.59			Fasthosts - Total	
4520		£112.96	1150/3	24/07/25	Rigby Taylor - R9 - 100% Ultra Fine Dwarf Rye Seed	
		£112.96			Rigby Taylor - Total	
4539		£100.00	1030	05/08/25	Tayntons Solicitors - Retainer	
		£100.00			Tayntons Solicitors - Total	
Total		£213.55				

Signature _____
Date _____

Signature _____

KTO
22/9/25

Stonehouse Town Council

Income transactions - receipts approval list

Start of year 01/04/25

Refund for Stall Fees Goodwill 2024

Tn no	Ref.	Gross	Heading	Cttee Invoice date	Details	Ref. Total
723		-£36.00	205/1	ENV 05/08/25	Treena Kitchener - CONTRA - Stonehouse Goodwill 2024 stall x 1 (Tn 503 24/25). Treena decided £5m PLI was too expensive & requested a refund	
Total		-£36.00				

Signature _____

Signature _____

Date _____

KO
22/9/25

Financial Budget Comparison

Comparison between 01/04/25 and 16/07/25 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/25

		2025/2026	Reserve Movements	Actual Net	Balance	Bal %age
INCOME						
Town Business Committee						
100	Precept	£410,143.00	£0.00	£205,066.50	£-205,076.50	-50.00%
105	Newsletter Advertising	£100.00	£0.00	£0.00	£-100.00	-100.00%
120	Feed-in Tariff from Town Hall	£800.00	£0.00	£350.21	£-449.79	-56.22%
125	Stonehouse Town FC lease	£600.00	£0.00	£0.00	£-600.00	-100.00%
126	STFC Water Recharge	£200.00	£0.00	£0.00	£-200.00	-100.00%
127	STFC Electric Recharge	£2,000.00	£0.00	£550.06	£-1,449.94	-72.50%
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	£525.00	£-1,475.00	-73.75%
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	£2,350.00	£1,850.00	370.00%
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%

22/9/25

Financial Budget Comparison

Comparison between 01/04/25 and 16/07/25 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/25

		2025/2026	Reserve Movements	Actual Net	Balance	Bal %age
178	CCLA Interest	£21,000.00	£0.00	£4,855.55	-£16,144.45	-76.88%
Total Town Business Committee		£458,480.00	£0.00	£215,099.28	-£243,380.72	-53.08%
Town Environment Committee						
200	Stonehouse in Bloom	£0.00	£0.00	£0.00	£0.00	0.00%
205	Event Income/Donations	£1,200.00	£0.00	£640.00	-£560.00	-46.67%
210	Planting Sponsorship	£0.00	£0.00	£0.00	£0.00	0.00%
215	Grants	£0.00	£0.00	£0.00	£0.00	0.00%
Total Town Environment Committee		£1,200.00	£0.00	£640.00	-£560.00	-46.67%
Total Income		£459,680.00	£0.00	£215,739.28	-£243,940.72	-53.07%

EXPENDITURE

Town Business Committee						
1000	Salaries	£223,800.00	£0.00	£51,428.15	£172,371.85	-77.02%
1010	Training & Recruitment	£3,000.00	£0.00	£1,332.98	£1,667.02	-55.57%
1020	Health & Safety	£2,500.00	£0.00	£809.17	£1,690.83	-67.63%
1030	Professional Fees	£8,000.00	£0.00	£1,353.39	£6,646.61	-83.08%
1040	IT support	£9,550.00	£0.00	£2,246.74	£7,303.26	-76.47%
1050	Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	-100.00%
1060	Grants	£17,400.00	£2,200.00	£7,900.00	£11,700.00	-67.24%
1070	Town Hall/Library Shared Costs	£12,000.00	£0.00	£6,760.25	£5,239.75	-43.66%
1080	Town Hall/Library STC costs	£2,200.00	£0.00	£638.15	£1,561.85	-70.99%
1090	Admin Expenses	£9,250.00	£0.00	£2,480.78	£6,769.22	-73.18%
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%

22/9/25

Financial Budget Comparison

Comparison between 01/04/25 and 16/07/25 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve Movements	Actual Net	Balance	Bal %age
1120	Election Costs	£0.00	£0.00	£0.00	0.00%
1130	Civic/Remembrance Parades	£180.00	£0.00	£180.00	-100.00%
1140	Pavilion Overheads	£12,900.00	£2,831.92	£10,068.08	-78.05%
1150	Workshop Overheads	£3,300.00	£924.18	£2,375.82	-71.99%
1160	Equipment & Vehicle Costs	£3,000.00	£842.14	£2,707.86	-90.26%
1170	Youth Centre Workers	£66,000.00	£32,500.50	£33,499.50	-50.76%
1180	Youth Centre Overheads	£8,800.00	£2,996.03	£5,803.97	-65.95%
1200	Subscriptions	£3,500.00	£2,646.45	£853.55	-24.39%
1210	Insurances	£8,000.00	£8,988.70	£-988.70	12.36%
1220	Project Planning & Delivery	£0.00	£4,439.52	£0.00	0.00%
1230	Climate Change	£5,000.00	£0.00	£5,000.00	-100.00%
Total Town Business Committee	£399,580.00	£7,189.52	£131,119.05	£275,650.47	-68.99%
Town Environment Committee					
1190	Amenity Areas	£48,800.00	£9,110.92	£39,689.08	-81.33%
2000	Christmas Lights	£2,000.00	£2,110.00	£-110.00	5.50%
2005	Climate Change	£0.00	£0.00	£0.00	0.00%
2010	In Bloom	£0.00	£0.00	£0.00	0.00%
2050	Cultural Events & Studies	£9,300.00	£617.07	£8,682.93	-93.36%
2080	Neighbourhood Plan Review	£0.00	£0.00	£0.00	0.00%
2090	Planning Specialist Advice	£0.00	£0.00	£0.00	0.00%
Total Town Environment Committee	£60,100.00	£0.00	£11,837.99	£48,262.01	-80.30%
Total Expenditure	£459,680.00	£7,189.52	£142,957.04	£323,912.48	-70.46%

Handwritten: 22/9/25

Financial Budget Comparison

Comparison between 01/04/25 and 16/07/25 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve Movements	Actual Net	Balance	Bal %age
Total Income	£459,680.00	£0.00	£215,739.28	-£243,940.72	53.07%
Total Expenditure	£459,680.00	£7,189.52	£142,957.04	£323,912.48	-70.46%
Total Net Balance	£0.00		£72,782.24	-£567,853.20	

KC
22/9/25

