



STONEHOUSE
TOWN COUNCIL

**Minutes of a meeting of the Town Council
held on Monday 13th February 2023 at 7.00pm
at the Town Hall**

Present:

Councillors: Councillors: Rachel Armstrong, John Callinan, Keith Creighton, Debbie Curtis, Mike Davis, Marcus Dixon, Mark Edwards, Neil Gibbs, Carol Kambites (Vice Chair), Gary Powell (Chair), Val Randell, Keith Terry and Theresa Watt.

In Attendance: Clerk to Stonehouse Town Council; Ward Cllr Mattie Ross and a local resident of Festival Road, Stonehouse

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

A resident of Festival road wished to raise the fact that she had asked the town council for assistance to improve the lighting and the surface of the pathway leading from Park school to the Bristol road and had not been updated with the latest progress. The resident felt that her previous representations had not been recognised in previous minutes.

The Clerk was asked to respond to the resident's concerns; he was not aware of the lack of reference to the resident's past attendance at council meetings; if however there were omissions, he apologised. In terms of the progress he has made in resolving the outstanding issues, he commented that he had approached a number of agencies ie Highways, PROW, Police, Neighbourhood wardens etc. To date there had been limited progress - he stated that he would continue with his efforts.

Ward Cllrs Mattie Ross commented that she would ask the District Council's Housing team to encourage council tenants to cut back their trees/hedges.

TC2985 To receive apologies

There were no apologies (County and Ward Cllr was absent from the meeting due to medical reasons)

TC2986 To receive declarations of interest

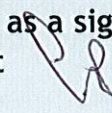
The Chair declared an interest in agenda item TC2991

- TC2987** **To approve the minutes of the Town Council meeting of 23rd January 2023**
Council **APPROVED** the minutes as a true and accurate record of the meeting
- TC2988** **To receive reports from Chair of Town Council and town councillors**
Cllr Neil Gibbs stated that Sarah Brewster was now the new Chair of the Tourism Committee - she has been invited to the town council
Cllr Debbie Curtis highlighted the Spring Canal Festival, community Consultation for Boakes drive residents re access and the fact that there is support needed for the festival weekend
Cllr Carol Kambites attended a site meeting with Cllr Curtis and the Clerk with a GWR rep re the installation of a new cycle rack at the station car park - the meeting was very positive; the council can apply for funding through the Rail Community fund.
- TC2989** **To receive and request reports from County and District Councillors**
Ward Cllr Mattie Ross updated the meeting in relation to the play area consultation for Wharfdale way, SDC having provided budget for walking, cycling, play areas, support for refugees, well being and equality. SDC will b purchasing 15 properties for Ukranian refugees in Nov. Tenant support fund is being set up by SDC.
- TC2990** **To receive RFO's budget report and bank reconciliation for January '23**
The Clerk highlighted the following as special note:-
The town council had made its first recharge for the cost of utilities to GCC; Income due from the telecoms owners is due during February as well as the lease income from Stonehouse town football club.
There was a query raised in relation to the relatively high vat claim
Council **NOTED** the latest budget report totalling actual net values of £380,789.89 in income, £342,273.94 in Expenditure and the use of £78,425.14.
Council also **NOTED** the latest Bank reconciliation with a closing balance of £449,279.94.

The Chair removed himself from the meeting for the following agenda item; the Vice Chair took over as Chair 7.30pm

- TC2991** **To approve the latest payment list**
Council **APPROVED** the payment list totalling £3,246.28

The Chair returned to the meeting and resumed his position as Chair of the meeting 7.35pm

- TC2992** **To approve the Deputy Clerk as a signatory for the town council's Lloyds Business Bank account**
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Council APPROVED the Deputy Clerk as a bank signatory.

- TC2993 To approve the 2023/24 financial year subscriptions**
The Clerk stated that there was an omission in the supporting papers with regards to the current year's subscription rate for GAPTC - the amount was £1967.44 plus vat
Council **APPROVED** subscriptions for 2023/24 as detailed in the supporting papers, including GAPTC, all at 2023/24 subscription rates.
- TC2994 To approve the Council's Direct Debit and Standing Order payment arrangements for financial year 2023/34**
Council **APPROVED** the recommended Standing Order and Direct Debit arrangements as detailed in the supporting papers.
- TC2995 To approve the town council's preferred grounds maintenance contractor for the 2023/24 financial year**
The Clerk stated that to his knowledge, there had only been one quotation received for the work but that due to an unfortunate circumstance, another quote could have been received at the eleventh hour.
The single quotation officially received was for an amount of £23,100 plus vat for standard works, escalating to £24,780 plus vat should additional works be included.
Council agreed that should a second quotation have been received on time, that it should be considered.
Council **AGREED** that should Officers determine that no further quotations were received on time, that the Clerk in consultation with the Chair and Vice Chair of Council be tasked with accepting the one known quotation received from TW Hawkins on 9th February 2023 for a total amount of £23,100 plus vat (£24,780 plus vat should additional works be considered)
- TC2996 To agree the town council's priority projects for 2023/24**
There was widespread discussion on this agenda item due mainly to the sheer number of projects in existence. It was agreed that the council needed an element of flexibility in dealing with its full range of projects as a direct result of time constraints in relation to ongoing works, funding and other opportunities that may arise. In addition, the Clerk highlighted a number of project related and other ongoing works that needs to be considered as and when project work is agreed; Cllrs Mark Edwards stated that he would be willing to progress work with Taylor Wimpey for the potential transfer of land and other assets at Court view to the council. The meeting ended with agreement that providing there is regular discussion amongst members and officers, that it is useful to have the list of priority projects and that where possible, they should be given priority. 

Council **AGREED** the following council priority projects:

1. The development of Stagholt Field to:
 - a) Extend the allotments and
 - b) Consult on and provide an environmentally sensitive area for recreation and play
2. To continue with the application to register Verney Fields as a village green
3. To work towards the provision of an amenity space adjacent to the canal and easily accessible from the Town Centre for the use of residents and canal users.
4. To improve the Oldends Lane carpark and the surrounding Council owned buildings.

TC2997 To receive the Minutes of the Business Committee meeting 6th February '23 and to approve the following recommendations:

1. To approve the latest version of Standing Orders (B/482)
Council **APPROVED** the latest version of Standing Orders
2. To approve the latest version of Financial Regulations (B/482)
Council **APPROVED** the latest version of Financial Regulations.
3. To approve a new Earmarked Reserve budget of £4,000 for the King's Coronation celebrations (B/487)
Council **APPROVED** the new Earmarked Reserve of £4,000 for the King's Coronation Celebrations

TC2998 To approve a 'Door to Door' delivery of the council's Newsletter in March 2023

The Clerk reminded the council's latest position in relation to the printing and distribution of the council's Newsletters during the course of each year. However in light of the many significant events arranged for the current calendar year and in particular the summer, it was thought appropriate for the March edition to be distributed to each individual household.

Council **APPROVED** the printing and distribution of the March edition of the council's newsletter to each householder at an additional cost of approximately £1,000

With the support of attending Town Cllrs, the Chair suspended Standing Orders to allow discussion on the matter of Social Media presence on the issue of Verney Fields, in light of its urgency.

TC2998a **Verney Fields**

Councillor Neil Gibbs highlighted what seemed to be a discussion on Facebook between a number of residents and, someone potentially presenting themselves as one of the new owners of Verney Fields. Cllr Gibbs messaged the owner suggesting that it would be helpful to the council if he came and spoke about his plans for the site; this brought about some unwanted comments from the owner and resultant queries from members of the public.

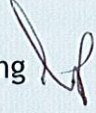
At the time of the meeting, the town clerk confirmed that he had received an email from one of the owners asking about the town council's interest in his affairs and in particular pursuing its interest in registering Verney Fields for Town Green status.

Council agreed that whilst it would have been helpful to engage with the owner, it was felt that there was some reluctance on his part and so would reply to his email saying the town council are willing to engage as and when he is ready

TC2999

Date of next meeting - Monday 13th March 2023

Council **NOTED** the date and time of its next meeting

A handwritten signature in black ink, appearing to be a stylized 'J' or 'K' followed by a flourish.

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/22

	2022/2023	Reserve Movements	Actual Net	Balance	Bal %age
INCOME					
Town Business Committee					
100	Precept	£357,130.00	£357,130.00	£0.00	0.00%
105	Newsletter Advertising	£1,000.00	£230.00	-£770.00	-77.00%
110	Revenue from Lettings	£2,000.00	£0.00	-£2,000.00	-100.00%
115	Meeting Room Hire	£300.00	£0.00	-£300.00	-100.00%
120	Feed-in Tariff from Town Hall	£800.00	£715.53	-£84.47	-10.56%
125	Stonehouse Town FC lease	£500.00	£0.00	-£500.00	-100.00%
130	Athletics Field Lease	£0.00	£0.00	£0.00	0.00%
135	Phone Mast on Land	£6,548.00	£0.00	-£6,548.00	-100.00%
140	Building Lease at OEL	£637.00	£0.00	-£637.00	-100.00%
145	Magpies Social Club	£3,150.00	£2,625.00	-£525.00	-16.67%
150	Community Centre Lease	£500.00	£500.00	£0.00	0.00%
155	OEL Pitch Hire	£2,000.00	£350.00	-£1,650.00	-82.50%
160	Misc Building Hire	£500.00	£936.49	-£9,563.51	-1912.70%
170	Investments Interest	£0.00	£578.23	£578.23	100.00%
171	Bank Interest - Lloyds Bank	£0.00	£0.00	£0.00	0.00%
172	Bank Interest - Charity A/C	£0.00	£0.00	£0.00	0.00%
173	Bank Interest - Natwest	£0.00	£0.00	£0.00	0.00%
174	Bank interest - Cambridge BS	£0.00	£0.00	£0.00	0.00%
175	Town Hall/Library Recharges	£4,000.00	£0.00	-£4,000.00	-100.00%
176	Bank Interest - Nationwide	£0.00	£0.00	£0.00	0.00%
177	Bank Interest - Melton Building Society	£0.00	£0.00	£0.00	0.00%

22/3/23

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/22

	2022/2023	Reserve Movements	Actual Net	Balance	Bal %age
300 Petty Cash - Income	£0.00	£0.00	£0.00	£0.00	0.00%
Total Town Business Committee	£379,065.00	£10,000.00	£363,065.25	£-25,999.75	-6.86%
Town Environment Committee					
200 Stonehouse in Bloom	£1,500.00	£0.00	£250.00	£-1,250.00	-83.33%
205 Event Income/Donations	£1,200.00	£0.00	£934.00	£-266.00	-22.17%
210 Planting Sponsorship	£800.00	£0.00	£1,513.24	£713.24	89.16%
215 Grants	£0.00	£0.00	£15,027.40	£15,027.40	100.00%
Total Town Environment Committee	£3,500.00	£0.00	£17,724.64	£14,224.64	406.42%
Total Income	£382,565.00	£10,000.00	£380,789.89	£-11,775.11	-3.08%

EXPENDITURE

Town Business Committee					
1000 Salaries	£168,885.00	£0.00	£116,601.25	£52,283.75	-30.96%
1010 Training & Recruitment	£3,000.00	£0.00	£4,405.00	£-1,405.00	46.83%
1020 Health & Safety	£4,500.00	£0.00	£3,572.24	£927.76	-20.62%
1030 Professional Fees	£10,000.00	£0.00	£7,735.00	£2,265.00	-22.65%
1040 IT support	£8,750.00	£2,004.09	£9,967.77	£786.32	-8.99%
1050 Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	-100.00%
1060 Grants	£15,000.00	£20,000.00	£26,674.86	£8,325.14	-55.50%
1070 Town Hall/Library Shared Costs	£16,100.00	£0.00	£7,790.86	£8,309.14	-51.61%
1080 Town Hall/Library STC costs	£2,500.00	£0.00	£1,214.99	£1,285.01	-51.40%
1090 Admin Expenses	£4,250.00	£946.10	£3,857.48	£1,338.62	-31.50%
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%

22/3/23

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/22

	2022/2023	Reserve Movements	Actual Net	Balance	Bal %age
1120	Election Costs	£0.00	£9,096.95	£0.00	0.00%
1130	Civic/Remembrance Parades	£180.00	£0.00	£180.00	-100.00%
1140	Pavilion Overheads	£12,900.00	£8,246.64	£4,653.36	-36.07%
1150	Workshop Overheads	£2,700.00	£2,979.60	£-279.60	10.36%
1160	Equipment & Vehicle Costs	£4,900.00	£19,806.53	£1,571.47	-32.07%
1170	Youth Centre Workers	£50,000.00	£0.00	£3,687.11	-7.37%
1180	Youth Centre Overheads	£8,900.00	£4,902.76	£3,997.24	-44.91%
1200	Subscriptions	£3,500.00	£0.00	£2,416.00	-69.03%
1210	Insurances	£6,500.00	£0.00	£-306.23	4.71%
1220	Project Planning & Delivery	£0.00	£15,000.00	£0.00	0.00%
1230	Climate Change	£5,000.00	£166.00	£4,834.00	-96.68%
1240	Petty Cash	£0.00	£0.00	£0.00	0.00%
Total Town Business Committee		£328,765.00	£296,221.05	£96,069.09	-29.22%
Town Environment Committee					
1190	Amenity Areas	£38,500.00	£41,456.07	£11,943.93	-31.02%
2000	Christmas Lights	£5,000.00	£1,313.30	£3,686.70	-73.73%
2005	Climate Change	£2,000.00	£1,480.00	£520.00	-26.00%
2010	In Bloom	£7,000.00	£-1,917.75	£8,917.75	-127.40%
2020	Street Furniture/Bus Shelters	£3,000.00	£71.36	£2,928.64	-97.62%
2030	Traffic Calming/Transport Studies	£1,000.00	£0.00	£1,000.00	-100.00%
2040	Town Greens Maintenance	£0.00	£199.20	£-199.20	100.00%
2050	Cultural Events & Studies	£7,000.00	£3,450.71	£3,549.29	-50.70%

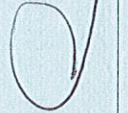
22/3/22

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	2022/2023	Reserve Movements	Actual Net	Balance	Bal %age
2060 Signage	£300.00	£0.00	£0.00	£300.00	-100.00%
2070 Town Centre Partnership	£0.00	£0.00	£0.00	£0.00	0.00%
2080 Neighbourhood Plan Review	£0.00	£0.00	£0.00	£0.00	0.00%
2090 Planning Specialist Advice	£0.00	£0.00	£0.00	£0.00	0.00%
Total Town Environment Committee	£63,800.00	£14,900.00	£46,052.89	£32,647.11	-51.17%
Total Expenditure	£392,565.00	£78,425.14	£342,273.94	£183,044.39	-46.63%
Total Income	£382,565.00	£10,000.00	£380,789.89	-£11,775.11	-3.08%
Total Expenditure	£392,565.00	£78,425.14	£342,273.94	£128,716.20	-32.79%
Total Net Balance	-£10,000.00		£38,515.95	-£140,491.31	

 22/3/23

Bank Account Reconciled Statement

Stonehouse Town Council

01651837

30-98-29

Statement Number	34	Bank Statement No.	34
Statement Opening Balance	£459,874.74	Opening Date	01/01/23
Statement Closing Balance	£449,279.94	Closing Date	31/01/23
True/ Cashbook Closing Balance	£449,279.94		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/01/23	010123SCA	Stonehouse Community Association	0.00	0.00	459,874.74
03/01/23	FPI030123CAMBRI DGEBS	Cambridge Building Society	0.00	578.23	460,452.97
05/01/23	FPI040123MAGPIE	Magpies Social Club	0.00	262.50	460,715.47
09/01/23	DEB090123AMAZO N	Amazon	8.99	0.00	460,706.48
09/01/23	DEB090123VOIPFO NE	Voipfone	20.00	0.00	460,686.48
10/01/23	DD100123YUENER GY	YU Energy	418.92	0.00	460,267.56
11/01/23	DD110123YUENER GY	YU Energy	862.62	0.00	459,404.94
12/01/23	DD120123YUENER GY	YU Energy	122.89	0.00	459,282.05
13/01/23	DD130123O2	O2	15.16	0.00	459,266.89
13/01/23	DEB130123KEDEL	Kedel Limited	337.81	0.00	458,929.08
16/01/23	DD160123WATERP LUS	WaterPlus	52.30	0.00	458,876.78
16/01/23	FPI160123JBROW N	James Brown	0.00	600.00	459,476.78
17/01/23	DEB170123AMAZO N	Amazon	23.46	0.00	459,453.32
17/01/23	DEB170123SCREW FIX	Screwfix	26.44	0.00	459,426.88
17/01/23	PAY170123LLOYD S	Lloyds Bank	7.00	0.00	459,419.88
23/01/23	DD230123TVLICEN CE	TV Licence	159.00	0.00	459,260.88
23/01/23	SO230123STAFFS ALARY	Staff Salaries	8,117.70	0.00	451,143.18
24/01/23	DD240123NEST	NEST	1,491.01	0.00	449,652.17
26/01/23	BGC260123HMRC	HMRC (VAT)	0.00	16,005.29	465,657.46
26/01/23	DD260123JSTAYTE	John Stayte Services Ltd	170.03	0.00	465,487.43
26/01/23	DEB260123NFPWO RKSHOP	NFP Workshops	95.00	0.00	465,392.43
26/01/23	DEB260123VOIPFO NE	Voipfone	8.40	0.00	465,384.03
26/01/23	FPO260123ADAD	All Done and Dusted	93.60	0.00	465,290.43
26/01/23	FPO260123ALLST ONE	Allstone Speedy Skips	213.60	0.00	465,076.83

22/3/23

Bank Account Reconciled Statement

26/01/23	FPO260123CDESI GN	Crafthouse Design	0.00	-36.00	465,040.83
26/01/23	FPO260123CLARIA N	Clarian Property Services	190.00	0.00	464,850.83
26/01/23	FPO260123CSG	Cotswold Security Group Ltd	36.00	0.00	464,814.83
26/01/23	FPO260123DENISB ROWN	Dennis Brown & Son	79.42	0.00	464,735.41
26/01/23	FPO260123EASYW INDOW	Easy Window Cleaning	16.80	0.00	464,718.61
26/01/23	FPO260123GCC	Gloucestershire County Council	555.08	0.00	464,163.53
26/01/23	FPO260123GRFAS T	G R Fasteners	83.59	0.00	464,079.94
26/01/23	FPO260123GRUND ON	Grundon Waste Management Ltd	81.08	0.00	463,998.86
26/01/23	FPO260123HISCOX	Hiscox Insurance Company Limited	250.00	0.00	463,748.86
26/01/23	FPO260123HMRC	HMRC	3,053.30	0.00	460,695.56
26/01/23	FPO260123HURNS	Hurns Hardware	4.05	0.00	460,691.51
26/01/23	FPO260123JIREH	Jireh Solutions Ltd	583.38	0.00	460,108.13
26/01/23	FPO260123KELLA WAY	Kellaway Building Supplies Ltd	101.53	0.00	460,006.60
26/01/23	FPO260123KIBLEC	Kiblec Electrical & Security	921.00	0.00	459,085.60
26/01/23	FPO260123LLOYD	Lisa Lloyd	0.00	-36.00	459,049.60
26/01/23	FPO260123NETTL	Nettl (Incorporating Absolute Creative)	63.80	0.00	458,985.80
26/01/23	FPO260123PROLIF IC	Prolific Solutions (South West) Ltd	38.42	0.00	458,947.38
26/01/23	FPO260123SFCIRC LE	Stonehouse Friendly Circle	500.00	0.00	458,447.38
26/01/23	FPO260123SHAUT O	Stonehouse Autoparts	120.47	0.00	458,326.91
26/01/23	FPO260123SIMHY GIENE	Simple Hygiene Solutions	65.66	0.00	458,261.25
26/01/23	FPO260123SOS	Stroud Office Supplies	39.39	0.00	458,221.86
26/01/23	FPO260123THEDO OR	The Door	1,500.00	0.00	456,721.86
26/01/23	FPO260123TWH WKINS	T W Hawkins & Sons	4,400.02	0.00	452,321.84
26/01/23	FPO260123WORK NEST	WorkNest	2,528.40	0.00	449,793.44
30/01/23	SO300123PATA	PATA Payroll	45.50	0.00	449,747.94
30/01/23	SO300123UBICO	Ubico Limited	468.00	0.00	449,279.94

Uncleared and unrepresented effects

Total uncleared and unrepresented 0.00 0.00

22/3/23

Bank Account Reconciled Statement

Total debits / credits

27968.82

17374.02

Reconciled by Carla Swindells

Signed _____

Clerk / Responsible Financial Officer

Date _____



Chair

22/3/22

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/22

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
2889		£18.36	1090/2	07/02/23	Carla Swindells - Milage to training course and Dursley TC	
		£18.36			Carla Swindells - Total	
2888		£120.00	1140/9	23/12/22	Cotswold Drain Services - Service of pumps at Pavilion - aborted visit due to lack of electricity	39642
		£120.00			Cotswold Drain Services - Total	
2893		£2,835.00	1190/3	07/02/23	GB Sport & Leisure - Backboard insert, gate, anti slip tape, gate spring, gate buffer, rope ladder and gate key	11875
		£2,835.00			GB Sport & Leisure - Total	
2894		£61.02	1150/5	31/01/23	Grundon Waste Management Ltd - Waste collection - Workshop	0771907
		£61.02			Grundon Waste Management Ltd - Total	
2886		£11.90	1140/5	09/01/23	Hurns Hardware - Assorted hose fittings, jubilee clips	3770
		£11.90			Hurns Hardware - Total	
2890		£200.00	2050/1	03/02/23	Nailsworth Silver Band - Performance at Stonehouse carol service 17/12/22	
		£200.00			Nailsworth Silver Band - Total	
Total		£3,246.28				

Signature

Date

Signature

22/3/23

