



STONEHOUSE **TOWN COUNCIL**

To Members of the Town Council

You are hereby summoned to attend a meeting of the Town Council to be held on
Monday 17th April 23 at 7.00pm at the Town Hall, 1 Queens Street, Stonehouse

Council Members:

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

All residents of the Parish are welcome to attend the meeting. 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
11th April '23

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

A G E N D A

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|--------|---|
| TC3022 | To receive apologies |
| TC3023 | To receive declarations of interest |
| TC3024 | To approve the minutes of the Town Council meeting of 13 th March 2023 |
| TC3025 | To welcome the newly elected town councillor, Mrs Wendy Thomson |
| TC3026 | To receive reports from Chair of Town Council and town councillors |
| TC3027 | To receive and request reports from County and District Councillors |
| TC3028 | To receive RFO's budget report for March '23 and bank reconciliations for February and March '23 |
| TC3029 | To approve the latest payment list |
| TC3030 | To approve: <ul style="list-style-type: none">• a change to the name of an existing earmarked Reserve headed 'Oldends lane New Community Facilities' TO 'Stonehouse Community Facility'• the latest Earmarked reserve list |

- TC3031 To receive the latest quarterly report from 'The Door' and a funding proposal
- TC3032 To approve:
- ground works for the erection of planter posts in the High street
 - the purchase of 23 planter posts
- TC3033 To approve the use of a local contractor to water the town's In Bloom planters and hanging baskets from late May to mid September 2023
- TC3034 To approve the Council's revised Financial Regulations
- TC3035 To approve the Council's 'Website Accessibility Statement'
- TC3036 To receive the internal audit report from GAPTC for financial year 2022/23
- TC3037 To receive the Minutes of the Business Committee meeting of 27th March '23 and to approve the following recommendations:
- B/513 To adopt Stroud District Council's:
 - Parish and Town Council Charter and,
 - Protocol for using the Town and Parish Council Hub
- TC3038 To receive the Minutes of the Environment Committee meeting 11th April '23 and to approve the following recommendations:
- E/620 To approve a response for the second round of Stroud District Council's community Governance Review
- TC3039 To receive the Clerk's update on:
- Transfer of funds from CCLA to Lloyds
 - Appointment of a new Project Officer
 - Waterplus variable Direct Debit arrangements
- TC3040 Date of next meeting - Monday 15th May 2023

Notes on Agenda items, Full Town Council Monday 17th April 2023

TC3022 - Minutes	See attached minutes
TC3025 – Bye Election	Wendy Thomson has become the newly elected town councillor Wendy has signed the 'Acceptance of Office' and 'Declaration of Pecuniary Interest' (DPI) forms and has agreed to sit on the Business Committee
TC3026/27 – County/Ward reports	At the time this paper was written, Officers received no written reports
TC3028 – Budget	See attached latest budget report for March 2023 and Bank Reconciliations for February and March 2023
TC3029 – Payment list	See attached payment list
TC3030 – Reserves	See attached Reserves list The request to amend the heading 'Oldends Lane New Community Facilities' to 'Stonehouse Community Facility' has been requested by the Oldends Lane Development working group in order to widen the scope for facilities to be located in other parts of the town
TC3031 – Funding proposal – The Door	See attached latest quarterly report and funding proposal
TC3032 - Planters	Ground works – Three contractors were engaged to provide quotes for the excavation and installation of 23 new planter posts – areas include the pavement outside 'Pizza Planet', the Memorial Green and the verge near the Globe Public House. To date, the town council has received only one full quotation with a second being promised by Wednesday 19th April. The third contractor invited to quote has not done so. Cllrs will be advised of the quotation received to date at the meeting. New Planter posts – An order has been placed for the purchase of 23 planter posts ahead of a decision from Council due to urgency; the total cost of the posts is £2,671.68 plus vat. Owing to the nature of the posts, there was only one contractor approached for costs and therefore comparisons are not available. Officers will provide Cllrs with recommendations at the meeting.
TC3033 – Planter watering	The issue of watering the town council's High street planters has been a point of discussion during the past year as it had a direct link to the choice of council vehicle being purchased in recent months and the town council's commitment towards the future purchase of an electric van; the ability for electric vans to tow a heavy bowser is somewhat limited and furthermore, it was considered more beneficial for the grounds staff's time to be utilised on 'In Bloom' and other town centred maintenance works, including tree watering at such a critical time of the year. Officers have been able to identify only one company locally that offers this type of service. The company is willing to undertake the watering work throughout the necessary period of end of May and mid September at a cost of £3,000; the cost will include watering of all the 'In Bloom' planters including hanging baskets weekly and if necessary, more often depending on the prevailing weather. Recommendation: Following the requirements of the town council financial regulations 11.1(d), owing to the fact that Officers are unable to identify further companies with which to compare on price, it is recommended that for 2023, council engages with the company called 'Colors' at a total cost of £3,000 to water the town's 'In Bloom' planters weekly between the last week of May and the second week of September.

TC3034 – Finance Regs	See attached revised regulations The following amendments have been recommended by the Policy review working group in conjunction with the Clerk/RFO to Clauses 3.1, 4.1, 5.5b, 6.3, 6.9, 6.18, 6.19, 11.1(h) and 15.1 to 15.5 Clauses 6.7 and 6.8 have been moved and renumbered.
TC3035 – Website Accessibility	See attached statement There is a clear requirement for the town council to have a Website Accessibility Statement for its website – this has been reinforced by the Internal Auditor (GAPTC)
TC3036 – Internal Audit	See attached report
TC3037 – Business Committee	See attached minutes
TC3038 – Env Committee	See attached minutes and recommended response agreed at Environment Committee at its meeting on the 11 th April '23
TC3039 – Clerk's Update	• CCLA – following a recent decision by Business Committee on 27th March, £20,000 was Transferred from the Council's CCLA account to its Lloyds Business account – the transfer took place on the same day it was requested • New Project Officer – a Project Officer will be joining the Town hall in early May following a successful recruitment process. The individual has project experience and lives locally. He will be introduced to Cllrs at the May meeting • Water plus payments – several months ago, the Clerk discontinued the direct debit arrangements with the company owing to the outrageously inaccurate charges it had imposed – the council were recompensed immediately and only now has the matter been fully resolved. It is Officer's intention to reinstate the direct debit arrangements with the company in line with the DD list approved by council at its meeting in February '23
TC3040	Monday 15 th May 2023



STONEHOUSE
TOWN COUNCIL

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

Present:

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

In Attendance: Clerk to Stonehouse Town Council; The Head of Stroud District Tourism Partnership; a local tree expert; the Chair of Stonehouse Town Football Club; the Chair and Trustee and Secretary and Trustee of Stonehouse Community Association and a local resident of Festival road

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

The newly appointed Head of Stroud District Tourism Partnership addressed the meeting on her vision for the immediate future of the partnership, giving a brief overview of her 12 point plan to spread the benefits of sustainable tourism across the district. The Chair apologised for rushing the speaker but invited her to a later meeting to discuss the details of her plan. The Chair thanked the speaker for her time.

The tree expert attended the meeting to discuss agenda item TC3017 and provided a strong view as to why the town council should not fell the Willow Tree in the centre of the town, citing the Glendale report stating the recommendations, which had some time ago been implemented by the town council. He suggested that further ongoing maintenance and inspection regime should suffice. The Attendee remained at the meeting in case further input was sought from him when the relevant agenda item was discussed.

A resident of Festival road/member of the town council's Event working group wished to raise a point in relation to the planned barn dance planned for the King's Coronation in that council should ensure that whichever company was chosen they should be able to facilitate dancing outside of the community centre. The Chair thanked the resident for her input.

- TC3000 To receive apologies**
Apologies were received from town Cllrs Marcus Dixon, Debbie Curtis and Theresa Watt. Apologies were also given by ward cllr Mattie Ross
- TC3001 To receive declarations of interest**
There were no declarations of interest
- TC3002 To approve the minutes of the Town Council meeting of 13th February 2023**
Council **APPROVED** the minutes as a true and accurate record of the meeting

By agreement, the Chair brought forward the following agenda items for discussion.

- TC3010 To consider and approve:**
1. an application for financial support from Stonehouse Community Association
 2. the town council representative/s to act on the town council's behalf on the Stonehouse Community Association's Board of Trustees
- Two Trustees of the Stonehouse Community Association (SCA) were invited to answer questions.
The following questions were raised:
- How Trustees were chosen - they were chosen from local businesses and volunteers
 - The amended constitution refers to the council representative as an honorary position - does this include voting rights - it was confirmed that it did not include voting rights but in time full voting rights will be given; this issue was pressed and the Trustees considered the change would take place in the very near future. There was some disappointment but acceptance of the situation amongst council members.
 - Had anyone been asked to leave and refused use of the community centre. The Trustees confirmed that there hadn't been.
- The Trustees were clear about the state of the community Association's finances in that if they did not receive additional funding imminently, they would be at risk of folding; they highlighted the affect of the significant reduction in income levels over the past two years which has necessitated the use of their reserves. It was acknowledged that whilst the funding application was for a total of £6737.80, the association's needs were significantly greater. It was acknowledged that the council's current grants policy could not be used to pay for services already purchased. On this basis, a grant was considered for general use by the Association; Cllr Callinan proposed a grant of £10,000 from the town council's General Reserves; this was seconded by Cllr Gibbs and unanimously agreed. Council **APPROVED** a grant award of £10,000 (from its General Reserves) to Stonehouse Community Association.

Council also **RESOLVED** to establish Cllr Mark Edwards as a Trustee on the Association's Board of Trustees

TC3015 To consider for approval a proposal from Stonehouse Town Football Club for the repair of the Oldends Lane Pavilion building

The Chair attended the meeting to answer questions on the football club's proposal to effect repairs resulting from the recent water damage to the pavilion.

The question of whether the work would be certified was raised - the Chair of STFC made it clear that it would be certified trades people working on the building and that the Clerk will receive the appropriate certification for all works completed.

The Clerk stated that for the town council to undertake the repair works, the cost would have been much greater than is being offered by the football club via its proposal; this can be demonstrated through quotes received by Officers soon after the initial flooding incident. There was mention of the council claiming on its insurance however, this would only be for damage that had been caused and would not include the replacement of all the pipe joints in the loft of the building.

Council **RESOLVED** to **ACCEPT** Stonehouse Town Council's proposal to undertake the following works (with full Certification) on the Pavilion over the coming months and to waive the annual payment of £1,700 for the club's use of the pavilion and football pitches for the 2022/23 financial year.

TC3017 To receive the Minutes of the Environment Committee meeting 20th February '23 and to approve:

Committee's recommendations:

- 1. to fell the trees recommended for felling at Doverow Woods**

Council **APPROVED** the recommendation.

- 2. to pollard the willow trees at Stagholt Brook**

Council **APPROVED** the recommendation.

- 3. to undertake other minor tree works recommended by Glendale**

Council **APPROVED** the recommendation.

- 4. to undertake all works using Stroud District Council's preferred contractor under their current Framework Contract for arboriculture works, providing the contractor was available.**

There was some doubt about the value for money achieved through the use of a framework contractor. It was explained that this was a safe option from a health and safety perspective and that the value for money will have been determined as a result of a tender exercise.

Council **APPROVED** the use of Stroud District Council Framework contractor to undertake the town council's tree works providing the company is able to do so.

5. to consider felling the Willow tree in the High street, subject to discussion at Full Council due to the history and significance of the Willow in the Town.

Questions were asked of the local tree expert who was happy to provide responses to inform the debate. The recent fatal incident involving a child being killed by a falling tree elsewhere in the UK was raised and it was agreed that this could not be used as an active comparison with the scenario being discussed.

Mention was made of Glendale's recommendations detailed in its tree report dated 9th September 2022, follow-up advice given by Glendale in the company's email dated 20th October 2022 and the assessment by 'Treecalc', a Bristol based company whose expertise is in assessing the health of trees and associated risks. Also mentioned were the additional preventative measures taken by the town council ie movement of street furniture from target area.

Cllr Kambites proposed 'Not to fell the Willow tree and continue to take all recommended preventative measures'. The proposal was seconded by Cllr Neil Gibbs. The Chair asked for a recorded vote - this fell in favour of the proposal with only one vote against (Cllr Gary Powell)

The Chair reverted to the natural order of the agenda

- TC3003 To receive an update on the calling of a Bye-Election to be held on 4th April '23**

The two Nominees were NOTED

- TC3004 To receive reports from Chair of Town Council and town councillors**

The Chair - highlighted the new Welfare unit at the football ground
Cllr Davis - stated that the Verney Field Town Green application was submitted two weeks ago - he offered thanks to all who helped
Cllr Callinan - gave thanks to all who helped achieve TPO's for the trees and woodland at Verney Fields

Cllr Kambites - sat on the Steering Committee for the Big Solar Project - confirmed that funding for the officer would run out in a few months - still looking for owners/managers of large building to volunteer on the scheme and that Park School had applied

Cllr Edwards - reinstated the Oldends Lane Development Working Group and had considered priority projects

- TC3005 To receive and request reports from County and District Councillors**

There were no Ward or County Councillors in attendance at the meeting and no written reports were forwarded to the town council

- TC3006 To receive RFO's budget report and bank reconciliation for February '23**
Council NOTED the budget report detailing total Actual Net Expenditure of £375,089.23, Actual Net Income of £386,489.46 and Income and Expenditure Reserve Movements of £10,000 and £78,425.14 respectively.
The Clerk stated that the bank reconciliation had not been completed in time for the meeting on this occasion and would therefore be presented to the April Council meeting.
- TC3007 To approve the latest payment list**
The Clerk explained that reference to Bramble lane referred to Verney Fields; payment was necessary for the pollution tubes that were mislaid; the reason for the relatively high energy bill for the pavilion was due to the weather and the need to limit further flooding
Council APPROVED all payments totalling £9,874.71
- TC3008 To update Council on the transfer of funds from its Lloyds account to CCLA**
Council NOTED the transfer of £449,288 from its Lloyds bank account to CCLA on the 10th February '23
- TC3009 To approve a grant application from the Baptist Church**
The town council did not receive the expected grant application in time for the meeting
- TC3010 To consider and approve:**
3. an application for financial support from Stonehouse Community Association
4. the town council representative/s to act on the town council's behalf on the Stonehouse Community Association's Board of Trustees
Agenda item brought forward as detailed above
- TC3011 To approve the town council's financial contribution to Stroud District Council towards the cost of the Spring Canal Festival**
Council APPROVED the following recommendations:
1. To make a payment of £3000 to Stroud District Council as a contribution towards the Festival's activities
2. To allow the events working group to spend a further £500 on other incidental activities and supplies in support of the event, including the 'Hook a Duck' equipment as and when required and to report expenditure retrospectively

All funding to be through the event's Earmarked Reserve.

TC3012 To approve the 'Events' working group's planned expenditure for the King's Coronation

It was highlighted that any further bunting should be of a design that would enable its use at other events. It was explained that this would be the case. The issue of purchasing mugs for children at private schools was discussed.

Council APPROVED the following recommendation:

1. Approval is given for items of expenditure 1,2 and 3 with flexibility given on total cost based on final quantities providing costs are kept within budget - total cost estimated at £3,350

Funded through council Earmarked Reserves

TC3013 To agree a response to Stroud District Council on the application of a temporary road closure of Boakes Drive for the Canal Spring Festival

Council APPROVED the following response to the consultation:

'The town council had no objections to the proposed temporary road closure provided residents were happy'

TC3014 To approve the town council's preferred grounds maintenance contractor for the 2023/24 financial year

The Clerk stated that although Council had given its approval to allow the final decision to be made on awarding the grounds maintenance contract to TW Hawkins by the Chair, Vice Chair and the town clerk, the clerk had time to bring the matter back to council with confirmation that the quotation received from T W Hawkins was the only one received.

Council RESOLVED to award the one year grounds maintenance contract to T W Hawkins for the financial year 2023/24 to the total value of £24,780 plus vat.

TC3015 To consider for approval a proposal from Stonehouse Town Football Club for the repair of the Oldends Lane Pavilion building

The agenda item was brought forward - see above for details

TC3016 To receive the Minutes of the Business Committee meeting of 27th February '23 and to approve the following recommendations:

- To approve the Council's updated 'Safeguarding Policy'

Council APPROVED the revised Policy

TC3017 To receive the Minutes of the Environment Committee meeting 20th February '23 and to approve:

Committee's recommendations:

6. to fell the trees recommended for felling at Doverow Woods
7. to pollard the willow trees at Stagholt Brook
8. to undertake other minor tree works recommended by Glendale
9. to undertake all works using Stroud District Council's preferred contractor under their current Framework Contract for arboriculture works, providing the contractor was available.
10. to consider felling the Willow tree in the High street, subject to discussion at Full Council due to the history and significance of the Willow in the Town.

Agenda item was brought forward for discussion - see above for details

By agreement, the Chair brought the following agenda items forward for discussion

- TC3019 To approve recommendations made by HR Sub Committee at its meeting on the 13th March '23**
In light of circumstances surrounding the earlier part of the past year, Council APPROVED the transfer of the Clerk's remaining 10 days annual leave to financial year 2023/24 as recommended by HR Sub Committee
- TC3020 To approve a replacement member for the HR Sub Committee**
Council RESOLVED to add Cllr Val Randell to the HR Sub Committee as the newest member
- TC3018 To consider and approve the details of an agreement with Stonehouse Market CIC**
Cllr John Callinan provided an overview of the discussions and email exchanges between the council representatives and one of the Market Directors and a committee member. The Council representatives maintained that the council was very eager to foster good relations with the Market CIC and wished the Town Market every success. Unfortunately, the Directors had been unable to meet to discuss the details of the draft agreement prior to the scheduled council meeting. There was concern amongst members that the financial accounts provided by the Market CIC were somewhat limited and did not allow the council to properly consider them in order to justify rendering financial support in the form of relaxing its charges for the use of the town green; Council's view was that the Directors should have made themselves available for such an important issue, especially as the council's meeting timetable was provided in detail, in advance.

A vote was taken to suspend Standing Orders to allow the meeting to continue beyond 9.30pm

Discussion continued with a question mark over the issue of how the market could continue based on the financial model they had been using and the limited amount of funding they have in reserve. Council **APPROVED** the draft agreement on the proviso that should there be a necessity to modify it, the agreement would be brought back to council for further consideration. It was noted that the draft agreement could be used more widely in terms of its application to any market wishing to use the town green.

TC3019 To approve recommendations made by HR Sub Committee at its meeting on the 13th March '23

Agenda item was brought forward - see above for details

TC3020 To approve a replacement member for the HR Sub Committee

Agenda item was brought forward - see above for details

TC3021 Date of next meeting - Monday 17th April 2023

Council **NOTED** the date of the next meeting

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions. Includes commitments.
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	£0.00	£357,130.00	£0.00	0.00%
105	Newsletter Advertising	£1,000.00	£0.00	£230.00	£-770.00	-77.00%
110	Revenue from Lettings	£2,000.00	£0.00	£0.00	£-2,000.00	-100.00%
115	Meeting Room Hire	£300.00	£0.00	£0.00	£-300.00	-100.00%
120	Feed-in Tariff from Town Hall	£800.00	£0.00	£810.38	£10.38	1.30%
125	Stonehouse Town FC lease	£500.00	£0.00	£580.25	£80.25	16.05%
130	Athletics Field Lease	£0.00	£0.00	£0.00	£0.00	0.00%
135	Phone Mast on Land	£6,548.00	£0.00	£5,998.12	£-549.88	-8.40%
140	Building Lease at OEL	£637.00	£0.00	£0.00	£-637.00	-100.00%
145	Magpies Social Club	£3,150.00	£0.00	£3,150.00	£0.00	0.00%
150	Community Centre Lease	£500.00	£0.00	£500.00	£0.00	0.00%
155	OEL Pitch Hire	£2,000.00	£0.00	£350.00	£-1,650.00	-82.50%
160	Misc Building Hire	£500.00	£10,000.00	£405.44	£-10,094.56	-2018.91%
170	Investments Interest	£0.00	£0.00	£578.23	£578.23	100.00%
171	Bank Interest - Lloyds Bank	£0.00	£0.00	£107.16	£107.16	100.00%
172	Bank Interest - Charity A/C	£0.00	£0.00	£0.00	£0.00	0.00%
173	Bank Interest - Natwest	£0.00	£0.00	£0.00	£0.00	0.00%
174	Bank interest - Cambridge BS	£0.00	£0.00	£0.00	£0.00	0.00%
175	Town Hall/Library Recharges	£4,000.00	£0.00	£3,355.06	£-644.94	-16.12%
176	Bank Interest - Nationwide	£0.00	£0.00	£0.00	£0.00	0.00%
177	Bank Interest - Melton Building Society					

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/22

	2022/2023	Reserve Movements	Actual Net	Balance	Bal %age
177/1	£0.00	£0.00	£127.50	£127.50	100.00%
177	Total	£0.00	£127.50	£127.50	100.00%
300	Petty Cash - Income				
300/1	£0.00	£0.00	£0.00	£0.00	0.00%
300	Total	£0.00	£0.00	£0.00	0.00%
Total Town Business Committee					
	£379,065.00	£10,000.00	£373,322.14	-£15,742.86	-4.15%
Town Environment Committee					
200	Stonehouse in Bloom	£0.00	£250.00	-£1,250.00	-83.33%
205	Event Income/Donations				
205/1	£1,200.00	£0.00	£934.00	-£266.00	-22.17%
205/2	£0.00	£0.00	£0.00	£0.00	0.00%
205	Total	£0.00	£934.00	-£266.00	-22.17%
210	Planting Sponsorship	£0.00	£1,588.24	£788.24	98.53%
215	Grants	£0.00	£15,027.40	£15,027.40	100.00%
Total Town Environment Committee					
	£3,500.00	£0.00	£17,799.64	£14,299.64	408.56%
Total Income	£382,565.00	£10,000.00	£391,121.78	-£1,443.22	-0.38%
EXPENDITURE					
Town Business Committee					
1000	Salaries				
1000/1	£168,885.00	£0.00	£139,505.67	£29,379.33	17.40%
1000/2	£0.00	£0.00	£2,655.00	-£2,655.00	100.00%
1000/3	£0.00	£0.00	£0.00	£0.00	0.00%
1000	Total	£0.00	£142,160.67	£26,724.33	15.82%

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/22

	2022/2023	Reserve Movements	Actual Net	Balance	Bal %age
1010 Training & Recruitment					
1010/1 Contracted Staff	£2,500.00	£0.00	£5,580.00	£-3,080.00	-123.20%
1010/2 Councillors	£500.00	£0.00	£250.00	£250.00	50.00%
1010 Total	£3,000.00	£0.00	£5,830.00	£-2,830.00	-94.33%
1020 Health & Safety	£4,500.00	£0.00	£3,632.20	£867.80	19.28%
1030 Professional Fees	£10,000.00	£0.00	£16,251.93	£-6,251.93	-62.52%
1040 IT support					
1040/1 General	£4,750.00	£2,004.09	£8,855.13	£-2,101.04	-44.23%
1040/2 Website	£1,000.00	£0.00	£726.72	£273.28	27.33%
1040/3 Newsletter	£1,500.00	£0.00	£1,501.00	£-1.00	-0.07%
1040/4 Phones	£1,500.00	£0.00	£545.67	£954.33	63.62%
1040 Total	£8,750.00	£2,004.09	£11,628.52	£-874.43	-9.99%
1050 Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	100.00%
1060 Grants					
1060/1 One-Offs	£10,000.00	£13,000.00	£33,609.86	£-10,609.86	-106.10%
1060/2 Long-Term	£5,000.00	£10,000.00	£10,000.00	£5,000.00	100.00%
1060 Total	£15,000.00	£23,000.00	£43,609.86	£-5,609.86	-37.40%
1070 Town Hall/Library Shared Costs					
1070/1 Rates	£4,500.00	£0.00	£8,695.08	£-4,195.08	-93.22%
1070/2 Water	£500.00	£0.00	£746.70	£-246.70	-49.34%
1070/3 Electric	£4,500.00	£0.00	£2,221.15	£2,278.85	50.64%
1070/4 Gas	£4,000.00	£0.00	£2,238.55	£1,761.45	44.04%
1070/5 Interior Maintenance (reactive)	£1,000.00	£0.00	£42.00	£958.00	95.80%

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/22

	2022/2023	Reserve Movements	Actual Net	Balance	Bal %age
1070/6 Interior Maintenance (programmed)	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1070/7 Waste Collection	£300.00	£0.00	£59.48	£240.52	80.17%
1070/8 Security	£300.00	£0.00	£175.10	£124.90	41.63%
1070 Total	£16,100.00	£0.00	£14,178.06	£1,921.94	11.94%
1080 Town Hall/Library STC costs					
1080/1 Exterior Maintenance/Cleaning	£1,000.00	£0.00	£339.84	£660.16	66.02%
1080/2 Interior Cleaning	£1,500.00	£0.00	£1,243.55	£256.45	17.10%
1080 Total	£2,500.00	£0.00	£1,583.39	£916.61	36.66%
1090 Admin Expenses					
1090/1 Paper	£250.00	£0.00	£54.49	£195.51	78.20%
1090/2 Other	£4,000.00	£946.10	£5,764.44	£-818.34	-20.46%
1090 Total	£4,250.00	£946.10	£5,818.93	£-622.83	-14.65%
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	£9,096.95	£9,096.95	£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	£300.00	£0.00	£453.88	£-153.88	-51.29%
1140/3 Electric	£8,300.00	£0.00	£6,318.81	£1,981.19	23.87%
1140/4 Cleaning	£1,000.00	£0.00	£61.52	£938.48	93.85%
1140/5 Maintenance (reactive)	£1,000.00	£0.00	£824.47	£175.53	17.55%
1140/6 Maintenance (programmed)	£500.00	£0.00	£657.06	£-157.06	-31.41%

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/22

	2022/2023	Reserve Movements	Actual Net	Balance	Bal %age	
1140/7	Waste Collection	£900.00	£0.00	£109.44	£790.56	87.84%
1140/8	Security	£200.00	£0.00	£862.50	-£662.50	-331.25%
1140/9	Septic Tank	£700.00	£0.00	£1,540.00	-£840.00	-120.00%
1140	Total	£12,900.00	£0.00	£10,827.68	£2,072.32	16.06%
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	£0.00	£1,140.51	-£840.51	-280.17%
1150/4	Maintenance (programmed)	£800.00	£0.00	£385.26	£414.74	51.84%
1150/5	Waste Collection	£1,200.00	£0.00	£1,842.25	-£642.25	-53.52%
1150/6	Security	£100.00	£0.00	£0.00	£100.00	100.00%
1150	Total	£2,700.00	£0.00	£3,368.02	-£668.02	-24.74%
1160	Equipment & Vehicle Costs					
1160/1	Insurance	£800.00	£0.00	£535.10	£264.90	33.11%
1160/2	Maintenance	£2,300.00	£16,478.00	£18,865.90	-£87.90	-3.82%
1160/3	Fuel	£1,000.00	£0.00	£968.08	£31.92	3.19%
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	£4,900.00	£16,478.00	£20,369.08	£1,008.92	20.59%
1170	Youth Centre Workers	£50,000.00	£0.00	£46,850.84	£3,149.16	6.30%
1180	Youth Centre Overheads					
1180/1	Rates	£1,400.00	£0.00	£2,071.48	-£671.48	-47.96%
1180/2	Water	£200.00	£0.00	£237.70	-£37.70	-18.85%

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Reserve Movements	Actual Net	Balance	Bal %age
1180/3	Electric	£2,500.00	£0.00	£1,720.02	£779.98	31.20%
1180/4	Cleaning	£1,000.00	£0.00	£1,131.00	-£131.00	-13.10%
1180/5	Maintenance (reactive)	£1,000.00	£0.00	£229.42	£770.58	77.06%
1180/6	Maintenance (programmed)	£1,500.00	£0.00	£0.00	£1,500.00	100.00%
1180/7	Waste Collection	£300.00	£0.00	£510.72	-£210.72	-70.24%
1180/8	Security	£500.00	£0.00	£595.10	-£95.10	-19.02%
1180/9	IT costs	£500.00	£0.00	£685.34	-£185.34	-37.07%
1180	Total	£8,900.00	£0.00	£7,180.78	£1,719.22	19.32%
1200	Subscriptions	£3,500.00	£0.00	£2,511.00	£989.00	28.26%
1210	Insurances					
1210/1	Public/Employee Liability	£6,500.00	£0.00	£250.00	£6,250.00	96.15%
1210/2	Buildings	£0.00	£0.00	£6,556.23	-£6,556.23	100.00%
1210/3	Vehicle	£0.00	£0.00	£0.00	£0.00	0.00%
1210	Total	£6,500.00	£0.00	£6,806.23	-£306.23	-4.71%
1220	Project Planning & Delivery	£0.00	£15,000.00	£15,000.00	£0.00	0.00%
1230	Climate Change	£5,000.00	£0.00	£166.00	£4,834.00	96.68%
1240	Petty Cash	£0.00	£0.00	£0.00	£0.00	0.00%
Total Town Business Committee		£328,765.00	£66,525.14	£366,870.14	£28,420.00	8.64%
Town Environment Committee						
1190	Amenity Areas					
1190/1	Grounds Maintenance (contract)	£21,500.00	£14,900.00	£39,929.91	-£3,529.91	-16.42%
1190/2	Grounds Maintenance (in-house)	£1,000.00	£391.66	£1,423.90	-£32.24	-3.22%
1190/3	Play Equipment maint/repairs/insp	£2,500.00	£0.00	£4,915.02	-£2,415.02	-96.60%

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Reserve Movements	Actual Net	Balance	Bal %age
1190/4	Furniture (benches etc)	£2,000.00	£0.00	£1,357.31	£642.69	32.13%
1190/5	Tree & Hedge/boundary maintenance	£6,500.00	£0.00	£838.78	£5,661.22	87.10%
1190/6	Waste Collection	£5,000.00	£0.00	£4,290.00	£710.00	14.20%
1190	Total	£38,500.00	£15,291.66	£52,754.92	£1,036.74	2.69%
2000	Christmas Lights	£5,000.00	£0.00	£4,644.63	£355.37	7.11%
2005	Climate Change	£2,000.00	£0.00	£1,480.00	£520.00	26.00%
2010	In Bloom					
2010/1	Contract Planting	£5,000.00	£0.00	£-6,109.26	£11,109.26	222.19%
2010/2	Non-Contract Planting	£1,000.00	£0.00	£462.56	£537.44	53.74%
2010/3	Watering Services	£500.00	£0.00	£0.00	£500.00	100.00%
2010/4	Other	£500.00	£0.00	£4,732.64	£-4,232.64	-846.53%
2010	Total	£7,000.00	£0.00	£-914.06	£7,914.06	113.06%
2020	Street Furniture/Bus Shelters	£3,000.00	£0.00	£128.39	£2,871.61	95.72%
2030	Traffic Calming/Transport Studies	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
2040	Town Greens Maintenance	£0.00	£0.00	£199.20	£-199.20	100.00%
2050	Cultural Events & Studies					
2050/1	Goodwill	£4,000.00	£0.00	£5,775.71	£-1,775.71	-44.39%
2050/2	Civic Awards	£300.00	£0.00	£0.00	£300.00	100.00%
2050/3	Other	£1,700.00	£266.95	£3,232.75	£-1,265.80	-74.46%
2050/4	Communications	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
2050	Total	£7,000.00	£266.95	£9,008.46	£-1,741.51	-24.88%
2060		£300.00	£0.00	£0.00	£300.00	100.00%
2070	Town Centre Partnership	£0.00	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/22

	2022/2023	Reserve Movements	Actual Net	Balance	Bal %age
2080 Neighbourhood Plan Review	£0.00	£0.00	£0.00	£0.00	0.00%
2090 Planning Specialist Advice					
2090/1	£0.00	£0.00	£0.00	£0.00	0.00%
2090/2	£0.00	£0.00	£0.00	£0.00	0.00%
2090 Total	£0.00	£0.00	£0.00	£0.00	0.00%
Total Town Environment Committee	£63,800.00	£15,558.61	£67,301.54	£12,057.07	18.90%
Total Expenditure	£392,565.00	£82,083.75	£434,171.68	£98,463.87	25.08%
Total Income	£382,565.00	£10,000.00	£391,121.78	-£1,443.22	-0.38%
Total Expenditure	£392,565.00	£82,083.75	£434,171.68	£40,477.07	-10.31%
Total Net Balance	-£10,000.00		-£43,049.90		

Bank Account Reconciled Statement

Stonehouse Town Council

01651837

30-98-29

Statement Number	35	Bank Statement No.	35
Statement Opening Balance	£449,279.94	Opening Date	01/02/23
Statement Closing Balance	£52,500.96	Closing Date	28/02/23
True/ Cashbook Closing Balance	£52,500.96		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
03/02/23	DEB030223AMAZO N	Amazon	27.72	0.00	449,252.22
03/02/23	DEB030223SAFET YGLOVE	SafetyGloves.Co.Uk	71.95	0.00	449,180.27
06/02/23	FPI060223MAGPIE	Magpies Social Club	0.00	262.50	449,442.77
07/02/23	BGC070223CELLN EX	On Tower UK Ltd (Previously Arqiva)	0.00	5,998.12	455,440.89
07/02/23	BGC070223MICHA ELGAMB	Michael Gamble Funeral Directors	0.00	50.00	455,490.89
07/02/23	DEB070223POSTO FFICE	Post Office	4.45	0.00	455,486.44
08/02/23	DD080223YUENER GY	YU Energy	873.12	0.00	454,613.32
09/02/23	DEB090223AMAZO N	Amazon	8.99	0.00	454,604.33
10/02/23	DD100223YUENER GY	YU Energy	371.46	0.00	454,232.87
10/02/23	DEP100223DVLA	DVLA	0.00	11.66	454,244.53
10/02/23	DEP100223NGRID	National Grid	0.00	27.29	454,271.82
10/02/23	FPI100223HISCOX	Hiscox Insurance Company Limited	-250.00	0.00	454,521.82
10/02/23	TFR100223LLOYDS	Lloyds Bank	20.00	0.00	454,501.82
10/02/23	Transfer		449,288.00	75,287.78	80,501.60
13/02/23	DEB130223AMAZO N	Amazon	3.99	0.00	80,497.61
13/02/23	FPO130223ADAD	All Done and Dusted	93.60	0.00	80,404.01
13/02/23	FPO130223AXA	AXA Insurance PLC	250.00	0.00	80,154.01
13/02/23	FPO130223BETHE L	Bethel Church	390.00	0.00	79,764.01
13/02/23	FPO130223CDS	Cotswold Drain Services	384.00	0.00	79,380.01
13/02/23	FPO130223CLARIA N	Clarian Property Services	248.00	0.00	79,132.01
13/02/23	FPO130223DOUGF IELD	Dougfield Plumbers Supplies	33.53	0.00	79,098.48
13/02/23	FPO130223EDGE	Edge IT Systems Ltd	98.40	0.00	79,000.08
13/02/23	FPO130223GBSPO RT	GB Sport & Leisure	484.80	0.00	78,515.28
13/02/23	FPO130223GCC	Gloucestershire County Council	138.77	0.00	78,376.51
13/02/23	FPO130223JIREH	Jireh Solutions Ltd	490.38	0.00	77,886.13

Bank Account Reconciled Statement

13/02/23	FPO130223KELLA WAY	Kellaway Building Supplies Ltd	36.72	0.00	77,849.41
13/02/23	FPO130223NETTL	Nettl (Incorporating Absolute Creative)	63.80	0.00	77,785.61
13/02/23	FPO130223PROLIF IC	Prolific Solutions (South West) Ltd	72.42	0.00	77,713.19
13/02/23	FPO130223RLACE Y	Richard Lacey	150.00	0.00	77,563.19
13/02/23	FPO130223SIMHY GIENE	Simple Hygiene Solutions	65.66	0.00	77,497.53
13/02/23	FPO130223SPORTI LY	Sportily - Rob French	540.00	0.00	76,957.53
13/02/23	FPO130223STFC	Stonehouse Town Football Club	97.20	0.00	76,860.33
13/02/23	FPO130223STJOS EPH	St Josephs Catholic Church	300.00	0.00	76,560.33
13/02/23	FPO130223THEDO OR	The Door	10,248.89	0.00	66,311.44
14/02/23	DD140223WATERP LUS	WaterPlus	47.80	0.00	66,263.64
15/02/23	DD150223O2	O2	26.81	0.00	66,236.83
15/02/23	FPO150223COTSD RAIN	Cotswold Drain Services	120.00	0.00	66,116.83
15/02/23	FPO150223CS	Carla Swindells	18.36	0.00	66,098.47
15/02/23	FPO150223GBSPO RT	GB Sport & Leisure	2,835.00	0.00	63,263.47
15/02/23	FPO150223GRUND ON	Grundon Waste Management Ltd	61.02	0.00	63,202.45
15/02/23	FPO150223HURNS	Hurns Hardware	11.90	0.00	63,190.55
15/02/23	FPO150223NSB	Nailsworth Silver Band	200.00	0.00	62,990.55
15/02/23	TFR150223LLOYDS	Lloyds Bank	0.00	30.00	63,020.55
20/02/23	DD200223JSTAYTE	John Stayte Services Ltd	72.94	0.00	62,947.61
20/02/23	PAY200223LLOYD S	Lloyds Bank	13.29	0.00	62,934.32
24/02/23	SO240223STAFFS ALARIE	Staff Salaries	8,403.50	0.00	54,530.82
27/02/23	DEB270223VOIPFO NE	Voipfone	8.40	0.00	54,522.42
28/02/23	DD280223NEST	NEST	1,491.01	0.00	53,031.41
28/02/23	DEB280223AMAZO N	Amazon	16.95	0.00	53,014.46
28/02/23	SO280223PATA	PATA Payroll	45.50	0.00	52,968.96
28/02/23	SO280223UBICO	Ubico Limited	468.00	0.00	52,500.96

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
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Bank Account Reconciled Statement

Total debits / credits 478446.33 81667.35

Reconciled by Carla Swindells

Signed _____

Clerk / Responsible Financial Officer

Chair

Date _____

Bank Account Reconciled Statement

Stonehouse Town Council

01651837

30-98-29

Statement Number	36	Bank Statement No.	36
Statement Opening Balance	£52,500.96	Opening Date	01/03/23
Statement Closing Balance	£22,470.88	Closing Date	31/03/23
True/ Cashbook Closing Balance	£22,470.88		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
02/03/23	DEB020323INDEED	Indeed Ireland Operations	75.00	0.00	52,425.96
03/03/23	DEB030323ALLPU MPSD	All Pumps Direct	85.60	0.00	52,340.36
06/03/23	FPI060323MAGPIE	Magpies Social Club	0.00	262.50	52,602.86
06/03/23	FPO060323BROXA P	Broxap	1,290.96	0.00	51,311.90
06/03/23	FPO060323CLARIA N	Clarian Property Services	90.00	0.00	51,221.90
06/03/23	FPO060323CRSIG NS	CR Signs	336.00	0.00	50,885.90
06/03/23	FPO060323CSG	Cotswold Security Group Ltd	108.00	0.00	50,777.90
06/03/23	FPO060323DGM	Dursley Garden Machinery	36.91	0.00	50,740.99
06/03/23	FPO060323DODDL E	Doddle Agency Ltd	36.00	0.00	50,704.99
06/03/23	FPO060323EASYW INDOW	Easy Window Cleaning	16.80	0.00	50,688.19
06/03/23	FPO060323EDGEIT	Edge IT Systems Ltd	1,309.20	0.00	49,378.99
06/03/23	FPO060323HMRC	HMRC	2,767.10	0.00	46,611.89
06/03/23	FPO060323KELLA WAY	Kellaway Building Supplies Ltd	145.45	0.00	46,466.44
06/03/23	FPO060323KIBLEC	Kiblec Electrical & Security	324.00	0.00	46,142.44
06/03/23	FPO060323MDAVI	Mike Davis	119.99	0.00	46,022.45
06/03/23	FPO060323PROLIF IC	Prolific Solutions (South West) Ltd	29.69	0.00	45,992.76
06/03/23	FPO060323ROSPA	ROSPA Play Safety	354.00	0.00	45,638.76
06/03/23	FPO060323SLS	Stage Lighting Services	750.00	0.00	44,888.76
06/03/23	FPO060323THEDO OR	The Door	537.95	0.00	44,350.81
06/03/23	FPO060323TWH WKINS	T W Hawkins & Sons	2,200.01	0.00	42,150.80
08/03/23	BGC080323EDF	EDF	0.00	97.34	42,248.14
08/03/23	DD080323YUENER GY	YU Energy	1,058.34	0.00	41,189.80
09/03/23	DEB090323AMAZO N	Amazon	8.99	0.00	41,180.81
10/03/23	DD100323YUENER GY	YU Energy	327.92	0.00	40,852.89
14/03/23	DD140323WATERP LUS	WaterPlus	52.29	0.00	40,800.60

Bank Account Reconciled Statement

14/03/23	DEB140323FASTH OSTS	Fasthosts	28.78	0.00	40,771.82
14/03/23	FPO140323SCA	Stonehouse Community Association	10,000.00	0.00	30,771.82
15/03/23	DD150323O2	O2	26.81	0.00	30,745.01
17/03/23	FPO170323ADAD	All Done and Dusted	93.60	0.00	30,651.41
17/03/23	FPO170323ALLST ONE	Allstone Speedy Skips	172.80	0.00	30,478.61
17/03/23	FPO170323CCT	Cotswold Canals Trust	40.00	0.00	30,438.61
17/03/23	FPO170323DENISB ROWN	Dennis Brown & Son	97.08	0.00	30,341.53
17/03/23	FPO170323DOUGF IELD	Dougfield Plumbers Supplies	18.00	0.00	30,323.53
17/03/23	FPO170323FS&CO	Frank Smith & Co	420.00	0.00	29,903.53
17/03/23	FPO170323GCC	Gloucestershire County Council	138.77	0.00	29,764.76
17/03/23	FPO170323GRUND ON	Grundon Waste Management Ltd	61.02	0.00	29,703.74
17/03/23	FPO170323HURNS	Hurns Hardware	10.31	0.00	29,693.43
17/03/23	FPO170323JIREH	Jireh Solutions Ltd	323.64	0.00	29,369.79
17/03/23	FPO170323KELLA WAY	Kellaway Building Supplies Ltd	20.41	0.00	29,349.38
17/03/23	FPO170323MDL	MDL Kelex	304.00	0.00	29,045.38
17/03/23	FPO170323NETTL	Nettl (Incorporating Absolute Creative)	63.80	0.00	28,981.58
17/03/23	FPO170323PROLIF IC	Prolific Solutions (South West) Ltd	102.27	0.00	28,879.31
17/03/23	FPO170323RAPIDE	Rapide Office Supplies	79.98	0.00	28,799.33
17/03/23	FPO170323RLACE Y	Richard Lacey	145.00	0.00	28,654.33
17/03/23	FPO170323SDC	Stroud District Council	5,514.58	0.00	23,139.75
17/03/23	FPO170323SHS	Simple Hygiene Solutions	93.26	0.00	23,046.49
17/03/23	FPO170323SLCC	SLCC Enterprises Ltd	296.00	0.00	22,750.49
17/03/23	FPO170323SSS	Somerset Scientific Services	105.98	0.00	22,644.51
20/03/23	DEB200323BPS	Bannerbox Print Solutions	320.34	0.00	22,324.17
20/03/23	PAY200323LLOYD S	Lloyds Bank	7.00	0.00	22,317.17
21/03/23	DEB210323NFPWO RKSHOP	NFP Workshops	95.00	0.00	22,222.17
22/03/23	DD220323JSTAYTE	John Stayte Services Ltd	116.56	0.00	22,105.61
22/03/23	FPI220323STFC	Stonehouse Town Football Club	0.00	580.25	22,685.86
22/03/23	FPI220323TGSL	TG SALES AND LETTINGS	0.00	25.00	22,710.86
23/03/23	DD230323BT	BT	161.82	0.00	22,549.04
23/03/23	DD230323NEST	NEST	1,491.01	0.00	21,058.03
23/03/23	FPI230323NAYLOR	Naylor Powell	0.00	75.00	21,133.03

Bank Account Reconciled Statement

24/03/23	SO240323STAFFS ALARY	Staff Salaries	8,260.50	0.00	12,872.53
27/03/23	DEB270323VOIPFO NE	Voipfone	8.40	0.00	12,864.13
28/03/23	DD280323PPEAC	PEAC Finance	176.88	0.00	12,687.25
28/03/23	FPO280323EASYW INDOW	Easy Window Cleaning	33.60	0.00	12,653.65
28/03/23	FPO280323FS&CO	Frank Smith & Co	4,260.00	0.00	8,393.65
28/03/23	FPO280323GBSPO RT	GB Sport & Leisure	762.00	0.00	7,631.65
28/03/23	FPO280323GPOW ELL	Gary Powell	73.63	0.00	7,558.02
28/03/23	FPO280323HMRC	HMRC	2,910.30	0.00	4,647.72
28/03/23	FPO280323ICLEAN ING	Intocleaning Ltd	61.20	0.00	4,586.52
28/03/23	FPO280323KELLA WAY	Kellaway Building Supplies Ltd	128.49	0.00	4,458.03
28/03/23	FPO280323LPHEA VEN	Little Party Heaven	550.00	0.00	3,908.03
28/03/23	FPO280323MDL	MDL Kelex	992.00	0.00	2,916.03
28/03/23	FPO280323RAPIDE	Rapide Office Supplies	24.90	0.00	2,891.13
28/03/23	SO280323PATA	PATA Payroll	45.50	0.00	2,845.63
28/03/23	SP280323UBICO	Ubico Limited	468.00	0.00	2,377.63
28/03/23	Transfer		0.00	20,000.00	22,377.63
30/03/23	DD300323WATERP LUS	WaterPlus	62.25	0.00	22,315.38
31/03/23	BGC310323MELTO N	Melton Mowbray Building Society	0.00	127.50	22,442.88
31/03/23	DEB310323AMAZO N	Amazon	66.48	0.00	22,376.40
31/03/23	FPI310323SOS	Rapide Office Supplies	-104.88	0.00	22,481.28
31/03/23	PAY310323LLOYD S	Lloyds Bank	10.40	0.00	22,470.88

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	51197.67	21167.59

Reconciled by Carla Swindells

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

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
3000		£117.00	1180/4	31/03/23	All Done and Dusted - Pod cleaning - March 2023	1244
		£117.00			All Done and Dusted - Total	
3003		£66.48	2050/3	31/03/23	Amazon - Hook a duck and raffle tickets - Coronation Picnic in the Park	7141.9123
3024		£8.99	1090/2	09/03/23	Amazon - March payment	
		£75.47			Amazon - Total	
2990		£161.82	1180/9	09/03/23	BT - Quarterly bill - paid direct debit	0520
		£161.82			BT - Total	
2998		£469.99	1190/2	23/03/23	Chew Valley Trees Ltd - Cherry trees, stake packs and delivery fees	2231625
		£469.99			Chew Valley Trees Ltd - Total	
3026		£300.00	1010/2	31/03/23	GAPTC - Being a better Cllr training - evening session £300	
		£300.00			GAPTC - Total	
3032		£2,383.68	1190/3	31/03/23	GB Sport & Leisure - OEL Zipwire inspection £430 + VAT and Meadow Rd Park repairs £1556.40 + vat	
		£2,383.68			GB Sport & Leisure - Total	
2999		£400.00	1090/2	28/03/23	Gill Sermon - Design and artwork for Stonehouse News Issue 50	230325
		£400.00			Gill Sermon - Total	
3004		£1,006.54	1190/5	28/03/23	Glendale Countryside Limited - Tree inspection - 158 trees and inspection of Doverow Wood	1230513
		£1,006.54			Glendale Countryside Limited - Total	
3005		£151.94	1080/2	31/03/23	Gloucestershire County Council - Cleaning - March 2023	1800689587
3006		£100.97	1080/2	31/03/23	Gloucestershire County Council - Cleaning - Annual increase charges Aug 2022 - Feb 2023	1800689529
		£252.91			Gloucestershire County Council - Total	
3030		£61.02	1150/5	31/03/23	Grundon Waste Management Ltd - Waste collection - March 2023 - Workshop	0812264
		£61.02			Grundon Waste Management Ltd - Total	
3017		£75.00	1010/1	02/03/23	Indeed Ireland Operations - Indeed - Project Officer	75374083
		£75.00			Indeed Ireland Operations - Total	

Signature

Signature

Date

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
2971		£2,851.20	2050/3	16/03/23	Insignia - Coronation mugs 800 x £2.97	31072
		£2,851.20			Insignia - Total	
3009		£55.62	1140/4	31/03/23	Intocleaning Ltd - Spray bottle, floor cleaner, general cleaner, j cloths, bleach and pump	25064
		£55.62			Intocleaning Ltd - Total	
3010		£270.00	1040/1	31/03/23	Jireh Solutions Ltd - IT Support - March 2023	26425
3011		£423.92	1040/1	31/03/23	Jireh Solutions Ltd - IT Support - March 2023	26622
		£693.92			Jireh Solutions Ltd - Total	
2994		£80.10	1190/2	22/03/23	Kellaway Building Supplies Ltd - Felt adhesive, tarmac repair, cement - Oldends Lane Park	002348873
2995		£10.88	1190/2	22/03/23	Kellaway Building Supplies Ltd - Rollers - Oldends Lane Park	002348874
		£90.98			Kellaway Building Supplies Ltd - Total	
2996		£350.00	2050/3	24/03/23	Little Party Heaven - Circus workshop - Coronation Picnic in the Park	0220
		£350.00			Little Party Heaven - Total	
2989		£7.00	1090/2	18/03/23	Lloyds Bank - 10th January - 9th February 2023 Bank charge	392690392
3018		£10.40	1090/2	13/03/23	Lloyds Bank - 10th February - 9th March 2023 bank charge	394791359
		£17.40			Lloyds Bank - Total	
2997		£63.80	1040/2	26/03/23	Nettl (Incorporating Absolute Creative) - Website hosting, care plan, forms + calendar plug in	214471
		£63.80			Nettl (Incorporating Absolute Creative) - Total	
3002		£26.81	1040/4	30/03/23	O2 - Mobile phone charges - March 2023	19852801
		£26.81			O2 - Total	
3012		£50.40	1070/5	31/03/23	P&R Heating Ltd - Repair to radiator in Library	79001
		£50.40			P&R Heating Ltd - Total	
3034		£19.00	1030	31/03/23	Parish.UK Network - One year listing in Stonehouse Parish Business Directory	44074
		£19.00			Parish.UK Network - Total	
3025		£90.00	1010/1	31/03/23	Primary Water Solutions - Training course for RS and PC - Legionella	

Signature

Signature

Date

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
		£90.00	Primary Water Solutions - Total			
3008		£105.10	1040/1	31/03/23	Prolific Solutions (South West) Ltd - Copies made and ICT support	9153
		£105.10	Prolific Solutions (South West) Ltd - Total			
3015		£79.98	1090/2	19/01/23	Rapide Office Supplies - Blue paper, white paper and ring binders	00717566
3016		£24.90	1090/1	10/03/23	Rapide Office Supplies - White paper	00720874
		£104.88	Rapide Office Supplies - Total			
2985		£600.00	1060/1	31/03/23	Sherbourne Community Group - Grant - Application made 18th May 2022, approved FTC 04/07/22 but unpaid due to lack of bank details.	
		£600.00	Sherbourne Community Group - Total			
3001		£65.66		28/03/23	Simple Hygiene Solutions -	
	1	£21.89	1180/7		Feminine waste collection - Pod	
	2	£10.94	1070/7		Feminine waste collection - Town Hall	
	3	£32.83	1140/7		Feminine waste collection - Pavilion	
		£65.66	Simple Hygiene Solutions - Total			
3007		£2,498.00	2000	31/03/23	STL Gloucester Ltd - Installation and removal of Christmas lights plus parts and testing. Original quote dated 17/09/22 was for a total of £2,498 - the company has agreed for the town council to make payment for this amount until further discussion takes place re the additional costs. Re additional costs - these were incurred as a direct result of the contractor rectifying electrical problems whilst undertaking checks - no authorisation was given to undertake the additional works at the time.	272223
		£2,498.00	STL Gloucester Ltd - Total			
2984		£10,000.00	1060/1	14/03/23	Stonehouse Community Association - Grant - Approved FTC 13/03/23	
		£10,000.00	Stonehouse Community Association - Total			
3037		£105.00	1060/1	31/03/23	Stonehouse Scout Hut - 3 sessions x £35 - Tiny Toes Stay and Play 20/03/23 27/03/23 03/04/23	
		£105.00	Stonehouse Scout Hut - Total			
3038		£3,000.00	1060/1	31/03/23	Stroud District Council - Grant of £3000 towards Canal Spring Festival 2023	
		£3,000.00	Stroud District Council - Total			

Signature

Signature

Date

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
2986		£2,000.00	1060/1	27/03/23	Sunflowers Suicide Support - Grant - Approved 27/03/22 BC508	
		£2,000.00			Sunflowers Suicide Support - Total	
2993		£2,200.01	1190/1	22/03/23	T W Hawkins & Sons - Contract mowing - March 2023	012453
		£2,200.01			T W Hawkins & Sons - Total	
2992		£468.00	1190/6	18/03/23	Ubico Limited - Dog/litter bin collection - March 2023	60059654
		£468.00			Ubico Limited - Total	
2991		£8.40	1040/4	26/03/23	Voipfone - March 2023 payment	1014082511
		£8.40			Voipfone - Total	
2987		£52.29	1070/2	01/03/23	WaterPlus - Water - Town Hall - February 2023	01375453
2988		£62.25	1070/2	16/03/23	WaterPlus - Water - Town Hall - March 2023	01586063
3027		£276.23	1140/2	31/03/23	WaterPlus - Pavilion account in debit by £276.63. Complaint ongoing	
		£390.77			WaterPlus - Total	
3035		£2,406.82	1030	31/03/23	WorkNest - Employment law - Year 5	043358
3036		£147.25		31/03/23	WorkNest -	043019
1		£81.25	1030		Insurance incl 12% IPT	
2		£66.00	1030		Admin fee	
		£2,554.07			WorkNest - Total	
3019		£420.18	1070/4	31/03/23	YU Energy - Gas - Town Hall - March 2023	01106028
3020		£1,119.88	1140/3	31/03/23	YU Energy - Electricity - Pavilion - March 2023	01088976
3021		£269.69	1180/3	31/03/23	YU Energy - Electricity - Pod - March 2023	01088974
3022		£71.56	1070/3	31/03/23	YU Energy - Electricity - Library - March 2023	01088973
3023		£148.06	1070/3	31/03/23	YU Energy - Electricity - Town Hall - March 2023	01088971
		£2,029.37			YU Energy - Total	
Total		£35,741.82				

Signature

Signature

Date

Reserve Movements

Start of year 01/04/22

General Fund

	£16,030.19	Start of year value	
10/05/22	-£8,000.00	: To Neighbourhood Plan Review, FTC 11th April '22 Agenda item TC2788	
10/05/22	-£10,000.00	: To Underwrite Rev Budget 22/23, FTC 31st January '22 Agenda item TC2746	
10/05/22	£15,000.00	: From Stagholt Brook Repairs, Reversing input error	
10/05/22	-£10,000.00	: To Court View, FTC 11th April '22 Agenda item TC2788	
10/05/22	£5,000.00	: From Plantinum Jubilee 2023, Reversing input error	
10/05/22	-£8,000.00	: To Stagholt Allotments, FTC 11th April '22 Agenda item TC2788	
10/05/22	-£5,000.00	: To Plantinum Jubilee 2023, FTC 11th April '22 Agenda item TC2788	
10/05/22	-£15,000.00	: To Stagholt Brook Repairs, FTC 11th April '22 Agenda item TC2788	
10/05/22	-£5,000.00	: To Tourism Market Towns, FTC 11th April '22 Agenda item TC2788	
10/05/22	-£1,115.00	: To Welcome Back Funding, FTC 11th April '22 Agenda item TC2788	
10/05/22	-£1,250.00	: To GCC Build Back Better Fund, FTC 11th April '22 Agenda item TC2788	
10/05/22	-£2,000.00	: To Laburnum Recreation Field Trees and Wildflower seeds Memorial Fund, F	
10/05/22	-£3,766.23	: To CIL, FTC 11th April '22 Agenda item TC2788	
10/05/22	-£5,000.00	: To Major Projects Support, FTC 11th April '22 Agenda item TC2788	
14/11/22	£4,053.90	: From Plantinum Jubilee 2023, Post Jubilee - Heading no longer required	
14/11/22	-£10,000.00	: To Cotswold Canal Trust Grant, FTC Decision 16th May 2022 TC2824	
14/11/22	-£10,000.00	: To Homestart Grant, FTC Decision 25th July 2022 TC2579	
14/11/22	-£10,000.00	: To Support Stonehouse - Warm spaces fund, FTC Decision 26th Sept 2022	
14/11/22	£100.00	: From Stagholt Brook Repairs, Expenditure completed	
14/11/22	£13.00	: From Trees 2021/2022, Budget heading no longer required	
14/11/22	£10,000.00	: From Underwrite Rev Budget 22/23, Budget heading no longer required	
14/11/22	£12,000.00	: From Town Hall Security & Improvements, Heading made Obsolete	
02/02/23	-£50,000.00	: To Youth Support, FTC Decision 23rd Jan '23 TC2981	
02/02/23	-£5,000.00	: To Canal Spring Festival, FTC Decision 23rd Jan '23 TC2981	
02/02/23	-£10,000.00	: To In Bloom Planting display, FTC Decision 23rd Jan '23 TC2979	
31/03/23	-£4,000.00	: To Kings Coronation, Council decision	
	£92,961.36	Value as at 31/03/23	This value is calculated and not just a sum of reserve movements plus starting balance.

General Reserve (Contingency)

	£150,000.00	Start of year value	
01/06/22	-£2,004.09	: Expenditure transaction 2309, Decision made by FTC 6th April TC2796	

10/08/22	-£9,096.95	: Expenditure transaction 2528,
	£138,898.96	Current value
Replacement Recreation Land		
	£53,056.00	Start of year value
	£53,056.00	Current value
Asset Renewal Reserve		
	£22,000.00	Start of year value
	£22,000.00	Current value
Elections		
	£5,000.00	Start of year value
	£5,000.00	Current value
Oldends Lane New Community Facilities		
	£411,378.00	Start of year value
	£411,378.00	Current value
Land Acquisition		
	£0.00	Start of year value
	£0.00	Current value
Street Furniture		
	£5,000.00	Start of year value
	£5,000.00	Current value
Carpark Surfacing & Architect Fees		
	£70,000.00	Start of year value
	£70,000.00	Current value
Replacement vehicle		
	£20,000.00	Start of year value
09/12/22	-£16,188.00	: Expenditure transaction 2789,
09/12/22	-£290.00	: Expenditure transaction 2789,
	£3,522.00	Current value
Town Hall Security & Improvements		
	£12,000.00	Start of year value
14/11/22	-£12,000.00	: To General Fund, Heading made Obsolete
	£0.00	Current value
Mowers & Equipment		
	£17,657.50	Start of year value
	£17,657.50	Current value
Feasibility Studies		
	£5,000.00	Start of year value
09/11/22	-£5,000.00	: Expenditure transaction 2678,

	£0.00	Current value
Neighbourhood Plan Review		
	£5,000.00	Start of year value
10/05/22	£8,000.00	: From General Fund, FTC 11th April '22 Agenda item TC2788
	£13,000.00	Current value
Stroud DC LRSG Business COVID Support Grant for Stonehou		
	£0.00	Start of year value
	£0.00	Current value
Stroud DC Tourism Grants 2019		
	£651.27	Start of year value
	£651.27	Current value
Stroud District Council Market Towns Initiative Funding		
	£43,325.00	Start of year value
	£43,325.00	Current value
GWR Community Cohesion Fund 20/21 (Station Tree scheme)		
	£0.00	Start of year value
	£0.00	Current value
CIL		
	£5,025.93	Start of year value
10/05/22	£3,766.23	: From General Fund, FTC 11th April '22 Agenda item TC2788
	£8,792.16	Current value
Bus shelter replacement & repairs		
	£16,000.00	Start of year value
	£16,000.00	Current value
Meadow Road Play area refurbishment		
	£16,000.00	Start of year value
	£16,000.00	Current value
Gloucestershire Wildlife Trust Wild Towns Project		
	£0.00	Start of year value
	£0.00	Current value
Stagholt Brook Repairs		
	£15,000.00	Start of year value
10/05/22	£15,000.00	: From General Fund, FTC 11th April '22 Agenda item TC2788
10/05/22	-£15,000.00	: To General Fund, Reversing input error
29/06/22	-£14,900.00	: Expenditure transaction 2433, Decision made by FTC 14th Feb TC2752
14/11/22	-£100.00	: To General Fund, Expenditure completed
	£0.00	Current value

Trees 2021/2022

	£13.00	Start of year value
14/11/22	-£13.00	: To General Fund, Budget heading no longer required
	£0.00	Current value

Plantinum Jubilee 2023

	£5,000.00	Start of year value
10/05/22	£5,000.00	: From General Fund, FTC 11th April '22 Agenda item TC2788
10/05/22	-£5,000.00	: To General Fund, Reversing input error
11/05/22	-£946.10	: Expenditure transaction 2356, FTC Decision 14th February 2022 TC2752E
14/11/22	-£4,053.90	: To General Fund, Post Jubilee - Heading no longer required
	£0.00	Current value

Underwrite Rev Budget 22/23

	£0.00	Start of year value
10/05/22	£10,000.00	: From General Fund, FTC 31st January '22 Agenda item TC2746
14/11/22	-£10,000.00	: To General Fund, Budget heading no longer required
	£0.00	Current value

Laburnum Recreation Field Trees and Wildflower seeds Memor

	£0.00	Start of year value
10/05/22	£2,000.00	: From General Fund, FTC 11th April '22 Agenda Item TC2788
23/03/23	-£391.66	: Expenditure transaction 2998, Purchased through advice from SIB
	£1,608.34	Current value

GCC Build Back Better Fund

	£0.00	Start of year value
10/05/22	£1,250.00	: From General Fund, FTC 11th April '22 Agenda item TC2788
	£1,250.00	Current value

Welcome Back Funding

	£0.00	Start of year value
10/05/22	£1,115.00	: From General Fund, FTC 11th April '22 Agenda item TC2788
	£1,115.00	Current value

Stagholt Allotments

	£0.00	Start of year value
10/05/22	£8,000.00	: From General Fund, FTC 11th April '22 Agenda item TC2788
	£8,000.00	Current value

Court View

	£0.00	Start of year value
10/05/22	£10,000.00	: From General Fund, FTC 11th April '22 Agenda item TC2788

	£10,000.00	Current value
Major Projects Support		
	£0.00	Start of year value
10/05/22	£5,000.00	: From General Fund, FTC 11th April '22 Agenda item TC2788
	£5,000.00	Current value
Tourism Market Towns		
	£0.00	Start of year value
10/05/22	£5,000.00	: From General Fund, FTC 11th April '22 Agenda item TC2788
	£5,000.00	Current value
Stroudwater Railway station feasibility survey		
	£0.00	Start of year value
04/04/22	£10,000.00	: Income transaction 214, Ecotricity cont'n to railway feasibility
09/11/22	-£10,000.00	: Expenditure transaction 2678,
	£0.00	Current value
Cotswold Canal Trust Grant		
	£0.00	Start of year value
30/06/22	-£10,000.00	: Expenditure transaction 2435, Council decision Agenda Item TC2824
14/11/22	£10,000.00	: From General Fund, FTC Decision 16th May 2022 TC2824
	£0.00	Current value
Homestart Grant		
	£0.00	Start of year value
01/09/22	-£10,000.00	: Expenditure transaction 2579, Council decision Agenda item TC2881 (25th Ju
14/11/22	£10,000.00	: From General Fund, FTC Decision 25th July 2022 TC2579
	£0.00	Current value
Support Stonehouse - Warm spaces fund		
	£0.00	Start of year value
14/11/22	£10,000.00	: From General Fund, FTC Decision 26th Sept 2022 TC2901
	£10,000.00	Current value
In Bloom Planting display		
	£0.00	Start of year value
02/02/23	£10,000.00	: From General Fund, FTC Decision 23rd Jan '23 TC2979
	£10,000.00	Current value
Canal Spring Festival		
	£0.00	Start of year value
02/02/23	£5,000.00	: From General Fund, FTC Decision 23rd Jan '23 TC2981
31/03/23	-£3,000.00	: Expenditure transaction 3038,

	£2,000.00	Current value
Youth Support		
	£0.00	Start of year value
02/02/23	£50,000.00	: From General Fund, FTC Decision 23rd Jan '23 TC2981
	£50,000.00	Current value
Kings Coronation		
	£0.00	Start of year value
20/03/23	-£266.95	: Expenditure transaction 2980,
31/03/23	£4,000.00	: From General Fund, Council decision
	£3,733.05	Current value
	£931,987.28	Current Reserves total excluding the General Fund
	£1,024,948.64	Current Reserves total including the General Fund



UNLOCKING POTENTIAL... OPENING OPPORTUNITY...

**STONEHOUSE TOWN COUNCIL
YOUTHWORK PROVISION REPORT
DECEMBER 2022 – FEBRUARY 2023**

CHARITY 1131919
COMPANY 6999936

44-45 HIGH STREET, STROUD, GL5 1AN 01453 756745
THEDOOR.ORG.UK

INFO@THEDOOR.ORG.UK
@THEDOORSTROUD

PATRON: MARY-JESS LEAVERLAND

1. OVERVIEW

Stonehouse youth provision is in a healthy place. Engagement from young people with our sessions and the youth work team is consistently high and The Pod is full of life! Isak is meeting more and more young people with his work in Maidenhill School and the need for additional support with vulnerable and challenging young people is increasing. Working with more young people will inevitably lead to safeguarding concerns surfacing and the Pod has been no exception to this. Whilst the young people are presently engaging respectfully with the staff and each other, there is a notable increase in risky behaviours such as casual drug use, vaping and sexualised behaviour. What is positive is that this cohort is developing a sense of family and are demonstrating significant trust in the youth workers as we have more of these types of conversation and receive disclosures. Isak is working closely with the school, the PCSOs and other agencies to ensure that each young person is signposted to the right care when the need arises.

As in the previous quarter, Food Fridays has continued to be a highly meaningful and supportive project for many of the young people at the Pod. A number of the young people who already attended the sessions are on free school meals and will have benefitted from this provision, but there are also some new people attending as a result. The Door and the young people appreciate the contribution of Stonehouse Town Council to make this provision possible that provides hope, during what is a very dark time for a lot of families. The Door is now a HAF provider, to continue to take a leading role in supporting vulnerable young people in the Stroud District. As one can read below, pressure on young people's mental health is at an all-time high and the waiting list for our intensive support service matches this demand. There is a desperate need for more caring, trustworthy adults who are able to listen and learn to join our volunteer mentoring team.

2. STATISTICS

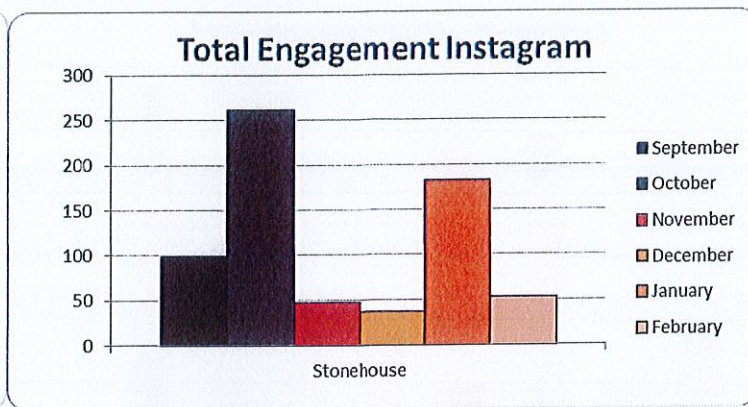
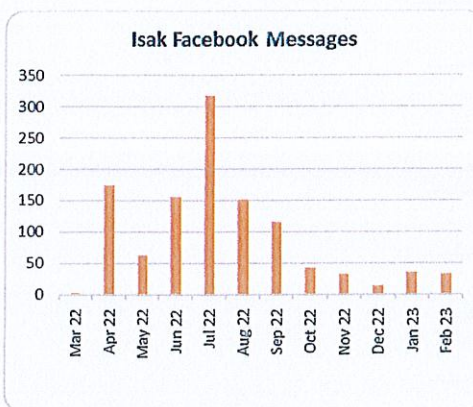
THIS REPORTING PERIOD (1ST DEC 2022 – 28TH FEB 2023)

	Number Of Sessions	Hours	YP Engaged	Achievements	Incidents
THE POD	34	68	764	73	1

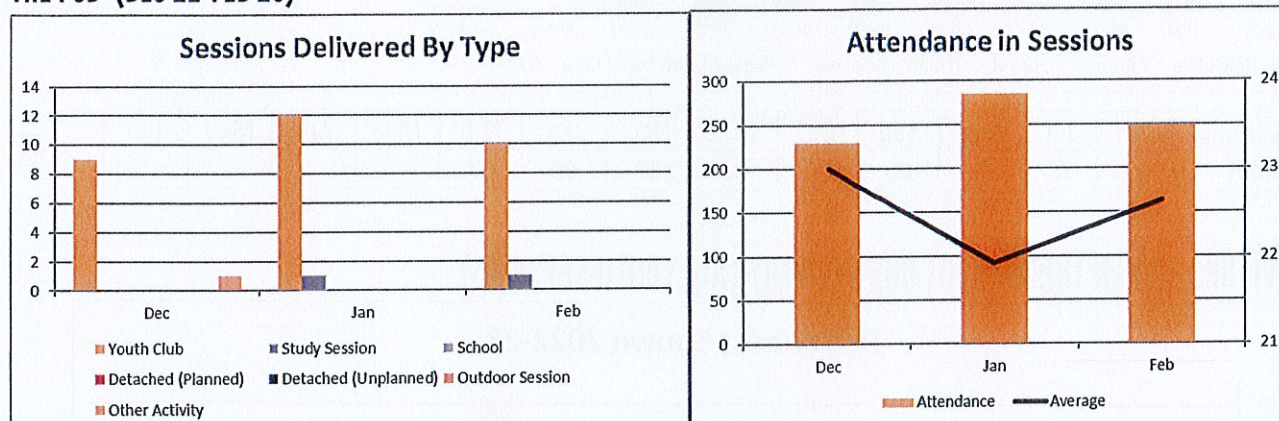
PREVIOUS QUARTER (1ST SEP – 30TH NOV 2022)

	Number Of Sessions	Hours	YP Engaged	Achievements	Incidents
THE POD	43	83	684	46	1

SOCIAL MEDIA ENGAGEMENT

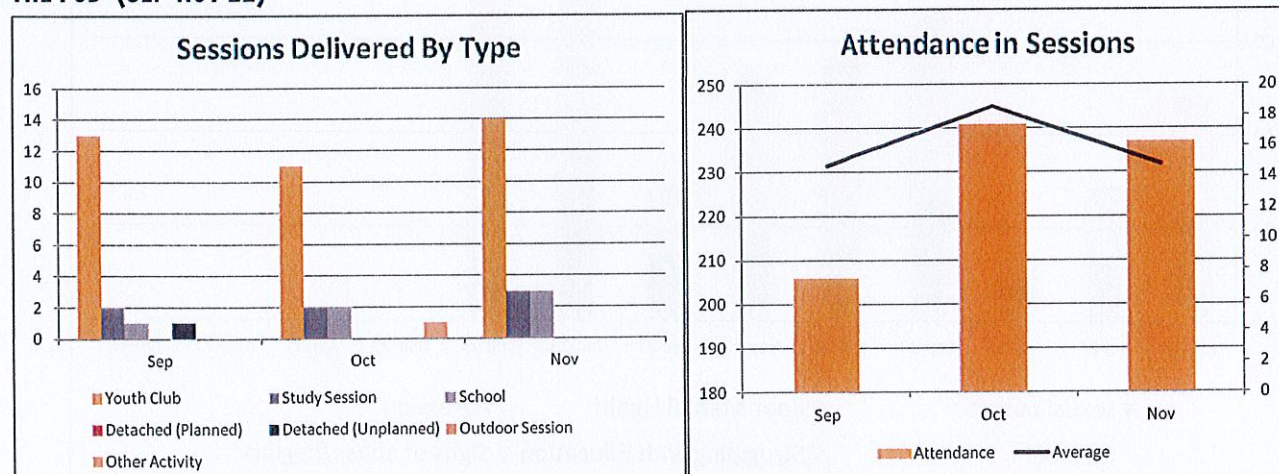


THE POD (DEC 22-FEB 23)



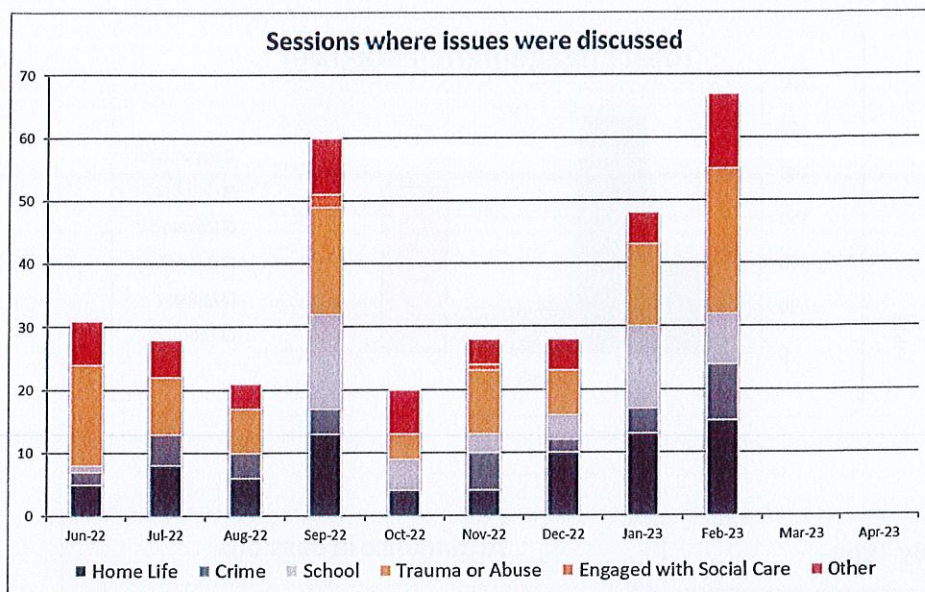
Note: Average engagements with young people during Maidenhill School Sessions – 74

THE POD (SEP-NOV 22)



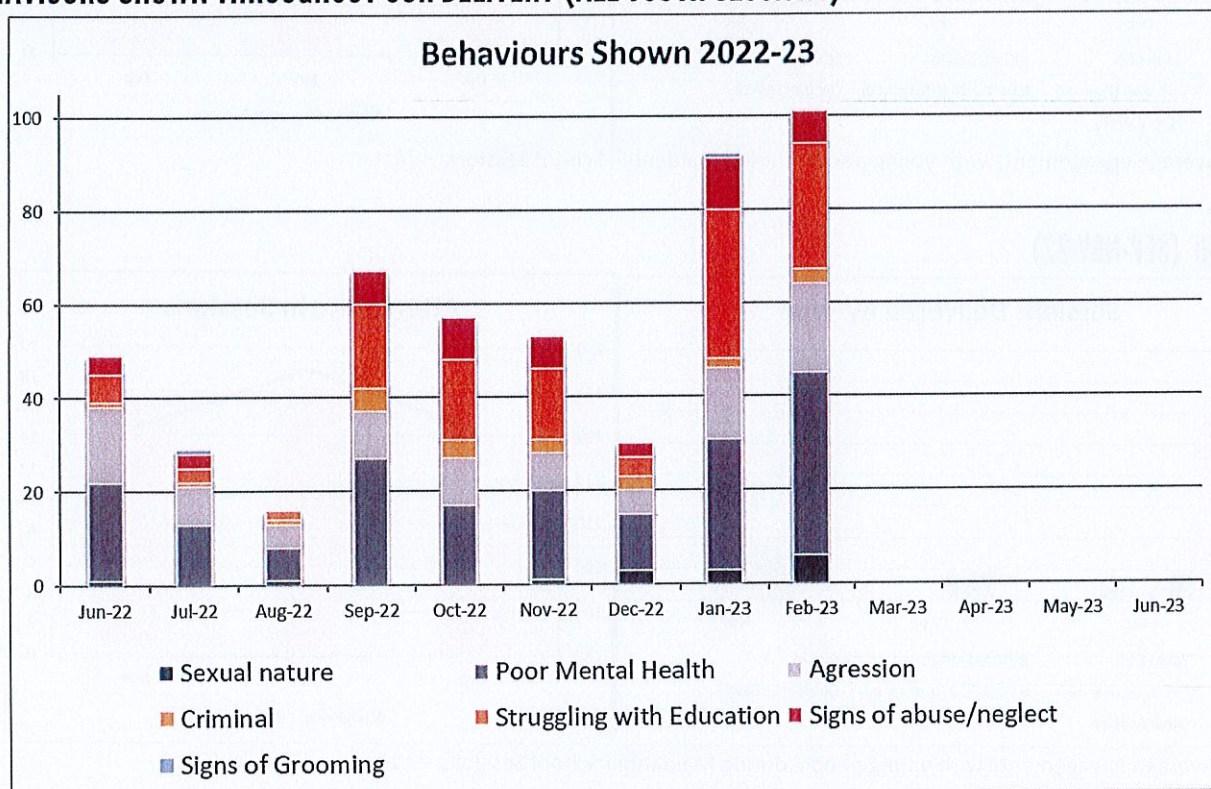
Note: Average engagements with young people during Maidenhill School Sessions – 112

ISSUES REPORTED THROUGHOUT OUR DELIVERY (ALL YOUTH SESSIONS)



Representing Sessions	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	31	28	21	60	20	28	28	48	67				

BEHAVIOURS SHOWN THROUGHOUT OUR DELIVERY (ALL YOUTH SESSIONS)



Representing Sessions	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	49	29	16	67	57	53	30	92	101				

INTENSIVE SUPPORT SNAPSHOT (10TH FEB 2023)

As well as providing community youthwork, The Door's Intensive Support team is currently supporting this number of young people and parents across the whole district.

YP Pursuing Support	YP Engaging in Support	Parents Pursuing Support	Parents Engaging in Support
85	148	16	81

9th March 223 – 356 active service users, 39 with GL10 Postcode, representing 11% of all service users

INTENSIVE SUPPORT SNAPSHOT (16TH NOVEMBER 22)

As well as providing community youthwork, The Door's Intensive Support team is currently supporting this number of young people and parents across the whole district.

YP Pursuing Support	YP Engaging in Support	Parents Pursuing Support	Parents Engaging in Support
77	144	22	105

13th Dec 2022 – 368 active service users, 44 with GL10 Postcode, representing 12% of all service users

3. OVERVIEW

DECEMBER

There was continued the trend of increased participation from young people in the Pod. The month started with Stonehouse Goodwill, where our stall was abuzz with activity and young people taking a lead in running the games, even collecting money for The Door! In sessions, the engagement again has increased and the centre has been getting close capacity on more than one occasion. This contrasts remarkably with 5 years ago, where this time of year would yield quiet sessions with sometimes no young people turning up. Not only does this demonstrate how much young people value the provision, but how much demand there is for youth services in general in this post pandemic era. The atmosphere during sessions has been incredibly positive, with young people setting the own example to their peers of respect and hospitality. There has also been continued success with Food Fridays, regularly feeding over 20 young people with cooked food - even a Christmas roast, which the young people have shown their appreciation for.



JANUARY

The Youthwork Team have done a great job of carrying the positive momentum built before Christmas into the new year, avoiding the typical January slump. The young people were very excited to return to the Pod, quickly settling back into the space and chatting away about their Christmas breaks. Sadly, not all those experiences are positive ones, with a number of young people reporting challenging financial situations at

home at present, as well some sharing about unsettled home lives and disillusionment with education. There is an appetite from young people to feel a part of something in the circumstances that we live with in this moment and there is a real sense of family being built with the current cohort. In Stonehouse and across The Door, we have worked with Healthwatch Gloucestershire to support them with their young people's mental health project, where they have been talking to young people about their mental health to conduct a key piece of research. When asked the question 'what helps you with your mental health?' the young people said, time and again, just how much the Pod means to them in supporting their mental health.



FEBRUARY



Staffing and recruitment has been a significant challenge in February but the youth work team came together to ensure the same quality of delivery and modelled the very tenets we hope to see in young people. There was much excitement for the arrival of the new sofa which, with some clever manoeuvring of interior space, has amazingly created a better layout and more space in the Pod, to be more welcoming and cosier for the young people. A small focus group of young people were tasked to redesign one

of the small rooms in the Pod to become a cosy space, to provide somewhere for quiet and retreat, particularly with those with neurodiversity in mind. There is hope for the materials to be in place and the work to be completed by Easter. On Valentine's Day, there was a planned session around healthy relationships (with friends, family, professionals, romance etc). There were many positive interactions with the activity and learning outcomes for the young people. However, there was a bittersweet moment when a young person finally opened up and disclosed that they were having self-esteem issues and had depression. It was important to provide the platform where this young person felt safe enough to speak, which is the first step on the road to healing. As we have found, food has been an extremely useful tool for garnering meaningful outcomes from our young people, and this month has proven the same. All the Food Fridays were great successes where the young people have reengaged with the activity, not just simply eating the food (which goes quickly!) but also contributing to meal planning, preparation and even cleaning up!

4. EXTRA FUNDING

Key Cafe - This has continued to provide a well valued space for the young people who are attending regularly. Even though this is a smaller cohort to the usual Pod sessions, the young people that come need those conditions to feel able to have important conversations with the youth workers, as well as get some crucial work done. From Isak's conversations with young people in Maidenhill, the demand for a revision space will increase, as the exam season in May approaches.

Digital youth work – It is exciting to announce that the Barnwood trust have agreed to fund the first year's provision of a pioneering youth work in the digital sphere. Isak will be spearheading it, with the aim to set up a replicable and outcome generating program that reaches young people that feel most comfortable interacting in a digital capacity, as well as giving the cohort in Stonehouse and our other centres a vehicle to engage further afield and make new friends. Watch this space!

5. ACHIEVEMENTS

Here are just a few typical examples of the achievements recorded during this quarter

Developing leadership skills	6	Relationships and Friendships	1
Increased Maturity	2	Self Confidence or Self Worth	2
Increased Participation in Activities	8	Showing Empathy, Respect and Understanding to Others	5
Increased Resilience	1	Steps Towards Positive Future Prospects	1
Positive Engagement with Education	2	Well-being	2

- Helping with the cooking
- Really proud of his apprenticeship
- Eating in session
- Coming out of their shell
- Writing articles in the school newspaper
- Helping with cleaning up and making pancakes lots
- Helping to put up a banner
- Respectfully changing a song
- Helping in the kitchen

6. SAFEGUARDING

There were no new notifiable safeguarding concerns this quarter only an update on an ongoing social services case. There has been a worrying rise in casual substance misuse and vaping including an allegation of grooming by a local shopkeeper to provide vapes in return for jobs.

7. COMMUNITY YOUTHWORK

Breakfast Club - In January, a joint venture between The Door, Sportily, and the Stonehouse Baptist Church started to provide breakfast for Maidenhill students on Thursday mornings. There has regularly been 10 to 20 students attend, who can help themselves to food, hang out in a warm, friendly space and receive encouragement before the school day starts.

Maidenhill - Isak has continued to regularly attend Maidenhill on a Tuesday lunch time, engaging with the young people and catching up with the teachers and pastoral staff. This is proving to be a vital piece of work support the school with some of their most vulnerable students as well as being able to canvas new young people for the Pod and even do a bit of research!

Stonehouse Goodwill – Isak worked with Valerie and the local council to provide a stall at this year's Stonehouse goodwill event as well as getting some young people to volunteer. It is always such a privilege to participate in such a great event.

Community Safety Partnership & Community Response Network – Isak and members of our Intensive Support team at The Door continued to represent the young people of Stonehouse at both these meetings.

8. PLANS FOR NEXT QUARTER

In light of the extra funding from Stonehouse Town Council to fund Community Youthwork available from April, this new section will determine how The Door proposes to spend this budget in partnership with the council. Below are the first items for spending approval for the two month period from 1st April – 31st May 2023.

- a. **Breakfast Club** – Isak's time, 1 hour per week term time only. Cost £186
- b. **Maidenhill Support**– Isak's time, 2 hours per week, term time only. Cost £372
- c. **Cotswold Canal Event** – Isak's time (including planning) + 1 additional worker and resources. Cost £600
- d. **Trip** – See additional document. Cost approx £1750-3000. This will be invoiced separately in arrears.
- e. **Coronation Event** – Isak's time (including planning). Cost £263.50
- f. **Food Friday** – 7 weeks provision in April/May and Isak's time. Cost £535.50
- g. **Anything from STC?**
- h. **Isak Community Work** – Isak's time, 2 hours per week. Cost £496

Total for April/May 2023 = £2543.00 not including the trip

In addition to the above funding requests here are some of the plans for the next quarter within the sessions

Forest Green Rovers – FGR have agreed to deliver a 1 hour sports session within one of our weekly sessions per week over the summer period. What an exciting opportunity that could lead to other positive activities and resourcing for young people

Easter Holidays - The team are looking for to providing high quality Easter themed holiday provision including being a part of the HAF programme, where food will be provided.

Summer Programme - The team will be looking at a new Summer Programme for the youth work delivery during the summer holidays. We hope to provide at least 2 trips over this period.

Substance Misuse Training – The Community Youth Workers will be receiving training from InfoBuzz to help tackle the recent substance misuse that is being witnessed. Funding has also been allocated to training one of the team to Level 3.

9. POINTS FOR DISCUSSION

- Bins urgently needed by the front door
- Holiday & Food Programme in the Stroud District
- Detached provision during the summer
- Volunteer Mentors needed!
- Park Juniors School
- Substance Misuse

10. CASE STUDIES

Case Study 1

Young people A and B are twins that have been attending Pod since the start of the academic year and have exhibited lots of challenging behaviour. Slowly but surely the youth workers have been getting them on side. This last quarter the team needed to reinforce a boundary with A, where B helped by encouraging A to have the conversation with the youth workers and by the end of the meeting both A and B expressed how much they value for the youth club, and the need to respect the boundaries and the youth workers, which is no small feat for this pair!

Case Study 2

Young person C has been spoken about before in previous reports. He has found The Pod to be one of his safe spaces and has started a relationship with a mentor. This last month has been particularly challenging for him, and as a result he has been pushing boundaries at home and at school and finding himself in trouble. Thankfully C has still turned up to The Pod, and engaged with friends and Youth Workers alike. One of the other young people has been so concerned for C that he has taken it upon himself to accompany C back to his guardians home. The Youth Workers were so proud of this other young person and highly commended him when he returned; what a show of the value that the friendships formed at The Pod can have.

PROPOSAL TO ENABLE YOUTHWORK STAFF TO ORGANISE SUMMER TRIPS FOR YOUNG PEOPLE



Last year The Door organised a highly successful trip to Airhop. Since then it has delivered smaller trips to Ninja Warrior, Gloucester Cathedral and Weston Super-Mare. Many of our trips also provide a hot meal for young people. The Door wishes to pioneer annual programme of trips and activities for disadvantaged young people attending our youth centres and others who would not otherwise have the opportunity of a holiday - a demand which is considerably higher in the current crisis. Without our trips and activities these young people would be largely unoccupied at home.

In these circumstances there is an increased risk of anti-social behaviour particularly in the rural and isolated areas of our district where there are few, if any, diversionary activities. With nothing much to do, it is also not unusual for young people to become preoccupied with social media and gaming as a form of entertainment leading to them being closeted for days on end.

Our programme of trips and activities combats these circumstances by encouraging them out of their houses to get involved in exciting and physically engaging activities. While a key element of our programme is that the trips and activities are educational in the widest sense, they are primarily designed so that young people can have fun and make friends. By mixing up young people from across the district any historic friction between communities can be mitigated and overcome.



As such we are currently seeking funds to enable us to offer trips for this Summer 2023. We would welcome a contribution from your fund to enable two trips for the Stonehouse young people (totalling between £3500-6000). The costs are set out 'per trip' to help your decision-making process. We try to keep costs to a minimum for young people, where free spaces would be offered to those in most need and a small contribution from others to ensure buy-in.

TYPICAL COSTS PER TRIP

Costs of trips vary substantially based on the length of the trip and the activities undertaken. The cost of a typical full day trip with one minibus (taking up to 18 young people with a £75 contribution from young people) to e.g. Airhop is as follows:

Activity	Staffing (3 Staff)	Minibus	Entrance	Refreshments	Total cost per trip - £75
To organise and lead a full day trip	£919	£300	£400	£200	£1,744

The same trip but with a coach of 50 people, with £200 raised by young person donation.

Activity	Staffing (5 Staff)	Coach	Entrance	Refreshments	Total cost per trip - £200
To organise and lead a full day trip	£1339	£400	£945	£500	£2,984.00



STONEHOUSE TOWN COUNCIL

STONEHOUSE TOWN COUNCIL FINANCIAL REGULATIONS 2022

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1. General

1.1. These Financial Regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial Regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial Regulations must be observed in conjunction with the Council's standing orders¹ and any individual financial regulations relating to contracts.

1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

1.3. The Council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These Financial Regulations demonstrate how the Council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or willful breach of these regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of Council are expected to follow the instructions within these regulations and not to entice employees to breach them. Failure to follow instructions within these regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.

1.9. The RFO;

- acts under the policy direction of the Council;
- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the Council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

- maintains the accounting records of the Council up to date in accordance with proper practices;
- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;

- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full Council only.

1.14. In addition, the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chair or a bank signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council or Business Committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the Council;
- report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- have no involvement in the financial decision making, management or control of the Council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
- initiate or approve accounting transactions; or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

3.1. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committees and the Council.

3.2. The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.3. The Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.4. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for all items over £5,000;
- a duly delegated committee of the Council for items up to £5,000; or
- the Clerk, in conjunction with Chair of Council or Chair of the appropriate committee, for any items below £1000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chair.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3,000. The Clerk shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council or Business Committee. The Council or Committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council or Business Committee. The approved schedule shall be ruled off and initialled by the Chair of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council or Business Committee meeting.

5.5. The RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled meeting of Council or Business Committee, where the RFO certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Business Committee;

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations including materials and maintenance) provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Business Committee; or

c) fund transfers within the Council's banking and investment arrangements up to the sum of £50,000 subject to the requirements of CCLA, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Business Committee. Authorisation of transfer greater than £50,000 shall be determined by the RFO in consultation with the Chair and/or Vice Chair of Council and reported back

5.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.

5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a member.

6. Instructions for the making of payments

6.1. The Council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected in accordance with a resolution of Council or duly delegated authority.

6.4. All payments shall be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

6.5. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.

6.6. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order or electronic transfer provided that the instructions are signed, or otherwise evidenced by two members, are retained and any payments are reported to Council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.

6.7. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or Business Committee shall be signed by two members of Council and countersigned by the RFO or authorised Officer in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.8. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.9. Cheques or orders for payment shall not normally be presented for signature other than at a Council or Business Committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Council or Business Committee at the next convenient meeting.

6.10. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chair of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the RFO. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the RFO or authorised officer and will also be restricted to a single transaction maximum value of £1,000 unless authorised by Council or Business Committee in writing before any order is placed.

6.19 The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

7. Payment of salaries

7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

7.8. Before employing interim staff, the Council must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

8.3. The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the Chair of the council at the same time as one is issued to the RFO.

8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

8.5. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

8.6. All investments of money under the control of the Council shall be in the name of the Council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.

9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below).

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the Council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;

ii. for specialist services such as are provided by legal professionals acting in disputes;

iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chair and Vice Chair of council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations².

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £300 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)
b) For public works contracts 5,225,000 Euros (£4,551,413)

12. Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum by 5% or more a report shall be submitted to the Council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.

15.2. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.

15.4. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. Charities

16.1. Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. Risk management

17.1. The Council is responsible for putting in place arrangements for the management of risk. The RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

17.2. When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. Suspension and revision of Financial Regulations

18.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and

that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

Model Regulations 2019 – 1st Amended version – 20th Feb 2020 – Adopted at Town Council Meeting 16th March 2020 (Minute No TC2374) –

Reviewed and Adopted: 17th April (Minute No: TC)

Next Review: April 2024

Accessibility Statement for Stonehouse Town Council

This accessibility statement applies to <https://www.stonehousetowncouncil.gov.uk/>

We want as many people as possible to be able to use this website. For example, that means you should be able to:

- change colours, contrast levels and fonts
- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We've also made the website text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

How accessible this website is -

We know some parts of this website are not fully accessible:

- the text will not reflow in a single column when you change the size of the browser window
- you cannot modify the line height or spacing of text
- most older PDF documents are not fully accessible to screen reader software
- live video streams do not have captions
- some of our online forms are difficult to navigate using just a keyboard
- you cannot skip to the main content when using a screen reader
- there's a limit to how far you can magnify the map on our 'contact us' page



STONEHOUSE TOWN COUNCIL

Feedback and contact information

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille please contact:

- townclerk@stonehousetowncouncil.gov.uk
- call **01453 822070**
- alternatively email: deputyclerk@stonehousetowncouncil.gov.uk

We will consider your request and get back to you within 7 days.

If you cannot view the map on our 'contact us' page, call or email us for directions.

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we're not meeting accessibility requirements, contact: townclerk@stonehousetowncouncil.gov.uk or call 01453 822070.

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, [contact the Equality Advisory and Support Service \(EASS\)](#).

Technical information about this website's accessibility

Stonehouse Town Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website is partially compliant with the [Web Content Accessibility Guidelines version 2.1](#) AA standard, due to the reasons listed below.

Non accessible content

The content that is not accessible is outlined below.

Non-compliance with the accessibility regulations

We may have some scanned PDF documents on our website.

Scanned PDF documents do not comply with the Accessibility Regulations 2018 but these documents can be provided in an alternative format or on alternative media, on request.

Disproportionate burden

Navigation and accessing information

There's no way to skip the repeated content in the page header (for example, a 'skip to main content' option).

It's not always possible to change the device orientation from horizontal to vertical without making it more difficult to view the content.

It's not possible for users to change text size without some of the content overlapping.

Interactive tools and transactions

Some of our interactive forms may be difficult to navigate using a keyboard. For example, because some form controls are missing a 'label' tag.

Our forms are built and hosted through third party software and 'skinned' to look like our website.

We've assessed the cost of fixing the issues with navigation and accessing information, and with interactive tools and transactions. We believe that doing so at this time would be a [disproportionate burden](#) within the meaning of the accessibility regulations. We will make another assessment when the supplier contract is up for renewal.

Content that's not within the scope of the accessibility regulations

Some of our PDFs and Word documents are essential to providing our services. For example, we have PDFs with information on how users can access our services, and



STONEHOUSE TOWN COUNCIL

forms published as Word documents. In the near future we plan to either fix these or replace them with accessible HTML pages.

The accessibility regulations [do not require us to fix PDFs or other documents published before 23 September 2018](#) if they're not essential to providing our services.

Any new PDFs or Word documents we publish will meet accessibility standards.

Live video

We do not plan to add captions to live video streams because live video is [exempt from meeting the accessibility regulations](#).

Preparation of this accessibility statement

This statement was prepared on 4th April 2023



STONEHOUSE TOWN COUNCIL

Internal auditor's report for the year ended 31 March 2023

Name of Auditor: Anita Sach

GAPTC internal audits comply with the proper practices outlined in the Governance & Accountability for Smaller Authorities – A Practitioners' Guide and the Accounts and Audit Regulations 2015.

The GAPTC internal audit reviews and reports on whether the systems of financial and other internal controls over its activities and operating procedures are effective. The audit tests a variety of documents, including agendas and minutes, policies, insurance and risk management processes, to ensure Council meets the requirements set out in the Annual Internal Audit Report in the Annual Governance & Accountability Return. The internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

Our auditors are independent of the Council and are competent to be able to carry out the requirements of the internal audit service.

NOTE The auditor will complete the Annual Internal Audit Report (AIAR) page on the Annual Governance & Accountability Return (AGAR). The AIAR informs the Annual Governance Statement (AGS) assertions on the AGAR, so when council reviews the AGS, the responses must reflect the AIAR report.

1. Council working documents

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
1.1	Have Standing Orders been a) tailored to council?	Y		c) 11/4/22 TC meeting minute TC2792 and 30/5/22 TC meeting TC2836 (amended 4/7/22) 13/2/23 TC meeting minute TC2997.1

	b) reviewed using the most recent version? c) minuted?	Y	Annual Governance Statement Assertion 1	Policies & Key Documents section on website
1.2	Have Financial Regulations been a) tailored to council? b) reviewed using the most recent version? c) minuted? (Objective B)	Y Y		c) 11/4/22 TC meeting minute TC2792 and 30/5/22 TC meeting TC2836 (amended 4/7/22) 13/2/23 TC meeting minute TC2997.2 Policies & Key Documents section on website
1.3	Does the council a) give grants? b) have a grant-awarding policy?	Y Y	Annual Governance Statement Assertion 1	25/4/22 TC meeting minute TC2805 16/5/22 TC meeting minute TC2824 Website, policies – 2021 policy to be reviewed February 2024
1.4	Have items/ services been competitively purchased in accordance with Financial and/or Procurement Regulations?	Y & N (see note)	Only one quote provided for play area repairs. Clerk noted complexities of obtaining quotes for different equipment and reason for one quote from a 'one stop shop' company which was approved contractor for several companies. Recommend that in such circumstances council acknowledges that this goes against Financial Regulation 11.1h	14 Nov TC2936 Council van – in-depth investigation prior to identifying suitable second-hand vehicle 12/12/22 TC2958 play area repairs
1.5	Code of conduct reviewed in the last 2/3 years?	Y	Annual Governance Statement Assertion 2 & 3 Annual Governance Statement Assertion 3	Website Policies & Key Documents section 23/1/23 TC meeting minute TC2980

2. Finance

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
2.1	Has the General Power of Competence been adopted (e.g. a minute reference), if Council qualifies?	Y		30/5/22 TC meeting minute TC2842
2.2	S137 a) is there a separate account for payments? b) are totals within statutory limits? (for Council's that do not held General Power of Competence)	N/A	Annual Governance Statement Assertion 3	
2.3	Is there an annual council authorisation of Direct Debit list and Standing Orders? (Objective B)	Y	Annual Governance Statement Assertion 1	13/2/23 meeting minute TC2994
2.4	Was Petty Cash expenditure approved, if any? (Objective F)	N/A	Annual Governance Statement Assertion 1	Discontinued 21/22
2.5	Is all expenditure supported by VAT invoices, if	Y		Invoices viewed

	applicable? (Objective B)		Annual Governance Statement Assertion 1	
2.6	VAT – a) recorded in accounts b) reclaimed? (Objective B)	Y	Annual Governance Statement Assertion 1	VAT reclaimed quarterly VAT summary report viewed

3. Risk management

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
3.1	Insurance policy a) in place? b) cover reviewed to ensure still fit for purpose? (Objective C)	Y Y	Annual Governance Statement Assertion 5	16/5/22 TC meeting minute TC2821 Gallagher and Hiscox insurance schedules viewed
3.2	Copy of Risk Management policy a) adopted? b) reviewed annually by Council? (Objective C)	Y Y	Annual Governance Statement Assertion 5	Financial Risk Review - 11/4/22 TC meeting minute TC2789 Also covers assets such as play areas, etc Risk Management Policy – 23/1/23 TC meeting minute TC2980
3.3	Asset register a) reviewed regularly? (Objective H) b) published on website?	Y Y	Annual Governance Statement Assertion 5	30/4/22 TC meeting minute TC2867 Inventory approved. 23/1/23 TC meeting minute TC2980 Major Asset and Full Asset registers approved Website Accounts & Reports section

	(Objective L)			
3.4	Evidence that assets a) have been inspected for risk? b) reported in minutes? c) any actions undertaken? (Objective C)	Y Y but see note Y	Recommend that the Environment Committee receives more regular reports of inspections/actions that are being carried out and this is minuted as evidence. This could be important evidence in case of a claim against the council	4/7/22 TC meeting minute TC2869 RoSPA report by council; spreadsheet of actions required also presented, but not minuted 17/10/22 TC meeting minute TC2922 Tree inspection report Environment Committee responsible for playing fields and periodic inspections to assess safety. June 2022 playground inspection sheet viewed, but no evidence that it was reported to the Environment Committee 12/12/22 TC2958 Minute re repairs to play areas
3.5	Evidence that internal controls a) take place? b) are documented? c) minuted? as per Council's Financial Regulations/Standin g Orders (Objective B)	Y Y Y Y	Annual Governance Statement Assertion 5	Business committee 5/9/22 minute B407 Q1 Business committee 28/11/22 minute B456 Q2 Internal control reports viewed
3.6	Bank reconciliations are on agenda to be considered by Council? (Objective I)	Y	Annual Governance Statement Assertion 2 Annual Governance Statement Assertion 1	Bank reconciliations included on all agendas to be noted 11/4/22 TC meeting minute TC2786 12/12/22 TC meeting minute TC2952
3.7	Review of a) investments? b) bank mandates	Y Y	Investment Strategy in place Signatories reviewed at May Annual Meeting of	a) 4/7/22 TC meeting minute TC2868 (reviewed 23/1/23 TC meeting minute TC2980)

	(signatories on bank accounts)? (Objective B/C)		Council and on change of councillors	b) 30/5/22 TC meeting minute TC2843 (amended 4/7/22) 11/4/22 TC meeting minute TC2790 14/11/22 TC meeting minute TC2935
3.8	If bank cards in use, are proper procedures in place? (Objective B)	Y	Annual Governance Statement Assertion 1	Financial Regulation 6.18 max spend £500 by RFO or authorised officer Clerk advised Debit Card only used in emergency situations with most transactions being online
3.9	Are a) physical records secure? b) electronic records backed up?	Y Y	Annual Governance Statement Assertion 1 Annual Governance Statement Assertion 5	All documents scanned and backed up to cloud

4. Budgetary controls

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
4.1	Was a budget properly for the year under review a) prepared? b) adopted? c) minuted? (Objective D)	Y Y Y Y	Annual Governance Statement Assertion 1	31/1/22 TC meeting minute TC2745 Budget in agenda pack viewed
4.2	a) Were the	Y		16/5/22 TC2823 Reserves reviewed as high

	earmarked objectives of the reserves identified in the budget, if any? b) Were the general reserves reasonable? (Objective D)	Y	Annual Governance Statement Assertion 1	Clerk advised general reserves between 3 and 6 months
4.3	Was the precept demand for the year under review properly minuted in full council?	Y		31/1/22 TC meeting minute 2746
4.4	Did the council a) regularly compare budget vs spend (as detailed in the financial regulations) b) and evidenced in the minutes? (Objective D)	Y	Annual Governance Statement Assertion 1	11/4/22 TC meeting minute TC2786 and 12/12/22 TC meeting minute 2952 Financial budget comparison provided at every full council meeting
4.5	Are any significant variances from budget reported?	Y	Annual Governance Statement Assertion 2	26/9/22 TC meeting minute TC2898

5. Payroll

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence

5.1	Do all staff have a contract of employment?	Y	Annual Governance Statement Assertion 3	Business Support Officer contract viewed (joined August 2022) Other staff contracts viewed for 21/22 audit
5.2	Do salaries paid agree with those approved by Council? (Objective G)	Y	Annual Governance Statement Assertion 1	October payslips viewed for Clerk and Business Support Clerk Councilors view PATA list to check against bank mandate
5.3	Has Council a) registered as an employer with HMRC? b) have PAYE / NIC been properly dealt with (including year-end procedures)? (Objective G)	Y		Payroll carried out by PATA HMRC payments viewed on bank statements
5.4	Are Councilor's allowances and expenses properly authorised & controlled, if any?	Y	Annual Governance Statement Assertion 1	Clerk advised that Councilors generally only spend small amounts without prior authorisation, when required as a matter of urgency, such as during the Goodwill event.
5.5	Pension provision – eligible employees a) offered pension scheme? b) outcome minuted?	Y N	Employees offered NEST pension, if eligible, as part of contract Council noted appointment of Deputy Clerk, but minute did not note pension outcome. Recommend that this is minuted for future employees Annual Governance Statement Assertion 3	Deputy Clerk appointed in May meeting minute TC2816
5.6	Is Council a) registered with the Pension	Y		b) 17/10/22 TC meeting minute TC2917 Re-declaration noted by council

Regulator for auto-enrolment pensions? b) Has auto-enrolment registration with Pension Regulator been reviewed (required every 3 years)	Y	Annual Governance Statement Assertion 3	
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6. Year-end procedures

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
6.1	Are debtors and creditors recorded properly on separate balance sheet if using Income & Expenditure reporting? (Objective J)	Y	Annual Governance Statement Assertion 1	31/3/22 balance sheet viewed
6.2	Does Council as a whole consider the year-end accounts in addition to 6.5? (Objective J)	Y	Annual Governance Statement Assertion 1	30/5/22 meeting minuteTC2848
6.3	Minute confirming	N/A		

	that council is eligible for Certificate of Exemption (only for councils with a turnover of less than £25,000) (Objective K)		Annual Governance Statement Assertion 1	
6.4	Annual Governance Statement, section 1 of Annual Return, approved by whole council (with separate minute number from Section 2 below)?	Y	Annual Governance Statement Assertion 3	30/5/22 TC meeting minute TC2850
6.5	Annual Statement of Accounts, section 2 of Annual Return, approved by whole council (with separate minute number from Section 1 above)?	Y	Annual Governance Statement Assertion 3	30/5/22 TC meeting minute TC2851
6.6	Are all sections of the Annual Governance & Accountability Return published on the website? (Objective LN)	Y	Annual Governance Statement Assertion 3	Accounts & Reports section of website
6.7	Did council correctly provide for the exercise of public	Y but see note	Incorrect form for Notice of Public Rights used again. Ensure that the form Notice of Public Rights and Publication of Unaudited AGAR is used and	Accounts & Reports section of website

	rights? (Objective M)		not the form required to be sent to PKF Littlejohn	
6.8	Previous internal audit report reviewed by council and action taken where recommended?	Y	Annual Governance Statement Assertion 4	30/5/22 TC meeting minute TC2849
6.9	Previous external audit report (for councils with turnover over £25,000) reviewed by council and action taken where recommended?	Y	Annual Governance Statement Assertion 7	17/10/22 TC meeting minute TC2918
			Annual Governance Statement Assertion 7	

7. Other matters

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
7.1	Policies in place for compliance with GDPR, such as Data Protection Policy for Staff & Councillors and for the public?	Y but	Privacy policy on website dates from 2010 and refers to 1998 Data Protection Act. Recommend this is updated with the latest version	Reviewed April 2021 Minute TC TC2956 Next review April 2023
			Annual Governance Statement Assertion 3	

7.2	Is the Council a Managing Trustee?	Y	Annual Governance Statement Assertion 9	Doverow Hill Trust
7.3	Do trustees meet at least once a year and publish separate accounts? (Objective O)	Y	Annual Governance Statement Assertion 9	15 Feb 23 minutes and account statement viewed
7.4	Website Accessibility Statement on website home page?	N	Recommend this is reinstated by the website company Annual Governance Statement Assertion 3	In place for 21/22 audit, but not on website
7.5	Did council formally appoint GAPTC as the Internal Auditor?	Y	Recommend that Council confirms that the Internal Auditor is competent and independent of Council when appointing them Annual Governance Statement Assertion 6	14/11/22 TC meeting minute TC2941
7.6	Are registers up to date for council-owned burial grounds (if any) and purchase of Exclusive Rights of Burials certificate completed?	N/A	Annual Governance Statement Assertion 3	

8. Procedures

Ref	Test	Meets reqmts?	Internal Auditor's comments	Evidence
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		Yes, No or N/A		
8.1	Minutes: a) DPLs or other interests recorded? b) published on website in draft form within one month (mandatory for councillors with a turnover of less than £25,000)? (Objective L) c) initialled on each page and final page signed?	Y Y	Good practice by Clerk to minute when a councillor leaves the meeting and returns when an agenda item is discussed in which they have a DPL.	a) Interests item included in all agendas 17/10/22 TC meeting minute TC2915 minuted that councillor had left the meeting and returned after the agenda item. b) 23/1/23 TC minutes viewed 15/2/23 c) September and January minutes viewed. Minutes generally initialled on each page and signed/dated on first page
8.2	List of members' a) responsibilities (Objective L) and b) interests held and published on the website?	Y Y	Annual Governance Statement Assertion 3 Annual Governance Statement Assertion 3	Website Meet your Councillors
8.3	Agendas signed and displayed on website/noticeboards 3 clear days' prior to meeting? (Objective L)	Y	Annual Governance Statement Assertion 3	11/4/22 TC agenda
8.4	Summons issued in proper format?	Y	Annual Governance Statement Assertion 3	11/4/22 TC agenda



STONEHOUSE
TOWN COUNCIL

**Minutes of a Town Business Committee
held on Monday 27th March 2023 at 7.00pm
at the Town Hall**

Present: Councillors Mike Davis (Committee Chair), John Callinan (Committee Vice Chair), Mark Edwards, Carol Kambites, Gary Powell, Theresa Watt

In Attendance: Carlos Novoth (Clerk), a representative of 'Sunflowers Suicide Support' and several Stonehouse Residents

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

A resident asked for costings in relation to the provision and relocation of the dog waste bins at Oldends lane playing field. The Chair thanked the resident for the question and explained that she would receive a written reply from the Clerk. The resident also asked about why a project officer was being recruited as her view was that it would only serve to duplicate the work of the town Clerk. It was explained that the project officer would be directly involved in delivering community projects which, whilst the clerk has some input into, would principally be undertaken by the projects post. It was stated that the cost of the post was included in the 2023/24 budget.

By agreement, the Chair stated that the residents wishing to talk on the issue of Verney Fields could make their contributions during the agenda item.

B/502 To receive apologies

Apologies were given by Cllr Keith Creighton

B/503 To receive Declarations of Interest

A declaration of interest was made by Cllr Gary Powell in relation to agenda item B/506

B/504 To approve the minutes of the Business Committee meeting held on 27th Feb '23

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

By agreement, the Chair suspended the town council's Standing Orders to discuss an urgent item in relation to Verney Fields

B/Verney Fields To discuss recent developments to Verney Fields and approve relevant and suitable actions

Discussion provided the following concerns: 1. New signs had been erected at all site entrances and different parts of Verney Fields 2. The new owner refers to his business as a 'Farm' - owing to planning laws, farms do not need planning permission

to erect farm related buildings.

The Chair explained that the town council has submitted its application for Verney Fields to receive 'Town Green status' supported by 121 witness statements from local residents/users over a period of decades. The submission has yet to be validated by GCC but this is due very soon. TPO;s are in Place for all trees in site including the two adjacent pieces of Woodland. Also mentioned was the fact that certain residents were seeking DMMO's on all Rights of way over the field. There was a need to discuss with GCC the need to reopen the older, now unusable footpaths/Rights of Way. The option to ask the current owners to retain the walked paths for the public to continue to enjoy; it was however thought that this would only serve to curtail the use of other parts of the land.

It was made clear that the town council had tried on several occasions to engage with the owners of the land but they were not prepared to discuss any issues.

The Clerk highlighted the fact that the town council had received several queries from concerned residents and these were presented at the meeting albeit without personal details.

The following actions were agreed:

1. To formulate a press release that highlights the value of the land to the whole of the Stonehouse Community, the town council's application for Town Green status and the forthcoming consultation in support of the application; this to be distributed to the local press, added to social media etc.
2. To acknowledge the newly formed 'Friends of the Verney Field' Group and to advertise its existence
3. To respond to the enquiries made by residents
4. To enquire about some of the statements made on notices by the new land owners, most notably, the need to keep dogs on leads.

The Chair thanked everyone for their input

By agreement, the Chair brought forward agenda item B/508

B/508 To approve a grant application from Sunflowers Suicide Support

A representative of Sunflower Suicide Support was asked to provide an overview of the application. There were a number of questions raised, most notably, how the funding currently held by the organisation was being allocated, whether there had been an increase in the need for the service and a rough idea of the specific needs within the Stonehouse Community.

The representative stated that the current balance was restricted to salaries only - the sessions are an additional cost; there had been a significant increase in the need for the service in the Stroud and Stonehouse areas with 24 new referrals overall, 5 of which are Stonehouse based.

Committee APPROVED the £2,000 grant application.

B/505 To receive the latest budget position

It was noted that the payment for 2023/24 business rates were showing on the budget sheet - the Clerk stated that this was an error and that in fact, the amount should be shown in 2023/24 financial year (this to be amended).

The Clerk stated that GCC had now been recharged utility costs for the use of the Library - this amounted to just under £3,000 up to and including February 2023. It was also noted that Locum costs reflected the supported needed for the town council's work on planning issue. The Clerk stated that there would still be a need for some Locum input but that this would be limited to larger applications in future.

Committee NOTED the Actual Net Income of £369,839.58 with a £10,000 Reserve and Actual Net Expenditure of £342,078.45 with a £63,525.14 Reserve

Cllr Gary Powell left the meeting in light of his declared interest in agenda item B/506

B/506 To approve the latest payments list

Committee APPROVED the latest payment list

Cllr Gary Powell re-entered the meeting

B/507 To seek approval to transfer of funds from the council's CCLA account to its Lloyds Business Account

The matter had been brought before Business Committee in light of the request for fund transfer being the first since the use of CCLA. Cllrs Mike Davis and Carol Kambites signed the completed Redemption Form requesting a transfer of £20,000 from CCLA to the town council's Business Account at Lloyds Bank

B/508 To approve a grant application from Sunflowers Suicide Support

Agenda item brought forward - see above

B/509 To approve HR Sub Committee's recommendation for the award of the vacant post of Project Officer

Committee was updated with the recruitment process to date and HR Sub Committee's recommendation to award the vacant post to the successful candidate.

Committee APPROVED the recommendations in full

B/510 To approve a recycling option for the council's office waste

Committee APPROVED Option 'A'; a contract with Printwaste with an estimated full year cost of £40

B/511 To recommend the council's response to the second round of Stroud District Council's Community Governance Review

Committee DEFERRED the item to Environment Committee

B/512 To receive an update on the town council's discussions with the Market CIC

Cllr John Callinan explained the exchanges between himself and the town Clerk and, the Market CIC. A date has yet to be set for a meeting due to the availability of the Market CIC Directors

B/513 To recommend adoption of Stroud District Council's:

- Parish and Town Council Charter and,
- Protocol for using the Town and Parish Council Hub

Committee RECOMMEND council approval

B/514 To receive updates from the following working groups:

1. Climate Change Action Forum

Recent meeting with the Climate Action Network to encourage bringing in people from neighbouring parishes. Group working towards making SCAAF an independent group to the town council

2. Oldends Lane Development

The group have met and identified priorities; started talking to STFC in relation to the link with the sewer although there is a concern about fall levels. The group wish to rename the current earmarked reserve set aside for the Oldends lane development to: 'Stonehouse

Community Facility' - it was agreed that this would be put forward to full town council approval.

3. Support Stonehouse

Help was needed to distribute the new and updated Warm Welcome leaflets

4. Youth

Recent meeting provided many positive updates which can be seen in the latest quarterly report. There was a request from the Door for funding towards proposed additional services. The Clerk would present these for approval at the next town council meeting.

5. Policy

Next meeting to be set fairly soon

6. Internal Audit Panel

Cllr Keith Terry to undertake the Internal Control Checks for the last quarter

B/515 To note the date of the next meeting - Monday 24th April 2023

Committee noted the date and time of the next meeting



STONEHOUSE

TOWN COUNCIL

Minutes (subject to agreement at the next Committee meeting) of a meeting of the Town Environment Committee on Tuesday 11th April, 7pm at Stonehouse Library, High Street, Stonehouse, GL10 2NG.

Present:

Councillors: Rachel Armstrong, Deborah Curtis, Marcus Dixon, Neil Gibbs (Committee Chair), Carol Kambites, Gary Powell, Val Randell Chair), Theresa Watt

Also present:

Jacqui Sanders (Deputy Town Clerk)

Two members of the public attended the meeting to observe.

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

E/615 To receive apologies.

Cllr Keith Terry (Committee Vice Chair)

E/616 Declarations of Interest

Cllr Randell declared an interest in Agenda item E/624

Standing Orders were suspended to propose a budget spend of £1970.40 to Midland Forestry Ltd, to undertake tree works identified by the Glendale report. Committee **APPROVED** the proposal.

Standing Orders reinstated.

E/617 To approve the minutes of the Town Environment Committee meeting held on Monday 20th March 2023.

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

E/618 To receive the latest updated Environment Budget.

Committee **RECEIVED** and **NOTED** the latest Budget position.

Total Actual Net Income £17,749.64

Total Actual Net Expenditure £57,107.67

Total Reserve £14,900.00

E/619 To receive an update on recent events at Verney Fields.



STONEHOUSE

TOWN COUNCIL

Officers have received complaints from members of the public regarding new notices that have been put up at the entrances to Verney Fields, stating dogs must be kept on a lead. Officers sought advice from GCC and the local dog wardens at SDC. The advice given is that landowners can put up the sign on their property, but it is NOT enforceable by law. Landowners would have to privately take court action to prosecute. Although, with respect to the countryside, dogs should remain on the path, especially when there are animals grazing.

E/620 To recommend a response to the second round of Stroud District Council's Community Governance Review.

Committee **APPROVED** the proposed recommendation of establishing a new Parish of Great Oldbury.

Committee **APPROVED** the proposed recommendation that the ward boundaries of the Town of Stonehouse are redrawn to create three wards, North, Central and South Wards and that the allocation of Councillors is redistributed across the wards with an allocation of 6 Councillors for North Ward, 4 Councillors for South Ward and 4 Councillors for Central Ward.

E/621 To approve funding from the Climate Change Budget.

Committee **APPROVED** funding of £200-£250 from the Climate Change budget to print leaflets to request no engine idling outside schools and other places.

E/622 To approve the purchase of materials to build small scale canal boat planters.

SIB would like to install two new canal boat planters outside Pizza Planet. SIB are willing to build the planters and are looking for financial support for the materials totalling a cost of £930.06; the planters will be built by a local volunteer. The most expensive element to the planters will be the cost of the timber at £443.06. SIB have compared prices between three suppliers with Wickes builders' merchants providing the cheapest price. The remaining In Bloom budget for 2022/23 allows for this additional cost.

Committee **APPROVED** spending up to £1000 for the planters from the Council's 2022/23 budget, cost code 2010/04.

E/623 To Approve a proposed footpath diversion EEA 13 at Brunel Way, Stonehouse.

Committee **APPROVED** the proposed footpath diversion.

E/624 To comment on planning applications:

Cllr VR and left the room.

- **S.23/0576/HHOLD** 36 Rosedale Avenue, Stonehouse
Proposed single storey extension.
Comment: No objections as long as none from neighbours.

Cllrs VR re-entered the room.

- **S.23/0575/HHOLD** 32 Kings Road, Stonehouse
Proposed extension to front porch and single storey side extension.
Comment: Committee objects to this planning application, due to the very close proximity to the neighbouring house. Objection from the neighbouring house is noted. Committee is also concerned regarding potential drainage issues and damp that may occur to the new extension and the neighbouring house.
- **S.23/0671/LBC** Stonehouse Court Hotel, Stonehouse
Replacement roof coverings and installation of solar panels.
Comment: Committee strongly supports the inclusion and use of solar panels, thereby reducing Stonehouse Court Hotel's carbon footprint.
- **S.23/0548** Town Hall, 1 Queens Road, Stonehouse.
Proposed public information LCD screen.
Comment: Committee SUPPORTS the application.
- **S.23/0691/HHOLD** 4 Paddock Rise, Stonehouse.
Construction of front porch. Respond by 28th April.
Comment: No objections as long as none from neighbours.
- **S.23/0728/TPO** Bristol Road, Stonehouse.
Willow x 2 - pollard to 5m. Ash - remove. Sycamore - crown raise all limbs over highway to 5m. Sever Ivy throughout plot.
Comment: Committee suggests the Ash and Sycamore tree should be looked at by a tree surgeon before felling.

E/625 To receive any reports from Working Groups

Comms - not yet met.

Stroudwater (Bristol Road Station) - TW and DC met with David Drew and Simon Opher - both were positive about the station.



STONEHOUSE

TOWN COUNCIL

Canals - not met. Awaiting SDC public consultation.

Transport & Highways - Not met. It was noted that new planters will be put outside Pizza Planet. A replacement GCC Highways person has been appointed to take over from Yacub.

Recreation - Stagholt - The draft consultation document has been finalised. It will be taken to Full Council in May to be approved. Next steps will be to agree funding source.

Public Rights of Way - not met.

E/626 To receive a report on planning decisions received from Stroud District Council.

- **S.23/0330/TCA** The Gatehouse, Bonds Mill, Bristol Road, Stonehouse
Re-pollarding 9 Willows. Trimming of low-hanging branches. Removal of tree with split trunk.
NO OBJECTION.
- **S.23/0425/MINAM** Dairy Partners Ltd, Brunel Way, Stonehouse
Non-material amendment to S.22/0903/FUL. Update to the upgraded mechanical equipment and alterations to materials, earth bund, boundary fencing and surface treatment.
APPLICATION WITHDRAWN.
- **S.23/0261/HHOLD** 24 Arrowsmith Drive, Stonehouse.
Single storey rear extension.
PERMITTED
- **S.23/0424/DISCON** Dairy Partners Ltd, Brunel Way, Stonehouse.
Discharge of Condition 11 (Illuminance Levels) of permitted application S.22/0903/FUL
CONFIRMS COMPLIANCE WITH EXISTING CONDITIONS.
- **S.22/2584/FUL** Grendar Ltd, Storrington Road, Stonehouse.
Conversion of existing workshop to a single dwelling.
PERMITTED.
- **S.23/0137/FUL** The Wheelhouse West Ground (Café), Bonds Mill, Stonehouse.
Replacement of x2 non-opening windows with opening windows.
PERMITTED.



STONEHOUSE
TOWN COUNCIL

- **S.23/0138/FUL** Maidenhill House, Horsemarling Lane, Standish, Stonehouse.
Change of use from a domestic dwelling to sui generis holiday let.
APPLICATION WITHDRAWN.

Committee **NOTED** all decisions.

E/627 Date of next Environment Committee meeting: Tuesday 9th May 2023

DRAFT

