



Minutes of a Town Business Committee Meeting held on Monday 6<sup>th</sup> October 2025 at 7pm at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA

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

**In Attendance:** Town Clerk and Town Councillor Simon McGregor

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

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

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**B/904 To receive apologies**

Apologies were received from Cllrs Neil Gibbs.

**B/905 To receive Declarations of Interest**

Cllr Theresa Watt declared an interest in agenda item B/908; Cllrs Keith Terry and Keren Capeling declared an interest in agenda item B/915

**B/906 To approve the minutes of the Business Committee meeting held on 8<sup>th</sup> Sept '25**

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

**B/907 To receive the latest budget position**

Committee **NOTED** the latest budget report; Total 'Actual Net' Expenditure of £213,994.08; total 'Actual Net' Income of £216,726.77 and Reserve movements of £24,494.20

In light of her declaration of interest in agenda item B/908, the Chair left the meeting. The Chair's position was filled by Cllr Carol Kambites 7.03pm.

**B/908 To approve the latest BACS payment list and provide retrospective approval for Debit Card Payments**

Committee **APPROVED** BACS payments totalling £10,359.75

Cllr Theresa Watt returned to the meeting 7.04pm following determination of agenda B/908

**B/909 To consider the comments made by the council's internal audit working group**

Cllr Keith Terry presented his written report for consideration. It was agreed that the issues contained within the report be referred to Policy working group for consideration and the result be re-presented to Business Committee at a later date.

**B/910 To approve first aid training for up to 12 Councillors**

Committee **APPROVED** the recommended course for up to 12 Cllrs for £600 total subject to the course allowing attending Councillors to be suitably trained to become first aiders for a council event.

**B/911 To approve the installation of two new pumps for the end chamber of the septic tank at Oldends lane**

The clerk referred committee to his written report.

Committee **APPROVED** the award of the work to provide and install two new sewer pumps for the end chamber of the septic tank and to check the operational controls were in good working order to, 'Mike Davies Pumping Services' for the quoted price of £2,340 plus vat.

**B/912 To consider and recommend for council approval the award of a works contract for the repair of the outer walls of the Youth Pod**

Committee **RECOMMENDED** council approve:

- the award of repair works to the outer walls of the Youth Pod to 'Marlyn Home Services' at a total cost of £10,730 plus vat and,
- for the works to be funded from general reserves

subject to the approval by Stroud District Council planning department for the use of plastic cladding from sill height to the ground.

**B/913 To recommend for council approval the council's revised Standing Orders**

There were a number of recommendations raised in relation to NALC's Model Standing Orders which were itemised and discussed during the meeting.

Committee to **RECOMMEND** full town council approve the new standing orders subject to the recommended changes

**B/914 To receive an update on the latest position on Stonehouse Community Centre**

An update report was provided by the Chair of Stonehouse Community Association (SCA). The Chair stated that the Trustees have recently agreed to charge for the use of the centre's car park by non-users of the centre; this would be done through a specialist company. There were one or two concerns about how it would work but the Chair of SCA made it clear that it was a necessity to bring in additional income to the community centre to keep it commercially viable. Committee **NOTED** the update

In light of their declared interest in agenda item B/914, both Cllrs Keith Terry and Keren Capeling left the meeting

**B/915 To recommend to town council a change to the council's criteria for releasing earmarked reserve funds to Stonehouse community association**

It was made clear at the meeting that the criteria for drawing down reserve funding for use on the community centre was as originally agreed by council, that is, the funding was to be used for major works. Furthermore, it was agreed that it will be necessary to seek town council's approval to change this criteria so as to allow the funding to be used on more incidental works. The chair of SCA to provide details of the costs he is seeking to cover and where possible to show that he has secured value for money.

Committee **RECOMMENDED** town council approve:

- a revision to the criteria originally set to release reserve funding from the town council for use on the Stonehouse Community Centre - replacement of reference from 'Major works' to 'provide general financial support'.
- subject to the provision of the necessary quotes, payment of costs associated with necessary works to the community centre up to the value of £7,500, from the earmarked reserve.

Cllrs Keith Terry and Keren Capeling returned to the meeting

**B/916 To recommend to town council the implementation of an Internal Safety Audit Panel**

It was considered that the council had already maintained up to 14 working groups and that to add to this number seemed unnecessary and unmanageable. It was agreed that as the council's health and safety advisors, 'Peninsula' had been engaged by the HR Sub Committee, it would be sensible for it to continue to provide a H&S over-seeing role on behalf of the authority at this time. The clerk stated that he will be reporting on the most up to date developments of Peninsula's involvement with the council at the next sub committee meeting.

**B/917 To receive updates from the following working groups:**

1. **Climate Change Action Forum**  
Will be meeting Tuesday 14<sup>th</sup> October at 2pm
2. **Communications**  
No meetings were necessary at this time
3. **Oldends Lane Development**  
Further meeting to be arranged
4. **Support Stonehouse**  
No update
5. **Youth**  
Details of last quarter performance provided through report
6. **Policy**  
Further meetings required urgently
7. **Internal Audit Panel**  
Dates of further audits to be determined

**8. Local Government Review**

No recent changes

**B/918** To note the date of the next meeting - Monday 3<sup>rd</sup> November 2025  
Committee **NOTED** the date of the next meeting

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