STONEHOUSE
TOWN COUNCIL

To Members of the Town Business Committee

You are hereby summoned to attend a meeting of the Committee to be held on Monday 24th April 2023 at 7pm at the Stonehouse Town Hall/Library, Queens road, Stonehouse, GL10 2QA

Committee Members:

Councillors: John Callinan (Committee Vice Chair), Keith Creighton, Mike Davis (Committee Chair), Mark Edwards, Carol Kambites, Gary Powell, Wendy Thomson and Theresa Watt

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

Carlos Novoth
Town Clerk
19th April 2023

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

AGENDA

B/516 To receive apologies

B/517 To receive Declarations of Interest

B/518 To approve the minutes of the Business Committee meeting held on 27th March '23

B/519 To receive the latest budget position

B/520 To approve the latest payments list

B/521 To consider for recommendation the council's annual risk review.

B/522 To receive HR Sub Committee's update and approve its recommendations

B/523 To consider the present status of Policy reviews.

B/524 To receive an update on the town council's discussions with the Market CIC

B/525 To receive updates from the following working groups:

1. Climate Change Action Forum
2. Oldends Lane Development
2. Support Stonehouse
4. Youth
5. Policy
6. Internal Audit Panel

B/526 To note the date of the next meeting - Monday 15th May 2023

Public Bodies (Admission to Meetings) Act 1960
The Council will by resolution exclude the public from the following items as due to the confidential nature of the business to be transacted publicity of the item would be prejudicial to the public interest.

B/527 **To consider and recommend key actions to resolve Councillor relations**

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

Financial Budget Comparison

for Town Business Committee

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	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	£1,005.44	-£9,494.56	-1898.91%
170	Investments Interest	£0.00	£0.00	£705.73	£705.73	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	£891.93	£891.93	100.00%
173	Bank Interest - Natwest	£0.00	£0.00	£631.31	£631.31	100.00%
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	£1,445.50	£1,445.50	100.00%
177	Bank Interest - Melton Building Society					

Financial Budget Comparison

for Town Business Committee

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	Actual Net	Balance	Bal %age
177/1		£0.00	£0.00	£0.00	£0.00	0.00%
177	Total	£0.00	£0.00	£0.00	£0.00	0.00%
178	CCLA Interest	£0.00	£0.00	£907.49	£907.49	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	0.00%
Total Town Business Committee		£379,065.00	£10,000.00	£377,798.37	-£11,266.63	-2.97%
EXPENDITURE						
Town Business Committee						
1000	Salaries					
1000/1	Contracted staff	£168,885.00	£0.00	£139,505.67	£29,379.33	17.40%
1000/2	Locum	£0.00	£0.00	£2,655.00	-£2,655.00	100.00%
1000/3	Short term contracted staff	£0.00	£0.00	£0.00	£0.00	0.00%
1000	Total	£168,885.00	£0.00	£142,160.67	£26,724.33	15.82%
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	£4,990.00	£15,815.93	-£825.93	-8.26%
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%

Financial Budget Comparison

for Town Business Committee

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	Actual Net	Balance	Bal %age
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	£23,000.00	£33,609.86	-£609.86	-6.10%
1060/2	Long-Term	£5,000.00	£10,000.00	£10,000.00	£5,000.00	100.00%
1060	Total	£15,000.00	£33,000.00	£43,609.86	£4,390.14	29.27%
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%
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					

Financial Budget Comparison

for Town Business Committee

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	Actual Net	Balance	Bal %age
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	£6,318.80	£1,981.20	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%
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	£10,827.67	£2,072.33	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%

Financial Budget Comparison

for Town Business Committee

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	Actual Net	Balance	Bal %age
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%
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%

Financial Budget Comparison

for Town Business Committee

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	Actual Net	Balance	Bal %age
1210	Insurances					
1210/1	Public/Employee Liability	£6,500.00	£0.00	£6,806.23	-£306.23	-4.71%
1210/2	Buildings	£0.00	£0.00	£0.00	£0.00	0.00%
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	£81,515.14	£366,434.13	£43,846.01	13.34%

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3048		£38.41	1160/2	06/04/23	Amazon - Trailer lighting board - paid by debit card	7755563
3049		£13.48	1190/2	11/04/23	Amazon - Membrane pegs - Meadow Park - paid by debit card	2069941
3054		£6.74	1090/2	17/04/23	Amazon - Note books - paid by debit card	7845936
3057		£74.33		20/04/23	Amazon - Paid by debit card	
	1	£29.98	1090/2		Lockable wall mounted post boxes for Pavilion and works Required to register the buildings RM	
	2	£38.41	1160/2		Spare trailer lighting board	
	3	£5.94	1090/2		Latex gloves for TH first aid box	
		£132.96		Amazon - Total		
3053		£192.00	1160/2	01/04/23	Bell Tools Ltd - Hand tools & makita charger	28139
		£192.00		Bell Tools Ltd - Total		
3041		£3,213.58	2010/1	13/04/23	Brabow Engineering - SIB Posts - 13 x 3.35m steel tubes £142.56 + vat eacg each and 10 x 1.9m steel tubes £81.84 + vat each	39617
		£3,213.58		Brabow Engineering - Total		
3052		£36.00	1180/8	01/04/23	Cotswold Security Group Ltd - Alarm call out - Pod March 23	6712
		£36.00		Cotswold Security Group Ltd - Total		
3047		£6.95	1090/2	03/04/23	Delta Nine Ltd - HDMI Cable - paid by debit card	0021793
		£6.95		Delta Nine Ltd - Total		
3050		£16.80	1080/1	11/04/23	Easy Window Cleaning - Window cleaning - TH - April 2023	12439
		£16.80		Easy Window Cleaning - Total		
3058		£168.00	1030	19/04/23	Edge IT Systems Ltd - End of year silver package and support	36883
		£168.00		Edge IT Systems Ltd - Total		
3040		£50.00	1010/1	03/04/23	Indeed Ireland Operations - Indeed - Project Officer - paid by debit card	77190083
		£50.00		Indeed Ireland Operations - Total		
3051		£5.63	2020	11/04/23	Kellaway Building Supplies Ltd - Stopend and joint bracket - poetry bus stop	002365548
		£5.63		Kellaway Building Supplies Ltd - Total		
3056		£7.00	1090/2	30/04/23	Lloyds Bank - Bank charges 10th March 23 - 9 April 2023	397531675

Signature ______________________ Signature ______________________

Date ______________________

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£7.00		Lloyds Bank - Total		
3059		£99.59	1090/2	20/04/23	Office Furniture Online - Office chair for new starter GW	5530192
		£99.59		Office Furniture Online - Total		
3046		£4.19	1090/2	03/04/23	Post Office - Postage for nox tubes to Somerset Council - paid by debit card	
		£4.19		Post Office - Total		
3060		£2,478.00	1190/1	20/04/23	T W Hawkins & Sons - Contract mowing - April 2023	012523
		£2,478.00		T W Hawkins & Sons - Total		
3055		£468.00	1190/6	17/04/23	Ubico Limited - Dog/litter bin collection - April 2023	60060225
		£468.00		Ubico Limited - Total		
		£12,707.31			Confidential	
Total		£19,586.01				

Signature ______________________ Signature ______________________

Date ______________________

STONEHOUSE
TOWN COUNCIL

FINACIAL RISK ASSESSMENT – April 2023

The Council is required to review risk annually. The following is a list of recommendations for approval:

Service Area	Risk	Control	Risk	Impact	Score	Comments
Insurance	Current insurance cover includes: Public Liability £10M Employers Liability 10m Officials Indemnity £500K Legal Expenses £100K Business Interruption £100K Total Buildings - £2.02M Gates and fences £47k Fixed outside equipment £3.5k War Memorials £105k Office Contents £26K	Current insurance levels as detailed. Insurance cover is through 'Came and Co' Insurance – agreement in force from the 1st June 2022 to 31st May 2023	1	3	3	Council needs to agree new insurance policy for the period 1st June 2023 to 31st May 2024
Payroll	Loss of data	Outsourced to PATA. At risk if service provider business fails but data could be	1	3	3	Council has resecured PATA's services for the 2023/24 financial

		restored from the Council's Cloud based IT storage.				year
	Fraud	Quarterly internal control checks undertaken and reported to Committee and Town Council. Annual check also made by internal auditor	1	2	2	
Staff	Loss of personnel	General reserves in case of temporary staff needs Improved management of and communications with staff to ensure good retention. The Council offers reasonable terms and conditions. Need to build in further resilience to staffing	2	2	4	The Council has undergone significant staffing disruption which has culminated in the recruitment of four new staff members providing increased resilience and ability to help undertake project work – regular 1-1s and team meetings are held in addition to day to day communications
	Covid impact	Risk assessment undertaken on existing staff arrangements. To be reviewed in line with Government Guidance. (Gov't guidance has been complied with to date) Situation remains constantly under review	1	3	3	Discussions at HR Sub Committee and Council have provided Officers a way forward that has been well received by staff.
Administration	Management of Finance	'Edge' finance software provides a closed system that is fully auditable. It supports improved budget controls. Adequate up to date training is provided to staff. Accounts audited internally each quarter Accounts and payment lists reported each month to both committees and full council	1	3	3	

	Policies	The Policy register is up to date and reviewed in line with Council agreed frequencies by the Member led Policy Review working group	1	2	2	
Allotments	Deterioration of sheds	Now risk of Tenant Assn	1	2	2	Note the changes to the Allotment Association Agreement allowing the erection of sheds on individual plots – this will reduce reliance on the centrally located metal sheds.
Data	Security breach	Data stored off site on cloud system. Now protected by remote monitoring and updating of computer company – 'JIREH' – information is further backed up. Data Protection Policy has been adopted and will be regularly reviewed.	1	3	3	The council's IT service provider is currently under review
	Legal Documents becoming lost	Safe custody for title documents/legal agreements currently in the Town Hall in fire prof cabinet - Title Nos. on Asset Register.	2	3	6	The Council is currently looking for off-site storage provision
Parks	Play Equipment becoming redundant or unfit for use	Weekly visual checks and quarterly detailed checks carried out in addition to annual review by ROSPA	1	3	3	Recently employed additional grounds staff provides increased resilience and ensures that regular checks and repairs are undertaken
	Unmanaged trees	Tree Strategy in place – full list and location of trees now in place. Regular annual	2	3	6	It is noted that although trees may be regularly inspected by qualified personnel, this does not

		inspection undertaken – first of which took place in August 2022				ensure that they will not fail
Precept	Illegal Expenditure	Council to refer to list of powers for decision on unusual expenditure. Council has its General Power of Competence, the power of first resort	1	3	3	
	Late payment or over exposure at year end	Ensure adequate general reserve for 3-6 months in addition to substantial Earmarked Reserves. Late payment is limited due to current authorisation opportunities and use of 'Edge'	1	2	2	
Accounting	Non-compliance	Ensure adequate training, Systems, audits and adequate staff levels. Resilience on 'Edge' Finance in place – system very intuitive	1	2	2	
	Late returns	GAPTC advise in detail on end of year process - subscription to GAPTC maintained)	1	2	2	
	Inaccuracy	Internal control checks made of the council's accounts and payments and these are reported to Council. Processes reported on by Annual Internal Auditor	1	1	1	Minor inputting errors on use of Edge picked up during the year – staff familiarity with system now limits the errors
Contracts	Ensure value for money	Financial Regs are regularly reviewed and applied	2	1	2	
	Need to advertise contracts	Contracts over £25,000 to be advertised on the council and public contract finance website	1	3	3	Contracts secured without advertisement can be legally challenged

Buildings	Deterioration, over – expenditure and under utilisation	All buildings currently checked for general condition on a regular basis mainly by grounds staff. Issues reported to the town hall and actioned.	2	1	2	
		The Council needs to consider ways it can increase its income through the use of its buildings.	1	2	2	A high percentage of the Council's 'non-Precepted' income is generated through established land and building lease agreements and has ensured the majority of income has been received Whilst the council has a set scale of charges in place, these need to be reviewed in terms of the variety of sole traders wishing to use the council's outdoor spaces for business use
Finance	Cash deposits at risk in bank	Balances have been reduced to within £85K limits except for working balance at Lloyds (Treasury account) – remaining investments in other banks and building societies all investments need to be reviewed	1	3	3	Recent changes to the council's investment arrangements (CCLA) has almost eliminated this risk.
	Access to investments (Council's exposure with its operating account)	Officers trying to access information in relation to the council's accounts. The council's changing circumstances has made this difficult especially during the covid	1	2	2	Dealing with Banks and Building Societies has been a major problem. Consideration should be given to moving further investments in to CCLA

		period.				Transfer of funds from CCLA can be undertaken same day
		Cashflow secured by keeping treasury account topped up				
	Lack of liquid funds/cashflow	Access to top up Lloyds operating account made much easier through use of CCLA	1	3	3	
	External Funding – non-compliance with grant conditions	Ensure criteria from grant awarding body is strictly followed	1	3	3	
	Decisions made on inaccurate reports	Ensure adequate scrutiny is applied to accounts and spending	1	2	2	
	Loss of income i.e. rent and	Ensure regular contact with leaseholders and bodys renting facilities – ensure involving system is in place	1	3	3	
	Pension Deficit	Pension arrangements changed in September 2019 – all staff now on 'NEST' Pension with Council offering 10% contributions	2	2	4	
		Re-declaration made by the council as required by Pensions Regulator	1	1	1	Redeclaration made every three years and at onset of new staff arrivals

Last Review: April 2022

Next Review: April 2023

Stonehouse Town Council policy documents

		Policy name	Date of last review	Minute Reference	Notes	Frequency of review	Next Review
Annual Reviews	Core Policies/documents	Risk Management	23rd Jan '23	TC2980		1 Year	2024
		Code of Conduct	23rd Jan '23	TC2980		1 Year	2024
		Investment Strategy	23rd Jan '23	TC2980		1 Year	2024
		Reserves Policy	23rd Jan '23	TC2980		1 Year	2024
		Standing Orders	13th Feb '23	TC2997		1 Year	2024
		Scheme of delegation to officers	30th May 2022	TC2837		1 Year	2023
		Financial Regulations	11th April '23	TC3034	NALC new Model Fin Regs came out in July 19	1 Year	2024
		Terms of Reference Council and Committees	30th May 2022	TC2838		1 Year	2023
Other Frequencies	Staff related						
		Disciplinary	14th March 2022	TC2769	Reviewed by Ellis Whittam using their model	3 Years	2025
		Bullying & Harassment	14th March 2022	TC2769	Reviewed by Ellis Whittam using their model	3 Years	2025
		Council employment contract	15-Jul-2019	TC2235	Reviewed by Ellis Whittam using their model	3 Years	2022
		Grievance	14th March 2022	TC2769	Reviewed by Ellis Whittam using their model	3 Years	2025
		Induction	14th March 2022	TC2769	Reviewed by Ellis Whittam using their model	3 Years	2025
		Staff Handbook	14th March 2022	TC2769	Reviewed by Ellis Whittam using their model	3 Years	2025
		Staff supervision & appraisal	14th March 2022	TC2769	Reviewed by Ellis Whittam using their model	3 Years	2025
		Training & Development	14th March 2022	TC2769	Reviewed by Ellis Whittam using their model	3 Years	2025
	Comms Related	Comms and Engagement Policy (formerly referred to as Communications)	14th March 2022	TC2769		3 Years	2024
		Comms and Engagement Policy (formerly referred to as Community engagement))	14th March 2022	TC2769	As of 14th March 2022, all three Comms related policies are cobined in a single document headed Comms and Engagement Policy	3 Years	2024
		Comms and Engagement Policy (formerly referred to as Social Media)	14th March 2022	TC2769		3 Years	2024
	Other	Co-option	14th Feb 2022	TC2752		3 Years	2025
		Data Protection - GDPR 2018	27-Apr-2021	TC/2596		2 Years	2023
		Health & Safety	15-Feb-2021	TC2558		3 Years	2024
		Environmental	15-Feb-2021	TC2558		3 Years	2024
		FOI publication scheme	14th March 2022	TC2771		3 Years	2025
		Safeguarding Policy	13th Mar '23	TC3016		3 Years	2026
		Memorials	19th Oct 20	TC2488		3 Years	2023
		Code of Conduct	23rd Jan '23	TC2980		3 Year	2024
		Complaints	15-Mar-2021	TC2582		3 Years	2024
		Grants	15-Feb-2021	TC2558		3 Years	2024
		Equal and Diversity	11th Oct 21	TC2693		3 Years	2024
		Council Strategy	11th Nov 21	TC2691		5 Years	2026