



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 6th October 2025 at 7pm at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA

Committee Members:

Councillors: John Callinan, Keren Capeling, Neil Gibbs, Carol Kambites (Committee Vice Chair), Val Randell, Keith Terry, Carol Trim and Theresa Watt (Committee Chair)

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

30th September 2025

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

A G E N D A

B/904 To receive apologies

B/905 To receive Declarations of Interest

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

B/907 To receive the latest budget position

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

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

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

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

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

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

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

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

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

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

1. Climate Change Action Forum
2. Communications
3. Oldends Lane Development
4. Support Stonehouse
5. Youth
6. Policy
7. Internal Audit Panel
8. Local Government Review

B/918 To note the date of the next meeting - Monday 3rd November 2025

Notes on Agenda items, BC Monday 6th October '25

B/906 Minutes	In supporting papers
B/907 Budget	Budget report in supporting papers
B/908 Payment lists	Members to note that papers will include the following: • Payment list for all BACS payments requiring approval • Payment list for debit card payments already made but requiring retrospective approval
B/909 Int Audit	See attached audit findings
B/910 1 st Aid	See attachments
B/911 Sceptic tank	During the past twelve months, council has funded significant improvements to the sewerage system at Oldends lane providing outlets from the Pavilion and football club to the mains sewer; previously the Pavilion's waste had emptied into the adjacent sceptic tank and the football club were unable to use its facilities; the football clubs new facilities have since been put into operation and received huge praise by sections of the community that now uses this added facility, not to mention the benefit the facility has to the club's short and long term aspirations. In factoring in the sewer outfall requirements, water run off from the playing field could not be anticipated and could therefore not be included with any accuracy in the new sewer calculations. Unfortunately, there are a number of problem issues associated with the playing fields and the utility services contained within them; it is only through time and appropriate ground investigations that some of the issues have come to light. In the meantime, there is water ingress to the sceptic tank chambers that needs to be regularly pumped to the nearest watercourse; currently this is Stagholt Brook. The pumps from the final chamber have exhausted their useful life. Officers have tried over many months to try and find a company prepared to assess why the pumps were not working. Recently a Wotton based company has been engaged and has made its assessment that both pumps need replacing; the company spent at least 1.5 hours on site to determine the cause of the problem at no cost to the authority. The cost of replacing and installing the pumps and undertake checks to the control system totals £2340 plus vat. Conclusion The majority of the cost covers the purchase of two new pumps. In light of the fact that :- • Officers have found it difficult to secure the interest of repair companies to undertake this work • that the company recently engaged has already spent 1.5 hours on site without charge and • that it is becoming crucial that the pumps are made ready to pump water prior to the onset of further rainfall it is suggested that Council gives approval for this work to go ahead as soon as possible. Recommendation: To award the work to replace the sceptic tank pumps on a like for like basis and to check the control system is operating as it should to 'Mike Davies Pumping Services' for a total cost of £2,340 plus vat. Cost to be funded by the council's revenue budget.
B/912 Pod Repairs	Purpose of the report: To highlight the fact that the external walls to the prefabricated Youth Pod building is in desperate need of repair and to seek authorisation to undertake significant works to bring the building back to its former condition Background: The 'Youth Pod' is a prefabricated building that was erected approximately 11 or 12 years ago. It has in recent times become the focus of vandalism; major damage has

been caused to the external walls of the building providing access to vandals to commit further vandalism to the building's wooden structure.

The building has all round CCTV coverage. A number of the incidents resulting in damage to the building have been caught on film. Officers have with some measure of success worked with 'The Door' to combat this ongoing problem.

Seeking Builders' interest

Officers have for the past year sought interest from a number of building companies, mostly local to Stonehouse but there has been little interest shown. The only two quotations for the repair works came from 'SSDB Building Services', a company based on the south coast but also operating out of south of the Stroud District and, a company based in Dursley by the name of 'Marlyn Home Services'. Discussions with SSDB helped form the officers' view on potential solutions for the Pod but then this was enhanced by Marlyn Homes at a much lower price.

Solutions

It is essential that the outside of the building from sill height to the ground is reinforced as this is where the most damage has occurred; currently the outer skin of the building is weak and susceptible to significant damage. To this end, some form of cladding was recommended. The quotes received principally considered very different types of cladding hence I believe the significant difference in some of the pricing. SSDB has also provided a couple of further options. These can be viewed below with their respective pricing.

Company	Option	Price
SSDB	SSDB Option 1 - Repair and K rend damaged patches	£4,334.71 + vat
SSDB	SSDB Option 2 – Repair patches and K rend building	£11,784.36 + vat
SSDB	SSDB Option 3 – Repair patches and K rend round top of building and apply metal cladding to lower half of building	£25,996.51 + vat
SSDB	SSDB Fire door sill – Repair fire exit	£1,195 + vat
Marlyn	Marlyn – Repair patches, apply texture finish to top of building and apply plastic cladding to lower half of building and repairing the fire exit	£10,730 + vat

There is a word of caution to be applied to the solutions provided in that there is the question as to whether the nature of the repair would require planning approval. Officers are to liaise with the planning department at Stroud District Council on this issue; initial discussions have been promising.

Conclusion

Of the two contractors engaged, Marlyn Home Services is the more local with a known reputation for good work. The company has provided a good solution to the council's problem and has priced it reasonably so as to make it affordable to this authority. The building is in need of repair as soon as possible so authorisation is requested knowing that it may be caveated with a condition in relation to seeking planning approval if needed, prior to any works progressing.

Recommendations:

- 1. To award the contract for the repair of the Youth Pod building to 'Marlyn Home Services' for the quoted price of £10,730 plus vat subject to securing planning permission if required**
- 2. To fund the works through the Council's General Reserves**

B/913 S/Os	See attached for comment
B/914 Community Ass	See attached update from the Chair of Stonehouse Community Association
B/915 Use of Reserves	No supporting information provided from Stonehouse Community Association
B/916 Int Safety Audit Panel	See attachment
B/917 Working Groups	See update from Youth Working group



STONEHOUSE TOWN COUNCIL

Minutes of a Town Business Committee Meeting held on Monday 8th September 2025 at 7pm at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA

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

In Attendance: Town Clerk; Glos County Cllr Dean Botterhill, representatives from 'Stonehouse in Bloom', 'Sunflower Suicide Support' and 'Insight' and, Cllr Keith Terry as Chair of Stonehouse Community Centre

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.

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

The owner of Harper Field Auctioneers spoke about his wish to develop the remaining area (1 - 3 acres) of land purchased for his new business in a way that would compliment the town and its needs. Retailers are now approaching the owner to purchase this land and so he is providing the town council with an opportunity to establish the kinds of use that might specifically benefit the community ie electric vehicle charging for local trades, care home, national retailing unit etc. The owner explained that he would benefit from further exploratory discussions with the town council. This was well received by the committee who would be willing to have those discussions. The Chair thanked the representative for talking to the council.

B/886 To receive apologies

There were no apologies

B/887 To receive Declarations of Interest

Cllrs Keith Terry and Keren Capeling declared an interest in agenda item B/899 in light of their positions on the Board of Trustees of Stonehouse Community Association

B/888 To approve the minutes of the Business Committee meeting held on 7th July '25

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

Following agreement, the Chair brought forward agenda item B/895

B/895 To approve the following grant applications:

- **Stonehouse in Bloom**

The grant is to pay for the plants within the hanging baskets and planters. SIB have reduced the council's total cost for maintaining its planters significantly over the years through volunteer work.

There was a question in relation to the type of plants (more sustainable) used in the baskets and planters to reduce the need to water to the current level. The water used is a mix of mains water and grey water. It was suggested that the council should consider the benefits offered by SIB in the widest context. There was a question in relation to whether there was an official mechanism for discussing issues SIB and the council - whilst not necessarily official, Officers commented that discussions were being had with SIB. There is to be a report coming to council that will consider the impact of SIB's work on council's staffing and other aspects of its day to day operations. Committee **APPROVED** a three revenue grant of £3,000 per annum for the financial years 2025, 2026 and 2027 from the long term grants budget

- **Transition Stroud**

Committee **APPROVED** a funding grant of £390 to fund the purchase of litter picking equipment and educational resources in support of raising awareness of litter amongst young people.

- **Sunflower Suicide Support**

Committee welcomed the work carried and the support provided by the organisation.

Committee **APPROVED** the funding grant of £1,000 to deliver suicide awareness training to the community

- **Insight Gloucestershire**

The Organisation has just opened its first charity shop in Stroud; they are using the shop to demonstrate their equipment for visually impaired people. It was thought that Stonehouse had a high percentage of parishioners that had some form of visual impairment and so could take advantage of 'Insights' support

Committee **APPROVED** a funding grant of £1,000 to provide face to face support for the blind and visually impaired people within the county.

B/889 To receive the latest budget position

Committee **NOTED** the latest budget position with the total 'Actual Net' Expenditure of £192,219.04; total 'Actual Net Income' of £218,013.73 and a total reserve movement of £9,396.52.

B/890 To approve the latest BACS payment list and provide retrospective approval for Debit Card Payments
Committee **APPROVED** BACS payments totalling £11,419.46. Committee also **RETROSPECTIVELY APPROVED** Debit Card payments totalling £696.19.

B/891 To receive an update on a refund from Lloyds bank in relation to an RBL payment
Committee **NOTED** the refund of £500 through Lloyds Bank from the Royal British Legion (Poppy Appeal)

B/892 To receive an update on the By-election recharge from Stroud District Council
Committee **NOTED** the total cost of the By-election recharge by SDC totalling £8,301.08 plus vat

B/893 To receive an update on a change of contractor to provide sanitary services
Committee **NOTED** the reason for the change in contractor and the cost of the service over the next three financial years totalling £76.44 plus vat per year.

B/894 To receive a recommendation from the Climate Change Working Group to approve attendance of a town councillor on a 'Train the trainer' course provided by Lighthouse Sustainability
Committee saw the benefits to the community of the recommended training. The budget allocated for Councillor training currently stands at £500 but the training budget as a whole can accommodate the additional cost.
Committee **APPROVED** the 'Train the Trainer' training course at a cost of £750 plus vat

B/895 To approve the following grant applications:

- Stonehouse in Bloom
- Transition Stroud
- Sunflower Suicide Support
- Insight Gloucestershire

This agenda item was brought forward - see above for details

B/896 To consider the purchase of land owned by Stroud District Council at Juniper way

Committee appreciated the advanced notice of the land being sold and thanked the District council for informing the council. However Committee could not see a benefit to owning the land. Officers to notify the District Council.

B/897 To recommend for council approval the purchase of a new ride on skid steer mower

Committee to **RECOMMEND** the purchase of a new skid steer ride on mower to support the council's grounds maintenance efforts at a total cost of £4,199 plus vat.

B/898 To recommend for council approval the council's revised Standing Orders

The Policy working group felt that it was better to return to NALC's model SOs as there was a clear re write of the document by NALC. Officers to send the Model SOs from NALC and the current version of the council's SOs to all Cllrs to consider.

Committee has DEFERRED the decision to the next meeting.

B/899 To receive an update on the latest position on Stonehouse Community Centre

Cllr Keith Terry provided an overview of the work undertaken since agreeing to be Chair of the Association.

B/900 To recommend to full council the disposal of the Youth Pod shipping container

Committee to **RECOMMEND** the disposal of the metal container and invest any proceeds from its sale into improving the facilities around the Youth Pod.

B/901 To receive updates from the following working groups:

1. **Climate Change Action Forum**
Update provided following a recent meeting
2. **Communications**
No update
3. **Oldends Lane Development**
The WG has not met
4. **Support Stonehouse**
The WG has not met
5. **Youth**
Quarterly meeting to be held on 17th September
6. **Policy**
Ongoing
7. **Internal Audit Panel**
A report is due on a recent audit
8. **Local Government Review**
Recent GAPTC meeting this matter was discussed very usefully

Committee voted on excluding Members of the public from the meeting (there were none) due to the sensitive nature of the information being discussed.

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/902 To receive an update from HR Sub Committee and approve its recommendations.

1. To recommend to full town council increment rises for the Project Officer, Deputy Clerk and the Town Clerk
Committee **APPROVED** the recommendation
2. To note the NJC agreed National pay rise for 2025/26 and its application to all staff from 1st April '25
Committee **NOTED** the National pay rise and its application from 1st April 2025
3. To recommend to Full Town Council to increase the Council's current salaries budget by £2,500 to reflect the revised cost to the authority of the combined increment rise and National Pay rise
Committee to **RECOMMEND** an increase in the council's current salaries budget by £2,500 to reflect the revised cost to the authority of the combined increment rises and National pay rise for 2025/26
4. To approve an increase to the phone allowance for three staff members to £12.50 per month and to have this backdated to April '25
Business Committee **APPROVED** the increase in monthly phone allowance to £12.50 for staff authorised to use their personal phones for council business
5. To approve the closure of the town hall on Monday 29th December 2025 and Friday 2nd January 2026.
Committee **APPROVED** the closure of the town hall on Monday 29th December 2025 and Friday 2nd January 2026

B/903 To note the date of the next meeting - Monday 6th October 2025
Committee **NOTED** the date of the next meeting

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 01/10/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

INCOME		2025/2026	Reserve	Actual Net	Balance	Bal %age
Town Business Committee						
100	Precept	£410,143.00	£0.00	£205,066.50	£-205,076.50	-50.00%
105	Newsletter Advertising	£100.00	£0.00	£0.00	£-100.00	-100.00%
120	Feed-in Tariff from Town Hall	£800.00	£0.00	£350.21	£-449.79	-56.22%
125	Stonehouse Town FC lease	£600.00	£0.00	£0.00	£-600.00	-100.00%
126	STFC Water Recharge	£200.00	£0.00	£0.00	£-200.00	-100.00%
127	STFC Electric Recharge	£2,000.00	£0.00	£1,033.96	£-966.04	-48.30%
130	Athletics Field Lease	£0.00	£0.00	£0.00	£0.00	0.00%
135	Phone Mast on Land	£6,000.00	£0.00	£0.00	£-6,000.00	-100.00%
140	Building Lease at OEL	£637.00	£0.00	£0.00	£-637.00	-100.00%
145	Magpies Social Club	£2,000.00	£0.00	£1,312.50	£-687.50	-34.38%
150	Community Centre Lease	£500.00	£0.00	£0.00	£-500.00	-100.00%
155	OEL Pitch Hire	£3,000.00	£0.00	£115.00	£-2,885.00	-96.17%
160	Misc Income	£500.00	£0.00	£2,351.08	£1,851.08	370.22%
170	Investments Interest	£0.00	£0.00	£0.00	£0.00	0.00%
171	Bank Interest - Lloyds Bank	£0.00	£0.00	£0.00	£0.00	0.00%
172	Bank Interest - Charity A/C	£2,000.00	£0.00	£0.00	£-2,000.00	-100.00%
173	Bank Interest - Natwest	£0.00	£0.00	£0.00	£0.00	0.00%
174	Bank interest - Cambridge BS	£2,000.00	£0.00	£0.00	£-2,000.00	-100.00%
175	Town Hall/Library Recharges	£3,000.00	£0.00	£0.00	£-3,000.00	-100.00%
176	Bank Interest - Nationwide	£2,000.00	£0.00	£0.00	£-2,000.00	-100.00%
177	Bank Interest - Melton Building Society	£2,000.00	£0.00	£0.00	£-2,000.00	-100.00%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 01/10/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/2026	Reserve	Actual Net	Balance	Bal %age
178	CCLA Interest	£21,000.00	£0.00	£6,497.52	£14,502.48	-69.06%
Total Town Business Committee		£458,480.00	£0.00	£216,726.77	£241,753.23	-52.73%
EXPENDITURE						
Town Business Committee						
1000	Salaries					
1000/1	Contracted staff	£223,800.00	£0.00	£102,483.56	£121,316.44	-54.21%
1000/2	Locum	£0.00	£0.00	£0.00	£0.00	0.00%
1000/3	Short term contracted staff	£0.00	£0.00	£0.00	£0.00	0.00%
1000	Total	£223,800.00	£0.00	£102,483.56	£121,316.44	-54.21%
1010	Training & Recruitment					
1010/1	Contracted Staff	£2,500.00	£0.00	£1,332.98	£1,167.02	-46.68%
1010/2	Councillors	£500.00	£0.00	£135.00	£365.00	-73.00%
1010	Total	£3,000.00	£0.00	£1,467.98	£1,532.02	-51.07%
1020	Health & Safety	£2,500.00	£0.00	£809.17	£1,690.83	-67.63%
1030	Professional Fees	£8,000.00	£0.00	£2,685.65	£5,314.35	-66.43%
1040	IT support					
1040/1	General	£6,750.00	£0.00	£2,262.73	£4,487.27	-66.48%
1040/2	Website	£1,300.00	£0.00	£416.80	£883.20	-67.94%
1040/3	Newsletter	£0.00	£0.00	£400.00	£400.00	100.00%
1040/4	Phones	£1,500.00	£0.00	£166.67	£1,333.33	-88.89%
1040/5	Printing	£0.00	£0.00	£221.76	£221.76	100.00%
1040	Total	£9,550.00	£0.00	£3,467.96	£6,082.04	-63.69%
1050	Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	-100.00%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 01/10/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve	Actual Net	Balance	Bal %age
1060 Grants					
1060/1 One-Offs	£10,000.00	£2,200.00	£12,790.00	£-590.00	5.90%
1060/2 Long-Term	£7,400.00	£0.00	£0.00	£7,400.00	-100.00%
1060 Total	£17,400.00	£2,200.00	£12,790.00	£6,810.00	-39.14%
1070 Town Hall/Library Shared Costs					
1070/1 Rates	£4,500.00	£0.00	£5,613.75	£-1,113.75	24.75%
1070/2 Water	£1,200.00	£0.00	£279.59	£920.41	-76.70%
1070/3 Electric	£3,000.00	£0.00	£1,110.15	£1,889.85	-63.00%
1070/4 Gas	£1,800.00	£0.00	£251.43	£1,548.57	-86.03%
1070/5 Interior Maintenance (reactive)	£500.00	£0.00	£60.00	£440.00	-88.00%
1070/6 Interior Maintenance (programmed)	£500.00	£0.00	£0.00	£500.00	-100.00%
1070/7 Waste Collection	£300.00	£0.00	£10.92	£289.08	-96.36%
1070/8 Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1070 Total	£12,000.00	£0.00	£7,325.84	£4,674.16	-38.95%
1080 Town Hall/Library STC costs					
1080/1 Exterior Maintenance/Cleaning	£500.00	£0.00	£194.45	£305.55	-61.11%
1080/2 Interior Cleaning	£1,700.00	£0.00	£1,139.89	£560.11	-32.95%
1080 Total	£2,200.00	£0.00	£1,334.34	£865.66	-39.35%
1090 Admin Expenses					
1090/1 Paper	£250.00	£0.00	£53.34	£196.66	-78.66%
1090/2 Other	£500.00	£0.00	£739.39	£-239.39	47.88%
1090/3 Printing and Delivery of Newsletters	£8,000.00	£0.00	£3,461.00	£4,539.00	-56.74%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 01/10/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/2026	Reserve	Actual Net	Balance	Bal %age
1090/4	Travel expenses	£500.00	£0.00	£45.00	£455.00	-91.00%
1090	Total	£9,250.00	£0.00	£4,298.73	£4,951.27	-53.53%
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	£9,185.29	£9,185.29	£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	£1,200.00	£0.00	£1,089.69	£110.31	-9.19%
1140/3	Electric	£6,300.00	£0.00	£1,946.03	£4,353.97	-69.11%
1140/4	Cleaning	£1,000.00	£0.00	£630.72	£369.28	-36.93%
1140/5	Maintenance (reactive)	£2,000.00	£0.00	£925.00	£1,075.00	-53.75%
1140/6	Maintenance (programmed)	£1,000.00	£0.00	£3.10	£996.90	-99.69%
1140/7	Waste Collection	£500.00	£0.00	£43.68	£456.32	-91.26%
1140/8	Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1140/9	Septic Tank	£700.00	£0.00	£340.00	£360.00	-51.43%
1140	Total	£12,900.00	£0.00	£4,978.22	£7,921.78	-61.41%
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	£5,912.39	£6,864.29	£-651.90	217.30%
1150/4	Maintenance (programmed)	£700.00	£0.00	£120.03	£579.97	-82.85%
1150/5	Waste Collection	£1,800.00	£0.00	£772.95	£1,027.05	-57.06%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 01/10/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve	Actual Net	Balance	Bal %age
1150/6 Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1150 Total	£3,300.00	£5,912.39	£7,757.27	£1,455.12	-44.09%
1160 Equipment & Vehicle Costs					
1160/1 Equipment and Vehicle costs	£700.00	£550.00	£876.08	£373.92	-53.42%
1160/2 Maintenance	£600.00	£0.00	£75.00	£525.00	-87.50%
1160/3 Fuel	£900.00	£0.00	£294.04	£605.96	-67.33%
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	£3,000.00	£550.00	£1,245.12	£2,304.88	-76.83%
1170 Youth Centre Workers	£66,000.00	£0.00	£32,500.50	£33,499.50	-50.76%
1180 Youth Centre Overheads					
1180/1 Rates	£1,400.00	£0.00	£1,458.88	-\$58.88	4.21%
1180/2 Water	£300.00	£0.00	£91.10	£208.90	-69.63%
1180/3 Electric	£1,500.00	£0.00	£472.10	£1,027.90	-68.53%
1180/4 Cleaning	£1,300.00	£0.00	£578.00	£722.00	-55.54%
1180/5 Maintenance (reactive)	£1,000.00	£0.00	£627.99	£372.01	-37.20%
1180/6 Maintenance (programmed)	£1,500.00	£0.00	£46.50	£1,453.50	-96.90%
1180/7 Waste collection	£300.00	£0.00	£21.84	£278.16	-92.72%
1180/8 Security	£500.00	£0.00	£0.00	£500.00	-100.00%
1180/9 IT costs	£1,000.00	£0.00	£161.37	£838.63	-83.86%
1180 Total	£8,800.00	£0.00	£3,457.78	£5,342.22	-60.71%
1200 Subscriptions	£3,500.00	£0.00	£2,646.45	£853.55	-24.39%
1210 Insurances					

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 01/10/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve	Actual Net	Balance	Bal %age
1210/1 Public/Employee Liability	£8,000.00	£0.00	£8,851.28	-£851.28	10.64%
1210/2 Buildings	£0.00	£0.00	£0.00	£0.00	0.00%
1210/3 Vehicle	£0.00	£0.00	£137.42	-£137.42	100.00%
1210 Total	£8,000.00	£0.00	£8,988.70	-£988.70	12.36%
1220 Project Planning & Delivery					
1220/1 OEL Car Park	£0.00	£2,555.00	£2,555.00	£0.00	0.00%
1220/2 Stagholt	£0.00	£100.00	£100.00	£0.00	0.00%
1220/3 Ship Inn site	£0.00	£3,981.52	£3,916.52	£65.00	100.00%
1220/4 Court View	£0.00	£10.00	£0.00	£10.00	100.00%
1220/5 Great Oldbury	£0.00	£0.00	£0.00	£0.00	0.00%
1220 Total	£0.00	£6,646.52	£6,571.52	£75.00	100.00%
1230 Climate Change	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
Total Town Business Committee	£399,580.00	£24,494.20	£213,994.08	£210,080.12	-52.58%
Total Town Business Committee In	£458,480.00	£0.00	£216,726.77	-£241,753.23	
Total Town Business Committee Ex	£399,580.00	£24,494.20	£213,994.08	£210,080.12	
Total Net Balance	£58,900.00		£2,732.69		

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

BACS Approval List

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
4619		£349.60	1150/5	27/09/25	Allstone Speedy Skips - Builders' skip for municipal waste	198931
		£349.60			Allstone Speedy Skips - Total	
4615		£31.10	1090/2	29/09/25	Carlos Novoth - Expenses - postage	
		£31.10			Carlos Novoth - Total	
4613		£1,950.00	2050/3	28/09/25	Custom Chameleon Ltd - Stonehouse Community Festival - supply & operation of PA system, generator, cabling/distribution	032
		£1,950.00			Custom Chameleon Ltd - Total	
4616		£12.75	1090/2	29/09/25	Debbie Curtis - Expenses - postage	
		£12.75			Debbie Curtis - Total	
4610		£367.80	1190/2	23/09/25	Dennis Brown & Son - 5 x posts, 8 x post fix - Laburnum	195026
		£367.80			Dennis Brown & Son - Total	
4611		£24.00	1080/1	20/09/25	Easy Window Cleaning - Sep '25 - TH 2	30004
		£24.00			Easy Window Cleaning - Total	
4608		£201.48	1080/2	23/07/25	Gloucestershire County Council - Jul '25 TH Cleaning	1800832799
4609		£300.39	1080/2	11/09/25	Gloucestershire County Council - VAT invoice	1800841894
		£501.87			Gloucestershire County Council - Total	
4617		£12.75	1090/2	29/09/25	Neil Gibbs - Expenses - postage	
		£12.75			Neil Gibbs - Total	
4612		£2,952.60	1190/1	28/09/25	T W Hawkins & Sons - Sept '25 - Contract mowing	014303
		£2,952.60			T W Hawkins & Sons - Total	
4618		£12.75	1090/2	29/09/25	Theresa Watt - Expenses - postage	
		£12.75			Theresa Watt - Total	
4614		£408.00	1140/9	12/08/25	T-T Pumps LTD - OEL - service to septic tank	295517
		£408.00			T-T Pumps LTD - Total	
		£3,736.53			Confidential - Staff Costs	
Total		£10,359.75				

Signature

Date

Signature

Expenditure transactions

Start of year 01/04/25

Confidential - Staff Costs

Tn no	Gross	Vat	Net	CtteInvoice date	Details	Cheque	Cheque Total
4606	£3,736.53	£0.00	£3,736.53	BUS 17/09/25	HMRC		
September '25. There is a credit on the account of £146.23 which is due to an employee being refunded his NI contributions made in error since April (PATA's error). On the advice of PATA the amount has been deducted from this invoice, making the correct amount paid £3736.53							
Total	£3,736.53	£0.00	£3,736.53				

FR Requirement

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements as evidence of this. This activity, including any exceptions, shall be reported to and noted by council.

Reconciliation carried out?

RFO Comments (from previous Audit report)

The town council has several bank and building society investment accounts – you will know about all of these as they are detailed in the budget papers and the end of year accounts. The council is only updated on its investments/savings by only two organisation – Lloyds Ban and CCLA – these updates are provided on a monthly basis as has been explained on several occasions at FTC. Bank reconciliations are completed on these two accounts, of which reconciliation is only provided on the Lloyds account – this is presented under the relevant agenda item 'To receive the RFOs budget report and bank reconciliation for (a particular month)'. All accounts are reconciled as best we can each quarter and signed off by both the RFO and Chair of Council. We have not added a further check but would be more than happy to accommodate this. Please note that this will have to be done on a timely basis as each quarters accounts are closed when the vat claim is made – HMRC are very particular on this

Auditor/Checker comments: FR is explicit in that the reconciliation shall be carried out by a member. Possibly this was intended/could be part of the audit process(?)

Non Conformance

Recommendation: That Council consider how to ensure reconciliations are carried out according to the FR. Whilst reported payments are easily checked for authorisation, bank and other accounts need to be reconciled to identify any payments otherwise unreported.

FR Requirement

12.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

RFO

Normally carried out in either March or April. Not done the past few years.

Non Conformance

Recommendation: There are many review points through the year and this one was missed. Add as Agenda item to March 2026 BC.

FR Requirement

13.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

TC3357 December 2024 described a variation (overspend) of contract for the new sewage line at Oldends Lane.

Stonehouse Town Council
Internal Audit September 2025

Non Conformance

Requirement is "contract must be authorised by the Clerk".

Clerk advised Project Officer that Council had approved an increase and requested PC advise Contractor. The absence of the Project Officer means I have been unable to verify the action carried out (but have no reason for doubt).

FR Requirement

16.4. 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.

Observation

Auditor/Checker comments: This issue was of particular interest as a Cllr Trustee on external body had expressed concern about potential liabilities. Auditor had established that such risks were insurable. It was unclear from discussion whether this possibility was considered at annual review.

Recommendation: At next review cover for Trustee liabilities be considered.

Payments checked for authorisation

Denis Brown & Son

£262.88

Coded: Program Planned Delivery – Ship Inn Site

Authorised: TW & CK

27.05.2025

Gill Sermon

£400

Coded: Admin Expense – Design Newsletter Issue 57

Authorised: TW & CK

02.06.2025

Nest

£2929.93

Taken by direct debit. Pata and payroll.

DTC adds to Edge.

Reported to FTC. Not directly authorised by Cllrs.

12.06.2025

Waterplus

£179.95

Coded: Pavilion Overhead and Water.

Reported to FTC. Direct debit.

16.06.2025

Stonehouse Methodist Church

£150

Grant. One off. Business Ctte

Authorised: TW & CK

Stonehouse Town Council
Internal Audit September 2025

27.06.2025

Cristom Construction

£930

Coded: Pavilion Overhead – Maintenance Reactive

Authorised: TW & CK

All payments checked were OK.

A handwritten signature in black ink, appearing to read 'Keith Terry', with a stylized, cursive script.

Keith Terry
24.09.2025

Councillor Simon Macgregor

From: Zone Safety Training <info@zonesafetytraining.com>
Sent: 11 September 2025 09:49
To: Councillor Simon Macgregor
Subject: Re: First Aid Training

Hi Simon,

Thanks for your call.

We can offer training for you to 12 people for £600 + vat and for 24 in one session would be £1100 + vat.

The course can be accredited through Nuco or Quallsafe and is valid for 3 years.

We are all firefighters and paramedics and will cover life threatening scenarios including catastrophic bleed using a simulated leg and also cardiac arrest using Bluetooth manikins so delegates can see their performance on a screen.

We can also offer fire warden and fire safety training on the same day if this helps? That costs £300 extra and we would need all day to cover both courses.

Let me know if this works for you.

Regards

Alan

Alan Hook
Zone SafetyTraining Ltd

T : 01242 323 667
M: 07850 266 602
W: www.zonesafetytraining.com

See our open courses



Zone Safety Training

FIRST AID AND FIRE TRAINING ACROSS THE UK
All instructors are serving emergency services personnel.

On 11 Sep 2025, at 09:18, Councillor Simon Macgregor
<councillormacgregor@stonehousetowncouncil.gov.uk> wrote:

Hi

We spoke on the phone earlier today about first aid training sessions for our councillors and possibly other groups affiliated with the council here in Stonehouse. I'd be grateful if you could provide a bit more detail in writing. Specifically, I'm looking for the pricing for a session of about 12 people and for a larger group of around 24.

Could you also include the details we discussed about what the training covers, who delivers it, and what kind of accreditation is included? That will help me plan and present everything to the Town Council.

Thank you very much for your help!

Regards,

Simon

Cllr Simon Macgregor
07813541742

Councillor Simon Macgregor

From: info@stonehousecommunitycentre.co.uk
Sent: 16 September 2025 19:49
To: Councillor Simon Macgregor
Subject: Room Hire Charges

Good evening Simon

Our rate for the Laburnam incl use of the kitchen is £60 for a four hour session

9am - 5pm session would be £120 with a 20 min buffer at the end to pack up.

Additional hours are £15/hr if required

Many thanks for your enquiry

Kind regards

Sarah

Centre Manager

My recommendation is that we go with Zone Safety Training for our first-aider training. Their quote is the middle option—slightly higher than Safe Haven but still lower than St. John's. I'm recommending them because they offer a more comprehensive package, including advanced training tools like Bluetooth manikins and bleeding control kits that the others don't provide.

Also, Zone Safety Training's instructors are experienced professionals, including former paramedics and ex-firefighters, which adds a lot of real-world expertise. Overall, I think they offer the best combination of cost, quality, and instructor background.

Regards

Simon

Stonehouse Town Council Standing orders

INTRODUCTION	Error! Bookmark not defined.
1. RULES OF DEBATE AT MEETINGS.....	3
2. DISORDERLY CONDUCT AT MEETINGS.....	5
3. MEETINGS GENERALLY	5
4. COMMITTEES AND SUB-COMMITTEES	7
5. ORDINARY COUNCIL MEETINGS.....	8
6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES	11
7. PREVIOUS RESOLUTIONS	11
8. VOTING ON APPOINTMENTS	11
9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER	11
10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE	12
11. MANAGEMENT OF INFORMATION.....	13
12. DRAFT MINUTES	13
13. CODE OF CONDUCT AND DISPENSATIONS	14
14. CODE OF CONDUCT COMPLAINTS	15
15. PROPER OFFICER.....	17
16. RESPONSIBLE FINANCIAL OFFICER	18
17. ACCOUNTS AND ACCOUNTING STATEMENTS	18
18. FINANCIAL CONTROLS AND PROCUREMENT	19
19. HANDLING STAFF MATTERS.....	20
20. RESPONSIBILITIES TO PROVIDE INFORMATION.....	21
21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION	22
22. RELATIONS WITH THE PRESS/MEDIA.....	22
23. EXECUTION AND SEALING OF LEGAL DEEDS	23
24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS	24
25. RESTRICTIONS ON COUNCILLOR ACTIVITIES	24
26. STANDING ORDERS GENERALLY	24

The Chair and Deput Chair of the Council will be the Mayor and Deputy Mayor respectively

The Proper Officer will be the Town Clerk

These Standing orders should be read in conjunction with all relevant policies/documents produced by the council.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.

- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the

meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

2. **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. **MEETINGS GENERALLY**

Full Council meetings	•
Committee meetings	•
Sub-committee meetings	•

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting. Questions from the public may be answered at a later date according to the discretion of the Chair. Meetings can be suspended by resolution to involve the public at any time.
- g A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- h Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- i **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- j **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- k **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- l **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- m **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- n **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- o **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- p **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
 - i. The minutes of a meeting shall include an accurate record of the following, the time and place of the meeting, the names of councillors who are present and the names of councillors who are absent, interests that have been declared, dispensations granted, withdrawal due to declared interest, public attendance, and resolutions made.
- q **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- r **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.** Deferring an item will always be considered if fewer than half the total number of councillors on the council or the committee are present.

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- s **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- t A meeting shall not exceed a period of 2.5 hours unless a motion is passed to suspend this standing order.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer () days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. **ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or**

within 14 days following the day on which the councillors elected take office.

- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h Neither the Chair or the Deputy Chair may hold the same office for more than 4 consecutive years but may stand for re-election after a further 4 years has elapsed.**
- i In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- j In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- k Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:**
 - i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the**

Council;

- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. **EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a The Chair of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
- c The chair of a committee [may convene an extraordinary meeting of the committee at any time.

7. **PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. **VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory

functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;

- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xi. to not hear further from a councillor or a member of the public;
- xii. to exclude a councillor or member of the public for disorderly conduct;
- xiii. to temporarily suspend the meeting;
- xiv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xv. to adjourn the meeting; or
- xvi. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. **DRAFT MINUTES**

- Full Council meetings •
- Committee meetings •
- Sub-committee meetings •

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
 -
 -
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.

- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a **Upon notification by the Principal Council that a councillor or non-**

councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least () days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Environment Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(*see also standing order 23*).

16. **RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

- v. whether contracts with an estimated value below [60,000] due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Human Resources sub-committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of [the HR committee or, if they are not available, the vice-chair of the committee of absence occasioned by illness or other reason and that person shall report such absence to the HR meeting at its next meeting.
- c The chair of the Human resources sub-committee or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the HR sub-committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the HR sub-committee] or in their absence, the vice-chair of the HR sub-committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the HR sub-committee].
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the chair or vice-chair of HR sub-committee], this shall be communicated to another member of the HR sub-committee], which shall be reported back and progressed by resolution by the HR sub-committee].
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

- b. *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**
(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

The above is applicable to a Council with a common seal.

OR

[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

The above is applicable to a Council without a common seal.

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

Notes of youth Group meeting 17 Sept 2025

Present: Willow, Chris, Val, Keith, Theresa

Award ceremony 2nd December. Can we get a Stonehouse table together ?

3 years contract from this March. This is first report of new contract.

Key Café was 16 to 25 , study session. Now it is targeted at years 9 until end of college at 18.

Maidenhill lunch times, lots of young people come and chat with Willow. Some young people then have 1 to 1 session with Willow. Some funding from the school. Other funding from Thrive but also using community youth work funds from STC.

Attendance at POD 78 new young people in the period. New year 6 being bought in. More achievements are also recorded, some of this is new way of recording, but the young people are also wanting to give and support others which is achievements for some people. Also a different way of recording incidents shows an increase but not really any more incidents as such.

Funding for live stream has now finished although Willow and Isak still have some social media outlets to use,

Issues reported, they may need to change the way issues are reported as the current categories don't fit all the matters that come up.

Aggression box in behaviours, but the POD sessions have been very calm, but some may be someone responding to another young person in an assertive way, not aggression against person, but still needs to be monitored.

12% of users in intensive support are GL10 residents. But this hit by a stop in funding locally and active users had to be absorbed into the other work. Loss of £76,000 for The Door last year could impact on delivery in the future. Using reserves to fund delivery until new funding streams come in.

Key achievements : good respect to staff. Young people say that The Door staff talk to young people with respect, and they show it in return. Young people can try out skills here such as helping to crack an egg! Being a great influence on peers even if not in other spaces such as school.

April, had a fundraiser with a BBQ. Young people costed it out, and ran the event successfully.

In May celebrated the award of the youth work contract with STC.

In June Holly won the Rising Star award from the Glos VCSE awards. Another young person won the Stroud Young person of the year. Visited SPICE site, and had a picnic and met Sophie and Gill. Isak walked 60 plus miles in a fundraising effort.

POD revamp going in waves of interest and more work done in July. For the Year 6 integration work, it centred around how they can manage their own emotions, manage yourself, managing coping strategies from Year 6 to year 7. Drayton Manor trip was successful and young people met and looked after new young people.

One safeguarding incident reported to police. Social care now involved in an ongoing support.

Funding Barnwood 3 year funding supports the intensive support.

Provisional funding form STC:

Our priorities for **Term one** were: Food Friday, Key Café, and Breakfast Club, Maidenhill, community youth work POD revamp. Could be a link up with Food Bank

Funding requests for **Term 2:**

- Attendance at Community events in Stonehouse.
- Canal sessions with Gill Thomas. 6 sessions on Sundays to litter pick, some planting, some weeding, talks on water animals etc. 5 young people signed up to this so far. It is a long term commitment for them. Willow to support Cotswolds Canal in this.
- Community festival on 6th Sept,
- POD revamp still happening.
- Stonehouse Goodwill,
- Social enterprise .
- Launch of Key Café to Year 9's.
- Community response network organisations. APT, early help at GCC, schools, etc. PCSO's
- 5 year strategy. Responses in by the 19th. Youth Voice board will be part of the survey.

Young Persons survey response.

Lots of response in sample size. Some are easy to compare. What they want to see is free access to Sport and Leisure.

40% Young people in Stonehouse do access youth work . The relationship with STC is good.

Monday afternoon is most popular for a session, but may be difficult to know if other days would work for young people?

Points for Future:

Printer for Key Café please??

Front door: Paul to have to a look at it, it is too difficult to open.

Metal container to go potentially, young people would want a youth shelter in this space and a Bike rack by POD. Do we have any spare in Stonehouse or funding from SDC for new ones?

Any update on cladding ? Any quotes or dates. Can young people for example on colour.

Pool table cover can John C or Neil progress this, they said they would.

Thanks for dishwasher, may need smaller plates to go in.

Thanks to be able to see CCTV. And really helps to sort out events such as last Friday.

Summary

No imminent risk of closure.
Liabilities identified should be manageable.
Opportunity for financial turnaround through effective management of the Car Park

Latest

Seeking clarification of grant status (STC)
Proposing radical change in Car Park management
Applied for grant enabling PA/AV with Hearing Loop (GCC - decision in December)
Applied for grant additional CCTV for better lone worker security (Rotary)
Other Grant opportunities to be pursued.
Cafe has increased footfall

Recent developments

Online booking implemented
(enables simplified Invoicing, cashflow projection, clear overview)
New external safety lighting

HSE

Asbestos Survey/Register/Plan - Completed
Audit requirements identified: Safety glass/Evacuation Plans/Additional CCTV camera/Pot holes to be filled/Salt bin
Fire Risk Assessment in process (previous version in place)

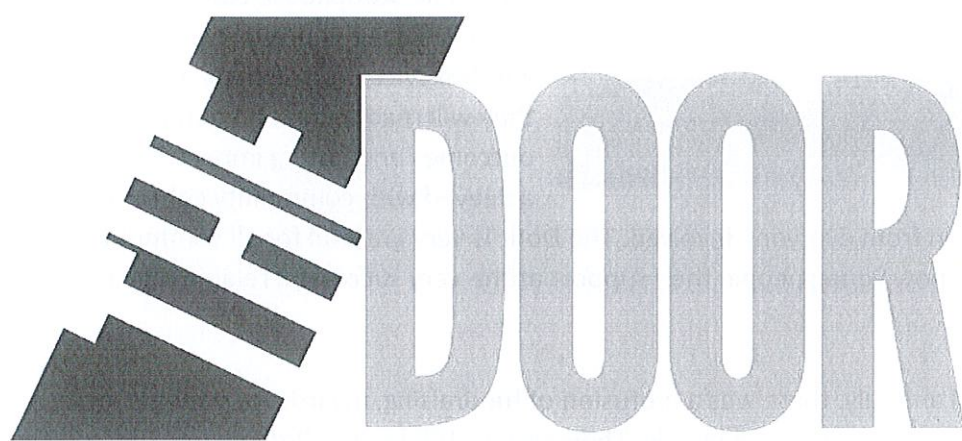
Future development

Visiting GL11 getting tips for implementation of more socially relevant projects.
Chase up users for quiet Monday

Negatives

The change in Car Park management has potential negative impact upsetting rogue parkers and permit holders who have enjoyed free and unfettered access.
Energy costs may be challenging defer heating as long as possible. Newly installed external lighting may save costs.

Keith Terry
02.10.25



UNLOCKING POTENTIAL... OPENING OPPORTUNITY...

STONEHOUSE TOWN COUNCIL
YOUTH WORK PROVISION REPORT
APRIL - JULY 2025

1.OVERVIEW



The Door considers it an immense privilege to be re contracted as the youth provider for Stonehouse Town Council for another 3 years. In a climate where funding is significantly strained, the whole Stonehouse community is grateful for the prioritising of providing such an invaluable youth service. As one reads through this report, they will read about an abundance of activity, outcomes and lasting impact. This can only be achieved with community cohesion and long

term dedication from everyone involved. The Door is very grateful for all community members who came to show young people their support at the very successful relaunch event in May.

Between April and July, there was a profusion of fundraising, awards for young people, and community events led by young people. They raised £160 for The Pod revamp, hosted Easter and summer events, and gained recognition at local and county awards. Young leaders Holly and Ollie were celebrated for their contributions, while Grace delivered speeches representing The Pod. Several Pod young people support The Door's senior leadership team through the youth voice board. Additionally, there was another trip to Drayton Manor, transition support for Park Junior school and Willow has been supporting multiple young people 1:1 in Maidenhill school.

In the meantime, The Door has been facing significant challenges to maintain its 1:1 volunteer led intensive support mentoring service, with two major contracts drawing to a close. With local government reshuffle and NHS priority changes, there is little funding to support this work.

More positively, The Door is excited to move into its new offices in The Cross building above Soap & Suds in Stroud. It comes with warmth, high ceilings and a beautiful view. We welcome any local community partners in Stonehouse to come visit and learn more about the vast array of services offered to young people. Finally, at the end of this report, there is a published set of local survey results drafted from The Door's 2025 Young Person Survey.



2. STATISTICS

THIS REPORTING PERIOD (1ST APRIL – 31ST JULY)

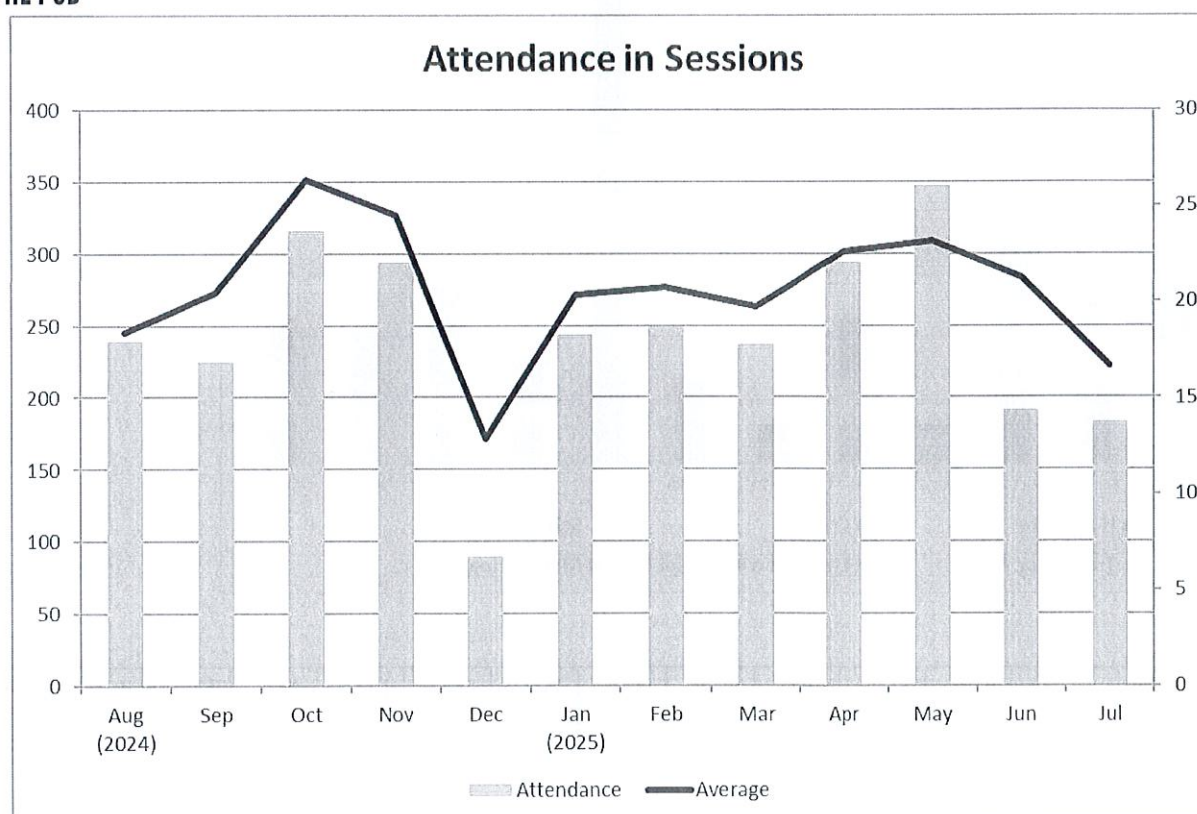
	Sessions	Hours	Contacts	Unique	Regular	New	Impacts	Achievements	Incidents
THE POD	48	104	1015 (+11%)	116	55	78	269	227	11
KEY CAFÉ	9	9	19	5	3		n/a	n/a	n/a
MAIDENHILL	12	24	n/a	n/a	n/a	n/a	n/a	n/a	n/a

NB: Maidenhill & Key Cafe debriefs are missing during this term (and will return in the following).

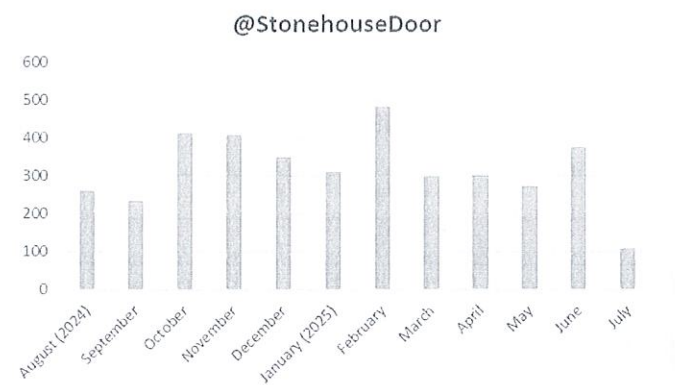
PREVIOUS REPORTING PERIOD (1ST DECEMBER – 31ST MARCH)

	Sessions	Hours	Contacts	Unique	Regular	New	Impacts	Achievements	Incidents
THE POD	43	90	820	134	39	23		105	1
KEY CAFÉ	14	14	48	10	5	2		17	0
MAIDENHILL	11	22	720	n/a	n/a	n/a		24	0

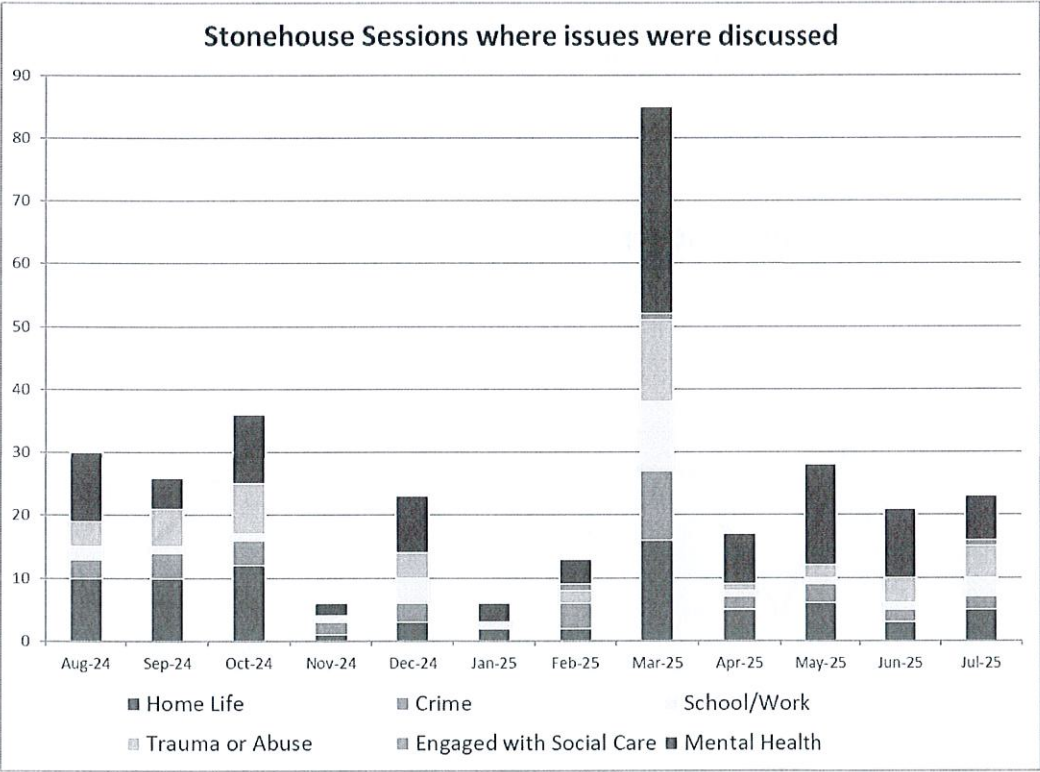
THE POD



SOCIAL MEDIA ENGAGEMENT

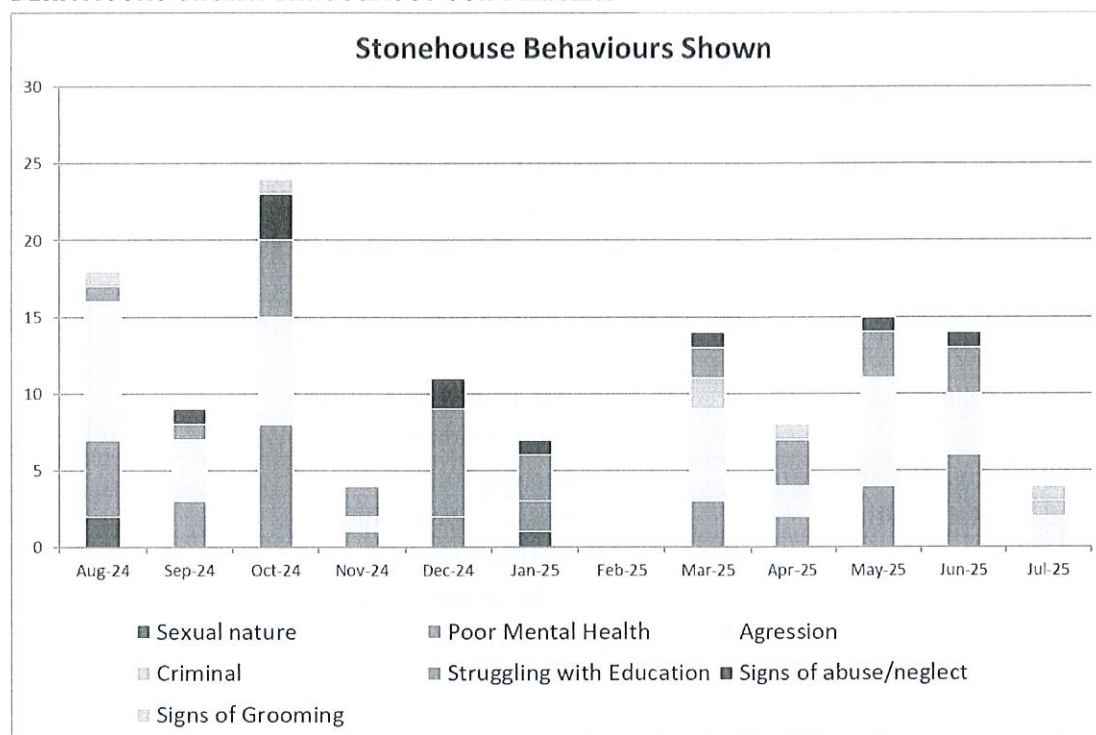


ISSUES REPORTED THROUGHOUT OUR DELIVERY



Representing Reports	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
	30	26	36	6	23	6	13	85	17	28	21	23

BEHAVIOURS SHOWN THROUGHOUT OUR DELIVERY



Representing Reports	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
	18	9	24	4	11	7	0	14	8	15	14	4

INTENSIVE SUPPORT SNAPSHOT (18TH JULY 2025)

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
112	84	15	43

4th August – 239 active service users, 29 with GL10 Postcode, representing 12% of all service users

INTENSIVE SUPPORT SNAPSHOT (15TH APRIL 2025)

YP Pursuing Support	YP Engaging in Support	Parents Pursuing Support	Parents Engaging in Support
120	90	11	38

15th April 2024 – 269 active service users, 24 with GL10 Postcode, representing 8.9% of all service users

3. KEY ACHIEVEMENTS

Achieved something thought impossible	2	Positive Role Modelling	15
Brokered peace in a conflict	2	Qualified for a team	1
Brought someone new along	9	Quick to earnestly apologise	3
Built Relationships and or Friendships	12	Quit negative coping strategy over time	1
Demonstrated initiative or creativity	12	Recognised formal achievement	3
Demonstrated Kindness	16	Reduced substance misuse	2
Determination	7	Respecting Adults	13
Did well in exams or assessments	3	Respecting Staff	22
Improved Mental Health	1	Selflessly helped others	8
Improved skill	9	Showed self-control	8
Improved Well-being	4	Showing Empathy Respect and Understanding to Others	2
Increased Self Confidence or Self Worth	7	Significantly Improved Behaviour	5
Looked after someone	8	Stepped out of comfort zone	5
New Positive coping strategy	1	Taught someone else	3
Opened up to someone	12	Took responsibility	8
Participated in positive activity outside school	4	Tried something new	6
Patience with others	4	Won an award or competition	3
Peer Management	6	Total	227

ACHIEVEMENT DETAILS

- Helped hide the Easter eggs for others
- Showed another young person how to crack an egg
- Helped with cooking and engaged well
- Cleaned up after herself and took responsibility for her cooking/cleaning.
- Asked for help and was very thankful to the staff for it.
- Lots of them were making sure they were safe for after the party and celebrating their end of year.
- Two young people painted, stayed calm during the session and opened up to staff.
- Scored a goal from half way across the field in a tournament
- Being a great influence on peers in heightened situation and respecting space
- Staying out of the fight and not escalating situation
- Brought friends

4. ACTIVITIES THROUGH THIS PERIOD

APRIL

In April, a focus group was held in The Pod to respond to the desire of social enterprise from the young people. Members signed up to discuss a plan to hold over half term, cost things and work out profit. The group decided to run activities as well as collating and selling items. After planning, other young people decided to join in with the production, and others came out on the day to run the stalls. This fundraiser was supported by The Door's HAF funding, where we held a BBQ and gave away free hot dogs to under 18s and sold them for £2.50 to adults. The young people counted the money as they helped to tidy up, and were proud of what they raised - £160! This money will go towards their Pod revamp efforts.



This month also hosted the Stonehouse Civic awards, where young people joined Willow at the event. Willow asked young people how they thought we should represent The Pod at the event, and Grace came forward to write and deliver a speech at the event. The Pod walked away with the "Young person of the year" Trophy, given to joint winners Oliver Townsend and Holly Stonehill-Brooks.



The Pod also held an easter egg hunt over the holiday, and young people showed kindness and generosity by hiding eggs for their peers once they found their fair share.

MAY

In May, The Pod celebrated The Door acquiring the youth work contract from Stonehouse Town Council. An invited event was held during the regular Tuesday's youth club session, where young people and stakeholders shared picnic food and drinks, mingled and listened to some speeches.

Amongst those who spoke was 11yr old Grace, who also spoke at the Stonehouse Civic Awards accompanied by Willow on behalf of The Pod. Here was what she had to say:

"With us today we have Dippy. Dippy first joined The Door in lockdown when Willow and Isak did their YouTube videos. They still continue, every Wednesday Isak and Haz do a live stream with young people.



In Pod, some activities you can do are games, colouring, playing pool or chill in the calm space. My favourite activity is listening to music together. Pod is a space for kids aged 11 to 17. It is *calm* and *soothing* and a *safe space* to go to after a long day of school or college, to *learn, grow, and thrive*. I have gathered information on what people thought of Pod, lots of people said it was a *comfortable and safe community*.

In the Pod, we have kind staff and a group of young leaders. These are young people who do a training course with The Door and they help out at Pod. Willow and Haz taught me everything I know about life. Everyone can be cool, everyone can be themselves. I learned that from Pod."

JUNE

The awards and celebrations continued in June where we secured two county-wide awards. Holly Stonehill-Brooks won the "Rising Star" award at the VCSE Gloucestershire Volunteer awards for her incredible work as a young leader. Holly takes her role seriously, both in session and in her community. She encourages others to be the best version of themselves in a respectful and mutual way. It is a real privilege to watch young people get pulled into her orbit, and grow in self confidence and self worth by her friendship and participation in The Pod's culture.

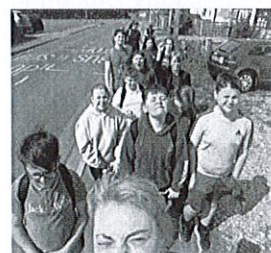
Oliver Townsend won "Young Person of the Year" at the Stroud News and Journal Awards. (I'd like to note here that of three finalists, two of them were Pod users).

Ollie has pushed himself out of his comfort zone this year, going from strength to strength and asking for support when he needs it. Ollie is a Young Leader and member of the Youth Voice Board too, two things he did with the intent to challenge himself. In both of these areas he plays a crucial role. Ollie shares his understanding of a Neurodivergent person living in a Neurocentric world.

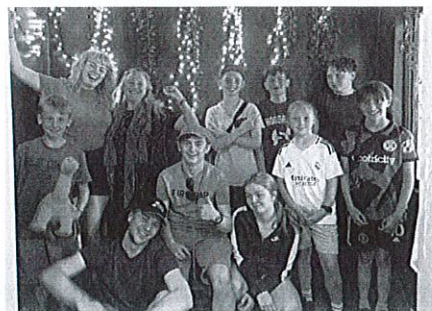
He guides conversations in Youth Voice meetings to explore as many different points of view as possible, making our outward messaging as accessible as possible. Ollie is kind and uses his knowledge to support young people in our space who feel anxious or overwhelmed.

One highlight is Ollie created a non verbal communication system with a young person who was crying in the quiet space. From this, he was able to find out the young person's needs and take that information to youth workers. I was very grateful this month to have had the opportunity for these young people to be formally recognised outside of the Stonehouse community. Ollie and Holly are an inspiration to their peers, and anyone who has the privilege of meeting them.

As well as June being filled with celebrations, we held a trip to Stonehouse's SPICE venue (The Ship Inn site). The group met up at The Pod and ventured over to the venue on foot, to encourage the young people to feel confident finding their way in the future. Once we arrived they were introduced to Sophie Wakefield and Gill Thomas and shared a picnic together. Following this, the group discussed ideas for a community event in July. The evening was finished off with some games on the grass and a walk back to The Pod.



Worthy of mentioning this month was Isak's gruelling trek across each of our youth clubs in his "Door to Door" fundraiser. On Sunday he stopped off at The Pod on his second day of walking, where some young people were there to cheer him on and offer him some rest and refreshment.



JULY

In July, the Pod revamp work continued, with young people supporting each other to try new skills, make mistakes and learn how to fix them.

Before the Summer holiday started, Willow made contact with Park School to offer The Door's year 6 transition work. This saw an uptake of new and keen members in The Pod. This work will support the needs of the community who have expressed concerns about ASB issues in the park over the summer. Young people will have an established relationship with The Pod and somewhere they can feel safe and occupied.



Maidenhill approached The Door at the end of the term to enquire about supporting more of their young people 1-1. Currently, Willow provided 1-1 support to 5 Maidenhill students under the Community Youth Work hours and THRIVE funding. Maidenhill sought funding for Willow to support a high risk student and were successful. This relationship has been set up by the team and young people, sessions will start in the new term. The Door were able to take young people to Drayton Manor this month. Young people were full of excitement for this trip and supported each other to try new things on the day. The group were joined by people from different youth clubs as well as people The Door had not met before who had booked through HAF. The Pod young people took new members under their wing and supported them as they would a life long friend.



5.SAFEGUARDING CONCERNS

There was one notifiable safeguarding concern regarding an incident in the Oldends Skatepark. The police were involved and there is ongoing intervention for one of the individuals involved. The council were also informed.

6.FUNDING REPORT

6a. Additional funding sourced externally

- The Door has made 20 grant applications to the total value of £281,165 in the period April – July 2025, largely to fund 1:1 intensive support mentoring provision, including in Stonehouse, which is drastically underfunded at the moment.
- There has been £215,950 received from 5 successful applications in the same period. It is important to note that £150,000 has come from the Barnwood Trust to cover a 3 year period.
- In the period August to November 2025, The Door intends to make at least 14 grant applications to the approximate value of £200,223, again to largely fund 1:1 mentoring support, including in Stonehouse.

6b. Additional funding from STC in T1

Due to the new contract negotiation with Stonehouse Town Council it was agreed that The Door would prioritise the following under provisional works:

1. Food Friday – provision of a weekly hot meal for all attendees
2. Key Café – An additional 1 hour session to provide education and life administration support
3. Breakfast Club – Providing breakfast to Maidenhill students every Thursday
4. Maidenhill visits – Lunchtime support in the school every Thursday during term time. In addition, Willow has provided several 1:1 interventions and support students in TAF meetings
5. Community Youthwork – 2 hours of Willow's time to engage with local community and join with vital networks (eh CRNM, Cotswolds Canals Trust, Ship Inn site etc)
6. Pod revamp – Continued improvements to the Pod

In addition, through external funding, Stonehouse young people have been able to participate in our Young Leaders programme, digital youth work sessions & receive support through the Thrive coping strategies & substance misuse programme.

6c. Funding requests for T2

With the ongoing agreement of Stonehouse Town Council, The Door intends to continue with the 6 prioritises outlined above. In addition The Door intends to provide further provisional work through:

1. APT Funday stall in August
2. Participation in 6 Cotswold Canal sessions to engage young people in the work of the canal.
3. Continued social enterprise for young people to raise funds for The Pod
4. A stall at Stonehouse Goodwill 2025

7. COMMUNITY ENGAGEMENT

Maidenhill School - Weekly detached sessions at lunch as well as dedicated 1-1 support to 5 at risk young people.

The Breakfast Club- Isak running weekly free food sessions before school with Sportily

CRNM – Willow attending these meetings to keep a finger on the pulse of the needs and offers of the Stonehouse Community

SPICE - The Pod visited the site and contributed to the event ran in July

Social Enterprise - Young people's interest in social enterprise is nurtured by attending community events and hosting their own in April

Park school- Established a relationship with the school and ran their first yr 6 transition work shop

PCSO re graffiti- Working with the council and PCSO's on skatepark graffiti

Council re ASB in park- First response on ASB issue in the park. This was able to be resolved in session.

Cotswolds Canal Trust- Willow is partnering with CCT to run a volunteer programme for young people

Youth Disco- Working with Keren to scope out preferences for their Youth Disco

The Door's 5yr strategy- Young people have been asked to share ideas on the new structure

Sportily- The Door have teamed up with Sportily, who join us on some Thursday sessions to offer outside play to young people attending The Pod

8. LOOKING AHEAD

- Council event, 6th Sept
- Pod revamp continuation
- Autumn/winter Young leaders course
- Canals volunteering programme
- Hard launch of Key Café to Y9+
- Continuing 1:1 work in schools and seeking for further opportunity.
- Stonehouse Goodwill
- Social enterprise

9. POINTS FOR DISCUSSION

- Printer for key cafe
- Bolt needed in front door
- Bike Rack need for Pod exterior / shelter.
- Update on outer cladding?
- Update on Pool table cover?
- Thank you for dishwasher
- Thank you for access gained to CCTV

10. CASE STUDIES

Case Study A (From Willow's perspective)

This first case study is not similar to my usual style, but I wanted to highlight the importance of a dedicated Community youth work model and partnership working with the local council in this event below.

I was asked to visit Jackie in the council office to review some footage of some anti-social behaviour in the park. Following this, I was able to speak to each member that same evening. They were met with 1-1 during a session, where I asked for their account of the situation and explained why the issue mattered to the council. I also explained the consequences to the council if an accident were to happen in the park following their actions.

I explained the impression they gave off at the incident and how that could have negatively affected the support of The Pod in the future. We discussed together how they represent the young people of Stonehouse as well as The Pod and that it isn't fair on their own characters or their friends, if the impression they give to the public is negative.

I told them of the council's support of the young people in the skatepark. I let them know that in my line of work, adults who respect and champion young people are hard to come by. We discussed how it is important to treat everyone with respect, as you never know who you're talking to.

They all took this very seriously, engaged fully and were remorseful during their individual meetings. Since being back in session, these three young people have been excellent role models to their peers. There has been a significant change in their characters noted by staff and other young people, including respecting the rules and boundaries put in place, and even opening up to staff they usually wouldn't do.

I am deeply grateful for the council's approach to anti-social behaviour in Stonehouse. By coming at issues restoratively we can teach young people that their actions do not define them. Their past does not define them. They deserve to receive and give respect to themselves and to others. This restorative process takes time, but The Door is dedicated to the improvement of young people's lives and their impact on their communities.

Case Study B

Over the summer, The Pod saw 78 new members. A few of these joined us on a trip for the first time. On the coach on the journey back, some of these young people became quite disruptive and were not responding to challenges from staff. In the following Pod session, time was taken to meet with these young people 1-1 and encourage them to reflect on their actions. The effects of their behaviour was explained to them and expectations going forward were discussed.

Following this meeting, one young person in particular started to show more respect for the space and for staff. They started to take on responsibility in the space, encouraging others to improve their behaviour and showing care and initiative. This was highlighted when they were found doing the washing up without being asked. They were thanked for this and told of the positive impact these actions had. Later on that week this young person cleared the kitchen after cooking, and sought feedback from staff on how to improve. This young person is now a positive and proactive role model to others in The Pod.

APPENDIX I: STONEHOUSE YOUNG PERSON SURVEY RESULTS 2025

During March – May 2025, The Door surveyed 1591 young people across the Stroud & southern Cotswolds area largely through schools. The questions were designed by young people to understand their perspective on the issues that matter to them. The full report will be ready very soon showing the whole scale of the results, but below is a breakdown of what 130 Stonehouse young people said (Out of 10: 1 – Strongly disagree, 10 – Strongly agree).

There are enough things for all young people to do where I live, no matter their background or needs

Overall: 5.94 Stonehouse 5.55

Young people do not feel there is enough for everyone to do in Stonehouse, despite the provision of The Pod. This may be indicative of the size of the town in comparison to others surveyed. The most popular answers for activities young people would like were youth clubs, free football / sport, better parks including shelter, swimming

Young people's views are taken seriously in the area that I live (for example at local council, in school, police, other adults etc)

Overall: 5.49 Stonehouse 5.31 2023: 6.04

Young people do not presently feel that their voices matter in the Stonehouse community, which has declined since 2023.

I feel safe in the area that I live

Overall: 7.56 Stonehouse 7.57 2023: 7.94

Young people do feel safe in Stonehouse, but scored less than in 2023. They said this because of a friendly low-crime area. There was repeated concern about 'dodgy individuals'.

Young people are blamed for anti-social behaviour where I live

Overall: 5.27 Stonehouse 4.84 (lowest) 2023: 6.43

Young people do *not* feel blamed for anti-social behaviour, which bucks the trend from the other areas surveyed.

The use of vaping, alcohol, weed & other drugs are a problem amongst young people where I live

Overall: 5.70 Stonehouse 5.61 2023: 6.67

Young people only mildly believe that the use of substances (especially vaping) is a problem including seeing young people use them in public spaces like parks. However the results are polarised i.e. most young people strongly agreed or disagreed, rather than choosing a middle number.

Young people with disabilities, neurodiversity and additional needs are included in the area that I live.

Overall: 6.50 Stonehouse 6.11 (lowest) 2023: 7.04

Young people somewhat believe that those with additional needs are included in Stonehouse. However, this has declined since 2023 and was the lowest score in all the areas surveyed.

Those of different race, religion, social class, gender identity & sexuality are welcome and treated equally in the area that I live

Overall: 7.52 Stonehouse 7.39 2023: 7.35

Young people believe that those in minority groups are welcome and treated equally in Stonehouse, although this figure is slightly less for those respondents who identified as LGBTQ+ or people of colour.

My family is able to comfortably afford the cost of living

Overall: 8.27 Stonehouse 8.00 (lowest)

Young people appear shielded from the impact of the cost of living, although more young people appear to be living in poverty in Stonehouse than the other areas surveyed.

I am safe, loved and cared for in my family home

Overall: 9.08 Stonehouse 8.88 (lowest)

It is encouraging that young people feel safe, loved and cared for in their families. However almost 1 in 10 young people do not – which is still too high a number.

School is somewhere I feel able to thrive

Overall: 6.09 Stonehouse 5.70 2023: 5.27

Young people are coping better with school than in 2023, although there are still more young people in a classroom (2-3) in Stonehouse struggling with school than in most places surveyed.

In the last year, my mental health has been good overall

Overall: 6.29 Stonehouse 6.19 2023: 5.47

Young people's mental health appears to have generally improved since 2023, especially in Stonehouse. However, over 30% are still reporting experiencing poor mental health. They said school, family, identity and thoughts of self-harm were the primary triggers.

I have a healthy relationship with my digital devices (phone, screens, social media, other devices).

Overall: 7.24 Stonehouse 7.24

Young people believe that they have a healthy relationship with their device and with social media.

Is there is enough support for young people's mental health where you live?

Overall: 66.2% (Yes) Stonehouse 55.6% (lowest) 2023: 53%

Young People in Stonehouse have mixed opinions about mental health support available in the area. Those who have diagnosed mental health conditions argue very strongly that there is not enough support.

What are the biggest issues that you think young people are facing right now and for their future? (in order of frequency.)

1. Mental health is the top concern, affected by school stress, bullying, social media, and family issues.
2. Vaping, drugs, and alcohol are common issues, especially for teens in parks or schools.
3. Not enough safe spaces, activities, and support leaves young people unoccupied and vulnerable.
4. Global pressures like climate change, AI, and cost of living are also affecting perspective on future prospects

Have you ever used any of The Door Youth Project's services e.g. youth clubs, mentoring, charity shop, livestreams, social, events & in schools.

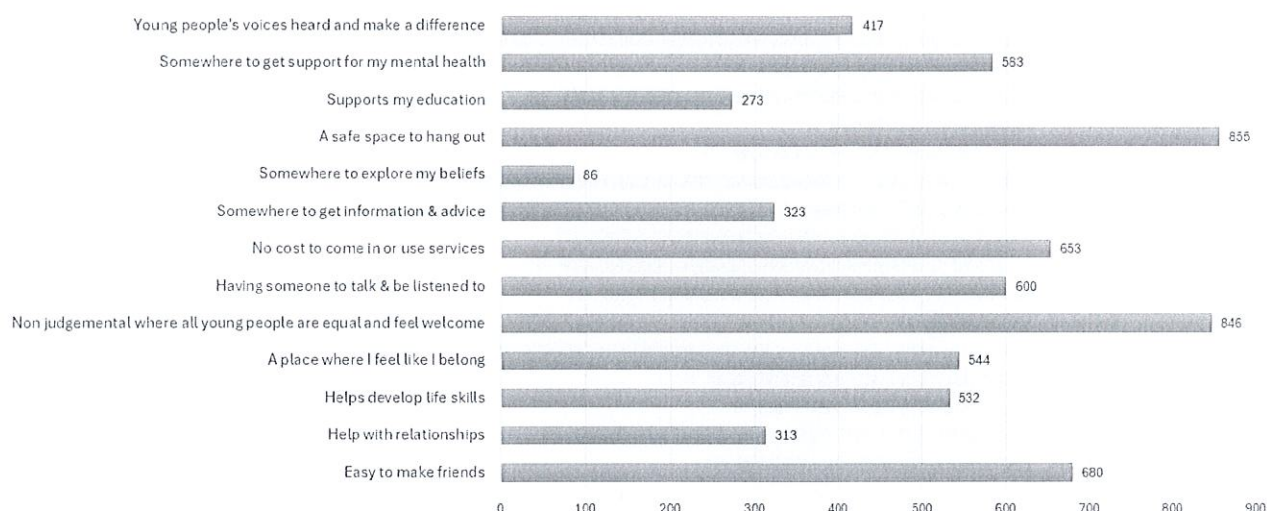
Overall: 30.5% Yes, 41.3% Didn't know about it, 28.2% No

Stonehouse: 40.6% Yes (Highest), 34.4% Didn't know about it, 25% No

2023: 39% Yes, 33% Didn't know about it, 28% No

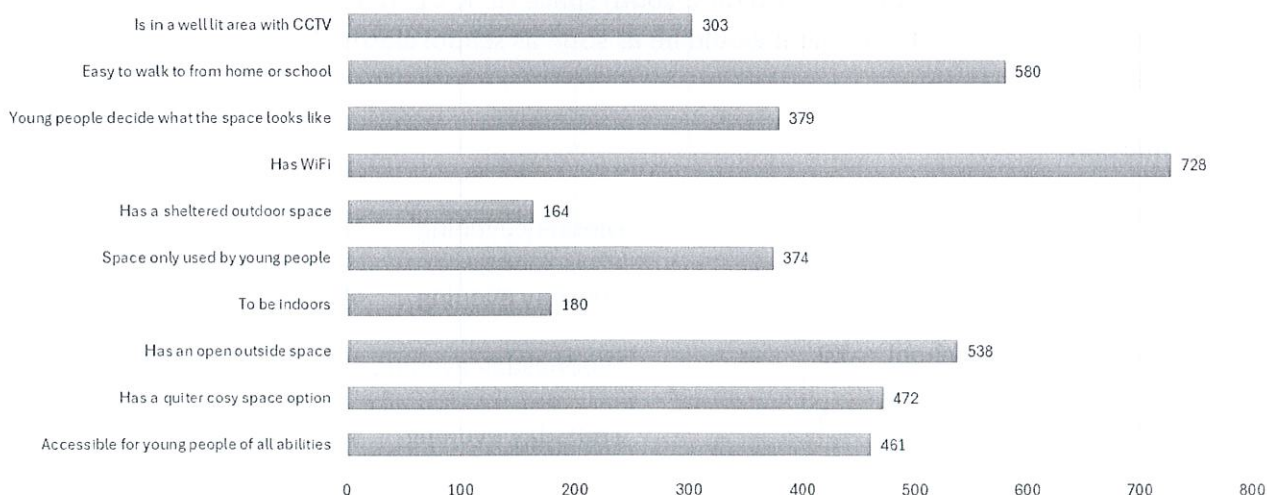
It is encouraging that yet again, the average number of young people engaging with The Door is highest in Stonehouse than anywhere else. The NYA recommends that a standard youth provision can expect to engage 20% of its youth population. Reasons given for 'No' answers were barriers to access (knowledge, transport etc), not feeling the need and social anxiety. There is opportunity to raise awareness, reduce barriers, and make services more approachable for young people who might benefit who said 'I don't know'.

18a. Values - If The Door were to provide a space for young people, what would you say should be the most important values of the youth provision? (choose five that are the most important to you).



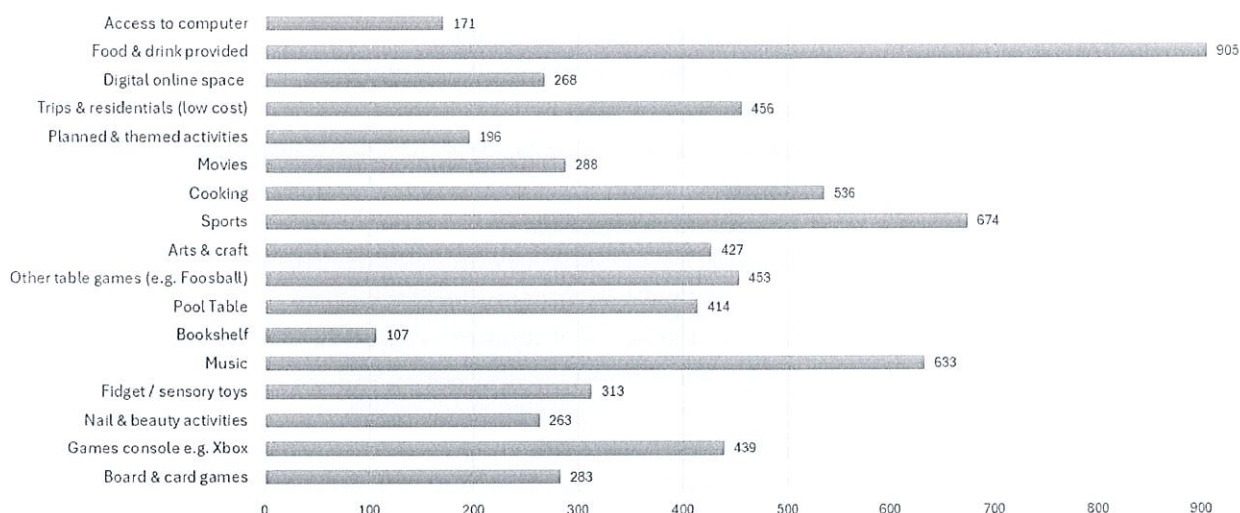
Safe space, non-judgment & friendship are clear value preferences for young people

18b. About the physical space - What would encourage you to come to a youth provision (choose three that are the most important to you).



Nothing attracts young people like free WiFi but the survey shows that ease of access (such as being on route home from school) can make a significant difference as to whether young people will choose to participate in a service.

18c. Things to do - What activities would make you most want to attend a space provided for young people? (choose five that are the most important to you).



Free food is a clear winning attraction to incentivise young people to participate in a youth provision. This is due in part to food poverty in homes but also because young people feel hungry after school and in the evenings.

When would be the best time for you for a youth space to be open for a few hours (choose all that apply). After school would be as soon as school closes, Evenings would be after 6:30pm

Time Slot

Monday after school	74	Monday evening	50
Tuesday after school	72	Tuesday evening	48
Wednesday after school	70	Wednesday evening	46
Thursday after school	60	Thursday evening	34
Friday after school	68	Friday evening	42

The Pod currently opens on Tuesday (2nd) & Friday (4th) after school and Thursday evening (5th). This suggests there may be scopes for a Monday after school or evening session.

If The Door could send youth workers into your school, what support could they provide that would be helpful to you?

