



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 1st December 2025 at 7pm at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA

Committee Members:

Councillors: John Callinan, Keren Capeling, John Parker, 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

25th November 2025

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

A G E N D A

B/933 To receive apologies

B/934 To receive Declarations of Interest

B/935 To approve the minutes of the Business Committee meeting held on 6th October and 3rd November '25

B/936 Matters arising

B/937 To receive the latest budget position

B/938 To approve the latest BACS payment list and provide retrospective approval for Debit Card Payments

B/939 To receive an update on the latest budget setting exercise for 2026/27 financial year

B/940 To recommend for town council approval the latest updated policies:

- Financial Regulations
- Risk Management
- Investment Strategy
- Reserves policy
- Code of Conduct
- Scheme of Delegations
- Scale of charges

B/941 To discuss and approve a financial contribution towards the Open spaces Society's legal support work

B/942 To consider and approve an annual Warranty for the town council's service vehicle

B/943 To recommend for council approval revised Terms of Reference for the HR Sub Committee

B/944 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/945 To note the date of the next meeting - Monday 12th January 2026

Notes on Agenda items, BC Monday 1st December '25

B/935 Minutes	In supporting papers
B/936 Matters arising	<ul style="list-style-type: none"> • SCA grant – confirmed with the association • Installation of new pump for septic tank – completed and working • Pod repairs – works awarded to contractor – to commence in new year • Fig tree grant – confirmed with the Fig Tree • Crimestoppers – orders have been placed • Change of bank signatories – changes being progressed# • Flags – email sent to GCC requesting the removal of flags from lamp posts
B/937 Budget	Budget report in supporting papers
B/938 Payment lists	<p>Members to note that papers will include the following:</p> <ul style="list-style-type: none"> • Payment list for all BACS payments requiring approval • Payment list for debit card payments already made but requiring retrospective approval
B/939 26/27 Budget	Update to be provided at the meeting
B/940 Policies	See attachments
B/941 Open Space Society	See attached subscription form
B/942 Vehicle warranty	See attached grant application from the Fig Tree
B/943 HR ToR	See attached – recommendation from HR Sub Committee to adopt



STONEHOUSE
TOWN COUNCIL

Minutes of a Town Business Committee Meeting held on Monday 3rd November 2025 at 7pm at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA

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

In Attendance: Town Clerk, Cllr Simon MacGregor, a representative of the Fig Tree and a member of the public

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.

A Member of the public raised an issue in relation to the redacted support document attached to a grant application; he stated that information that was readily available in the public domain had also been redacted. The Clerk commented that he had been overzealous with the redactions and apologised.

Cllr Simon MacGregor raised an inaccuracy in relation to his motion in agenda item B/925 - the amount quoted should have included a delivery cost of £6 making the total purchase price for the leaflets £56.

B/919 To receive apologies

There were apologies from Carol Trim

B/920 To receive Declarations of Interest

There were no declarations of interest

B/921 To approve the minutes of the Business Committee meeting held on 6th October '25

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

With the agreement of committee, the Chair brought agenda item B/927 forward

B/927 To recommend for council approval a three year revenue grant for the 'Fig Tree'

Cllr John Callinan spoke very enthusiastically of the Fig Tree's work highlighting many benefits for the countless people attending the facility. It was explained that much of the Reserves held by the Fig Tree had been spent on employing someone to run the place and develop service offerings - this has proven to be extremely helpful. Unfortunately, the organisation was no longer being supported by the Diocese.

The recommendation for town council to approve the three year grant of £5,500 per year for the period 2026/27 to 2028/29 from the council's reserve funding was proposed by Cllr Carol Kambites and Seconded by Cllr Val Randell - all voted in favour

B/922 To receive the latest budget position

Cllr John Callinan raised a suggestion to separate the interest from the town council's investments from the rest of the council's budget and specifically channel the funding into projects; it was suggested that the practicalities be considered outside of the meeting and if necessary to raise the issue under a future agenda

Committee **NOTED** the latest budget position with a total 'Actual Net' Expenditure of £262,646.26; 'Actual Net' Income of £423,928.39 and Reserve movements totalling £24,725.40

B/923 To approve the latest BACS payment list and provide retrospective approval for Debit Card Payments

Committee **APPROVED** BACS payments totalling £6,631.57 and retrospectively **APPROVED** Debit Card payments totalling £45.24.

B/924 To receive an update on the latest budget setting exercise for 2026/27 financial year

Provided overview of recent discussions between officers, Environment and Business committee Chairs and Vice Chairs - to date, discussions have shown an increase in the overall budget of £24,000 - there are however further discussions to be held - for this reason, committee members were asked to provide their inputs as soon as possible. It was recommended that the Clerk provides a copy of the latest Reserves to the next meeting.

B/925 To approve a proposal to raise Stonehouse residents' awareness of 'Crimestoppers' and its benefits to the community, to include:

- The purchase and distribution of one thousand leaflets within the Stonehouse Community at a cost of £50
- The purchase of a two week long social media campaign at a cost of £150

Cllrs Simon MacGregor highlighted the various benefits of making the public aware that they are able to report incidents to 'Crimestoppers' anonymously - he stated that the social media campaign would reach between 1300 to 3700 people reach each day. He also commented that Crimestoppers had distributed leaflets in the area in the past but had ceased doing so in the last two years. There was a worry that people would get worried if it was felt that the campaign was Stonehouse branded - it was confirmed that a generic campaign would be used.

Committee **APPROVED** the purchase for distribution of 1,000 Crimestoppers leaflets at a cost of £50 plus £6 delivery and the purchase of a two week long social media campaign at a cost of £150

B/926 To approve renewal of the Open Spaces Society subscription for a period of one year from 1st August 2025 at a cost of £45

It was agreed that the help and support provided by the Open Spaces Society had been of real value to the community in the recent past and will be in the future.

Committee **APPROVED** the annual subscription of £45 to the Open Spaces Society

B/927 To recommend for council approval a three year revenue grant for the 'Fig Tree'

Agenda item brought forward - see above for details

B/928 To review the council's bank signatories and recommend changes for council approval

With Cllr Neil Gibbs having resigned and Cllr John Callinan unable to access the payment process with Lloyds bank, it was agreed that both Cllrs should be removed as council signatories.

Committee **RECOMMENDED** that Cllrs John Parker and Keren Capeling be approved as new bank signatories at the next full town council meeting.

B/929 To nominate town councillors to undertake regular bank reconciliation checks

Committee **RECOMMENDED** Council approve Cllrs Carol Trim and John Callinan to undertake future regular bank reconciliation checks.

B/930 To recommend council approve the updated Standing Orders

Committee read through the recommended changes to the document and agreed on the final version to be submitted for full town council approval.

Committee **RECOMMENDED** full council approve the amended Standing Orders document. Cllr John Callinan abstained from the vote.

B/931 To receive updates from the following working groups:

1. Climate Change Action Forum

The working group held a recent meeting - they had discussed the revision of the Biodiversity action plan and considered the use of solar panels at the Pavilion building (still being worked on by officers) - it was thought that the community centre might consider installing solar panels to help reduce its energy bills. It was recommended that the Chair of the SCA talk to Severn Wye Energy

2. Communications

Communications policy to be reviewed - the group is to look at how council might improve their communication of the good work council does. A comms meeting to be held shortly to discuss.

3. Oldends Lane Development

The working group and the wider council to consider new priorities for the OELD now that sewer line is in place. The group has not met

recently as it need more councillors - Keith Terry agreed to join;
Council to be approached to ask for additional members

4. Support Stonehouse

Not met recently - looking to review what can be done to help local people in need of support

5. Youth

Youth working group to meet in December - report to follow - The Door has its awards event - currently 5 Cllrs will be attending

6. Policy

The group are currently reviewing the council's Financial Regulations and will bring these to BC next month

7. Internal Audit Panel

The next audit is due before the end of November

8. Local Government Review

Current information in circulation finally recognises the existence of parish and town councils - The Glos authorities are due to make their submissions to Government later this month.

B/932 To note the date of the next meeting - Monday 1st December 2025
Committee **NOTED** the date of the next meeting

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 24/11/25 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/25

		2025/2026	Reserve	Actual Net	Balance	Bal %age
INCOME						
Town Business Committee						
100	Precept	£410,143.00	£0.00	£410,133.00	-£10.00	0.00%
105	Newsletter Advertising	£100.00	£0.00	£0.00	-£100.00	-100.00%
120	Feed-in Tariff from Town Hall	£800.00	£0.00	£725.04	-£74.96	-9.37%
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	£1,404.03	-£595.97	-29.80%
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	£1,837.50	-£162.50	-8.13%
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	£4,352.27	£3,852.27	770.45%
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	£1,286.96	-£1,713.04	-57.10%
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 24/11/25 inclusive. Includes due and unpaid transactions. Includes commitments.

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	£7,898.21	-£13,101.79	-62.39%
Total Town Business Committee	£458,480.00	£0.00	£427,752.01	-£30,727.99	-6.70%
EXPENDITURE					
Town Business Committee					
1000 Salaries					
1000/1 Contracted staff	£223,800.00	£0.00	£143,081.95	£80,718.05	-36.07%
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	£143,081.95	£80,718.05	-36.07%
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	£915.00	-£415.00	83.00%
1010 Total	£3,000.00	£0.00	£2,247.98	£752.02	-25.07%
1020 Health & Safety	£2,500.00	£0.00	£878.98	£1,621.02	-64.84%
1030 Professional Fees	£8,000.00	£0.00	£4,802.91	£3,197.09	-39.96%
1040 IT support					
1040/1 General	£6,750.00	£0.00	£2,799.65	£3,950.35	-58.52%
1040/2 Website	£1,300.00	£0.00	£1,032.27	£267.73	-20.59%
1040/3 Newsletter	£0.00	£0.00	£800.00	-£800.00	100.00%
1040/4 Phones	£1,500.00	£0.00	£197.34	£1,302.66	-86.84%
1040/5 Printing	£0.00	£0.00	£346.44	-£346.44	100.00%
1040 Total	£9,550.00	£0.00	£5,175.70	£4,374.30	-45.80%
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 24/11/25 inclusive. Includes due and unpaid transactions. Includes commitments. 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	£9,700.00	£20,290.00	£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	£9,700.00	£20,290.00	£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	£378.07	£821.93	-68.49%
1070/3 Electric	£3,000.00	£0.00	£1,555.79	£1,444.21	-48.14%
1070/4 Gas	£1,800.00	£0.00	£374.14	£1,425.86	-79.21%
1070/5 Interior Maintenance (reactive)	£500.00	£0.00	£1,556.99	£-1,056.99	211.40%
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	£9,489.66	£2,510.34	-20.92%
1080 Town Hall/Library STC costs					
1080/1 Exterior Maintenance/Cleaning	£500.00	£0.00	£234.45	£265.55	-53.11%
1080/2 Interior Cleaning	£1,700.00	£0.00	£1,475.69	£224.31	-13.19%
1080 Total	£2,200.00	£0.00	£1,710.14	£489.86	-22.27%
1090 Admin Expenses					
1090/1 Paper	£250.00	£0.00	£111.34	£138.66	-55.46%
1090/2 Other	£500.00	£0.00	£1,046.47	£-546.47	109.29%
1090/3 Printing and Delivery of Newsletters	£8,000.00	£0.00	£5,021.00	£2,979.00	-37.24%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 24/11/25 inclusive. Includes due and unpaid transactions. Includes commitments. 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	£6,223.81	£3,026.19	-32.72%
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	£1,342.67	£-142.67	11.89%
1140/3	Electric	£6,300.00	£0.00	£2,763.50	£3,536.50	-56.13%
1140/4	Cleaning	£1,000.00	£0.00	£883.72	£116.28	-11.63%
1140/5	Maintenance (reactive)	£2,000.00	£0.00	£5,245.00	£-3,245.00	162.25%
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	£3,036.68	£-2,336.68	333.81%
1140	Total	£12,900.00	£0.00	£13,318.35	£-418.35	3.24%
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	£6,882.43	£-670.04	223.35%
1150/4	Maintenance (programmed)	£700.00	£0.00	£120.03	£579.97	-82.85%
1150/5	Waste Collection	£1,800.00	£0.00	£1,180.90	£619.10	-34.39%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 24/11/25 inclusive. Includes due and unpaid transactions. Includes commitments. 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	£8,183.36	£1,029.03	-31.18%
1160 Equipment & Vehicle Costs					
1160/1 Equipment and Vehicle costs	£700.00	£550.00	£1,105.12	£144.88	-20.70%
1160/2 Maintenance	£600.00	£0.00	£75.00	£525.00	-87.50%
1160/3 Fuel	£900.00	£0.00	£378.13	£521.87	-57.99%
1160/4 Tax	£200.00	£0.00	£345.00	£-145.00	72.50%
1160/5 MOT/Service	£600.00	£0.00	£0.00	£600.00	-100.00%
1160 Total	£3,000.00	£550.00	£1,903.25	£1,646.75	-54.89%
1170 Youth Centre Workers	£66,000.00	£0.00	£48,750.50	£17,249.50	-26.14%
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	£114.32	£185.68	-61.89%
1180/3 Electric	£1,500.00	£0.00	£668.92	£831.08	-55.41%
1180/4 Cleaning	£1,300.00	£0.00	£789.50	£510.50	-39.27%
1180/5 Maintenance (reactive)	£1,000.00	£0.00	£752.89	£247.11	-24.71%
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	£472.74	£527.26	-52.73%
1180 Total	£8,800.00	£0.00	£4,325.59	£4,474.41	-50.85%
1200 Subscriptions	£3,500.00	£0.00	£2,691.45	£808.55	-23.10%
1210 Insurances					

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 24/11/25 inclusive. Includes due and unpaid transactions. Includes commitments.
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	£4,443.52	£4,378.52	£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	£7,108.52	£7,033.52	£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	£32,456.20	£298,281.14	£133,755.06	-33.47%
Total Town Business Committee In	£458,480.00	£0.00	£427,752.01	-£30,727.99	
Total Town Business Committee E	£399,580.00	£32,456.20	£298,281.14	£133,755.06	
Total Net Balance	£58,900.00		£129,470.87		

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
4722		£3,428.26	1190/3	24/10/25	All Out Play - OEL Play Area - gate replacement, tower system surfacing, mound tunnel repairs/surfacing	7453
		£3,428.26			All Out Play - Total	
4708		£92.00	2050/1	19/11/25	Carol Kambites - Goodwill Grotto Presents	
		£92.00			Carol Kambites - Total	
4707		£180.00	1180/9	19/11/25	Cotswold Security Group Ltd - 2025/26 Annual Keyholding - Pod	11458
		£180.00			Cotswold Security Group Ltd - Total	
4712		£600.00	1090/3	20/11/25	Dor2Dor - Delivery of Stonehouse News Winter 2025	2368
		£600.00			Dor2Dor - Total	
4723		£1,796.39	1070/5	12/11/25	Gloucestershire County Council - Percentage of repairs to Library	1800851836
		£1,796.39			Gloucestershire County Council - Total	
4702		£4,948.98	2000	18/11/25	M D Electrical Contracting - Remedials for Christmas Lights on High Street	2617
4705		£4,236.74	2000	18/11/25	M D Electrical Contracting - Christmas Lighting support works	2564
		£9,185.72			M D Electrical Contracting - Total	
4703		£1,060.00	1090/3	18/11/25	MDL Kelex - Print Stonehouse News Issue 59 x 4000	26482
		£1,060.00			MDL Kelex - Total	
4706		£45.00	1200	19/11/25	Open Spaces Society - Membership Renewal 25/26	7913825/26
		£45.00			Open Spaces Society - Total	
4704		£1,638.00	1030	18/11/25	PKF Littlejohn - Annual Governance & Accountability Return	GL0215
		£1,638.00			PKF Littlejohn - Total	
4711		£7,500.00	1060/1	20/11/25	Stonehouse Community Association - Grant - Approved FTC 28th November 2025 TC3508	
		£7,500.00			Stonehouse Community Association - Total	
4719		£2,952.60	1190/1	23/11/25	T W Hawkins & Sons - Nov '25 - Contract mowing	014404
		£2,952.60			T W Hawkins & Sons - Total	

Signature

Signature

Date

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
4720		£720.00	1010/2	24/11/25	Zone Safety Training - First Aid Training - Cllrs x 7 Public x 5	1007
		£720.00			Zone Safety Training - Total	
		£4,324.61			Confidential - Staff Costs	
Total		£33,522.58				

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Stonehouse Town Council

Expenditure transactions - payments approval list Start of year 01/04/25

BACS Approval List - Additional Payment

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
4725		£4,199.00	£4,199.00	1160/1	01/10/25	7813	T W Hawkins & Sons - Hawkins Groundcare - ego zero turn mower, 4 x batteries and charger	
Sub Total		£4,199.00	£4,199.00					
Total		£4,199.00	£4,199.00					

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Date

28/11/25 10:17 AM Vs: 9.12.01

Expenditure transactions

Start of year 01/04/25

Confidential - Staff Costs

Tn no	Gross	Vat	Net	CtteeInvoice date	Details	Cheque	Cheque Total
4700	£4,324.61	£0.00	£4,324.61	BUS 17/11/25	HMRC	November '25.	
Total	£4,324.61	£0.00	£4,324.61				

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

Debit Card Approval List

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
4709		£219.99	1090/2	19/11/25	Daniels TV - TV wall bracket and installation - TH	
		£219.99			Daniels TV - Total	
4721		£345.00	1160/4	24/11/25	DVLA - Van tax 25/26	266360483821232
		£345.00			DVLA - Total	
4717		£5.99	1090/2	19/11/25	Ebay - Red gift tags - TH Tree of Kindness	85275
		£5.99			Ebay - Total	
4716		£0.59	1040/2	20/11/25	Fasthosts - Wordpress Business - 12 month contract ending 18/07/26	
		£0.59			Fasthosts - Total	
4718		£820.00	2090/1	20/11/25	Stroud District Council - Ship Inn Site - Planning pre application advice ref PRE/188	
		£820.00			Stroud District Council - Total	
Total		£1,391.57				

Signature

Date

Signature



STONEHOUSE TOWN COUNCIL

STONEHOUSE TOWN COUNCIL - FINANCIAL REGULATIONS

Contents	Page
1. General.....	2
2. Risk management and internal control.....	3
3. Accounts and audit	4
4. Budget and precept	5
5. Procurement	6
6. Banking and payments.....	8
7. Electronic payments	9
8. Cheque payments.....	11
9. Payment cards.....	11
10. Payment of salaries and allowances	11
11. Loans and investments	12
12. Income	12
13. Payments under contracts for building or other construction works	13
14. Stores and equipment.....	13
15. Assets, properties and estates	13
16. Insurance.....	14
17. [Charities]	14
18. Suspension and revision of Financial Regulations	14
Appendix 1 - Tender process.....	16

These Financial Regulations were adopted by the council at its meeting held on 18th November 2024 (Minute Number TC3347) – Next Review (May 2025).

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000; and

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk/RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
 - **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 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.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return (AGAR).
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council

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

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

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

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its budget requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council. The RFO will inform committees of any salary implications before they consider their draft budgets.

4.3. No later than October each year, the RFO shall, with council input, prepare a draft preliminary budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year.

4.6. The draft budget with any committee proposals and forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.

- 4.7. Having considered the proposed budget and forecast, the council shall determine its precept requirement. The council shall set a precept to cover the budget requirement (with consideration given to the use of its general reserves) no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. In the event the authority is operating without the General Power of Competence, the RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed [£60,000] including VAT, the Clerk shall seek formal tenders from at least three suppliers advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of**

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

contract opportunities and the publication of notices about the award of contracts.

- 5.8. For contracts greater than £3,000 excluding VAT the Clerk/RFO shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk/RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the councillor relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority detailed within the Scheme of Delegations, for any items below £1,000 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
 - a duly delegated committee of the council or nominated working group for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT
 - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
 - the council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £3,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £1,000 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with several institutions including 'Churches, Charities and Local Government (CCLA)', 'Lloyds Banks', 'Charity Bank', 'Cambridge Building Society', 'Melton Building Society', 'Nationwide Building Society'. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making online BACS payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

- 6.5. All payments shall be made by online banking and occasionally through the forced use of a Debit Card], in accordance with a resolution of the council, or duly delegated committee or a delegated decision by an officer}, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. A list of such payments shall be reported to the next appropriate meeting of the council or Business Committee for information only.
- 6.8. The Clerk/RFO shall have delegated authority to authorise payments in the following circumstances:
 - i. any payments of up to £1,000 excluding VAT, within an agreed budget.
 - ii. payments of up to £3,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of the council, where the Clerk/RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Business committee.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £90,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Business committee.
- 6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, (relevant invoices to be made available upon request to the council or Business committee). The council or Business committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify five councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

- 7.3. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to all five authorised signatories.
- 7.4. In the prolonged absence of the Service Administrator, the Deputy Clerk will act as the *Service Administrator* for the purpose of setting up any payments due before the return of the Service Administrator.
- 7.5. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.6. Evidence shall be retained showing which members approved the payment online for audit purposes.
- 7.7. A full list of all payments made in a month shall be provided to the next council meeting through a Bank Reconciliation statement a copy of which will be appended to the minutes}.
- 7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised signatories. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.9. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.
- 7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.13. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1 Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the clerk
- 8.2 A signatory having a family or business relationship with the beneficiary of a payment shall not, under any circumstances, be a signatory to that payment
- 8.3 To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and cheque
- 8.4 Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council (or committee) meeting. Any signatures obtained away from council meetings shall be reported to the council or Business committee at the next convenient meeting

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or Business committee in writing before any order is placed.
- 9.2. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £300 including VAT, incurred in accordance with council policy and being given prior approval by the RFO or relevant committee.

10. Payment of salaries and allowances

- 10.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 10.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 10.3. Salary rates shall be agreed by the council, or a duly delegated Committee/Sub Committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee/Sub Committee.
- 10.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 10.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 10.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Audit Working Group through the Council's quarterly Internal Control Checks to ensure that the correct payments have been made.

10.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

10.8. Before employing interim staff, the council must consider a full business case.

11. Loans and investments

11.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

11.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year, must be authorised by the full council, following a written report on the value for money of the proposed transaction.

11.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

11.4. All investment of money under the control of the council shall be in the name of the council.

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

11.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

12. Income

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

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.

12.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

12.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

12.5. Personal cheques shall not be cashed out of money held on behalf of the council.

- 12.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date}.
- 12.7. Where significant sums of cash are received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 12.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council to meet expenditure already incurred by the authority will be given by the Managing Trustees of the charity meeting separately from any council meeting.

13. Payments under contracts for building or other construction works

- 13.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 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.

14. Stores and equipment

- 14.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 14.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 14.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 14.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

15. Assets, properties and estates

- 15.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 15.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

15.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

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

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

16. Insurance

16.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

16.2. The Clerk/RFO shall give due consideration of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

16.3. The Clerk/RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The Clerk/RFO shall negotiate all claims on the council's insurers.

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.

17. [Charities]

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

18. Suspension and revision of Financial Regulations

18.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been

presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

- 18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Orders clause 19 d – f and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



RISK MANAGEMENT POLICY

Introduction

Risk management is an essential part of effective corporate governance. Stonehouse Town Council recognises that it has a responsibility to manage its risks effectively in order to protect its employees, assets, liabilities and community against potential losses, damage, injury or failure to achieve the Council's policies and objectives. The Council is aware that not all risks can be eliminated fully, and therefore will have in place procedures for effectively managing risks.

The Town Council will:

- Ensure that Risk Management forms an integral part of the Council's procedures.
- Manage any risk in accordance with best practice.
- Anticipate and respond to changing social, environmental and legislative requirements.
- Identify risks and the impact of those risks when adopting policies and making operational decisions.
- Positively and actively promote an awareness of risk management for all council services.

Categories Of Risk

Categories of risk could include, Strategic Risk (adverse impacts of poor decision-making), Legal/Compliance Risk, Financial Risk, Staffing Risk, Health & Safety Risk, Environmental Risk.

Risk Assessment & Action

Risks will be identified and then assessed according to the following criteria:

	Major impact (3)	Moderate impact (2)	Minor impact (1)
High risk (3)	Score 9	Score 6	Score 3
Medium risk (2)	Score 6	Score 4	Score 2
Low risk (1)	Score 3	Score 2	Score 1

Score 9: circumstances giving rise to risk to be eliminated if possible.

Score 4-6: risk requires immediate and/or continuous management and monitoring.

Score 2-3: risk requires management and monitoring.

Score 1: risk does not require management but may be monitored.

Note! Risk Management can include the transfer of risk by e.g. taking out insurance or buying in a service from a specialist provider

Implementation

The Town Council will:

- a) Establish clear roles, responsibilities and reporting lines within the Council.
- b) Inform relevant Committees of the Council, where applicable, of potential risks identified.
- c) Provide training of staff in risk management procedures.
- d) Carry out risk assessments in all areas of the council's activities.
- e) Continue to monitor procedures and assessments periodically.
- f) Prepare contingency plans for potential risks which could have a significant effect on the Council and or the community.
- g) Maintain a risk register which will be reviewed annually

An Action Plan will be produced from a risk assessment if required. Where relevant, the risk assessment and Action Plan will be reported to the responsible Committee, along with any mitigation proposals and financial consequences that may require funds to achieve.

Risk assessments will be monitored and reviewed at appropriate points, either during the progress of a particular project, or in the case of functions and services provided by the Town Council, whenever there is any significant operational or legislative change impacting on that function or service.

Every report requiring action prepared for consideration by elected members will contain a paragraph entitled Risk Assessment, wherein the risk of any proposal will be assessed and mitigation proposals suggested where appropriate.

Roles & Responsibilities

Councillors: To oversee effective management of risk in all Council activities; to pay due regard to risk assessment in all decision-making.

Officers: To ensure that the Council manages risk effectively through the development and implementation of the risk management procedures outlined above.

Employees: To manage risk effectively within their work areas.

This policy is to be read in conjunction with the following Stonehouse Town Council policies:

- Health & Safety
- Environment
- Financial Regulations
- Investment Strategy

Reviewed: 18th March 2024 (Minute No TC3217)

Next Review: March 2025



INVESTMENT STRATEGY 2025

1. INTRODUCTION

1.1 Stonehouse Town Council acknowledges the importance of prudently investing temporarily surplus funds held on behalf of the community. This strategy complies with the requirements set out in the Ministry of Housing, Communities and Local Government Guidance on Local Government Investments and takes account of Section 15(1)(a) of the Local Government Act 2003 and guidance within 'Governance and Accountability for Smaller Councils Practitioners' Guide'.

2. INVESTMENT OBJECTIVES

2.1 The Council's investment priorities are, in order of importance:

- the security of its reserves;
- the adequate liquidity of its investments;
- the yield on investments.

2.2 Social, ethical and environmental factors will be taken into account as far as is practicable when considering investment options.

2.3 All investments will be made in sterling.

2.4 Borrowing money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.

3. SPECIFIED INVESTMENTS

3.1 Specified investments are those offering high security and high liquidity, made in sterling and with a maturing of no more than a year. For the prudent management of its treasury balances the Council will use banks, building societies, local authorities or other public authorities and CCLA (Churches, Charities and Local Authorities investment Management Ltd) Public Sector Deposit Fund (PSDF)

4. NON-SPECIFIED INVESTMENTS

4.1 Non-specified investments have greater potential risk - examples include investment in the money market, stocks and shares. The Council will not use this type of investment.

5. LIQUIDITY OF INVESTMENTS

5.1 The Responsible Finance Officer in consultation with the Business Committee will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

5.2 Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid over to the counterparty.

6. LONG TERM INVESTMENTS

6.1 Long term investments are defined in the Guidance as greater than 36 months. The Council does not currently hold any funds in long term investments.

7. NON-FINANCIAL INVESTMENTS

7.1 Non-financial investments are assets such as property held primarily or partly to generate a profit. The Council does not hold any non-financial investments.

8. RISK MANAGEMENT

8.1 Management of financial risk may include (but not be limited to) aiming to spread investments across institutions regulated by the PRA or FCA in line with the current level of protection offered by the Financial Services Compensation Scheme, and reviewing the credit rating of institutions.

9. END OF YEAR INVESTMENT REPORT

9.1 Investment forecasts for the coming financial year are accounted for when budgets are prepared.

9.2 At the end of the financial year the Responsible Finance Officer will report on investment activity to Business Committee and full Council.

10. REVIEW AND AMENDMENT OF REGULATIONS

10.1 This strategy will be reviewed annually and revised if considered necessary.

10.2 The investment strategy for the coming financial year will be prepared by the Responsible Financial Officer for approval by Business Committee and full Council.

10.3 The Council reserves the right to make variations to the strategy at any time subject to the approval of full Council. Any variations will be made available to the public.

11. TREASURY MANAGEMENT ADVICE

11.1 Treasury management advice may typically come from either the principal local authority or financial advisers with expertise in advising local authorities and councils.

11.2 The Council does not currently have external treasury management advisers. The Council will consider appointing advisers if significant future funds are to be invested.

11.3 The Council will arrange for its members and officers to undertake appropriate training if deemed necessary to enable robust monitoring and decision making with regard to its investments.

11.4 External investment managers would be contractually required to comply with this strategy.

12. FREEDOM OF INFORMATION

12.1 This document will be posted on the Council's website.

APPENDIX - STATEMENT OF INVESTMENTS AS OF 13/11/2025

CCLA	£523596.81
STC (Current Account – Lloyds Bank)	£19,524.40
Barclays	£0
Cambridge	£85,000.00
Charity Bank	£82,177.07
Lloyds Business Instant	£0
Melton Building Society	£85,000.00
Nationwide	£94,465.63
NatWest	£0
Total Investments (excl STC current account)	£889,763.91

Document Last Approved by Town Council: 18th March 2024 (Minute No TC3217)

Next review date: 2025



STONEHOUSE
TOWN COUNCIL

RESERVES POLICY

It is the policy of Stonehouse Town Council that:

1. the Council's General Reserve should be maintained at a minimum of three months Net Revenue Expenditure.
2. the Council's budget shall be planned so as to ensure that this level of General Reserve is maintained.
3. the minimum level of General Reserve shall be reviewed in the light of changes in activity levels and/or the range of services provided by the Council.
4. earmarked and other Reserves shall be separately identified and enumerated, shall be held for genuine and intended purposes only, and shall be reviewed and justified annually.

Adopted by the Town Council

Date: 22nd January 2024 (Minute No TC3175)

Review Date: January 2025



STONEHOUSE
TOWN COUNCIL

Stonehouse Town Council

CODE OF MEMBERS' CONDUCT

Adopted: 18th March 2024

Review: March 2025

Contents

- I Introduction
- II Scope of the Code of Conduct
- III General Principles of Councillors' Conduct
- IV Rules of Conduct
- V Registration of Interests
- VI Declaration of Interests and Restrictions on Participation
- VII Duties in respect of the Standards Panel
- VIII Dispensations
- IX Definitions

Appendix A – Disclosable Pecuniary Interests

Appendix B – Other Registrable Interests

I. Introduction

1. This Code of Conduct (Code) is adopted pursuant to the Council's duty to promote and maintain high standards of conduct by Members of the Council.

Members have a duty to uphold the law and to act on all occasions in accordance with the public trust placed in them.

II. Scope of the Code of Conduct

2. The Code applies to Members whenever acting in their official capacity as a Member of Stonehouse Town Council, including;
 - (a) when engaged in the business of Stonehouse Town Council including Ward business or representing the Council externally;
 - (b) when behaving so as to give a reasonable person the impression of acting as a representative of Stonehouse Town Council.

This Code of Conduct does not seek to regulate what Members do in their purely private and personal lives.

3. The obligations set out in this Code are in addition to those which apply to all Members by virtue of the procedural and other rules of the Council and any Protocols and Policies which may be adopted from time to time by the Council.
4. Failure to comply with the requirements within this Code of Conduct which relate to disclosable pecuniary interests and which are set out in sections V and VI and Appendix A is a criminal offence.¹

III. General Principles of Members' Conduct

5. In carrying out their duties in exercising the functions of their Authority or otherwise acting as a Councillor, Members will be expected to observe the general principles of conduct set out below. These principles will be taken into consideration when any allegation is received of a breach of the provisions of the Code.
 - *Selflessness*
 - *Integrity*
 - *Objectivity*
 - *Accountability*

¹ Section 34 Localism Act 2011

- *Openness*
- *Honesty*
- *Leadership*

IV. Rules of Conduct

- Members shall base their conduct on a consideration of the public interest, avoid conflict between personal interest and the public interest and resolve any conflict between the two, at once, and in favour of the public interest.
- Members shall observe the following rules:-

General Requirements

- Do** treat everyone with respect.
- Do** promote equalities and **do not** discriminate unlawfully against any person.
- Do** promote and support high standards of conduct when serving in your public post by leadership and example.
- Do not** behave in a manner which brings your role or the Council into disrepute.
- Do not** bully any person.
- Do not** harass any person
- Do not** use your position improperly to confer on or secure for yourself or any other person, an advantage or disadvantage, or seek to improperly influence a decision about any matter from which you are excluded from participating or voting as a result of the requirements of Part VI of this Code.
- Do not** do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the Council.
- Do not** disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, unless—
 - you have the consent of a person authorised to give it;
 - you are required by law to do so;
 - the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - the disclosure is –
 - reasonable and in the public interest; and

(b) made in good faith and in compliance with the reasonable requirements of the Council.

Before making any disclosure under (iv) above, the written advice of the Clerk or Monitoring Officer must be sought and considered.

(10) **Do not** prevent another person from gaining access to information to which that person is entitled by law.

(11) **Do not** use knowledge gained solely as a result of your role as a Member for the advancement of your own interests.

When using the resources of the Council, or authorising the use of those resources by others:

(12) **Do** act in accordance with the Council's requirements including the requirements of the Council's ICT Policy.

(13) **Do** ensure that such resources are not used for political purposes (including party political purposes) unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the Council or to the office to which you have been elected or appointed.

(14) **Do** have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

When making decisions on behalf of, or as part of, the Council:

(15) **Do** ensure that decisions are made on merit, particularly when making public appointments, awarding contracts, or recommending individuals for rewards or benefits.

(16) **Do** have regard to advice provided to you by the Council's Officers, particularly that provided by the Clerk where such advice is offered pursuant to their statutory duties.

(17) **Do** be as open as possible about your own decisions and actions and those of the Council and be prepared to give reasons for those decisions and actions.

(18) **Do** ensure that you are accountable for your decisions and co-operate fully with whatever scrutiny is appropriate to your office.

V. Registration of Interests

8. Members shall observe the following rules when registering their interests.
 - (1) **Do**, within 28 days of taking office as a Member (or Co-opted Member), notify the Clerk of any disclosable pecuniary interest as defined in Appendix A and any other registrable interest as defined in Appendix B.
 - (2) **Do**, within 28 days of the date of a disclosure referred to in Paragraph 9(2) of this Code, notify the Clerk of the interest.
 - (3) **Do** notify the Clerk of any new interest (disclosable pecuniary or other registrable interest) or change to any registered interest within 28 days of the date of that change.
 - (4) **Do** approach the Clerk if you feel that your interest should be treated as sensitive because its disclosure could lead to you, or a person connected with you, being subject to violence or intimidation.

VI. Declaration of Interests and Restrictions on Participation

Members must observe the following rules:-

9. Disclosable Pecuniary Interests

Where a matter, in which you have an interest as specified in Appendix A (disclosable pecuniary interests), arises at a meeting at which you are present, or where you become aware that you have such an interest in any matter to be considered or being considered at the meeting:-

- (1) **Do** disclose the interest to the meeting. If the Clerk considers it a sensitive interest, you must declare that you have an interest but do not need to disclose the nature of the interest.
- (2) **Do** ensure that, if your interest is not entered in the Council's Register, you disclose the interest to the meeting as required in 9(1) above and that you notify the Clerk of the interest within 28 days in accordance with Paragraph 8(3) of this Code.
- (3) **Do** withdraw from the meeting and **do not** vote on the matter, participate, or participate further, in any discussion of the matter at the meeting unless a dispensation has been granted.

10. Other Interests (Other Registrable Interests Appendix B and Non -registrable Interests)

Where a matter, in which

either you have an interest as specified in Appendix B (other registrable interests),
or where a decision on the matter might reasonably be regarded as affecting, to a greater extent than it would affect the majority of other Council taxpayers, ratepayers or inhabitants of the Ward affected by the decision, your well-being or financial position or the well-being or financial position of a member of your family, or any person with whom you have a close association, or who has a contractual relationship (including employment) with yourself, member of your family or close associate, arises at a meeting at which you are present, or where you become aware that you have such an interest in any matter to be considered or being considered at the meeting:-

- (1) **Do** ensure that you disclose the interest to the meeting. If the Clerk considers it a sensitive interest, you must declare that you have an interest but do not need to disclose the nature of the interest.
- (2) **Do** leave the meeting and **do not** vote on the matter, participate, or participate further, in any discussion of the matter at the meeting (unless a dispensation has been granted or it is an excepted function), if,
 - (a) it affects the financial position of an interest specified in Appendix B (other registrable interests)
 - (b) it affects your financial position or well-being or that of a member of your family, or any person with whom you have a close association, or who has a contractual relationship (including employment) with yourself, member of your family or close associate
or
 - (c) it relates to the determination of any approval, consent, licence, permission or registration in relation to you or any person or body described in (a) and (b) above and a reasonable member of the public knowing the facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest.

The rules set out in Paragraph 10(4) above do not have the effect of precluding a Member from attending a meeting only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. The Member must, after making their submission, withdraw immediately from the meeting.

VII. Duties in respect of the Standards Panel

11. Members shall observe the following:-

- (1) **Do** undertake training on the Code of Conduct as required by the Council.
- (2) **Do** co-operate, at all stages, with any investigation into your conduct which may be carried out in accordance with the arrangements for the investigation and determination of complaints which have been put in place by the Council.
- (3) **Do not** seek to intimidate, or attempt to intimidate, any person who is, or is likely to be, a complainant, a witness or involved in the administration of any investigation or proceedings in relation to an allegation that a Member has failed to comply with his or her Authority's Code of Conduct.
- (4) **Do** comply with any sanction imposed on you following a finding that you have failed to comply with the Code of Conduct.

VIII. Dispensations

12. Where a Member has a disclosable pecuniary interest as described in this Code, and set out in Appendix A, or has an interest which would preclude the Member's participation in the item of business as described in Paragraph 10 of this Code, the Member may apply to the Clerk for a dispensation.
13. The Council may grant a Member a dispensation to participate in a discussion and vote on a matter at a meeting even if the Member has a disclosable pecuniary interest as described in this Code, and set out in Appendix A, or has an other registrable interest (Appendix B) or non-registrable interest which would preclude the Member's participation in the item of business as described in Paragraph 10 of this Code.

IX. Gifts and Hospitality

14. When offered gifts or hospitality in your capacity as a Member of the Council, the following rules must be observed.
 - (1) **Do not** accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence to show favour from persons seeking to acquire, develop or do business with the Council or from persons who may apply to the Council for any permission, licence or other significant advantage.
 - (2) **Do** register with the Clerk any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt. (Appendix B).
 - (3) **Do** register with the Clerk any significant gift or hospitality that you have been offered but have refused to accept.

IX. Definitions

The following are definitions which apply for the purposes of this Code of Conduct.

1. Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate, or injure the recipient.
2. "Close associate" means someone with whom you are in close regular contact over a period of time who is more than an acquaintance. It may be a friend, a colleague, a business associate or someone you know through general social contacts. It is someone a reasonable member of the public would think you might be prepared to favour/disadvantage ("close association" shall be construed accordingly).
3. Harassment is conduct, on at least two occasions, that causes alarm or distress or puts people in fear of violence
4. "Meeting" is a meeting of the Council, or any Committee, Sub-Committee, Joint Committee or Joint Sub-Committee of the Council.
5. "Member" is an elected Member or a Co-opted Member of the Authority. "Co-opted Member" is a person who is not a Member of the Council but who is either a Member of any Committee or Sub-Committee of the Council, or a Member of, and represents the Council on, any Joint Committee or Joint Sub-Committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that Committee or Sub-Committee.

6. "Member of your family" means:
- Partner (spouse/civil partner/someone you live with as if a spouse or civil partner);
 - A parent/parent-in-law, son/daughter, step-son/step-daughter, child of partner; or the partners of any of these persons;
 - A brother/sister, grandparent/grandchild, uncle/aunt, nephew/niece; or the partners of any of these persons.
7. "Clerk" is the Clerk to the Council.
8. "Pending notification" is an interest which has been notified to the Clerk but which has not been entered in the Council's Register in consequence of that notification.
9. Respect means politeness and courtesy in behaviour, speech, and in the written word.
10. "Standards Panel" is the Standards Panel of Stroud District Council.
11. "The Act" is the Localism Act 2011.
12. "The Council" is Stonehouse Town Council
13. Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation
14. "Well-being" means general sense of contentment and quality of life.
15. Excepted functions are functions of the Council in respect of
- (i) housing, where the Member is a tenant of the Council provided that those functions do not relate particularly to the Member's tenancy or lease;
 - (ii) an allowance, payment or indemnity given to Members;
 - (iii) any ceremonial honour given to Members; and
 - (iv) setting Council tax or a precept under the Local Government Finance Act 1992.

Disclosable Pecuniary Interests

The interests set out below are "Disclosable Pecuniary Interests" in accordance with the Localism Act 2011 and Members must notify the Clerk in accordance with Paragraphs 8(1)-(3) of this Code of Conduct of any interest which is an interest of **the Member (M) or of any of the following**:

- the Member's spouse or civil partner;
- a person with whom the Member is living as husband and wife; or
- a person with whom the Member is living as if they were civil partners;

and the Member is aware that that other person has the interest.

Subject	Disclosable Pecuniary Interest
Employment, Office, Trade, Profession or Vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a Trade Union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992(a).
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority – (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate Tenancies	Any tenancy where (to M's knowledge) – (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.

Securities

Any beneficial interest in securities of a body where –
(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority;
and
(b) either –

(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

- (a) "the Act" means the Localism Act 2011;
- (b) "body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;
- (c) "director" includes a member of the committee of management of an industrial and provident society;
- (d) "land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;
- (e) "M" means a member of a relevant authority;
- (f) "member" includes a co-opted member;
- (g) "relevant authority" means the authority of which M is a member;
- (h) "relevant period" means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;
- (i) "relevant person" means M or any other person referred to in section 30(3)(b) of the Act;
- (j) "securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000(b) and other securities of any description, other than money deposited with a building society.

Other Registrable Interests

The interests set out below are "other registrable interests" which must be notified to the Clerk in accordance with Paragraphs 8(1), 8(2) and 8(4) of this Code of Conduct.

A Member must notify the Clerk of any interest held by **the Member** in any of the categories set out below:-

Subject	Other Interest
Management or Control	Any body of which the Member is in a position of general control or management (including where you have been appointed or nominated by the Council.)
Public/Charitable and Other External Bodies	Any body – (a) exercising functions of a public nature; (b) directed to charitable purposes; or (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or Trade Union). of which the Member of the Council is a member or in a position of general control or management.
Employer	Any person or body who employs, or has appointed, the Member.
Gifts and Hospitality	The name of any person, organisation, company or other body from whom the Member has received, by virtue of his Office, gifts or hospitality worth an estimated value of £50 or more.



SCHEME OF DELEGATION TO OFFICERS

1. Introduction

1.1 This Scheme delegates to Authorised Officers the powers and duties necessary for the discharge of the Council's functions within the broad functional description set out in Section 101 of the Local Government Act 1972, together with the specific delegations therein, and should be taken to include powers and duties within those descriptions under all present legislation, and all powers incidental to that legislation including the application of the incidental powers under Section 111 of the Local Government Act 1972 or General Power of Competence.

1.2 An Officer may decline to exercise delegated powers and instead report to the Council or appropriate Committee.

2. Areas of Delegation

There are three specific areas of delegation:

2.1 Planning

The Council resolved that should the Environment Committee be inquorate and as a result be unable to deal with an application within due time, or where an extension for a response cannot be secured in time for the next Committee meeting, the Proper Officer and Deputy Town Clerk in consultation with the Chair and Deputy Chair of Environment Committee may submit a response on behalf of the Council.

2.2 Finance

(Section 5.18 of the Financial Regulations).

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

2.3 Staff Welfare

The Town Clerk/RFO may make decisions in the interests of staff welfare without reference to the Town Council. This applies to arrangements for leave, emergency cover and medical care.

Last Reviewed: 22nd January '24 Minute (TC3175)

Next Review: January 2025

SCALE OF CHARGES – 8th December 2025 (Exclusive of VAT)

Hire type	Location	Charge	General Conditions/Requirements
Daily Hire (Use of Oldends Lane includes Pavilion toilets for Junior pitches and Changing rooms and Toilets for adults – and leave in good, clean condition)	Oldends Lane Car Park	£50	<ul style="list-style-type: none"> Half Day Hires will be charged at 50% of the Daily Hire charge – Half days will run from dusk to 12 noon and from 12 noon to dusk
	Oldends Lane Playing Field	£180	<ul style="list-style-type: none"> Pavilion keys to be collected from and returned to the Town Hall as agreed with the town council
	Laburnum Playing Field	£140	<ul style="list-style-type: none"> A deposit of £10 will be taken for keys and held against loss
	Meadow Playing Field	£140	<ul style="list-style-type: none"> A deposit of £40 will be taken should an event require the use of
	Stagholt Playing Field	£204	<ul style="list-style-type: none"> vehicles accessing the location
Pitch Hire (incl Pavilion Changing rooms/Toilets)	Town Green	£100	<ul style="list-style-type: none"> The Pavilion will be left in a clean condition of a standard commensurate with the condition found prior to use
	Parking on Playing Fields (when conditions allow)		
Pitch Hire (incl Pavilion Changing rooms/Toilets)	Oldends Lane Playing Field (Adults)	£60	
	Oldends Lane Playing Field (Junior)	£15	
Market Pitch (Per day)	Town Green	£5/Pitch	<ul style="list-style-type: none"> Pitch organisers to ensure that the town green is protected from damage
Meeting Room (Per hour)	Pavilion Town Hall Library (between hours 9am-5pm)	£14 £14	

1. Stonehouse based voluntary, un-subscripted, not for profit community groups may apply to the Town Clerk for free use of facilities when they do not charge an entrance fee and the sole purpose of the event is to raise funds for charitable purposes. A damage deposit will however still apply. (Small Businesses wishing to run small outdoor classes ie Exercise classes, Dog training classes etc on one of the council's playing fields may be allowed to do so free of charge providing they do not occupy either an area in excess of 100 square metres of space or an area allocated to an organised sport or event – the Town Council, through the Town Clerk may at its discretion allow some flexibility in considering requests that do not strictly meet this criteria)
2. All events requiring the use of the town council's facilities must provide the town council with their Events/Public Liability Insurance, relevant licensing and safety documentation prior to the event taking place – bookings are to be made at the town hall for all events. All event-holders will be required to sign upto and adhere to the Town Council's Terms and Conditions
3. In the event of bad weather, the Town Council reserve the right to prevent use of any of its fields and pitches at the last minute if it is considered that the scheduled event may cause irreparable damage

The town council reserves the right to withhold permission for the use of the council's facilities. Stonehouse Town Council can be contacted between 09:30 and 16:30 on Monday, Tuesday, Wednesday, Thursday and Friday of each week



Mr Carlos Novoth
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EMAIL hq@oss.org.uk
WEB www.oss.org.uk

17 November 2025
Membership Number: 79138

Dear Mr Novoth

Please help us reboot our legal-action fund

We make no apology for coming to you again with a request to support our legal-action fund, because we know that this fund makes a difference. With the money behind us we can move swiftly when we see legal wrongs which we must challenge, or when our members appeal to us for help. You have been hugely generous in enabling all this to happen, but our fund is once again dwindling, and we need to replenish it.

Our case officers and our enforcement officer (who sometimes acts as our lawyer in court and thus saves considerable costs) have been working tirelessly with lawyers to bring cases to court—whether for the society alone or in partnership. Here are some examples.

- We intervened to support the Dartmoor National Park Authority in its landmark camping-case in the supreme court—and we won. This confirms a right to backpack-camp on Dartmoor's commons, opening the door to amendments to the law to extend that right.
- We successfully challenged West Northamptonshire Council's misuse of a temporary traffic regulation order to close footpaths which were illegally obstructed at Staverton. The council conceded and the paths have been reopened—a lesson to all highway authorities that try to shirk their duties.
- We won an order in Bristol County Court requiring the owner of part of Patchway Common in South Gloucestershire to remove an unlawful wall, built on the common without consent.
- We have pledged financial support for a case in Cornwall, to be taken jointly with the Ramblers, where one of our volunteers has served notice that a path is out of repair. We expect to have to fight this in the magistrates' court.
- Last year's contribution to the Gower Society for legal representation in our joint fight to prevent the exchange and development of 2.8 hectares of Clyne Common, Swansea, for housing paid off. The exchange was refused and the much-loved common saved.

We have also backed many members' cases. They include the following.



The Open Spaces Society 25a Bell Street Henley-on-Thames RG9 2BA

Charity no 1144840 Registered in England and Wales. Limited company no 7846516



- We gave financial help to a challenge in the high court to Plymouth City Council's planning permission for houses on Wilmot Gardens (an open space); the case was won, and the council refused the planning permission on consideration for a second time.
- We have pledged funds to Protect Brockwell Park; this local organisation is going to court to fight the continued abuse of this public park in south London for damaging commercial events.
- We are supporting the Friends of Wortham Ling in Suffolk in their bid to clarify who has duties to manage the common under part I of the Commons Act 1899.
- We are obtaining advice on whether we can challenge the failure to follow proper procedure in an exchange of common land in Gloucestershire.

With the British Horse Society and the Ramblers, we continue to pursue surveying authorities who fail to process and determine applications to add paths to the definitive map in accordance with the law.

And we are backing our energetic local correspondents to take action against the failure of highway authorities to reopen blocked paths—for instance a case of illegal stiles on a footpath in Wiltshire has started its journey through the courts.

We need to be ready to swing into action as soon as a case comes to our notice: time is always short. We may have to get counsel's opinion as to the likely chances of success, explain the case, and the risks, to the legal committee and trustees who decide whether we should go ahead, and then prepare papers for court—or brief our legal team to do so. We normally proceed only when the chances of success are more than 50 per cent but, even when we lose, we learn how we might win another time.

Please enable us to continue to fund legal action where it is needed, and to support our members in fighting their legal battles. Please contribute to our legal-action fund now.

Yours sincerely

Kate Ashbrook

Kate Ashbrook
General Secretary

PS: *We are pleased to accept donations to this appeal as follows:*

1. *Online at www.oss.org.uk/appeals/*
2. *By bank transfer to Account: 00035916 Sort Code: 40-52-40 (please quote AUT25 plus your membership number as the reference)*
3. *By cheque in the post using the enclosed envelope.*

PPS: We have been using the law for 160 years. Your gift enables this vital work to continue.



The Open Spaces Society 25a Bell Street Henley-on-Thames RG9 2BA

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YES, I should like to make a donation to Open Spaces Society's legal-action appeal

79138

Mr Carlos Novoth

DONATION AMOUNT

£100 ☐ £75 ☐ £50 ☐ £25 ☐ £10 ☐ other ☐ (£)

METHOD OF PAYMENT *(Please tick relevant box)*

☐ I enclose a cheque (made payable to The Open Spaces Society)

☐ I have made a BACS payment to CAF Bank Ltd

Account name: The Open Spaces Society

Sort code: 40-52-40

Account number: 00035916

Reference: AUT25 plus your membership number

☐ I have donated online (www.oss.org.uk/appeals/)

It would help if you could scan and email (to finance@oss.org.uk) or post this document to us in the pre-paid envelope provided. You need not use a stamp, but if you do it will save us the cost of postage.

We are grateful for every donation we receive and, if we have your email address, you will receive an acknowledgment of your support.

Please tick this box if you would like to receive an official receipt. ☐

GIFT AID

You can increase the value of your gift to the society, at no extra cost to yourself, by making your donation eligible for Gift Aid. **Gift aiding your donation will raise 25% more for the society's appeal.** For every pound you give, we can claim an extra 25 pence from HM Revenue & Customs helping your gift go further.

You may already be registered with us for Gift Aid, if not please consider doing so:

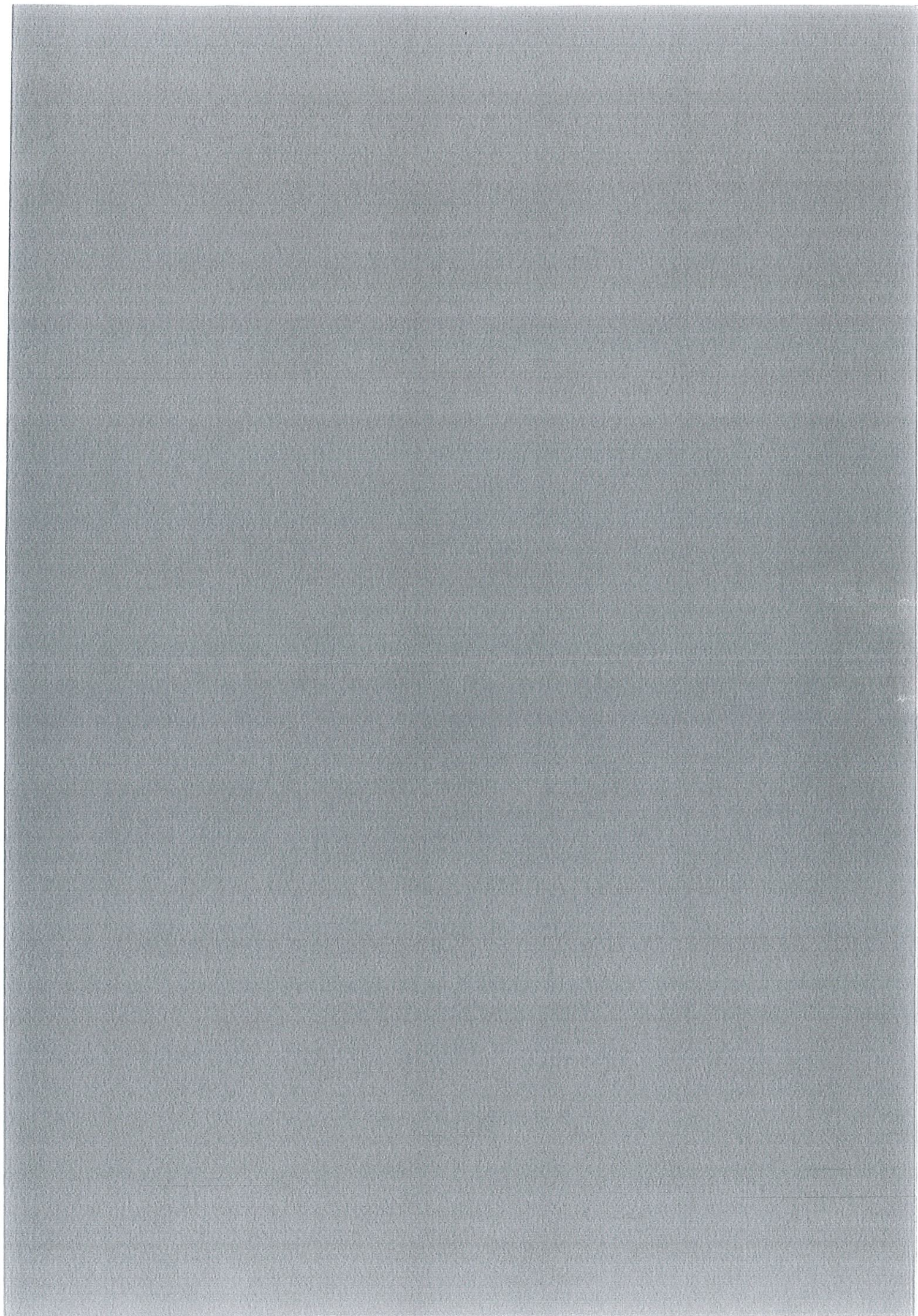
I would like Open Spaces Society to treat all donations I have made in the last 4 years, and those I make in the future, as Gift Aid donations until further notice. ☐

I would like Open Spaces Society to treat only this donation as a Gift Aid donation. ☐

I have already completed a Gift Aid declaration for Open Spaces Society ☐

I am a UK taxpayer and understand that, if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year, it is my responsibility to pay any difference.





STONEHOUSE TOWN COUNCIL
HUMAN RESOURCE SUB-COMMITTEE
TERMS OF REFERENCE

1. The Human Resource Committee (HR) is a Sub Committee of the Town Council reporting to Business Committee

2. It is comprised of the Chair and Vice Chair of Council, the Chair or Vice Chair of each of the Council's Standing Committees (Business and Environment Committees). Two additional Councillors, elected at the Annual Meeting, will complete a HR committee of six Councillors. For the meeting to be quorate three Councillors must be present.

Should vacancies arise between annual town council meetings, they will be filled at the next town council meeting

3. The Chair and Vice Chair will be elected at the first HR meeting immediately following the HR Sub Committee meeting.

4. The HR Committee will meet on alternate months (as detailed in the council's meeting calendar) in sufficient time to submit any recommendations to the next Business Committee meeting. Additional HR Sub Committee meetings may be arranged should they be necessary.

5. HR Committee functions are:

a. To annually review staff conditions, salaries and staff appraisals including:

- i) Staffing levels and structures.
- ii) Recruitment and selection.
- iii) Staff retention.
- iv) Salary allowance and expenses.
- v) Training of staff and Councillors.

b. To monitor all processes and procedures relating to staffing.

c. To monitor employment contracts, related documents and policies.

d. To provide health and safety oversight

Note: The day-to-day management and supervision of the Council's staff is the responsibility of the Proper Officer (Town Clerk).

6. The HR Committee will ensure it has a sufficient level of HR expertise which could include the contracting of external specialist services.

7. HR Sub Committee will operate in accordance with the relevant Council policies when dealing with recruitment, grievance or disciplinary matters. The Human Resource Committee will take an oversight role on all disciplinary matters.

Note: Grievance and disciplinary matters are covered in Stonehouse Town Council Policy Documents:

- a. Complaints Policy
- B. Code of Conduct
- c. Staff Handbook