



To Members of the Town Council

You are hereby summoned to attend a Town Council Meeting to be held on Monday 8<sup>th</sup> December 2025 at 7.00pm at the Town Hall, 1 Queens Road, Stonehouse

**Council Members:**

Councillors: John Callinan, Keren Capeling (Vice Chair), Keith Creighton, Debbie Curtis, Marcus Dixon, Stephen Hunter, Carol Kambites, Simon MacGregor, John Parker (Chair), Val Randell, Keith Terry, Carol Trim and Theresa Watt

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

Carlos Novoth  
Town Clerk  
2<sup>nd</sup> December '25

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

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**A G E N D A**

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|--------|---|
| TC3526 | To receive apologies  |
| TC3527 | To receive declarations of interest   |
| TC3528 | To approve the minutes of the Town Council meeting of 17 <sup>th</sup> November '25 |
| TC3529 | To note Matters Arising   |
| TC3530 | To note the call for election to fill the Councillor vacancy in the North ward      |
| TC3531 | To receive reports from Chair of Town Council and town councillors                  |
| TC3532 | To receive reports from County and District Councillors                             |
| TC3533 | To receive RFO's budget report and bank reconciliations for November '25            |
| TC3534 | To approve the latest payment lists   |
| TC3535 | To approve a grant application for 'Little Acorns Baby and Toddler Group'           |
| TC3536 | To approve the purchase of a thermal camera for use within the community            |

- TC3537 To note the introduction, from the 1<sup>st</sup> December 2025 of the new Government levy, 'Nuclear Asset Based (RAB) levy'
- TC3538 To receive an update on the budget setting process for 2026/27 financial year
- TC3539 To approve the internal auditor to undertake the annual audit for financial year 2025/26
- TC3540 To receive Stroud District Council decision on the naming of the 'Newdawn Homes' development adjacent to the old Bristol road station
- TC3541 To receive draft minutes of Business Committee meeting of 1<sup>st</sup> December '25 and approve its recommendations:
- B/940 - To approve the following policies
    - Financial Regulations
    - Risk Management
    - Investment Strategy
    - Reserves Policy
    - Code of Conduct
    - Scheme of Delegations
    - Scale of Charges
  - B/943 - To approve the revised Terms of Reference for the council's HR Sub Committee
- TC3542 To receive draft minutes of Environment Committee meeting of 2<sup>nd</sup> December '25 and approve the committee's recommendations:
- E/993 - To approve payment of Stroud District Council's £10,000 contribution towards the installation of a cycle shelter at Burdett Road Railway Station, following confirmation from GWR that installation works are due to commence and payment is required, on the proviso that clarification is given that additional funds are not required from Stonehouse Town Council.

*Public Bodies (Admission to Meetings) Act 1960*

*The Council will by resolution exclude the public from the following items as due to the confidential nature of the business to be transacted publicity of the item would be prejudicial to the public interest.*

- TC3543 To receive an update on the Town Green registration and to approve a legal request
- TC3544 To note the date of the next town council meeting Monday 19<sup>th</sup> January '26



Notes on Agenda items, Full Town Council Monday 8<sup>th</sup> December 2025

TC3528 - Minutes	See attached minutes
TC3529 – Matters arising	<ul style="list-style-type: none"> <li>• Cllr Botterill Freedom of Information request – information requested verbally at the last meeting in relation to the use of CCTV on the High street – the FOI was received in writing and responded to</li> <li>• An email was sent to Glos County Council to remove flags from lamp posts – email sent to the Leader of the council – received an immediate non comital response</li> <li>• Officers are seeking costs for the provision and installation of two additional flagpoles and to resite a third</li> <li>• Refund has been made for a Goodwill stallholder</li> <li>• Officers have written to both the Stonehouse Community Association and the Fig Tree confirming their grants</li> </ul>
TC3530 – Cllr Vacancy	Stroud District Council has confirmed that there is a call for an election to fill the vacancy left by Neil Gibbs – see attached email
TC3532 – District/County reports	A report has been provided by the Ward Cllr Carol Kambites
TC3533 – Budget & Reconciliation	See attached budget to date and Bank Reconciliations for November 2025
TC3534 – Payment list	See attached payment lists for BACS payments and Debit Card payments for approval. Please also see attached report for Direct Debit and Standing Order payments to note
TC3535 – Grant app	<p>See attached papers – includes a grant application and a copy of the latest bank account details.</p> <p>The council's Grant budget is currently underspent by approx £6,800</p>
TC3536 – Thermal Camera	Information to be provided at the meeting
TC3537 – Gov't levy	<p>Please see attached notification from the council's current energy supplier 'Yu Energy'</p> <p>The proposed levy would have a minimal impact on the council – calculated at approx £125 over the course of a year.</p>
TC3539 – Int Audit	<p>The council is legally required to arrange an independent annual audit from a suitably qualified auditor. The council's audit is normally undertaken by GAPTC. Below are its charges</p> <p><b>Base Fees</b> (for standard audit, no issues with documentation)</p> <ul style="list-style-type: none"> <li>• Band 8+ (£400,001+ ): £480</li> </ul> <p>The proposed increases reflect the time required to review documents and generate reports, ensuring that the service remains economically viable, and that audits are conducted by professional, experienced auditors. The higher fees for larger councils reflect the additional complexity of their accounts.</p> <p><b>Additional charges</b></p> <ol style="list-style-type: none"> <li>1. <b>Inadequate document submission:</b> <ul style="list-style-type: none"> <li>○ If key documentation and references are 'missing' or inadequate, requiring the auditor to engage in lengthy toing and froing, a <b>£35 per hour</b> charge</li> </ul> </li> <li>2. <b>Face-to-Face or Zoom meeting:</b> <ul style="list-style-type: none"> <li>○ If a council requests a face-to-face or Zoom meeting to discuss the audit in detail, a <b>£45 flat fee</b> per meeting (up to 1.5 hours) will be charged. Any additional time beyond this would be charged at <b>£35 per</b></li> </ul> </li> </ol>

	<p><b>hour.</b> This allows for flexible communication while covering the auditor's additional time.</p> <p>3. <b>Mileage:</b> Maintain the current mileage rate of <b>45p per mile</b> from the auditor's base. This will be charged from the Internal Auditor's base.</p> <p><b>An alternative audit service has recently emerged – details to be provided at the council meeting</b></p>
<b>TC3540 – 'Newdawn' Homes Development</b>	See attached emailed letter from Stroud District Council's Director of Place, James Brain
<b>TC3541 – Bus Com</b>	See attached draft minutes – recommendations are detailed on the council agenda
<b>TC3542 – Env Com</b>	Draft minutes to be forwarded to Cllrs prior to the meeting – recommendation is as detailed in the council's agenda
<b>TC3543 – Town Green</b>	Information to be provided at the meeting





**Minutes of a meeting of the Town Council  
held Monday 17<sup>th</sup> November 2025 at the Town Hall**

**Present:**

Councillors: Councillors: John Callinan, Keren Capeling (Vice Chair of Council), Debbie Curtis, Marcus Dixon, Stephen Hunter, Carol Kambites, Simon MacGregor, John Parker (Chair of Council), Carol Trim and Theresa Watt

In Attendance: Carlos Novoth - Town Clerk; County Councillor Dean Botterill; numerous members of the public.

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

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The Chair gave an overview of how the public session would commence and the protocol to be followed.

A member of the public (a grandparent of a child attending Hopelands School) highlighted the impact of the recent introduction of increased charges for parking at the community centre. The gentleman asked if anything could be done to provide free parking for certain times of the day used for the dropping off or collection of attending pupils; he stated that it was going to be difficult finding parking without upsetting local residents. The Chair suggested that the individual approach the Community Association on the issue. Cllr Carol Trim added the fact that she was aware of local businesses having problems with loading and unloading their stock and that many local businesses were finding the changes difficult to deal with. Cllr Trim was aware of a meeting between the town council and local high street businesses to discuss the matter of parking generally.

A member of the public raised the issue of local government reorganisation and the district and county council's preferred options. The response was that it was thought that both authorities would opt for a single unitary authority. SDC to provide Government with its preferred option imminently.

One of the organisers of the Carol concert requested support from the council for the event on the town green and asked for the town mayor to attend. She also mentioned her disappointment about the lack of consultation re car parking issue at the community centre.

A member of the public raised a concern with regards the numerous bags of rubbish thrown regularly over the railway fencing along the footpath between the railway





station and the High street car park. The Clerk stated that this issue had been reported to SDC along with evidence gathered a few months ago. The evidence provided details of the property the rubbish had come from. The Clerk has not been updated since providing the information.

A member of the public raised a concern about the potential breakdown in communications between the group raising the flag issue and the town council. The Chair stated that it was unfortunate that he felt this way - efforts had been made to ensure the concerns of the group raising the flag issue were heard.

A member of the public raised an concern about the timing of the town council posting a link on social media to a racism hotline on Armistice Day. The Chair stated that the council made no apology for sharing important content such as that on social media and that the timing and content of posts were an item of discussion for the communications working group.

Cllr Dean Botterill asked about a CCTV camera on a lamp post opposite the council offices and whether the town knew anything about this. He had contacted several agencies including the Police and no one knew anything about it. The Clerk stated that the town council also knew nothing of such a camera. Dean Botterill also requested a list of contracts issued in the last three month; he was asked to write to the council asking for the information.

A member of the public raised an issue with regards the removal of the Union flag after the memorial service on the Memorial Green.

**TC3511 To receive apologies**

Apologies were received from Cllrs Keith Creighton, Val Randell, Keith Terry

**TC3512 To receive declarations of interest**

There were no declarations of interest

**TC3513 To approve the minutes of the Town Council meeting of 28<sup>th</sup> Oct '25**  
Council **APPROVED** the minutes as a true and accurate record of the meeting

Following agreement of council, the Chair brought forward agenda item TC3522 for discussion

**TC3522 To receive the minutes of the 'Flag Response Task and Finish Group' meeting and to approve its recommendations:-**

The Chair read the agenda item and accompanying recommendations from the working group

Cllr Carol Kambites asked for each of the following recommendations to be voted on separately.

- **In light of the volume of correspondence from the general public raising concerns about flags in Stonehouse, the Town Council formally write again to Gloucestershire County Council to insist**





that all flags are immediately removed from lamp posts in Stonehouse, and attempt to contact the groups responsible for attaching the flags to insist the same.

Council **APPROVED** the recommendation

- The Town Council to approve the installation of two additional flagpoles on the Town Green, outside the medical centre. One of which will be used to respectfully fly the Union flag at all times, with the others used to fly appropriate national/regional/event flags.

Members raised a query in relation to the size of the new poles. Members were advised that this would be explored when seeking quotations. Potential options will be presented to Business Committee

Council **APPROVED** the recommendation

- That reserve funding be allocated and quotes be sought for the installation of two additional flagpoles, and that in the interim period the Union flag is flown from the existing flagpole outside the medical centre, with the Ukrainian flag continuing to fly below it.

Cllr Carol Kambites proposed an amendment to the recommendation as follows: to insert the following wording between the words 'period and the Union flag' with '*once all flags attached to public property including lamp posts have been removed*'; the proposal was seconded. The amendment was discussed with questions being raised in relation to the speed with which the flag can be erected on the council's flag pole and the details of the specific area that the existing flags (currently erected on lamp posts) were to be removed from.

In an effort to secure a final workable resolution to the issue, the Chair proposed a suspension of Standing Orders in order to allow County Councillor Dean Botterill to speak on the matter - the proposal was seconded and all voted in favour.

The County Councillor was asked to speak as he had shown a willingness to provide input to the discussion in light of its importance to the community. The County Councillor stated that in an effort to finally resolve the matter he would provide a personal guarantee to have all the flags removed from the main road through the town from the Horsetrough roundabout to Horsemarling lane. The chair thanked Cllr Botterill for his input and resumed the meeting under the council's Standing Orders.

The information from Cllr Dean Botterill provided the clarification needed to further the proposal and the Chair proposed to add the following detail to the amendment to read '*once all flags attached to public property including lamp posts from the Horsetrough roundabout to Horsemarling lane, have been removed*'. The final amendment was proposed and seconded; all voted in favour.





The Chair proposed the final amended recommendation:

***'That reserve funding be allocated and quotes be sought for the installation of two additional flagpoles, and that in the interim period, once all flags attached to public property including lamp posts from the Horsetrough roundabout to Horsemarling lane have been removed, the Union flag is flown from the existing flagpole outside the medical centre, with the Ukrainian flag continuing to fly below it'.***

The proposal was seconded; all voted in favour.

Council APPROVED the final amended recommendation as detailed above.

**TC3514 To announce the councillor vacancy left by the resignation of Neil Gibbs**  
Council acknowledged the Notice of Vacancy published on 11<sup>th</sup> Nov 2025

**TC3515 To receive reports from Chair of Town Council and town councillors**  
The Mayor and Deputy Mayor presented the Town's Remembrance Day Wreath to the 'Poppies to Paddington' train - the Mayor said he was moved by the experience of seeing so many wreaths on the train. The Mayor also thanked those involved in arranging the Remembrance Day and Armistice Day events - they were both really well attended by the residents of Stonehouse.

**TC3516 To receive reports from County and District Councillors**  
Cllr Carol Kambites provided a written update. Cllr John Callinan highlighted the district council's wave three grant secured for improving the council's housing stock - there were about 50 properties to benefit in and around the Stonehouse area; 9 properties have been improved so far. It was recommended that officers at SDC be congratulated for securing these grants.  
County Councillor Dean Botterill had provided a written report which was distributed on the day of the meeting. Cllr John Callinan raised a question about the footpath between Festival road and Laburnum and the recent notice from Glos County Council in relation to a 1.5M pinch point; it was stated that the width of 1.5M was adequate for a disability scooter to negotiate easily.  
The Chair thanked Cllr Dean Botterill for his input.

Cllr Dean Botterill left the meeting

**TC3517 To receive RFO's budget report and bank reconciliations for Oct '25**  
Council **NOTED** the latest budget position with total Actual Net Expenditure of £303,396.48; total Actual Net Income of £429,130.43 and total reserve movements of £32,062.90.  
Council also **NOTED** the bank reconciliation for October 2025 with a closing balance of £21,226.11.

**TC3518 To approve the latest payment lists**





Council **APPROVED** the BACS payment list totalling £2,276.17. (One Council signatory thought the payment list was a duplicate from a previous month. The Clerk stated that this was not the case and that her view was likely down to the fact that there were regular payments made to certain contractors and that those contractors were listed in alphabetical order. (Officers have since confirmed that there was no duplication).

Council **APPROVED** Debit Card payments totalling £161.44

Council **RETROSPECTIVELY APPROVED** Direct Debit payments totalling £1,504.50 Net

- TC3519 To approve a refund for the annual Goodwill event**  
Council **APPROVED** the recommended refund of £72 to a stallholder for the Goodwill event.
- TC3520 To receive an update on the budget setting process for 2026/27 financial year**  
The Clerk advised Cllrs that the Chairs and Vice Chairs of both committees have met and considered the 2026/27 draft budget. Cllrs asked that Officers provide the detailed outcomes of continued discussions of all budget items to committees for all future meetings up to the final decision
- TC3521 To approve the schedule of council meetings for the 2026 calendar year**  
Subject to bringing forward the planned Environment meeting scheduled for the 7<sup>th</sup> Dec 2026 to Tuesday 1<sup>st</sup> December 2026 and using the full name of the Annual Town Meeting on the Calendar, Council **APPROVED** the schedule of council meetings for the 2026 calendar year.
- TC3522 To receive the minutes of the 'Flag Response Task and Finish Group' meeting and to approve its recommendations:-**
- In light of the volume of correspondence from the general public raising concerns about flags in Stonehouse, the Town Council formally write again to Gloucestershire County Council to insist that all flags are immediately removed from lamp posts in Stonehouse, and attempt to contact the groups responsible for attaching the flags to insist the same.
  - The Town Council to approve the installation of two additional flagpoles on the Town Green, outside the medical centre. One of which will be used to respectfully fly the Union flag at all times, with the others used to fly appropriate national/regional/event flags.
  - That reserve funding be allocated and quotes be sought for the installation of two additional flagpoles, and that in the interim period the Union flag is flown from the existing flagpole outside the medical centre, with the Ukrainian flag continuing to fly below it.



Agenda Item brought forward - see above for details

- TC3523**      **To receive draft minutes of Business Committee meeting of 3<sup>rd</sup> November '25 and approve its recommendations:**  
Council **NOTED** the draft minutes.
- **To approve a three year grant of £5,500 per year to the 'Fig Tree' for financial years 2026/27, 2027/28 and 2028/29**  
Council **APPROVED** the three year grant of £5,500 per year to the Fig Tree for financial years 2026/27, 2027/28 and 2028/29
  - **To approve the replacement of Cllr Neil Gibbs and Cllr John Callinan as bank signatories with Cllr John Parker and Cllr Keren Capeling**  
Council **APPROVED** the replacement of Neil Gibbs and Cllr John Callinan as bank signatories with Cllr John Parker and Cllrs Keren Capeling
  - **To approve the nominated town councillors to undertake regular bank reconciliation checks**  
Council **RESOLVED** to **APPROVE** Cllrs John Callinan and Carol Trim to undertake regular bank reconciliation checks
  - **To approve the Council's revised Standing Orders**  
Council **APPROVED** the latest Standing Orders
- TC3524**      **To receive draft minutes of Environment Committee meetings of 27<sup>th</sup> October '25 and approve the committee's recommendations.**  
Council **NOTED** the draft minutes
- TC3525**      **To note the date of the next town council meeting Monday 8<sup>th</sup> Dec '25**  
Council **NOTED** the date of the next meeting





## Town Clerk

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**From:** \_WEB\_Elections <Elections@stroud.gov.uk>  
**Sent:** 28 November 2025 15:38  
**To:** Town Clerk  
**Subject:** Stonehouse (North Ward) - Casual Vacancy

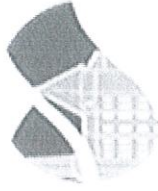
Hi Carlos,

This is an email to advise that we have received 10 signatures for the Stonehouse (North Ward) Casual Vacancy in which you currently have and therefore will be proceeding for a by-election date.

We will be looking at what date works best early next week and to let you know as soon as possible a potential timetable. It looks like it could be around 21<sup>st</sup> or 22<sup>nd</sup> January however we will confirm for definite.

Please could you in the mean time advise if you would like for poll cards to be issued if it is contested at the close of nominations? For information the electorate for this ward is 2556.

Kind regards



**Rebecca Poole** *(She/Her)*

Senior Democratic Services and  
Elections Officer (Electoral Services)  
**Stroud District Council**

Ebley Mill, Ebley Wharf  
Stroud, Gloucestershire. GL5 4UB

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*Working together to make Stroud district a  
better place to live, work and visit*





## **SDC Councillors' Report - December 2025**

*Link to meeting agenda and documents in the committee title.*

### **Housing Committee - 4th Nov**

**Swedish Timber Houses site, Stinchcombe.** An update to the Committee on highway safety and other key infrastructure considerations for the new scheme, before a planning application is submitted for this site, which was added to the Council's New Homes Programme in March 2024. Seventeen new energy efficient affordable homes are proposed (1 bed, 2 bed and 3 bed), on the site of 2 pairs of semi-detached Swedish Timber properties with large gardens. The concerns expressed by Stinchcombe residents in relation to housing density, a preference to upgrade existing buildings and other issues were referenced in the Committee papers.

**Proposed redevelopment of 11 & 11A May Lane, Dursley.** Committee agreed to the proposal to develop land to the rear of Prospect Place just off May Lane, and to approve the submission of a planning application for the site and the use of compulsory purchase powers if required. The proposed layout comprises 17 affordable homes with associated parking, that would be built to achieve EPC A rating. The May Lane properties are owned by Stroud District Council and comprise a derelict building in very poor condition with structural problems, which is proposed to be demolished.

**Neighbourhoods & Communities Strategy** - a new SDC strategy was adopted in response to the Regulator of Social Housing's new framework. Following consultation with tenants and members the strategy will focus on partnership across services/agencies, tenants' involvement in service delivery, improved visibility of work, and data-led targeted activity, including tackling littering and wellbeing initiatives.

**Updated Service Standards** for council housing services have been published. Performance against these standards will be reported regularly for tenant scrutiny and to Housing Committee.

**New Homes & Regeneration Programme update** - further acquisitions of new affordable homes have been made by SDC in Cam (13 homes), Kingswood (16 homes) and Horsley (1 property) which are all due for completion by end of March. Construction is in progress at the new build council homes sites at Gloucester Street/Bradley Street in Wotton, Glebelands in Cam and Cambridge Avenue in Dursley. Four new homes to provide temporary accommodation for homeless families have been acquired at Great Oldbury.

**Empty council homes** - work is underway to improve the process and turnaround time taken to bring council properties up to a lettable condition when they are returned to let. Minor voids are now dealt with by the internal Property Care team, which has helped to bring down the turnaround time to 72 days in quarter 1. A contractor deals with large scale repairs and whole house refurbishment works.

**Damp and Mould** - update on work to implement Awaab's Law, which puts more responsibility on social landlords to provide proactive, tenant focused services for safe and healthy homes. Two experienced Senior Damp and Mould Surveyors have been in place since the end of June 2025, administration capacity has been increased and a multi-trade operative has been recruited to address identified issues.

- [Video recording](#)

## Audit & Standards - 11th Nov

### **Counter Fraud and Enforcement Unit**

- **Duty of Local Authorities** - councils have a responsibility to promote and develop high standards for countering fraud and corruption in their organisations. The Council's Fraud Risk Strategy has been reviewed to ensure it meets current requirements. In a recent case, the Counter Fraud & Enforcement unit prosecuted an individual who had failed to disclose his multiple jobs and received salaries and other benefits totalling approximately £236,000. He was sentenced to 3 years for fraud (see [BBC report](#)).

- **Multi Agency Approach to Fraud website:** The Counter Fraud & Enforcement Unit has now launched a new website to provide support for victims of scams in Gloucestershire: <https://cfeu.org.uk/glassjar/> This 'Glass Jar' webpage stands for Gloucestershire Against Scams Joint Agency Response, and it has been developed by the Multi-Agency Approach to Fraud group, which brings together key partners including Trading Standards, the Counter Fraud Team, Gloucestershire Constabulary's Economic Crime Team, Victim Support, the NHS, local councils and other agencies. By pooling expertise and intelligence, this group aims to disrupt scams and provide coordinated support for victims. The new Glass Jar website features alerts on current fraud trends and scams, advice for individuals and businesses, reporting tools and contact details, educational resources and campaign materials.

**Artificial Intelligence (AI) Policy** To provide a framework for the use of AI that can be used by the Council to define associated controls and procedures that will ensure on-going compliance.

**Accounts and Audit** - Committee approved the Statement of Accounts for 2024/25 and reviewed the External Auditors' report. The Internal Audit Activity Progress Report was also discussed.

**Annual Code of Conduct Report** - over the previous year, the Monitoring Officer has received 14 Code of Conduct complaints related to the District, Town and Parish Councils. The outcome has been 'no breach' or 'informal resolution' in all cases, apart from five, which are 'ongoing'.

- [Video recording](#)

## Strategy & Resources Committee - 13th Nov

### **Brimscombe Port Redevelopment - Next Steps**

- **Procurement** - agreed that the Council will proceed to procure a new developer partner for the Brimscombe Port project, to regenerate the old port site, restore the canal basin and build up to 150 energy efficient homes. There has been a very positive response to the council's 'soft market testing' when developers were approached to ask whether in principle they would be interested in the opportunity to be involved in the project.
- **Engagement** - a project board will now be set up to include community representation. Council officers are currently exploring possible 'meanwhile use' options for the site, given the site's numerous limitations.
- **Funding** - £206k was allocated to fund costs to progress the project over the next four years, and it was agreed to continue to provide a grant fund to Stroud Valleys Canals Company of £67k per year.



## **Procurement and contract management**

- The new Procurement Act came into effect in Feb 2025 and has been implemented across the council. The Council's new Social Value policy was recently approved to show how economic, social and environmental wellbeing of our area is considered in procurement activity. In terms of local spend - SDC spent £15.7m of its £40.9m total spend on suppliers with a GL postcode in 2024/25.

## **Community Wealth Building**

- The council is advancing Community Wealth Building across five pillars; procurement, employment, land & assets, finance, and ownership.
- Work includes, a new Social Value procurement policy, support for local energy co-ops and other projects, with oversight by a cross-department Officer Working Group coordinated with the Centre for Local Economic Strategies (CLES).
- A second community workshop was held on 26 Nov 2025 to continue development.

## **Member / Officer report summaries**

### **Regeneration and Investment Board**

- Stroud Station Quarter (progressing) updates expected in April 2026.
- Tourism and market-town initiative reviewed. Refreshed Tourism USP report due March 2026 and the allocation of remaining Market Town Vitality Fund resources (£55 k) toward equal grants to town councils, promotional films, and potential signage or shop-front grants.
- Several broader regional updates were noted: the final Local Growth Plan submission, advanced engineering/manufacturing studies, green-skills development, secured canal lottery funding, and pending decisions on Great British Nuclear and other pipeline projects.

### **Canal Update**

- [NHLE](#) boosted the canal grant to £15.4 m plus £4 m from partners, enabling full project completion and reconnection at Saul Junction.
- Key 2025 milestones: Fromebridge opening, Bonds Mill lift bridge installation, and community/heritage outreach events.
- [Video recording](#)

### **Full Council - 20th Nov**

#### **Local Government Reorganisation in Gloucestershire**

Stroud District Council formally supported the proposal to create a single unitary authority for the whole of Gloucestershire, joining the county and district councils into one body. Concern was expressed about the local government reorganisation process, removal of district level



decision making, and the likely financial and service disadvantages for Stroud district residents if the East/West two unitary option was adopted.

The council considered three options: a single county-wide authority, two regional unitary authorities (East & West), or a "Greater Gloucester" authority plus a separate unitary for the rest of the county.

After debate and a vote the single-council option received the council's resolution which was submitted to the government by the deadline. The next step will be a Government consultation on the option, then a decision by the Minister on which option will be taken forward, which is expected next summer.

Council leaders emphasised that the focus now shifts to working with partner councils to prepare for the upcoming changes and to keep Stroud residents at the centre of planning.

All the other six upper tier councils in Gloucestershire have also sent in their preferences: four voted for one unitary council for the county (Stroud DC, Tewkesbury BC, Cotswold DC and Gloucestershire CC), Cheltenham BC voted for the East/West two unitaries, Gloucester City Council voted for the 'Greater Gloucester' two unitaries, and the Forest of Dean voted for 'none of the above' to express their frustration with the process. ([BBC report](#))

Further information on the proposals: <https://futuregloucestershire.org.uk/>

[Video recording](#)

#### **Development Control Committee, 2<sup>nd</sup> December**

Three planning applications were dealt with as follows:

1. LAND AT EPNEY, FRAMILODE, GLOUCESTER, GLOUCESTERSHIRE, S.25/1011/FUL

Rejected on officer recommendation mainly for highways reasons

2. LAND SOUTH OF THE CHIPPING SURGERY, SYMN LANE, WOTTON-UNDER EDGE, GLOUCESTERSHIRE, S.23/2101/VAR

Variation permitted on officer recommendation. Although there was concern at the reduced number of parking spaces, it was thought to be important to get the project completed

3. SHETLANDS, FAR END, SHEEPSCOMBE, STROUD, S.25/1431/HOLD

Permitted on officer recommendation

4. SHETLANDS, FAR END, SHEEPSCOMBE, STROUD, S.25/1432/LBC

As above

The committee also adopted the proposed scale of charges for 2026/27

#### **Forthcoming meetings:**

Environment Committee, Thursday 4<sup>th</sup> December

Housing Committee, Tuesday 9<sup>th</sup> December

## Other news

- Leaders unite in call for community harmony. ["We champion equality, diversity, inclusion and equity in all that we do."](#)
- The National Lottery Heritage Fund awards [£6.4m to reconnect Stroud's historic canal with the UK's waterways.](#)
- Disappointment at [rejection of new evidence](#) for the draft Local Plan by Planning Inspectors.
- [Poppies to Paddington](#)
- Local Government Reorganisation: Stroud District Council supports [single council for Gloucestershire](#)
- Help us build a safer district by sharing [organisations supporting women and girls](#)
- Brimscombe Port redevelopment moves forward with [new developer search](#)

## Local Matters

On Saturday 29<sup>th</sup> November, I had an enjoyable time at a party at Sherborne House given by SDC housing for tenants throughout the District who had helped the council during the year, eg by responding to surveys. It was a good opportunity and meet and chat to tenants informally.

With usual thanks to Cllr Gareth Kitchen,

Carol Kambites, 3<sup>rd</sup> December 2025





# Financial Budget Comparison

Comparison between 01/04/25 and 02/12/25 inclusive. Includes due and unpaid transactions. Includes commitments.  
Excludes transactions with an invoice date prior to 01/04/25

		2025/2026	Reserve Movements	Actual Net	Balance	Bal %age
<b>INCOME</b>						
<b>Town Business Committee</b>						
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	£2,513.82	-£486.18	-16.21%
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

Comparison between 01/04/25 and 02/12/25 inclusive. Includes due and unpaid transactions. Includes commitments.  
Excludes transactions with an invoice date prior to 01/04/25

		2025/2026	Reserve Movements	Actual Net	Balance	Bal %age
178	CCLA Interest	£21,000.00	£0.00	£7,898.21	-£13,101.79	-62.39%
<b>Total Town Business Committee</b>		£458,480.00	£0.00	£428,978.87	-£29,501.13	-6.43%
<b>Town Environment Committee</b>						
200	Stonehouse in Bloom	£0.00	£0.00	£0.00	£0.00	0.00%
205	Event Income/Donations	£1,200.00	£0.00	£2,015.00	£815.00	67.92%
210	Planting Sponsorship	£0.00	£0.00	£0.00	£0.00	0.00%
215	Grants	£0.00	£0.00	£1,797.11	£1,797.11	100.00%
<b>Total Town Environment Committee</b>		£1,200.00	£0.00	£3,812.11	£2,612.11	217.68%
<b>Total Income</b>		£459,680.00	£0.00	£432,790.98	-£26,889.02	-5.85%

## EXPENDITURE

<b>Town Business Committee</b>						
1000	Salaries	£223,800.00	£0.00	£143,081.95	£80,718.05	-36.07%
1010	Training & Recruitment	£3,000.00	£0.00	£2,313.98	£686.02	-22.87%
1020	Health & Safety	£2,500.00	£0.00	£878.98	£1,621.02	-64.84%
1030	Professional Fees	£8,000.00	£0.00	£5,179.04	£2,820.96	-35.26%
1040	IT support	£9,550.00	£0.00	£5,788.31	£3,761.69	-39.39%
1050	Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	-100.00%
1060	Grants	£17,400.00	£9,700.00	£20,290.00	£6,810.00	-39.14%
1070	Town Hall/Library Shared Costs	£12,000.00	£0.00	£9,731.04	£2,268.96	-18.91%
1080	Town Hall/Library STC costs	£2,200.00	£0.00	£1,710.14	£489.86	-22.27%
1090	Admin Expenses	£9,250.00	£0.00	£6,429.81	£2,820.19	-30.49%
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%





# Financial Budget Comparison

Comparison between 01/04/25 and 02/12/25 inclusive. Includes due and unpaid transactions. Includes commitments.  
Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve Movements	Actual Net	Balance	Bal %age
1120	Election Costs	£0.00	£9,185.29	£0.00	0.00%
1130	Civic/Remembrance Parades	£180.00	£0.00	£180.00	-100.00%
1140	Pavilion Overheads	£12,900.00	£14,196.88	-£1,296.88	10.05%
1150	Workshop Overheads	£3,300.00	£8,220.49	£991.90	-30.06%
1160	Equipment & Vehicle Costs	£3,000.00	£5,402.42	-£1,852.42	61.75%
1170	Youth Centre Workers	£66,000.00	£0.00	£17,249.50	-26.14%
1180	Youth Centre Overheads	£8,800.00	£4,564.44	£4,235.56	-48.13%
1200	Subscriptions	£3,500.00	£0.00	£568.55	-16.24%
1210	Insurances	£8,000.00	£0.00	-£988.70	12.36%
1220	Project Planning & Delivery	£0.00	£7,225.52	£75.00	100.00%
1230	Climate Change	£5,000.00	£0.00	£5,000.00	-100.00%
<b>Total Town Business Committee</b>		£399,580.00	£304,868.94	£127,359.26	-31.87%
<b>Town Environment Committee</b>					
1190	Amenity Areas	£48,800.00	£26,913.41	£21,886.59	-44.85%
2000	Christmas Lights	£2,000.00	£16,881.47	-£7,764.77	388.24%
2005	Climate Change	£0.00	£0.00	£0.00	0.00%
2010	In Bloom	£0.00	£0.00	£0.00	0.00%
2050	Cultural Events & Studies	£9,300.00	£5,539.07	£3,760.93	-40.44%
2080	Neighbourhood Plan Review	£0.00	£0.00	£0.00	0.00%
2090	Planning Specialist Advice	£0.00	£820.00	£0.00	0.00%
<b>Total Town Environment Committee</b>		£60,100.00	£50,153.95	£17,882.75	-29.75%
<b>Total Expenditure</b>		£459,680.00	£355,022.89	£145,242.01	-31.60%



# Financial Budget Comparison

Comparison between 01/04/25 and 02/12/25 inclusive. Includes due and unpaid transactions. Includes commitments.  
Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve Movements	Actual Net	Balance	Bal %age
Total Income	£459,680.00	£0.00	£432,790.98	-£26,889.02	5.85%
Total Expenditure	£459,680.00	£40,584.90	£355,022.89	£145,242.01	-31.60%
Total Net Balance	£0.00		£77,768.09	-£172,131.03	





# Bank Account Reconciled Statement

Stonehouse Town Council

01651837

30-98-29

Statement Number	68	Bank Statement No.	68
Statement Opening Balance	£21,226.11	Opening Date	01/11/25
Statement Closing Balance	£73,369.48	Closing Date	30/11/25
True/ Cashbook Closing Balance	£73,369.48		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
03/11/25	DD031125WATERP LUS	WaterPlus	9.34	0.00	21,216.77
03/11/25	FPI031125C [REDACTED]	[REDACTED]	0.00	15.00	21,231.77
04/11/25	FPI041125T [REDACTED]	[REDACTED] - Baked 4 You	0.00	10.00	21,241.77
06/11/25	FPI061125VINTAG E	Vintage Revelations	0.00	36.00	21,277.77
07/11/25	DEB071125AMAZO N	Amazon	2.55	0.00	21,275.22
07/11/25	FPI071125MAGPIE S	Magpies Social Club	0.00	262.50	21,537.72
07/11/25	FPO071125BLACH ERE	Blachere Illuminations	1,365.00	0.00	20,172.72
07/11/25	FPO071125CLARIA N	Clarian Property Services	240.00	0.00	19,932.72
07/11/25	FPO071125GRF	G R Fasteners	40.97	0.00	19,891.75
07/11/25	FPO071125LPH	Little Party Heaven	1,925.00	0.00	17,966.75
07/11/25	FPO071125MFL	Midland Forestry Limited	108.00	0.00	17,858.75
07/11/25	FPO071125TWHAWKINS	T W Hawkins & Sons	2,952.60	0.00	14,906.15
10/11/25	DD101125YUENERGY	YU Energy	972.69	0.00	13,933.46
10/11/25	FPI101125SJKEEN	S J Cakes - [REDACTED]	0.00	5.00	13,938.46
11/11/25	DEB111125GLOCK SMITHS	Gloucester Locksmiths	66.60	0.00	13,871.86
11/11/25	DEB111125VOIPFONE	Voipfone	8.40	0.00	13,863.46
11/11/25	FPI111125REDKIT EPIZZ	[REDACTED] Red Kite Pizza	0.00	24.00	13,887.46
12/11/25	BGC121125HMRC	HMRC (VAT)	0.00	4,828.86	18,716.32
12/11/25	FPI121125AROGE RS	[REDACTED] Fruit & Veg	0.00	15.00	18,731.32
12/11/25	FPI121125ITHURBI DE	[REDACTED]	0.00	36.00	18,767.32
17/11/25	DD17//25WATERPL US	WaterPlus	129.26	0.00	18,638.06
18/11/25	FPO181125ABBEY LOOS	Abbey Loos	264.96	0.00	18,373.10
18/11/25	FPO181125ALLDO NE	All Done and Dusted	250.80	0.00	18,122.30
18/11/25	FPO181125ALLST ONES	Allstone Speedy Skips	349.60	0.00	17,772.70





# Bank Account Reconciled Statement

18/11/25	FPO181125S		13.16	0.00	17,759.54
18/11/25	FPO181125		42.43	0.00	17,717.11
18/11/25	FPO181125EASYW	Easy Window Cleaning	24.00	0.00	17,693.11
18/11/25	FPO181125GAPTC	GAPTC	90.00	0.00	17,603.11
18/11/25	FPO181125GCC	Gloucestershire County Council	201.48	0.00	17,401.63
18/11/25	FPO181125GRUNDON	Grundon Waste Management Ltd	74.78	0.00	17,326.85
18/11/25	FPO181125GSERM		400.00	0.00	16,926.85
18/11/25	FPO181125INTOCL	Intocleaning Ltd	17.94	0.00	16,908.91
18/11/25	FPO181125JIREH	Jireh Solutions Ltd	322.15	0.00	16,586.76
18/11/25	FPO181125MDELE	M D Electrical Contracting	149.88	0.00	16,436.88
18/11/25	FPO181125PROLIF	Prolific Solutions (South West) Ltd	74.99	0.00	16,361.89
18/11/25	PAY181125LLOYD	Lloyds Bank	8.50	0.00	16,353.39
19/11/25	DD191125SKY	Sky Mobile	10.00	0.00	16,343.39
19/11/25	DEB191125DANIEL	Daniels TV	219.99	0.00	16,123.40
20/11/25	DD201125JSTAYTE	John Stayte Services Ltd	100.91	0.00	16,022.49
20/11/25	DD201125NEST	NEST	2,657.00	0.00	13,365.49
20/11/25	DEB201125EBAY	Ebay	5.99	0.00	13,359.50
20/11/25	DEB201125FASTH	Fasthosts	0.59	0.00	13,358.91
20/11/25	DEB201125SDC	Stroud District Council	820.00	0.00	12,538.91
20/11/25	FPO301025DEFIBS	Defibshop	-114.00	0.00	12,652.91
21/11/25	8217738		0.00	70,000.00	82,652.91
24/11/25	SO241125STAFF	Staff Salaries	10,893.19	0.00	71,759.72
25/11/25	DEB251125DVLA	DVLA	345.00	0.00	71,414.72
25/11/25	FPI251125KREAME	- Kreame	0.00	48.00	71,462.72
26/11/25	FPI261125LORINC		0.00	36.00	71,498.72
27/11/25	BGC271125SDC	Stroud District Council	0.00	2,000.00	73,498.72
27/11/25	DD271125WATERP	WaterPlus	38.76	0.00	73,459.96
28/11/25	SO281125PATA	PATA Payroll	90.48	0.00	73,369.48

Uncleared and unrepresented effects

Total uncleared and unrepresented 0.00 0.00



# Bank Account Reconciled Statement

Total debits / credits      25172.99      77316.36

Reconciled by    David Marsden

Signed    \_\_\_\_\_  
Clerk / Responsible Financial Officer

\_\_\_\_\_  
Chair

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
4737		£230.40	1220/3	02/12/25	Abbey Loos - Nov '25 - Portaloo hire - Ship Inn Site	83098
		<b>£230.40</b>			Abbey Loos - Total	
4738		£250.80		02/12/25	All Done and Dusted - Nov '25 - Pod & Pavilion Cleaning	
1		£112.80	1180/4		Pod Cleaning - Varios Dates - See Invoice	
2		£138.00	1140/4		Pavilion Cleaning - Various Dates - See Invoice	
		<b>£250.80</b>			All Done and Dusted - Total	
4733		£102.00	1040/1	02/12/25	Jireh Solutions Ltd - Billable Hours - cancelling N Gibbs mailbox, problems arising with phishing attempt on Carla's email address	34418
4735		£318.41	1040/1	02/12/25	Jireh Solutions Ltd - Dec '25 Contract	34463
		<b>£420.41</b>			Jireh Solutions Ltd - Total	
4726		£200.00	1040/2	02/12/25	Jo Mew Creative - Oct & Nov '25 Website management	1128
		<b>£200.00</b>			Jo Mew Creative - Total	
4724		£44.55	1150/3	26/11/25	Kellaway Building Supplies Ltd - Post Fix, Bolts, Adhesive, Rawlplugs	3295189
		<b>£44.55</b>			Kellaway Building Supplies Ltd - Total	
4731		£164.05	1140/5	02/12/25	M D Electrical Contracting - Replace light & damaged light switch at Pavilion	2661
		<b>£164.05</b>			M D Electrical Contracting - Total	
4739		£288.00	1200	02/12/25	MRG Systems - TH Screen - Annual Live Space Licence 2025/26	37421
		<b>£288.00</b>			MRG Systems - Total	
4732		£74.72	1040/5	02/12/25	Prolific Solutions (South West) Ltd - Nov '25 - Printer TH	12358
		<b>£74.72</b>			Prolific Solutions (South West) Ltd - Total	
4734		£66.00	1010/2	02/12/25	Stonehouse Community Association - Booking of room for Cllr First Aid course	105
		<b>£66.00</b>			Stonehouse Community Association - Total	
4725		£4,199.00	1160/1	01/10/25	T W Hawkins & Sons - Hawkins Groundcare - ego zero turn mower, 4 x batteries and charger	7813
		<b>£4,199.00</b>			T W Hawkins & Sons - Total	

Signature

Date

Signature



# 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
Total		£5,937.93				

Signature \_\_\_\_\_  
Date \_\_\_\_\_

Signature \_\_\_\_\_





Purchase Day Book

Showing only Account type All

Supplier

Type All

Ledger Date before  
Paid date before

Ledger Date after  
Paid date after

10/11/25

Standing Order

Payment type

Reference

No.	Date	Invoice no.	Supplier	Details	Heading	Net	Vat type	Vat	Gross Due	Payment Reference	Paid
4699	17/11/25	25/0330/PP	PATA Payroll	November 2025 Payroll with Pension Service	1000/1	£90.48	Outside the S	£0.00	£90.48	SO281125PAT A	28/11/25
4698	17/11/25		Staff Salaries	November 25	1000/1	£10,893.19	Outside the S	£0.00	£10,893.19	SO241125STA FF	24/11/25

2	Transactions	Total	£10,983.67	£0.00	£10,983.67
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# Purchase Day Book

Showing only Account type All				Ledger Date before		Ledger Date after		10/11/25	
Supplier				Paid date before		Paid date after			
Type	All	Details	Heading	Net	Vat type	Vat	Gross Due	Payment Reference	Paid
				£8.50	Zero Rated	£0.00	£8.50	PAY181125LLO YDS	18/11/25
4701		November 25	1000/1	£2,657.00	Outside the S	£0.00	£2,657.00	DD201125NES T	20/11/25
4740		Dec '25 - Monthly Contract	1030	£376.13	20% Standard	£75.23	£451.36	01/01/26	
4714		Nov '25 Sim Card Ship Inn Site	1220/3	£10.00	Outside the S	£0.00	£10.00	DD191125SKY	19/11/25
4710		Oct '25 - Water - Pod	1180/2	£13.88	Zero Rated	£0.00	£13.88	19/12/25	
4736		Nov '25 - Water - Pavilion	1140/2	£177.23	Zero Rated	£0.00	£177.23	01/01/26	
4730		Nov '25 Electric - Library	1070/3	£75.04	5%	£3.75	£78.79	01/01/26	
4729		Nov '25 - Electric - Pavilion	1140/3	£449.59	20% Standard	£89.92	£539.51	01/01/26	
4728		Nov '25 - Electric - TH	1070/3	£166.34	5%	£8.32	£174.66	01/01/26	
4727		Nov '25 - Electric - Pod	1180/3	£144.85	5%	£7.24	£152.09	01/01/26	
Total				£4,078.56		£184.46	£4,263.02		







STONEHOUSE  
TOWN COUNCIL

TOWN HALL, 1 QUEENS ROAD, STONEHOUSE, GLOUCESTERSHIRE GL10 2QA

Telephone: 01453 822070 email: townclerk@stonehousetowncouncil.gov.uk

## Stonehouse Community Grant Application Form

Name of Club, Group or Organisation

Little Acorns Baby & Toddler Group

Name of person submitting application (inc. position in the organisation)

Address

MORLEY HALL  
ELM ROAD  
STONEHOUSE

Telephone Number

email

Details of Club, Group or Organisation (please delete as appropriate)

Is your organisation:

- |  |   |
|--|---|
| 1) Stonehouse based for Stonehouse residents         | <input checked="" type="radio"/> YES / NO |
| 2) a Gloucestershire Organisation serving Stonehouse | YES / NO                                  |
| 3) Stonehouse branch of a National Organisation      | YES / NO                                  |
| 4) Other   |   |

How much of the funds you raise is used locally?

☒ ALL / MOST / SOME / NONE

What is your total local membership?

10-15 Families, some with more than 1 child

What is your VAT status?

REGISTERED / ☒ NOT REGISTERED

What are the aims and objectives of your Organisation? To provide families, of low-income, and all families, of the community, an opportunity to make new friends, meet people, who may be able to offer advice/support, especially to new mothers, to provide a warm and safe environment for children to play with others, and to not ~~be able~~ live in isolation.

Details about the grant you are applying for:

To which Funding Scheme are you applying (please tick)

- Small grants (under £1000) ☒
- Large Grants (over £1000)
- Carbon Reduction Grants
- Revenue Grants

What will the grant be used for? *Rent & Food/Snacks (0-12 months) & 12 months+) To meet dietary requirements*

What is the total cost going to be? *£1500 / year.*

How much would you like Stonehouse Town Council to contribute?

*£1500*

What funds have already been raised by your organisation towards this project?

*£60 in Bank account but I have started to personally fund the Sessions.*

What other fund raising efforts does your organisation intend to make apart from this application?

*Yes - during the Course of the year - Family fun days, Goodwill etc.*

What amount does your organisation currently hold in the bank, as cash or in other balances?

*See above.*

What impact will the project have on the environment?

*Purchase locally to support other services provide a local service, Community Cen walk to.*

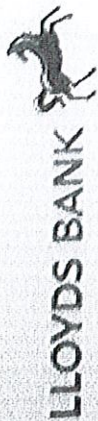
Please state here any further information, which you think, will help the Council when considering your application:

I wish to apply for a Grant from Stonehouse Town Council and certify that the information I given above is correct to the best of my knowledge and belief:

Signe

Date *2 - 12 - 2025.*





## COMMUNITY ACCOUNT Statement

Printed: 01 December 2025

Little Acorns baby and toddler group      Sort code 30-99-50      Account number 82887868  
[REDACTED]      Sort: LLOYDGB21287      SAN: GB45 LOYD 3099 5082 8878 68  
STONEHOUSE  
GLOUCESTERSHIRE  
GL10 2D

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday 8am to 6pm, Saturday 9am to 2pm (-44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
28 Nov 25	PREMIER PARK ROAD CD 3316	DEB		8.31	103.83
28 Nov 25	[REDACTED] PAYMENT FROM REVOLUT	CRD	2.00		105.83
	REV/643265521189687 230120 10 28NOV/25 10:42				

The amount left in the account is less than that indicated due to recent purchase of stock.





**Town Clerk**

---

**From:** Yü Energy Team <no-reply@yuenergy.co.uk>  
**Sent:** 20 November 2025 12:26  
**To:** Town Clerk  
**Subject:** Nuclear Regulated Asset Base (RAB) - What this means for you?



**Government Levy - Nuclear Regulated Asset Base (RAB)**

Business Name	Account Number	MPXN
Stonehouse Town Council	2000103902	1460000854725
Stonehouse Town Council	2000103903	1411790661004
Stonehouse Town Council	2000103904	1417440461000
Stonehouse Town Council	2000103905	1470000215895

Dear Customer,

We are writing to inform you that the government has announced a new charge called the **Nuclear Regulated Asset Base (RAB) levy** which will be added to all electricity bills from **1st December 2025**. This levy is being charged by the government to all businesses and households across the country.

**Why this is happening?**

This is a government initiative designed to help fund development of new nuclear power stations in the UK, starting with Sizewell C in Suffolk. It supports long-term energy security and increases access to low-carbon electricity.

**What this means for you?**

A mandatory charge will be applied to your electricity bills for your account(s) referenced above from the **1st December 2025** and will appear on the bills you receive in January 2026.

If you have multiple accounts with us, please be aware that the charge may apply differently to each one. Contracts sold from **14/08/2025** onward are not affected by this levy, as the cost is already included in the agreed supply rates.

**What are the costs?**

**Initial Rate Dec 2025:**      £3.49 per megawatt-hour

**Operational Levy Cost:**      £0.0028 per megawatt-hour

The total cost for each customer depends directly on how much electricity is used; for a typical SME customer who consumes 20,000kWh per year this charge equates to roughly £6/month.

Please note: The scheme is regulated by Ofgem and administered by the Low Carbon Contracts Company (LCCC), which collects the funds from energy suppliers. **The rates will be updated quarterly by the LCCC to reflect actual project costs and market conditions.**

Thank you for your attention to this.

Yours sincerely,

Yü Energy Team

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Yü Energy Fuel Mix Disclosure

Keep up to date on all things Yü:



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Yü Energy | CPK House | 2 Horizon Place | Mellors Way | Nottingham Business Park | Nottingham | NG8 6PY  
Web: [www.yuenergy.co.uk](http://www.yuenergy.co.uk)

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VAT Number: 236 2276 15  
ICO Data Protection Registration Certificate





## Town Clerk

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**From:** Brain, James <james.brain@stroud.gov.uk>  
**Sent:** 21 November 2025 15:29  
**To:** Town Clerk  
**Cc:** Councillor John Callinan; Councillor John Parker; Councillor Carol Kambites; Councillor Martin Percy; Marriott, Neil  
**Subject:** Street naming (Ref: STONEH116) - Development at land adjoining Station Road and Bristol Road, Stonehouse.  
**Attachments:** Letter to STC (published copy).doc

Good Afternoon Carlos,

I am writing regarding the street naming for the development at land adjoining Station Road and Bristol Road in Stonehouse.

As you are aware, I have been keen to achieve a pragmatic resolution to this matter and previously supported mediation between the Town Council and the developer a couple of months ago. Since then, I have taken the opportunity to undertake a further review of the authority and rights vested in the District Council. That review confirms that Stroud District Council, and specifically myself under delegated authority, hold the responsibility for naming streets within the district. Having carefully considered the evidence, I have determined that the street serving the development will be named **"Vick Close."**

I appreciate that this decision may not reflect the Town Council's preferred outcome, however, the chosen name does retain a clear reference to John Vick, thereby preserving the intended historical connection. A Street Naming Notice will be issued next week.

A copy of the attached letter will be posted next week for your records.

Best wishes,

James



**James Brain** *(He/Him)*

Pronounced: *Jay-mz Bray-n*

Strategic Director of Place  
**Stroud District Council**

Ebley Mill, Ebley Wharf  
Stroud, Gloucestershire, GL5 4UB

**T** 01453 766321  
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*Working together to make Stroud District a better place to live, work and visit*



# STROUD DISTRICT COUNCIL

Ebley Mill • Ebley Wharf • Stroud • Gloucestershire • GL5 4UB

01453 766321

[www.stroud.gov.uk](http://www.stroud.gov.uk)

Carlos Novoth  
Stonehouse Town Council  
Town Hall  
1 Queens Road  
Stonehouse  
GL10 2QA

Our Ref: STONEH116

21<sup>st</sup> November 2025

Dear Carlos,

## **Street Naming – Development at Land Adjoining Station Road, Bristol Road, Stonehouse**

I am writing regarding the street naming for the development at Land Adjoining Station Road, Bristol Road, Stonehouse. As you are aware, there is currently no agreement between Stonehouse Town Council and the Developer, New Dawn Homes, on the proposed street name for this development.

In the spirit of seeking to find a resolution, I have taken advice on Stroud District Council's ("the Council") legal and constitutional position in relation to its statutory street naming responsibilities, specifically:

- Section 18 of the Public Health Act 1925, which permits the Council, in its role as the Urban Authority, to "...*alter the name of any street, or part of a street, or "assign a name to any street, or part of a street, to which a name has not been given."* and
- The Council's Scheme of Officer Delegations and delegations to the Strategic Director of Place, specifically C5.8 which relates to Street Naming and Numbering, which is broad and does not require consultation or agreement with the Developer and/or the Town Council.

As you can see, the above confirm that the authority resides with the Council and specifically with me as the Strategic Director of Place. An appeal process does exist and an official Street Naming Notice with details of the route to it will be advertised following this letter.

Stonehouse Town Council's original request for "John Vick Close" was initially deemed acceptable by the Council as it could be demonstrated there was a historical connection, however, following further information from the developer it is now deemed to be in effect "*Aesthetically unsuitable or capable of deliberate misinterpretation*"<sup>1</sup> due to its similarity to the fictional character "John Wick". Therefore, the Council will not agree to it becoming an official street name. An objection to "Vick Close" will not be permitted unless the Town Council offer a demonstrably different alternative.

---

<sup>1</sup> Address Management Procedures [https://www.stroud.gov.uk/media/qf4hebtz/am\\_snn\\_procedures.pdf](https://www.stroud.gov.uk/media/qf4hebtz/am_snn_procedures.pdf)



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In the circumstances, it is my decision that the street serving the site will be named "Vick Close". Whilst this does not completely represent the choice of Stonehouse Town Council it does continue to respect the name and historical connection that the Town Council were keen to display. "Vick Close" is supported by the Developer and it addresses their concerns. Its adoption allows for the street naming and property numbering process at the site to be concluded, thus fulfilling the Council's statutory obligations, which it must complete without further undue delay.

Yours sincerely

**James Brain**  
**Strategic Director of Place**

*Leading a community that is making Stroud district a better place to live, work and visit for everyone*

Chief Executive: Kathy O'Leary





Minutes of a Town Business Committee Meeting held on Monday 1<sup>st</sup> December 2025 at 7pm at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA

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

**In Attendance:** Town Clerk 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.

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

---

The attending member of the public did not wish to speak; only to observe.

**B/933 To receive apologies**

Apologies were received from Cllrs Keren Capeling and John Parker

**B/934 To receive Declarations of Interest**

Declarations of interest were raised by Cllrs Carol Kambites and Keith Terry in relation to agenda item B/938

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

Committee **APPROVED** the minutes for both the 6<sup>th</sup> October and 3<sup>rd</sup> November 2025 meetings

**B/936 Matters arising**

The Clerk provided an update on previous meetings' main actions

- SCA grant - confirmed with the association - payment is included in the payment list provided for the meeting
- Installation of new pump for septic tank - completed and working
- Pod repairs - works awarded to contractor - work to commence in new year
- Fig tree grant - confirmed with the Fig Tree
- Crimestoppers - orders for leaflets and social media work have been placed

- Change of bank signatories - changes being progressed although it was suggested that this may take some time
- Flags - email sent to GCC requesting the removal of flags from lamp posts

Cllr John Callinan was pleased to see that the flooding issue at Oldends lane was now hopefully resolved, it was his intention to arrange a working group meeting and include SCAAF to consider furthering the development of Oldends lane to include discussing energy efficient ways to heat the Pavilion building and its water.

The Clerk updated the meeting with the latest position in relation to the vandalism to the Town Centre flagpole - a Facebook post has been made today identifying what had happened - further posts will be made to update the public in terms of future actions.

Cllrs attending the recent first aid course thought highly of the course.

#### **B/937 To receive the latest budget position**

The Clerk presented the latest budget position.

Several queries were raised:

- A suggestion was made that perhaps travel expense budgets could be rationalised
- In light of the increasing number of grant applications received this and in previous years, the grant budget could do with increasing
- Why Magpies Social club had almost paid up the full year's rent. The Clerk would ensure that Magpies was reminded of the reduction in their rent.
- The reason for the significant overspend on Pavilion reactive maintenance. The budget report included a cost that had not been balanced off through an agreed reserve - this had yet to be actioned
- The youth worker costs were questioned. The Clerk confirmed that payments were on target
- Security costs seemed to be referred to in a number of main budget headings, some of which here not being used - the clerk stated that these were relatively small amounts and should exist to reflect the full cost of maintaining each building but, this could be reviewed through the budget setting process

Committee **NOTED** the total Actual Net expenditure of £298,281.14; total Actual Net Income of £427,752.01 and Reserve Movements of £32,456.20

Cllrs Carol Kambites and Keith Terry left the meeting 7.30pm in light of their declared interest in agenda item B/938

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

There was a questions about whether prompt payment by GCC to the town council - this was confirmed albeit, invoicing for repair works was very slow  
Committee **APPROVED** BACS payments totalling £33,522.58 and £4,199 respectively. Committee **RETROSPECTIVELY APPROVED** Debit Card payments totalling £1,391.57.



Cllrs Carol Kambites and Keith Terry returned to the meeting 7.35pm

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

There had been no change to the previous update on the budget setting exercise. A further meeting with the Chair and Vice Chair is being planned - Cllrs are asked to feed in suggestions and concerns - a further update is to be provided at Business Committee at its meeting in January 2026. Mention was also made of ensuring that budget lines included comments on why budgets are not spent on lines where this was the case - the clerk stated that this would be the case and that changes made by council in recent years have seen revenue budget lines removed and some added to earmarked reserves - an example of this was in relation to local elections where budget spend was decided by external factors beyond the council's control. There was also an ongoing request that a budget sheet be developed showing budget spend profile during the course of the year. It was agreed that the clerk would recirculate the latest Precept calculations and Reserves. A further budget meeting with the Chair and Vice Chair would also be arranged for Monday at 4pm in the town hall - this would be open to all committee members

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

- **Financial Regulations**  
Committee **RECOMMENDED** the revised Financial Regulations for town council approval
- **Risk Management**  
Subject to a change to the last paragraph under the headings 'Implementation' and 'The town council will' - the new paragraph to read 'Officers should consider, investigate and reference risks and identify suitable mitigation measures associated with any proposal put forward for council approval'  
Committee **RECOMMENDED** the Risk Management Policy for town council approval
- **Investment Strategy**  
The issue of ethical investments taking a more prominent position in the decision making process when determining future investments - It was stated that the council's investment strategy mirrored that produced by Stroud District Council and was fairly sound. This was agreed. It was suggested that clause 5.2 be removed as it did not make sense and it was recognised that investments can only be considered committed when they were paid over the counterparty  
Committee **RECOMMENDED** the investment Strategy for town council approval subject to the removal of clause 5.2 from the strategy document

- **Reserves policy**  
Committee **RECOMMENDED** the latest Reserves Policy for town council approval
- **Code of Conduct**  
It was confirmed that the town council had adopted a Model Code of Conduct established for use by both the district councils and Glos County Council  
Committee **RECOMMENDED** the Code of Conduct for town council approval
- **Scheme of Delegations**  
Question in relation to planning  
Committee **RECOMMENDED** the Scheme of Delegations for town council approval
- **Scale of charges**  
It was agreed that there should be no increased charges  
Committee **RECOMMENDED** the Scale of Charges for town council approval

The Clerk suggested that as the council's policies had been developed over time from different sources, there was a need to re format all policies - communication working group to determine the new format to be adopted.

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

Cllrs were in agreement that the Open Spaces Society had shown the town council significant support throughout its engagement on Verney fields and had as a result saved the council a lot of money and helped direct the council to what will hopefully be a successful outcome for the residents of Stonehouse. It was therefore considered that the society's request should in itself be supported with a grant of £500; this being such a small amount compared to the help the council received.

Committee **APPROVED** a grant to the Open Spaces Society of £500 from Reserve Funds

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

This was debated and it was agreed that there was merit in continuing to pay for a warranty as a useful fallback measure

Committee **APPROVED** to pay for a further warranty period of 12 months for £623 plus vat

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

Committee **RECOMMENDED** council approve the revised Terms of Reference for HR Sub Committee subject to a change to para 3 to read 'The Chair and



Vice Chair will be elected at the first HR meeting immediately following the annual town meeting'

**B/944 To receive updates from the following working groups:**

**1. Climate Change Action Forum**

Action plan is out of date but is currently being reviewed by SCCAF. Two key projects are being looked at and includes the use of solar panels on the Pavilion to and the use of a thermal heat gun to help homeowners understand improvements they can make to their homes to prevent heat loss

**2. Communications**

The comms group are meeting more regularly. A recent meeting was held to agree the future use of Social Media - the group has now set up a 'Whatsapp' group to speed up decision making on future comms/posts

**3. Oldends Lane Development**

To arrange next meeting now that the flooding issue seems to have been resolved. It was agreed that the next few meetings will combine discussions with SCCAF to focus on ways to deal with the level of energy use within the Pavilion

**4. Support Stonehouse**

Warm spaces now out of date in shops and website - it was suggested that council may wish to consider funding the distribution of electric throws through third parties to help those struggling to keep warm in their homes

**5. Youth**

A quarterly meeting is due on 17<sup>th</sup> December with The Door. It was noted that external funding for their mentoring work had stopped but they would continue to continue with the mentoring paid for by the town council

**6. Policy**

Making good progress - there is a need to set another meeting date

**7. Internal Audit Panel**

Latest audit undertaken in Nov 25 - due to be presented to BC at the next meeting

**8. Local Government Review**

Cllr Carol Kambites currently has a list of District council Assets to share with other interested parties; it was likely that the transference of any assets would take place after the reorganisation process. It was likely that following potential Gov't changes to the Planning system, developments built within 3 miles of a railway station will not require planning - this was of particular importance to Stonehouse

**B/945 To note the date of the next meeting - Monday 12<sup>th</sup> January 2026**

Committee **NOTED** the date of the next meeting







# 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 18<sup>th</sup> 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 reasonable 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 Legislation<sup>1</sup> regarding the advertising of**

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<sup>1</sup> 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

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## 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.

Officers should consider, investigate and reference risks and identify suitable mitigation measures associated with any proposal put forward for council approval~~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: 18<sup>th</sup> 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: 18<sup>th</sup> 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.
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**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**

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**Adopted: 18<sup>th</sup> 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.<sup>1</sup>

## **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*

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<sup>1</sup> Section 34 Localism Act 2011

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

#### IV. Rules of Conduct

6. 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.
7. Members shall observe the following rules:-

##### General Requirements

- (1) **Do** treat everyone with respect.
- (2) **Do** promote equalities and **do not** discriminate unlawfully against any person.
- (3) **Do** promote and support high standards of conduct when serving in your public post by leadership and example.
- (4) **Do not** behave in a manner which brings your role or the Council into disrepute.
- (5) **Do not** bully any person.
- (6) **Do not** harass any person
- (7) **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.
- (8) **Do not** do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the Council.
- (9) **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—
  - (i) you have the consent of a person authorised to give it;
  - (ii) you are required by law to do so;
  - (iii) 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
  - (iv) the disclosure is –
    - (a) 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.

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**Last Reviewed: 22<sup>nd</sup> January '24 Minute (TC3175)**

**Next Review: January 2025**





### SCALE OF CHARGES – 8<sup>th</sup> December 2025 (Exclusive of VAT)

Hire type	Location	Charge	General Conditions/Requirements
<b>Daily Hire</b> (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"> <li>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</li> </ul>
	Oldends Lane Playing Field	£180	<ul style="list-style-type: none"> <li>Pavilion keys to be collected from and returned to the Town Hall as agreed with the town council</li> </ul>
	Laburnum Playing Field	£140	<ul style="list-style-type: none"> <li>A deposit of £10 will be taken for keys and held against loss</li> </ul>
	Meadow Playing Field	£140	<ul style="list-style-type: none"> <li>A deposit of £40 will be taken should an event require the use of vehicles accessing the location</li> </ul>
	Stagholt Playing Field Town Green Parking on Playing Fields (when conditions allow)	£204 £100	<ul style="list-style-type: none"> <li>The Pavilion will be left in a clean condition of a standard commensurate with the condition found prior to use</li> </ul>
<b>Pitch Hire</b> (incl Pavilion Changing rooms/Toilets)	Oldends Lane Playing Field (Adults) Oldends Lane Playing Field (Junior)	£60 £15	
<b>Market Pitch (Per day)</b>	Town Green	£5/Pitch	<ul style="list-style-type: none"> <li>Pitch organisers to ensure that the town green is protected from damage</li> </ul>
<b>Meeting Room (Per hour)</b>	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**



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 ~~Annual Town Meeting~~ 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