



**STONEHOUSE**  
**TOWN COUNCIL**

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

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

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

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

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

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

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

**B/919 To receive apologies**

There were apologies from Carol Trim

**B/920 To receive Declarations of Interest**

There were no declarations of interest

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

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

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

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

*Theresa Watt*  
11/12/2025







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

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

**B/922 To receive the latest budget position**

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

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

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

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

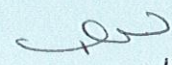
**B/924 To receive an update on the latest budget setting exercise for 2026/27 financial year**

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

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

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

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

  
11/12/2025







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

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

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

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

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

Agenda item brought forward - see above for details

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

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

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

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

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

**B/930 To recommend council approve the updated Standing Orders**

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

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

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

**1. Climate Change Action Forum**

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

**2. Communications**

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

**3. Oldends Lane Development**

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

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1/12/2025







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

**4. Support Stonehouse**

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

**5. Youth**

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

**6. Policy**

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

**7. Internal Audit Panel**

The next audit is due before the end of November

**8. Local Government Review**

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

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

*Chewatt*  
11/12/2025







# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/25 and 27/10/25 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2025/2026	Reserve	Actual Net	Balance	Bal %age
<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	£1,244.79	-£755.21	-37.76%
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	£1,575.00	-£425.00	-21.25%
150 Community Centre Lease	£500.00	£0.00	£0.00	-£500.00	-100.00%
155 OEL Pitch Hire	£3,000.00	£0.00	£115.00	-£2,885.00	-96.17%
160 Misc Income	£500.00	£0.00	£2,351.08	£1,851.08	370.22%
170 Investments Interest	£0.00	£0.00	£0.00	£0.00	0.00%
171 Bank Interest - Lloyds Bank	£0.00	£0.00	£0.00	£0.00	0.00%
172 Bank Interest - Charity A/C	£2,000.00	£0.00	£0.00	-£2,000.00	-100.00%
173 Bank Interest - Natwest	£0.00	£0.00	£0.00	£0.00	0.00%
174 Bank interest - Cambridge BS	£2,000.00	£0.00	£0.00	-£2,000.00	-100.00%
175 Town Hall/Library Recharges	£3,000.00	£0.00	£1,286.96	-£1,713.04	-57.10%
176 Bank Interest - Nationwide	£2,000.00	£0.00	£0.00	-£2,000.00	-100.00%
177 Bank Interest - Melton Building Society	£2,000.00	£0.00	£0.00	-£2,000.00	-100.00%

*gscott*  
1/12/2025



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## for Town Business Committee

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

	2025/2026	Reserve	Actual Net	Balance	Bal %age
178 CCLA Interest	£21,000.00	£0.00	£6,497.52	-£14,502.48	-69.06%
<b>Total Town Business Committee</b>	<b>£458,480.00</b>	<b>£0.00</b>	<b>£423,928.39</b>	<b>-£34,551.61</b>	<b>-7.54%</b>
<b>EXPENDITURE</b>					
<b>Town Business Committee</b>					
1000 Salaries					
1000/1 Contracted staff	£223,800.00	£0.00	£125,116.67	£98,683.33	-44.09%
1000/2 Locum	£0.00	£0.00	£0.00	£0.00	0.00%
1000/3 Short term contracted staff	£0.00	£0.00	£0.00	£0.00	0.00%
1000 Total	£223,800.00	£0.00	£125,116.67	£98,683.33	-44.09%
1010 Training & Recruitment					
1010/1 Contracted Staff	£2,500.00	£0.00	£1,332.98	£1,167.02	-46.68%
1010/2 Councillors	£500.00	£0.00	£225.00	£275.00	-55.00%
1010 Total	£3,000.00	£0.00	£1,557.98	£1,442.02	-48.07%
1020 Health & Safety	£2,500.00	£0.00	£878.98	£1,621.02	-64.84%
1030 Professional Fees	£8,000.00	£0.00	£3,061.78	£4,938.22	-61.73%
1040 IT support					
1040/1 General	£6,750.00	£0.00	£2,531.19	£4,218.81	-62.50%
1040/2 Website	£1,300.00	£0.00	£1,080.46	£219.54	-16.89%
1040/3 Newsletter	£0.00	£0.00	£400.00	-£400.00	100.00%
1040/4 Phones	£1,500.00	£0.00	£190.34	£1,309.66	-87.31%
1040/5 Printing	£0.00	£0.00	£283.95	-£283.95	100.00%
1040 Total	£9,550.00	£0.00	£4,485.94	£5,064.06	-53.03%
1050 Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	-100.00%



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## for Town Business Committee

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

	2025/2026	Reserve	Actual Net	Balance	Bal %age
1060 Grants					
1060/1 One-Offs	£10,000.00	£2,200.00	£12,790.00	£590.00	5.90%
1060/2 Long-Term	£7,400.00	£0.00	£0.00	£7,400.00	-100.00%
1060 Total	£17,400.00	£2,200.00	£12,790.00	£6,810.00	-39.14%
1070 Town Hall/Library Shared Costs					
1070/1 Rates	£4,500.00	£0.00	£5,613.75	£-1,113.75	24.75%
1070/2 Water	£1,200.00	£0.00	£339.31	£860.69	-71.72%
1070/3 Electric	£3,000.00	£0.00	£1,326.95	£1,673.05	-55.77%
1070/4 Gas	£1,800.00	£0.00	£269.79	£1,530.21	-85.01%
1070/5 Interior Maintenance (reactive)	£500.00	£0.00	£60.00	£440.00	-88.00%
1070/6 Interior Maintenance (programmed)	£500.00	£0.00	£0.00	£500.00	-100.00%
1070/7 Waste Collection	£300.00	£0.00	£10.92	£289.08	-96.36%
1070/8 Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1070 Total	£12,000.00	£0.00	£7,620.72	£4,379.28	-36.49%
1080 Town Hall/Library STC costs					
1080/1 Exterior Maintenance/Cleaning	£500.00	£0.00	£214.45	£285.55	-57.11%
1080/2 Interior Cleaning	£1,700.00	£0.00	£1,307.79	£392.21	-23.07%
1080 Total	£2,200.00	£0.00	£1,522.24	£677.76	-30.81%
1090 Admin Expenses					
1090/1 Paper	£250.00	£0.00	£111.34	£138.66	-55.46%
1090/2 Other	£500.00	£0.00	£756.39	£-256.39	51.28%
1090/3 Printing and Delivery of Newsletters	£8,000.00	£0.00	£3,461.00	£4,539.00	-56.74%

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# Financial Budget Comparison

## for Town Business Committee

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

	2025/2026	Reserve	Actual Net	Balance	Bal %age
1090/4 Travel expenses	£500.00	£0.00	£45.00	£455.00	-91.00%
1090 Total	£9,250.00	£0.00	£4,373.73	£4,876.27	-52.72%
1100 Mayor's Charity & Expenses	£300.00	£0.00	£0.00	£300.00	-100.00%
1110 Travel Costs/Staff & Councillors	£400.00	£0.00	£0.00	£400.00	-100.00%
1120 Election Costs	£0.00	£9,185.29	£9,185.29	£0.00	0.00%
1130 Civic/Remembrance Parades	£180.00	£0.00	£0.00	£180.00	-100.00%
1140 Pavilion Overheads					
1140/1 Rates	£0.00	£0.00	£0.00	£0.00	0.00%
1140/2 Water	£1,200.00	£0.00	£1,213.41	-£13.41	1.12%
1140/3 Electric	£6,300.00	£0.00	£2,342.74	£3,957.26	-62.81%
1140/4 Cleaning	£1,000.00	£0.00	£768.72	£231.28	-23.13%
1140/5 Maintenance (reactive)	£2,000.00	£0.00	£5,340.00	-£3,340.00	167.00%
1140/6 Maintenance (programmed)	£1,000.00	£0.00	£3.10	£996.90	-99.69%
1140/7 Waste Collection	£500.00	£0.00	£43.68	£456.32	-91.26%
1140/8 Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1140/9 Septic Tank	£700.00	£0.00	£3,036.68	-£2,336.68	333.81%
1140 Total	£12,900.00	£0.00	£12,748.33	£151.67	-1.18%
1150 Workshop Overheads					
1150/1 Water	£0.00	£0.00	£0.00	£0.00	0.00%
1150/2 Electric	£300.00	£0.00	£0.00	£300.00	-100.00%
1150/3 Maintenance (Reactive)	£300.00	£5,912.39	£6,864.29	-£651.90	217.30%
1150/4 Maintenance (programmed)	£700.00	£0.00	£120.03	£579.97	-82.85%
1150/5 Waste Collection	£1,800.00	£0.00	£827.25	£972.75	-54.04%



# Financial Budget Comparison

## for Town Business Committee

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

	2025/2026 £200.00	Reserve £0.00	Actual Net £0.00	Balance £200.00	Bal %age -100.00%
1150/6 Security					
1150 Total	£3,300.00	£5,912.39	£7,811.57	£1,400.82	-42.45%
1160 Equipment & Vehicle Costs					
1160/1 Equipment and Vehicle costs	£700.00	£550.00	£1,105.12	£144.88	-20.70%
1160/2 Maintenance	£600.00	£0.00	£75.00	£525.00	-87.50%
1160/3 Fuel	£900.00	£0.00	£294.04	£605.96	-67.33%
1160/4 Tax	£200.00	£0.00	£0.00	£200.00	-100.00%
1160/5 MOT/Service	£600.00	£0.00	£0.00	£600.00	-100.00%
1160 Total	£3,000.00	£550.00	£1,474.16	£2,075.84	-69.19%
1170 Youth Centre Workers	£66,000.00	£0.00	£48,750.50	£17,249.50	-26.14%
1180 Youth Centre Overheads					
1180/1 Rates	£1,400.00	£0.00	£1,458.88	£-58.88	4.21%
1180/2 Water	£300.00	£0.00	£100.44	£199.56	-66.52%
1180/3 Electric	£1,500.00	£0.00	£556.61	£943.39	-62.89%
1180/4 Cleaning	£1,300.00	£0.00	£695.50	£604.50	-46.50%
1180/5 Maintenance (reactive)	£1,000.00	£0.00	£627.99	£372.01	-37.20%
1180/6 Maintenance (programmed)	£1,500.00	£0.00	£46.50	£1,453.50	-96.90%
1180/7 Waste collection	£300.00	£0.00	£21.84	£278.16	-92.72%
1180/8 Security	£500.00	£0.00	£0.00	£500.00	-100.00%
1180/9 IT costs	£1,000.00	£0.00	£322.74	£677.26	-67.73%
1180 Total	£8,800.00	£0.00	£3,830.50	£4,969.50	-56.47%
1200 Subscriptions	£3,500.00	£0.00	£2,646.45	£853.55	-24.39%
1210 Insurances					

27/10/25  
1/12/2025



# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/25 and 27/10/25 inclusive. Includes due and unpaid transactions. Includes commitments.  
Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve	Actual Net	Balance	Bal %age
1210/1 Public/Employee Liability	£8,000.00	£0.00	£8,851.28	-£851.28	10.64%
1210/2 Buildings	£0.00	£0.00	£0.00	£0.00	0.00%
1210/3 Vehicle	£0.00	£0.00	£137.42	-£137.42	100.00%
1210 Total	£8,000.00	£0.00	£8,988.70	-£988.70	12.36%
1220 Project Planning & Delivery					
1220/1 OEL Car Park	£0.00	£2,555.00	£2,555.00	£0.00	0.00%
1220/2 Stagholt	£0.00	£100.00	£100.00	£0.00	0.00%
1220/3 Ship Inn site	£0.00	£4,212.72	£4,147.72	£65.00	100.00%
1220/4 Court View	£0.00	£10.00	£0.00	£10.00	100.00%
1220/5 Great Oldbury	£0.00	£0.00	£0.00	£0.00	0.00%
1220 Total	£0.00	£6,877.72	£6,802.72	£75.00	100.00%
1230 Climate Change	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
Total Town Business Committee	£399,580.00	£24,725.40	£263,646.26	£160,659.14	-40.21%
Total Town Business Committee In	£458,480.00	£0.00	£423,928.39	-£34,551.61	
Total Town Business Committee E	£399,580.00	£24,725.40	£263,646.26	£160,659.14	
Total Net Balance	£58,900.00		£160,282.13		

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1/12/2025



# 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
4664		£1,365.00	2000	15/09/25	Blachere Illuminations - Christmas Lights - led string lights	39345
		<b>£1,365.00</b>			Blachere Illuminations - Total	
4667		£240.00	1190/3	22/10/25	Clarian Property Services - OEL - removal of rotten wooden posts on tunnel	35
		<b>£240.00</b>			Clarian Property Services - Total	
4670		£40.97	1160/1	24/10/25	G R Fasteners - Workshop - cable ties, PTFE spray, WD40, yellow & white paint markers	891041
		<b>£40.97</b>			G R Fasteners - Total	
4666		£1,925.00	2050/1	21/10/25	Little Party Heaven - Goodwill 2025 - Entertainment - Face painting, balloon modelling, juggling/circus workshops, mini farm, donkeys, magic shows	0566
		<b>£1,925.00</b>			Little Party Heaven - Total	
4668		£108.00	1190/5	23/10/25	Midland Forestry Limited - OEL - Cherry Tree - removal of dead limb and reduction of over extended limb	4859
		<b>£108.00</b>			Midland Forestry Limited - Total	
4669		£2,952.60	1190/1	23/10/25	T W Hawkins & Sons - Oct '25 - Contract mowing	014370
		<b>£2,952.60</b>			T W Hawkins & Sons - Total	
<b>Total</b>		<b>£6,631.57</b>				

Signature

*[Handwritten Signature]*

Signature

Date

*1/12/2025*







## Start of year 01/04/25

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
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4665	£45.24	1020	21/10/25	The Safety Supply Company - 5 x safety glasses & 10 x safety gloves	9600540
		<b>£45.24</b>			
			The Safety Supply Company - Total		
		<b>£45.24</b>			
<b>Total</b>					

Signature \_\_\_\_\_ Signature \_\_\_\_\_  
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