



STONEHOUSE
TOWN COUNCIL

Minutes of a Town Business Committee Meeting held on Monday 6th October 2025 at 7pm at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA

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

In Attendance: Town Clerk and Town Councillor Simon McGregor

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

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

B/904 To receive apologies

Apologies were received from Cllrs Neil Gibbs.

B/905 To receive Declarations of Interest

Cllr Theresa Watt declared an interest in agenda item B/908; Cllrs Keith Terry and Keren Capeling declared an interest in agenda item B/915

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

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

B/907 To receive the latest budget position

Committee **NOTED** the latest budget report; Total 'Actual Net' Expenditure of £213,994.08; total 'Actual Net' Income of £216,726.77 and Reserve movements of £24,494.20

In light of her declaration of interest in agenda item B/908, the Chair left the meeting. The Chair's position was filled by Cllr Carol Kambites 7.03pm.

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

Committee **APPROVED** BACS payments totalling £10,359.75

Theresa Watt
11/12/2025

Cllr Theresa Watt returned to the meeting 7.04pm following determination of agenda B/908

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

Cllr Keith Terry presented his written report for consideration. It was agreed that the issues contained within the report be referred to Policy working group for consideration and the result be re-presented to Business Committee at a later date.

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

Committee **APPROVED** the recommended course for up to 12 Cllrs for £600 total subject to the course allowing attending Councillors to be suitably trained to become first aiders for a council event.

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

The clerk referred committee to his written report.

Committee **APPROVED** the award of the work to provide and install two new sewer pumps for the end chamber of the septic tank and to check the operational controls were in good working order to, 'Mike Davies Pumping Services' for the quoted price of £2,340 plus vat.

B/912 To consider and recommend for council approval the award of a works contract for the repair of the outer walls of the Youth Pod

Committee **RECOMMENDED** council approve:

- the award of repair works to the outer walls of the Youth Pod to 'Marlyn Home Services' at a total cost of £10,730 plus vat and,
- for the works to be funded from general reserves

subject to the approval by Stroud District Council planning department for the use of plastic cladding from sill height to the ground.

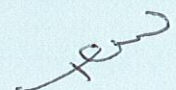
B/913 To recommend for council approval the council's revised Standing Orders

There were a number of recommendations raised in relation to NALC's Model Standing Orders which were itemised and discussed during the meeting.

Committee to **RECOMMEND** full town council approve the new standing orders subject to the recommended changes

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

An update report was provided by the Chair of Stonehouse Community Association (SCA). The Chair stated that the Trustees have recently agreed to charge for the use of the centre's car park by non-users of the centre; this would be done through a specialist company. There were one or two concerns about how it would work but the Chair of SCA made it clear that it was a necessity to bring in additional income to the community centre to keep it commercially viable. Committee **NOTED** the update



In light of their declared interest in agenda item B/914, both Cllrs Keith Terry and Keren Capeling left the meeting

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

It was made clear at the meeting that the criteria for drawing down reserve funding for use on the community centre was as originally agreed by council, that is, the funding was to be used for major works. Furthermore, it was agreed that it will be necessary to seek town council's approval to change this criteria so as to allow the funding to be used on more incidental works. The chair of SCA to provide details of the costs he is seeking to cover and where possible to show that he has secured value for money.

Committee **RECOMMENDED** town council approve:

- a revision to the criteria originally set to release reserve funding from the town council for use on the Stonehouse Community Centre - replacement of reference from 'Major works' to 'provide general financial support'.
- subject to the provision of the necessary quotes, payment of costs associated with necessary works to the community centre up to the value of £7,500, from the earmarked reserve.

Cllrs Keith Terry and Keren Capeling returned to the meeting

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

It was considered that the council had already maintained up to 14 working groups and that to add to this number seemed unnecessary and unmanageable. It was agreed that as the council's health and safety advisors, 'Peninsula' had been engaged by the HR Sub Committee, it would be sensible for it to continue to provide a H&S over-seeing role on behalf of the authority at this time. The clerk stated that he will be reporting on the most up to date developments of Peninsula's involvement with the council at the next sub committee meeting.

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

1. **Climate Change Action Forum**
Will be meeting Tuesday 14th October at 2pm
2. **Communications**
No meetings were necessary at this time
3. **Oldends Lane Development**
Further meeting to be arranged
4. **Support Stonehouse**
No update
5. **Youth**
Details of last quarter performance provided through report
6. **Policy**
Further meetings required urgently
7. **Internal Audit Panel**
Dates of further audits to be determined

Cliff
1-12-2025

8. Local Government Review
No recent changes

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

Passout
1/12/2025

Financial Budget Comparison

for Town Business Committee

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

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

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

2025
11/12/2025

Financial Budget Comparison

for Town Business Committee

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

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

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

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Financial Budget Comparison

for Town Business Committee

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

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

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

Financial Budget Comparison

for Town Business Committee

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

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

		2025/2026	Reserve	Actual Net	Balance	Bal %age
1090/4	Travel expenses	£500.00	£0.00	£45.00	£455.00	-91.00%
1090	Total	£9,250.00	£0.00	£4,298.73	£4,951.27	-53.53%
1100	Mayor's Charity & Expenses	£300.00	£0.00	£0.00	£300.00	-100.00%
1110	Travel Costs/Staff & Councillors	£400.00	£0.00	£0.00	£400.00	-100.00%
1120	Election Costs	£0.00	£9,185.29	£9,185.29	£0.00	0.00%
1130	Civic/Remembrance Parades	£180.00	£0.00	£0.00	£180.00	-100.00%
1140	Pavilion Overheads					
1140/1	Rates	£0.00	£0.00	£0.00	£0.00	0.00%
1140/2	Water	£1,200.00	£0.00	£1,089.69	£110.31	-9.19%
1140/3	Electric	£6,300.00	£0.00	£1,946.03	£4,353.97	-69.11%
1140/4	Cleaning	£1,000.00	£0.00	£630.72	£369.28	-36.93%
1140/5	Maintenance (reactive)	£2,000.00	£0.00	£925.00	£1,075.00	-53.75%
1140/6	Maintenance (programmed)	£1,000.00	£0.00	£3.10	£996.90	-99.69%
1140/7	Waste Collection	£500.00	£0.00	£43.68	£456.32	-91.26%
1140/8	Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1140/9	Septic Tank	£700.00	£0.00	£340.00	£360.00	-51.43%
1140	Total	£12,900.00	£0.00	£4,978.22	£7,921.78	-61.41%
1150	Workshop Overheads					
1150/1	Water	£0.00	£0.00	£0.00	£0.00	0.00%
1150/2	Electric	£300.00	£0.00	£0.00	£300.00	-100.00%
1150/3	Maintenance (Reactive)	£300.00	£5,912.39	£6,864.29	£-651.90	217.30%
1150/4	Maintenance (programmed)	£700.00	£0.00	£120.03	£579.97	-82.85%
1150/5	Waste Collection	£1,800.00	£0.00	£772.95	£1,027.05	-57.06%

Financial Budget Comparison

for Town Business Committee

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

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

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

Financial Budget Comparison

for Town Business Committee

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

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

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

11/12/25

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

BACS Approval List

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

Signature

[Signature]

Signature

Date

1/12/2025

