



STONEHOUSE
TOWN COUNCIL

To Members of the Town Council

You are hereby summoned to attend a Town Council Meeting to be held on Monday 19th January 2026 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
14th January 2026

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

A G E N D A

- TC3545 To receive apologies
- TC3546 To receive declarations of interest
- TC3547 To approve the minutes of the Town Council meeting of 8th December '25
- TC3548 To note Matters Arising
- TC3549 To receive reports from Chair of Town Council and town councillors
- TC3550 To receive reports from County and District Councillors
- TC3551 To receive RFO's budget report and bank reconciliations for December '25
- TC3552 To approve the latest payment lists
- TC3553 To approve the internal auditor to undertake the annual audit for financial year 2025/26
- TC3554 To approve the council's latest Reserves

- TC3555 To receive draft minutes of Business Committee meeting of 12th January 2026 and approve the following recommendations:
1. B/952 - For financial year 2026/27, council to approve
 - a. A total council expenditure budget of £480,524 (net exp Budget of £433,387)
 - b. A Town Council precept of £433,387 representing an increase of 5.07% (an annual increase of £8.97 per Band 'D' property)
 2. B/953 - For Council to receive and note the findings of the first two Internal Control Checks (ICC) for the 2025/26 financial year
- TC3556 To receive draft minutes of Environment Committee meeting of 5th January '26
- TC3557 To receive information about the new Digital and Data Compliance requirement for Parish and Town Councils to support the 2025 AGAR
- TC3558 To note the date of the next town council meeting Monday 16th February '26

Notes on Agenda items, Full Town Council Monday 19th January '26

TC3547 - Minutes	See attached minutes
TC3548 – Matters arising	<ul style="list-style-type: none"> • Little Acorns Toddler Group advised on the success of their grant App • Further meetings have been held with both committees on the budget setting process • Recently adopted policies have been placed on the council's website
TC3550 – District/County reports	A report has been provided by the Ward Cllr Carol Kambites
TC3551 – Budget & Reconciliation	See attached budget to date and Bank Reconciliations for December 2025
TC3552 – 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
TC3553 – Annual Internal 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>Base Fees (for standard audit, no issues with documentation)</p> <ul style="list-style-type: none"> • Band 8+ (£400,001+): £480 <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>Additional charges</p> <ol style="list-style-type: none"> 1. Inadequate document submission: <ul style="list-style-type: none"> ○ If key documentation and references are 'missing' or inadequate, requiring the auditor to engage in lengthy toing and froing, a £35 per hour charge 2. Face-to-Face or Zoom meeting: <ul style="list-style-type: none"> ○ If a council requests a face-to-face or Zoom meeting to discuss the audit in detail, a £45 flat fee per meeting (up to 1.5 hours) will be charged. Any additional time beyond this would be charged at £35 per hour. This allows for flexible communication while covering the auditor's additional time. 3. Mileage: Maintain the current mileage rate of 45p per mile from the auditor's base. This will be charged from the Internal Auditor's base. <p>Recommendation: Engage with Gloucester Association of Local Councils (formerly GAPTC) as a competent auditor to undertake the town council's annual internal audit for the 2025/26 financial year at a cost of £480 plus additional fees if necessary.</p>
TC3554 – Reserves	See attached detailed report on current reserves and paper showing recommended minor adjustments
TC3555 – Business Committee	See attached draft minutes, support paper for budget setting purposes and Internal Control Check reports.
TC3556 – Environment Committee	See attached draft minutes
TC3557 – Digital and Data Compliance AGAR 2025	<p>See attached paper</p> <p>A new digital and data compliance requirement for Uk Parish and Town Councils has been introduced for the 2025 AGAR.</p> <p>See attached brief overview of the requirements.</p> <p>A more detailed version will be sent by separate cover</p>



STONEHOUSE
TOWN COUNCIL

**Minutes of a meeting of the Town Council
held Monday 8th December 2025 at the Town Hall**

Present:

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

In Attendance: Carlos Novoth - Town Clerk; County Councillor Dean Botterill; a representative of 'All Pulling Together' (in support of Little Acorns Nursery Group), numerous members of the public.

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

The Chair opened the meeting by offering members of the public the opportunity to raise questions or make comment.

A member of the public questioned the use and cost of the planned thermal imaging device to be discussed later in the meeting and also the accuracy of the minutes of the previous council meeting in that they did not align with an issue in the Matters arising. The Clerk was able to confirm the relevant details in relation to the thermal imaging device. He also stated that the minutes detailed the discussion accurately and that in fact the parameters of a Freedom of Information request (which was being referred to) had changed as a result of a discussion with Cllr Den Botterill.

A second member of the public raised concern in relation to the town council's recent decision to install two further flagpoles within the town. The individual had read out a statement detailing his concerns. The following questions were raised; Why did the council change its opinion regarding adding two new flags poles in Stonehouse; Who were on the working group to make this recommendation and were they all elected Stonehouse Town Councillors; Why does Stonehouse need a Union flag and what purpose does it achieve; What other National flags are proposed for flagpole 2. The Chair responded by stating that the working group consisted of town councillors only but that had it been necessary to, may have included other individuals who could add value to the group. He also stated that the town council had to consider the broad range of concerns and wishes in its deliberations. The Chair accepted that the member of the public was dissatisfied with the council's decision but consideration of the broader view had to be made. The individual left the meeting immediately.

An issue was raised in relation to the potential use of a thermal camera by the council in that the member of the public felt it could be used for nefarious means. It was made clear that the camera is in the first instance a thermal imaging device that allowed members of the public to see for themselves where their homes were losing heat and that it was to be used to encourage householders to seek further advice on insulating their homes.

The member of the public who had raised concerns with the council's decision to install further flagpoles in the town, returned to the meeting to complain that he had been shoved by another member of the public that he recognised from the meeting; he also stated that he would report the matter to the Police. The Clerk went outside to establish who was being referred to as the perpetrator but the person could not be seen. The Clerk returned to the meeting.

The Chair thanked all attending members of the public and brought the public session to a close.

TC3526 To receive apologies
Apologies were received from Cllr Theresa Watt

TC3527 To receive declarations of interest
There were no declarations of interest

TC3528 To approve the minutes of the Town Council meeting of 17th November '25
Council **APPROVED** the minutes as a true and accurate record of the meeting

With approval from council, the Chair brought forward Agenda item TC3535.

TC3535 To approve a grant application for 'Little Acorns Baby and Toddler Group'
The representative from Little Acorns Baby and Toddler Group could not attend the meeting due to illness. This group was being supported by the representative of 'All Pulling Together' (APT), who was able to attend the meeting on the group's behalf.
A query was raised about the accuracy in how the grant application form was completed and the amount requested; The form should have identified the application was for a 'Large' grant and it was confirmed that the application was for a total of £1,500 for one year only - APT were working closely with the group to try and ensure that they would be self financing in twelve months time through the development of a business plan. Asked whether the group was a charity, the representative stated 'No' but it was likely that it would be set up as a CIC in the near future.
Cllrs felt the group was needed and voted in favour of awarding the grant in full.
Council **APPROVED** the grant of £1,500

- TC3529 To note Matters Arising**
 The Clerk highlighted the specific issue mentioned by a member of the public during the public speaking session at the start of the meeting in relation to the Freedom of Information (FOI) enquiry raised by County Councillor Dean Botterill. Whilst an answer was provided to the enquirer at the time, it was worthy of note that Cllr Botterill was contacted following the council receiving the FOI, to establish exactly what was required - Cllr Botterill was grateful for the council's query as it aided the FOI process and allowed full and detailed information to be provided much sooner than would otherwise have been the case.
 Council **NOTED** the updates
- TC3530 To note the call for election to fill the Councillor vacancy in the North ward**
 The Clerk stated that the only information received by the town council from the district council's elections department on the proposed elections, was included in the supporting papers. It was acknowledged that the Clerk had not been able to open all of his emails since returning to work and that any further correspondence from the elections team would be immediately forwarded to town councillors.
- TC3531 To receive reports from Chair of Town Council and town councillors**
 The Chair opened the item by thanking all those involved in providing a very well attended and fun Goodwill event. He also mentioned a recent meeting with local businesses including Wycliffe College to discuss the issue of parking - the meeting drew out a number of issues but also a range of options to at least improve parking within the town - High street businesses will continue to be engaged on this matter. Cllr Parker drew the council's attention to St Cyrs' traditional service on 21st and also the town's annual Carol Service (20th) - he will be attending both services.
 Cllr Marcus Dixon confirmed that the sale of planks (with name plaques) for the planned boardwalk at the Ship Inn site is currently exceeding expectations.
- TC3532 To receive reports from County and District Councillors**
 Ward Cllr Carol Kambites had provided a written report included in the support papers.
 County Councillor Dean Botterill also provided a written report but was received by the Clerk too late to be included in support papers. The county councillor was again asked to provide his written reports to the Clerk by the end of Monday preceding a scheduled town council meeting or at the very latest on the Tuesday morning.
 Council **NOTED** the reports
- TC3533 To receive RFO's budget report and bank reconciliations for November '25**
 Council **NOTED** the latest budget report with 'Actual Net' Expenditure totalling £355,022.89; Total 'Actual Net' Income of £432,790.98 and Reserve Movements totalling £40,584.90.

Council also **NOTED** the Bank Reconciliation with a closing balance of £73,369.48 dated 30th November 2025

- TC3534 To approve the latest payment lists**
Council **APPROVED** BACS payment totalling £5,937.93.
Council also **NOTED** total payments through Standing orders of £10,983.67 and Direct Debits of £4,078.56
- TC3535 To approve a grant application for 'Little Acorns Baby and Toddler Group'**
Agenda item brought forward - see above for details of the discussion
- TC3536 To approve the purchase of a thermal camera for use within the community**
It was felt by Cllrs that the purchase and use of thermal imaging equipment was not as straight forward as would appear; further consideration needed to be given in terms of how the public will be able to access the equipment along with other issues.
Council **DEFERRED** the matter to Environment Committee
- TC3537 To note the introduction, from the 1st December 2025 of the new Government levy, 'Nuclear Asset Based (RAB) levy'**
Council **NOTED** the levy and its impact on the town council's budgets
- TC3538 To receive an update on the budget setting process for 2026/27 financial year**
The Clerk stated that Business Committee had recently met to review the budget details. The meeting resulted in a recommended increase of approximately £6,000 to the budget requirements which were detailed at the meeting; they included a £2,600 increase to the Grants budget; an increase £3,000 for local Elections plus other minor changes
The Clerk explained the impact the increase will have on the precept per household - the tax base has increased by 13.2 properties bringing in further £2,400 income. Further work is required to refine budgets - Cllrs were advised that a final decision was required by the end of January 2026.
The Clerk asked for Councillors to forward their comments/questions to the clerk as soon as possible so they can be discussed.
- TC3539 To approve the internal auditor to undertake the annual audit for financial year 2025/26**
The Clerk was hoping to provide information at the meeting on an alternative auditor to provide a competitive quote for future auditing work but the information was not supplied in time.
Council **DEFERRED** the matter to a future council meeting
- TC3540 To receive Stroud District Council decision on the naming of the 'Newdawn Homes' development adjacent to the old Bristol road station**

Council received confirmation from Stroud District Council's Strategic Director of Place that he had overruled the town council's choice of name under Section 18 of the Public Health Act 1925, as the town council's original choice, whilst initially accepted, was considered '*Aesthetically unsuitable or capable of deliberate misinterpretation*'. It was suggested by Councillors that whilst the district council's final decision was unwarranted, the revised name represented a useful compromise. However, Ward Councillor John Callinan felt that the Town Council had followed due process, unlike housing developers 'Newdawn Homes', and that the district council's Strategic Director of place should not have revised the name of the new development to 'Vick Close' for such a spurious reason. Ward Councillor Callinan confirmed that he would be complaining to Stroud District Council on this issue.

TC3541 To receive draft minutes of Business Committee meeting of 1st December '25 and approve its recommendations:
Council NOTED the draft minutes

- **B/940 - To approve the following policies**
 - **Financial Regulations**
Council **APPROVED** the revised Financial Regulations
 - **Risk Management**
Council **APPROVED** the latest Risk Management Policy
 - **Investment Strategy**
Council **APPROVED** the updated Investment Strategy
 - **Reserves Policy**
Council **APPROVED** the latest Reserves Policy
 - **Code of Conduct**
Clarification was provided that the Code of Conduct was the same document used by all three tiers of the local Government in Gloucestershire
Council **APPROVED** the latest Code of Conduct
 - **Scheme of Delegations**
Council **APPROVED** the latest Scheme of Delegations
 - **Scale of Charges**
Council **APPROVED** the latest Scale of charges

- **B/943 - To approve the revised Terms of Reference for the council's HR Sub Committee**
Council **APPROVED** the revised Terms of Reference for the council's HR Sub Committee subject to amendment to clause 3; the clause refers to the 'Annual Town Meeting' and should read 'Annual Town Council Meeting'

TC3542 To receive draft minutes of Environment Committee meeting of 2nd December '25 and approve the committee's recommendations:
Council NOTED the draft Environment minutes

- 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.

Council **APPROVED** the recommendation as detailed above

The Chair proposed to exclude members of the public from the meeting due to sensitivities around agenda item TC3543. Council voted in favour of excluding the public from agenda item TC3543.

The two members of the public in attendance left the meeting

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**
 Cllr John Callinan provided an update on the progress being made. Cllr Callinan has been asked to provide a statement confirming certain matters highlighted at the meeting with the solicitor.
 Council **APPROVED** the statement of truth to be forwarded to the council's solicitor
- TC3544** **To note the date of the next town council meeting Monday 19th January '26**
 Council **NOTED** the date of the next meeting

Stroud District Councillor report – January 2026

Report of council meetings held during December 2025, with link to meeting agenda and documents in the title.

Development Control Committee - 2nd December

- Solar photovoltaic farm at Epney, Framilode (S.25/1011/FUL) - REFUSED

Committee followed the planning officer recommendation to refuse the application. There was considerable local opposition due to the proposed location in flood zone and visual impact. Noted insufficient biodiversity-net-gain and habitat-regulation assessments for protected sites, lack of consideration of construction traffic and inadequate mitigation for public rights-of-way users.

- Symn Lane Car Park, Wotton - Variation of approved plans (S.23/2101/VAR) - PERMITTED

Committee followed the planning officer recommendation to grant permission. This will change the previously approved plans and removing 12 of the parking bays that had been planned adjacent to the access road. It will also require landscaping, improvement of the car park layout, provision of disabled parking and ancillary works.

- Demolition of outbuilding and two story extension, Sheepscombe, Stroud (S.25/1431/HHOLD) – PERMITTED

Committee followed the recommendation to permit and also consented to the Listed Building application.

- Video recording

Environment Committee - 4th December

- **Approved the new Climate and Nature Strategy for Stroud district.**

The strategy allows the council to increase our emphasis on restoring nature and adapting our district to the impacts of a changing climate (heat, floods, drought, storms), as well as continuing to focus on reducing carbon emissions from the council's direct operations and the goods and services purchased, capital works and pensions.

- **Litter Code of Practice**

Reducing litter is a key priority for the council. Currently there is a national 'Voluntary Code of Practice for Food on the Go' that was agreed over 20 years ago and is outdated and ineffective at addressing the scale of modern litter pollution. Agreed that the Council will seek national support for this voluntary code to be made mandatory. Noted that businesses have a vested interest in keeping their premises and surrounding area free and clear of litter to attract custom and achieve financial stability. However, there is little incentive for them to contribute to community cleanliness beyond their boundaries and no requirement for them to comply with the current voluntary code.

- Member - Officer Reports

Strategic Planning Advisory Board

Noted that the recent correspondence between the Council and the planning inspectors about the draft Local Plan, in relation to new National Highways evidence, that changed the

requirements for junctions 12 and 14 of the M5 motorway. The Council has requested a dedicated hearing to consider this new evidence and reaffirmed it will not withdraw the draft Local Plan if such a hearing is denied. Instead the Council will request that the Inspectors issue a final report explaining why they consider the Plan unsound. This report would provide Development Management with an assessment of all draft sites, identifying any potential issues or confirming their suitability for development.

Climate Leadership Gloucestershire

New Climate & Risk Vulnerability Assessment for Gloucestershire. Some gaps such as the risk of sea-level-rise were noted. This assessment will help to inform the council's assessment for Stroud district. An update on the county-side Local Area Energy Plan (LAEP) had identified five priority actions (community energy, up-skilling, data & mapping, energy stakeholder engagement, and deployment of renewables) for implementation.

Cotswold National Landscape Board

Presentation of the international nature target of 30% of land for nature by 2030, and the 40% target for the Cotswolds, stressing urgent habitat restoration and the need for quantifiable land-use ambitions for sectors across the Cotswolds.

Called for stronger links between the Landscape Board's work and the district's Local Plan, plus greater funding for large-scale projects like the Cotswold Landscape Initiative.

Cotswold Voluntary Wardens - currently 373 active wardens. Core activities are Work Parties, Parish Wardening, Walk Leading and Outdoor Learning.

Stroud Valleys Project Board

Discussed restructuring core posts to add a Project Development Manager, aiming to secure core funding and expand project delivery capacity.

Highlighted recent community-driven achievements: sensory garden award, river-guardian work, volunteer-led habitat restoration, and upcoming volunteer-run litter-pick events.

Gloucestershire Resource & Waste Partnership

Summarised findings about hidden holiday-let costs falling on councils due to business rates/council tax mis-classification.

Govt regulatory changes for household collection of plastic bags and wrappings expected within a couple of years. Until then people can drop off plastics at supermarkets.

Updated on national waste-policy changes (including producer responsibility and deposit return scheme) and their financial impact on councils, emphasising the need for coordinated lobbying and funding strategies and greater coordination in the county ahead of Local Govt Reorganisation.

Litter Champion Update

Update on 15 areas of work, including launch of a network of Litter Champion Hubs, partnering with supermarkets, fast-food chains, schools, and community groups to install bins, run education events, and organise litter-pick days

Introduced AI-driven hot spot mapping, new anti-litter messages on parking tickets, and expanded “Litter-Pickers for Little Pickers” program with 45 schools signed up and over 7000 children set to benefit.

Lower Severn Independent Drainage Board

Reported upgrades to two pump sites (Lapperfield, Marshfield) due by March 2026 and a new office hub, while recruiting apprentices to sustain expertise. Raised concerns about rising flood-risk impacts and the Environment Agency’s commitment to only maintain river-defences to their current level, prompting a risk-register upgrade

Walking and Cycling Annual Report

Committed £217k of walking-and-cycling projects, including feasibility studies for new cycleways (Cam-Dursley-Uley and Wotton-Kingswood-Charfield), Stroud town-centre way-marking, Access Bike sessions to support young people, projects in Standish, Frampton, Minchinhampton and Berkeley and the community e-bike hire scheme.

Stroud Valleys Natural Flood Management Scheme Update

Work started in 2014, and there are now 1,234 Natural Flood Management interventions (leaky dams, flood-plain re-connections, tree planting) covering 40% of the catchment, delivering 40km of improved watercourses and 41ha. of habitat which has been improved or created. Highlighted partnership with the Wilder Frome group, ongoing monitoring with the Environment Agency, and secured £110k annual funding through regional flood-risk grants

Climate and Nature Grant Update

Awarded £50k to 33 community projects targeting climate adaptation, behaviour change, and nature recovery; 23 were NGOs, 9 parish/town councils, 1 school

Projects included sensory gardens, swift nest boxes, rain-garden installations, and repair-café workshops, with interim reporting showing high applicant satisfaction

Biodiversity Net Gain (BNG) Progress Report

Since BNG became mandatory for all planning applications (Feb 2024), 119 applications were submitted: 35 granted, 44 pending, 40 withdrawn/refused; 9 granted sites have discharged the pre-commencement BNG condition. Discharged BNG sites have collectively added 18.76 habitat units (93 % on-site), with three habitat-bank sites (Frocester, Orchard House Farm, Elmore Court) under final legal agreements.

- [Video recording](#)

Housing Committee - 9th December

- Approved a **further grant application** to Government for funding to support temporary accommodation for homeless households and for people on the Afghan Resettlement Programme. The grant would be matched from the Housing Revenue Account (for council housing only) totalling £1.3m.
- Noted that SDC has been allocated £60k to assist with developing a bid for the new national 10 year **Social & Affordable Homes Programme** worth £39 billion that launches in 2026.

- Adopted the **Resident Engagement & Communications Strategy** which has been co-produced with tenants and leaseholders.
- Adopted the **HRA Asset Management Strategy** SDC's long-term approach to managing, maintaining, and investing in our council housing stock to ensure it remains safe, sustainable, and fit for purpose
- Member - Officer Reports

Housing Oversight Board

The Board highlighted progress on stock-condition surveys (up to 50 % completed) but noted the target of 90 % is still unmet, prompting a procurement push for external surveys. Key safety metrics were strong (gas safety and fire-risk assessments 100 %), yet concerns were raised over rising rent-arrears, high void-turn-around times and a low call-answer rate, leading to agreed actions on data-clean-up, performance dashboards and service-improvement plans.

Private-Sector Housing Team Officer Report

The team support tenants living in the private rented housing. Their workload is dominated by processing Disabled Facilities Grants and handling Anti-Social Behaviour/nuisance complaints in the private-rented sector; staffing shortages (2.4 vacancies) are limiting capacity. Upcoming challenges include the new Renters' Rights Act (phased from May 2026) which will increase enforcement duties and most likely complaints, prompting a request for a dedicated enforcement officer and additional funding from Govt to cope with the expanded duties.

Domestic Energy Efficiency Update - Warm & Well scheme

The Warm and Well scheme is managed by Severn Wye Energy Agency (SWEA) on behalf of the seven local authorities in South Gloucestershire and Gloucestershire and working with the NHS, charities and other partners. The scheme gives energy efficiency advice and support to householders and administers grants to help address fuel poverty. In Stroud district, the scheme delivered 21 energy-saving home improvements during Quarter 1 and Quarter 2, though the number of installations lagged behind the previous year due to Government rollout delays. Client engagement surged with a notable rise in residents reporting health conditions and continued high fuel-poverty levels. (For homeowners keen to invest in their own home energy efficiency measures, the Furnow Gloucestershire scheme provides advice and end-to-end project management).

- Video recording

Community Services and Licensing Committee - 11th December

- **Active Lifestyles Dursley - Gym Refresh**
Refurbishment and enhancement including the replacement of outdated fitness equipment, installation of new studio cycling units, and essential facility improvements costing £110k approved.
- **Officer of Police and Crime Commissioner (OPCC) Funding**
Acceptance of grant funding from the OPCC for Stroud Community Safety Partnership for Sport for Safer Streets and Graffiti removal projects
- Member - Officer Reports

Gloucestershire Health and Overview Scrutiny Committee

South West Ambulance Service is ending its partnership with the fire service for emergency co-response and will rely more on volunteer Community First Responders (CFRs) who can reach incidents faster, especially in rural areas, and that the change improves both effectiveness and cost-efficiency.

Winter preparedness (NHS Gloucestershire) - a review of the previous winter's 'critical incident' highlighted several improvements: quicker ambulance response times, reduced 12-hour trolley waits, a more holistic approach for patients with complex needs, increased discharge of patients back home, and better communication across services.

Police & Crime Panel

Highlighted ongoing efforts to curb anti-social behaviour and serious violence—via the ASB case-review programme, Hotspot Action Fund deployments, Safer Streets campaigns, and a strengthened neighbourhood policing guarantee. Also noted major upcoming governance shift that will replace the Police and Crime Commissioner model with local-authority policing boards by 2028.

A technical overhaul is underway to replace legacy systems (WAN rollout, modern analytics, citizen portal, expanded ANPR) to reduce cyber risk, and although the OPCC has mostly met its cost-saving targets, anticipating a larger budget gap by 2029/30.

Citizens Advice

From April - Nov 2025, over 2,500 clients were advised on over 10,400 issues in Stroud and Cotswold districts. Personal Independence remains by far the biggest benefits enquiry area. In terms of debt queries, the increase in queries about credit and store card debt which exceeded the number of council tax arrears and fuel debts issues.

Kingshill House, Dursley - Creative Centre

All courses and workshops fully booked and other events. Repair works and other House and grounds maintenance have been completed successfully.

Active Lifestyles Lido - Stratford Park

Report on a strong season in 2025 with challenges noted on financial sustainability due to high operational costs and aging infrastructure.

- [Video recording](#)

Full Council - 18th December

- **Independent Remuneration Panel - Members' Allowances**

Council agreed the independent panel's recommendations to increase basic allowance for district councillors by £358 per year by 2029/30, to add some Special Responsibility Allowances, and remove the restriction of attending just one full council meeting of each parish/town council per month.

- **Updates to the Constitution**

The Constitution is a live document which requires regular review and revision. These updates were viewed as a tidying up exercise

- **Councillor dispensation**

Council authorised the absence of Cllr Nigel Prenter (Rodborough ward) for more than 6 months due to medical treatment.

- [Video recording](#)

Licensing Sub-Committee - AM 19th December

- Studio 18, Hope Mills Business Centre, Brimscombe

Premises licence for sale of alcohol. The Council received five representations against the application. Three were from local residents, one was from a local business, and one was from the Parish Council. Granted subject to conditions. (Police; occupancy limits. Incident logs, Challenge 25, CCTV etc.)

- Video recording

Licensing Sub-Committee - PM 19th December

- Standish Gatehouse, Horsemarling Lane, Standish

Premises licence for sale of alcohol and films in a rural area, for a new café space named Standish Gatehouse. Application granted subject to hours restriction and number of films per year.

- [Video recording](#)

Licensing Sub-Committee - PM 22nd December

- Woodchester Valley Vineyard and Winery

To vary a premises licence to extend hours for sale of alcohol and opening and extend the licensed area. Objections about traffic and pedestrian safety as well as pushing the boundaries of permitted agricultural use. Variation granted with conditions.

- [Video recording](#)

Other news

- £1.8 million investment at [Nouncells Cross](#) in Stroud, to upgrade 57 flats across two blocks, is underway.
- More than [£600,000 invested](#) in Stroud district's rural communities, under the Rural England Prosperity Fund.
- 'Food on the go' outlets [urged to help more to tackle litter](#).
- Working together to [tackle anti-social behaviour](#) - Report It to Sort It.

With thanks to Cllr Gareth Kitchen

Carol Kambites, 13 th January 2026

Financial Budget Comparison

Comparison between 01/04/25 and 12/01/26 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
INCOME					
Town Business Committee					
100	£410,143.00	£0.00	£410,133.00	-£10.00	0.00%
105	£100.00	£0.00	£0.00	-£100.00	-100.00%
120	£800.00	£0.00	£883.46	£83.46	10.43%
125	£600.00	£0.00	£0.00	-£600.00	-100.00%
126	£200.00	£0.00	£0.00	-£200.00	-100.00%
127	£2,000.00	£0.00	£1,815.88	-£184.12	-9.21%
130	£0.00	£0.00	£0.00	£0.00	0.00%
135	£6,000.00	£0.00	£0.00	-£6,000.00	-100.00%
140	£637.00	£0.00	£0.00	-£637.00	-100.00%
145	£2,000.00	£0.00	£2,100.00	£100.00	5.00%
150	£500.00	£0.00	£500.00	£0.00	0.00%
155	£3,000.00	£0.00	£115.00	-£2,885.00	-96.17%
160	£500.00	£0.00	£4,752.27	£4,252.27	850.45%
170	£0.00	£0.00	£0.00	£0.00	0.00%
171	£0.00	£0.00	£0.00	£0.00	0.00%
172	£2,000.00	£0.00	£0.00	-£2,000.00	-100.00%
173	£0.00	£0.00	£0.00	£0.00	0.00%
174	£2,000.00	£0.00	£1,831.69	-£168.31	-8.42%
176	£2,000.00	£0.00	£0.00	-£2,000.00	-100.00%
177	£2,000.00	£0.00	£0.00	-£2,000.00	-100.00%
178	£21,000.00	£0.00	£7,898.21	-£13,101.79	-62.39%

Financial Budget Comparison

Comparison between 01/04/25 and 12/01/26 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
179	Town Hall/Library Recharges	£3,000.00	£2,513.82	-£486.18	-16.21%
	Total Town Business Committee	£458,480.00	£432,543.33	-£25,936.67	-5.66%
	Town Environment Committee				
200	Stonehouse in Bloom	£0.00	£0.00	£0.00	0.00%
205	Event Income/Donations				
205/1	Events	£1,200.00	£1,335.00	£135.00	11.25%
205/2	Donations	£0.00	£98.40	£98.40	100.00%
205/3	Markets	£0.00	£755.00	£755.00	100.00%
205	Total	£1,200.00	£2,188.40	£988.40	82.37%
210	Planting Sponsorship	£0.00	£0.00	£0.00	0.00%
215	Grants	£0.00	£1,797.11	£1,797.11	100.00%
	Total Town Environment Committee	£1,200.00	£3,985.51	£2,785.51	232.13%
	Total Income	£459,680.00	£436,528.84	-£23,151.16	-5.04%
	EXPENDITURE				
	Town Business Committee				
1000	Salaries				
1000/1	Contracted staff	£223,800.00	£161,047.23	£62,752.77	-28.04%
1000/2	Locum	£0.00	£0.00	£0.00	0.00%
1000/3	Short term contracted staff	£0.00	£0.00	£0.00	0.00%
1000	Total	£223,800.00	£161,047.23	£62,752.77	-28.04%
1010	Training & Recruitment				
1010/1	Contracted Staff	£2,500.00	£1,522.98	£977.02	-39.08%
1010/2	Councillors	£500.00	£981.00	-£481.00	96.20%

Financial Budget Comparison

Comparison between 01/04/25 and 12/01/26 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
1010	Total	£3,000.00	£2,503.98	£496.02	-16.53%
1020	Health & Safety	£2,500.00	£1,173.98	£1,326.02	-53.04%
1030	Professional Fees	£8,000.00	£5,555.17	£2,444.83	-30.56%
1040	IT support				
1040/1	General	£6,750.00	£3,414.73	£3,335.27	-49.41%
1040/2	Website	£1,300.00	£1,332.76	£-32.76	2.52%
1040/3	Newsletter	£0.00	£800.00	£-800.00	100.00%
1040/4	Phones	£1,500.00	£229.01	£1,270.99	-84.73%
1040/5	Printing	£0.00	£466.80	£-466.80	100.00%
1040	Total	£9,550.00	£6,243.30	£3,306.70	-34.63%
1050	Office Equipment Renewals	£500.00	£0.00	£500.00	-100.00%
1060	Grants				
1060/1	One-Offs	£10,000.00	£9,700.00	£20,290.00	-590.00
1060/2	Long-Term	£7,400.00	£0.00	£7,400.00	-100.00%
1060	Total	£17,400.00	£9,700.00	£20,290.00	-39.14%
1070	Town Hall/Library Shared Costs				
1070/1	Rates	£4,500.00	£0.00	£5,613.75	-£1,113.75
1070/2	Water	£1,200.00	£0.00	£467.79	£732.21
1070/3	Electric	£3,000.00	£0.00	£2,045.51	£954.49
1070/4	Gas	£1,800.00	£0.00	£961.13	£838.87
1070/5	Interior Maintenance (reactive)	£500.00	£0.00	£1,556.99	-£1,056.99
1070/6	Interior Maintenance (programmed)	£500.00	£0.00	£0.00	£500.00
1070/7	Waste Collection	£300.00	£0.00	£10.92	£289.08

Financial Budget Comparison

Comparison between 01/04/25 and 12/01/26 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
1070/8	Security	£200.00	£0.00	£200.00	-100.00%
1070	Total	£12,000.00	£10,656.09	£1,343.91	-11.20%
1080	Town Hall/Library STC costs				
1080/1	Exterior Maintenance/Cleaning	£500.00	£274.45	£225.55	-45.11%
1080/2	Interior Cleaning	£1,700.00	£1,811.49	-£111.49	6.56%
1080	Total	£2,200.00	£2,085.94	£114.06	-5.18%
1090	Admin Expenses				
1090/1	Paper	£250.00	£111.34	£138.66	-55.46%
1090/2	Other	£500.00	£2,027.72	-£1,527.72	305.54%
1090/3	Printing and Delivery of Newsletters	£8,000.00	£5,021.00	£2,979.00	-37.24%
1090/4	Travel expenses	£500.00	£45.00	£455.00	-91.00%
1090	Total	£9,250.00	£7,205.06	£2,044.94	-22.11%
1100	Mayor's Charity & Expenses	£300.00	£0.00	£300.00	-100.00%
1110	Travel Costs/Staff & Councillors	£400.00	£0.00	£400.00	-100.00%
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				
1140/1	Rates	£0.00	£0.00	£0.00	0.00%
1140/2	Water	£1,200.00	£1,640.70	-£440.70	36.73%
1140/3	Electric	£6,300.00	£3,846.01	£2,453.99	-38.95%
1140/4	Cleaning	£1,000.00	£1,113.72	-£113.72	11.37%
1140/5	Maintenance (reactive)	£2,000.00	£3,322.65	£837.35	-41.87%
1140/6	Maintenance (programmed)	£1,000.00	£3.10	£996.90	-99.69%

Financial Budget Comparison

Comparison between 01/04/25 and 12/01/26 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
1140/7	Waste Collection	£500.00	£43.68	£456.32	-91.26%
1140/8	Security	£200.00	£90.00	£110.00	-55.00%
1140/9	Septic Tank	£700.00	£3,036.68	-£2,336.68	333.81%
1140	Total	£12,900.00	£13,096.54	£1,963.46	-15.22%
1150	Workshop Overheads				
1150/1	Water	£0.00	£0.00	£0.00	0.00%
1150/2	Electric	£300.00	£0.00	£300.00	-100.00%
1150/3	Maintenance (Reactive)	£300.00	£7,065.86	-£853.47	284.49%
1150/4	Maintenance (programmed)	£700.00	£120.03	£579.97	-82.85%
1150/5	Waste Collection	£1,800.00	£1,186.68	£613.32	-34.07%
1150/6	Security	£200.00	£20.00	£180.00	-90.00%
1150	Total	£3,300.00	£8,392.57	£819.82	-24.84%
1160	Equipment & Vehicle Costs				
1160/1	Equipment and Vehicle costs	£700.00	£4,604.29	-£3,354.29	479.18%
1160/2	Maintenance	£600.00	£594.17	£5.83	-0.97%
1160/3	Fuel	£900.00	£489.03	£410.97	-45.66%
1160/4	Tax	£200.00	£345.00	-£145.00	72.50%
1160/5	MOT/Service	£600.00	£0.00	£600.00	-100.00%
1160	Total	£3,000.00	£6,032.49	-£2,482.49	82.75%
1170	Youth Centre Workers	£66,000.00	£48,750.50	£17,249.50	-26.14%
1180	Youth Centre Overheads				
1180/1	Rates	£1,400.00	£1,458.88	-£58.88	4.21%
1180/2	Water	£300.00	£128.03	£171.97	-57.32%

Financial Budget Comparison

Comparison between 01/04/25 and 12/01/26 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
1180/3	£1,500.00	£0.00	£936.48	£563.52	-37.57%
1180/4	£1,300.00	£0.00	£977.50	£322.50	-24.81%
1180/5	£1,000.00	£0.00	£752.89	£247.11	-24.71%
1180/6	£1,500.00	£0.00	£46.50	£1,453.50	-96.90%
1180/7	£300.00	£0.00	£21.84	£278.16	-92.72%
1180/8	£500.00	£0.00	£400.00	£100.00	-20.00%
1180/9	£1,000.00	£0.00	£634.11	£365.89	-36.59%
1180	£8,800.00	£0.00	£5,356.23	£3,443.77	-39.13%
1200	£3,500.00	£0.00	£2,931.45	£568.55	-16.24%
1210					
1210/1	£8,000.00	£0.00	£8,851.28	£-851.28	10.64%
1210/2	£0.00	£0.00	£0.00	£0.00	0.00%
1210/3	£0.00	£0.00	£137.42	£-137.42	100.00%
1210	£8,000.00	£0.00	£8,988.70	£-988.70	12.36%
1220					
1220/1	£0.00	£2,555.00	£2,555.00	£0.00	0.00%
1220/2	£0.00	£100.00	£100.00	£0.00	0.00%
1220/3	£0.00	£4,818.32	£4,753.32	£65.00	100.00%
1220/4	£0.00	£10.00	£0.00	£10.00	100.00%
1220/5	£0.00	£0.00	£0.00	£0.00	0.00%
1220	£0.00	£7,483.32	£7,408.32	£75.00	100.00%
1230	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
Total Town Business Committee	£399,580.00	£34,991.00	£326,902.84	£107,668.16	-26.95%

Financial Budget Comparison

Comparison between 01/04/25 and 12/01/26 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
Town Environment Committee					
1190	Amenity Areas				
1190/1	£29,500.00	£0.00	£22,144.50	£7,355.50	-24.93%
1190/2	£1,000.00	£0.00	£829.88	£170.12	-17.01%
1190/3	£3,800.00	£0.00	£3,390.83	£409.17	-10.77%
1190/4	£6,000.00	£0.00	£3,673.98	£2,326.02	-38.77%
1190/5	£4,500.00	£0.00	£1,733.90	£2,766.10	-61.47%
1190/6	£4,000.00	£0.00	£0.00	£4,000.00	-100.00%
1190	£48,800.00	£0.00	£31,773.09	£17,026.91	-34.89%
2000	£2,000.00	£7,116.70	£17,007.15	£-7,890.45	394.52%
2005	£0.00	£0.00	£0.00	£0.00	0.00%
2010	In Bloom				
2010/1	£0.00	£0.00	£0.00	£0.00	0.00%
2010/2	£0.00	£0.00	£0.00	£0.00	0.00%
2010/3	£0.00	£0.00	£0.00	£0.00	0.00%
2010/4	£0.00	£0.00	£0.00	£0.00	0.00%
2010	£0.00	£0.00	£0.00	£0.00	0.00%
2050	Cultural Events & Studies				
2050/1	£6,000.00	£0.00	£5,574.26	£425.74	-7.10%
2050/2	£300.00	£0.00	£24.91	£275.09	-91.70%
2050/3	£3,000.00	£0.00	£3,454.00	£-454.00	15.13%
2050/4	£0.00	£0.00	£0.00	£0.00	0.00%
2050	£9,300.00	£0.00	£9,053.17	£246.83	-2.65%

Financial Budget Comparison

Comparison between 01/04/25 and 12/01/26 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
2080 Neighbourhood Plan Review	£0.00	£0.00	£0.00	£0.00	0.00%
2090 Planning Specialist Advice					
2090/1	£0.00	£820.00	£820.00	£0.00	0.00%
2090/2	£0.00	£0.00	£0.00	£0.00	0.00%
2090 Total	£0.00	£820.00	£820.00	£0.00	0.00%
Total Town Environment Committee	£60,100.00	£7,936.70	£58,653.41	£9,383.29	-15.61%
Total Expenditure	£459,680.00	£42,927.70	£385,556.25	£117,051.45	-25.46%
Total Income	£459,680.00	£0.00	£436,528.84	-£23,151.16	-5.04%
Total Expenditure	£459,680.00	£42,927.70	£385,556.25	£117,051.45	-25.46%
Total Net Balance	£0.00		£50,972.59		

Bank Account Reconciled Statement

Stonehouse Town Council

01651837

30-98-29

Statement Number	69	Bank Statement No.	69
Statement Opening Balance	£73,369.48	Opening Date	01/12/25
Statement Closing Balance	£20,045.94	Closing Date	31/12/25
True/ Cashbook Closing Balance	£20,045.94		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/12/25	DD011225PENINSU LA	Peninsula	451.36	0.00	72,918.12
01/12/25	FPI011225C		0.00	5.00	72,923.12
01/12/25	FPI011225STFC	Stonehouse Town Football Club	0.00	227.37	73,150.49
02/12/25	DD081225YUENER GY	YU Energy	174.66	0.00	72,975.83
02/12/25	FPI021225AG	A	0.00	50.00	73,025.83
03/12/25	DEB031225ETSY	ETSY	35.26	0.00	72,990.57
03/12/25	FPO031225ALLOU TPLAY	All Out Play	3,428.26	0.00	69,562.31
03/12/25	FPO031225COTSW OLDSEC	Cotswold Security Group Ltd	180.00	0.00	69,382.31
03/12/25	FPO031225DOR2D OR	Dor2Dor	600.00	0.00	68,782.31
03/12/25	FPO031225GCC	Gloucestershire County Council	1,796.39	0.00	66,985.92
03/12/25	FPO031225HMRC	HMRC	4,324.61	0.00	62,661.31
03/12/25	FPO031225MDELE CTRICA	M D Electrical Contracting	9,185.72	0.00	53,475.59
03/12/25	FPO031225MDL	MDL Kelex	1,060.00	0.00	52,415.59
03/12/25	FPO031225OSS	Open Spaces Society	45.00	0.00	52,370.59
03/12/25	FPO031225PKF	PKF Littlejohn	1,638.00	0.00	50,732.59
03/12/25	FPO031225TWHA WKINS	T W Hawkins & Sons	2,952.60	0.00	47,779.99
03/12/25	FPO031225ZONES AFETY	Zone Safety Training	720.00	0.00	47,059.99
04/12/25	DD041225WATERP LUS	WaterPlus	13.88	0.00	47,046.11
08/12/25	DD081225YUENER GY	YU Energy	770.39	0.00	46,275.72
08/12/25	FPI081225C		0.00	5.00	46,280.72
09/12/25	BGC091225GCC	Gloucestershire County Council	0.00	1,226.86	47,507.58
10/12/25	DD101225YUENER GY	YU Energy	199.08	0.00	47,308.50
10/12/25	DEB101225VIKING	Viking	88.85	0.00	47,219.65
10/12/25	FPI101225STFC	Stonehouse Town Football Club	0.00	350.00	47,569.65

Bank Account Reconciled Statement

10/12/25	FPO101225	Prolific Solutions (South West) Ltd	74.72	0.00	47,494.93
10/12/25	FPO101225ABBEY LOOS	Abbey Loos	230.40	0.00	47,264.53
10/12/25	FPO101225ALLDO NE	All Done and Dusted	250.80	0.00	47,013.73
10/12/25	FPO101225JIREH	Jireh Solutions Ltd	420.41	0.00	46,593.32
10/12/25	FPO101225JOMEW	Jo Mew Creative	200.00	0.00	46,393.32
10/12/25	FPO101225K■■■■■	■■■■■	92.00	0.00	46,301.32
10/12/25	FPO101225KELLA WAY	Kellaway Building Supplies Ltd	44.55	0.00	46,256.77
10/12/25	FPO101225MDELE CTRIC	M D Electrical Contracting	164.05	0.00	46,092.72
10/12/25	FPO101225MRGSY STEMS	MRG Systems	288.00	0.00	45,804.72
10/12/25	FPO101225SCA	Stonehouse Community Association	7,566.00	0.00	38,238.72
10/12/25	FPO101225TWHAWKINS	T W Hawkins & Sons	4,199.00	0.00	34,039.72
11/12/25	DEB111225VOIPFO NE	Voipfone	8.40	0.00	34,031.32
11/12/25	FPI111225F■■■■■	■■■■■ - Paganhill Plants	0.00	25.00	34,056.32
11/12/25	FPI111225MT■■■■■	■■■■■ - Baked 4 You	0.00	5.00	34,061.32
11/12/25	FPI111225■■■■■	S J Cakes - ■■■■■	0.00	10.00	34,071.32
12/12/25	FPI121225MAGPIE S	Magpies Social Club	0.00	262.50	34,333.82
15/12/25	BGC151225EDF	EDF	0.00	158.42	34,492.24
16/12/25	PAY161225LLOYD S	Lloyds Bank	8.50	0.00	34,483.74
17/12/25	FPI171225R■■■■■	■■■■■ Fruit & Veg	0.00	25.00	34,508.74
18/12/25	DD181225SKY	Sky Mobile	10.00	0.00	34,498.74
18/12/25	DD181225WATERP LUS	WaterPlus	177.23	0.00	34,321.51
18/12/25	DEB181225PEUGE OT	Peugeot Ext Warranty	623.00	0.00	33,698.51
18/12/25	DEB181225VOIPFO NE	Voipfone	20.00	0.00	33,678.51
19/12/25	DEP191225TW■■■■■	■■■■■	0.00	49.20	33,727.71
22/12/25	DD221225JSTAYTE	John Stayte Services Ltd	33.82	0.00	33,693.89
22/12/25	DD221225NEST	NEST	2,657.00	0.00	31,036.89
22/12/25	DEB221225FASTH OSTS	Fasthosts	0.59	0.00	31,036.30
23/12/25	DD231225BT	BT	193.64	0.00	30,842.66
24/12/25	SO241225STAFF	Staff Salaries	10,892.79	0.00	19,949.87
29/12/25	FPI291225SCA	Stonehouse Community Association	0.00	500.00	20,449.87
29/12/25	SO291225PATA	PATA Payroll	90.48	0.00	20,359.39

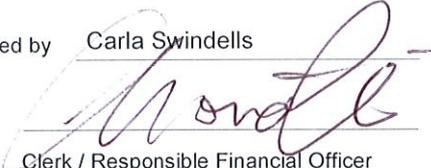
Bank Account Reconciled Statement

30/12/25	DD301225PENINSU LA	Peninsula	451.36	0.00	19,908.03
31/12/25	DD311225WATERP LUS	WaterPlus	46.57	0.00	19,861.46
31/12/25	FPI311225STFC	Stonehouse Town Football Club	0.00	184.48	20,045.94

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	56407.37	3083.83

Reconciled by Carla Swindells

Signed 
Clerk / Responsible Financial Officer

_____ Chair

Date 14/1/26

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
4799		£2,050.00	2050/1	06/12/25	Custom Chameleon Ltd - Stonehouse Goodwill - stage hire, pa system, stage lighting, stall lighting & 2 technicians	035
		£2,050.00			Custom Chameleon Ltd - Total	
4798		£24.00	1080/1	07/01/26	Easy Window Cleaning - Jan '26 - TH	32190
		£24.00			Easy Window Cleaning - Total	
4795		£227.50	1090/2	08/01/26	Flagmakers (Specialised Canvas Services) - 2 x Union Flag - sewn, rope, toggle & antifrasy	313384
		£227.50			Flagmakers (Specialised Canvas Services) - Total	
4793		£6.94	1150/5	31/12/25	Grundon Waste Management Ltd - Dec '25 - Monthly Waste Transfer Note	1409014
		£6.94			Grundon Waste Management Ltd - Total	
4804		£1,500.00	1060/1	14/01/26	Little Acorns Baby & Toddler Group - Grant - Approved FTC 8th December 2025, TC3535	
		£1,500.00			Little Acorns Baby & Toddler Group - Total	
4794		£190.00	1010/1	08/01/26	NFP Workshops - Training 2 x Zoom Workshop - Carlos Novoth	4460
		£190.00			NFP Workshops - Total	
4792		£43.96	1150/3	07/01/26	Stonehouse Autoparts - Screenwash, synthetic oil, 250ml glass fibre	6523071
		£43.96			Stonehouse Autoparts - Total	
Total		£4,042.40				

Signature _____

Signature _____

Date _____

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

Debit Card Approval List

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
4800		£9.60	1040/4	09/01/26	Voipfone - Jan 26 Renewal of Number & PBX	1014946343
		<u>£9.60</u>			Voipfone - Total	
Total		<u>£9.60</u>				

Signature _____

Signature _____

Date _____

Purchase Day Book

Showing only Account type All
Supplier

Ledger Date before
Paid date before
Payment type
Standing Order

Ledger Date after
Paid date after
Reference

No.	Date	Invoice no.	Supplier	Details	Heading	Net	Vat type	Vat	Gross Due	Payment Reference	Paid
4760	19/12/25		Staff Salaries	December 25	1000/1	£10,892.79	Outside the S	£0.00	£10,892.79	SO241225STA FF	24/12/25
4761	19/12/25	25/0450/PP	PATA Payroll	December 2025 Payroll with Pension Service	1000/1	£90.48	Outside the S	£0.00	£90.48	SO291225PAT A	29/12/25
Total						£10,983.27		£0.00	£10,983.27		

2 Transactions

Purchase Day Book

Showing only Account type All Supplier Type All

Ledger Date before Paid date before Payment type Direct Debit Ledger Date after Paid date after Reference

No.	Date	Invoice no.	Supplier	Details	Heading	Net	Vat type	Vat	Gross Due	Payment Reference	Paid
4750	09/12/25	11102512	WaterPlus	Nov '25 - Water - TH	1070/2	£46.57	Zero Rated	£0.00	£46.57	DD311225WAT ERPLUS	08/01/26
4753	10/12/25	3338751	YU Energy	Nov '25 - Gas - TH	1070/4	£189.60	5%	£9.48	£199.08	DD101225YUE NERGY	09/01/26
4768	14/12/25	11179204	WaterPlus	Nov '25 - Water - Pod	1180/2	£13.71	Zero Rated	£0.00	£13.71		13/01/26
4759	17/12/25	472152338	Lloyds Bank	Dec '25 Bank Charges	1090/2	£8.50	Zero Rated	£0.00	£8.50	PAY161225LLO YDS	16/01/26
4763	19/12/25		NEST	December 25	1000/1	£2,657.00	Outside the S	£0.00	£2,657.00	DD221225NES T	18/01/26
4769	23/12/25		Sky Mobile	Dec '25 CCTV Sim Card Ship Inn Site	1220/3	£10.00	Outside the S	£0.00	£10.00	DD181225SKY	22/01/26
4770	23/12/25	063	BT	Internet - Pod - 3rd Quarter	1180/9	£161.37	20% Standard	£32.27	£193.64	DD231225BT	22/01/26
4772	30/12/25		Peninsula	Jan '26 - Monthly Contract	1030	£376.13	20% Standard	£75.23	£451.36	DD301225PENI NSULA	29/01/26
4778	30/12/25	11262635	WaterPlus	Dec '25 - Water - Pavilion	1140/2	£120.80	Zero Rated	£0.00	£120.80		29/01/26
4781	31/12/25	9002811	John Stayte Services Ltd	Dec '25 Fuel - Diesel & Unleaded	1160/3	£82.72	20% Standard	£16.55	£99.27		30/01/26
4785	01/01/26	3363622	YU Energy	Dec '25 - Electric - Pavilion	1140/3	£411.70	20% Standard	£82.34	£494.04		31/01/26
4786	01/01/26	3363620	YU Energy	Dec '25 - Electric - TH	1070/3	£162.43	5%	£8.12	£170.55		31/01/26
4787	01/01/26	3363623	YU Energy	Dec '25 - Electric - Pod	1180/3	£122.71	5%	£6.14	£128.85		31/01/26
4784	03/01/26	3432890	YU Energy	Dec '25 - Gas - TH	1070/4	£397.39	20% Standard	£79.48	£476.87		02/02/26
4788	06/01/26	3363621	YU Energy	Dec '25 - Electric - Library	1070/3	£85.91	5%	£4.30	£90.21		05/02/26
4796	08/01/26	11367089	WaterPlus	Dec '25 - Water - TH	1070/2	£43.15	Zero Rated	£0.00	£43.15		07/02/26

16 Transactions

Total £4,889.69 £313.91 £5,203.60

RESERVES JANUARY 12TH 2026 - RECOMMENDED MINOR ADJUSTMENTS						
Reserve	Actual Reserve as of 12th	Movement of	Movement from	Movement to	Revised Reserve Amounts	Comments
General fund	£103,384	£53,105		GR	£50,385	
General Reserve	£78,816	£45,000	GF		£123,816	Covers min 3 months costs
Replacement recreation land	£53,056				£53,056	Determine Athletics field or Ship Inn
Asset renewal reserve	£19,161				£19,161	
Elections	£106	£106		GF	£0	Main source of back filling earmarked
Community Facilities	£303,439				£303,439	reserves
Street Furniture	£5,000				£5,000	
Oldends Lane Sewerage Dev	-£3,105	£3,105	GF		£0	Earmarked Reserve (EM) overspend
Replacement vehicle	£0				£0	EM Duplicated - Archive
Mowers and equipment	£0				£0	EM Duplicated - Archive
Neighbourhood plan review	£13,000				£13,000	
SDC Tourisn Grants	£651				£651	
SDC Market Towns Initiative fund	£43,325				£43,325	To reflect income from SDC to be
GWR Cycle Shelter	£10,000				£10,000	spent April 26
CIL	£7,532				£7,532	Spend schedule in place
Bus shelter replacement and repairs	£16,000				£16,000	
Meadow road play area refurb	£16,000				£16,000	
Stagholt Brook repairs	£10,000				£10,000	For contingency use
Underwrite revenue budget	£0				£0	For 2026/27
Laburnum recreation field trees etc	£0				£0	Money spent - Archive
GCC BBB Fund	£0				£0	Money spent - Archive
Welcome back fund	£0				£0	Money spent - Archive
Stagholt	£40,688				£40,688	
Court view	£20,000				£20,000	Developer not showing urgency
Major projects support	£0				£0	Archive
Tourism Market Towns	£1,010				£1,010	
Stroud Water Railway Station	£10,000				£10,000	
Homestart grant	£30,000				£30,000	Grant funding - 26/27 and 27/28
Support Stonehouse	£0				£0	Clear reserve - can draw from general reserve if needed
In Bloom Planting display	£2,322				£2,322	May be applied to watering of planters
Canal Spring Festival	£2,000				£2,000	
Youth support	£0				£0	Archive
Kings coronation	£0				£0	Archive
Ship Inn site	£5,296				£5,296	
Climate change	£4,000				£4,000	
Chrismtas lighting	£10,000	£5,000	GF		£15,000	New festive lighting
Cotswold Canal trust grant	£0				£0	Archive
Stonehouse Community Ass	£5,000				£5,000	
Verney Fields legal fund	£10,000				£10,000	GCC required to pay for legal costs
Total	£816,683		£53,105	£106	£816,682	

Reserve Movements

Start of year 01/04/25

General Fund

	-£47,312.13	Start of year value	
22/05/25	£57,312.13	From Community Facilities, FTC 19th May 25 - TC3441	
27/05/25	£3,522.00	From Replacement vehicle, FTC 19th May 25 - TC3441	
27/05/25	£1,608.34	From Laburnum Recreation Field Trees and Wildflower seeds Memorial Fund, FTC 19th May 25 - TC3441	
27/05/25	£1,250.00	From GCC Build Back Better Fund, FTC 19th May 25 - TC3441	
27/05/25	£1,115.00	From Welcome Back Funding, FTC 19th May 25 - TC3441	
27/05/25	£10,000.00	From Court View, FTC 19th May 25 - TC3441	
27/05/25	£5,000.00	From Support Stonehouse, FTC 19th May 25 - TC3441	
27/05/25	£5,000.00	From In Bloom Planting display, FTC 19th May 25 - TC3441	
27/05/25	£17,657.50	From Mowers & Equipment, FTC 19th May 25 - TC3441	
27/05/25	-£10,000.00	To GWR Cycle Shelter, FTC 19th May 25 - TC3441	
27/05/25	-£10,000.00	To Stagholt Brook Repairs, FTC 19th May 25 - TC3441	
27/05/25	-£7,000.00	To Christmas Lighting, FTC 19th May 25 - TC3441	
28/05/25	-£16,876.28	To Oldends Lane Seage Development, FTC 19th May 25 - TC3441	
28/05/25	-£1,276.56	To Community Facilities, FTC 19th May 25 - TC3441	
18/09/25	-£1,500.00	To Elections, To provide adequate funding	
	£103,384.32	Value as at 08/01/26	This value is calculated and not just a sum of reserve movements plus starting balance.

General Reserve (Contingency)

	£56,204.71	Start of year value	
12/05/25	-£2,200.00	Expenditure transaction 4342, One off grant agreed at BC 1st April B/840, One off grant agreed at BC 1st April B/840	
22/05/25	£40,000.00	From Community Facilities, FTC 19th May 25 - TC3441	
14/08/25	-£5,912.39	Expenditure transaction 4528, Install toilet facilities, soil pipe, plumbing and washbasin in workshop, Workshop toilet installation	
15/09/25	-£1,137.50	Expenditure transaction 4664, Christmas Lights - led string lights, Christmas Lights - led string lights	
21/10/25	-£5,979.20	Expenditure transaction 4656, Christmas Lights, FTC 11th August 25 TC3480	
30/10/25	-£2,160.00	Expenditure transaction 4658, Pavilion - Works required for Legionella Compliance	
	£78,815.62	Current value	

Replacement Recreation Land

	£53,056.00	Start of year value
	£53,056.00	Current value

Asset Renewal Reserve

£19,161.13 Start of year value

£19,161.13 Current value

Elections

£7,791.59 Start of year value

14/08/25 -£9,185.29 Expenditure transaction 4526, Local Election Recharge, Local Election recharges

18/09/25 £1,500.00 From General Fund, To provide adequate funding

£106.30 Current value

Community Facilities

£399,475.00 Start of year value

22/05/25 -£57,312.13 To General Fund, FTC 19th May 25 - TC3441

22/05/25 -£40,000.00 To General Reserve (Contingency), FTC 19th May 25 - TC3441

28/05/25 £1,276.56 From General Fund, FTC 19th May 25 - TC3441

£303,439.43 Current value

Street Furniture

£5,000.00 Start of year value

£5,000.00 Current value

Oldends Lane Seage Development

-£16,876.28 Start of year value

23/04/25 -£2,555.00 Expenditure transaction 4316, Supply & install fencing at OEL around new pumping station, Supply & install fencing at OEL

28/05/25 £16,876.28 From General Fund, FTC 19th May 25 - TC3441

27/06/25 -£550.00 Expenditure transaction 4435, 3000 watt Converter for van, 3000 watt Converter for van

-£3,105.00 Current value

Replacement vehicle

£3,522.00 Start of year value

27/05/25 -£3,522.00 To General Fund, FTC 19th May 25 - TC3441

£0.00 Current value

Mowers & Equipment

£17,657.50 Start of year value

27/05/25 -£17,657.50 To General Fund, FTC 19th May 25 - TC3441

£0.00 Current value

Neighbourhood Plan Review

£13,000.00 Start of year value

£13,000.00 Current value

Stroud DC Tourism Grants 2019

£651.27 Start of year value

£651.27 Current value

Stroud District Council Market Towns Initiative Funding

£43,325.00 Start of year value

£43,325.00 Current value

GWR Cycle Shelter

£0.00 Start of year value

27/05/25 £10,000.00 From General Fund, FTC 19th May 25 - TC3441

£10,000.00 Current value

CIL

£7,532.46 Start of year value

£7,532.46 Current value

Bus shelter replacement & repairs

£16,000.00 Start of year value

£16,000.00 Current value

Meadow Road Play area refurbishment

£16,000.00 Start of year value

£16,000.00 Current value

Stagholt Brook Repairs

£0.00 Start of year value

27/05/25 £10,000.00 From General Fund, FTC 19th May 25 - TC3441

£10,000.00 Current value

Underwrite Rev Budget

£0.00 Start of year value

£0.00 Current value

Laburnum Recreation Field Trees and Wildflower seeds Memorial Fund

£1,608.34 Start of year value

27/05/25 -£1,608.34 To General Fund, FTC 19th May 25 - TC3441

£0.00 Current value

GCC Build Back Better Fund

£1,250.00 Start of year value

27/05/25 -£1,250.00 To General Fund, FTC 19th May 25 - TC3441

£0.00 Current value

Welcome Back Funding

£1,115.00 Start of year value

27/05/25 -£1,115.00 To General Fund, FTC 19th May 25 - TC3441
£0.00 Current value

Stagholt

£40,787.67 Start of year value
24/06/25 -£100.00 Expenditure transaction 4459, Site Plans & OS Plans - Stagholt
£40,687.67 Current value

Court View

£30,000.00 Start of year value
27/05/25 -£10,000.00 To General Fund, FTC 19th May 25 - TC3441
£20,000.00 Current value

Major Projects Support

£0.00 Start of year value
£0.00 Current value

Tourism Market Towns

£1,010.00 Start of year value
£1,010.00 Current value

Stroudwater Railway station

£10,000.00 Start of year value
£10,000.00 Current value

Homestart Grant

£30,000.00 Start of year value
£30,000.00 Current value

Support Stonehouse

£5,000.00 Start of year value
27/05/25 -£5,000.00 To General Fund, FTC 19th May 25 - TC3441
£0.00 Current value

In Bloom Planting display

£7,322.02 Start of year value
27/05/25 -£5,000.00 To General Fund, FTC 19th May 25 - TC3441
£2,322.02 Current value

Canal Spring Festival

£2,000.00 Start of year value
£2,000.00 Current value

Youth Support

£0.00 Start of year value
£0.00 Current value

Kings Coronation

£0.00 Start of year value

£0.00 Current value

Ship Inn Site

	£10,944.77	Start of year value
03/04/25	-£178.51	Expenditure transaction 4313, Expenses for Ship Inn Site - bolts, woodstain, brushes, paint
16/04/25	-£75.00	Expenditure transaction 4323, 2 x Dumpy Bags - Ship Inn Site shed base material
16/04/25	-£39.00	Expenditure transaction 4324, 1 x Dumpy bag - Ship Inn Site shed base material
17/04/25	-£163.80	Expenditure transaction 4328, Posts, rails, boards - Ship Inn Site
24/04/25	-£39.99	Expenditure transaction 4338, Façade screws x 100 - Ship Inn Site
24/04/25	-£10.00	Expenditure transaction 4341, Apr '25 CCTV Sim Card Ship Inn Site - Journal transfer done to correct Budget Heading
25/04/25	-£75.00	Expenditure transaction 4344, 2 x Dumpy Bags - Ship Inn Site shed base material
25/04/25	-£24.99	Expenditure transaction 4345, Heavy duty weed control material for Ship Inn Site
07/05/25	-£75.00	Expenditure transaction 4358, 2 x Dumpy Bags - Ship Inn Site shed base material
07/05/25	-£135.54	Expenditure transaction 4361, Ship Inn Site Expenses - 100 x screws, Protection oil, cable ties
07/05/25	-£55.27	Expenditure transaction 4363, Ship Inn Site - Timber for Info Board
09/05/25	-£55.47	Expenditure transaction 4372, Ship Inn Site - Sheets of Ply
14/05/25	-£33.17	Expenditure transaction 4383, Ship Inn Site - Gearbox for Stihl Strimmer
14/05/25	-£37.46	Expenditure transaction 4380, Ship Inn Site - Key Safe
20/05/25	-£10.00	Expenditure transaction 4390, May '25 CCTV Sim Card Ship Inn Site
29/05/25	-£368.60	Expenditure transaction 4413, Portaloo hire - Ship Inn Site 2/5 - 31/5/25
20/06/25	-£10.00	Expenditure transaction 4454, Jun '25 CCTV Sim Card Ship Inn Site
02/07/25	-£89.50	Expenditure transaction 4479, Portaloo hire - Ship Inn Site - 1/6 - 27/6/25 minus a refund of £291 for overpayment of Canal Festival toilets. These were paid for by Cotswold Canal Trust
03/07/25	-£76.13	Expenditure transaction 4480, Security Post with top mounted eyelet
04/07/25	-£12.49	Expenditure transaction 4487, Ship Inn Site - Concreting sand x 2 & 1 bag of cement
07/07/25	-£154.73	Expenditure transaction 4489, Ship Inn Expenses - Fuel x 2, Hay bales (canal fest)
07/07/25	-£64.87	Expenditure transaction 4490, Ship Inn Expenses - 2 x 6kg powder fire extinguisher

29/07/25	-£10.00	Expenditure transaction 4523, Jul '25 CCTV Sim Card Ship Inn Site
26/08/25	-£10.00	Expenditure transaction 4567, Aug '25 CCTV Sim Card Ship Inn Site
28/08/25	-£1,995.00	Expenditure transaction 4570, Ship Inn Site - Construction and installation of footpath on jct. Bristol Rd and Downton Rd, Ship Inn Site - Construction and installation of footpath on jct. Bristol Rd and Downton Rd
29/08/25	-£192.00	Expenditure transaction 4573, Portaloo hire - Ship Inn Site
08/10/25	-£10.00	Expenditure transaction 4635, Sep '25 CCTV Sim Card Ship Inn Site
16/10/25	-£211.20	Expenditure transaction 4650, Portaloo hire - Ship Inn Site
22/10/25	-£10.00	Expenditure transaction 4662, Oct '25 CCTV Sim Card Ship Inn Site
30/10/25	-£220.80	Expenditure transaction 4685, Portaloo hire - Ship Inn Site
20/11/25	-£10.00	Expenditure transaction 4714, Nov '25 Sim Card Ship Inn Site
20/11/25	-£820.00	Expenditure transaction 4718, Ship Inn Site - Planning pre application advice ref PRE/188
02/12/25	-£192.00	Expenditure transaction 4737, Nov '25 - Portaloo hire - Ship Inn Site
23/12/25	-£10.00	Expenditure transaction 4769, Dec '25 CCTV Sim Card Ship Inn Site
06/01/26	-£172.80	Expenditure transaction 4783, Dec '25 - Portaloo hire - Ship Inn Site
	£5,296.45	Current value

Climate change

£4,000.00	Start of year value
£4,000.00	Current value

Christmas Lighting

	£3,000.00	Start of year value
27/05/25	£7,000.00	From General Fund, FTC 19th May 25 - TC3441
	£10,000.00	Current value

Cotswold Canal Trust Grant

£0.00	Start of year value
£0.00	Current value

Stonehouse Community Association

	£12,500.00	Start of year value
20/11/25	-£7,500.00	Expenditure transaction 4711, Grant - Approved FTC 28th November 2025 TC3508, Grant - Approved FTC 28th November 2025 TC3508
	£5,000.00	Current value

Verney Fields

£10,000.00	Start of year value
£10,000.00	Current value

£713,298.35	Current Reserves total excluding the General Fund
£816,682.67	Current Reserves total including the General Fund



STONEHOUSE
TOWN COUNCIL

Minutes of a Town Business Committee Meeting held on Monday 12th January 2026 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, Carol Trim and Theresa Watt (Committee Chair).

In Attendance: Town Clerk

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.

There were no members of the public in attendance.

B/946 To receive apologies
There were no apologies

B/947 To receive Declarations of Interest
There was a declared interest by Cllr Carol Kambites in relation to agenda item B/951

B/948 To approve the minutes of the Business Committee meeting held on 1st December '25
Committee **APPROVED** the minutes as a true and accurate record of the meeting

B/949 Matters arising
Committee **NOTED** the Clerk's update

B/950 To receive the latest budget position
There were no questions in relation to the budget spend to date. Committee **NOTED** the report which identified Actual Net Income of £432,543.33; Total Actual Net Expenditure of £326,114.70 and a total Reserve Expenditure of £34,991.00

In light of her declaration of interest in agenda item B/951, Cllr Carol Kambites left the meeting (7.06)

B/951 To approve the latest BACS payment list and provide retrospective approval for Debit Card Payments

Committee **APPROVED** BACS payments totalling £14,559.14 and Debit Card payments totalling £776.10

Cllr Carol Kambites returned to the meeting (7.08)

B/952 To receive an update on the latest budget setting exercise for 2026/27 financial year

The Clerk highlighted that there had been no further recommendations for change to the prepared budget, save for the fact that there may be a need to accommodate short term agency staff to cater for the watering requirements of the town planters. It was suggested that should the weather force the need for agency staff, that the town's trees, especially the younger trees, should be given equal if not higher priority. It was recognised that Stonehouse In Bloom had better prepared for the potential of very hot weather and the changes they had made should reduce the watering requirements. It was suggested that rather than increase the budget for 26/27, as there had been a number of changes to the planting regime, the council's reserves (In Bloom Planting display) would be used to test the year ahead and if necessary, costs would be incorporated in the following year's revenue budget. Current watering arrangements for the town's young trees would be determined at a later date and the necessary watering schedule implemented for those trees that were not being accommodated by local volunteers.

It was agreed that should there be a need for agency staff, this would be considered by the council's HR Sub Committee with recommendations taken to full town council. Committee **RECOMMENDED** full council approve the following for the 2026/27 financial year:

1. A total Council expenditure budget of £480,524 (net exp budget of £433,387)
2. A Town Council precept of £433,387 representing an increase of 5.07% (an annual increase of £8.97 per Band 'D' property)

B/953 To receive the latest Audit Report dated November '25

Committee **NOTED** the report. Discussion centred on the report's findings and considered how they may be taken forward. It was recommended that the current report be presented to full town council along with all future internal audits. Future audits to be discussed with the Clerk prior to being taken to Committee to allow the opportunity to provide clarity and a workable way forward.

It was felt that reference to the quarterly control checks as audits could create confusion with the annual internal audit. It was felt therefore that in line with the council's current Financial Regulations, the quarterly checks should in future be referred to as Internal Control Checks (ICC).

Committee **RECOMMENDED** the report be **NOTED** by full council.

B/954 To receive a quarterly report (Aug to Nov '25) from 'The Door'

Committee thought the report presented by the Door was excellent. It was clear to the youth working group that young people attending the Pod felt safe in doing so. The detail of the report was discussed highlighting some of the concerns and achievements. Overall the report showed why The Door was suited to providing the youth service to the community as it had young people at the heart of its service delivery.

There was a minor concern that a recent survey had been posted online by the Door and the council were not consulted. The survey included minor references to religion and it was felt that whilst mentioned in a very low profiled way, should perhaps not have been included.

It was recommended that the Door report day to day issues directly to the town hall on an as and when basis rather than through the quarterly report. Now that the container had been removed from site, The Door were encouraged to find an alternative use for the concrete pad left behind - recent feedback was to site a shelter in addition to a number of other features.

Mention was made of the planned cladding of the building and the recent fire door issue - the latter has been tentatively repaired but will need to be revisited at a later date - the Door will be able to continue using the Pod in the interim.

B/955 To receive updates from the following working groups:

1. Climate Change Action Forum

The action plan is being updated - there is a planned joint meeting with the OELWG to discuss the potential use of solar panels at the Pavilion

2. Communications

Currently looking at the Communications and Engagement Policy - the working group is considering making arrangements to allow the group to issue press releases directly in future

3. Oldends Lane Development

Joint working group meeting with Climate - wishing to secure officer time to scope a project for resurfacing the car park and incorporating electric car charging. The working group's recommendation to be presented to the next Committee meeting. Cllr Callinan as convener wishes to include two non-councillor members to the group

4. Support Stonehouse

Whilst it appears that APT are able to keep up with demand for residents applying for food, there is a feeling that there are other residents who do not use APT but are in need of support. Details of support locally and elsewhere is to be incorporated in the next Newsletter and subsequent Issues. Necessary funding for printing costs will be accommodated through revenue budgets. Capital funding requirements can be considered from the General Reserve Fund if found to be necessary

5. Youth

As discussed above in agenda item B/594

6. Policy

Policy to continue working through the existing review programme. It was thought that both Policy and HR Sub Committee should go through the HR Policies. All policies to be forwarded to Policy and HR

7. Internal Audit Panel

Further work to be advised

8. Local Government Review

Central Government have not yet provided any documents that would establish the impact of the review on Parish and Town Council.

B/956 To note the date of the next meeting - Monday 2nd February 2026
Committee NOTED the date of the next meeting

DRAFT

Precept Calculator

Start of year 01/04/25

Heading	Last year's net	Out turn	2025/2026	2026/2027	
Town Business Committee Income					
100	Precept	£383,870.00	£373,972.21	£410,143.00	£433,387.00
105	Newsletter Advertising	£0.00	£0.00	£100.00	£0.00
120	Feed-in Tariff from Town Hall	£898.45	£800.00	£800.00	£1,000.00
125	Stonehouse Town FC lease	£0.00	£600.00	£600.00	£600.00
126	STFC Water Recharge	£200.00	£200.00	£200.00	£200.00
127	STFC Electric Recharge	£2,201.11	£2,000.00	£2,000.00	£2,500.00
130	Athletics Field Lease	£0.00	£0.00	£0.00	£0.00
135	Phone Mast on Land	£5,998.12	£6,000.00	£6,000.00	£6,000.00
140	Building Lease at OEL	£637.00	£637.00	£637.00	£637.00
145	Magpies Social Club	£3,150.00	£3,150.00	£2,000.00	£2,000.00
150	Community Centre Lease	£500.00	£500.00	£500.00	£500.00
155	OEL Pitch Hire	£2,815.00	£2,800.00	£3,000.00	£3,000.00
160	Misc Income	£18,878.88	£8,000.00	£500.00	£500.00
170	Investments Interest	£234.39	£0.00	£0.00	£0.00
171	Bank Interest - Lloyds Bank	£0.00	£0.00	£0.00	£0.00
172	Bank Interest - Charity A/C	£2,598.67	£2,000.00	£2,000.00	£2,000.00
173	Bank Interest - Natwest	£5.79	£0.00	£0.00	£0.00
174	Bank interest - Cambridge BS	£2,602.40	£2,000.00	£2,000.00	£2,000.00
176	Bank Interest - Nationwide	£3,792.02	£2,000.00	£2,000.00	£2,000.00
177	Bank Interest - Melton Building Society	£0.00	£2,000.00	£2,000.00	£2,000.00
178	OCLA Interest	£25,072.70	£22,000.00	£21,000.00	£18,000.00
179	Town Hall/Library Recharges	£3,707.42	£2,900.00	£3,000.00	£3,000.00
	Town Business Committee Income Total	£457,161.95	£431,559.21	£458,480.00	£479,324.00

Precept Calculator

Start of year 01/04/25

Heading	Last year's net	2025/2026	2026/2027
Town Environment Committee Income			
200 Stonehouse in Bloom	£0.00	£0.00	£0.00 SIB now managing own payments and income
205 Event Income/Donations	£1,305.00	£1,200.00	£1,200.00
210 Planting Sponsorship	£0.00	£0.00	£0.00
215 Grants	£0.00	£0.00	£0.00
Town Environment Committee Income Total	£1,305.00	£1,200.00	£1,200.00
Future Income			
			£0.00
Total Income	£458,466.95	£459,680.00	£480,524.00
Town Business Committee Expenditure			
1000 Salaries	£213,346.92	£223,800.00	£232,144.00
1010 Training & Recruitment	£2,455.28	£3,000.00	£3,000.00
1020 Health & Safety	£765.61	£2,500.00	£2,500.00 Leave
1030 Professional Fees	£6,668.89	£8,000.00	£6,000.00 Need to complete 2 leases and deal with town greens
1040 IT support	£9,664.66	£9,550.00	£8,650.00 Leave
1050 Office Equipment Renewals	£3,307.86	£500.00	£500.00 Leave
1060 Grants	£38,097.00	£17,400.00	£20,000.00
1070 Town Hall/Library Shared Costs	£12,558.58	£12,000.00	£14,000.00
1080 Town Hall/Library STC costs	£1,979.68	£2,200.00	£3,100.00 Leave
1090 Admin Expenses	£4,648.99	£9,250.00	£9,300.00
1100 Mayor's Charity & Expenses	£55.25	£300.00	£300.00 Leave
1110 Travel Costs/Staff & Councillors	£0.00	£400.00	£200.00 reduce to £200
1120 Election Costs	£2,208.41	£0.00	£3,000.00 Remove as future elections to come from reserves
1130 Civic/Remembrance Parades	£0.00	£180.00	£180.00 Leave
1140 Pavilion Overheads	£9,849.35	£12,900.00	£13,500.00

Precept Calculator

Start of year 01/04/25

Heading	Last year's net	2025/2026	2026/2027
1150 Workshop Overheads	£4,665.14	£3,300.00	£3,300.00
1160 Equipment & Vehicle Costs	£2,331.58	£3,000.00	£3,350.00
1170 Youth Centre Workers	£55,745.00	£66,000.00	£67,500.00
1180 Youth Centre Overheads	£6,282.57	£8,800.00	£10,100.00
1200 Subscriptions	£4,374.84	£3,500.00	£3,500.00
1210 Insurances	£8,333.89	£8,000.00	£9,500.00
1220 Project Planning & Delivery	£118,636.04	£299.00	£0.00
1230 Climate Change	£4,690.00	£5,000.00	£5,000.00
Town Business Committee Expenditure Total	£510,665.54	£399,580.00	£418,624.00
Town Environment Committee Expenditure			
1190 Amenity Areas	£38,244.41	£48,800.00	£47,400.00
2000 Christmas Lights	£0.00	£2,000.00	£3,000.00
2005 Climate Change	£0.00	£0.00	£0.00
2010 In Bloom	£338.17	£0.00	£0.00
2050 Cultural Events & Studies	£4,844.15	£9,300.00	£11,300.00
2080 Neighbourhood Plan Review	£0.00	£0.00	£0.00
2090 Planning Specialist Advice	£0.00	£0.00	£0.00
Town Environment Committee Expenditure Total	£43,426.73	£60,100.00	£61,700.00
Future Expenditure			£0.00
Total Expenditure	£554,092.27	£459,680.00	£480,324.00

**Stonehouse Town Council
Internal Audit September 2025**

FR Requirement

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

Reconciliation carried out?

RFO Comments (from previous Audit report)

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

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

Non Conformance

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

FR Requirement

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

RFO

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

Non Conformance

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

FR Requirement

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

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

**Stonehouse Town Council
Internal Audit September 2025**

Non Conformance

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

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

FR Requirement

16.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

Observation

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

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

Payments checked for authorisation

Denis Brown & Son

£262.88

Coded: Program Planned Delivery – Ship Inn Site

Authorised: TW & CK

27.05.2025

Gill Sermon

£400

Coded: Admin Expense – Design Newsletter Issue 57

Authorised: TW & CK

02.06.2025

Nest

£2929.93

Taken by direct debit. Pata and payroll.

DTC adds to Edge.

Reported to FTC. Not directly authorised by Cllrs.

12.06.2025

Waterplus

£179.95

Coded: Pavilion Overhead and Water.

Reported to FTC. Direct debit.

16.06.2025

Stonehouse Methodist Church

£150

Grant. One off. Business Ctte

Authorised: TW & CK

Stonehouse Town Council
Internal Audit September 2025

27.06.2025

Cristom Construction

£930

Coded: Pavilion Overhead – Maintenance Reactive

Authorised: TW & CK

All payments checked were OK.

A handwritten signature in black ink, appearing to read 'Keith Terry', written in a cursive style.

Keith Terry
24.09.2025

Stonehouse Town Council
Internal Financial Audit November 2025

Financial Regulations

Financial Regulations review past due (required May 2025)

TC3426 – April 2025 Review/Approval of FRs was deferred along with Model Standing Orders.

FR submitted to BC for review and approval at meeting 01.12.25 (B/940)

(Any reference to FR in this report relates to the version available on the Council Website as at 15.11.25).

“Practitioners’ Guide”

Observation

3.7. “The internal auditor shall be appointed by the council and shall carry out their work..... (in accordance with proper practices specified in the Practitioners’ Guide”.

3.10 Refers to the Practitioner Guide in relation to independent/independence of the Auditor(s)

The Practitioners’ Guide was requested on 07.11 but has not, so far, been provided.

NB Town Clerk’s mail 24.11(re CCTV) refers to 2025 Practitioners’ Guide

Asset Register

15 On requesting sight of the Asset Register the RFO provided a link to the Asset Register available via the Council’s website (under 2024/2025 Financial Reports).

This document is titled “Major Asset Register” marked “next reviewed January 2025).

FR does not distinguish between “Major” or any other assets referring at 15.3 to “tangible assets” which would, for example, include plant, equipment and the Mayors Chain (insured for £6000).

The Financial Reports 2022/2023 includes an Asset Register and a List of Major Assets.

RFO subsequently advised that a full Register was approved by Council at their meeting in April 2025 (TC3416).

Observation

15.3 Specifies “annual verification” of assets including possible inspection in reference to Health and Safety. There is no record this process has been carried out.

Recommendation

The Asset Register approved April 2025 be endorsed “Reviewed April 2025 next review due 2026” and be uploaded to the website replacing the “Major Asset List”.

Internal Audit Reports

Non Conformance

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

The Report of the Audit carried out in September 2025 was shared only with Business Committee and has not been presented to Full Council (as was the case with previous reports).

Review of Payments

14.08.25 £7493.26 Prolific Building Services
14.08.25 DCR Domestic Appliances (Dishwasher Instal at The Pod)
14.05.25 £72.00 Robert Acton (Litterpick Bag Holders)
26.08.25 £432.00 Smiths Gloucester Ltd (Waste Bin Hire – Community Fesitval)
30.10.25 £240 Clarlan Property Services (Replacement of Gate at Laburnum)
30.10.25 £233.88 Stonehouse Commercial Vehicles (Tyres etc for Van)

All these had been approved by Cllrs Watt and Kambites (7.5 & 7.6)

The list was sent to all five authorised signatories (7.3)

At time of audit there were fewer than five signatories following resignation of Cllr Gibbs and pending Lloyds procedures for replacement.

Keith Terry
28 November 2025



STONEHOUSE
TOWN COUNCIL

Minutes (subject to agreement at the next Committee Meeting) of a meeting of the Town Environment Committee held on Monday 5th January, 7pm at Stonehouse Library, High Street, Stonehouse GL10 2NG

Present:

Councillors: Keren Capeling, Deborah Curtis (Committee Chair), Marcus Dixon, Stephen Hunter, Simon Macgregor, John Parker

Also present:

Jacqui Sanders (Deputy Clerk)

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

E/999 To receive apologies.

Apologies were received from Cllr Creighton (Committee Vice-Chair).

E/1000 Declarations of Interest

There were no declarations of interest.

E/1001 To approve the minutes of the Town Environment Committee meeting held on Tuesday 2nd December.

Committee APPROVED the Minutes as a true and accurate record of the meeting. One abstention was recorded due to being absent from the meeting.

E/1002 To receive the latest updated Environment Budget.

Committee NOTED the updated report showing a total 'Actual Net' Income of £3,926.31; 'Actual Net' Expenditure of £55,303.21 and Reserve Expenditure of £7,936.70.

E/1003 To agree arrangements for the 2026/27 budget setting process.

An in-depth discussion was had regarding the Cultural Events and Studies budget.

Committee AGREED to decrease budget code 2050/3 Other by £1000, and move it to budget code 2050/1 Goodwill to increase to £7000.

Whilst not relevant to this agenda item, the following concerns were raised in relation to access to the Events working group budget (Cultural Events and Studies); Committee strongly felt that the following points should be adhered to:

- That the Cultural Events and Studies budget is to be used for events run by Stonehouse Town Council. Events not organised by this council should apply for grant funding.
- That the Events Working Group need to present minuted proposals/recommendations to the Environment Committee, when seeking approval on future events or budget spend.

E/1004 To consider completing Stroud District Council's online Unique Selling Point survey.

Cllr Curtis said she would complete it and committee AGREED that all Town Councillors should be given the opportunity to complete it.

E/1005 To comment on recent Planning Applications

S.25/2307/TCA Ryeford Lodge, Ryeford Road North, Ryeford, Stonehouse. Pollard T1, T2 and T3 down to 2-3m monoliths.

Comment: No objections as long as work is carried out by a suitably, qualified arborist.

S.22/2653/OUT Brunsdons Yard, Ryeford Road South, Ryeford, Stonehouse. Hybrid planning application for outline planning permission for an extension to existing warehouse unit (class B8) and erection of ancillary office building (all matters reserved) and full planning permission for provision of landscaping, parking, drainage & vehicular access to A419.

Comment: This council objects. The previous objection on 20th February 2023, still applies.

E/1006 To receive a report on planning decisions received from Stroud District Council.

None received.

E/1007 To receive Working Groups updates.

- **Communications**
Not met.
- **Stroudwater (Bristol Road) Station**
Not met.
- **Transport and Highways**
- Met, minutes to be included in next Environment meeting.
- **Public Rights of Way**
Not met.
- **Recreation.**
Not met.
- **Canal Rejuvenation**
Not met.

- **Court View**
Not met.
- **Community Arboretum and Open Spaces.**
Met, minutes to be included in next Environment meeting.
- **Events**
Minutes were attached to supporting papers.

E/1008 Date of next Environment Committee meeting: Monday 9th February 2026.
Committee NOTED the date of the next meeting.

Assertion 10

Assertion 10 is a new digital and data compliance requirement for UK parish and town councils, introduced in the 2025 AGAR, requiring them to prove they manage personal data lawfully and securely through proper governance, policies (like for IT and data protection), training, and evidence of compliance with UK GDPR and Data Protection Act, moving beyond simple tick-box policies to actual, demonstrable practice. To meet it, councils need to conduct data audits, risk assessments, update policies, and train staff and councillors on data handling, IT security, and website accessibility.

What it covers

- **Data Protection:** Managing personal data lawfully, safely, and securely (UK GDPR, DPA).
- **IT Governance:** Proper management of digital presence, systems, and cybersecurity.
- **Transparency & Accessibility:** Ensuring accessible digital services and clear communication.

Key Actions for Councils

- **Data Audits:** Understand what personal data you hold, why, and how it flows.
- **Risk Assessments:** Identify and mitigate risks to personal data.
- **Policy Updates:** Create/refresh policies (IT, Data Protection, Social Media) that reflect current practices, not just 2018 standards.
- **Training:** Provide regular, relevant training for staff and councillors on data protection and IT security (e.g., phishing awareness).
- **Evidence Compliance:** Be ready to show *how* you meet requirements, not just that you have a policy.

