



**Minutes of a meeting of the Town Council  
held Monday 19<sup>th</sup> January 2026 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, Carol Trim and Theresa Watt

In Attendance: Carlos Novoth - Town Clerk and several members of the public. (County Councillor Dean Botterill could not attend the meeting)

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

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**Public Questions**

A member of the public raised a concern about the state of the roads in Stonehouse and in particular, roads leading to Horsetrough roundabout. She wished to know how often the County Councillor for Stonehouse, Dean Botterill visited the area with the Highways officer to check on their condition. As the County Councillor was not present, the member of the public asked if it were possible to raise this question with him.

**A G E N D A**

- TC3545 To receive apologies**  
There were no apologies
- TC3546 To receive declarations of interest**  
There were no declarations of interest
- TC3547 To approve the minutes of the Town Council meeting of 8<sup>th</sup> Dec '25**  
Council **APPROVED** the minutes as a true and accurate record of the meeting
- TC3548 To note Matters Arising**  
Council **NOTED** the matters arising from the previous meeting as detailed in the supporting papers
- TC3549 To receive reports from Chair of Town Council and town councillors**

The Chair attended the Christmas Carol singing in the town and St Cyr's Festive Service.

**TC3550**

**To receive reports from County and District Councillors**

County Councillor did not provide the meeting with a written update Cllr Callinan highlighted the very detailed written report provided by District Councillor Carol Kambites - comment supported by the Chair of Town Council.

Ward Cllr Carol Kambites verbally added to her update highlighting the current consultation being undertaken by Stroud District Council in relation to Stroud Leisure centre

Cllr Callinan referred to an email detailing comments on the District Council's CEO thoughts on the Local Government Review (LGR) relating to the potential transfer of services and assets to parish and town councils - Officers were asked to distribute the email from a Rodborough Ward Cllr to all town councillors. It was strongly advised that all town councillors need to be considering this issue in relation to both SDC and GCC assets and services.

**TC3551**

**To receive RFO's budget report and bank reconciliations for Dec '25**  
Council **NOTED** the bank reconciliation for December '25 with a closing balance of £20,045.94.

The Clerk highlighted a number of budget references:

- Budget lines 155 and 125 - STFC has just been invoiced
- Income from investments - this to be detailed at year end
- Budget line 205/3 - Markets income - regular
- Budget line 215 - Income from CIL
- Budget line 1030 - Lease costs due in
- Budget line 1040/1 - few IT problems
- Electric and Gas payments made up to and including December '25
- Budget line 1090/1 - paper usage down by 50%
- Budget line 1140/9 - septic tank costs to be covered by reserve
- Budget line 1160/1 - ride on mower and inverter to be covered by reserves
- Budget line 1170 - 3 quarter payments now made
- Budget line 1190/6 - payment reduced to just under £3,000 - payment to be made
- Budget line 2000 - add cost to be covered by reserve

Cllr Callinan spoke on the issue of CCLA's investments not performing as well as it had been - he asked if Officers could contact CCLA to find out what actions are being taken by them to improve performance.

Cllr Theresa Watt raised the issue of potential budget underspend and that this should be reflected in future years' budget setting. Councillors were advised that the budget setting process was based on management information and the authority's best guess; he advised that there would be a number of factors that could alter a year's eventual spend.

Council NOTED the total 'Actual Net' income of £436,528.84; total 'Actual Net' Expenditure of £385,556.25 and a total reserve movement of £42,927.70

- TC3552 To approve the latest payment lists**  
Council **APPROVED** BACS Payments totalling £4,042.40  
Council **RETROSPECTIVELY APPROVED** Debit Card payments totalling £9.60  
Council also **NOTED** the total Standing Order payments of £10,983.27 and Direct debit payments totalling £5,203.60 (Gross)
- TC3553 To approve the internal auditor to undertake the annual audit for financial year 2025/26**  
Officers previously brought this matter to council for a decision on the basis that there was another known auditor in the market to act as competition for the annual audit. The Clerk could not make contact with the other company and is therefore recommending that the council award the annual audit work to GALC for the amount of £480 plus additional fees if found necessary.  
Council **APPROVED** the annual audit work for the 2024/25 financial year to GAPTC at a cost of £480 plus potential added fees
- TC3554 To approve the council's latest Reserves**  
Officers explained that the adjustments presented for council approval amounted to good housekeeping only.  
Council **APPROVED** the adjustments as follows:
- Adding £5,000 to the festive lighting earmarked reserve based on a previous council decision
  - Adding £3,105 to Oldends Lane Sewerage Development as a result of an overspend
  - Transferring £106 from the Elections Earmarked reserve to the General fund
  - Transferring £45,000 from the General fund to the General Reserve to ensure that the council met its obligations to ensuring that in the event of disruption, it can continue to make at least 3 months of supplier payments
- Council **APPROVED** Officer's recommended adjustments.  
Council recommended that both committees review the respective earmarked reserves at their next meetings
- TC3555 To receive draft minutes of Business Committee meeting of 12<sup>th</sup> January 2026 and approve the following recommendations:**  
Council **NOTED** the draft minutes
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)**

Council **APPROVED** the Council's total expenditure budget for financial year 2026/27 of £480,524.

There was some confusion in relation to the reference to the 'net exp budget of £433,387'. It was confirmed that this related to the total expenditure budget of £480,524 minus income not including precept.

- b. A Town Council precept of £433,387 representing an increase of 5.07% (an annual increase of £8.97 per Band 'D property)**

Council **APPROVED** the precept of £433,387 for financial year 2026/27 representing an increase of 5.07%

- 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**  
Council received and **NOTED** the reports - there were no questions

**TC3556 To receive draft minutes of Environment Committee meeting of 5<sup>th</sup> January '26**  
Council received and **NOTED** the draft minutes

**TC3557 To receive information about the new Digital and Data Compliance requirement for Parish and Town Councils to support the 2025 AGAR**  
Assertion 10 is a new digital and data compliance requirement for UK Parish and Town Councils, introduced in the 2025 AGAR. It covers data protection, IT governance, and transparency and accessibility. Officers are in the process of determining the appropriate way forward to ensure compliance in all areas.  
Queries raised included: Were the council's relevant policies fit for purpose to support compliance with Assertion 10; Was the council's website fully compliant; Were there easy fixes to make the website fully compliant - could this be done through 'Wordpress'.  
It was confirmed that Town Councillors were required to meet the same compliance requirements especially those involved in organising volunteers.  
Officers stated that discussions would take place with the National Association of Local Councils (NALC), Gloucestershire Association of Local Councils (GALC), Society of Local Council Clerks (SLCC), the council's IT support contractor, Edge Finance and any other relevant organisation. It was confirmed that discussions were already underway with Website designers to establish the amount of work needed to bring the council's website up to compliance level.  
It was **RESOLVED** that Officers should include discussion on Assertion 10 as a standing items on future Business committee agendas at least until full compliance has been confirmed.

**TC3558 To note the date of the next town council meeting Monday 16<sup>th</sup> February '26**  
Council **NOTED** the date of the next meeting