



STONEHOUSE
TOWN COUNCIL

To Members of the Town Business Committee

You are hereby summoned to attend a meeting of the Committee to be held on Monday 12th January 2026 at 7pm at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA

Committee Members:

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

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.

Carlos Novoth

Town Clerk

6th January 2026

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

A G E N D A

B/946 To receive apologies

B/947 To receive Declarations of Interest

B/948 To approve the minutes of the Business Committee meeting held on 1st December '25

B/949 Matters arising

B/950 To receive the latest budget position

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

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

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

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

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

1. Climate Change Action Forum
2. Communications
3. Oldends Lane Development
4. Support Stonehouse
5. Youth
6. Policy

7. Internal Audit Panel
8. Local Government Review

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



STONEHOUSE
TOWN COUNCIL

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

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

In Attendance: Town Clerk and a member of the public

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

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

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

B/933 To receive apologies

Apologies were received from Cllrs Keren Capeling and John Parker

B/934 To receive Declarations of Interest

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

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

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

B/936 Matters arising

The Clerk provided an update on previous meetings' main actions

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

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

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

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

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

B/937 To receive the latest budget position

The Clerk presented the latest budget position.

Several queries were raised:

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

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

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

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

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

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

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

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

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

- **Financial Regulations**
Committee **RECOMMENDED** the revised Financial Regulations for town council approval

- **Risk Management**
Subject to a change to the last paragraph under the headings 'Implementation' and 'The town council will' - the new paragraph to read 'Officers should consider, investigate and reference risks and identify suitable mitigation measures associated with any proposal put forward for council approval'
Committee **RECOMMENDED** the Risk Management Policy for town council approval

- **Investment Strategy**
The issue of ethical investments taking a more prominent position in the decision making process when determining future investments - It was stated that the council's investment strategy mirrored that produced by Stroud District Council and was fairly sound. This was agreed. It was suggested that clause 5.2 be removed as it did not make sense and it was recognised that investments can only be considered committed when they were paid over the counterparty
Committee **RECOMMENDED** the investment Strategy for town council approval subject to the removal of clause 5.2 from the strategy document

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

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

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

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

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

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

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

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

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

Committee **RECOMMENDED** council approve the revised Terms of Reference for HR Sub Committee subject to a change to para 3 to read 'The Chair and Vice Chair will be elected at the first HR meeting immediately following the annual town meeting'

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

1. Climate Change Action Forum

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

2. Communications

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

3. Oldends Lane Development

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

4. Support Stonehouse

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

5. Youth

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

6. Policy

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

7. Internal Audit Panel

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

8. Local Government Review

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

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

Committee NOTED the date of the next meeting

Notes on Agenda items, BC Monday 12th January 2026

B/948 Minutes	In supporting papers
B/949 Matters arising	<ul style="list-style-type: none"> • Revised policies recently approved have been posted on the council's website • The council's vehicle warranty has been renewed
B/950 Budget	Budget report in supporting papers
B/951 Payment lists	<p>Members to note that papers will include the following:</p> <ul style="list-style-type: none"> • Payment list for all BACS payments requiring approval • Payment list for debit card payments already made but requiring retrospective approval
B/952 26/27 Budget	Precept calculator sent by separate cover
B/953 Internal Audit	See attached report
B/954 The Door	See attached quarterly report

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 06/01/26 inclusive. Includes due and unpaid transactions. Includes commitments. Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve	Actual Net	Balance	Bal %age
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

for Town Business Committee

Comparison between 01/04/25 and 06/01/26 inclusive. Includes due and unpaid transactions. Includes commitments. Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve	Actual Net	Balance	Bal %age
179 Town Hall/Library Recharges	£3,000.00	£0.00	£2,513.82	-£486.18	-16.21%
Total Town Business Committee	£458,480.00	£0.00	£432,543.33	-£25,936.67	-5.66%
EXPENDITURE					
Town Business Committee					
1000 Salaries					
1000/1 Contracted staff	£223,800.00	£0.00	£161,047.23	£62,752.77	-28.04%
1000/2 Locum	£0.00	£0.00	£0.00	£0.00	0.00%
1000/3 Short term contracted staff	£0.00	£0.00	£0.00	£0.00	0.00%
1000 Total	£223,800.00	£0.00	£161,047.23	£62,752.77	-28.04%
1010 Training & Recruitment					
1010/1 Contracted Staff	£2,500.00	£0.00	£1,332.98	£1,167.02	-46.68%
1010/2 Councillors	£500.00	£0.00	£981.00	-£481.00	96.20%
1010 Total	£3,000.00	£0.00	£2,313.98	£686.02	-22.87%
1020 Health & Safety	£2,500.00	£0.00	£878.98	£1,621.02	-64.84%
1030 Professional Fees	£8,000.00	£0.00	£5,555.17	£2,444.83	-30.56%
1040 IT support					
1040/1 General	£6,750.00	£0.00	£3,414.73	£3,335.27	-49.41%
1040/2 Website	£1,300.00	£0.00	£1,332.76	-£32.76	2.52%
1040/3 Newsletter	£0.00	£0.00	£800.00	-£800.00	100.00%
1040/4 Phones	£1,500.00	£0.00	£221.01	£1,278.99	-85.27%
1040/5 Printing	£0.00	£0.00	£466.80	-£466.80	100.00%
1040 Total	£9,550.00	£0.00	£6,235.30	£3,314.70	-34.71%
1050 Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	-100.00%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 06/01/26 inclusive. Includes due and unpaid transactions. Includes commitments. Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve	Actual Net	Balance	Bal %age
1060 Grants					
1060/1 One-Offs	£10,000.00	£9,700.00	£20,290.00	£-590.00	5.90%
1060/2 Long-Term	£7,400.00	£0.00	£0.00	£7,400.00	-100.00%
1060 Total	£17,400.00	£9,700.00	£20,290.00	£6,810.00	-39.14%
1070 Town Hall/Library Shared Costs					
1070/1 Rates	£4,500.00	£0.00	£5,613.75	£-1,113.75	24.75%
1070/2 Water	£1,200.00	£0.00	£424.64	£775.36	-64.61%
1070/3 Electric	£3,000.00	£0.00	£2,045.51	£954.49	-31.82%
1070/4 Gas	£1,800.00	£0.00	£961.13	£838.87	-46.60%
1070/5 Interior Maintenance (reactive)	£500.00	£0.00	£1,556.99	£-1,056.99	211.40%
1070/6 Interior Maintenance (programmed)	£500.00	£0.00	£0.00	£500.00	-100.00%
1070/7 Waste Collection	£300.00	£0.00	£10.92	£289.08	-96.36%
1070/8 Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1070 Total	£12,000.00	£0.00	£10,612.94	£1,387.06	-11.56%
1080 Town Hall/Library STC costs					
1080/1 Exterior Maintenance/Cleaning	£500.00	£0.00	£254.45	£245.55	-49.11%
1080/2 Interior Cleaning	£1,700.00	£0.00	£1,811.49	£-111.49	6.56%
1080 Total	£2,200.00	£0.00	£2,065.94	£134.06	-6.09%
1090 Admin Expenses					
1090/1 Paper	£250.00	£0.00	£111.34	£138.66	-55.46%
1090/2 Other	£500.00	£0.00	£1,838.14	£-1,338.14	267.63%
1090/3 Printing and Delivery of Newsletters	£8,000.00	£0.00	£5,021.00	£2,979.00	-37.24%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 06/01/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2025/2026	Reserve	Actual Net	Balance	Bal %age
1090/4	Travel expenses	£0.00	£45.00	£455.00	-91.00%
1090	Total	£0.00	£7,015.48	£2,234.52	-24.16%
1100	Mayor's Charity & Expenses	£0.00	£0.00	£300.00	-100.00%
1110	Travel Costs/Staff & Councillors	£0.00	£0.00	£400.00	-100.00%
1120	Election Costs	£9,185.29	£9,185.29	£0.00	0.00%
1130	Civic/Remembrance Parades	£0.00	£0.00	£180.00	-100.00%
1140	Pavilion Overheads				
1140/1	Rates	£0.00	£0.00	£0.00	0.00%
1140/2	Water	£0.00	£1,640.70	£440.70	36.73%
1140/3	Electric	£0.00	£3,846.01	£2,453.99	-38.95%
1140/4	Cleaning	£0.00	£1,113.72	£113.72	11.37%
1140/5	Maintenance (reactive)	£2,160.00	£3,322.65	£837.35	-41.87%
1140/6	Maintenance (programmed)	£0.00	£3.10	£996.90	-99.69%
1140/7	Waste Collection	£0.00	£43.68	£456.32	-91.26%
1140/8	Security	£0.00	£90.00	£110.00	-55.00%
1140/9	Septic Tank	£0.00	£3,036.68	£2,336.68	333.81%
1140	Total	£2,160.00	£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	£0.00	£0.00	£300.00	-100.00%
1150/3	Maintenance (Reactive)	£5,912.39	£7,029.23	£816.84	272.28%
1150/4	Maintenance (programmed)	£0.00	£120.03	£579.97	-82.85%
1150/5	Waste Collection	£0.00	£1,180.90	£619.10	-34.39%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 06/01/26 inclusive. Includes due and unpaid transactions. Includes commitments. Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve	Actual Net	Balance	Bal %age
1150/6 Security	£200.00	£0.00	£20.00	£180.00	-90.00%
1150 Total	£3,300.00	£5,912.39	£8,350.16	£862.23	-26.13%
1160 Equipment & Vehicle Costs					
1160/1 Equipment and Vehicle costs	£700.00	£550.00	£4,604.29	£-3,354.29	479.18%
1160/2 Maintenance	£600.00	£0.00	£594.17	£5.83	-0.97%
1160/3 Fuel	£900.00	£0.00	£489.03	£410.97	-45.66%
1160/4 Tax	£200.00	£0.00	£345.00	£-145.00	72.50%
1160/5 MOT/Service	£600.00	£0.00	£0.00	£600.00	-100.00%
1160 Total	£3,000.00	£550.00	£6,032.49	£-2,482.49	82.75%
1170 Youth Centre Workers	£66,000.00	£0.00	£48,750.50	£17,249.50	-26.14%
1180 Youth Centre Overheads					
1180/1 Rates	£1,400.00	£0.00	£1,458.88	£-58.88	4.21%
1180/2 Water	£300.00	£0.00	£128.03	£171.97	-57.32%
1180/3 Electric	£1,500.00	£0.00	£936.48	£563.52	-37.57%
1180/4 Cleaning	£1,300.00	£0.00	£977.50	£322.50	-24.81%
1180/5 Maintenance (reactive)	£1,000.00	£0.00	£752.89	£247.11	-24.71%
1180/6 Maintenance (programmed)	£1,500.00	£0.00	£46.50	£1,453.50	-96.90%
1180/7 Waste collection	£300.00	£0.00	£21.84	£278.16	-92.72%
1180/8 Security	£500.00	£0.00	£400.00	£100.00	-20.00%
1180/9 IT costs	£1,000.00	£0.00	£634.11	£365.89	-36.59%
1180 Total	£8,800.00	£0.00	£5,356.23	£3,443.77	-39.13%
1200 Subscriptions	£3,500.00	£0.00	£2,931.45	£568.55	-16.24%
1210 Insurances					

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 06/01/26 inclusive. Includes due and unpaid transactions. Includes commitments. Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve	Actual Net	Balance	Bal %age
1210/1 Public/Employee Liability	£8,000.00	£0.00	£8,851.28	-£851.28	10.64%
1210/2 Buildings	£0.00	£0.00	£0.00	£0.00	0.00%
1210/3 Vehicle	£0.00	£0.00	£137.42	-£137.42	100.00%
1210 Total	£8,000.00	£0.00	£8,988.70	-£988.70	12.36%
1220 Project Planning & Delivery					
1220/1 OEL Car Park	£0.00	£2,555.00	£2,555.00	£0.00	0.00%
1220/2 Stagholt	£0.00	£100.00	£100.00	£0.00	0.00%
1220/3 Ship Inn site	£0.00	£4,818.32	£4,753.32	£65.00	100.00%
1220/4 Court View	£0.00	£10.00	£0.00	£10.00	100.00%
1220/5 Great Oldbury	£0.00	£0.00	£0.00	£0.00	0.00%
1220 Total	£0.00	£7,483.32	£7,408.32	£75.00	100.00%
1230 Climate Change	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
Total Town Business Committee	£399,580.00	£34,991.00	£326,114.70	£108,456.30	-27.14%
Total Town Business Committee In	£458,480.00	£0.00	£432,543.33	-£25,936.67	
Total Town Business Committee E	£399,580.00	£34,991.00	£326,114.70	£108,456.30	
Total Net Balance	£58,900.00		£106,428.63		

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
4783		£207.36	1220/3	06/01/26	Abbey Loos - Dec '25 - Portaloo hire - Ship Inn Site	83458
		£207.36			Abbey Loos - Total	
4782		£250.80		06/01/26	All Done and Dusted - Dec '25 - Pod & Pavilion Cleaning	767
1		£112.80	1180/4		Pod Cleaning - Various Dates - See Invoice	
2		£138.00	1140/4		Pavilion Cleaning - VArrious Dates - See Invoice	
		£250.80			All Done and Dusted - Total	
4749		£71.91		08/12/25	Carol Kambites - Goodwill Grotto Presents/Food for office event	
1		£54.10	2050/1		Grotto gifts	
2		£17.81	1090/2		Office event	
		£71.91			Carol Kambites - Total	
4747		£247.20	1090/2	04/12/25	CrimeStoppers - Speak up Stay Safe leaflets	00943
		£247.20			CrimeStoppers - Total	
4748		£45.00	1090/2	02/12/25	Dennis Brown & Son - TH Christmas Tree	195406
		£45.00			Dennis Brown & Son - Total	
4745		£24.00	1080/1	30/11/25	Easy Window Cleaning - Dec '25 - TH	31513
		£24.00			Easy Window Cleaning - Total	
4766		£922.80	1190/4	16/12/25	Flagpole Express Ltd - Service & safety check to existing flagpoles, rope replacement, new internal locking doors	62879
		£922.80			Flagpole Express Ltd - Total	
4743		£201.48	1080/2	26/11/25	Gloucestershire County Council - Nov '25 TH Cleaning	1800856275
4780		£201.48	1080/2	04/12/25	Gloucestershire County Council - Dec '25 TH Cleaning	1800856873
		£402.96			Gloucestershire County Council - Total	
4774		£96.00	1140/5	19/12/25	Hogg and Smith - Repair toilet leak - Pavilion	3289
		£96.00			Hogg and Smith - Total	
4789		£317.69	1040/1	01/01/26	Jireh Solutions Ltd - Jan '25 Contract	34637
		£317.69			Jireh Solutions Ltd - Total	

Signature _____

Signature _____

Date _____

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

BACS Approval List

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
4791		£100.00	1040/2	06/01/26	Jo Mew Creative - Dec '25 - Website management	1135
		£100.00			Jo Mew Creative - Total	
4746		£11.98	1190/4	02/12/25	Kellaway Building Supplies Ltd - Doverow - 2 tubes Soudal fix all	003300758
		£11.98			Kellaway Building Supplies Ltd - Total	
4764		£150.00	2050/3	10/12/25	Luke Philbrick - Skiffle Band - Stonehouse Goodwill	101225
		£150.00			Luke Philbrick - Total	
4744		£150.82	2000	08/12/25	M D Electrical Contracting - Christmas Lighting - replace faulty timer in lamp post nearest bridge High St	2672
4757		£265.46	1140/3	16/12/25	M D Electrical Contracting - Pavilion - Replace 2 x LED Flood Lights	2704
		£416.28			M D Electrical Contracting - Total	
4776		£1,000.00	2050/1	29/12/25	Market Street Markets - Nailsworth - Goodwill '25 - Rent for use of 30 Gazebos, tables and weights	
		£1,000.00			Market Street Markets - Nailsworth - Total	
4756		£1,656.00	1190/5	16/12/25	Midland Forestry Limited - Reduce two ash stems and branches - Doverow Wood	5082
4777		£244.80	1190/5	23/12/25	Midland Forestry Limited - Fell and grind stump rowan tree adj. 27 High Street, Stonehouse	4732
		£1,900.80			Midland Forestry Limited - Total	
4765		£200.00	2050/3	12/12/25	Nailsworth Silver Band - Performance at Carol Service (20/12/25)	121225
		£200.00			Nailsworth Silver Band - Total	
4773		£69.71	1040/5	19/12/25	Prolific Solutions (South West) Ltd - Dec '25 - Printer TH	12452
		£69.71			Prolific Solutions (South West) Ltd - Total	
4775		£43.44	1190/3	24/12/25	Proludic - Spare parts - play equipment	11971
		£43.44			Proludic - Total	
4779		£60.00	2050/1	29/12/25	Stonehouse Community Association - Hire of Centre for Goodwill 2025	136
		£60.00			Stonehouse Community Association - Total	

Signature _____

Signature _____

Date _____

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

BACS Approval List

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
4790		£612.00		01/01/26	Stroud Alarms - Annual Contract - 01/02/26 - 31/01/27	64705
	1	£108.00	1140/8		Pavilion Annual Contract - 01/02/26 - 31/01/27	
	2	£24.00	1150/6		Workshop Annual Contract - 01/02/26 - 31/01/27	
	3	£480.00	1180/8		Pod Annual Contract - 01/02/26 - 31/01/27	
		£612.00			Stroud Alarms - Total	
4751		£131.60	1150/3	09/12/25	T W Hawkins & Sons - Blades for Ego mower, chain oil and chainsaw chain	8019
4755		£2,952.60	1190/1	16/12/25	T W Hawkins & Sons - Dec '25 - Contract mowing	14499
		£3,084.20			T W Hawkins & Sons - Total	
		£4,325.01			Confidential - Staff Costs	
Total		£14,559.14				

Signature _____

Signature _____

Date _____

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

BACS Approval List

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
4797		£354.00	1020	08/01/26	Smiths Gloucester LTD - Asbestos Survery - Workshop	080126
		£354.00			Smiths Gloucester LTD - Total	
Total		£354.00				

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
4741	DEB03122 5ETSY	£35.26	1090/2	03/12/25	ETSY - 3 x 2026 planners, 2026 wall planner	
		£35.26			ETSY - Total	
4771	DEB22122 5FASTHOS TS	£0.59	1040/2	22/12/25	Fasthosts - Wordpress Business - 12 month contract ending 18/07/26	
		£0.59			Fasthosts - Total	
4758	DEB18122 5PEUGEO T	£623.00	1160/2	17/12/25	Peugeot Ext Warranty - Peugeot Van Warranty Extension - Dec 25 - Dec 26	
		£623.00			Peugeot Ext Warranty - Total	
4754	DEB10122 5VIKING	£88.85		11/12/25	Viking -	
	1	£25.13	1140/5		6 x Toilet brushes for Pavilion	
	2	£63.72	1090/2		Stationery and cleaning products - TH	
		£88.85			Viking - Total	
4752	DEB11122 5VOIPFON E	£8.40	1040/4	10/12/25	Voipfone - Dec '25 Renewal of Number & PBX	1014918489
4767	DEB18122 5VOIPFON E	£20.00	1040/4	17/12/25	Voipfone - Auto Top Up	1014925748
		£28.40			Voipfone - Total	
Total		£776.10				

Signature _____

Signature _____

Date _____

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)

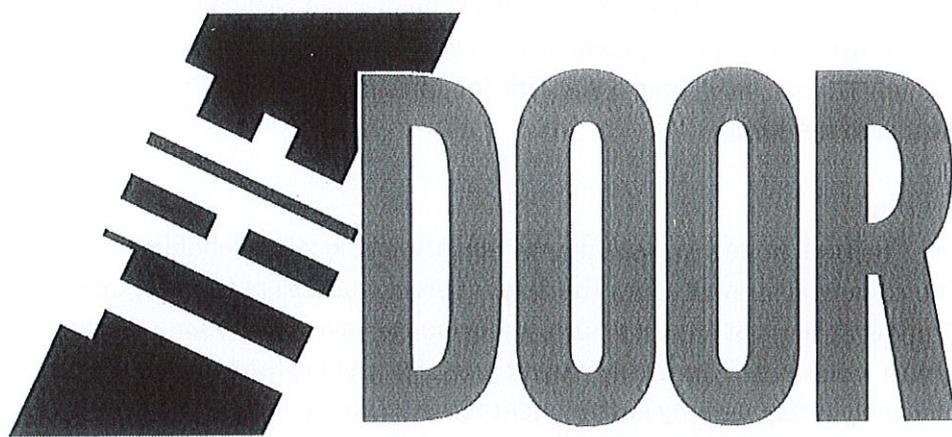
All these had been approved by Cllrs Watt and Kambites (7.5 & 7.6)

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



UNLOCKING POTENTIAL... OPENING OPPORTUNITY...

STONEHOUSE TOWN COUNCIL
YOUTH WORK PROVISION REPORT
AUGUST – NOVEMBER 2025

01453 756 745 THEDOOR.ORG.UK @THEDOORSTROUD
UNIT 3, THE CROSS, PARLIAMENT STREET, STROUD, GL5 1DP

NYA
Quality Mark



1.OVERVIEW

It's been another fantastic term for the Stonehouse youth provision. There's been a new cohort of young leaders trained and already making a magnificent impact, raising the bar for other young people to aspire to. It has been a pleasure to host two HAF events in Stonehouse, offering young people an opportunity to go to Drayton Manor and the Cotswold Wildlife Park in August. As the new school term got into full swing, The Pod met many new young people, some of whom already knew the team from their Year 6 Transition work with Park school in the previous term. Not everything has gone to plan either. There has been some challenging behaviour to contend with as new dynamics naturally come with new young people. The team, with the support of the young leaders, have done a fantastic job of establishing The Pod's nurturing culture of respect with this group.

During this term, The Door hosted an open day for all partners, local stakeholders and the general public to come and learn all about The Door's services as well as formally open the new offices on Parliament Street in Stroud. It is such an honour to have a Pod young leader, the chair of The Door's Youth Voice Board, be jointly named formally opening the building. This new space presents a significantly better working environment for the team to realise The Door's new 5-year strategy, being unveiled in the coming term. Sadly, due to financial pressures, in order to realise this strategy, The Door has needed to implement a restructure. We are confident that the new shape will drive the charity sustainably forward into the future.



2. STATISTICS

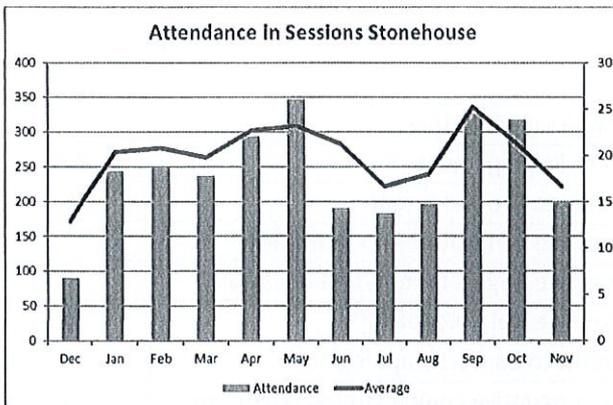
THIS REPORTING PERIOD (1ST AUGUST – 30TH NOVEMBER)

	Sessions	Hours	Contacts	Unique	Regular	New	Impacts	Achievements	Incidents
THE POD	51	105	1042	166	39	58	434	572	6
KEY CAFÉ	8	8	41	15	3	1	35	45	0

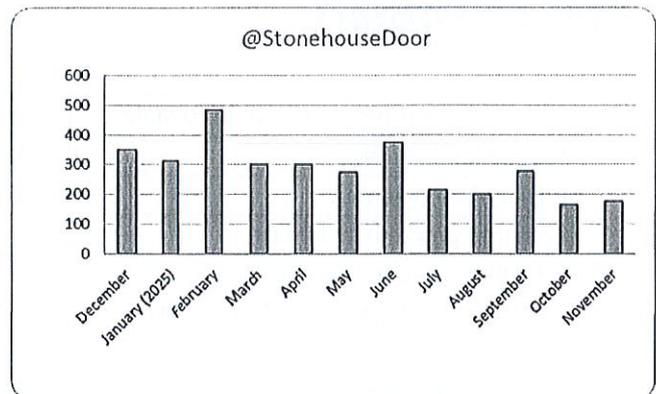
THIS REPORTING PERIOD (1ST APRIL – 31ST JULY)

	Sessions	Hours	Contacts	Unique	Regular	New	Impacts	Achievements	Incidents
THE POD	48	104	1015 (+11%)	116	55	78	269	227	11
KEY CAFÉ	9	9	19	5	3		n/a	n/a	n/a

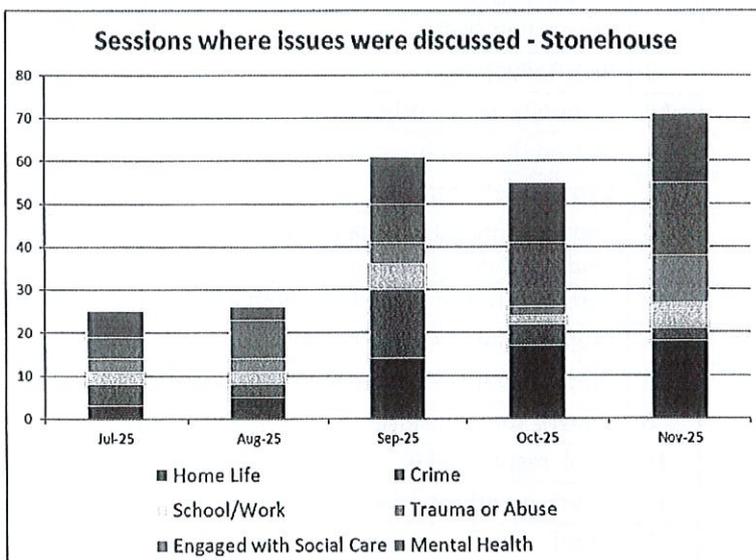
THE POD



SOCIAL MEDIA ENGAGEMENT

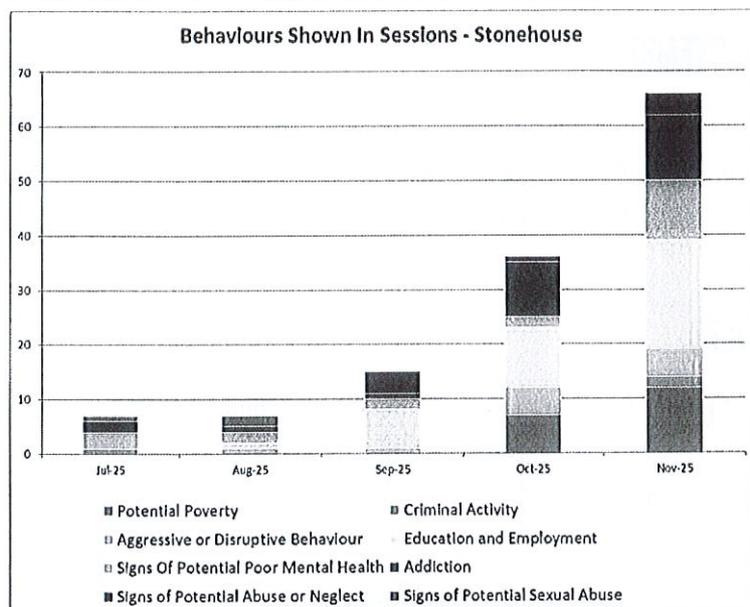


ISSUES REPORTED THROUGHOUT OUR DELIVERY



Number of Reports
July – 25
August – 26
September – 61
October – 55
November – 71

BEHAVIOURS SHOWN THROUGHOUT OUR DELIVERY



Number of Reports

July – 7

August – 7

September – 15

October – 36

November – 66

3. KEY ACHIEVEMENTS

Achieved something thought impossible	2	Patience with others	9
Anger Management	8	Peer Management	21
Anxiety Management	2	Personal Development	16
Brokered peace in a conflict	7	Positive contribution to family life	1
Brought someone new along	24	Positive Engagement with Education	8
Built Relationships and or Friendships	25	Positive Role Modelling	26
Demonstrated initiative or creativity	34	Quick to earnestly apologise	6
Demonstrated Kindness	31	Quit negative coping strategy over time	1
Determination	3	Recognised formal achievement	3
Developing leadership skills	30	Reduced Crime Involvement	2
Did well in exams or assessments	3	Respecting Adults	7
Explored Spirituality	1	Respecting Staff	38
Family Dynamics	3	Risk Reduction	4
Improved Engagement with education	10	Selflessly helped others	10
Improved Mental Health	1	Shared their faith	0
Improved skill	22	Showed self-control	11
Improved Well-being	6	Showing Empathy Respect and Understanding to Others	7
Increased Self Confidence or Self Worth	19	Significantly Improved Behaviour	13
Increased Maturity	34	Stepped out of comfort zone	6
Increased Participation in Activities	23	Steps Towards Positive Future Prospects	4
Increased Resilience	6	Taught someone else	7
Looked after someone	16	Took responsibility	18
Opened up to someone	18	Tried something new	19
Participated in positive activity outside school	7	Total	572

ACHIEVEMENT DETAILS

- Learned some knife skills and chopped up the cucumber
- Young people tidied up after making food/drinks.
- Applied for young leaders.
- Self policing
- Opened up about dad's stress
- Great help in the kitchen
- Asked YW for help with a conflict about money and were able to resolve it for now.
- Tried coriander for the first time today

4. ACTIVITIES THROUGH THIS PERIOD

AUGUST

The Pod's delivered its second young leaders Course during an intensive one-week course. Last year's graduates chose to join for some/all of the sessions to give themselves a "refresh", as well as put the training into context from their own experiences for the new cohort. Our new young leaders told us how the course had made them feel "more included" and use their training in their everyday lives.

The excitement of this course running also inspired others to apply, including a young person traveling from Stroud to participate. The course is a great goal for young people to aim for, and we are seeing young people choosing to dissociate themselves from negative behaviours with the aspiration to be a young leader in the future.

In addition, the young people have been motivated to fundraise for The Pod, which was nurtured by signing up to community events over the summer. Young people hosted a stall, as well as producing ideas of things to make and sell. On the day, four young people arrived independently to the venue before even Willow got there and stayed to the end of the day. They held down the stall all day, engaging with customers and taking payments.

Next to our stall, we had the pleasure of watching 12-year-old, 'L', host their own stall. L told me about how they were saving up their money to buy things to sell at their stall months before the event, working out their profits and expenses.

This was particularly rewarding as L had been really engaged in the Pod's fundraising efforts. In the past, Willow has spent time with L to talk through profit, costings and other social enterprise logistics for these events, so to see them take this on independently shows the benefit of empowering young people.

SEPTEMBER



The Pod had a few unpredictable sessions during September as young people settled back/into school. Our school's work was particularly fruitful this month, engaging with many young people familiar with us through the Year 6 Transition work in Park school last term. Young people were proud to introduce their youth worker to their new friends and shared about their school experience so far.

With a new cohort, naturally session dynamics changed, but the team's adaptability and innovation allowed for them to respond to the needs as they came. The Pod directly engaged with one of The Door's funding bids by being filmed for a video, which can be seen here:

<https://youtu.be/EjRwxweWFBU?si=bRHTI-dekeWEUnVI>

A notable event transpired on the Pod premises, involving the police but not connected to any behaviour led by Pod young people. The young people, some with a history of family incarceration and police involvement, were able to de-escalate each other and remained respectful those around them. The CCTV shows the Pod young people gathered around the door, supporting each other and respectfully "protecting" their space. It is both heartbreaking and heartwarming to watch this event on the footage and is a real testament to the nurturing and dedicated culture created at The Pod.

OCTOBER

The Door attended Five Valley's fireworks night in October, engaging with many Stonehouse young people. Amongst these were a group known by the police because of anti-social behaviour. These same young people welcomed The Door team into their circle warmly, chatted about their week and were respectful throughout the event.

The town clerk, Carlos, kindly gave the keys to the container to empty it before it was sold to Stonehouse Football club. The Pod young people enjoyed carefully rummaging through various equipment, identifying what might be useful for the Pod revamp efforts. A Young Leader managed this task, setting ground rules for the young people, such as areas not to touch or only allowing a certain number in at a time. Each young person followed these rules and even tidied up after themselves. The constantly asked "is it okay if we take this/move this?" and were clearly comfortable in the space. The young people came together to move a big cupboard out of the container and into the Pod safely. This cupboard was previously damaged, so a young person took the initiative to use their skills and knowledge to repair this.

NOVEMBER

Attendance gradually settled down due to the cold and dark weather. The young people who had been to the Pod during this time proudly re-organised and re-decorated the space to suit their current needs. This included engaging in the Pod's handprint mural, where everyone can paint or draw around their hands onto a wall of the Pod. This symbolises their ownership of the space and promotes inclusivity of each member. Young people continue to show gratitude and making new members feel included.

In the wider community, concerns were raised regarding ASB in Stonehouse. A group of young people were becoming increasingly prevalent in these conversations, who fortunately are well known to The Pod. Maidenhill, Stonehouse Town Council and the local PCSO all utilized our unique position in this and came to us for support, strategy and guidance in these incidents.

At the end of this month, The Pod was chosen to host the BBC supporting a project on young people's mental health. The Pod young people were keen to get involved with this opportunity and showed respect throughout the session, despite things not going to plan. Once the filming was complete, the young people were asked to support the preparation of food if they wanted to have cottage pie during the session. Most of the young people offered support such that there were more helping hands than there were jobs to give! Dinner was served at 5:29pm (one minute before the end of the session) and young people gratefully cleaned up after themselves and others.



5.SAFEGUARDING CONCERNS

There were no notifiable safeguarding concerns this term. However, there was an incident involving inappropriate conduct of a police officer that has been dealt with between The Door and the Stroud District Neighbourhood Policing Team and The Door appreciates the council's cooperation in this matter.

6.FUNDING REPORT

- The Door has made 13 grant applications to the total value of £379,000 during this reporting period
- There has been £21,230 received from 3 successful applications in the same period.
- The Door expects to hear the outcome of 13 outstanding applications during the next reporting period, totalling over £500,000
- In the period December to March 2026, The Door intends to make at least 8 grant applications to the approximate value of £72,000.

7. COMMUNITY ENGAGEMENT

Maidenhill School - Weekly detached sessions at lunch as well as dedicated 1-1 support to 5 at risk young people.

The Breakfast Club- Isak running weekly free food sessions before school with Sportily

CRNM – Willow attending these meetings to keep a finger on the pulse of the needs and offers of the Stonehouse Community.

Social Enterprise - Young people's interest in social enterprise is nurtured by attending community events next term at Stonehouse Goodwill

PCSO re ASB- Working with the local PCSO to identify and advise on anti social behaviour bubbling in Stonehouse

Council re Container clearance and removal- Carlos kindly gave us the keys to explore the container and take what we wanted from it before its sale to Stonehouse Football club.

Sportily- The Door have teamed up with Sportily, who join us on some Thursday sessions to offer outside play to young people attending The Pod. This ended for the year in November and will restart in the spring.

Stonehouse Community Festival – Willow & the young people hosted a social enterprise stall

Strategy meeting for YP – Willow has supported some vulnerable young people in school by attending strategy meetings to advocate for them.

Opportunities Stonehouse – Willow has been collaborating with APT on this project.

Stonehouse News – The Door gladly contributed an article this quarter.

BBC Visit – The Door hosted the BBC at The Pod to showcase Stonehouse young people and to take interviews on the issues that matter to them. This will appear on regional websites.

Stroud Valley Fireworks – The Door team attended the fireworks display and met with many young people from Stonehouse.

8. LOOKING AHEAD

- Pod revamp continuation
- Hard launch of Key Café to Y9+
- Continuing 1:1 work in schools and seeking for further opportunity.
- Stonehouse Goodwill
- Food Friday gaining more traction from young people wanting to give their time in youth club to learn new skills and cook for all

9. POINTS FOR DISCUSSION

- Printer for key cafe
- Front door mag lock fault reported 14/10/25
- Shutters fault reported 28/10/25
- Bike Rack need for Pod exterior
- Shelter Consultation
- Wear and tear damage to floor by fire exit
- Radiator check, some stay cold throughout session
- Update on outer cladding?
- Update on Pool table cover?
- Thank you for fixing the door bolt

10. CASE STUDIES

Case Study A

The story of this young person starts back in 2019, when we first met them in year 6 via our transition programme. Despite bumping into them a couple of times over the years, they did not attend The Pod until 2025 after meeting with two youth workers on a detached session in Stroud.

On their first session, A stuck mostly to Willow, sharing their difficulties and frustrations with school. From our connections with the PCSO's and with Isak working in Stroud, we knew A was engaging in ASB with a group of challenging young people outside of school. A's school told Isak, "We've given up with A, they just do what they want"

Over the summer, A attended the Pod frequently, growing in confidence and taking on more responsibilities in the space. A engaged with all youth workers and even started to support younger members of the Pod with cooking or homework. In this time, A learned some basic life skills such as how to feed themselves and make their own hot drinks. A even travelled alone from their home to support us on one of our fundraising stalls, helping to load and unload the car, set up and pack down and even hold down the fort a few times.

One session, A sat with Willow to talk about their woodwork homework. They were inspired by being prompted to "design something for a business or charity" and wanted to create something for The Door. Their motivation grew from here, with A thriving on the positive reinforcement the team were showing them.

When summer break ended, we saw less of A. Due to our joined up working, Willow was able to check in with A's school youth worker to ask if they had seen A. Isak told us that "I used to see A all the time, wandering around in the corridors during lessons or coming up to the exclusion room. Now, I hardly see them, they are in every lesson and only pop up to say hi to me at lunch times."

A returned to The Pod, attending fairly regularly when they can, but saying "I can't come as much because I have homework or revision sessions." A is in year 11, coming into Pod with bags full of their school work, practice exams and predicted grades to show the team. They have signed themselves up to every extra support or revision session offered to them and has applied to be a Pod Young Leader.

The Door's intervention on A's life is stark and is represented brilliantly on A's saved Instagram highlights. Years worth of photos of late nights drinking in a field, skipping school, negative coping strategies, are suddenly juxtaposed by photos of A running the Pod's stall, cooking in Pod, selfies with staff. A has accompanied these with a caption "I Found my Place."

Case Study B

B is very familiar with The Pod, and due to our close relationship with the school, was identified to Willow as a high-risk young person by them.

Following this, the process was conducted to meet with B once a week. B was extremely open during every session chatting away from the moment we came together, to the moment they left each session. B was honest about their negative behaviour, showing huge trust in the mentoring relationship and the unconditioned positive regard B received in the sessions.

Due to our close working relationship, Willow was invited by Family Action to a strategy meeting held for B, to discuss the interventions needed to keep them safe. Willow was able to represent B's voice and shed light on their own experiences on the issues discussed and advise an effective way forward.

In this meeting, a Police Officer who met with B said "Willow is the most positive and constant person in their life. B says they tell her everything and would like to see her more."



Oldends Lane Development Working Group (OLDWG)

Notes and Actions from Meeting 10th December 2025

Present: Cllr. Keith Terry, Cllr. Keith Creightor, Cllr. John Callinan

Gary Powell, Member of the Public.

1. Councillor John Callinan was selected as convenor for working group. To be confirmed at the next meeting of the appointing committee i.e. Business Committee.

2. The Terms of Reference of the OLDWG were reaffirmed as follows:

To work with all stakeholders, including Stonehouse Town Football Club (STFL), the Magpies Sports and Social Club and the Stonehouse Army Cadet Group to develop a scheme that meets theirs and the wider community's needs. In addition, the requirement to meet Stonehouse Town Council's commitment to be carbon neutral by 2030.

3. The following works have been completed since meeting of OLDWG (May 2023)

- a) Demolition of old football changing rooms.
- b) Installation of toilets within Council's workshop.
- c) Transfer of existing pavilion's septic tank sewage system to the mains sewage system.
- d) Investigation of the stormwater underground storage tank and the installation of replacement duty/standby discharge pumps.

4. Consideration was given to the following works to be completed and an order of priority recommended:

- a) Carpark resurfacing and installation of electric charging point system.
- b) Environmental impact of proposals.
- c) Consider the present use of the existing pavilion and possible use in the future.
- d) The Army Cadet Building.
- e) Location and design of new facility.
- f) Overall future power distribution for the site.
- g) Costs of proposals and funding options.
- h) Public consultation.

The working group discussed the location and design of a new facility but agreed that car parking and landscaping had been allocated in earmarked reserves for many years.

Note: It is anticipated that the Climate Action (Forum) Working Group will join the OLDWG to discuss and resolve the possible installation of a solar panel array on the roof of the pavilion.

A date for this meeting to be agreed. A copy of these minutes to be circulated to Cllr. Carol Kambites and other members of the Climate Action Forum.

It is hoped that existing drawings of the car parking spaces layout for Oldends Lane can be obtained for future discussion.

Recommendations:

The OLDWG to work closely with officers to produce an outline scoping document with a view to appointing an architect to prepare drawings and specifications suitable for obtaining quotations for resurfacing and landscaping the Oldends Lane car park. The works should include the laying of a sub-surface infrastructure capable for supplying an electric car charging system.

