



To Members of the Town Business Committee

You are hereby summoned to attend a meeting of the Committee to be held on Monday 2nd February 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

27th January 2026

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

A G E N D A

B/959 To receive apologies

B/960 To receive Declarations of Interest

B/961 To approve the minutes of the Business Committee meeting held on January 2026

B/962 Matters arising

B/963 To receive the latest budget position

B/964 To approve the following payment lists for

1. BACS payments
2. Debit Card Payments

B/965 To recommend changes to the council's reserves

B/966 To approve the following grant applications:

1. Stonehouse Schools Trust - to undertake tree works
2. Stonehouse Community Association - to conduct a feasibility survey on the installation of solar panels to the community centre

B/967 To approve the following in relation to the Oldends Lane Working Group:

1. Cllr John Callinan as the working group's convener
2. The Co-option of two members of the public, namely Gary Powell and Neil Gibbs onto the working group

3. Officer time to produce scoping documents to allow the working group to secure preliminary advice from experienced contractors on the development, resurfacing and re-landscaping of Oldends lane car park

B/968 For Business Committee to:

- a) receive an update report from Officers on 'Assertion 10' and,
- b) recommend to full council a change to its website 'design' and 'host' to bring the website into line with Assertion 10' requirements.

B/969 To approve a change to the council's waste contractor

B/970 To receive an update from the last HR Sub Committee meeting and to recommend approval by full council of the new 'Staff Sickness' policy

B/971 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/972 To note the date of the next meeting - Monday 2nd March 2026

Notes on Agenda items, BC Monday 2nd February 2026

B/961 Minutes	In supporting papers
B/962 Matters arising	<ul style="list-style-type: none"> • Stroud District Council has been notified of the council's 2026/27 Budget and Precept requirements • Officers are arranging a meeting for Policy working group to discuss the outcome of the last two internal audit reports
B/963 Budget	Budget report in supporting papers
B/964 Payment lists	Members to note that papers will include the following: <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/965 Reserves	In supporting papers
B/966 Grant applications	In supporting papers – supported by latest accounts
B/967 OELWG	Recommendation provided in the agenda
B/968 Assertion 10	Update provided in supporting papers – Officer recommendation can be found in the agenda
B/969 Waste	In supporting papers
B/970 HR	Update to be provided verbally at the meeting – New Staff Sickness Policy included in supporting papers
B/971 Working Groups	Notes from 'Stonehouse Climate Change Action Forum' and 'Oldends Lane' working groups in supporting papers



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

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 27/01/26 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	Precept	£410,143.00	£0.00	£410,133.00	£-10.00	0.00%
105	Newsletter Advertising	£100.00	£0.00	£0.00	£-100.00	-100.00%
120	Feed-in Tariff from Town Hall	£800.00	£0.00	£883.46	£83.46	10.43%
125	Stonehouse Town FC lease	£600.00	£0.00	£1,160.00	£560.00	93.33%
126	STFC Water Recharge	£200.00	£0.00	£0.00	£-200.00	-100.00%
127	STFC Electric Recharge	£2,000.00	£0.00	£1,815.88	£-184.12	-9.21%
130	Athletics Field Lease	£0.00	£0.00	£0.00	£0.00	0.00%
135	Phone Mast on Land	£6,000.00	£0.00	£0.00	£-6,000.00	-100.00%
140	Building Lease at OEL	£637.00	£0.00	£0.00	£-637.00	-100.00%
145	Magpies Social Club	£2,000.00	£0.00	£2,100.00	£100.00	5.00%
150	Community Centre Lease	£500.00	£0.00	£500.00	£0.00	0.00%
155	OEL Pitch Hire	£3,000.00	£0.00	£1,815.00	£-1,185.00	-39.50%
160	Misc Income	£500.00	£0.00	£4,779.56	£4,279.56	855.91%
170	Investments Interest	£0.00	£0.00	£0.00	£0.00	0.00%
171	Bank Interest - Lloyds Bank	£0.00	£0.00	£0.00	£0.00	0.00%
172	Bank Interest - Charity A/C	£2,000.00	£0.00	£0.00	£-2,000.00	-100.00%
173	Bank Interest - Natwest	£0.00	£0.00	£0.00	£0.00	0.00%
174	Bank interest - Cambridge BS	£2,000.00	£0.00	£1,831.69	£-168.31	-8.42%
176	Bank Interest - Nationwide	£2,000.00	£0.00	£0.00	£-2,000.00	-100.00%
177	Bank Interest - Melton Building Society	£2,000.00	£0.00	£0.00	£-2,000.00	-100.00%
178	CCLA Interest	£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 27/01/26 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	£3,488.69	£488.69	16.29%
Total Town Business Committee	£458,480.00	£0.00	£436,405.49	-£22,074.51	-4.81%

EXPENDITURE

Town Business Committee

1000 Salaries					
1000/1 Contracted staff	£223,800.00	£0.00	£178,869.03	£44,930.97	-20.08%
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	<u>£223,800.00</u>	<u>£0.00</u>	<u>£178,869.03</u>	<u>£44,930.97</u>	<u>-20.08%</u>
1010 Training & Recruitment					
1010/1 Contracted Staff	£2,500.00	£0.00	£1,522.98	£977.02	-39.08%
1010/2 Councillors	£500.00	£0.00	£1,731.00	-£1,231.00	246.20%
1010 Total	<u>£3,000.00</u>	<u>£0.00</u>	<u>£3,253.98</u>	<u>-£253.98</u>	<u>8.47%</u>
1020 Health & Safety	£2,500.00	£0.00	£1,173.98	£1,326.02	-53.04%
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	£0.00	£0.00	0.00%
1040/4 Phones	£1,500.00	£0.00	£229.01	£1,270.99	-84.73%
1040/5 Printing	£0.00	£0.00	£466.80	-£466.80	100.00%
1040 Total	<u>£9,550.00</u>	<u>£0.00</u>	<u>£5,443.30</u>	<u>£4,106.70</u>	<u>-43.00%</u>
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 27/01/26 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	£21,790.00	-£2,090.00	20.90%
1060/2	Long-Term	£7,400.00	£0.00	£0.00	£7,400.00	-100.00%
1060	Total	£17,400.00	£9,700.00	£21,790.00	£5,310.00	-30.52%
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	£467.79	£732.21	-61.02%
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	£10,656.09	£1,343.91	-11.20%
1080	Town Hall/Library STC costs					
1080/1	Exterior Maintenance/Cleaning	£500.00	£0.00	£274.45	£225.55	-45.11%
1080/2	Interior Cleaning	£1,700.00	£0.00	£1,811.49	-£111.49	6.56%
1080	Total	£2,200.00	£0.00	£2,085.94	£114.06	-5.18%
1090	Admin Expenses					
1090/1	Paper	£250.00	£0.00	£111.34	£138.66	-55.46%
1090/2	Other	£500.00	£0.00	£2,066.96	-£1,566.96	313.39%
1090/3	Printing and Delivery of Newsletters	£8,000.00	£0.00	£5,821.00	£2,179.00	-27.24%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 27/01/26 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	£500.00	£0.00	£45.00	£455.00	-91.00%
1090	Total	£9,250.00	£0.00	£8,044.30	£1,205.70	-13.03%
1100	Mayor's Charity & Expenses	£300.00	£0.00	£0.00	£300.00	-100.00%
1110	Travel Costs/Staff & Councillors	£400.00	£0.00	£0.00	£400.00	-100.00%
1120	Election Costs	£0.00	£9,185.29	£9,185.29	£0.00	0.00%
1130	Civic/Remembrance Parades	£180.00	£0.00	£0.00	£180.00	-100.00%
1140	Pavilion Overheads					
1140/1	Rates	£0.00	£0.00	£0.00	£0.00	0.00%
1140/2	Water	£1,200.00	£0.00	£1,640.70	£-440.70	36.73%
1140/3	Electric	£6,300.00	£0.00	£3,846.01	£2,453.99	-38.95%
1140/4	Cleaning	£1,000.00	£0.00	£1,113.72	£-113.72	11.37%
1140/5	Maintenance (reactive)	£2,000.00	£2,160.00	£3,322.65	£837.35	-41.87%
1140/6	Maintenance (programmed)	£1,000.00	£0.00	£3.10	£996.90	-99.69%
1140/7	Waste Collection	£500.00	£0.00	£43.68	£456.32	-91.26%
1140/8	Security	£200.00	£0.00	£90.00	£110.00	-55.00%
1140/9	Septic Tank	£700.00	£0.00	£3,036.68	£-2,336.68	333.81%
1140	Total	£12,900.00	£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	0.00%
1150/2	Electric	£300.00	£0.00	£0.00	£300.00	-100.00%
1150/3	Maintenance (Reactive)	£300.00	£5,912.39	£7,296.98	£-1,084.59	361.53%
1150/4	Maintenance (programmed)	£700.00	£0.00	£120.03	£579.97	-82.85%
1150/5	Waste Collection	£1,800.00	£0.00	£1,186.68	£613.32	-34.07%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 27/01/26 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	£8,623.69	£588.70	-17.84%
1160	Equipment & Vehicle Costs					
1160/1	Equipment and Vehicle costs	£700.00	£4,049.17	£4,604.29	£144.88	-20.70%
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	£4,049.17	£6,032.49	£1,016.68	-33.89%
1170	Youth Centre Workers	£66,000.00	£0.00	£65,000.50	£999.50	-1.51%
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	£137.54	£162.46	-54.15%
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	£5,365.74	£3,434.26	-39.03%
1200	Subscriptions	£3,500.00	£0.00	£3,251.45	£248.55	-7.10%
1210	Insurances					

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 27/01/26 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	<u>£8,000.00</u>	<u>£0.00</u>	<u>£8,988.70</u>	<u>-£988.70</u>	<u>12.36%</u>
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	£4,828.32	£5,583.32	-£755.00	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	<u>£0.00</u>	<u>£7,493.32</u>	<u>£8,238.32</u>	<u>-£745.00</u>	<u>100.00%</u>
1230	Climate Change	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
Total Town Business Committee		<u>£399,580.00</u>	<u>£38,500.17</u>	<u>£364,654.51</u>	<u>£73,425.66</u>	<u>-18.38%</u>
Total Town Business Committee In		£458,480.00	£0.00	£436,405.49	-£22,074.51	
Total Town Business Committee E		£399,580.00	£38,500.17	£364,654.51	£73,425.66	
Total Net Balance		£58,900.00		£71,750.98		

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
4818		£37.07	1150/3	27/01/26	Kellaway Building Supplies Ltd - Sub Base 1 tonne	3335299
4819		£18.54	1150/3	27/01/26	Kellaway Building Supplies Ltd - Sub Base 0.5 tonne	3335299
		£55.61			Kellaway Building Supplies Ltd - Total	
4805		£900.00	1010/2	15/01/26	Lighthouse Sustainability - Course - Train the Trainer for Carbon Literacy - Cllr Trim	0456
		£900.00			Lighthouse Sustainability - Total	
4803		£3,573.98	1190/6	09/01/26	Stroud District Council - Litter/Dog Bin Fees - 2025/26	401895604
		£3,573.98			Stroud District Council - Total	
4801		£15.89	1150/3	13/01/26	T W Hawkins & Sons - Chain for Ego chainsaw	8048
		£15.89			T W Hawkins & Sons - Total	
4817		£16,250.00	1170	27/01/26	The Door - Quarter 2 (Jan-Mar '26) Youthwork	1491
		£16,250.00			The Door - Total	
		£4,306.32			Confidential - Staff Costs	
Total		£25,101.80				

Signature _____

Date _____

Signature _____

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
4815		£36.89	1090/2	22/01/26	Arrowfile - 2 x Ring Binders	
		£36.89			Arrowfile - Total	
4820		£13.20	1040/2	27/01/26	Fasthosts - Wordpress Business	83631347
		£13.20			Fasthosts - Total	
4811		£205.85	1150/3	20/01/26	Fire Protection Online - 2 x Lithium Fire Extinguishers	523870
		£205.85			Fire Protection Online - Total	
4814		£342.00	1190/4	22/01/26	Smiths Gloucester LTD - Road Planings x 10 tons	
		£342.00			Smiths Gloucester LTD - Total	
4806		£320.00	1200	09/01/26	Survey Monkey - Annual Subscription	47359854
		£320.00			Survey Monkey - Total	
Total		£917.94				

Signature _____

Date _____

Signature _____

Stonehouse Town Council

Expenditure transactions - payments approval list Start of year 01/04/25

Additional BACS Approval List

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
4824		£500.00	£500.00	2090/1	02/02/26		Gloucestershire County Council - Legal Fees re Stagolt (deed of variation)	
Sub Total		£500.00	£500.00					
Total		£500.00	£500.00					

Signature _____

Signature _____

Date _____

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	-£10,000.00	To Stagholt Brook Repairs, FTC 19th May 25 - TC3441	
27/05/25	-£10,000.00	To GWR Cycle Shelter, FTC 19th May 25 - TC3441	
27/05/25	£3,522.00	From Replacement vehicle, FTC 19th May 25 - TC3441	
27/05/25	-£7,000.00	To Christmas Lighting, FTC 19th May 25 - TC3441	
27/05/25	£5,000.00	From In Bloom Planting display, FTC 19th May 25 - TC3441	
27/05/25	£5,000.00	From Support Stonehouse, FTC 19th May 25 - TC3441	
27/05/25	£10,000.00	From Court View, FTC 19th May 25 - TC3441	
27/05/25	£1,115.00	From Welcome Back Funding, 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	£1,608.34	From Laburnum Recreation Field Trees and Wildflower seeds Memorial Fund, FTC 19th May 25 - TC3441	
27/05/25	£17,657.50	From Mowers & Equipment, FTC 19th May 25 - TC3441	
28/05/25	-£1,276.56	To Community Facilities, FTC 19th May 25 - TC3441	
28/05/25	-£16,876.28	To Oldends Lane Seage Development, FTC 19th May 25 - TC3441	
18/09/25	-£1,500.00	To Elections, To provide adequate funding	
20/01/26	-£5,000.00	To Christmas Lighting, FTC Decision - 19th Jan '26 TC3554	
20/01/26	£106.00	From Elections, FTC Decision - 19th Jan '26 TC3554	
20/01/26	-£45,000.00	To General Reserve (Contingency), FTC Decision - 19th Jan '26 TC3554	
20/01/26	-£3,105.00	To Oldends Lane Seage Development, FTC Decision - 19th Jan '26 TC3554	
	£671,583.53	Value as at 31/03/26	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
20/01/26	£45,000.00	From General Fund, FTC Decision - 19th Jan '26 TC3554
	£123,815.62	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
10/12/25	-£3,499.17	Expenditure transaction 4725, Hawkins Groundcare - ego zero turn mower, 4 x batteries and charger
	£15,661.96	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
20/01/26	-£106.00	To General Fund, FTC Decision - 19th Jan '26 TC3554
	£0.30	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
20/01/26	£3,105.00	From General Fund, FTC Decision - 19th Jan '26 TC3554

£0.00 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	-£39.00	Expenditure transaction 4324, 1 x Dumpy bag - Ship Inn Site shed base material
16/04/25	-£75.00	Expenditure transaction 4323, 2 x Dumpy Bags - 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	-£55.27	Expenditure transaction 4363, Ship Inn Site - Timber for Info Board
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
09/05/25	-£55.47	Expenditure transaction 4372, Ship Inn Site - Sheets of Ply

14/05/25	-£37.46	Expenditure transaction 4380, Ship Inn Site - Key Safe
14/05/25	-£33.17	Expenditure transaction 4383, Ship Inn Site - Gearbox for Stihl Strimmer
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
20/01/26	-£10.00	Expenditure transaction 4812, Jan '26 CCTV Sim Card Ship Inn Site
	£5,286.45	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
20/01/26	£5,000.00	From General Fund, FTC Decision - 19th Jan '26 TC3554
	£15,000.00	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
	<hr/>	
	£762,788.18	Current Reserves total excluding the General Fund
	£1,434,371.71	Current Reserves total including the General Fund



TOWN HALL, 1 QUEENS ROAD, STONEHOUSE, GLOUCESTERSHIRE GL10 2QA

Telephone: 01453 822070 email: townclerk@stonehousetowncouncil.gov.uk

Stonehouse Community Grant Application Form

Name of Club, Group or Organisation

Stonehouse School Trustees Registered Charity 299061

Name of person submitting application (inc. position in the organisation)

[REDACTED], Trust Administrator, on behalf of the Trustees.

Address

[REDACTED]

Telephone Number: [REDACTED] email: info@stonehouseschooltrustees.org.uk

Details of Club, Group or Organisation (please delete as appropriate)

Is your organisation:

- | | | |
|--|----------|---|
| 1) Stonehouse based for Stonehouse residents | YES / NO | <input checked="" type="checkbox"/> Yes Stonehouse/Cainscross |
| 2) a Gloucestershire Organisation serving Stonehouse | YES / NO | <input type="checkbox"/> NO |
| 3) Stonehouse branch of a National Organisation | YES / NO | <input type="checkbox"/> NO |
| 4) Other | | |

How much of the funds you raise is used locally? ALL / MOST / SOME / NONE
funds for grants obtained from interest in Trust's investments

What is your total local membership? not applicable

What is your VAT status? REGISTERED / NOT REGISTERED
not registered

What are the aims and objectives of your Organisation?

The Stonehouse School Trustees is a long-established body make educational grants to individual students and schools within the Parishes of St Cyr's Stonehouse and St Matthew's Cainscross. The Trust is allowed to make grants from the interest it earns from investments but not able to use its capital for any purposes. In 2025 grants totaling £6173 were made, supporting three schools-based projects and eleven individuals

**This application must be returned to the Town Council Office
together with your accounts**

Stonehouse School Trustees Charity Registration Number 299061							
Year 2025							
Date	Details		Chq No	In	Out	Balance	Statement
	Brought Forward					8777.64	
15-Dec	Maidenhill School (2024)		422		726.19		24-Mar
20-Jan	BlackRockUK Equity			1477.43			20-Jan
20-Jan	BlackRockUK Bond			213.35			20-Jan
18-Feb	Archie Reed		423		180.00		20-Feb
18-Feb	S C Lewis - Admin		424		800.00		28-Feb
14-Mar	John Dix Ltd -Cashes Green Sch		425		710.00		21-Mar
06-Apr	Maidenhill School Author visit		426		551.02		23-Jul
20-Apr	BlackRockUK Equity			1405.94			22-Apr
20-Apr	BlackRockUK Bond			369.59			22-Apr
30-Apr	Sienna Kick		427		28.00		07-May
01-Jun	Leeper Prosser		428		150.00		06-Jun
09-Jun	Transfer to Co-operative Bank		429		1315.00		13-Jun
13-Jun	Transfer from Natwest			1315.00			13-Jun
17-Jun	Cashes Green Sch Y6 Res x1	Co-op Bank	Direct Payment		215.00		17-Jun
24-Jun	Lumley Insurance (PLI)		430		463.00		03-Jul
06-Jul	Transfer to Co-operative Bank		431		395.00		15-Jul
06-Jul	SA Pitts (Isla Pitts)		432		565.00		11-Jul
15-Jul	Transfer from Natwest	Co-op Bank		395.00			15-Jul
20-Jul	BlackRockUK Equity			1715.72			21-Jul
20-Jul	BlackRockUK Bond			492.79			21-Jul
08-Oct	St Matthews Y6 res x1	Co-op Bank	Direct Payment		125.00		08-Oct
08-Oct	Stonehouse Jun Y6 Res x5	Co-op Bank	Direct Payment		1370.00		08-Oct
09-Oct	JoMew Creative		433		138.00		04-Nov
20-Oct	BlackRockUK Equity	Co-op Bank		1537.00			20-Oct
20-Oct	BlackRockUK Bond	Co-op Bank		369.59			20-Oct
27-Nov	Josh Sterckx	Co-op Bank			750.00		27-Nov
27-Nov	Maidenhill School	Co-op Bank			1032.40		27-Nov
09-Dec	Maidenhill School	Co-op Bank			20.20		09-Dec
29-Dec	Natwest Ac closure				8431.25		29-Dec
29-Dec	From Natwest	Co-op Bank		8431.25			29-Dec
	Bank Balances			17722.66	17965.06	8535.24	Recon 07/01/26
	Cheques not presented						
	Total Income and Expenditure			17722.66	17965.06		
	ACCOUNT BALANCE					8535.24	
	Known Liabilities						
	Maidenhill School Author Visits 2025-26				1447.40		
						Available funds	
	Total				1447.40	7087.84	
	2025 Summary			Income	Expenditure		
	Income from investments			7581.41			
	Other receipts/returned grants			0.00			
	Grants to Individuals - Total 11				3233.00		
	Grants to Schools - Total 3				3039.81		
	Other expenditure				1551.00		
	2025 Totals			7581.41	7823.81		
	Accounts prepared by Simon Lewis, Trust Administrator						



STONEHOUSE
TOWN COUNCIL

TOWN HALL, 1 QUEENS ROAD, STONEHOUSE, GLOUCESTERSHIRE GL10 2QA

Telephone: 01453 822070 email: townclerk@stonehousetowncouncil.gov.uk

Stonehouse Community Grant Application Form

Name of Club, Group or Organisation

Stonehouse Community Association (Charity 301624)

Name of person submitting application (inc. position in the organisation)

Sarah Townsend (Manager)

Address

Community Centre, Laburnum Walk, Laburnum Mews, Stonehouse GL10 2NS

Telephone Number: 01453 823241 **email:** info@stonehousecommunitycentre.co.uk

Details of Club, Group or Organisation (please delete as appropriate)

Is your organisation:

- | | |
|--|---------------------|
| 1) Stonehouse based for Stonehouse residents | YES / NO |
| 2) a Gloucestershire Organisation serving Stonehouse | YES / NO |
| 3) Stonehouse branch of a National Organisation | YES / NO |
| 4) Other | |

How much of the funds you raise is used locally? ALL / ~~MOST~~ / ~~SOME~~ / ~~NONE~~

What is your total local membership?

N/A

What is your VAT status?

~~REGISTERED~~ / NOT REGISTERED

What are the aims and objectives of your Organisation?

(Provides a) Community Centre for the benefit of the community which covers the whole of Gloucestershire surrounding areas.....a sustainable, secure, culturally diverse and accessible space that is valued and supported by the people of Stonehouse and surrounding areas.

Details about the grant you are applying for:

To which Funding Scheme are you applying (please tick)

- Small grants (under £1000)
- Large Grants (over £1000) ✓
- Carbon Reduction Grants
- Revenue Grants

What will the grant be used for?

To evaluate the feasibility of installing solar panels.

What is the total cost going to be?

£900 plus VAT

How much would you like Stonehouse Town Council to contribute?

£900 plus VAT

What funds have already been raised by your organisation towards this project?

SCA would need to take money from its current account.

What other fund raising efforts does your organisation intend to make apart from this application?

SCA generates income from room rentals. It is applying from grant aid and organises it's own fund raisers.

What amount does your organisation currently hold in the bank, as cash or in other balances?

What impact will the project have on the environment?

If Solar panels are found to be viable the Centre would reduce it's carbon footprint by reducing its gas consumption.

Please state here any further information, which you think, will help the Council when considering your application:

I wish to apply for a Grant from Stonehouse Town Council and certify that the information I given above is correct to the best of my knowledge and belief:

Signed



Date

19 January 2026

**This application must be returned to the Town Council Office
together with your accounts**

Registered Charity Number
301624

Stonehouse Community Association

Report and Accounts

For The Year Ended

31st March 2025

**Stonehouse Community Association
Report and accounts
for the year ended 31 March 2025**

Contents

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Stonehouse Community Association

The report of the trustees for the year ended 31 March 2025

Introduction

The trustees present their annual report and accounts for the year ended 31st March 2025.

The board of trustees are satisfied given the economic climate with the performance of the charity during the year and the position at 31st March 2025 and consider that the charity is in a position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations for the next twelve months.

Name, registered office and constitution of the charity

The full name of the charity is Stonehouse Community Association.

<i>Date of formation</i>	21st November 1962
<i>The Principal Office is</i>	Laburnum Walk, Stonehouse, GL10 2NS
<i>Charity Registration Number</i>	301624
<i>The telephone number is</i>	01453-823241

A summary of the objects of the charity as set out in its governing document.

The objectives of the charity as set out in the governing document are to promote the well being of residents of Stonehouse and surrounding districts by associating local authorities, voluntary organisations and residents in a common effort to advance education and provide facilities in the interests of social welfare for recreation and leisure for the improvement of conditions of life. The charity is non political and non sectarian.

Summary of main activities of the charity in relation to its objects

The charity main activity is the establishment, maintenance and management of a community centre to fulfil its objects.
The centre hosts cultural, educational and recreational activities for all sections of the community regardless of their age, ability or origins.
The Association relies heavily on the goodwill of volunteers.
Member groups participate in the running of the community centre by providing voluntary labour and expertise, and contributions in the form of rent for facilities used.

Summary of the main achievements of the charity during the year

The Association, like all organisations was severely affected by the corona virus pandemic.

The Association has been successful in continuing to provide facilities that attract a large number of Member Groups, through the continued maintenance and upgrades to the building and by providing improved and new facilities.

The Association organises a user diary to enable the Member Groups and other users to use the facilities on a daily, weekly, monthly and annual basis. Over the year the Association has continued to attract Member Groups and users and maintain the use of the facilities.

There was one revenue grant obtained during this year, the trustees decided to hold the funds until the next financial year when they would be expended.

Stonehouse Community Association

The report of the trustees for the year ended 31 March 2025

Structure, Governance and Management

Nature of the Governing Document and constitution of the charity

Constitution adopted on 28th June 1970 as amended on 25th June 2009.

The lease of the premises is held by the official Custodian for Charities.

The methods adopted for the recruitment and appointment of new trustees

The existing trustees look to recruit and appoint new trustees from individuals who are in Member Groups, or are regular users of the facilities and come from the local community and understand what the Association does.

Financial Review

Policies on reserves

The Association seeks to cover its ordinary annual expenditure by the generation of income from its activities, and receipt of revenue grants.

The Association does not anticipate funding capital expenditure, repairs, maintenance and replacement of any part to the community centre from annual income and has thus established a reserve fund, that is part of general unrestricted funds to meet these anticipated commitments.

The fund was augmented some years ago following the receipt of a substantial general bequest.

Principal funding sources and how expenditure in the year under review has supported the key objectives of the charity.

During the year Member Groups and other users provided the majority of funding by way of contributions/rents for the use of the facilities.

Stroud District Council continue to provide a 100% rate rebate on the premises.

Interest received on funds invested continues to provide a welcome bonus.

Availability and adequacy of assets of each of the funds

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund for the next twelve months.

Transactions and Financial position

The financial statements are set out on pages 5 to 7. The financial statements have been prepared implementing the 2005 Revision of the Statement of Recommended Practice for Accounting and Reporting by Charities issued by the Charity Commission for England and Wales (revised in June 2016) and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2016). As stated in the introduction to this report, the trustees consider the financial performance by the charity during the year to have been satisfactory, given the impact that corona virus pandemic has had on the community.

The Statement of Financial Activities show net outgoing resources for the year of a revenue nature of £19,089 and net movement in resources of a capital nature of £Nil, making net overall realised deficit of £19,089.

The total reserves at the year end were £15,394.

There were no unrealised losses or revaluing of investments during the year.

Specific changes in fixed assets

Changes in fixed assets are shown in detail in the notes to the accounts.

Stonehouse Community Association

The report of the trustees for the year ended 31 March 2025

The members of the Board of Trustees of the Charity at the date the report and accounts were approved were:-

Clive Boardman	Chair
Celia Margaret Vines	Secretary
Kenneth Wade Fryer	Treasurer
Sally Prout	
Cyril Edward Young	
Sally Parsons	
Marlene Ann Jordan	
Keith Terry	Stonehouse Town Council representative

All are involved in the running of the charity.

Bankers

Lloyds TSB Bank Plc, Rowcroft Branch, Stroud.

Independent Examiners

Whitestone Accounting Ltd
Chartered Management Accountants
Cavendish House
15 Whiteladies Road
Bristol BS8 1PB

Statement of Trustees' Responsibilities

Charity Law requires the Board to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

The trustees are also responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable

The trustees are also responsible for the contents of the trustees' report, and the responsibility of the independent examiner in relation to the trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

This report was approved by the board of trustees on 12 May 2025.

Celia Margaret Vines
Trustee - Secretary

**Stonehouse Community Association
Independent Examiner's Report to the trustees of the charity**

**Report of the Independent Examiners to the trustees
on the accounts of the Charity for the year ended 31st March 2025**

We report on the financial statements of the Charity on pages 6 to 8 which have been prepared in accordance with the Charities Act 2016 and with the Financial Reporting Standard for Smaller Entities (FRSSE), effective April 2008, adapted to meet the needs of unincorporated organisations, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, effective April 2005 as revised in June 2008. (The SORP), under the historical cost convention and the accounting policies set out on page 8.

Respective responsibilities of trustees and examiner

As described on page 3, the Charity's trustees are responsible for the preparation of the financial statements. The trustees are satisfied that the audit requirement of section 145 of the Charities Act 2016 (the 2016 Act) does not apply, and that there is no requirement in the governing document or constitution of the Charity for the conducting of an audit. As a consequence, the trustees have elected that the financial statements be subject to independent examination.

Having satisfied ourselves that the charity is not subject to audit, and is eligible for independent examination, it is our responsibility to:-

- a) examine the accounts under section 145 of the 2011 Act;
- b) to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and;
- c) to state whether particular matters have come to our attention.

Basis of opinion and scope of work undertaken

We conducted our examination in accordance with the General Directions given by the Charity Commissioners for England & Wales in relation to the conducting of an independent examination, referred to above. An independent examination includes a review of the accounting records kept by the Charity and of the accounting systems employed by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of the Charities legislation and that the financial statements comply with the Statement of Recommended Practice issued by the Charity Commissioners for England & Wales (effective April 2016), on a test basis, of evidence relevant to the amounts and disclosures in the financial statements.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the trustees in the course of the examination is not subjected to audit tests or enquiries, and consequently we do not express an audit opinion on the view given by the financial statements, and in particular, we express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

We planned and performed our examination so as to satisfy ourselves that the objectives of the independent examination are achieved and before finalising the report we obtained written assurances from the trustees of all material matters.

**Stonehouse Community Association
Independent Examiner's Report to the trustees of the charity**

**Report of the Independent Examiners to the trustees (continued)
on the accounts of the Charity for the year ended 31st March 2025**

Independent Examiner's Statement, report and opinion

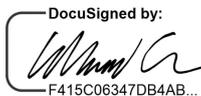
Subject to the limitations upon the scope of our work as detailed above, in connection with our examination, we can confirm that this is a report in respect of an examination carried out under section 145 of the Charities Act 2016 and in accordance with any directions given by the Commission under section 145(5)(b) of that section which are applicable;

and that, no matter has come to our attention in connection with our examination which gives us reasonable cause to believe that in any material respect the requirements

- (i) to keep accounting records in accordance with section 130 of the Charities Act 2016; and
- (ii) to prepare financial statements which accord with the accounting records and comply with the accounting requirements of Charities Act 2016 and;
- (iii) that the financial statements be e
in accordance with the methods and principles set out in the Statement of Recommended Practice
- Accounting and Reporting by Charities

have not been met; or

to which, in our opinion, attention should be drawn in our report in order to enable a proper understanding of the accounts to be reached;

DocuSigned by:

F415C06347DB4AB...

Whitestone Accounting Ltd
Chartered Management Accountants

Cavendish House
15 Whiteladies Road
Bristol
BS8 1PB

The date upon which our opinion is expressed is :-
6th June 2025

STONEHOUSE COMMUNITY ASSOCIATION

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st MARCH 2025**

	Unrestricted Funds 31st March 2025	Unrestricted Funds 31st March 2024	
INCOME			
Lettings General	36,499	35,970	
Community café	<u>4,155</u>	<u>6,155</u>	
	40,654		42,125
Other			
Stroud District Council - rate rebate	3,840	3,840	
Interest received	729	1,266	
Grants expended General	150	0	
Grants expended dry goods store	0	1,150	
Donations	<u>1,076</u>	<u>701</u>	
	5,795		6,957
Total Income	<u>46,449</u>	<u>49,082</u>	
DIRECT CHARITABLE EXPENDITURE			
Ground rent	500	500	
Business rates	3,840	3,840	
Water rates	1,364	1,434	
Lighting and heating	11,298	8,172	
Licences & insurance	3,386	2,807	
Cleaning materials and consumables	2,518	2,754	
Cleaning contractor	5,995	5,058	
Gardening	800	848	
Repairs, renewals and maintenance	5,776	4,247	
Water main - replacement/initial work	8,006	1,469	
Floor refurbishment	0	4,993	
Water heater	0	1,220	
Signage	1,110	0	
Sundry equipment (CCTV & Computer)	0	1,294	
Inspections	0	0	
Wages and warden's expenses	15,360	14,116	
Printing, stationery and postage	135	297	
Telephone	517	575	
Web hosting	432	468	
Community café - direct costs	2,361	4,231	
Community café - support	445	969	
Refreshments and welfare	101	438	
Donations - Dry good store & paid	0	100	
Sundry expenses	147	82	
Discounts given to users	<u>582</u>	<u>25</u>	
Total direct charitable expenditure	64,673	59,937	
OTHER EXPENDITURE			
Management and administration of the Charity - bookkeeping	385	695	
Management and administration of the Charity - legal			
Independent Reporting Accountants fees	<u>480</u>	<u>600</u>	
Total Expenditure	65,538		61,232
Net (outgoing) resources for the year	<u>-19,089</u>		<u>-12,150</u>
Less Fixed Assets	0	0	
Less Depreciation	<u>0</u>	<u>0</u>	
	0		0
Net Accounting (Deficit)	<u><u>-£19,089</u></u>		<u><u>-£12,150</u></u>

STONEHOUSE COMMUNITY ASSOCIATION

**BALANCE SHEET
AS AT 31st MARCH 2025**

	31st March 2025	31st March 2024
Fixed Assets		
	note 2	
Leasehold	0	0
Furniture and equipment	0	0
Computer equipment	0	0
	<u>0</u>	<u>0</u>
Current Assets		
Stock - of cleaning materials	25	25
Debtors - users	4,473	2,825
Sundry debtors and prepayments	1,985	1,566
Bank & Cash balances		
Bank current account	6,579	7,690
Charities deposit account	3,916	21,186
Cash	121	461
	<u>17,099</u>	<u>33,753</u>
Current liabilities		
Sundry creditors and accruals	<u>1,705</u>	<u>1,570</u>
Net Current Assets	15,394	32,183
Total Net Assets	<u>£15,394</u>	<u>£32,183</u>
FUNDS		
Restricted funds		
Grants received	2,300	1,150
Money expended see SOFA	0	-1,150
Unspent grants carried forward	<u>2,300</u>	<u>0</u>
Unrestricted funds		
Brought forward	32,183	44,333
(Deficit) for the year	-19,089	-12,150
Carried forward	<u>£15,394</u>	<u>£32,183</u>

The accounts were approved by the board of trustees on 12th May 2025.

Clive Boardman
Trustee - Chair

Ken Fryer
Trustee - Treasurer

STONEHOUSE COMMUNITY ASSOCIATION**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31st MARCH 2025****1 Accounting Policies****a) General**

These accounts have been prepared under the historical cost convention and in accordance with acceptable accounting standards and the Statement of Recommended Practice on Charities (FRS 102). There are no restricted funds balances to carry forward

b) Depreciation

Depreciation is charged so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset at the following rates:

Leasehold Property Improvements	10% straight line
Furniture and Equipment	25% reducing balance
Computer Equipment	33.33% straight line

2 Fixed Assets

	Leasehold Property Improvements	Furniture and Fittings	Computer Equipment	Total
Cost				
1st April 2024	39,022	16,940	225	56,187
Additions				0
Disposals				0
31st March 2025	<u>39,022</u>	<u>16,940</u>	<u>225</u>	<u>56,187</u>
Depreciation				
1st April 2024	39,022	16,940	225	56,187
Charge for Year				0
Disposals				0
31st March 2025	<u>39,022</u>	<u>16,940</u>	<u>225</u>	<u>56,187</u>
Net Book Value				
31st March 2025	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
31st March 2024	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Stonehouse Community Association
Profit And Loss Account
From 1/11/25 to 30/11/25 and from 1/4/25 to 30/11/25

		Month	YTD
		£	£
Income	Community Lunches & Cafe	771	3,708
	Employers NIC relief	165	415
	Grants	1,273	1,273
	Other	229	622
	Rents	<u>3,554</u>	<u>24,547</u>
		5,992	30,564
Expenses	Bank charges	(4)	(12)
	Cleaner	(488)	(4,460)
	Cleaning and cleaning materials	(163)	(1,365)
	Community Cafe Costs	(484)	(2,385)
	Gardening	-	(485)
	Insurance	(240)	(1,892)
	Light and heat	(884)	(3,256)
	Marketing & Advertising	(1,273)	(1,273)
	Other professional fees	-	(630)
	PPL	-	(875)
	Printing, postage and stationery	(67)	(146)
	Rent	-	(500)
	Repairs and renewals	(404)	(4,089)
	Software	-	(265)
	Sundry	-	(3)
	Telephone	(125)	(412)
	Wages and wardens expenses	(1,395)	(11,667)
	Wages Employers NIC	(165)	(415)
	Water rates	(76)	(1,209)
	Website costs	-	(144)
		<u>(5,768)</u>	<u>(35,482)</u>
		224	(4,918)
Net profit/(loss)		<u>224</u>	<u>(4,918)</u>

Assertion 10 update:

- Council owned domain names (.gov.uk) – **fully compliant**
- Website Accessibility Compliance – **not compliant but working towards**

Discussions are in place to move to an alternative website provider, who will ensure compliance with Assertion 10.

- IT Policy – (includes Social Media and Communications Policy) - **not compliant**
Draft IT policies from NALC and Jireh are with the Policy Working Group. The IT policy **MUST** be adopted by 31st March.

- Data Protection – **partially compliant**
 1. Update Data Protection policy and Privacy Notice
 2. Provide regular data protection compliance training for council staff and councillors.

Office staff have completed online training 'Understanding GDPR' from Peninsula. Councillors were asked to sign up for SDC's online Data Protection Training on 3rd February.

Assertion 10 – Website Accessibility Compliance

Migration to a New Website Provider

Purpose

Assertion 10 requires website compliance requirements WCAG 2.2 AA.

STC website does not meet these standards. On an audit it scored 5.5 out of 10 – that was just for the front page.

Current Status

STC website is currently run and managed by Jo Mews Creative, costing £100 per month on a rolling monthly contract. All licenses and plugins are charged separately. It was taken over by Jo, from Nettl. The website is difficult and time consuming for officers to upload documents and create new areas.

First Step

Officers approached Jo first, she was reluctant to take on the website compliance, due to uncertainty of what is required, the knowledge to do it and the time it would take. Jo recommended a list of other providers. All but one of the providers would only take on the website compliance if they took over the whole site. One company, who specialises in Parish and Town councils could do the compliance at a bespoke price. Officers spoke to the company, who initially were very knowledgeable and keen to help, changed their opinion once they looked at the website. STC website is far too busy and has so many divi builders, themes, plug ins and widgets that he was not familiar with, that he could not, in fairness, commit to how long it would take.

Research

Officers discussed a different approach to achieving compliance and researched other local Town and Parish Councils in the area to see what website providers they used. Aubergine and Cuttlefish seemed to be the most popular. Officers approached four local councils for their comments.

Aubergine – used by Cainscross Parish Council and Nailsworth Town Council.

Cainscross Paish Council comments:

Aubergine is simple to use, good service, smooth migration process, support and training given, friendly and knowledgeable contact.

Highly Recommend Aubergine.

Nailsworth Town Council comments:

Recently migrated to Aubergine in September 2025, good friendly service, very helpful, online training, easy to use.

Researched other providers, such as Parish Online, who were cheaper, but didn't like it as their websites all look the same - it was one page for all.

Highly Recommend Aubergine.

Cuttlefish -used by Dursley Town Council and Stroud Town Council

Dursley Town Council comments:

The migration was easy, easy to use, no problems.

Highly Recommend Cuttlefish

Stroud Town Council comments:

Migration was smooth and website is easy to use. During the first year, Cuttlefish were helpful and supportive. After the first year, not so helpful – response to questions has been, ‘Well, that’s just how the website is.’

Would not recommend Cuttlefish.

Quotes Comparison

Company	Migration	Time to Migrate	First Year – Migration/Hosting/ Support	Subsequent Years – Hosting/Support
Cuttlefish	Will move only legally required documents for councils. Rest will be done by STC Unlimited support	2-3 weeks	£600 plus VAT	£800 plus VAT
Aubergine	Will move legally required documents for councils, rest will be done by STC. Training/unlimited support	10-12 weeks	£999 plus VAT	£399 plus VAT
Parish Online	Will move only legally required documents for councils. Rest will be done by STC Support via a ‘bank of knowledge based articles’ No direct phone line, email only.	4-6 weeks	£500 plus VAT	£500 plus VAT

Officers rang both Aubergine and Cuttlefish and explained STC’s requirements.

Aubergine went to our website as we talked, to see if they could migrate things over – which they could. They will make us fully compliant with Assertion 10 and automatically update requirements if they change next year.

Cuttlefish asked for our website, but officers were not aware if they looked at it. They are able to migrate us over to the new website. They will make us fully compliant with Assertion 10 and automatically update requirements if they change next year.

Both of the above companies will work behind the scenes to create the new websites, with officers’ input, and will keep the existing one up until they ‘swap over’.

Officers also approached Parish Online, who offer website packages but were unable to reach anyone to talk to – only an email address or submit a request for quote.

Support with Migration

Jo Mews Creative has offered to assist with the transition if necessary, providing remuneration is given.

Recommendation

Having spoken to other local councils and heard their comments and recommendations, and having spoken to the website designers direct, Officers feel that Aubergine is the best option.

Although the time scale is longer, Aubergine will work closely with officers to design the website and ensure full training is given. Officers need to show they are **'working towards'** being totally compliant and that will suffice for the audit this year. Aubergine will also assist with the Website Accessibility Statement, clearly stating the exact place we are now and what needs to be put in place to be fully compliant.

Officers recommend securing the services of Aubergine to create a new STC website at a cost of £999 for the first year, and £399 for subsequent years.

Workshop General Waste Collection

STC currently use Grundons to collect general waste from the workshop. There have been issues recently with Grundons not having the correct key to access the height barrier (despite having access for the 18 months since the pin was put in place). This has resulted in uncollected waste mounting up in the workshop.

STC do not have a current contract with Grundon – the last contract they have on file is dated 2003.

Due to inconsistencies in recent service, officers have sought a quote from Smiths Waste Management (local company) to compare.

All prices are for a 1100L general waste bin

Grundons – based in Bishops Cleeve, Cheltenham

£24.26 per fortnight

£48.52 per month

Plus: Annual Duty of Care to comply with Env Agency @ £70.00 per year

Smiths – based in Eastington

£13.50 per fortnight

£27.00 per month

Plus: Annual Duty of Care to comply with Env Agency @ £55.00 per year

One off container delivery charge @ £15.00

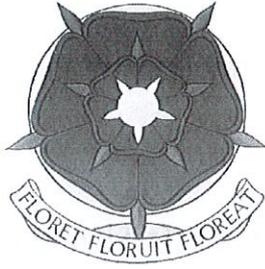
In April 2027, the fortnightly cost will raise to £14.18 (plus VAT) making the monthly cost £28.36 per month.

Cost is for a maximum of 60kg, any loads above are surcharged at 19p per kilo. Senior groundsman assures that we do not go over this weight.

Smiths offer the above prices for a 2 year contract.

Biffa – based in Bristol Road, Gloucester

Fortnightly collection – monthly charge of **£50.74** (Includes Annual Duty of Care charge)



STONEHOUSE

TOWN COUNCIL

Sickness Absence Management Policy

A) INTRODUCTION

- 1) We are committed to protecting the health and wellbeing of our employees. The purpose of this policy is to support and help employees who are absent from work due to sickness to achieve and maintain full attendance and to support and assist employees who are on long term sickness absence to return to work as quickly as is appropriate in their circumstances.
- 2) We proactively monitor, record and manage sickness absence to support our employees' attendance at work and to minimise disruption caused by sickness absence to colleagues and our business operations.
- 3) In taking steps to monitor and control absence we aim to maximise the efficiency and effectiveness of the Company and its employees.
- 4) We will define long term absence as a continuous period of 4 working weeks absence or more.
- 5) For information on how to report a sickness absence, in addition to the relevant forms that need to be completed, please read our separate "Sickness/Injury Payments and Conditions Policy" in the Employee Handbook.
- 6) The Employee Handbook provides that persistent absenteeism shall be addressed through our conduct procedure. A copy of the Employee Handbook has been sent to you in electronic format. It is also available in the office.
- 7) Return to work forms will be made available to you via BrightHR.

B) PROCEDURE

- 1) Review meetings may be held with you if we have concerns about your sickness absence, including (but may not be limited to) when you have reached the following triggers:

EITHER: _____

- Three separate periods of absence within a rolling 13 week period.

OR

- Absence score reaches over 100 using the Bradford Factor Formula within a rolling 12 month period (please see Appendix 1)

For employees who have completed their probationary period, the following will apply for every absence after reaching a trigger:

Absence level (in rolling 12 months) following one of the above triggers	Action
1 st absence	Return to work interview
2 nd absence	Return to work interview, reminder that any subsequent instances of absence within the rolling 12-month period, may result in a review meeting/letter of concern in line with our review procedures.
3 rd absence	Return to work interview, you may be invited to a review meeting/issued with a letter of concern given the excessive level of absences in the previous rolling 12 months. No more absence in subsequent period or potential disciplinary action.
4 th absence	Return to work interview/investigation may take place, and if appropriate you shall be invited to a disciplinary hearing in order to account for your excessive levels of absence; following such, you may be issued with an appropriate sanction (dependent on whether there are any live warnings on file).
5 th absence	Return to work interview/investigation may take place, and if appropriate you shall be invited to a disciplinary hearing in order to account for your excessive levels of absence; following such, you may be issued with an appropriate sanction - potential written warning (dependent on whether there are any live warnings on file).
6 th absence	Return to work interview/investigation may take

	place, and if appropriate you shall be invited to a disciplinary hearing in order to account for your excessive levels of absence; following such, you may be issued with an appropriate sanction - potential final written warning (dependent on whether there are any live warnings on file).
7 th absence	Return to work interview/investigation may take place, and if appropriate you shall be invited to a disciplinary hearing in order to account for your excessive levels of absence; following such, you may be issued with an appropriate sanction - potential dismissal (dependent on whether there are any live warnings on file).

- 2) Please note we have the right to amend the process and the level of action taken dependent on recent letter of concerns and formal warnings.
- 3) Please note, our rules and procedures permit us to take into consideration your length of service with us, and to vary our procedures accordingly, in respect of formal warnings up to and including termination.

C) LONG TERM SICKNESS ABSENCE

If you are off work sick for a continuous period of 4 weeks, we will normally contact you with a view to arranging an informal welfare meeting at a convenient time, date and location. We will meet you at your home, at work or at a location suitable to both parties. You have the right to be accompanied at the informal meeting by a friend or relative if you wish.

The aim of the meeting is to keep you in touch with events at work, to discuss your absence and offer any relevant support.

We aim to keep in regular contact with you and hold regular meetings over your period of absence.

Dependent upon the circumstances of your absence, we may, when appropriate, ask your permission to contact a medical professional for a report on your incapacity.

Upon receipt of this report, we will meet again with you to discuss fully the contents of the report and any implications arising from it. You have the right to be accompanied at this meeting by a work colleague should you so wish. We will determine what support and/or reasonable adjustments we can make to assist you in your return to work in the future.

If it is evident from the report and our discussions with you, that a return to work is not possible in the foreseeable future we may have to consider dismissal but this would be a last resort. If the decision is made to dismiss, you will be paid in lieu of notice. You will have the right to appeal against the decision if you feel it was unfair and details of how to appeal will be detailed in the dismissal letter.

D) UNDERLYING HEALTH CONDITIONS

If, at any time during the initial meeting or any subsequent review meeting, an underlying health condition is identified we may, dependent upon the condition, continue with the Sporadic Absence Process or we may ask your permission to contact a medical professional (either your GP, anyone else who is treating you or we may consult an Occupational Health Advisor) to determine the extent of your incapacity.

Upon receipt of this report, we would meet with you further to discuss the report and any implications arising from it. You have the right to be accompanied at this meeting by a work colleague should you so wish. We would consider what support we could offer and any reasonable adjustments that could be made to assist your attendance at work.

It may be necessary to hold regular meetings over a period of time to consider how your illness or condition is affecting your attendance at work.

Whilst it is the Council's aim to offer you support and help to enable you to improve your attendance, if your level of attendance is still unacceptable and we have exhausted all other viable options we may need to consider dismissal on the grounds of incapacity but this would be a last resort.

If the decision is made to dismiss, you will be paid in lieu of notice. You will have the right to appeal against the decision if you feel it was unfair and details of how to appeal will be detailed in the dismissal letter.



ESTABLISHING THE CRITERIA FOR FORMAL ACTION USING THE BRADFORD FACTOR

Guidance Notes

It is accepted that frequent, short term sick leave has a detrimental effect on an organisation. Staff cover can be difficult to arrange in such circumstances, and the workload of other employees is often dramatically affected, as they struggle to cope with the added work and pressure.

This frequent sick leave, if not promptly handled, can cause a knock on effect throughout an organisation, with employees noting others having time off and thinking that they will be able to get away with it too.

The Bradford Factor is a simple calculation that can be used to highlight frequent, short-term employee sick leave. The score returned by the Bradford Factor calculation can help to identify those individuals within your organisation who may have sickness records worthy of further investigation. It can also act as a deterrent as employees realise that sick leave is being monitored.

An organisation should determine at what point absence levels become unacceptable and disciplinary action is required. One suggestion for establishing criteria is to use the “Bradford Factor” which is calculated as follows:

TARGET

Staff whose absence score is above 100 in any 12 month period may be required to attend a disciplinary hearing.

The absence score system gives higher scores for frequent short absences than for longer continuous periods of absence.

*Note: The target of 100 can be amended to suit individual organisational requirements. **EACH CASE SHOULD BE JUDGED ON ITS ON MERITS – IF UNSURE WHETHER TO INCLUDE AN ABSENCE IN THE SCORES THEN ADVICE MUST BE SOUGHT***

FORMULA

Number of times absent squared, multiplied by the total number of days absent (**Frequency x Frequency x Total number of days absent**).

EXAMPLE 1

One continuous absence of 3 months.

1st absence - 91 days

$$1 \times 1 \times 91 = 91 \text{ points.}$$

91 days continuous absence in 12 months = **91 points**

EXAMPLE 2

Frequent short absences varying in duration.

1st absence - 3 days

$$1 \times 1 \times 3 = 3 \text{ points}$$

2nd absence - 4 days

$$2 \times 2 \times 7 = 28 \text{ points}$$

3rd absence - 2 days

$$3 \times 3 \times 9 = 81 \text{ points}$$

4th absence - 1 day

$$4 \times 4 \times 10 = 160 \text{ points}$$

10 days absence in 12 months = **160 points**



PENINSULA

Our HRface2face service consists of a team of advocates equipped to conduct, or support and assist you to conduct, any face to face meeting you are undertaking with your staff. For further information please speak to your HR Expert and visit: www.peninsulagrouplimited.com/services/hr/hr-face2face

Occupational Health intervention and Employee Assistance Programmes are essential tools to effectively manage absence in the workplace, to support staff and to add value to your business. We can provide you with the details of Health Assured, a company who can provide such services. For further information please speak to your HR Expert and visit: www.healthassured.co.uk

Need Further Advice?

T: 0844 892 2772

E: advice@peninsula-uk.com

W: peninsula-uk.com

Meeting of Stonehouse TC Climate WG, 15 Jan 2026

Present: Simon M, Stephen H, Carol T, Carol K (chair and notes), Carlos

1. Actions from previous minutes

- Carbon footprint: Carol has found a carbon footprint for Stonehouse done by CSE. But difficult to update to see progress. Might be more useful to measure footprint of town council. To be discussed at next meeting.
- Publication of generation meter readings: Carlos asked David to investigate with a view to publicising each month's generation.
- Cycle to work schemes: on hold for now. Carol to remind Jess re publicising electric bike hire.
- Air pollution monitoring: waiting for refined quotes
- Standish multiuser path: Carol to get up to date info, including any plans for crossing railway.
- Cycle parking: Carlos to find out cost of installation and how many racks we have. Simon to take to environment committee for decision – Between two and three racks per new location: Trafalgar Chip Shop, Nobby's Tackle, The Pod and in front of the Pavilion

2. Heat Guns

Simon to collate information to go to Business committee for a decision (Carlos to provide details of the equipment)

3. Pollution monitoring: See above

4. Footprint calculators: See above

5. Joint meeting with Oldends WG re pavilion

Need to find better ways to heat water for showers. Carlos or Gary will arrange for the contractor who dealt with legionella problem to bring suggestions to joint meeting of Climate and Oldends WGs.

6. Simon to approach community centre re energy usage and where council could potentially help provide support ie installation of solar panels – will require information from the centre to support analysis

7. Updating Action Plan

All to look at before next meeting

8. AOB

- Carol T explained a new initiative of the Community Engagement Board involving focussed meetings of local organisations and businesses. Carol T to report again when she has more info
- Stephen has permission to do some basic work around the newt ponds as a community initiative but would not be done as Town Council

9. Date for next meeting

Thursday 12th February, Town Hall

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.