



To Members of the Town Business Committee

You are hereby summoned to attend a meeting of the Committee to be held on **TUESDAY 7<sup>th</sup> April 2026 at 7pm** at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA

**Committee Members:**

Councillors: John Callinan, Keren Capeling, Carol Kambites (Committee Vice Chair), John Parker, 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

31<sup>st</sup> March 2026

---

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

---

**A G E N D A**

**B/988 To receive apologies**

**B/989 To receive Declarations of Interest**

**B/990 To approve the minutes of the Business Committee meeting held on March 2026**

**B/991 Matters arising**

**B/992 To receive the latest budget position**

**B/993 To approve the latest BACS payment list and provide retrospective approval for Debit Card Payments**

**B/994 To recommend for council approval standing order and direct debit payment arrangements for the 2026/27 financial year**

**B/995 To approve the following grant applications:**

1. Stroud Cricket Club (2 Applications)
2. Stonehouse Park Federation School
3. Great Western Air Ambulance Service

**B/996 To receive an update relating to the installation of additional flagpoles on the Town Green and establish core requirements**

**B/997 To receive quotations for undertaking air pollution monitoring within Stonehouse and approve the contract award to the preferred contractor**

**B/998** To consider and approve the council's response to Stroud District Council's consideration of the closure of Stratford Park Lido

**B/999** To discuss and consider the need for a widescale parking review for the town

**B/1000** To recommend Council approve the reinstatement of signs at each entrance to Laburnum Recreation ground requiring dogs be kept on leads

**B/1001** To review the council's current market licence agreement with stall holders for the town market

**B/1002** To receive an update on the council's progress towards meeting the requirements of Assertion 10 of the Annual Governance and Accountability Return (AGAR)

**B/1003** 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 Control Checks (ICC)
8. Local Government Review

**B/1004** To note the date of the next meeting - Tuesday 5<sup>th</sup> May 2026

Notes on Agenda items, BC Tuesday 7<sup>th</sup> April 2026

B/990 Minutes	Draft Minutes in supporting papers
B/991 Matters arising	<ul style="list-style-type: none"> <li>• Grant payment has been made (18<sup>th</sup> Feb) to Stonehouse Schools Trust</li> <li>• Officers have confirmed the 'Go ahead' for Aubergine to take over the hosting and design of the council's website</li> <li>• Officers have signed a new waste contract with 'Smiths'</li> <li>• The Staff Sickness Policy has been discussed with staff members</li> <li>• The council has received the new Thermal Imaging Device</li> </ul>
B/992 Budget	Budget report in supporting papers
B/993 Payment lists	<p>Members to note that papers will include the following:</p> <ul style="list-style-type: none"> <li>• <b>Payment list for all BACS payments requiring approval</b></li> <li>• <b>Payment list for debit card payments already made but requiring retrospective approval</b></li> </ul>
B/994 S/O and D/Ds	<p><b><u>Annual Review of Approved Annualised, Direct Debit, Standing Order payments for the 2026/27 financial year – April 2026</u></b></p> <p>Payments for Business rates to be made in full at the commencement of financial year 2026/27</p> <p>Council currently pays the following by Variable Direct Debit to the council's current ongoing suppliers:</p> <ul style="list-style-type: none"> <li>• YU Energy – (Supplies for 4 Electricity Meters and 1 Gas Meter)</li> <li>• Waterplus – (Three water meters)</li> <li>• Lloyds Bank – (Bank charge)</li> <li>• BT – (Pod internet)</li> <li>• John Stayte Services - (Vehicle Fuel)</li> <li>• NEST pension – (Staff Pension)</li> <li>• TV Licensing</li> <li>• Sky Mobile – (Ship Inn site)</li> <li>• Peninsula</li> <li>• Information Commissioners Office (ICO)</li> </ul> <p>Officers <b>recommendations</b> for the 2026/27 Financial Year are as follows:</p> <ol style="list-style-type: none"> <li>1. Continuing with Standing Order arrangements for the following payments: <ul style="list-style-type: none"> <li>• Salaries (Clerk, Deputy Clerk, Business Support Officers, Project Officer, Senior Town Maintenance Officer and Town Maintenance Officer)</li> <li>• PATA payroll &amp; pension admin services</li> </ul> </li> <li>2. Continuing with the Variable Direct Debit arrangements for payments, as detailed above.</li> </ol> <p>* All other payments are made using bank transfers (BACS) or the council's Debit card.</p>
B/995 Grant applications	Grant application and latest accounts in supporting papers.
B/996 Flagpoles	<p>At its meeting on November 2025, Council agreed the following:</p> <p><b>'The Town Council approved the installation of two additional flagpoles on the Town Green, outside the medical centre. One of which will be used to respectfully fly the Union flag at all times, with the others used to fly appropriate national/regional/event flags.'</b></p> <p>Officers have since secured quotations for the supply and installation of flag poles as follows:</p> <p>Option 1 – to supply and install two 6M high flagpoles in soft ground and relocate one existing 8M flagpole in soft ground</p>

Option 2 – to supply and install one 8M and one 11M flagpoles in soft ground and relocate one 8M flagpole in soft ground

Four companies were asked to quote:

Supplier	Option 1 quote	Option 2 quote	Comments
Flagpole Company			Declined to quote
Flagpole Express	£2,610 + vat	£3,210 + vat	
Hampshire Flag Company	£5,134.70 + vat	£6,410 + vat	
One Stop Promotions	£4,770 + vat	£4,600 + vat	

Whilst prices have been secured for the revised flagpole arrangement, there are a number of issues that need to be further considered:

- The existing flagpole on the town green outside the Medical centre is located near overhead telephone wires. If the two new poles were sited adjacent to the existing pole, they would have to be situated to its right hand side and would therefore be partially hidden by the large fir tree (the town’s Christmas tree)
- The quotations secured are therefore based on the relocation of the existing flagpole to another location on the town green and would be reinstalled adjacent to the other two poles. The potential locations will be somewhat limited due to the presence of further overhead telephone wires and existing street furniture.
- Guidance on the permanent presence of the Union flag being flown on a flagpole suggests lighting will be required at night time. The medical centre currently presents the only power source on the town green which is currently used to power the town council’s Christmas lighting. Whilst it may be possible to add the newly required lights to the current power source, it is perhaps time the council could consider providing its own source of power at this location.
- Officers have provided flagpole suppliers with two options for quotations. They are based on the need to ensure the Union flag is flown above all other flags.

**Decisions required:**

1. The number and size of flagpoles to be purchased and installed
2. The location they are to be sited
3. Whether the council wishes to approach the Medical centre with a request to connect a new light to its electrics or, to invest in securing an alternative source of power that would service all the town green lighting and other occasional power requirements

**B/997 Air Monitoring**

The Stonehouse Climate Change Action Forum (SCCAF) have recommended that the town council undertake further air pollution monitoring in various locations within the community (see attachment) within a twelve month period to assess air quality compared with the baseline established in 2022. Please see the attached quotation from a company called ‘Ricardo’ who are willing to undertake this work at a cost of £2,145 plus vat. Please note that Officers will be charged with the responsibility of replacing the test tubes in the various locations each month and sending them off for testing.

Three other companies were approached in November 2025 – the company that undertook the survey in 2022, no longer carries out this work - neither of the two other service providers have presented a quotation since being contacted and have themselves become uncontactable.

**Recommendation: To award the survey work for a 12 month period to ‘Ricardo’ at a cost of £2,145 plus vat**

**B/999 Parking**

The town and surrounding estates have experienced parking problems for a number of years by a number of different stakeholder groups including residents, shoppers, local High

	<p>street businesses, Doctor’s surgeries etc. Whilst in some cases the situation has been improved, in others, problems have just been moved to another location.</p> <p>This agenda item has been requested for discussion purposes only at this stage.</p>
<b>B/1000 Dogs on Lead</b>	<p>A question has recently been raised by a member of the public and, supported by a town and ward councillor, in relation to the use of Laburnum playing field by dog walkers and the need to ensure that dogs are kept on leads. This issue was raised as a result of past altercations with dog walkers whose dogs were considered out of control and on behalf of members of the public who had highlighted they had felt intimidated by loose running dogs whilst crossing the field.</p> <p>It has been established that signs existed in the past (upto a year to 18 months ago) requiring dogs to be kept on leads. The signs have since disappeared and there is now a call for them to be reinstated.</p> <p>It is assumed that the restriction on dog walkers was once supported by a local Byelaw, but this has yet to be confirmed. Since 2012, Public Space Protection Orders (PSPOs) have been made available to Local Authorities as a mechanism to support such restrictions. Unless there is an existing Byelaw, enforcement for the requirement for dog walkers to keep their dogs on leads is only possible through a PSPO. Currently Stroud District Council are the lead authority on implementing PSPOs and at present do not support a dogs on leads policy in open playing fields.</p> <p><b>Recommendation: Business Committee agree to investigations to be undertaken to establish the possible existence of a local Byelaw before any further action is taken to reinstate old signage</b></p>
<b>B/1001 Market Licence Agreement</b>	<p>See attached the stall holders original Licence Agreement. This agreement has since been developed to cater for changing circumstances; principally the need to ensure that the market is kept to the hardstanding and for other reasons – please see current Licence Agreement for consideration.</p> <p>A specific issue has recently surfaced bringing into question the council’s ability to restrict the number of stallholders selling the same products. Whilst the council has had upwards of 13 stallholders signed up to attend the market, often only five of them attend at any one time. Therefore duplicating the products sold by stallholders at the same market does little to encourage the market to grow in size as direct competitors will only serve to encourage affected stallholders to go elsewhere – it is considered that the market in its current form could not sustain this level of competition.</p> <p>A recent decision by the Clerk to restrict an additional toy seller has brought about a challenge on the basis that the council was behaving anti competitively. Whilst the Clerk explained the rationale for his decision, the applicant persisted with her request to be allowed to attend the market.</p> <p>Business Committee is asked to consider adoption of the revised stallholder Licence Agreement and specifically to consider the application of clause 3e.</p>
<b>B/1002 Assertion 10</b>	<p>Assertion 10 update – 7<sup>th</sup> April, 2026</p> <ul style="list-style-type: none"> <li>• Council owned domain names (.gov.uk) – <b>fully compliant</b></li> <li>• Website Accessibility Compliance – <b>not compliant but working towards</b></li> </ul> <p>A meeting was held with available members of the Comms group to discuss what items to migrate over to the new website and a list was compiled and send to Aubergine. Following this, officers met with Aubergine. They gave a comprehensive list of all items that need to be sent to them – this is preferable to them, rather than taking them off the website. Although this is very time consuming, officers have a few weeks to compile the information. Officers are in the process of collecting landscape photos of Stonehouse and potential drone footage.</p>

	<ul style="list-style-type: none"> <li>• Web content Accessibility Policy – <b>not compliant by working towards</b></li> </ul> <p>Current Website Accessibility Policy is not compliant. Officers have received a draft policy from Aubergine to use temporarily to show STC is working towards compliance.</p> <ul style="list-style-type: none"> <li>• IT Policy – (includes Social Media and Communications Policy) – <b>compliant</b></li> </ul> <p>The new IT Policy was adopted by council at its meeting on 16<sup>th</sup> March 2026. It will be loaded onto the website shortly.</p> <ul style="list-style-type: none"> <li>• Data Protection –<b>compliant</b></li> </ul> <p>Data Protection policy and Privacy Notice, and Communications and Engagement Policy have been updated and approved by Council at its meeting on the 16<sup>th</sup> March 2026. The revised policies will be loaded onto the website shortly.</p> <ul style="list-style-type: none"> <li>• Provide regular data protection compliance training for council staff and councillors.</li> </ul> <p>All officers and councillors have completed BrightHR’s Understanding GDPR, and Cyber Security training. Although not all councillors are showing as being completed on the portal, all officers have their certificates – thank you.</p> <p>Officers believe council has met the threshold for Assertion 10 for the 2025/26 financial year. Councils will in future have to demonstrate full compliance. Further progress is therefore needed.</p>
<p><b>B/1003 Working Groups</b></p>	<p>See attached minutes of the following working groups: Oldends Lane working group</p>



Minutes of a Town Business Committee Meeting held on Monday 2<sup>nd</sup> March 2026 at 7pm at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA

**Present:** Councillors John Callinan, Keren Capeling, Carol Kambites, Val Randell and Keith Terry.

**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.*

---

The Vice Chair of Business Committee took over as Chair for the meeting in light of the Chair's absence.

**B/973 To receive apologies**

Apologies were received from Cllrs John Parker, Carol Trim and Theresa Watt

**B/974 To receive Declarations of Interest**

Declarations of interest were raised by Cllr Keren Capeling in relation to agenda item B/978 and both Cllrs Keren Capeling and Keith Terry in relation to agenda item B/979

**B/975 To approve the minutes of the Business Committee meeting held on 2<sup>nd</sup> February 2026**

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

**B/976 Matters arising**

Committee **NOTED** the Clerk's update on matters progressed since the last committee meeting - see notes in supporting papers

**B/977 To receive the latest budget position**

Cllrs raised the question as to the payback period of the council's existing solar panels on the town hall. The Clerk said he would look into this.

Committee **NOTED** the latest budget position showing total 'Actual Net' Income of £447,910.30; total 'Actual Net Expenditure of £391,268.24 and total Reserve Movement of £36,505.17

Cllr Keren Capeling left the meeting at 7.10 in light of her declared interest in agenda item B/978

**B/978 To approve the latest BACS payment list and provide retrospective approval for Debit Card Payments**

Committee **APPROVED** BACS payments totalling £9,615.17 and **RETROSPECTIVELY APPROVED** Debit card payments totalling £52.74

Cllr Keith Terry left the meeting 7.15 in light of his declared interest in agenda item B/979. Cllrs Keren Capeling had already left the meeting

**B/979 To approve a grant application from Stonehouse Community Association**

Business Committee's supporting papers served to confirm the full scope of works the energy advisor would cover within the £900 cost; the energy audit would look to offer the following:

- A meeting on site to discuss current use of the building, future plans, motivations and areas of interest
- Analysis of current energy use & benchmarking of current carbon emissions
- Site survey to assess building fabric, space & water heating / cooling systems, lighting, other site facilities and options for renewable / low carbon technologies
- Provision of energy advice report making recommendations for improvement works (no cost, low cost & capital cost), quantifying potential savings (cost and carbon) where possible
- Follow up discussion to review report & to make any required updates & changes etc.

In light of the financial difficulty faced by the community association in keeping the community centre open, committee felt this was important to identify long term cost savings.

Committee **APPROVED** the award of a grant of £900 plus vat to Stonehouse Community Association

Cllrs Keren Capeling and Keith Terry returned to the meeting at 7.20

**B/980 To approve purchase of Thermal Imaging Device**

Cllrs considered the purchase of a thermal imaging device as an excellent idea to help engage residents on the issue of improving the energy efficiency of their homes, especially in light of increasing energy costs.

There was a concern as to whether there would be a GDPR issue in terms of the information gathered by the device. Whilst it was established that there wouldn't be, it was agreed that on return of the device by residents, the device's memory would be erased

Committee **APPROVED** the purchase of the Thermal Imaging Device at a cost of £299 plus vat

**B/981** To renew the council's subscription to the Cotswolds Canal Trust (CCT) Committee felt that it was important for the town council to support the Cotswold Canal Trust and **APPROVED** the town council's annual subscription for 2026/27 of £45.

**B/982** To consider and recommend to town council the renewal of the town council's long term (3 year) gas supply arrangements from December 2026

In light of the suggested energy price increase later in the year, agreeing a new long term gas contract was considered to be a prudent decision; based on new unit rates, the town council would benefit from an annual saving of approximately £200

Committee **RECOMMENDED** council approve entering into a new three year agreement from 3<sup>rd</sup> December 2026 for the supply of gas to the town hall at the following costs: Unit rate of £0.655 per kWh and a standing daily charge of £0.3694.

**B/983** To approve the following key council documents

**1. Transparency Code Information relating to the council's activities**

It was explained that the document is one of the council's key documents and allows residents to look into the council's land based assets, latest procurements and references to a variety of other information that the public may have an interest in.

Committee **RECOMMENDED** Council adopt the update version of the Transparency Code Information

**2. Freedom of Information Publication Scheme**

The Clerk confirmed that the Publication is another key council document that allows residents to find out about the council's day to day business and Councillors

Committee **RECOMMENDED** adoption of the updated Freedom of Information Publication Scheme

**3. Data Protection Policy**

It was explained that in light of the need to adopt an IT policy, it was necessary to review the council's 'Data Protection' and 'Communication and Engagement' Policies to ensure they adequately knitted together.

Committee **RECOMMENDED** the policy to council for adoption

**4. Communications and Engagement Policy**

The Council's Communication and Engagement Policy has also been reviewed and cross referenced to Data Protection the newly formed IT policy. Committee **RECOMMENDED** the policy to council for adoption subject to the following changes:

To make the following changes to the wording from the penultimate paragraph of Appendix II - remove the wording 'facilities and communications Coordinator' and change 'Town Clerk and Chair' to 'Town Clerk or Chair'.

There was comment about the formatting of policies in general and that this would be considered by the council's Communications Working Group - this work has still yet to be done. The Clerk suggested querying with Aubergine (the council's new design and hosting provider) the best

font and other formatting for all policies to ensure the council's compliance with current digital requirements.

## 5. IT policy

The adoption of a new IT policy is a clear requirement of Assertion 10 of the Annual Governance and Accountability Return (AGAR) for the 2025/26 and future financial years. Various examples of IT policies were considered and it was determined that the NALC Model document provided much of the detail required and was chosen to form the basis of the council's new IT Policy.

Committee **RECOMMENDED** the policy to council for adoption.

### **B/984** To recommend for council approval the final versions of the following leases

#### 1. Stonehouse Town Football Club

Cllrs were advised that negotiations with the new 25 year lease has come to a close on advice by the council's solicitor; further minor amendments have been requested by the club and their solicitor but advice has been to make no more changes in light of the relatively small rent being applied to a significantly sized facility

The Clerk highlighted the main talking points in relation to the new lease:

- The liability of the trustees is limited to the assets of the club
- The first rent review should take place on the 1<sup>st</sup> September 2028 and then every five years beyond that date
- The football club should be limited to existing flows into the new sewer system and therefore needs to seek permission to extend this, should they need to.
- That the football club would not be required to contribute towards the sewer running costs or repairs. (Cllrs felt this would be fair in light of the club's contribution towards the sewer installation)

Committee **RECOMMENDED** that:

- Negotiations should cease with the football club and that there should be no further changes to the lease
- The new lease be approved by council

#### 2. Magpies Social Club

Cllrs were advised that negotiations with the new 10 year lease has come to a close on advice by the council's solicitor; further minor amendments have been requested by the club and their solicitor but advice has been to make no more changes in light of the relatively small rent being applied to a significantly sized facility

The Clerk highlighted the main talking points in relation to the new lease:

- The liability of the Trustees is limited the assets of the club
- The tenant has a break right exercisable on 6 months notice at any time. The landlord will only have the right to break on 31<sup>st</sup> December 2029 after giving no less than 3 months notice.

Committee **RECOMMENDED** that:

- Negotiations should cease with the football club and that there should be no further changes to the lease
- The new lease be approved by council

**B/985 To receive an update on the council's progress towards meeting the requirements of Assertion 10 of the Annual Governance and Accountability Return (AGAR)**

Committee was provided with an update on Officer's progress with the requirements of Assertion 10 as detailed in the support papers.

Recommendation for the adoption of an IT policy will be submitted to full council on 16<sup>th</sup> March. The council's new website designer and host is already discussing the council's requirements with Officers with future meetings involving the Communications working group. More detailed work on the GDPR is also underway with Officers recommending to GAPTC that a working group be set up to consider providing guidance on systems that could be used to apply to GDPR.

**B/986 To receive updates from the following working groups:**

- 1. Climate Change Action Forum - minutes attached**
- 2. Communications**  
Next meeting - Monday 9<sup>th</sup> March 2pm. Through Cllr Keith Terry, the working group are currently looking at policy formats
- 3. Oldends Lane Development**  
The working group had two meetings - the last one took place last Friday. The minutes of the meeting will be submitted to the next Committee meeting
- 4. Support Stonehouse**  
Latest version of council newsletter is now out - the next meeting will take place on Friday 6<sup>th</sup> March to review if future actions are necessary
- 5. Youth**  
The annual event arranged by The Door is to take place Tuesday 10<sup>th</sup> March - the next meeting will be held on 29<sup>th</sup> April at the pod
- 6. Policy**  
Looking at Memorial policy next. The policy group would like an updated Policy list.
- 7. Internal Control Checks**  
3<sup>rd</sup> and 4<sup>th</sup> quarter ICC to be done in March '26
- 8. Local Government Review**  
A review of key national Local Government Review (LGR) documents is to be produced shortly to see how parish and town council's will be impacted by the LGR. The review is to be brought to BC for consideration

**B/987 To note the date of the next meeting - Tuesday 7<sup>th</sup> April 2026**  
Committee **NOTED** the date of the next meeting

DRAFT

# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/25 and 30/03/26 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
<b>INCOME</b>						
<b>Town Business Committee</b>						
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	£1,009.02	£209.02	26.13%
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	£2,540.33	£540.33	27.02%
130	Athletics Field Lease	£0.00	£0.00	£0.00	£0.00	0.00%
135	Phone Mast on Land	£6,000.00	£0.00	£5,998.12	£-1.88	-0.03%
140	Building Lease at OEL	£637.00	£0.00	£637.00	£0.00	0.00%
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	£16,559.20	£-4,440.80	-21.15%

# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/25 and 30/03/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		<b>2025/2026</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
179	Town Hall/Library Recharges	£3,000.00	£0.00	£3,488.69	£488.69	16.29%
<b>Total Town Business Committee</b>		<b>£458,480.00</b>	<b>£0.00</b>	<b>£452,551.61</b>	<b>-£5,928.39</b>	<b>-1.29%</b>

### EXPENDITURE

#### Town Business Committee

1000	Salaries					
1000/1	Contracted staff	£223,800.00	£0.00	£213,008.01	£10,791.99	4.82%
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	<b>£223,800.00</b>	<b>£0.00</b>	<b>£213,008.01</b>	<b>£10,791.99</b>	<b>4.82%</b>
1010	Training & Recruitment					
1010/1	Contracted Staff	£2,500.00	£0.00	£2,102.98	£397.02	15.88%
1010/2	Councillors	£500.00	£0.00	£1,731.00	-£1,231.00	-246.20%
1010	Total	<b>£3,000.00</b>	<b>£0.00</b>	<b>£3,833.98</b>	<b>-£833.98</b>	<b>-27.80%</b>
1020	Health & Safety	£2,500.00	£0.00	£1,173.98	£1,326.02	53.04%
1030	Professional Fees	£8,000.00	£0.00	£6,407.43	£1,592.57	19.91%
1040	IT support					
1040/1	General	£6,750.00	£0.00	£3,949.67	£2,800.33	41.49%
1040/2	Website	£1,300.00	£0.00	£2,564.76	-£1,264.76	-97.29%
1040/3	Newsletter	£0.00	£0.00	£0.40	-£0.40	0.00%
1040/4	Phones	£1,500.00	£0.00	£153.68	£1,346.32	89.75%
1040/5	Printing	£0.00	£0.00	£823.55	-£823.55	0.00%
1040	Total	<b>£9,550.00</b>	<b>£0.00</b>	<b>£7,492.06</b>	<b>£2,057.94</b>	<b>21.55%</b>
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 30/03/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		<b>2025/2026</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
1060	Grants					
1060/1	One-Offs	£10,000.00	£7,500.00	£22,670.00	-£5,170.00	-51.70%
1060/2	Long-Term	£7,400.00	£0.00	£0.00	£7,400.00	100.00%
1060	Total	£17,400.00	£7,500.00	£22,670.00	£2,230.00	12.82%
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	£564.35	£635.65	52.97%
1070/3	Electric	£3,000.00	£0.00	£2,544.89	£455.11	15.17%
1070/4	Gas	£1,800.00	£0.00	£1,739.02	£60.98	3.39%
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	£12,029.92	-£29.92	-0.25%
1080	Town Hall/Library STC costs					
1080/1	Exterior Maintenance/Cleaning	£500.00	£0.00	£314.45	£185.55	37.11%
1080/2	Interior Cleaning	£1,700.00	£0.00	£2,315.19	-£615.19	-36.19%
1080	Total	£2,200.00	£0.00	£2,629.64	-£429.64	-19.53%
1090	Admin Expenses					
1090/1	Paper	£250.00	£0.00	£111.34	£138.66	55.46%
1090/2	Other	£500.00	£0.00	£2,114.07	-£1,614.07	-322.81%
1090/3	Printing and Delivery of Newsletters	£8,000.00	£0.00	£7,946.00	£54.00	0.68%

# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/25 and 30/03/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		<b>2025/2026</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
1090/4	Travel expenses	£500.00	£0.00	£45.00	£455.00	91.00%
1090	Total	£9,250.00	£0.00	£10,216.41	£-966.41	-10.45%
1100	Mayor's Charity & Expenses	£300.00	£0.00	£100.00	£200.00	66.67%
1110	Travel Costs/Staff & Councillors	£400.00	£0.00	£0.00	£400.00	100.00%
1120	Election Costs	£0.00	£9,185.29	£15,236.79	£-6,051.50	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	£1,991.87	£-791.87	-65.99%
1140/3	Electric	£6,300.00	£0.00	£4,638.94	£1,661.06	26.37%
1140/4	Cleaning	£1,000.00	£0.00	£1,516.16	£-516.16	-51.62%
1140/5	Maintenance (reactive)	£2,000.00	£2,160.00	£4,048.87	£111.13	5.56%
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	£3,376.68	£-2,676.68	-382.38%
1140	Total	£12,900.00	£2,160.00	£15,709.30	£-649.30	-5.03%
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	£7,471.32	£-1,258.93	-419.64%
1150/4	Maintenance (programmed)	£700.00	£0.00	£160.43	£539.57	77.08%
1150/5	Waste Collection	£1,800.00	£0.00	£1,691.49	£108.51	6.03%

# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/25 and 30/03/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		<b>2025/2026</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
1150/6	Security	£200.00	£0.00	£30.00	£170.00	85.00%
1150	Total	£3,300.00	£5,912.39	£9,353.24	-£140.85	-4.27%
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	£1,024.74	-£424.74	-70.79%
1160/3	Fuel	£900.00	£0.00	£578.54	£321.46	35.72%
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	£6,552.57	£496.60	16.55%
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	£164.81	£135.19	45.06%
1180/3	Electric	£1,500.00	£0.00	£1,319.96	£180.04	12.00%
1180/4	Cleaning	£1,300.00	£0.00	£1,283.00	£17.00	1.31%
1180/5	Maintenance (reactive)	£1,000.00	£5,365.00	£6,177.89	£187.11	18.71%
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	£1,285.40	-£785.40	-157.08%
1180/9	IT costs	£1,000.00	£0.00	£979.30	£20.70	2.07%
1180	Total	£8,800.00	£5,365.00	£12,737.58	£1,427.42	16.22%
1200	Subscriptions	£3,500.00	£0.00	£4,534.35	-£1,034.35	-29.55%
1210	Insurances					

# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/25 and 30/03/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		<b>2025/2026</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
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	0.00%
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	£6,757.32	£6,780.32	-£23.00	0.00%
1220/4	Court View	£0.00	£23.00	£13.00	£10.00	0.00%
1220/5	Great Oldbury	£0.00	£0.00	£0.00	£0.00	0.00%
1220	Total	<u>£0.00</u>	<u>£9,435.32</u>	<u>£9,448.32</u>	<u>-£13.00</u>	<u>0.00%</u>
1230	Climate Change	£5,000.00	£0.00	£281.97	£4,718.03	94.36%
<b>Total Town Business Committee</b>		<u>£399,580.00</u>	<u>£43,607.17</u>	<u>£427,404.75</u>	<u>£15,782.42</u>	<u>3.95%</u>
Total Town Business Committee In		£458,480.00	£0.00	£452,551.61	-£5,928.39	
Total Town Business Committee E		£399,580.00	£43,607.17	£427,404.75	£15,782.42	
<b>Total Net Balance</b>		<b>£58,900.00</b>		<b>£25,146.86</b>		

# 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
4921		£306.00		27/03/26	All Done and Dusted - Mar '26 - Pod & Pavilion Cleaning (Invoice/cost doesn't match - mistakenly invoiced for an extra hour of Pav cleaning. Edge is correct)	897
	1	£141.00	1180/4		March '26 - Pod Cleaning	
	2	£165.00	1140/4		Mar '26 - Pavilion Cleaning	
		<b>£306.00</b>			All Done and Dusted - Total	
4915		£349.60	1150/5	14/03/26	Allstone Speedy Skips - Builders' skip for municipal waste	217574
		<b>£349.60</b>			Allstone Speedy Skips - Total	
4927		£3.15	1090/2	27/03/26	██████████ - Expenses - stamp	
		<b>£3.15</b>			██████████ - Total	
4912		£325.00	1140/5	12/03/26	Clarian Property Services - Pavilion - replacement fire door ref changing room, elongate overflow from water tanks in roof, ext. pipework plus checks	58
		<b>£325.00</b>			Clarian Property Services - Total	
4904		£600.00	1090/3	09/03/26	Dor2Dor - Delivery of Stonehouse News Spring 2026	2451
		<b>£600.00</b>			Dor2Dor - Total	
4914		£81.65	1190/5	13/03/26	Ermin Plant - Rotovator - Horsetrough Roundabout	527632
		<b>£81.65</b>			Ermin Plant - Total	
4907		£37.80	1150/3	10/03/26	G R Fasteners - Workshop - Blue line marker, 2 x silicone cartridge, 2 x cutting blades	899724
		<b>£37.80</b>			G R Fasteners - Total	
4902		£201.48	1080/2	06/03/26	Gloucestershire County Council - March '26 TH Cleaning	1800872478
		<b>£201.48</b>			Gloucestershire County Council - Total	
4913		£6.94	1150/5	30/11/25	Grundon Waste Management Ltd - Nov '25 - Waste - Workshop (minus wasted journey charge, see credit)	1391979
		<b>£6.94</b>			Grundon Waste Management Ltd - Total	
4909		£270.68	1160/2	11/03/26	Hawkins Groundcare - Ego Mower - replacement gearbox, second hand wiring loom & blade sharpen	8240
		<b>£270.68</b>			Hawkins Groundcare - 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
4917		£72.00	1180/5	20/03/26	Hogg and Smith - Pod - Repair leak	3378
		<b>£72.00</b>			Hogg and Smith - Total	
4919		£100.00	1040/2	27/03/26	Jo Mew Creative - Mar '25 - Website management	1169
4920		£100.00	1040/2	27/03/26	Jo Mew Creative - Feb '25 - Website management	1162
4926		£100.00	1040/2	27/03/26	Jo Mew Creative - Jan '25 - Website management	1140
		<b>£300.00</b>			Jo Mew Creative - Total	
4916		£17.32	1150/3	19/03/26	Kellaway Building Supplies Ltd - Workshop - 1 x kiln dried sand, 1 x mastic gun	003393068
4925		£14.36	1150/3	25/03/26	Kellaway Building Supplies Ltd - Workshop - 3 x kiln dried sand	003399890
		<b>£31.68</b>			Kellaway Building Supplies Ltd - Total	
4924		£960.00	1220/3	25/03/26	MD Ecology - Ship Inn - water vole licence works	1208
		<b>£960.00</b>			MD Ecology - Total	
4934		£79.53	1040/5	27/03/26	Prolific Solutions (South West) Ltd - Mar '26 - Printer TH	12731
		<b>£79.53</b>			Prolific Solutions (South West) Ltd - Total	
4922		£192.00	1160/2	20/03/26	Stonehouse Commercial Vehicles - Trailer/Bowser - service/brake adjustments	2012
4923		£54.00	1160/2	25/03/26	Stonehouse Commercial Vehicles - Van - puncture repair	2024
		<b>£246.00</b>			Stonehouse Commercial Vehicles - Total	
4908		£216.00	1180/8	10/03/26	Stroud Alarms - Pod - replacement CCTV monitor	65428
		<b>£216.00</b>			Stroud Alarms - Total	
4901		£6,051.50	1120	16/03/26	Stroud District Council - Elections Recharges - North Ward	401900721
		<b>£6,051.50</b>			Stroud District Council - Total	
4918		£2,952.60	1190/1	22/03/26	T W Hawkins & Sons - March '26 - Contract mowing	014630
		<b>£2,952.60</b>			T W Hawkins & Sons - Total	
		£3,989.93			Confidential - Staff Costs	
<b>Total</b>		<b>£17,081.54</b>				

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Stonehouse Town Council

## Income transactions - receipts approval list

Start of year 01/04/25

Tn no	Ref.	Gross	Heading	Cttee Invoice date	Details	Ref. Total
832	FPI061025 ██████████ █	-£72.00	205/1	ENV 30/03/26	██████████ - Contra 773, 2 x stall - Stonehouse Goodwill 2025 - accidental duplicate payment made on 6/10/25	-£72.00
<b>Total</b>		-£72.00				

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
4929		£13.20	1040/2	18/03/26	Fasthosts - Wordpress Business	85043958
		<b>£13.20</b>			Fasthosts - Total	
4906		£48.48	1150/4	10/03/26	L&S Engineers - Workshop - strimmer line	2980965
		<b>£48.48</b>			L&S Engineers - Total	
4910		£100.00	1030	11/03/26	Tayntons Solicitors - Retainer	
		<b>£100.00</b>			Tayntons Solicitors - Total	
4903		£41.93	1140/4	09/03/26	UK Office Direct - Pavilion toilets - Jumbo toilet roll x 6	05323437
		<b>£41.93</b>			UK Office Direct - Total	
4905		£9.60	1040/4	10/03/26	Voipfone - Mar '26 Renewal of Number & PBX	1015006807
		<b>£9.60</b>			Voipfone - Total	
4911		£281.97		11/03/26	WiAutomation - Thermal camera	2026106679
	1	£249.94	1230		Camera	
	2	£32.03	1230		Delivery	
		<b>£281.97</b>			WiAutomation - Total	
<b>Total</b>		<b>£495.18</b>				

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Annual Review of Approved Annualised, Direct Debit, Standing Order payments for the 2026/27 financial year – April 2026**

Payments for Business rates to be made in full at the commencement of financial year 2026/27

Council currently pays the following by Variable Direct Debit to the council's current ongoing suppliers:

- YU Energy – (Supplies for 4 Electricity Meters and 1 Gas Meter)
- Waterplus – (Three water meters)
- Lloyds Bank – (Bank charge)
- BT – (Pod internet)
- John Stayte Services - (Vehicle Fuel)
- NEST pension – (Staff Pension)
- TV Licensing
- Sky Mobile – (Ship Inn site)
- Peninsula
- Information Commissioners Office (ICO)

Officers **recommendations** for the 2026/27 Financial Year are as follows:

1. Continuing with Standing Order arrangements for the following payments:
  - Salaries (Clerk, Deputy Clerk, Business Support Officers, Project Officer, Senior Town Maintenance Officer and Town Maintenance Officer)
  - PATA payroll & pension admin services
2. Continuing with the Variable Direct Debit arrangements for payments, as detailed above.

\* All other payments are made using bank transfers (BACS) or the council's Debit card.



**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**

STROUD CRICKET CLUB (SCC)

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

RUSSELL CULVER - SPONSORSHIP MANAGER, COMMITTEE MEMBER, PLAYER

**Address**

STROUD CRICKET CLUB  
RYEFORD INDUSTRIAL ESTATE  
STONEHOUSE  
GL10 2LA

Telephone Number: [REDACTED] email: [REDACTED]

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

**Is your organisation:**

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

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

What is your total local membership? ~ 130 - 140

What is your VAT status? REGISTERED / ~~NOT REGISTERED~~

**What are the aims and objectives of your Organisation?**

SCC OFFERS A PLACE FOR ALL TO COME & PLAY CRICKET IN THE LOCAL COMMUNITY. WE HAVE TEAMS FOR MEN (x4), <sup>WOMEN</sup> YOUTH, GIRLS & DISABILITY. SCC HAS BEEN IN EXISTANCE FOR 175 YEARS & WE WANT TO CONTINUE TO OFFER CRICKET FOR ALL. WE AIM TO CONTINUE TO GROW OUR INTRODUCTORY, YOUTH & WOMEN'S SECTIONS WITH A NEW GIRLS ONLY TEAM NEWLY FORMED THIS YEAR.

**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?

REPAIR OF THE PAVILION ROOF. THE ROOF HAS LEAKS IN TWO PLACES & IS IN NEED OF REPAIR IN 2026. INSPECTION REVEALED ROOF WILL NOT LAST ANOTHER WINTER.

What is the total cost going to be?

CURRENT QUOTE ~ £10,000 - TEN THOUSAND POUNDS.

How much would you like Stonehouse Town Council to contribute?

FULL FUNDING WOULD BE GREAT, HOWEVER A 50% + CONTRIBUTION WOULD BE WONDERFUL.

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

~ £2,500 FROM OTHER SMALL GRANTS / COMMUNITY FUNDING + SPONSORSHIP

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

ON GOING SPONSORSHIP DEALS THROUGHOUT 2026

OTHER AVAILABLE GRANTS ( CRICKET ECB, SPORTS ENGLAND, STROUD DC )

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

~ £7-9K. WE ARE A NOT FOR PROFIT ORGANISATION. ITS A REAL STRUGGLE EACH YEAR TO COVER ON GOING RISING COSTS.

What impact will the project have on the environment?

ENABLE RAIN WATER FROM ROOF TO GO TO CORRECT DRAINS.

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

THE COST OF REPAIRING THE ROOF IS CURRENTLY UNABLE TO BE FUNDED BY SCC SO WILL HAVE SIGNIFICANT IMPACT ON OUR ABILITY TO FUNCTION IN FUTURE.

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

21/02/2026



**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

STROUD CRICKET CLUB (SCC)

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

RUSSELL CULVER - SPONSORSHIP MANAGER, COMMITTEE MEMBER, PLAYER

Address

STROUD CRICKET CLUB  
RYEFORD INDUSTRIAL ESTATE  
STONEHOUSE  
GL10 2LA

Telephone Number: [REDACTED]

email: [REDACTED]

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

Is your organisation:

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

How much of the funds you raise is used locally?

ALL / ~~MOST / SOME / NONE~~

What is your total local membership?

~ 130 - 140

What is your VAT status?

REGISTERED / ~~NOT REGISTERED~~

What are the aims and objectives of your Organisation?

SCC OFFERS A PLACE FOR ALL TO COME & PLAY CRICKET IN THE LOCAL COMMUNITY. WE HAVE TEAMS FOR MEN (x4), <sup>WOMEN</sup> YOUTH, GIRLS & DISABILITY. SCC HAS BEEN IN EXISTANCE FOR 175 YEARS & WE WANT TO CONTINUE TO OFFER CRICKET FOR ALL. WE AIM TO CONTINUE TO GROW OUR INTRODUCTORY, YOUTH & WOMEN'S SECTIONS WITH A NEW GIRLS ONLY TEAM NEWLY FORMED THIS YEAR.

**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?

REPAIR OF THE PAVILION ROOF. THE ROOF HAS LEAKS IN TWO PLACES & IS IN NEED OF REPAIR IN 2026. INSPECTION REVEALED ROOF WILL NOT LAST ANOTHER WINTER.

What is the total cost going to be?

CURRENT QUOTE ~ £10,000 - TEN THOUSAND POUNDS.

How much would you like Stonehouse Town Council to contribute?

FULL FUNDING WOULD BE GREAT, HOWEVER A 50% + CONTRIBUTION WOULD BE WONDERFULL.

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

~ £2,500 FROM OTHER SMALL GRANTS / COMMUNITY FUNDING + SPONSORSHIP

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

ON GOING SPONSORSHIP DEALS THROUGHOUT 2026

OTHER AVAILABLE GRANTS ( CRICKET ECB, SPORTS ENGLAND, STROUD DC )

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

~ £7-9K. WE ARE A NOT FOR PROFIT ORGANISATION. ITS A REAL STRUGGLE EACH YEAR TO COVER ON GOING RISING COSTS.

What impact will the project have on the environment?


ENABLE RAIN WATER FROM ROOF TO GO TO CORRECT DRAINS.

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

THE COST OF REPAIRING THE ROOF IS CURRENTLY UNABLE TO BE FUNDED BY SCL SO WILL HAVE SIGNIFICANT IMPACT ON OUR ABILITY TO FUNCTION IN FUTURE.

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

21/02/2026

## Profit and Loss for Stroud Cricket Club

	Ave 2019- 2023	2023-2024	2024-2025
Gift Income - Grants and Donations	9,290.00	1,093.00	753.87
Members - Club Dinner	490.60	270.00	12.50
Members - Match Fees & Teas	3,862.51	5,725.33	5,507.23
Members - Nets Sessions	475.20	893.00	558.16
Members - Events	83.56	416.67	75.00
Subs - Senior Players	3,031.81	5,674.31	5,437.26
Subs - Ladies Team	314.00	830.00	500.00
Subs - Social	410.75	310.00	190.00
Subs - Vice Presidents	122.00	285.00	100.00
Subs - Youth Players	3,280.68	2,885.00	3,882.50
Other - Bar Income	28,669.33	49,305.38	50,451.77
Other - Events Income	115.32	-	6.00
Other - Ground Hire	902.57	455.00	1,208.33
Other - Hire Income	10,794.48	17,579.29	14,399.24
Other - Sponsorship	6,646.33	3,350.00	3,845.00
Sundry Income (Inc Bank Interest)	309.86	491.98	341.95
Cricketing Income - All Stars & Dynamos	758.86	850.56	792.50
Cricketing Income - General		100.00	-
<b>Total turnover</b>	<b>71,276.58</b>	<b>90,514.52</b>	<b>88,061.31</b>
Bar and Events - Bar Expenses	18,237.16	22,088.71	24,810.54
Bar and Events - Club Dinner	882.32	1,376.25	1,459.15
Bar and Events - Events Expenses	1,466.82	430.15	2,070.98
Bar and Events - Labour	7,310.07	10,010.00	8,555.00
Cricketing Costs - Tea Expenses	399.92	635.00	595.00
Cricketing Costs- General	5,559.90	8,714.78	2,404.13
Cricketing Costs-Players	2,018.25	1,041.92	11,692.70
Cricketing Costs-Net Hire	587.73	1,000.00	1,012.00
Cricketing Costs-Umpire Costs	932.20	1,260.00	1,520.00
General Expenses - Bank Charges	128.32	135.06	162.17
General Expenses - General Rates	623.44	227.04	427.82
General Expenses - Insurance	4,335.31	5,945.00	5,564.20
General Expenses - Misc and Admin and Advertising		75.00	52.00
Premises - Electricity/Gas/Water	4,116.51	4,073.40	7,057.91
Premises - Ground Expenses	10,622.96	25,503.40	30,964.84
Premises - Machinery Repairs and Maint	1,206.15	369.94	353.39
Premises - Other Expenses	2,888.18	4,602.68	2,177.39
Premises -Pavilion Maintenance	1,864.02	5,389.02	2,183.21
Sponsorship Expenses	1,561.76	1,986.27	317.44
Bad Debt Write off	670.64	-	190.00
<b>Total expenses</b>	<b>49,762.00</b>	<b>94,863.62</b>	<b>103,569.87</b>
<b>NET Profit / Loss</b>	<b>5681.03</b>	<b>- 4,349.10</b>	<b>- 15,508.56</b>
	Profit	Loss	<b>Loss</b>



**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 PARK FEDERATION PTA

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

TANIA WALKER - CHAIR.

Address

STONEHOUSE PARK FEDERATION SCHOOL  
ELM ROAD,  
STONEHOUSE,  
GLOS, GL10 2NP

Telephone Number:

email:

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?

What is your VAT status?

REGISTERED /  NOT REGISTERED

What are the aims and objectives of your Organisation?

To raise funds for the PTA. We support the school with experiences and equipment needed to enhance learning.

**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?

Sponsorship for a bunny for the annual Easter bunny trail.

What is the total cost going to be?

£60

How much would you like Stonehouse Town Council to contribute?

£60

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

N/A

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

N/A

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

N/A

What impact will the project have on the environment?

N/A

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

The funds are for sponsorship of a bunny.

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:

Signe



Date

11/03/26

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

GREAT WESTERN AIR AMBULANCE CHARITY (GWAAC)

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

Ms Mi Nguyen - Supporter Engagement Assistant

Address

3rd Flr, County Gates, Ashton Rd,  
Bristol

BS3 2JH

Telephone Number: 0303 4444 999 email: mi.nguyen@gwaac.com

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 using the fastest method to reach patients and provide the Critical Care and air ambulance service across Gloucestershire everyday.

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~~

Registration Number: 295 6766 39

What are the aims and objectives of your Organisation?

GWAAC responds to urgent and the most serious 999 calls and use the fastest method to reach patients across Gloucestershire, whether by our helicopter or critical care cars, and provide lifesaving critical care not available in standard ambulances at the scene. The ability to perform lifesaving treatment at speed ensures the best chance of survival. In 2025 we responded to a record number of incidents in Gloucestershire with 2,344 people needing the skills of GWAAC's specialist team, including more than 20 incidents in Stonehouse.

**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?

The grant will help fund one of our lifesaving missions. Each mission costs £2,200, and GWAAC doesn't receive any day-to-day government or National Lottery funding and are reliant on donations.

What is the total cost going to be?

We need to raise over £4 million in yearly running costs while operating independently of government funding.

How much would you like Stonehouse Town Council to contribute?

A donation of £1,000 would fund a lifesaving mission however any level of funding would be hugely appreciated. This will benefit anyone in Stonehouse who may need our help.

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

We are funded from voluntary donations from the community, GWAAC lottery, community events, corporate supporters, grant-giving bodies and Gifts in Wills.

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

Fundraising efforts are carried out in a day-to-day basis to maintain our essential lifesaving services. We are appealing to councils in our operation areas to contribute to our mission costs.

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

£381,011.62 (balance in GWAAC bank account as of February 28, 2026)

What impact will the project have on the environment?

We have set ourselves a target to be carbon neutral by 2030 amid the necessity to use our helicopter and critical care vehicles to respond to the most 999 calls. GWAAC regularly reviews energy use, is working to install solar panels on airbase roof, and on options for transitioning to electric or hybrid flight.

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

As we are totally reliant on voluntary donations, all the money we receive is put towards our continued existence, all and any level of funding is always gratefully received.

**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           Mi Nguyen          

Date           24/03/2026

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

Contact tel 03457 60 60 60  
 see reverse for call times  
 Text phone 03457 125 563  
 used by deaf or speech impaired customers  
 www.hsbc.co.uk

## Your Statement

Great Western Air  
 Ambulance Charity  
 County Gates  
 3rd Floor  
 Ashton Road  
 Bristol  
 BS3 2JH



### Account Summary

Opening Balance	
Payments In	
Payments Out	
Closing Balance	

2 February to 1 March 2026

Account Name  
 Great Western Air Ambulance Charity

International Bank Account Number

Branch Identifier Code

Sortcode Account Number Sheet Number

297

### Your Charitable Bank Account details

Date	Payment type and details	Paid out	Paid in	Balance
01 Feb 26	BALANCE BROUGHT FORWARD			360,683.25
02 Feb 26	CR CHQ IN AT 407080		210.00	
	CR CHQ IN AT 407080		17,000.00	
	CR GREAT WEST AIR.AMB		5,560.88	
	CR		449.75	
	DD	9.75		
	DD	385.00		
	DD	478.00		
	DD	208.00		
	DD	123.00		
	DD	168.00		
	DD	89.00		
	DD	119.00		
	DD J	408.00		
	DD	283.36		
	DD	26.50		
	DD	20.50		
	DD	134.15		
	DD	365.00		
	DD	100.00		
	CR		10.00	
	CR		3.00	
	CR		10.00	
	CR		2.00	
	----- BALANCE CARRIED FORWARD			381,011.62

**REGISTERED COMPANY NUMBER: 6386523**

**REGISTERED CHARITY NUMBER: 1121300**

**COMPANIES ACT 2006**

**CHARITIES ACT 2011**

**GREAT WESTERN AIR AMBULANCE CHARITY**

**SPECIAL RESOLUTION**

On 22 March 2017 it was resolved –

That, having obtained the consent of the Charity Commission to such change (given on 21 February 2017) the Memorandum of Association of the Great Western Air Ambulance Charity be altered with respect to the objects of the Charity contained in clause 3 by adopting in substitution for it the new clause set out below –

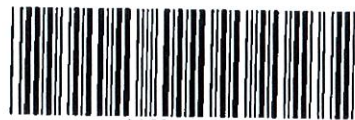
The Objects are the relief of sickness and injury for the benefit of the public by assisting in the provision of emergency medical services and equipment in particular the provision of an air ambulance service or other emergency transportation primarily in the area served by the former Great Western Ambulance Service NHS Trust namely Bristol, Bath and North East Somerset, Gloucestershire, North Somerset, South Gloucestershire and parts of Wiltshire.

Signed .....

Nigel Pickersgill – Chairman of the Meeting

22 March 2017

MONDAY



A21 \*A634FESP\* #14  
27/03/2017  
COMPANIES HOUSE

Company limited by guarantee

**MEMORANDUM OF ASSOCIATION OF  
GREAT WESTERN AIR AMBULANCE CHARITY**

**1. NAME**

The name of the charity is the "Great Western Air Ambulance Charity" ("the Charity").

**2. REGISTERED OFFICE**

The registered office of the Charity is to be in England and Wales.

**3. OBJECTS**

The Objects are the relief of sickness and injury for the benefit of the public by assisting in the provision of emergency medical services and equipment in particular the provision of an air ambulance service or other emergency transportation primarily in the area served by the former Great Western Ambulance Service NHS Trust namely Bristol, Bath and North East Somerset, Gloucestershire, North Somerset, South Gloucestershire and parts of Wiltshire (the "Objects").

**4. POWERS**

The Charity has the following powers, which may be exercised only in promoting the Objects:

- 4.1 to promote or carry out research;
- 4.2 to provide advice;
- 4.3 to publish or distribute information;
- 4.4 to co-operate with other bodies;
- 4.5 to support, administer or set up other charities;
- 4.6 to raise funds (but not by means of taxable trading);
- 4.7 to borrow money and give security for loans (but only in accordance with the restrictions imposed by the Charities Act);
- 4.8 to acquire or hire property of any kind;

- 4.9 to let or dispose of property of any kind (but only in accordance with the restrictions imposed by the Charities Act);
- 4.10 to make grants or loans of money and to give guarantees;
- 4.11 to set aside funds for special purposes or as reserves against future expenditure;
- 4.12 to deposit or invest its funds in any manner (but to invest only after obtaining such advice from a financial expert as the Trustees consider necessary and having regard to the suitability of investments and the need for diversification);
- 4.13 to delegate the management of investments to a financial expert, but only on terms that:
  - 4.13.1 the investment policy is set down in writing for the financial expert by the Trustees;
  - 4.13.2 every transaction is reported promptly to the Trustees;
  - 4.13.3 the performance of the investments is reviewed regularly with the Trustees;
  - 4.13.4 the Trustees are entitled to cancel the delegation arrangement at any time;
  - 4.13.5 the investment policy and the delegation arrangement are reviewed at least once a year;
  - 4.13.6 all payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt; and
  - 4.13.7 the financial expert must not do anything outside the powers of the Trustees;
- 4.14 to arrange for investments or other property of the Charity to be held in the name of a nominee company acting under the control of the Trustees or of a financial expert acting under their instructions, and to pay any reasonable fee required;
- 4.15 to deposit documents and physical assets with any company registered or having a place of business in England and Wales as custodian, and to pay any reasonable fee required;
- 4.16 to insure the property of the Charity against any foreseeable risk and take out other insurance policies to protect the Charity when required;
- 4.17 to insure any Trustee against the costs of a successful defence to a criminal prosecution brought against him as a charity trustee of the Charity or against personal liability incurred in respect of any act or omission which is or is alleged to be a breach of trust or breach of duty, unless the Trustee concerned knew that, or was reckless whether, the act or omission was a breach of trust or breach of duty;
- 4.18 subject to clause 5, to employ paid or unpaid agents, staff or advisers;

- 4.19 to enter into contracts to provide services to or on behalf of other bodies;
- 4.20 to establish or acquire subsidiary companies to assist or act as agents for the Charity;
- 4.21 to pay the costs of forming the Charity; and
- 4.22 to do anything else within the law which promotes or helps to promote the Objects.

## **5. BENEFITS TO MEMBERS AND TRUSTEES**

- 5.1 The property and funds of the Charity must be used only for promoting the Objects and do not belong to the members but:
  - 5.1.1 members who are not Trustees may be employed by or enter into contracts with the Charity and receive reasonable payment for goods or services supplied;
  - 5.1.2 members (including Trustees) may be paid interest at a reasonable rate on money lent to the Charity;
  - 5.1.3 members (including Trustees) may be paid a reasonable rent or hiring fee for property or equipment let or hired to the Charity; and
- 5.2 A Trustee must not receive any payment of money or other material benefit (whether directly or indirectly) from the Charity except:
  - 5.2.1 as mentioned in clauses 4.17 (indemnity insurance), 5.1.2 (interest), 5.1.3 (rent), 5.1.4 (charitable benefits) or 5.3 (contractual payments);
  - 5.2.2 reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in managing and directing the Charity;
  - 5.2.3 an indemnity in respect of any liabilities properly incurred in managing and directing the Charity (including the costs of a successful defence to criminal proceedings);
  - 5.2.4 payment to any company in which a Trustee has no interest other than a one per cent shareholding; and
  - 5.2.5 in exceptional cases, other payments or benefits (but only with the written approval of the Commission in advance).
- 5.3 A Trustee may not be an employee of the Charity, but a Trustee or a connected person may enter into a contract with the Charity to supply goods or services in return for a payment or other material benefit if:
  - 5.3.1 the goods or services are actually required by the Charity;
  - 5.3.2 the nature and level of the benefit is no more than reasonable in relation to the value of the goods or services and is set at a meeting of the Trustees in accordance with the procedure in clause 5.4; and

- 5.3.3 no more than two of the Trustees are interested in such a contract in any financial year.
- 5.4 Whenever a Trustee has a personal interest in a matter to be discussed at a meeting of the Trustees or a committee, the Trustee concerned must:
  - 5.4.1 declare an interest at the meeting or at the meeting before discussion begins on the matter;
  - 5.4.2 withdraw from the meeting for that item unless expressly invited to remain in order to provide information;
  - 5.4.3 not be counted in the quorum for that part of the meeting; and
  - 5.4.4 withdraw during the vote and have no vote on the matter.
- 5.5 This clause may not be amended without the written consent of the Commission in advance.

## **6. LIMITED LIABILITY**

The liability of members is limited.

## **7. GUARANTEE**

Every member promises, if the Charity is dissolved while he, she or it remains a member or within 12 months afterwards, to pay up to £1 towards the costs of dissolution and the liabilities incurred by the Charity while he or she was a member.

## **8. DISSOLUTION**

- 8.1 If the Charity is dissolved, the assets (if any) remaining after provision has been made for all its liabilities must be applied in one or more of the following ways:
  - 8.1.1 by transfer to one or more other bodies established for exclusively charitable purposes within, the same as or similar to the Objects;
  - 8.1.2 directly for the Objects or for charitable purposes which are within or similar to the Objects; and
  - 8.1.3 in such other manner consistent with charitable status as the Commission approve in writing in advance.
- 8.2 A final report and statement of account must be sent to the Commission.

## **9. INTERPRETATION**

- 9.1 Words and expressions defined in the Articles have the same meanings in the Memorandum.
- 9.2 References to an Act of Parliament are references to that Act as amended or re-enacted from time to time and to any subordinate legislation made under it.

We wish to be formed into a company under this Memorandum of Association:

**NAMES AND ADDRESSES OF SUBSCRIBERS**

JOHN MARTIN CHRISTENSEN

52 Trelawney Road, Bristol BS6 6DZ

STEPHEN DANIEL HUGHES

17 Elmlea Avenue, Bristol BS9 3UU

MARTIN BARNABUS RICHARDS

4 The Square, Cathedral Views, Salisbury, Wiltshire SP2 7TW

**GREAT WESTERN AIR AMBULANCE CHARITY**

(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 DECEMBER 2024**

	Note	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
<b>Income from:</b>					
Donations and legacies	2	2,260,770	1,151,735	3,412,505	2,498,087
Other trading activities	3	3,213,461	-	3,213,461	2,819,413
Investments	4	58,091	-	58,091	61,752
<b>Total income</b>		<b>5,532,322</b>	<b>1,151,735</b>	<b>6,684,057</b>	<b>5,379,252</b>
<b>Expenditure on:</b>					
Raising funds	8	2,659,161	-	2,659,161	2,173,276
Charitable activities	8	3,109,874	730,400	3,840,274	3,517,558
<b>Total expenditure</b>		<b>5,769,035</b>	<b>730,400</b>	<b>6,499,435</b>	<b>5,690,834</b>
<b>Net (expenditure)/income before investment gains</b>		<b>(236,713)</b>	<b>421,335</b>	<b>184,622</b>	<b>(311,582)</b>
Net gains on investments	12	128,393	-	128,393	103,491
<b>Net (expenditure)/income before transfers</b>		<b>(108,320)</b>	<b>421,335</b>	<b>313,015</b>	<b>(208,091)</b>
Transfers between funds	17	290,989	(290,989)	-	-
<b>Net income/(expenditure) and net movement in funds</b>		<b>182,669</b>	<b>130,346</b>	<b>313,015</b>	<b>(208,091)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward	17	4,556,190	269,418	4,825,608	5,033,699
<b>Total funds carried forward</b>	17	<b>4,738,859</b>	<b>399,764</b>	<b>5,138,623</b>	<b>4,825,608</b>

The notes on pages 24 to 40 form part of these financial statements.

**GREAT WESTERN AIR AMBULANCE CHARITY**

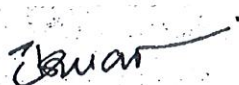
(A company limited by guarantee)  
COMPANY REGISTERED NUMBER: 06386523

**BALANCE SHEET  
AS AT 31 DECEMBER 2024**

	Note	£	2024 £	£	2023 £
<b>Fixed assets</b>					
Tangible assets	11		2,495,395		2,229,782
Investments	12		2,558,801		2,392,994
			<u>5,054,196</u>		<u>4,622,776</u>
<b>Current assets</b>					
Stocks	13	18,105		10,743	
Debtors	14	414,670		391,461	
Cash at bank and in hand		435,027		532,500	
			<u>867,802</u>	<u>934,704</u>	
<b>Creditors: amounts falling due within one year</b>	15	<b>(783,375)</b>		<b>(731,872)</b>	
<b>Net current assets</b>			<u><b>84,427</b></u>		<u><b>202,832</b></u>
<b>Net assets</b>			<u><b>5,138,623</b></u>		<u><b>4,825,608</b></u>
<b>The funds of the charity</b>					
Restricted funds	17		399,764		269,418
Unrestricted funds	17		4,738,859		4,556,190
<b>Total charity funds</b>			<u><b>5,138,623</b></u>		<u><b>4,825,608</b></u>

The company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on 24 April 2025 and signed on their behalf, by:



**Jason Holt**  
Chair of Trustees

The notes on pages 24 to 40 form part of these financial statements.

**GREAT WESTERN AIR AMBULANCE CHARITY**  
(A company limited by guarantee)

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

	Note	2024 £	2023 £
<b>Cash flows from operating activities</b>			
Net cash provided by operating activities	19	343,378	43,198
<b>Cash flows from investing activities:</b>			
Investment income		58,091	61,752
Proceeds from the sale of tangible fixed assets		21,944	-
Purchase of tangible fixed assets		(483,472)	(253,576)
Transfer of cash at bank (to) / from investment managers		(37,414)	165,097
<b>Net cash used in investing activities</b>		<b>(440,851)</b>	<b>(26,727)</b>
<b>Change in cash and cash equivalents in the year</b>		<b>(97,473)</b>	<b>16,471</b>
Cash and cash equivalents brought forward		532,500	516,029
<b>Cash and cash equivalents carried forward</b>	20	<b>435,027</b>	<b>532,500</b>

The notes on pages 24 to 40 form part of these financial statements.

Registered Office:  
Shoreham Technical Centre,  
Old Shoreham Road, Shoreham-by-Sea,  
West Sussex, BN43 5FG, UK  
Registered in England and Wales: 08229264  
VAT Registration No. GB 212 8365 24



David Madle  
Ricardo - A Member of WSP  
Head Office  
The Gemini Building  
Fermi Avenue  
Harwell  
OX11 0QR  
[airqualityengland.co.uk](http://airqualityengland.co.uk)

Carlos Novoth  
Clerk to Stonehouse Town Council  
Town Hall  
1 Queens Road  
Stonehouse  
Glos, GL10 2QA  
23 March 2026  
Ricardo ref: EDxx Stonehouse BC

## Provision of air quality monitoring services for Stonehouse Town Council

Dear Carlos,

Ricardo – A Member of WSP is pleased to provide this proposal which sets out provision for air quality monitoring services covering the Councils NO<sub>2</sub> diffusion tube requirements. The services set out in this proposal will be provided for the nine diffusion tube monitoring locations across a 12-month period. The request for quote document asks whether other pollutants should be considered in terms of monitoring, to meet this we suggest considering the measurement of particulates, we will provide separate details on this for consideration. Our contract is renewable by mutual agreement thereafter.

Our proposal is structured into 3 Sections:

- Section 1 Our Technical Proposal**
- Section 2 Our Commercial Proposal**
- Section 3 Our Standard Terms and Condition**

I trust this proposal meets your requirements and provides the information you need. If you have any questions or need further clarification, please do not hesitate to contact me.

Yours sincerely,

A handwritten signature in black ink that reads 'D. Madle'.

David Madle  
Associate Director  
Direct: +44 (0) 7968 707279  
Email: [david.madle@ricardo.com](mailto:david.madle@ricardo.com)

# 1. TECHNICAL PROPOSAL

---

## 1.1 INTRODUCTION TO RICARDO

Ricardo has the largest air quality consultancy team in Europe comprising of over 150 experts, underpinned by additional analysts, IT support, apprentices, and wider support staff. In addition to the services set out in this proposal, our experts can provide all requirements relating to air quality monitoring from installation through to data analysis and reporting. Our air quality team has more than 50 years of experience in the operation of passive (diffusion tube) and automatic air quality monitoring requirements from design, development, and implementation of QA/QC procedures. We manage a varied portfolio of air quality monitoring contracts in the UK and internationally, including ongoing research and innovation, making sure we deploy the latest and most effective instrument measurement technologies for our clients. In addition to our AURN QA/QC service, we provide the same high-quality deliverables to local authorities for the Air Quality in England, Air Quality Scotland, Air Quality in Wales, Northern Ireland Air, the Herts and Beds and Kent and Medway Air quality networks.

We also provide air quality sensor monitoring services, mobile air monitoring, indoor monitoring, real world vehicle emissions monitoring, air quality websites, air quality apps, digital solutions, air quality modelling, air quality inventories and much more, please ask if a need arises.

We have provided technical support to sensor manufacturers including guidance on to improve data quality, and meeting QA/QC requirements for indicative measurements.

Ricardo experts sit on the UK's Air Quality Expert Group (AQEG) and contributed to the recently published "AQEG advice on the use of 'low-cost' pollution sensors".

CEN TC264/WG42 is tasked with developing a series of Technical Specifications for the testing and operation of low-cost sensor systems. Ricardo experts form part of this group, currently tasked with developing standard sensor operating procedures for use throughout Europe.

For local authority customers our team offers a unique combination of specialist knowledge, experience, hardware, and software for air quality monitoring, which together provide an evidence-based resource. Our approach is based on best practice guidance and our experience of managing and getting the best from indicative sensors. Maintaining a reasonable balance between quality, practicalities, and cost remains key, while delivering measurements that are underpinned with proven QA/QC and data ratification, based on our AURN national network experience and data management work programme.

## 1.2 UNDERSTANDING OF THE REQUIREMENT

Approximately 3 years ago, the Council engaged 'Somerset Scientific Services' to provide local air monitoring, providing the Council with NO<sub>2</sub> diffusion tubes, monthly, installed at 9 locations across the area, but no longer provide this service. The tubes were returned each month to the laboratory for analysis. The results were subsequently provided to the Council.

The Council will use the 2022/3 results as a baseline to determine whether there are significant changes at the locations in question. The key aim is to use the results to establish the impact of the local air quality on residents.

## 1.3 PROVISION OF NO<sub>2</sub> DIFFUSION TUBES

We propose providing the NO<sub>2</sub> diffusion tubes, using Gradko International Ltd, Gradko are nationally recognised, reliable, and provide quality services. Gradko International Ltd. operates a UKAS-accredited laboratory (Testing Laboratory No. 2187) for the supply and analysis of nitrogen dioxide (NO<sub>2</sub>) diffusion tubes. These passive samplers are widely used across the UK

for ambient air quality monitoring in compliance with Local Air Quality Management (LAQM) guidance, in and around urban environments. Ricardo oversees many similar surveys for local authorities, as well as operating the two UK national NO<sub>2</sub> diffusion tube monitoring networks for the Environment Agency – the UK Urban NO<sub>2</sub> Network (UUNN), and the Rural NO<sub>2</sub> component of the UK Eutrophying and Acidifying Pollutants (UKEAP) network. This approach provides continuity of service, as we can simply add Stonehouse Councils requirement to our existing supply contract.

Ricardo will purchase x9 NO<sub>2</sub> diffusion tubes monthly, with the specification to be agreed at the project kick off meeting, (NO<sub>2</sub> 20% in water, or NO<sub>2</sub> 50% in acetone to mirror previous supply). We will arrange for the monthly tube batches to be sent to your local office, in advance of each monthly exposure date. We can follow the national exposure change over schedule, or meet a bespoke Council schedule if preferred. We can provide UUNN compliant tubes if required for an additional fee (currently out of scope).

## 1.4 MONTHLY EXPOSURE AND COLLECTION OF DIFFUSION TUBES

Ricardo will provide the x9 NO<sub>2</sub> diffusion tubes each month for labelling and exposure/collection. The tubes will be collected and returned via courier/post to Gradko (excluded from our quote), for analysis. Gradko will then process, analyse, and provide the results, via an excel spreadsheet. Following receipt of the results, Ricardo will collate, and bias correct the tube datasets (optional if required!), to enable comparison with other NO<sub>2</sub> monitoring results. The tube results will be processed to meet Local Air Quality Management (LAQM) TG (22) requirements, where possible, assuming this is the required approach.

The bias corrected results, can be set out in a report (optional) if required describing the project, and comparing the baseline and current monitoring results, with results analysis and conclusions.

### 1.4.1 Additional Information

See below for additional but relevant information on how we will provide added value via this contract.

### 1.4.2 Project Management

A single point of contact and Project Manager will be appointed for this contract. Ricardo's project management principles underpin the delivery of all our client-funded projects. Project management is a core competency, we recruit, train, and invest in our project management staff and systems to ensure that our projects are managed to the highest quality standards and as cost-effectively as possible for our customers.

Our Project Management Process, policies and systems fully meet the requirements of ISO9001 and ISO14001, many of the principles of PRINCE2 and meet standard UK Government project management QA methodology requirements. All quality systems are subject to regular checks by management and biannual audit by the accreditation body. Formally appointed Project Directors and Project Managers are responsible for ensuring that projects are undertaken in accordance with our Project Management Process and that the system is effective. The Project Manager is responsible for defining the quality arrangements for the specific project in line with our Project Management Process. These will typically be reviewed and agreed with the customer concerned.

### 1.4.3 Project Team

Ricardo has an unrivalled team of experts that currently provide diffusion tube services, and has since the 1980's. Each role within the work programme is carried out by an experienced team member who has undergone extensive training and work shadowing, each role has a nominated

and trained back-up to step in when required. Experienced and appropriate team members will be assigned to each role, with track records in carrying out the same. We can confirm we have the capacity to undertake this project. Team CVs are available on request.

#### 1.4.4 Access to Expert Consultancy and Advice.

Through this contract, the Council is able to call on the expertise of Ricardo's pool of >140 air quality consultants including many nationally recognised experts for advice. We are active on a wide range of committees and are uniquely positioned to provide advice on every aspect of air quality. Areas where we can advise and/or undertake work programmes include data management, UKAS accredited QC audits, local site operations/calibrations, diffusion tube bias correction and exposure work programmes, mobile monitoring, sensor measurements/correction and advice, industrial monitoring, odour and nuisance monitoring, air quality modelling, LAQM reporting, particle measurements etc.

Some of the committees and institutions that we sit on and/or work within, in an advisory capacity, include:

- Defra and the Devolved Administrations
- The UK Environment Agencies
- Department for Transport
- Greater London Authority
- AQUILA (European National Reference Laboratory community)
- FAIRMODE (European AQ Modelling community)
- AQEG (UK's Air Quality Expert Group)
- COMEAP (UK's Committee on the Medical Aspects of Air Pollution Episodes)
- SIRA/MCERTS performance testing of AQ analysers
- We have UKAS accredited gas and Odour laboratories
- We run the Ricardo VERC (Vehicle Emissions Research Centre)

We work closely with academic partners and instrument manufacturers and suppliers to ensure we remain at the forefront of technology and instrumentation as it moves forward. The Council(s) can tap into this recognised expertise and information resource to keep themselves up to date on the latest developments in policy and technology. Our expert advice will enable the Council to make informed choices, steer monitoring strategies and maintaining a fit for purpose approach with a balance between quality and best value.

#### 1.4.5 Meetings.

Ricardo is happy to attend routine and ad-hoc on-line meetings as required. As a minimum we suggest a project kick off meeting, followed by a final review call, we are happy to have more regular meeting if preferred. Ricardo has Team's for Business, enabling us to host online meetings and use audio and video calling on our laptops.

#### 1.4.6 Risk Assessment.

Where relevant, risk assessments for all aspects of the work will have been prepared, and staff working on the contract are aware of the risks and how to minimise them. A site hazard assessment will be made at each station during the first visit covered by the contract, to make sure staff attending at future visits are adequately briefed on health and safety matters. Ricardo's site attendance risk assessment will be provided to the Council upon request – the Risk Assessment is a live document and as such is updated as necessary across the life of the contract.

If Ricardo staff identify any unsafe or hazardous item, the matter will be raised with the appropriate Council authorised Officer for attention. Where Ricardo is required to undertake site work at a location on behalf of the Customer, which does not comply with all relevant Health and

Safety legislation, Ricardo reserves the right to withdraw services where it considers the safety of their staff to be in jeopardy.

#### 1.4.7 Safety.

All our staff will work to the highest standards of safety whilst carrying out site work and conducting our business at the Clients premises. We have a range of safety instructions covering all aspects of our work, which all staff are expected to observe. All staff used in this contract will be fully trained in the tasks required and are fully aware of their responsibilities for health and safety. In addition, our staff will observe any specific requirements laid down by the Council whilst carrying out our work under this contract.

#### 1.4.8 Relevant Project Experience.

A core part of Ricardo's business is the management, analysis, and dissemination of ambient air quality data. We turn data into information. We are recognised nationally and internationally as a leading provider of air quality monitoring services. Ricardo's air quality team provide a number of skills essential to the successful delivery of this project, our experience includes:

- **Excellent track record in providing quality control services to ambient monitoring programmes.** We have delivered diffusion tube projects nationally for > than 40 years, for local authorities, the Environment Agency, and the private sector. Ricardo and its previous incarnations developed and evolved the quality control procedures that currently underpin national network (AURN) data quality. In support of the national network monitoring Ricardo run the Air Monitoring Calibration Club where we provide quality control services to non-AURN network customers. This approach provides local authority access and services of the same high-quality standard as provided by Ricardo to the national network.
- **Extensive relationships with local authorities.** We understand the ever-changing needs of local authorities. We have undertaken numerous monitoring programmes for local government customers since the development of the UK Air Quality Strategy, we also provide the Calibration Club Service to local government with the objective of delivering datasets of comparable quality to those produced within national network monitoring stations.
- **Thorough knowledge of the review and assessment process.** We have provided numerous Annual Status Reports and detailed assessments for local authorities, covering the spectrum of authority type, ranging from major conurbations to rural authorities. We support Defra and the devolved administrations in development of the guidance notes for local authorities. We are currently undertaking a variety of review and assessment projects for local authorities to meet varying criteria (traffic, energy from waste, airport etc.).
- **Air Quality Reporting.** We understand the need for high quality monitoring data to underpin the LAQM reporting process and feed near real time data reporting. We have carried out extensive work programmes across the UK and have designed and manage the [Air Quality England](#) web-based archive of air quality data is available to the Council air quality monitoring stations. The web pages provide data from numerous monitoring stations currently managed by Ricardo (on behalf of local authorities) across England. The website includes all AURN sites providing access via a single front end website. This web resource will enable the Council to compare their own air quality datasets with other surrounding site data sets (both AURN and other Local Authority sites) with ease.
- **High-level skills in data management.** We recognise the problems involved in handling large quantities of data. We are experienced in the construction of large air quality databases and developing rapid public and technical information delivery systems. Our systems are designed to be flexible in communicating with all the major air quality instrumentation suites, making sure that your data remains secure.

- **Independence from equipment suppliers.** Ricardo has no affiliation to any ambient air monitoring equipment supplier, or equipment support unit we believe this helps ensure total impartiality when making decisions on data, ensuring highest quality data are delivered. We are proud of our reputation for integrity and impartiality.
- **Proven expertise in sensor monitoring.** Ricardo has extensive expertise in the deployment and evaluation of lower-cost air quality sensors, helping clients navigate the challenges of data accuracy and reliability. Their work includes rigorous performance testing, independent QA/QC processes, and guidance on sensor selection, providing meaningful, defensible results. By combining technical insight with real-world validation, Ricardo enables organizations to leverage sensor networks for applications such as Local Air Quality Management, hyperlocal monitoring, and diffusion tube replacement. This expertise helps provide budget-conscious solutions delivering actionable insights for air quality improvement. For more details, read Ricardo's four-series blog on this topic: <https://www.ricardo.com/en/news-and-insights/industry-insights/air-quality-sensors-can-you-simply-plug-and-play>.

### Project Requirements.

- We cannot be held responsible for delays to the work that are outside of our control, such as site access restriction.
- Following exposure missing tubes, are outside of Ricardo's responsibility.
- Installation of tube holders, tube exposure and tube collection remains the responsibility of the Council.
- Labelling each tube, recoding its location, exposure date and collection date remain the responsibility of the Council.
- We strongly advise the tube exposure dates follow the UK national exposure schedule.

#### 1.4.9 Relevant Project Example.

##### London Borough of Hillingdon Diffusion Tube Survey

Project Scope: Ricardo has delivered diffusion tube monitoring tasks for the London Borough of Hillingdon since 2018. For this work programme, we provide services to include expose and retrieval of the diffusion tubes across the Hillingdon network, currently consisting of 45 sites. Ricardo receives the tubes from Gradko, sorts and labels them according to location, providing an additional layer of QA/QC, before keeping them stored in a sealed container within our diffusion tube fridge, until changeover day. We undertake the NO<sub>2</sub> diffusion tubes changes according to the Local Air Quality Management (LAQM) calendar and record time on and time off for the tubes to calculate the exposure period. Besides the support with the diffusion tube changeovers, Ricardo have also worked closely with the Council to install new diffusion tube sites as and when required. Ricardo provides the monthly results in a single annual summary for Greater London Authority reporting purposes.

Reference contact details: Anabela Grossinho [AGrossinho@hillingdon.gov.uk](mailto:AGrossinho@hillingdon.gov.uk)

##### Waverley Borough Council Diffusion Tube Survey

Project Scope: Ricardo has been supporting Waverley Borough Council's monthly NO<sub>2</sub> diffusion tube survey since January 2021, we expose and retrieve 51 tubes across the Borough. We schedule each calendar year visits in advance of each year. The monthly NO<sub>2</sub> diffusion tube changeovers are entered into our field team schedule, in readiness. Field team colleagues are allocated the task at regular monthly meetings and Ricardo's Project Manager communicates the schedule to the Council prior to starting. Our approach enables us to adhere to the LAQM diffusion tube calendar – key to the Council as previous suppliers struggle to fulfil this task. As incumbent provider of Waverley Borough Councils QA/QC for

the automatic air quality monitoring stations in Farnham and Godalming, we have routinely been able to coincide Local Site Operator (LSO) calibrations alongside the monthly NO<sub>2</sub> diffusion tube survey. This not only saves time but also importantly reduces our environmental footprint with fewer miles travelled in combined trips.

## 2. FINANCIAL & COMMERCIAL PROPOSAL

### 2.1.1 Price

Ricardo is happy to offer the services set out below, for the services set out in Section 1 for the fixed pricing set out in the Pricing Table below. We remain happy to extend these services thereafter by mutual agreement.

#### Pricing Table.

Service	*Price (ex VAT)
Supply of diffusion tubes (9 x 12 = 108 in total), to include collating and reporting results	£1,485
<b>Optional</b> - Bias correction, and summary results spreadsheet, this is required to enable the results to be used for comparison with the annual UK limit value for NO <sub>2</sub> . Note this requires a defined data capture threshold to be met, this is outside of Ricardo's control - data capture will be reduced where missing tubes or location information is incorrect, leading to rejected tube results.	£285
<b>Optional Report</b> – The results can be collated and presented as a report, with comparison against the UK annual limit value for NO <sub>2</sub> , and the existing results if/where possible.	£375

\*Note pricing is provided with economies of scale included, which are not available standalone for separate requirements.

### 2.1.2 Legal Entity Terms and Conditions.

This work will be provided under Ricardo's standard terms and conditions (a copy of which is provided as Section 3). Our offer may be accepted by confirming you wish to take up this offer by return email and providing a purchase order number to cover the work. Please note the purchase order will be accepted for invoicing purposes only, any terms and conditions contained in or referenced by the purchase order will not apply.

### 2.1.3 Validity.

Our proposal is valid for a period of 90 days following submission.

### 2.1.4 Duration.

The initial work programme will be provided across the 12-month monitoring phase. We expect deliverables to be completed within 10 weeks of the last tube collection date.

### 2.1.5 Invoicing.

We have priced for invoicing in advance of the work programme but are happy to discuss alternative schedules where required.

### 2.1.6 Legal Entity.

Ricardo is a Member of WSP, and although the registered office of Ricardo-AEA Ltd. is Shoreham Technical Centre, Old Shoreham Road, Shoreham by Sea, West Sussex, BN43 5FG, UK, **all correspondence, should be directed via David Madle and our Head Office whose address is Ricardo Energy & Environment, Gemini Building, Fermi Avenue, Harwell, Oxon, OX11 0QR, UK.**

### 2.1.7 Confidentiality, copyright, and reproduction.

This proposal is submitted in response to the request from Stonehouse Town Council. It may not be used for any other purposes, reproduced in whole or in part, nor passed to any organisation or person without the specific permission in writing of the Commercial Manager, Ricardo Energy & Environment.

## 3. STANDARD TERMS AND CONDITIONS

---

### REE/FRM/634a Version 2 (Law of England & Wales) April 2024 Commercial Update M Addison

#### 1. Law

Acceptance of this offer constitutes an Agreement made in England and subject to the law of England and Wales and the sole jurisdiction of the courts of England and Wales between the Client and Ricardo, a trading name of Ricardo-AEA Ltd (“Ricardo”).

#### 2. Payment Terms

All charges payable to Ricardo are due within 30 days from the date of the invoice. The Client agrees to pay and bear any sales, value-added, withholding, stamp duty or other similar taxes imposed by applicable law that the Client must pay based on the Services. Where it is applicable for Ricardo to provide LSO site gas cylinders under the Services the Client agrees to pay Ricardo for any additional gases required over and above one cylinder a year. Where applicable, the Client will reimburse Ricardo for any reasonable expenses related to the provision of any Services stated in the Agreement. Interest and compensation for debt recovery costs will be recovered on all overdue invoices, which have not been paid within 7 days of the invoice due date, in accordance with the Late Payment of Commercial Debts (Interest) Act 1998 and amended.

If an invoice milestone is delayed for reasons attributable to the Client:

- o on the date the invoice was due Ricardo shall submit an invoice for pro rata payment or reasonable costs incurred up to the date of the milestone and this invoice shall be payable in accordance with this Clause 2
- o the remaining balance of the milestone shall be invoiced when the milestone is completed and shall be payable in accordance with this Clause 2.

In the event that payment is not received within 30 days of the date of Ricardo’s invoice then Ricardo shall be entitled, in its sole discretion, to:

- o charge interest on the outstanding amount from day to day at the maximum rate allowed under Law until payment is received;
- o suspend supply of the Services, without liability to the Client, until the outstanding amount is paid in full and the timetable and any other times agreed for the supply of the Services shall be amended accordingly; and/or
- o terminate the Contract in accordance with clause 7

The Client may request that Ricardo receive payment in respect of the Services from a third party. If so, the Client shall advise Ricardo in writing providing full details of the third party (including its relationship to the Client and an explanation why the third party agrees to make such payment on the Client’s behalf) and such other information as Ricardo may reasonably require. Ricardo may, in its absolute discretion, refuse to accept payment from the third party and any such refusal shall not release the Client from its payment obligations in respect of the Services. In the event Ricardo receives payment for the Services from a third party nominated by the Client, then the following shall apply:

- (i) the Client remains responsible at all times for payment in respect of the Services on the terms set out in this Agreement and all interest due on any such payments, including any failure by that third party to pay Ricardo in accordance with this Agreement (whether such failure relates to timescales agreed in this Agreement or any other term of this Agreement);
- (ii) at its discretion, Ricardo may re-issue any applicable invoice so that it identifies the third party making payment on behalf of the Client (although such invoice shall be addressed to the Client only and not to the third party);
- (iii) in accepting payment from the third party, Ricardo accepts no obligation or liability whatsoever to that third party;
- (iv) the third party shall have no right or entitlement under or in connection with this Agreement and shall not be entitled to exercise any right or entitlement of the Client under or in connection with this Agreement (whether solely or jointly with the Client); and
- (v) the Client shall procure that the third party comply in all respects with the confidentiality provisions under this Agreement (to the same extent as they apply to the Client).

#### 3. Rights Granted and Ownership

Upon payment for Services, the Client will have a perpetual, non-exclusive, non-assignable, royalty free licence to use for Client’s internal business operations, anything developed by Ricardo and delivered to the Client under this Agreement. The Client’s right to use any Ricardo’s trademark and/or logo is limited to such purposes; any other use requires the prior written consent of Ricardo. The Client may allow the Client’s agents and contractors to use the deliverables for the Client’s internal business operations and the Client is responsible for their compliance with the relevant terms of this Agreement. All relevant information resulting from the Services shall be described in one or more written reports which will be delivered to the Client. Ricardo retains ownership of and all intellectual property rights to anything developed and delivered under this Agreement.

#### 4. Warranty, Disclaimer and Exclusive Remedy

Ricardo warrants that the Services will be provided with reasonable care and skill consistent with industry standards. The Client must notify Ricardo of any warranty deficiencies within 90 days from performance of the Services. For any breach of the warranty, the Client’s exclusive remedy, and Ricardo entire liability, shall be the re-performance of the deficient Services, or if Ricardo cannot substantially correct a breach in a commercially reasonable manner, the Client may end the relevant Services and recover the fees paid to Ricardo for the deficient Services.

To the extent permitted by law, this warranty is exclusive and all other warranties or conditions or terms whether express or implied are expressly excluded, including warranties or conditions of merchantability, satisfactory quality and fitness for a particular purpose.

#### 5. Intellectual Property Rights Indemnity

If a third party makes a claim against the Client or Ricardo (as the case may be “Recipient”) that any information, specification, data, or material (“Material”) furnished by either Ricardo or the Client (as the case may be “Provider”) in the performance of the Services and used by the Recipient infringes the third party’s intellectual property rights, the Provider will indemnify the Recipient against the claim if the Recipient

(i) notifies the Provider promptly in writing, not later than 30 days after the Recipient receives notice of the claim (or sooner if required by law); (ii) gives the Provider sole control of the defence and any settlement negotiations; and (iii) gives the Provider the information, authority, and assistance the Provider needs to defend against or settle the claim.

If the Provider believes or it is determined that any of the Material may have infringed a third party's intellectual property rights, the Provider may choose to either (i) modify the Material to be non-infringing, (ii) obtain a licence to allow for continued use of the Material, or (iii) if these alternatives are not commercially reasonable, the Provider may end the license for, and require return of the applicable Material and refund any fees the Recipient may have paid for it. If an infringement claim materially affects Ricardo's ability to meet its obligations under the Agreement, then Ricardo may, at its option, upon 30 days prior written notice, terminate the Agreement. Ricardo will not indemnify the Client if (i) The Client alters the Material or uses it outside the scope of this Agreement, if the infringement claim could have been avoided by using the unaltered version of the Material and/or (ii) to the extent that an infringement claim is based upon any information, specification, instruction, data, or material not furnished by Ricardo or the combination of Materials with any products or Services not provided by Ricardo. This clause provides the parties' exclusive remedy for any infringement claims or damages.

## 6. Confidentiality

By virtue of this Agreement, the parties may have access to information that is confidential to one another ("confidential information"). Both parties agree to disclose only information that is required for performance of obligations under this Agreement. Confidential information shall include the terms and pricing under this Agreement, and all information clearly identified as confidential or which otherwise can be reasonably considered to be confidential.

A party's confidential information shall not include information that: (i) is or becomes a part of the public domain through no act or omission of the other party; (ii) was in the other party's lawful possession prior to the disclosure and had not been obtained by the other party either directly or indirectly from the disclosing party; (iii) is lawfully disclosed to the other party by a third party without restriction on the disclosure; or (iv) is independently developed by the other party or (v) disclosed as required by any law or regulatory requirement.

Each party agrees to hold each other's confidential information in confidence for a period of seven (7) years from the date of disclosure. Each party agrees to disclose confidential information only to those employees or agents who are required to protect it against unauthorised disclosure. Nothing shall prevent either party from disclosing the terms or pricing submitted under this Agreement in any legal proceeding in connection with this Agreement or disclosing the information as required by law.

## 7. Termination

If either party breaches a material term of this Agreement and fails to correct the breach within 30 days of written specification of the breach, the other party may terminate the affected Services under the Agreement.

Either party may terminate the Agreement upon written notice to the other party in the event that:

- (i) a proposal is made for a voluntary arrangement of the other party or any other composition scheme or arrangement is made with its creditors or a shareholders' meeting is convened where a petition is presented for the purpose of considering a resolution that it be wound up or a resolution for its winding-up is passed (other than as part of, and exclusively for the purpose of, a bona fide reconstruction or amalgamation) or a receiver, administrative receiver or similar officer is appointed over the whole or any part of its business or assets, or a moratorium comes into force or it is or becomes insolvent;
  - (ii) the other party undergoes a change in control within the meaning of section 416 of the Income and Corporation Taxes Act 1988.
- Upon termination, the Client must pay, within 30 days, all charges and expenses which have accrued as well as all sums remaining unpaid for the Services received under this Agreement, plus related taxes and expenses. Provisions that survive termination or expiration include those relating to limitation of liability, infringement indemnity, payment, and others which by their nature are intended to survive.

## 8. Limitation of Liability

Nothing in this Agreement shall limit either party's liability for personal injury or death caused by its negligence, or its liability in the tort of deceit or breach of condition 20 (Anti-Bribery). Neither party shall be liable for any indirect, incidental, special, punitive, or consequential damages, or any loss of profits, revenue, data, or data use. Ricardo maximum liability for any damages arising out of or related to this Agreement or Client's order, whether in contract, tort, or otherwise, shall be limited to the greater of one hundred thousand pounds (£100,000) or the fees paid and payable under this Agreement. The parties each confirm that all the exclusions and limitations of liability set out in this clause are fair and reasonable having regard to all the relevant circumstances.

## 9. Publicity

If either party wishes to include any detailed results of the Services in any publicity it shall require the prior written consent of the other party. Ricardo shall have the right to make general references to the Services in press releases or promotional materials.

## 10. Force Majeure

Neither party shall be responsible for failure or delay of performance if caused by: an act of war, hostility, or sabotage; epidemic or pandemic; act of God; electrical, internet, or telecommunication outage that is not caused by the obligated party; government restrictions (including the denial or cancellation of any export or other license); or other event outside the reasonable control of the obligated party. Both parties will use reasonable efforts to mitigate the effect of a force majeure event. If such event continues for more than 90 days, either party may cancel unperformed Services upon written notice.

This section does not excuse either party's obligation to take reasonable steps to follow its normal disaster recovery procedures or the Client's obligation to pay for the Services provided.

## 11. Third Party Rights

Ricardo is an independent contractor and each party agrees that no partnership, joint venture, or agency relationship exists between the parties. Each party will be responsible for paying its own employees, including employment related taxes and insurance.

A person who is not a party to this Agreement has no rights under the Contract (Rights of Third Parties) Act of 1999 to enforce any term of this Agreement but this does not affect any right or remedy of a third party that exists or is available apart from that Act.

## 12. Assignment

The Client may not assign this Agreement or give or transfer any Services deliverables or an interest in them to another individual or entity.

## 13. Client's Responsibilities

The Client shall:

- (i) supply to Ricardo, at its own expense, all samples, equipment, materials and/or information ("Client's Property") required by Ricardo in order to carry out the Services under the Agreement;
- (ii) be responsible for ensuring that any Client Property supplied is accurate, in working order and free from defects of any kind and is supplied to Ricardo within sufficient time to enable Ricardo to provide the Services in accordance with this Agreement [as set out in the Proposal] and otherwise from time to time as requested by Ricardo;
- (iii) ensure that any Client's Property supplied to Ricardo for the performance of the Services complies with the requirements of UK Customs and Excise and any costs suffered or incurred by Ricardo resulting from any non-compliance shall be charged to and payable by the Client in addition to the charges;
- (iv) provide or procure the provision of technical support in respect of any Client's Property or components thereof from time to time as required in order to support the Services;
- (v) when requested, provide instructions and feedback in a timely manner;
- (vi) provide Ricardo's employees, contractors and such other personnel involved in performing the Services, as identified by Ricardo, with training in the Client's systems and equipment, including without limitation software, procedures, working methods and product introduction processes, as required for the satisfactory delivery of the Services. Such training will take place at Ricardo's or the Client's premises, as reasonably determined by Ricardo, at times agreed between the parties to meet the Services requirement and will be given in English. Any training materials and appropriate manuals will only be provided in English;
- (vii) ensure and be responsible for the health and safety of Ricardo's employees, contractors and personnel whilst on the Client's premises and whilst using any of the Client's systems or equipment, including without limitation Client's Property, and whether on or off the Client's premises; and
- (viii) notify Ricardo promptly of any risk, safety issues or incidents arising in respect of the Client's Property or in any processes or systems used at the Client's premises.

On completion of the Services, the Client's Property shall, unless otherwise agreed in writing, be retained by Ricardo for the period of two (2) months, during which time the Client may make arrangements for its collection. Should the Client not make such arrangements, Ricardo shall be entitled to dispose of the Client's Property at the Client's expense.

## 14. Delays, Access, and Safety

The Client acknowledges that Ricardo's ability to perform the Services, including to perform the Services within the charges stated in this Agreement, is dependent upon the Client's fulfilment of its obligations to ensure the timely provision of and access to office accommodation, facilities, equipment, assistance, cooperation, complete and accurate information and data (including Client Property) from the Client's officers, agents and employees and any other cooperation as reasonably required and as detailed in the Proposal (collectively, "Co-operation").

Ricardo shall not be responsible for any delay caused by:

- (i) the inadequacy, inaccuracy or the delay in provision of any Client Property or any other Co-operation;
- (ii) Ricardo being unable to access premises where Services are being undertaken, including because it cannot ensure the health and safety of Ricardo's employees, contractors and personnel whilst on the Client's premises and whilst using any of the Client's systems or equipment; or
- (iii) any other matter which is outside the reasonable control of Ricardo, in the event of such delay the Client shall agree with Ricardo to an extension to the timetable as may be reasonable in all the circumstances and Ricardo shall be entitled to charge the Client for any additional cost incurred due to the delay (including for the cost incurred due to a re-allocation of resources).

## 15. Change Control

Any request for any change in the Services must be in writing; the Client may at any time request, and Ricardo may at any time recommend, such change and propose an amendment to the Agreement. In respect of a change proposed by either party, Ricardo reserves the right to charge for the assessment it makes in reviewing the change request. Any such charges to be made by Ricardo will be agreed with the Client in advance. Costings for Services included in changes will be based on Ricardo's daily rates. Unless the Client and Ricardo otherwise agree in writing, there shall be no presumption that the obligations undertaken by either party in connection with the Agreement are in any way changes to Agreement until the relevant amendment has been executed in writing.

## 16. Non-Endorsement

Ricardo's findings will be based on the documentation and factual information made available to it during the Services and such findings or results shall be Ricardo's unbiased and independent assessment of the situation. As such, the findings contained within Ricardo's report(s), or any other information provided by Ricardo to the Client in the performance of this work, is not intended to be used by the Client as 'an endorsement' of any of the Client's products or for comparison with any third party's product

## 17. Export

Export laws and regulations of the United Kingdom and any other relevant local export laws and regulations apply to the Services deliverables. The Client agrees that such export control laws govern its use of the Services deliverables (including technical data) and agrees to comply with all export laws and regulations. The Client agrees that no data, information or materials resulting from Services (or direct product thereof) will be exported, directly or indirectly, in violation of these laws, or will be used for any purpose prohibited by these laws including, without limitation, nuclear, chemical, or biological weapons proliferation.

## 18. Clients Order

Unless specifically agreed otherwise in writing by the Client and Ricardo, the terms contained in any purchase order or any other form of contract document issued by the Client to Ricardo shall not apply in any way whatsoever to the performance of the Services except for the purposes of specifying the Client's contract reference number(s) and the Client's invoicing address(es).

#### **19. Modern Slavery**

Ricardo shall:

- (i) comply with the Modern Slavery Act 2015;
- (ii) not engage in any activity, practice or conduct that would constitute an offence under sections 1, 2 or 4 of the Modern Slavery Act 2015 if such activity, practice or conduct were carried out in the UK; and
- (iii) maintain in place throughout the term of this Agreement its own policies and procedures to ensure compliance with the Modern Slavery Act 2015."

#### **20. Anti-Bribery**

Ricardo and the Client shall:

- (i) comply with all applicable laws, statutes, regulations, and codes relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010 ("Relevant Requirements");
- (ii) not engage in any activity, practice or conduct which would constitute an offence under sections 1, 2 & 6 of the Bribery Act 2010 if such activity, practice or conduct had been carried out in the UK; and
- (iii) maintain in place throughout the term of this Agreement its own policies and procedures, including but not limited to adequate procedures under the Bribery Act 2010, to ensure compliance with the Relevant Requirements, and will enforce them where appropriate.

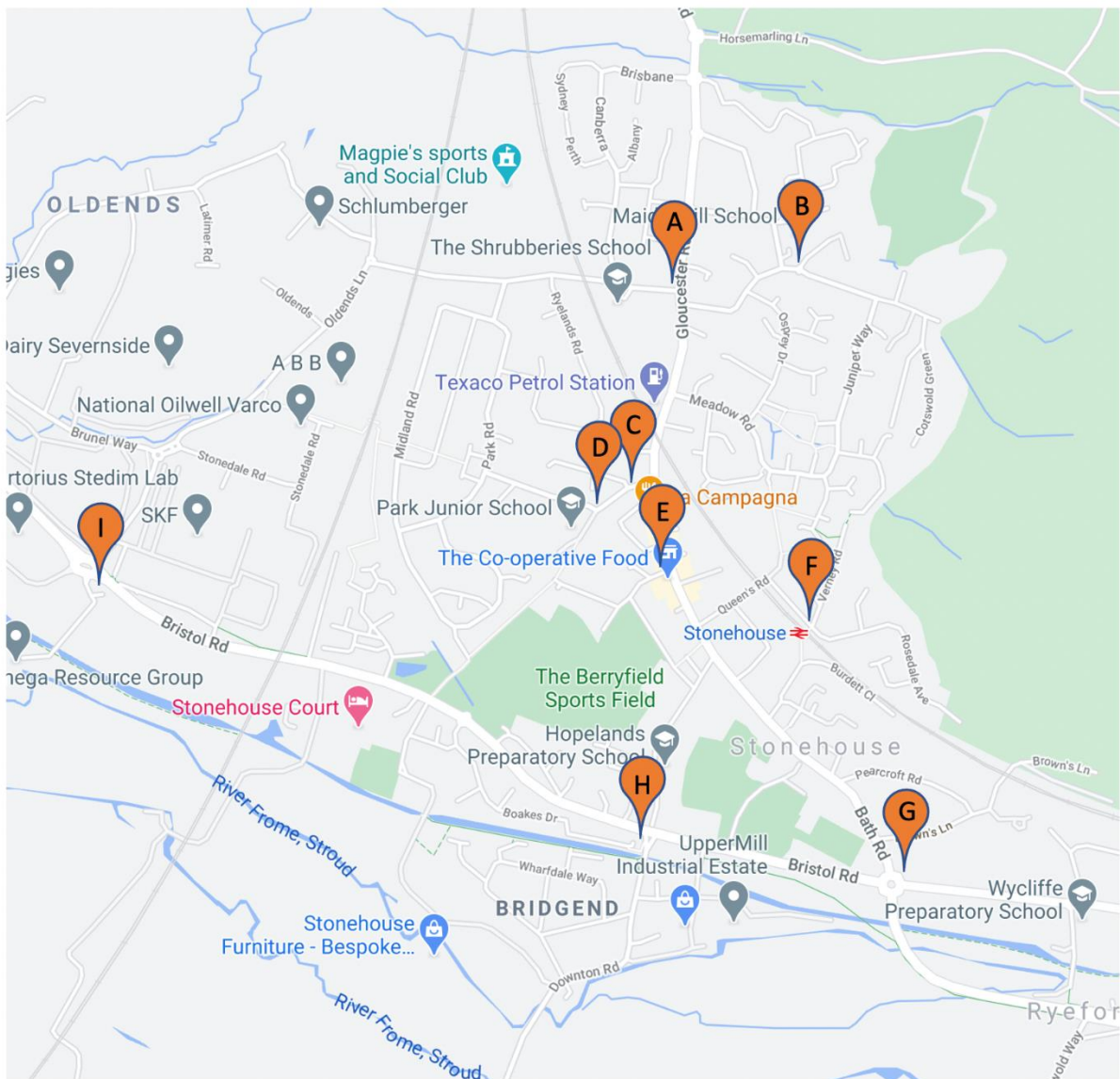
#### **21. Entire Agreement**

On acceptance of the above referenced Ricardo Proposal, the Client agrees that this Agreement and the information which is incorporated into this Agreement by written reference is the complete Agreement for the Services ordered by the Client and that this Agreement supersedes all prior or contemporaneous agreements or representations, written or oral, regarding such Services. Nothing in this Agreement excludes or limits either party's liability for deceit or fraudulent misrepresentation. If any term of this Agreement is found to be invalid or unenforceable, the remaining provisions will remain effective. It is expressly agreed that the terms of this Agreement shall supersede the terms in any purchase order or other non-Ricardo document and no terms included in any such purchase order or other non-Ricardo document shall apply to the Services. This Agreement may not be modified, and the rights and restrictions may not be altered or waived except in writing signed by authorised representatives of the Client and Ricardo. Any notice required under this agreement shall be provided to the other party in writing. Address for notices to Ricardo, Gemini Building, Fermi Avenue, Harwell, Didcot, Oxfordshire, OX11 0QR, Attention: Commercial Manager.

## Air Quality Monitoring

Figure 1. Diffusion tube locations for monitoring

- A- Oldends lane/ Gloucester Rd Junction (Congestion hotspot)
- B- Gate outside Maiden Hill School (Pedestrian and domestic exposure to school run traffic/idling)
- C- Point 1 Elm Road (Pedestrian exposure to school run traffic and idling)
- D- Point 2 Elm Road (Pedestrian exposure to school run traffic and idling)
- E- High Street
- F- Train Station - Upper Queens Road (Car idling)
- G- Horse trough roundabout (Congestion hotspot)
- H- Downton Road Junction (Congestion hotspot)
- I- Sartorius Roundabout (Congestion hotspot)





**STONEHOUSE**  
**TOWN COUNCIL**

**STONEHOUSE TOWN COUNCIL AGREEMENT**  
**TOWN GREEN USE**

This AGREEMENT is between:

STONEHOUSE TOWN COUNCIL

and

Stallholder/s – Name: .....

for the purpose of agreeing the Terms and Conditions relating to the use of Stonehouse Town Greens for the specific purpose of selling .....

1. Pitch Hire Charge per day - £5.00

Note: Pitch hire charges will be in line with the Stonehouse Town Council Scale of Charges 1<sup>st</sup> April 2022 as varied by Council Resolution dated 15<sup>th</sup> May TC3063

Note: The initial Agreement will be for a period of 6 months after which an annual agreement will be formalised. The agreement review period will be between 6 months and 12 months.

2. Definitions:
  - a. Market Day: **Saturday**
  - b. Start and finish times: 10am – 2.30pm
  - c. Position: To be agreed prior to trading commencement
  - d. This agreement is not intended to create a landlord and tenant relationship between the two parties and should not be considered as assignable to a third party.
  - e. Market stalls will not be provided by Stonehouse Town Council. Stallholders are allowed two tables or one large stall.
3. An additional one hour can be added to the start and finish times to allow erection and dismantling, and for stall holders to unload and load their goods.
4. Suspended Access to Town Green:

Restricted availability will occur on some dates during the year due to events facilitated by Stonehouse Town Council occurring on a market day (Saturday).

A minimum notice period of two weeks will be provided by Stonehouse Town Council. Where deemed appropriate by Stonehouse Town Council the Stall Holder may be invited to participate in the event or be repositioned within the Town Green area.

Restricted access may occur should damage to the grass necessitate a recovery period of more than one week. A minimum notice period of one week will be provided by Stonehouse Town Council.

5. Ground protection including ground recovery period:

All stalls on the Town Green shall have grass protectors and shall be positioned so that customers are standing on the pavement or hard standing (tarmac). Damage to the tarmac must be avoided.

Consideration should be given to re-locating stalls periodically to allow the grass to recover. Depending on prevailing weather and ground conditions the stallholder will follow more specific instructions from Stonehouse Town Council.

After removing the stall/s, the surrounding area should be left in a clean and tidy condition. All Stallholder equipment and any unused items should be removed.

6. Public Liability Insurance:

The Stallholder will hold Public Liability (£5 million) and any other insurance policies required. Copies of all insurance policies are to be provided to Stonehouse Town Council.

7. Essential Documents:

The Stallholder will provide a risk assessment and any other necessary documents to support the presence of the stall on site.

8. Neither party shall have any liability to the other party for a claim of loss of income or profit.

9. Termination of Agreement:

The agreement can be terminated with a minimum notice period of one week by either party.

Signed on behalf of Stonehouse Town Council .....

Signed on behalf of the Stallholder.....

Date of Agreement



**STONEHOUSE**  
**TOWN COUNCIL**

**STONEHOUSE TOWN COUNCIL AGREEMENT**  
**TOWN GREEN USE**

This AGREEMENT is between: **STONEHOUSE TOWN COUNCIL**

and

**Stallholder's Name:** .....

for the purpose of agreeing the Terms and Conditions relating to the use of Stonehouse

Town Greens for the specific purpose of selling: .....

**1. Charges:**

Pitch hire charge per day - £5.00. Pitch hire charges will be in line with Stonehouse Town Council's (STC) Scale of Charges - 1<sup>st</sup> April 2022 - as varied by Council Resolution from time to time.

The initial Agreement will be for a period of 12 months. The Council reserves the right to modify the Agreement at any time.

**2. Arrangements for Payment of Pitch Fees:**

On the last day of the month, the stallholder must email STC detailing intended trading dates for the following month. If, nearer the time the stallholder cannot trade on one of these dates, they must let STC know as soon as possible. At the beginning of each subsequent month – and no later than the 5<sup>th</sup> – the stallholder shall confirm by email which dates they did trade and pay all necessary pitch fees by bank transfer to STC.

**3. General Conditions:**

- a. Market Day: Saturday
- b. Start and finish times: 10am – 2.30pm. Stall to remain on site between these times unless the stallholder is able to dismantle safely and vacate site on foot.
- c. An additional 1½ hours may be added to the start and finish times to allow stall erection and dismantling, and for stall holders to unload and load their goods. Cars/vans must be removed from site by 10am. After dismantling, the surrounding

area must be left in a clean and tidy condition. All Stallholder equipment and any unused items to be removed.

- d. Layout of stalls to be agreed prior to trading commencement on a first come first served basis. Stalls to be restricted to tarmac area.
- e. STC shall only accept traders to complement existing retail activity in the town.
- f. This agreement is not intended to create a landlord and tenant relationship between the two parties and is not assignable to a third party.
- g. Stallholders must provide their own stalls (not to exceed 3m x 3m).
- h. Traders may only sell the articles listed in this agreement. An STC representative may request that a trader remove an item or items from sale forthwith without notice or reason.
- i. All persons left in sole charge of a stall must be aged 18 years or over.

**4. Suspended Access:**

The market may be suspended for a period during the winter. Restricted availability may occur during the year due to events facilitated by STC occurring on market day (Saturday). A minimum notice period of two weeks will be provided by STC. Where deemed appropriate by STC, the Stallholder may be invited to participate in the event or be repositioned within the Town Green area.

**5. Public Liability Insurance:**

The Stallholder will hold Public Liability Insurance (minimum £5 million), and any other insurance policies required. Neither party shall have any liability to the other party for a claim of loss of income or profit.

**6. Essential Documents:**

The Stallholder will provide a risk assessment, Public Liability Insurance, a food hygiene certificate (if appropriate) and any other documents as deemed necessary by STC.

**7. Termination of Agreement:**

The agreement can be terminated with a minimum notice period of one week by either party.

Signed on behalf of Stonehouse Town Council: .....

Signed on behalf of the Stallholder: .....

Date of Agreement: .....



- c) Develop detailed specification and drawings for above ground finishings to include, paving, kerbing and transition details

**Budget Cost - £8,000.00**

- It is anticipated that the provision of the engineering specification will form part of the overall project and be submitted along with the tender for the whole of the works.
- The scoping document identified three companies and their quotations, ranging between **£62,000** and **£83,000** all excluding VAT. It should be noted that the quotations are out of validity and new quotations will be sought.
- It was proposed and agreed that Contractors who specialise in providing a complete package for electric charging schemes be invited to visit the site and advise on the best way to proceed. A meeting has been arranged with Plug Charging Ltd. on the 19<sup>th</sup> of March. It is anticipated that six companies will be invited to tender for this project at a future date.
- Conversations with the Planning Authority have confirmed that planning approval will not be necessary for the infrastructure and permeable resurfacing works.
- Please refer to: Schedule 2 of the Town and Country Planning Act 2015. Part 12- Class A(c) refers: Charging points and any associated infrastructure are classed as permitted development.

## **5. Present and future use of the Pavilion**

- a) A major part of the Pavilion is used by the Stonehouse Football Club throughout the football season, August to May.
- b) The anticipated annual cost of running the Pavilion is £13,000 with the electricity bill contributing £6,000 to the overall costs.
- c) Income generated from the use of the Pavilion is estimated at £3,000. This forms a part of the charges paid by the Football Club for pitch hire within the Oldends recreation ground.
- d) Expenditure to date (2025/2026) with one month's costs still to be added is £15,105.00
- e) Several ideas for the future use of the Pavilion were put forward by the Directors of the Football Club and included:
  - i) Leasing the whole of the Pavilion in exchange for the freehold of the football ground.
  - ii) Agreeing to a lease extension for the Workshop building which would necessitate the re-location of the workshop equipment and Council staff to the unused portion of the Pavilion.
  - iii) The workshop site would be reconfigured by the Football Club to allow compliance with the Football Association Rules.

- Gary Wetson advised the meeting that quotations had been sought from three Solar Panel companies with returned prices ranging between £12,000 and £27,000. It should be noted that each company submitted prices based on different specifications. A subsequent quotation was sought from a local specialist company Fit Solar Ltd. asking for a detailed specification including a battery storage and inverter transfer.  
It is hoped that an engineer can attend our next meeting and answer any questions members of the Working Group may have.
- It is hoped together with available space on existing electrical distribution boards up to five 7 kWh charging points could be installed adjacent to the pavilion.
- It was suggested that monitoring equipment be fitted to specific Pavilion electrical circuits to establish exact usage and thereby the actual costs.
- It was suggested that [REDACTED] be asked to act as an independent advisor on the suitability of any proposed Solar Panel design. Whilst employed by Severn Wye Ltd. Paul submitted a report to Council on the environmental sustainability of the Pavilion.
- Gary Wetson will continue to seek advice and quotations on the provision of a ground source heat pump system for the Pavilion.

#### **6. List of Actions to be considered at the next meeting:**

- Produce recommendation to Business Committee for proceeding with a request from experienced contractors for a price to install electric charging point infrastructure prior to the resurfacing and landscaping of the car park. Note: All three elements to be included in the same tender i.e. infrastructure, resurfacing and landscaping.
- Decide if a set of independently produced drawings of the site are needed prior to tenders being sought.
- Discuss the future presence of the Army Cadet Building on the site including options for relocation.
- Discuss Football plans for converting the Council Workshop.
- Discuss all future proposals for the use of the Pavilion.
- Date of the next meeting to be advised.