



To Members of the Town Council

You are hereby summoned to attend a Town Council Meeting to be held on Monday 16th March 2026 at 7.00pm at the Town Hall, 1 Queens Road, Stonehouse

Council Members:

Councillors: John Callinan, Keren Capeling (Vice Chair), Keith Creighton, Debbie Curtis, Marcus Dixon, David Drew, Stephen Hunter, Carol Kambites, Simon MacGregor, John Parker (Chair), Val Randell, Keith Terry, Carol Trim and Theresa Watt

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

Carlos Novoth
Town Clerk
9th March 2026

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

A G E N D A

- TC3572 To receive apologies
- TC3573 To receive declarations of interest
- TC3574 To approve the minutes of the Town Council meeting of 16th February '26
- TC3575 To note Matters Arising
- TC3576 To receive reports from Chair of Town Council and town councillors
- TC3577 To receive reports from County and District Councillors
- TC3578 To receive RFO's budget report and bank reconciliations for February '26
- TC3579 To :
- approve the latest BACS payment list and
 - retrospectively approve Debit Card payments and
 - to note Standing order and Direct Debit payments
- TC3580 To receive the latest position on changes to the Stagholt playing field covenant

- TC3581 To receive draft minutes of Business Committee meeting of 2nd March '26 and approve the following recommendations:
- B/982 To approve Business Committee's recommendation to enter into a new three year agreement from 3rd 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 Business Committee's recommendations to adopt the following the reviewed council key documents and policies
 - Transparency Code Information
 - Freedom of Information Publication Scheme
 - Data Protection Policy
 - Communications and Engagement Policy - 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'.
 - IT policy (New Policy)
 - B/984 To approve Business Committee's recommendations in relation to the new leases with Stonehouse Town Football Club and Magpies Social Club:
 - To cease further negotiations with both organisations on the new leases
 - To approve the new leases in their current form
- TC3582 To receive draft minutes of Environment Committee meeting of 9th March '26 and approve the following recommendations:
- E/1029 To recommend to Full Council the redesign and relocation of the Kingfisher to the Ship Inn Community Space, with the work to be undertaken by Stonehouse in Bloom volunteers at a cost of no more that £120.
 - E/1030 To recommend to Full Council that a Task and Finish Working Group be set up to identify locations for signage to link the station, canal, Cotswold Way, and the Town Centre, and establish a suitable design and source costings.
 - E/1032 To comment on Planning Application S.26/0180/FUL Stonehouse Community Centre, Stonehouse S.26/0180/FUL Click [here](#).
- TC3583 To note the date of the next town council meeting Monday 20th April '26

Notes on Agenda items, Full Town Council Monday 16th February '26

TC3574 - Minutes	See attached minutes
TC3575 – Matters arising	To be reported verbally at the meeting
TC3577– District/County reports	A report has been provided by the Ward Cllr Carol Kambites
TC3578 – Budget & Reconciliation	See attached budget to date and Bank Reconciliation for February '26
TC3579 – Payment list	See attached payment lists for BACS payments and Debit Card payments for approval. Please also see attached report for Direct Debit and Standing Order payments to note
TC3580 – Stagholt	See attached Deed of Variation
TC3581 – Business Committee	See attached draft minutes and attached revised and new policies – new leases can be found through link to Business Support papers – see email Business Committee recommendations included in the meeting's agenda
TC3582 – Environment Committee	See attached draft minutes Environment Committee recommendations included in the meeting's agenda Note! Link to planning application for Stonehouse Community Centre incorporated within agenda



**Minutes of a meeting of the Town Council
held Monday 16th February 2026 at the Town Hall**

Present:

Councillors: Councillors: John Callinan, Debbie Curtis, Marcus Dixon, David Drew, Carol Kambites, Simon MacGregor, John Parker (Chair of Council), Val Randell, Keith Terry, Carol Trim and Theresa Watt

In Attendance: Carlos Novoth - Town Clerk and a Representative of the Cotswold Canal Trust (CCT), a member of the public and County Councillor Dean Botterill.

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

Public Questions

A member of the public raised the following issues:

Dog fouling along the footpath at Meadow Park Playing Field and the High street - in his opinion this was becoming an increasing problem and that in tackling the problem it would be helpful to have the occasional presence of the Dog warden on site. The Clerk stated that the dog warden's presence had been requested in the past and that there had been a good level of interaction with dog walkers. The town council will monitor the situation going forwards

The Lime Trees by the Memorial Green either needed to be pollarded or removing; the sap from the trees was inhibiting the use of the benches on Memorial Green by the general public. The Chair of Council stated that he was in ongoing discussions with Glos County Council on the matter. The Chair thanked the member of the public for his input.

A representative of the Cotswold Canals Trust (CCT) attended the meeting to provide an update and overview of the development of the canal to date and to highlight some of the issues being considered by a working group consisting of Cotswold Canals Trust, Stroud Valleys Canal Company, Stroud District Council Officers and Members along with the Clerk of the Town Council. Currently volunteers referred to as 'lengths persons' are dealing with daily issues along the canal towpath and the wider infrastructure along the canal corridor, mainly in the Stroud and Stonehouse sections - they include the presence of dog faeces, damage to CCT's machinery, cyclists on occasions paying little mind to pedestrians, graffiti on bridges and underpasses and dogs not kept on leads resulting in pedestrians especially older people feeling concerned and anxious whilst walking. He highlighted the need to engage all towns and parishes bordering the canal to encourage them to take an active role in ensuring the canal is developed into an open space that can be enjoyed by all; he mentioned

that this was ever more important in light of discussions around the Local Government Review.

Councillors accentuated the importance to fully engage with all relevant town and parish councils as there was much they could do to support the efforts of the canal trust, a key element of which is to apply pressure on SDC to take more direct action on anti-social behaviour. Councillors asked about signage along the canal and in particular highlighting the need to direct canal users to Stonehouse from other major points such as Stroud and Saul Jct.

The main point of contact for the canal trust is Chris Mitford Slade. Progress can also be driven through the town council's Mayor, John Parker as he is currently on the canal Board.

Cllr Theresa Watt raised the issue that signage is needed along the canal and key canal points to direct visitors to Stonehouse.

The Chair thanked the representative for his update.

TC3559 To receive apologies

Apologies were received from Cllrs Keren Capeling, Keith Crieghton and Stephen Hunter

TC3560 To receive declarations of interest

As a safeguard, a declaration of interest was raised by Cllr Marcus Dixon in relation to agenda item TC3570 as he was leading the council's working group in the development of the Ship Inn site. Whilst the Clerk stated that this was not necessary, it was agreed that the Clerk would write to the District Council's Monitoring Officer to confirm the situation for future reference.

TC3561 To approve the minutes of the Town Council meeting of 19th Jan '26

Council **APPROVED** the minutes as a true and accurate record of the meeting subject to clarification on the minor confusion created by referencing both GALC (Glos Association of Local Councils) and GAPTC (Glos Association of Town and Parish Councils) - the Clerk stated that both acronyms refer to the same organisation - the minutes would be amended.

TC3562 To note and officially welcome the newly elected Member to the town council

The Chair welcomed David Drew to the town council - Councillor David Drew thanked the Chair and stated that it had been a shame that he was filling a space unfortunately left by his predecessor Neil Gibbs as he had been an important part of the council in improving the town

TC3563 To note Matters Arising

The Chair thanked Officers for the new format of the support papers. Council **NOTED** the Clerk's update

TC3564 To receive reports from Chair of Town Council and town councillors

Cllr John Callinan mentioned his huge disappointment at the last minute adjournment of the case scheduled to be heard by the Magistrates court re the removal of the dismantled caravan and associated debris littering

Verney Fields being adjourned at the last minute; he felt aggrieved for the many people involved in the case including those giving evidence, representatives of various blue light services and others who had given up their time to play a key role in the hearing. A new date for the case to be heard was set for 13th April '26; there is suspicion that the minimal action taken by the owners of Verney Fields to rectify the problem may cause the key tests for establishing the need to bring the case to court to fail.

Councillor Carol Kambites stated that she and several town councillors attended the consultation event held at the Douglas Morely Hall to discuss the design of the planned new care home at Elm road Both Councillor Carol Kambites and Theresa Watt recently received very good GDPR training organised by Stroud District Council. They recommended that others also attend the next session Councillor Simon MacGregor provided an update on the highways issue at Avenue Terrace stating that GCC have assessed the safety of the pedestrian crossing and are in the process of establishing an action plan to deal with the key safety issues.

TC3565 To receive reports from County and District Councillors

County councillor Dean Botterill had provided the meeting with a written update.

Councillor John Callinan thanked County Councillor for his report; he understood that Glos County Council (GCC) had identified a wish to provide a level of support for youth work around the county having removed itself from funding youth activities at a local level back in 2011 resulting in Stonehouse Town Council having to fund youth work in Stonehouse at a high cost. County Councillor Dean Botterill understood that GCC are looking to support youth work - some grass roots funding will be made available for the use for The Door's work.

Councillor Botterill updated the meeting on other work within the community commenting there were very few potholes in High street; local roads had been inspected roadworks including the recent works to the A419 stating that the standard of repair was not acceptable and that he would take this matter up with Highways. Councillor Botterill also met with town councillor Marcus Dixon re Ship Inn site - he stated that the project meets criteria for GCCs grass root funding and that any shortfalls in the fund's spending can be directed to Ship Inn site Councillor Botterill thanked town councillor Simon MacGregor for his correspondence re the Avenue crossing - he will be contacting GCC officers on this. Cllr Simon MacGregor mentioned that state of disrepair to roads with specific reference to the High Street immediately outside the Fig Tree and other areas and that Bath road needed resurfacing Ward Councillor Carol Kambites provided the meeting with a written update and also commented Stroud District Council had now reported on all Town and Parish precept amounts.

TC3566 To receive RFO's budget report and bank reconciliations for Jan '26

Council **NOTED** the budget report detailing total 'Actual Net' Income of £445,848.49; Total 'Actual Net' Expenditure of £433,512.04 and Reserve movements of £52,709.32.

Council also **NOTED** the Bank Reconciliation for January '26 with a closing balance of £59,286.69.

TC3567 To approve the latest payment lists

It was noted that transaction 4840 on the payment list showed zero amount; the Clerk stated this was in error. Council **APPROVED** the latest BACS payment list totalling £5884.25.

Council **RETROSPECTIVELY APPROVED** Debit Card payments totalling £0.50

Council **NOTED** Direct Debit Payments and Standing Orders for the past month totalling £4,642.16 and £10,875.36 respectively

The Chair asked that future payment agenda items detail the various payment lists.

TC3568 To approve the renewal of the council's current 3 year financial software supplier and support contract with 'Edge IT Systems' to take effect from financial year 2026

Discussion took place based on the information provided by the clerk in his support papers. A cllr stated that it would make sense to remain with the current software provider even though it was a little more expensive as staff were fully au fait and doing so would create the least amount of disruption.

Council **APPROVED** the renewal of the 3 year financial software supplier and support contract with 'EDGE IT Systems' at an annual cost of £1,282.90 plus vat (£3,848.70 plus vat over three years)

TC3569 To receive draft minutes of Business Committee meeting of 2nd Feb '26 and approve the following recommendations:

Council received and **NOTED** the draft minutes

1. B/970 To approve the town council's new 'Sickness Absence Management' policy

The final draft of the document presented to full council had been considered and recommended by Officers, HR Sub Committee and Business for approval by full town council. It was acknowledged that the council did not have a sickness policy and as a result, the council's HR advisors recommended it should

Council **APPROVED** the 'Sickness Absence and Management' Policy

2. B/968 To approve the award of a new rolling 12 month contract to website hosting and design company, 'Aubergine' for:

- a. the website Migration, Hosting and Support (incl training) for year one, commencing with immediate effect, at a cost of £999 plus vat and

- b. the website Hosting and Support (incl Training) at a cost of £399 plus vat for subsequent years

Members understood the need for the change as it directly related to Assertion 10 requirement of the Annual Governance and Accountability Return for 2025/26. Assertion 10 related to the need to ensure up to date data and digital compliance. Compliance with the standard required a redesign of the council's website and host.

Council **APPROVED** the Award of a new rolling 12 month contract to website hosting and design company, 'Aubergine' at a cost of £999 plus vat for the first year and £399 plus vat for each subsequent year.

TC3570 To receive draft minutes of Environment Committee meeting of 9th Feb '26 and approve the following recommendations:
Council received and **NOTED** the draft minutes

1. **E/1013** To delete the following Earmarked Reserve headings
- a. Replacement Vehicle
 - b. Mowers and Equipment
 - c. Underwrite Rev Budget
 - d. Laburnum Recreation Field Trees and Wildflower Seed Memorial Fund
 - e. GCC Build Back Better Fund
 - f. Welcome Back Funding
 - g. Major Projects Support
 - h. Kings Coronation

The earmarked reserves identified above relate to headings that are no longer used.

Council **APPROVED** the deletion of the above unused Earmarked Reserves from the council's list of Reserves

And:

- i. to move the remaining reserve held for the Canal Spring Festival to the General Fund

Council **APPROVED** the movement of earmarked reserve of £2,000 from the Canal Spring Festival to the General Fund

2. **E/1015** To **RESOLVE** to make an application to Stroud District Council for a Certificate of Lawfulness for the building design/site plans, proposed for the Ship Inn Community Space Council recognised the need to secure the certificate of lawfulness in order to ensure that the town council's plans could be progressed without delay and interruption. The certificate would allow the council to implement its current plans within its permitted development rights for the site. There was concern about the potential costs of securing the certificate through Stroud District Council's planning department and so an

amendment to the substantive motion was put forward and seconded that approval be given subject to the cost of doing so did not exceed £400

Council **RESOLVED** to make an application to Stroud District Council for a certificate of lawfulness for the building design/site plans, proposed for the Ship Inn Community Space providing the cost of doing so did not exceed £400

3. **E/1014** To approve the reserve allocation of £20,000 to the Ship Inn Community Space project to cover the anticipated funding shortfall anticipated over the next three years should Stroud District Council formally transfer the land to Stonehouse Town Council: Year 1 - £5000, Year 2 - £7,500, Year 3 - £7,500

It was proposed that the agenda item did not wholly reflect the decision at Environment committee's meeting on 9th February. The draft minutes of the meeting of the 9th incorrectly stated that a reserve allocation was on condition of the land being transferred to the town council and whilst there was discussion on this matter, a proposal was put forward to base the reserve allocation solely on securing a *Certificate of Lawfulness from Stroud District Council*'. The proposal was seconded. It was therefore agreed that the full recommendation would read as follows:

Full Council approve the reserve allocation £20,000 to the Ship Inn Community Space project to cover the anticipated funding shortfall anticipated over the next three years: Year 1 (April 2026)- £5000, Year 2 - £7,500, Year 3 - £7,500, on condition that the Certificate of Lawfulness for the building design and site plans Ship Inn Community Space has been obtained from Stroud District Council planning department.

Details of the reasoning behind the need for a Certificate of Lawfulness were given, as detailed above and that ownership of the land need not be a condition of the reserve allocation as it would only be needed if the transfer took place. It was also noted that the reserve allocation would only be needed if the land was transferred to the town council.

Council **APPROVED** the revised recommendation as follows:

Full Council approve the reserve allocation £20,000 to the Ship Inn Community Space project to cover the anticipated funding shortfall anticipated over the next three years: Year 1 (April 2026)- £5000, Year 2 - £7,500, Year 3 - £7,500, on condition that the Certificate of Lawfulness for the building design and site plans Ship Inn Community Space has been obtained from Stroud District Council planning department.

TC3571 **To note the date of the next town council meeting 16th March '26**
Council **NOTED** the date of the next meeting

DRAFT

SDC Councillor's Report to Stonehouse Town Council - March 2026

Council meetings

Link to meeting agenda and documents in the committee title.

[Full Council - 19th February 2026](#)

Annual budget meeting, to agree the final SDC budget and also the council tax for 2026/27. Council tax comprises four elements - to pay for the county council, district council, Gloucestershire police, and the parish or town council services. Council tax rates vary from parish to parish, depending on the parish precept. The final council tax figures for Stroud district parishes can be found [here](#).

This budget will increase council tax by 2.99% (£7.27pa) to £250.35 at Band D, an increase of under 14p per week for the services provided by Stroud District Council.

The budget identifies funding for priority initiatives as well as support or ongoing services, and includes a commitment of £1.3million to community services, health and well-being and community safety initiatives.

Social and affordable rents for council houses will increase by 4.8% in line with national rent guidance limits. The Council will be investing a further £9.9million in new council homes for next year. Nationally, Stroud District is in the top 30 council house builders in the country, building more council homes than Manchester.

It was noted that the final local government financial settlement from the Government, announced only a few days before the budget was finalised, will mean reduced funding for the following two financial years from 2027.

Documents approved were:

- The General Fund Budget, Capital Programme and Medium Term Financial Plan.
- The Council's Treasury Management & Investment Strategies for 2026/27.
- The Council Tax Support Scheme for 2026/27 - providing up to 100% support for vulnerable residents (currently over 5,000 households in the district benefit from this scheme).

The **Council Plan** which sets out the priorities for the Council, has undergone an annual review, and the updated version for 2025-2029 was approved ([link](#)).

The **Council Constitution** was updated to reflect some minor changes and councillors voted to change the rules for council meetings, to bring them in line with committee meetings, meaning that councillors will no longer be required to stand when they speak in the meeting.

Council agreed to support a national [letter](#) about **proposed planning reforms** to the Secretary of State, asking the Government to remove the proposed restriction which would prevent councils in their Local Plan from requiring developers to build new homes to net zero operational standards, higher than the national minimum standard.

The **Civic Timetable** setting all the dates for council and committee meetings in 2026/27 was approved ([link](#)). Meetings of the Development Control Committee which deals with planning applications, will henceforth be scheduled more frequently, on a monthly cycle.

- [Video recording](#)

Environment Committee - 26th February 2026

Contaminated Land Inspection Strategy approved. SDC must survey and locate any potentially contaminated land then produce a strategy that explains how it will identify and assess those sites, carry out inspections, and secure remediation when required. To date, it is estimated that 450 of the 1746 sites currently identified have been investigated remediated or deemed suitable for use. The updated strategy details the complete procedure from detection through assessment to clean-up.

Climate & Nature Decision Tool. A new tool was approved that will provide summary information about the impacts of any decision on aspects of climate, nature and the environment to inform significant decisions taken by the Council and its officers

Member Reports included:

Climate Leadership Gloucestershire. Selected three of five grant applications (total £80k) for climate projects in Cheltenham and Tewkesbury and funding for the Gloucestershire Nature & Climate Fund. Work was noted on the climate impact and adaptation aspects of the new GCC Spatial Development Plan. The group also endorsed the letter opposing limits on local authorities setting net-zero standards for new buildings and referenced recent briefing notes by the group on Warm Homes and the National Planning Policy Framework consultation.

Gloucestershire Resource & Waste Partnership This group takes a collaborative approach across district & county councils to share best practice, trial a range of initiatives & work towards more unified waste arrangements in preparation for unitarisation, retaining local specialisms where these are beneficial.

- Communications will be focused on two recycling priorities to support the new 'Simpler Recycling' arrangements: food-waste and flexible plastics, leveraging national campaigns.
- Reported steady reductions in household waste with just over half of waste now recycled, and this recycling rate is above the national average. Aim to further increase recycling, driven by carbon-metric targets and upcoming incineration taxes.
- Explored improvements such as smaller bins, less-frequent collections, and differentiated regimes for flats, with benchmarking against top-performing regions like Wales (an exemplar through consistency & Govt. investment).
- Piloting a "Fast Food litter" app (for rollout in spring), proposal for the voluntary code of practice for food-on-the-go to be mandatory, and a fuel-station plastic glove-removal trial by Tesco was successful and councils will request that it is rolled out nationally.

Lower Severn Internal Drainage Board

- Secured an additional £2m loan from the Public Works Loan Board for pump projects amid rising construction costs.
- Highlighted ongoing works: 2,750 home residential development at Berkeley, land-owner enforcement at Tockington and drainage maintenance at Lydney.
- Noted funding pressures after the Environment Agency ends its flood-defence maintenance program and rising electricity costs for pump operations.

- Raised concerns with Ofgem over the volatility of electricity bills for drainage boards, emphasising limited progress from those discussions.

Minchinhampton & Rodborough Commons Advisory Committee

- Completed a visitor-journey audit of Rodborough Common (late 2025); identified need for dog-walker signage and cohesive visitor messaging.
 - Faced reduced National Trust funding, prompting greater reliance on volunteers and staff-led maintenance.
 - Launched a grazing-recruitment drive to replace retiring grazers and sustain ecological management.
 - Scheduled a public talk, 7pm 18 March 2026 at Rodborough Community Hall, by Prof. Chris Short on environmental governance.
 - Marking Day 2006 celebration on 16 May 2026 details to follow.
- [Video recording](#)

Forthcoming Meetings

[Development Control Committee, Tuesday 10th March](#)

To consider applications in Stancombe and Whitminster and an enforcement case in Amberley

[Housing Committee, Tuesday 17th March](#)

Other news

Council reorganisation - Residents are encouraged to [share their views](#) about the three proposals to reorganise the district councils and county council in Gloucestershire before a Government consultation closes on 26 March.

For info - A majority of Stroud District Councillors voted to support a single unitary council for Gloucestershire. This is due to the disadvantages that would arise, for residents in Stroud district, if the county is split into two unitary councils for the East and West, and due to the extra cost, complexity and duplication that dividing county council services would cause.

Crowdfunding Stroud District Council invites community groups to [explore crowdfunding support](#) with free workshops. There will be two free online workshops in early March to get ready for the Spring 2026 funding window on [Wednesday 4 March, 12–1pm](#) and [Thursday 5 March, 6–7pm](#) Project creators will need to have their crowdfunding page live on the Stroud Funding platform by 6 May 2026.

[Canal clean-up](#) restores pride in Stroud's waterways. SDC has been carrying out a targeted clean-up operation along sections of the Stroudwater Navigation to remove graffiti and repaint areas where marks cannot be safely cleaned away. This work is helping to improve the look and feel of the area and is partly funded by the Office of the Police and Crime Commissioner (OPCC) for Gloucestershire. To report graffiti or damage in our district, please visit www.stroud.gov.uk/report-it

Financial Budget Comparison

Comparison between 01/04/25 and 09/03/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2025/2026	Reserve Movements	Actual Net	Balance	Bal %age remaining
INCOME						
Town Business Committee						
100	Precept	£410,143.00	£0.00	£410,133.00	£-10.00	0.00%
105	Newsletter Advertising	£100.00	£0.00	£0.00	£-100.00	-100.00%
120	Feed-in Tariff from Town Hall	£800.00	£0.00	£883.46	£83.46	10.43%
125	Stonehouse Town FC lease	£600.00	£0.00	£1,160.00	£560.00	93.33%
126	STFC Water Recharge	£200.00	£0.00	£0.00	£-200.00	-100.00%
127	STFC Electric Recharge	£2,000.00	£0.00	£2,018.02	£18.02	0.90%
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	£12,565.76	£-8,434.24	-40.16%

Financial Budget Comparison

Comparison between 01/04/25 and 09/03/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2025/2026	Reserve Movements	Actual Net	Balance	Bal %age remaining
179	Town Hall/Library Recharges	£3,000.00	£0.00	£3,488.69	£488.69	16.29%
Total Town Business Committee		£458,480.00	£0.00	£447,910.30	-£10,569.70	-2.31%
Town Environment Committee						
200	Stonehouse in Bloom	£0.00	£0.00	£0.00	£0.00	0.00%
205	Event Income/Donations					
205/1	Events	£1,200.00	£0.00	£1,335.00	£135.00	11.25%
205/2	Donations	£0.00	£0.00	£49.20	£49.20	0.00%
205/3	Markets	£0.00	£0.00	£755.00	£755.00	0.00%
205	Total	£1,200.00	£0.00	£2,139.20	£939.20	78.27%
210	Planting Sponsorship	£0.00	£0.00	£0.00	£0.00	0.00%
215	Grants	£0.00	£0.00	£1,797.11	£1,797.11	0.00%
Total Town Environment Committee		£1,200.00	£0.00	£3,936.31	£2,736.31	228.03%
Total Income		£459,680.00	£0.00	£451,846.61	-£7,833.39	-1.70%
EXPENDITURE						
Town Business Committee						
1000	Salaries					
1000/1	Contracted staff	£223,800.00	£0.00	£196,841.58	£26,958.42	12.05%
1000/2	Locum	£0.00	£0.00	£0.00	£0.00	0.00%
1000/3	Short term contracted staff	£0.00	£0.00	£0.00	£0.00	0.00%
1000	Total	£223,800.00	£0.00	£196,841.58	£26,958.42	12.05%
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%

Financial Budget Comparison

Comparison between 01/04/25 and 09/03/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2025/2026	Reserve Movements	Actual Net	Balance	Bal %age remaining
1010	Total	£3,000.00	£0.00	£3,833.98	-£833.98	-27.80%
1020	Health & Safety	£2,500.00	£0.00	£1,173.98	£1,326.02	53.04%
1030	Professional Fees	£8,000.00	£0.00	£6,307.43	£1,692.57	21.16%
1040	IT support					
1040/1	General	£6,750.00	£0.00	£4,016.12	£2,733.88	40.50%
1040/2	Website	£1,300.00	£0.00	£2,253.76	-£953.76	-73.37%
1040/3	Newsletter	£0.00	£0.00	£433.40	-£433.40	0.00%
1040/4	Phones	£1,500.00	£0.00	£237.01	£1,262.99	84.20%
1040/5	Printing	£0.00	£0.00	£599.50	-£599.50	0.00%
1040	Total	£9,550.00	£0.00	£7,539.79	£2,010.21	21.05%
1050	Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	100.00%
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%

Financial Budget Comparison

Comparison between 01/04/25 and 09/03/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2025/2026	Reserve Movements	Actual Net	Balance	Bal %age remaining
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	£2,147.29	-£447.29	-26.31%
1080	Total	£2,200.00	£0.00	£2,461.74	-£261.74	-11.90%
1090	Admin Expenses					
1090/1	Paper	£250.00	£0.00	£111.34	£138.66	55.46%
1090/2	Other	£500.00	£0.00	£2,101.69	-£1,601.69	-320.34%
1090/3	Printing and Delivery of Newsletters	£8,000.00	£0.00	£7,013.00	£987.00	12.34%
1090/4	Travel expenses	£500.00	£0.00	£45.00	£455.00	91.00%
1090	Total	£9,250.00	£0.00	£9,271.03	-£21.03	-0.23%
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	£9,185.29	£0.00	0.00%
1130	Civic/Remembrance Parades	£180.00	£0.00	£0.00	£180.00	100.00%
1140	Pavilion Overheads					
1140/1	Rates	£0.00	£0.00	£0.00	£0.00	0.00%
1140/2	Water	£1,200.00	£0.00	£1,885.31	-£685.31	-57.11%
1140/3	Electric	£6,300.00	£0.00	£4,860.16	£1,439.84	22.85%
1140/4	Cleaning	£1,000.00	£0.00	£1,343.72	-£343.72	-34.37%
1140/5	Maintenance (reactive)	£2,000.00	£2,160.00	£3,502.65	£657.35	32.87%
1140/6	Maintenance (programmed)	£1,000.00	£0.00	£3.10	£996.90	99.69%

Financial Budget Comparison

Comparison between 01/04/25 and 09/03/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2025/2026	Reserve Movements	Actual Net	Balance	Bal %age remaining
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	£15,105.30	-£45.30	-0.35%
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	£7,413.42	-£1,201.03	-400.34%
1150/4	Maintenance (programmed)	£700.00	£0.00	£120.03	£579.97	82.85%
1150/5	Waste Collection	£1,800.00	£0.00	£1,394.38	£405.62	22.53%
1150/6	Security	£200.00	£0.00	£30.00	£170.00	85.00%
1150	Total	£3,300.00	£5,912.39	£8,957.83	£254.56	7.71%
1160	Equipment & Vehicle Costs					
1160/1	Equipment and Vehicle costs	£700.00	£4,049.17	£4,604.29	£144.88	20.70%
1160/2	Maintenance	£600.00	£0.00	£594.17	£5.83	0.97%
1160/3	Fuel	£900.00	£0.00	£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	£6,122.00	£927.17	30.91%
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	£151.42	£148.58	49.53%

Financial Budget Comparison

Comparison between 01/04/25 and 09/03/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2025/2026	Reserve Movements	Actual Net	Balance	Bal %age remaining
1180/3	Electric	£1,500.00	£0.00	£1,319.96	£180.04	12.00%
1180/4	Cleaning	£1,300.00	£0.00	£1,165.50	£134.50	10.35%
1180/5	Maintenance (reactive)	£1,000.00	£0.00	£752.89	£247.11	24.71%
1180/6	Maintenance (programmed)	£1,500.00	£0.00	£46.50	£1,453.50	96.90%
1180/7	Waste collection	£300.00	£0.00	£21.84	£278.16	92.72%
1180/8	Security	£500.00	£0.00	£1,105.40	-£605.40	-121.08%
1180/9	IT costs	£1,000.00	£0.00	£808.61	£191.39	19.14%
1180	Total	£8,800.00	£0.00	£6,831.00	£1,969.00	22.38%
1200	Subscriptions	£3,500.00	£0.00	£4,534.35	-£1,034.35	-29.55%
1210	Insurances					
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	£8,000.00	£0.00	£8,988.70	-£988.70	-12.36%
1220	Project Planning & Delivery					
1220/1	OEL Car Park	£0.00	£2,555.00	£2,555.00	£0.00	0.00%
1220/2	Stagholt	£0.00	£100.00	£100.00	£0.00	0.00%
1220/3	Ship Inn site	£0.00	£5,020.32	£5,967.32	-£947.00	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	£0.00	£7,698.32	£8,635.32	-£937.00	0.00%
1230	Climate Change	£5,000.00	£0.00	£0.00	£5,000.00	100.00%
Total Town Business Committee		£399,580.00	£36,505.17	£395,589.74	£40,495.43	10.13%

Financial Budget Comparison

Comparison between 01/04/25 and 09/03/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2025/2026	Reserve Movements	Actual Net	Balance	Bal %age remaining
Town Environment Committee						
1190	Amenity Areas					
1190/1	Grounds Maintenance (contract)	£29,500.00	£0.00	£27,065.50	£2,434.50	8.25%
1190/2	Grounds Maintenance (in-house)	£1,000.00	£0.00	£829.88	£170.12	17.01%
1190/3	Play Equipment maint/repairs/insp	£3,800.00	£0.00	£3,955.83	-£155.83	-4.10%
1190/4	Public Space Improvements	£6,000.00	£0.00	£4,577.88	£1,422.12	23.70%
1190/5	Tree & Hedge/boundary maintenance	£4,500.00	£0.00	£2,547.68	£1,952.32	43.38%
1190/6	Waste Collection	£4,000.00	£0.00	£2,978.32	£1,021.68	25.54%
1190	Total	£48,800.00	£0.00	£41,955.09	£6,844.91	14.03%
2000	Christmas Lights	£2,000.00	£14,897.15	£17,007.15	-£110.00	-5.50%
2005	Climate Change	£0.00	£0.00	£0.00	£0.00	0.00%
2010	In Bloom					
2010/1	Contract Planting	£0.00	£0.00	£0.00	£0.00	0.00%
2010/2	Non-Contract Planting	£0.00	£343.54	£343.54	£0.00	0.00%
2010/3	Watering Services	£0.00	£0.00	£0.00	£0.00	0.00%
2010/4	Other	£0.00	£0.00	£0.00	£0.00	0.00%
2010	Total	£0.00	£343.54	£343.54	£0.00	0.00%
2050	Cultural Events & Studies					
2050/1	Goodwill	£6,000.00	£0.00	£5,574.26	£425.74	7.10%
2050/2	Civic Awards	£300.00	£0.00	£24.91	£275.09	91.70%
2050/3	Other	£3,000.00	£0.00	£3,454.00	-£454.00	-15.13%
2050/4	Communications	£0.00	£0.00	£0.00	£0.00	0.00%
2050	Total	£9,300.00	£0.00	£9,053.17	£246.83	2.65%

Financial Budget Comparison

Comparison between 01/04/25 and 09/03/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2025/2026	Reserve Movements	Actual Net	Balance	Bal %age remaining
2080	Neighbourhood Plan Review	£0.00	£0.00	£0.00	£0.00	0.00%
2090	Planning Specialist Advice					
2090/1		£0.00	£1,320.00	£675.00	£645.00	0.00%
2090/2		£0.00	£0.00	£0.00	£0.00	0.00%
2090	Total	£0.00	£1,320.00	£675.00	£645.00	0.00%
Total Town Environment Committee		<u>£60,100.00</u>	<u>£16,560.69</u>	<u>£69,033.95</u>	<u>£7,626.74</u>	<u>12.69%</u>
Total Expenditure		<u>£459,680.00</u>	<u>£53,065.86</u>	<u>£464,623.69</u>	<u>£48,122.17</u>	<u>10.47%</u>
Total Income		£459,680.00	£0.00	£451,846.61	-£7,833.39	-1.70%
Total Expenditure		£459,680.00	£53,065.86	£464,623.69	£48,122.17	10.47%
Total Net Balance		£0.00		-£12,777.08		

Bank Account Reconciled Statement

Stonehouse Town Council

01651837

30-98-29

Statement Number	71	Bank Statement No.	71
Statement Opening Balance	£59,286.69	Opening Date	01/02/26
Statement Closing Balance	£29,247.83	Closing Date	28/02/26
True/ Cashbook Closing Balance	£29,247.83		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
02/02/26	DD020226WATERP LUS	WaterPlus	9.51	0.00	59,277.18
05/02/26	BGC050226HMRC	HMRC (VAT)	0.00	9,452.79	68,729.97
05/02/26	BGC050226WESSE X	Wessex Reserves Force	0.00	637.00	69,366.97
06/02/26	DEB060226VOIPFO NE	Voipfone	0.50	0.00	69,366.47
06/02/26	FPI060226GCC	Gloucestershire County Council	500.00	0.00	68,866.47
06/02/26	FPI060226HMRC	HMRC	4,306.32	0.00	64,560.15
06/02/26	FPI060226KELLAW AY	Kellaway Building Supplies Ltd	55.61	0.00	64,504.54
06/02/26	FPI060226LIGHTH OUSE	Lighthouse Sustainability	900.00	0.00	63,604.54
06/02/26	FPI060226SDC	Stroud District Council	3,573.98	0.00	60,030.56
06/02/26	FPI060226THEDOOR	The Door	16,250.00	0.00	43,780.56
06/02/26	FPI060226TWHAW KINS	T W Hawkins & Sons	15.89	0.00	43,764.67
09/02/26	BGC090226CELLN EX	Cellnex (ON Tower UK)	0.00	5,998.12	49,762.79
09/02/26	DD090226YUENER GY	YU Energy	1,106.25	0.00	48,656.54
09/02/26	DEB090226VOIPFO NE	Voipfone	9.60	0.00	48,646.94
09/02/26	FPI090226GCC	Gloucestershire County Council	0.00	974.87	49,621.81
10/02/26	DD100226YUENER GY	YU Energy	553.12	0.00	49,068.69
10/02/26	DEB100226VOIPFO NE	Voipfone	-0.50	0.00	49,069.19
11/02/26	DEB110226ACHOI CE	Amenity Choice	29.94	0.00	49,039.25
16/02/26	DD160226WATERP LUS	WaterPlus	146.25	0.00	48,893.00
17/02/26	PAY170226LLOYD S	Lloyds Bank	9.23	0.00	48,883.77
18/02/26	DD180226SKY	Sky Mobile	13.00	0.00	48,870.77
18/02/26	FPO180225PROLIF IC	Prolific Solutions (South West) Ltd	79.45	0.00	48,791.32
18/02/26	FPO180226ABBAY LOOS	Abbey Loos	230.40	0.00	48,560.92
18/02/26	FPO180226ADAD	All Done and Dusted	250.80	0.00	48,310.12

Bank Account Reconciled Statement

18/02/26	FPO180226EASYW IN	Easy Window Cleaning	24.00	0.00	48,286.12
18/02/26	FPO180226GCC	Gloucestershire County Council	201.48	0.00	48,084.64
18/02/26	FPO180226JIREH	Jireh Solutions Ltd	399.52	0.00	47,685.12
18/02/26	FPO180226MAGPI ES	Magpies Social Club	100.00	0.00	47,585.12
18/02/26	FPO180226 ■■■■■	■■■■■	10.00	0.00	47,575.12
18/02/26	FPO180226TES	The Endowed Schools (Stonehouse School Trustees)	1,056.00	0.00	46,519.12
18/02/26	FPO180226 ■■■■■	■■■■■ - Driving	580.00	0.00	45,939.12
18/02/26	FPO180226TWH WKINS	T W Hawkins & Sons	2,952.60	0.00	42,986.52
20/02/26	DD200226JSTAYTE	John Stayte Services Ltd	13.59	0.00	42,972.93
20/02/26	DD200226NEST	NEST	2,657.00	0.00	40,315.93
20/02/26	DEB200226FASTH OSTS	Fasthosts	13.20	0.00	40,302.73
24/02/26	SO240226STAFF	Staff Salaries	10,893.19	0.00	29,409.54
25/02/26	DEB250226SCREW FIX	Screwfix	88.90	0.00	29,320.64
25/02/26	DEB250226WOLSE LEY	Wolseley	7.50	0.00	29,313.14
26/02/26	DD260226WATERP LUS	WaterPlus	51.92	0.00	29,261.22
26/02/26	DEB260226TOOLS TATION	Toolstation	20.89	0.00	29,240.33
26/02/26	DEB260226WOLSE LEY	Wolseley	-7.50	0.00	29,247.83

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	47101.64	17062.78

Reconciled by Carla Swindells

Signed _____
Clerk / Responsible Financial Officer

Chair

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
4875		£230.40	1220/3	03/02/26	Abbey Loos - Feb '26 - Portaloo Hire - Ship Inn Site	84272
		£230.40			Abbey Loos - Total	
4879		£250.80		03/03/26	All Done and Dusted - Feb '26 - Pod & Pavilion Cleaning	852
1		£112.80	1180/4		Jan '26 - Pod Cleaning	
2		£138.00	1140/4		Jan '26 - Pavilion Cleaning	
		£250.80			All Done and Dusted - Total	
4876		£1,078.80	1040/2	24/02/26	Aubergine 262 - Website management - set up, content transfer and year 1 subscription	15717
		£1,078.80			Aubergine 262 - Total	
4884		£24.00	1080/1	07/03/26	Easy Window Cleaning - March '26 - TH	33564
		£24.00			Easy Window Cleaning - Total	
4883		£678.00	1190/3	06/03/26	GB Sport & Leisure - Aerial Runway Service (OEL)	19614
		£678.00			GB Sport & Leisure - Total	
4872		£976.54	1190/5	28/02/26	Glendale Countryside Limited - Annual Tree Survey	1231054
		£976.54			Glendale Countryside Limited - Total	
4894		£201.48	1080/2	25/02/26	Gloucestershire County Council - Feb '26 TH Cleaning	1800872089
		£201.48			Gloucestershire County Council - Total	
4880		£68.27	1150/5	28/02/26	Grundon Waste Management Ltd - Feb '26 - Waste - Workshop	1449436
		£68.27			Grundon Waste Management Ltd - Total	
4877		£216.00	1140/5	24/02/26	Hogg and Smith - Replacement taps - Pavilion	3354
		£216.00			Hogg and Smith - Total	
4874		£322.15	1040/1	01/03/26	Jireh Solutions Ltd - Mar '26 Contract	35155
		£322.15			Jireh Solutions Ltd - Total	
4878		£79.79	1040/5	27/02/26	Prolific Solutions (South West) Ltd - Feb '25 - Printer TH	12640
		£79.79			Prolific Solutions (South West) Ltd - Total	
4882		£82.20	1150/5	28/02/26	Smiths Gloucester LTD - Workshop - annual duty of care fee, bin delivery	580347

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
		£82.20			Smiths Gloucester LTD - Total	
4868		£2,952.60	1190/1	24/02/26	T W Hawkins & Sons - Feb '26 - Contract mowing	14599
		£2,952.60			T W Hawkins & Sons - Total	
4895		£408.00	1140/9	26/02/26	T-T Pumps LTD - OEL - service to septic tank	0304046
		£408.00			T-T Pumps LTD - Total	
Total		£7,569.03				

Signature _____

Date _____

Signature _____

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

BACS Additional Payment List

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
4896		£6,438.00	1180/5	10/03/26	Marlyn Home Services - Cladding - Pod - 50% deposit as agreed per terms	
		£6,438.00			Marlyn Home Services - Total	
Total		£6,438.00				

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
4870	DEB25022 6SCREWF X	£88.90	1150/3	26/02/26	Screwfix - Plumbing parts for Workshop	24972315890
		£88.90			Screwfix - Total	
4885		£175.00	2090/1	02/03/26	Stroud District Council - Stagholt - Biodiversity net gain plan S.25/0026/FUL	260362
		£175.00			Stroud District Council - Total	
4867	DEB26022 6TOOLSTA TION	£20.89	1150/3	25/02/26	Toolstation - Ball Valve Pack - Workshop	
		£20.89			Toolstation - Total	
Total		£284.79				

Signature _____

Date _____

Signature _____

Purchase Day Book

Showing only	Account type All	Ledger Date before	Ledger Date after	10/02/26
	Supplier	Paid date before	Paid date after	
Type	All	Payment type	Direct Debit	Reference

No.	Date	Invoice no.	Supplier	Details	Heading	Net	Vat type	Vat	Gross	Due	Payment Reference	Paid
4887	14/02/26	11720715	WaterPlus	Feb '25 - Water - Pod	1180/2	£13.88	Zero Rated	£0.00	£13.88	16/03/26		
4853	17/02/26		NEST	February 26	1000/1	£2,657.00	Outside the S	£0.00	£2,657.00	19/03/26	DD200226NES T	20/02/26
4858	18/02/26		Sky Mobile	Feb '26 CCTV Sim Card Ship Inn Site	1220/4	£13.00	Outside the S	£0.00	£13.00	20/03/26	DD180226SKY	18/02/26
4859	18/02/26	477398156	Lloyds Bank	Feb '26 Bank Charges	1090/2	£9.23	Zero Rated	£0.00	£9.23	20/03/26	PAY170226LLO YDS	17/02/26
4873	28/02/26	005507092	Peninsula	Mar '26 - Monthly Contract	1030	£376.13	20% Standard	£75.23	£451.36	30/03/26		
4881	28/02/26	9002866	John Stayte Services Ltd	Feb '26 Fuel - Unleaded & Diesel	1160/3	£78.19	20% Standard	£15.64	£93.83	30/03/26		
4886	01/03/26	11838666	WaterPlus	Feb '26 - Water - Pavilion	1140/2	£98.36	Zero Rated	£0.00	£98.36	31/03/26		
4890	02/03/26	03683276	YU Energy	Feb '26 - Electric - Pod	1180/3	£183.16	5%	£9.16	£192.32	01/04/26		
4891	02/03/26	03683275	YU Energy	Feb '26 - Electric - Library	1070/3	£79.53	5%	£3.98	£83.51	01/04/26		
4892	02/03/26	03683273	YU Energy	Feb '26 - Electric - TH	1070/3	£159.99	5%	£8.00	£167.99	01/04/26		
4893	02/03/26	03683277	YU Energy	Feb '26 - Electric - Pavilion	1140/3	£494.93	20% Standard	£98.99	£593.92	01/04/26		
4889	03/03/26	03605334	YU Energy	Feb '25 - Gas - TH	1070/4	£316.96	5%	£15.85	£332.81	02/04/26		
4888	08/03/26	11936629	WaterPlus	Feb '26 - Water - TH	1070/2	£44.64	Zero Rated	£0.00	£44.64	07/04/26		

13 Transactions

Total £4,525.00 £226.85 £4,751.85

Purchase Day Book

Showing only	Account type All	Ledger Date before	Ledger Date after	10/02/26
	Supplier	Paid date before	Paid date after	
	Type All	Payment type	<input type="text" value="Standing Order"/>	Reference <input type="text"/>

No.	Date	Invoice no.	Supplier	Details	Heading	Net	Vat type	Vat	Gross Due	Payment Reference	Paid
4854	17/02/26	25/0655/PP	PATA Payroll	February 26 Payroll with Pension Service	1000/1	£97.75	Outside the S	£0.00	£97.75	19/03/26	
4855	17/02/26		Staff Salaries	February 26	1000/1	£10,893.19	Outside the S	£0.00	£10,893.19	19/03/26	SO240226STA FF
2 Transactions						Total			£10,990.94	£0.00	£10,990.94

Legal Services

Carlos Novoth
Stonehouse Town Council
Town Hall
High St
Stonehouse GL10 2NG

Gillian Parkinson
Assistant Director of Legal Services
Shire Hall
Westgate Street
Gloucester, GL1 2TG

email: amar.kansal@gloucestershire.gov.uk

Please ask for: Amar Kansal

Phone: (01452) 426469

Our Ref: AK/87734

Date: 24 February 2026

Dear Carlos,

Deed of variation - Stagholt

Further to the above matter, please find enclosed the deed of variation for signing.

Please could you ensure that the document is properly executed under your signing rules, and then return it to me undated. I will date it when I have both parts on completion.

Yours sincerely

Amar Kansal
for Assistant Director of Legal Services

BETWEEN:

- (1) **GLOUCESTERSHIRE COUNTY COUNCIL** of Shire Hall Gloucester GL1 2TG ("the Council")
- (2) **STONEHOUSE TOWN COUNCIL** of The Town Hall High Street Stonehouse Gloucestershire ("the Covenantor")

WITNESSES as follows:

1. Definitions

- a. "The Covenantor's Land" means the land which is now owned by the Covenantor and is registered under title number GR188915
- b. "The Existing Covenants" means the restrictive covenants set out in the Deed of Variation
- c. "The New Covenants" means the restrictive covenants set out in the Schedule hereto
- d. "The Retained Land" means the land defined as "the Retained Land" in the Deed of Variation
- e. "The Deed of Variation" means a deed of variation of the Covenantor's Land dated 13 August 2014 made between (1) the Council and (2) the Covenantor

2. Recitals

- a. By the Deed of Variation the Covenantor's Land was subject to the Existing Covenants which were expressed as being for the benefit of the Retained Land
- b. The Covenantor's Land is now owned by the Covenantor subject to the Existing Covenants
- c. The Retained Land is still vested in the Council
- d. The Council has agreed to release the Existing Covenants and accept the New Covenants

3. Release of Existing Covenants

The New Covenants by the Covenantor contained in Clause 4 below the Council as owner of the Retained Land releases the Covenantor and his successors in title and the Covenantor's Land and each and every part of it from the Existing Covenants

4. New Covenants

In consideration of the release of the Existing Covenants contained in Clause 3 above the Covenantor covenants with the Council so as to burden the Covenantor's Land and for the benefit of the Retained Land to observe and perform the New Covenants

5. Transfer to continue

The parties hereto agree and declare that except as set out in this Deed the Transfer shall continue in full force and effect

SCHEDULE

New Covenants

The Covenantor HEREBY COVENANTS with the Council for the benefit and protection of the Retained Land and so as to bind the Covenantor's Land into whosoever hands the same may come to use the Covenantor's Property to use the Property for no other purpose other than as community allotments and natural public open space

IN WITNESS whereof this Deed has been executed the day and year first before written

The **Common Seal** of
GLOUCESTERSHIRE COUNTY
COUNCIL was hereunto affixed

In the presence of:

Head of Legal Services

Name (printed).....

SIGNED as a **DEED** by

(Chairman) and

(Vice-Chairman)

Two Members of STONEHOUSE
TOWN COUNCIL pursuant to Section 14(3)
Local Government Act 1972
in the presence of:

Witness Signature

Witness Name (printed)

Witness Address



Minutes of a Town Business Committee Meeting held on Monday 2nd 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 2nd 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 3rd 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 1st 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 31st 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.

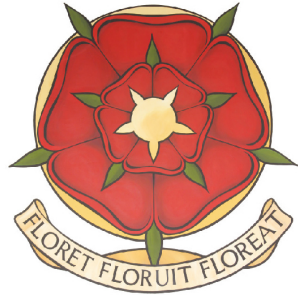
Recommendation for the adoption of an IT policy will be submitted to full council on 16th March. The council's new website designer and host is already discussing the council's requirements with Officers with future meetings involving the Communications working group. More detailed work on the GDPR is 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 9th 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 6th March to review if future actions are necessary
- 5. Youth**
The annual event arranged by The Door is to take place Tuesday 10th March - the next meeting will be held on 29th April at the pod
- 6. Policy**
Looking at Memorial policy next. The policy group would like an updated Policy list.
- 7. Internal Control Checks**
3rd and 4th 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 7th April 2026
Committee **NOTED** the date of the next meeting

DRAFT



STONEHOUSE

TOWN COUNCIL

Information available from Stonehouse Town Council under the model publication scheme

Information to be published	How the information can be obtained	
<p>All the information listed under the 'Information to be published' heading can be found on the Town Council's website (specific references to where, on the website you can find the information is given below) Hard copies can be requested – costs are detailed at the end of this document</p>		
<p>Class1 - Who we are and what we do <i>(Organisational information, structures, locations and contacts)</i> <i>This will be current information only</i> <i>N.B. Councils should already be publishing as much information as possible about how they can be contacted</i></p>		
<p>Who's who on the Council and its Committees, Council Working Groups and representation on external bodies</p>	<p>'Meet your Councillors' webpage</p>	

Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address)	‘Contact Stonehouse Town Council’ webpage	
Location of main Council office and accessibility details	‘Contact Stonehouse Town Council’ webpage	
Staffing structure	‘Accounts and Reports’ webpage – see Transparency Code Information	
Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i> <i>Current and previous financial year as a minimum</i>		
Annual return form and report by auditor	‘Accounts and Reports’ webpage Information is also posted on the Town Noticeboard	
Finalised budget	‘Accounts and Reports’ webpage See ‘Precept’	
Precept	‘Accounts and Reports’ webpage See ‘Precept’	
Financial Standing Orders and Regulations	‘Policy’ webpage – under the ‘Documents’ heading	
Grants given (available from the office) Grants Received	‘Accounts and Reports’ webpage – see Transparency Code Information	
List of current contracts awarded and value of contract	‘Accounts and Reports’ webpage – see Transparency Code Information	

Members' allowances and expenses	Contact the council	
Class 3 – What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>		
Parish Plan (current and previous year as a minimum)	‘Council Strategy’ webpage	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	‘Annual Reports’ webpage	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions <i>(Decision making processes and records of decisions)</i>		
<i>Current and previous council year as a minimum</i>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	‘Meetings, Agendas and Minutes’ webpage – See Meetings Calendar	
Agendas of meetings (as above)	‘Meetings, Agendas and Minutes’ webpage – See Meeting Agendas	
Minutes of meetings (as above) – this will exclude information that is properly regarded as private in the meeting	‘Meetings, Agendas and Minutes’ webpage - See Minutes of meetings	
Responses to consultation papers	‘Meetings, Agendas and Minutes’ webpage – See Environment Minutes of meetings	
Responses to planning applications	‘Meetings, Agendas and Minutes’ webpage – See Environment Minutes of meetings	
Bye-laws	N/A	

<p>Class 5 – Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities) - Current information only</i></p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>‘Policies’ webpage – See latest Standing Orders in ‘Documents’ tab</p> <p>‘Terms of References’</p> <p>‘Policies’ webpage – See Scheme of Delegation to Officers in ‘Document’ tab</p> <p>‘Policies’ webpage – See latest Code of Conduct in ‘Documents’ tab</p> <p>‘Policies’ webpage</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>‘Policies’ webpage</p>	
<p>Records management policies (records retention,</p>	<p>‘Policies’ webpage</p>	

destruction and archive)		
Data protection policies	'Policies' webpage	
Schedule of charges for the publication of information)	'Scale of Charges'	
Class 6 – Lists and Registers		
<i>Currently maintained lists and registers only</i>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Contact the Council	
Assets Register	'Register of Major Assets' webpage	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Contact the Council	
Register of members' interests	'Meet your Councillors' webpage	
Register of gifts and hospitality	Contact the Council	
Class 7 – The services we offer <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i>		
<i>Current information only</i>		
Allotments	'Clubs and Societies' webpage	
Parks, playing fields and recreational facilities	Contact the Council	
Seating, litter bins, & lighting	Contact the Council	
Bus shelters	Contact the Council	
Agency agreements	Contact the Council	

A summary of services for which the council is entitled to recover a fee, together with those fees	Maintaining football pitches – Oldends Lane Maintaining Sports Pavilion – Oldends Lane	
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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 12p per A4 sheet and 20p per A3 sheet (black & white)	Actual cost of paper, printing ink, power and proportion of copier lease
	Photocopying @ 20p per A4 sheet and 25p per A3 sheet (colour)	Actual cost of paper, printing ink, power and proportion of copier lease
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with Local Government Act 2003 s.93.

Contact details: The Clerk to Stonehouse Town Council, 1 Queens Road, Stonehouse GL10 2QA

Telephone: 01453 822070 **e-mail:** townclerk@stonehousetowncouncil.gov.uk

Website: www.stonehousetowncouncil.gov.uk

Adopted: 17th February 2025 (Minute No TC3386)

Next Review Date: February 2026



STONEHOUSE

TOWN COUNCIL

DATA PROTECTION POLICY and PRIVACY POLICY

1. Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR) and other local legislation relating to personal data and rights such as the Human Rights Act.

2. Council information

This Privacy Policy is provided to you by Stonehouse Town Council which is the data controller for your data. We work jointly with our IT contractors.

The council works with other data controllers including:

- (a) Other data controllers such as local authorities
- (b) Community groups
- (c) Charities
- (d) Other not for profit entities
- (e) Contractors
- (f) Credit reference agencies

3. Personal data which is collected may include:

- Names, titles, aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process demographic information such as gender, age, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The data we process may include sensitive personal data or other special categories of data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning sexual life or orientation.

5. The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect personal data from loss, misuse, unauthorised access and disclosure.

6. We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

7. What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and duties. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometime when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Policy sets out your rights and the council's obligations to you in detail.

We may also process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

We will not process any data relating to a child under 13 years of age without the express consent of their parent/guardian.

8. Sharing your personal data

The council will implement appropriate security measures to protect your personal data. This section of the Privacy Policy provides information about the third parties with whom the council will share your personal data. These third parties also have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

9. How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

10. Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- (i) The right to access personal data we hold on you**
- (ii) The right to correct and update the personal data we hold on you**
- (iii) The right to have your personal data erased**
- (iv) The right to object to processing of your personal data or to restrict it to certain purposes only**
- (v) The right to data portability**
- (vi) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained**
- (vii) The right to lodge a complaint with the Information Commissioner's Office.**

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

11. Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

12. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we will provide you with a Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

13. Changes to this policy

We keep this Privacy Policy under regular review and we will place any updates on <https://www.stonehousetowncouncil.gov.uk> This Policy was last updated in September 2023.

14. Contact Details

Please contact us if you have any questions about this Privacy Policy or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Stonehouse Town Council, Town Hall, 1 Queens Road, Stonehouse GL10 2QA

Email: townclerk@stonehousetowncouncil.gov.uk

Data is held for the following periods:

General enquiries	During & up to 3 months after enquiry resolved
Complaints	During & up to 6 months after complaint resolved
Job applications	During process/appointment; personnel record until employment ends/non-appointment deleted within 1 month
Sales invoices	7 years
Supplier bank details	Until supply ceases then deleted
Sales invoices	7 years
Personnel records	Until employment/pension obligations end
CCTV footage	3 months; purpose reviewed every 12 months
Electoral roll	Destroyed when out of date
Contact details/images published on the website with consent	Deleted at end of period for which consent given
Legal documents	In perpetuity
Contracts/tenders	Until project ends & up to 7 years

[Please note: There are two privacy notices in this Appendix. The first is to be used for residents and members of the general public (but not for staff, councillors or anyone with a role in the local council). The second privacy notice is for staff members, councillors and anyone else with a role in the council.]

GENERAL PRIVACY NOTICE

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a list a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Stonehouse Town Council which is the data controller for your data. We work jointly with our IT contractors.

Other data controllers the council works with:

- Other data controllers such as local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which means we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning sexual life or orientation.

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - _ information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;

- in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory

functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) *The right to access personal data we hold on you*

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) *The right to correct and update the personal data we hold on you*

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) *The right to have your personal data erased*

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) *The right to object to processing of your personal data or to restrict it to certain purposes only*

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 5) The right to data portability**
- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained**
- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 7) The right to lodge a complaint with the Information Commissioner's Office.**
- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on <https://www.stonehousetowncouncil.gov.uk>. This Notice was last updated in September 2023.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Stonehouse Town Council, Town Hall, 1 Queens Road, Stonehouse GL10 2QA

Email: townclerk@stonehousetowncouncil.gov.uk

PRIVACY NOTICE

For staff*, councillors and Role Holders**

*"Staff" means employees, workers, agency staff and those retained on a temporary or permanent basis

**Includes, volunteers, contractors, agents, and other role holders within the council including former staff* and former councillors. This also includes applicants or candidates for any of these roles.

Your personal data – what is it?

"Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a list a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR") and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Stonehouse Town Council which is the data controller for your data. We work jointly with our IT contractors.

The council works together with:

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies

We may need to share personal data we hold with them so that they can carry out their responsibilities to the council and our community. The organisations referred to above will sometimes be "joint data controllers". This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration then the data controllers will be independent and will be individually responsible to you.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

What data do we process?

- Names, titles, aliases, photographs.
- Start date / leaving date
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history,

academic/professional qualifications, employment details, hobbies, family composition, and dependants.

- Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral))
- Location of employment or workplace.
- Other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- CCTV footage and other information obtained through electronic means such as swipecard records.
- Information about your use of our information and communications systems.

We use your personal data for some or all of the following purposes: -

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records;
- To seek your views or comments;
- To process a job application;
- To administer councillors' interests
- To provide a reference.

Our processing may also include the use of CCTV systems for monitoring purposes.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.

We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest [or for official purposes].

How we use sensitive personal data

- We may process sensitive personal data relating to staff, councillors and role holders including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
 - Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.
- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.
- You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Information about criminal convictions

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.

- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.
- Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.

What is the legal basis for processing your personal data?

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

Sharing your personal data

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions , or to maintain our database software;
- Other persons or organisations operating within the local community.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment agencies
- Credit reference agencies
- Professional advisors
- Trade unions or employee representatives

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your responsibilities

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

Your rights in connection with personal data

You have the following rights with respect to your personal data: -

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
 - There are no fees or charges for the first request but additional requests for the same personal data may be subject to an administrative fee.
2. ***The right to correct and update the personal data we hold on you***
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
 3. ***The right to have your personal data erased***
 - If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
 - When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
 4. ***The right to object to processing of your personal data or to restrict it to certain purposes only***
 - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
 5. ***The right to data portability***
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
 6. ***The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
 7. ***The right to lodge a complaint with the Information Commissioner's Office.***
 - You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this notice.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on <https://www.stonehousetowncouncil.gov.uk> This Notice was last updated in February 2018.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Stonehouse Town Council, Town Hall, 1 Queens Road, Stonehouse GL10 2QA

Email: townclerk@stonehousetowncouncil.gov.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Reviewed: 18th September 2023 (Minute Number: TC3108)

Next Review: Sept 25



COMMUNICATIONS & ENGAGEMENT POLICY

Good communication and effective engagement with the whole community is essential to achieving the Council's aims and objectives.

The aims of this policy are to increase transparency, provide information that is accurate, easily accessible, relevant and timely for the benefit of residents, partners, employees, stakeholders and visitors, to enable local people and groups to influence the development and delivery of services and policies that reflect local needs and priorities, and to encourage their participation in community events and activities.

The objectives of this policy are to:

- raise residents' awareness of services provided by the Council and the quality of service they can expect
- raise residents' satisfaction, trust and confidence in the Council's activities and their costs
- increase understanding of how to get involved with, or influence, Council policies and services
- raise the profile of Stonehouse as a wonderful town in which to live, work and play
- support elected members in their role
- encourage engagement with all sections of the community, particularly hard-to-reach groups and those often excluded
- increase interest and participation in community groups and activities such as Stonehouse in Bloom, Share & Repair, Stonehouse Community Climate Action Forum and Christmas Goodwill Fest
- ensure that the Council is not exposed to legal and governance risks, nor the reputation of the Council be adversely affected, by inadequate communications or failure to correct inaccurate information appearing elsewhere
- work towards and maintain compliance with the requirements of standard WCAG2.2.AA or any subsequent standard (as required by Assertion 10 of the Annual Governance Audit Return AGAR)

We will communicate and engage with:

residents, Councillors, Town Council staff, voluntary groups and organisations, local businesses, Stroud District Council, Gloucestershire County Council, local ward Councillors and constituency MPs, other public sector organisations, contractors and service providers, visitors, the local press and broadcast media.

We will communicate information about:

- Council, committee and working group elections, meetings, decisions and activities
- Council policies
- Council finances
- our services and those of other local authorities
- news and other information supplied to us about local facilities, groups and organisations
- public consultations and inquiries
- opportunities to participate in Council affairs and other community activities
- Data as required by the Local Government Transparency Code

We will communicate and engage by:

- Publishing a regular Council newsletter for residents: see Appendix I
- Displaying information in notice boards, via banners or other appropriate street display
- Responding to enquiries promptly and in full
- Communicating with the local press and broadcast media: see Appendix II
- Carrying out regular consultation: see Appendix III
- Communicating via the STC website: see Appendix IV
- Engaging in social media: see Appendix V
- Establishing a clear and consistent Council identity for the presentation and content of all communications

ROLES & RESPONSIBILITIES - SEE APPENDICES I-V

The members of the Town Council, its Officers and other employees, and individuals and organisations working with or acting on behalf of the Council are responsible for implementing and adhering to this policy.

This policy is to be read in conjunction with other relevant policies, including Bullying & Harassment Policy, Code of Conduct, Data Protection Policy and Equality & Diversity Policy.

MONITORING

In order to evaluate the effectiveness of this policy we will:

- monitor the local press and broadcast media for items concerning or originating from the Town Council or the community of Stonehouse
- seek feedback from local groups, organisations and businesses with whom we communicate
- carry out periodic consultation to measure satisfaction in the community
- monitor participation in elections and other Council activities

APPENDIX I - NEWSLETTER

Stonehouse News will be published at least twice each year and will include news and information regarding past, current and forthcoming Council and community activities and events. Deadlines for articles and advertisements will be determined by the Communications Working Group and the Facilities & Communications Coordinator, to whom they should be addressed.

The format and distribution of the newsletter will be determined by the Facilities & Communications Coordinator and the Communications Working Group with the agreement of Business Committee.

If deemed necessary an interim newsletter will be published online, with paper copies available in selected outlets and for others in the community who may lack internet access.

APPENDIX II - LOCAL PRESS AND BROADCAST MEDIA

The Town Council will produce press releases, articles and information publicising events, stories or subjects concerned with, and having a positive impact on, Stonehouse residents, businesses, the community, the Town Council and the local environment.

The format of press releases will conform to current best practice.

The Town Council Office should be the first point of contact for all enquiries. Day to day enquiries will be dealt with by Council officers in consultation with the Town Clerk. Requests for comment or interview should be referred to the Town Clerk to determine a response, normally restricted to matters that have been agreed by the Town Council, in consultation with the Chair and/or Deputy Chair.

Quotes may be attributed to the Chair, Deputy Chair or other Town Councillors after consultation. Where possible, a draft response will be provided by the Town Clerk to the relevant Town Councillors.

Enquiries that are deemed to be party political will be directed to the relevant Town Councillor(s). Elected members should make their own arrangements for issuing party political material to the media and ensure that the material is clear that it does not emanate from the Town Council.

Any Councillor responding to a journalist in their personal capacity or as a representative of another group should state clearly that they are responding in that capacity and not as a Town Councillor.

Nothing in these guidelines is to be interpreted as preventing, or attempting to prevent, a Councillor from expressing a personal opinion through the media, for example by writing to a newspaper or posting an item on an internet site. Members must make it clear that any views expressed, where different from Council Policy, are their own personal views. Members must take care not to misrepresent and/or bring the Town Council into disrepute, and must bear in mind their responsibilities under the Code of Conduct.

Employees other than the Clerk (or Deputy) and Facilities & Communications Coordinator should not contact the media on any matter relating to the Town Council unless specifically authorised by the Town Clerk and Chair.

Copies will be retained of all communications with the media. Should there be a need to make an official complaint against a publication or broadcast the Town Clerk will be the first point of contact.

APPENDIX III

The Council is committed to consulting local residents, businesses and community groups, service providers and contractors, visitors and our own staff and Members, to identify ways in which we can improve the services we provide. We will:

- invite public participation in Council and Committee meetings
- encourage public membership of Working Groups
- invite local and community groups to participate in the formulation of specific policies
- publish questionnaires on major issues via printed media including Stonehouse News, social media and the website
- hold drop-in events in various locations in the town
- invite correspondence to the Town Clerk

APPENDIX IV

This policy also sets out a Code of Practice to provide guidance to Councillors, staff and others who engage with the Council using online communications, referred to as social media.

Social media is a collective term used to describe methods of publishing on the internet. This policy covers all forms of social media and social networking sites which include (but are not limited to):

- Town Council website (Council is in the process of changing and working toward compliance with requirements of WCAG2.2.AA)
- Facebook and other social networking sites the council may use from time to time
- Website Comment Sections and other micro blogging sites
- YouTube and other video clips and podcast sites
- LinkedIn
- Blogs and discussion forums
- Email

The use of social media does not replace existing forms of communication.

The principles of this policy apply to town Councillors, Council staff and others communicating with the Council.

The policy sits alongside relevant existing policies which need to be taken into consideration.

The current Code of Conduct applies to online activity in the same way as to other written or verbal communication.

Individual Town Councillors or Council staff are responsible for what they post in a Council and personal capacity on Council social media pages. They should be mindful how comments may be perceived and must not bring the Council into disrepute.

In the main, Councillors and Council staff have the same legal duties online as anyone else, but failure to comply with the law may have more serious consequences.

Social media may be used for formal and informal council activities.

Formal activities (Clerk and designated persons only including Communications Working Group)

- Distribution of Agendas, minutes and dates of meetings
- Policies, reports and projects
- Refer resident queries to the Clerk and all other Councillors
- Vacancies
- Update Council Website
- Share information from partner agencies such as Principal Authorities, Police Library, Health Authorities etc
- Announcing new information
- Advertise events and activities
- Notification of Press Releases
- Responding positively to resident's enquiries, comments, questions and suggestions.
- Seeking feedback from local groups, organisations and businesses with whom we communicate
- Carry out periodic consultation in the community to measure satisfaction with Council services/activities
- Monitor participation in elections and other Council activities.
- Other content which promotes and upholds the reputation of the Council.

Informal activities

- Sharing council news stories and information including updates of projects and activities
- Re-post from partner agencies such as Principal Authorities, Police, Library, Health Authorities etc
- Directory of/information about local businesses
- Information concerning schools, churches, community organisations, doctors, dentists.
- Visitor information including history of the town and its environs. Travel information etc.

- Local news
- Useful links
- Details of local events
- Reports of past events (any images will have appropriate consent)

Councillors, Officers and staff will not, as representatives of the Council

- Use social media to engage in debate with residents
- Comment on sensitive issues such as planning applications
- Publish any content which may result in actions for defamation, discrimination, breaches of copyright, data protection or other claims for damages. This includes but is not limited to material of an illegal, sexual or offensive nature that may bring the Council into disrepute
- Publish any content for party political or specific campaigning purposes (LGA1986)
- Promote personal financial interests, commercial ventures or personal campaigns.
- Publish any content that is abusive, hateful or that would put Council representatives in breach of the Council's Code of Conduct or any other policies

Members will make it clear any views expressed that differ from Council policy are their own personal views. Misuse of social media content that is contrary to this and other policies could result in action being taken.

The Clerk to the Council is appointed as a moderator of Council media output, responsible for posting and monitoring content to ensure it complies with this Policy.

The moderator will have authority to remove from Council social media pages any posts made by third parties deemed to be of a defamatory or libelous nature.



STONEHOUSE

TOWN COUNCIL

[ENTER COUNCIL NAME] STONEHOUSE TOWN COUNCIL INFORMATION TECHNOLOGY POLICY

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Introduction

Each council will have its own IT setup and, as such, a single 'one-size-fits-all' IT policy is unlikely to be appropriate. Some smaller parish councils may operate with minimal equipment, while others may manage multiple devices connected to a central server. These guidelines are intended to help councils identify key considerations when developing or updating their own IT policy.

Councils that use external IT providers should ensure their policies accurately reflect current practices and contractual arrangements.

Purpose of the IT Policy

The purpose of an IT policy is to establish clear parameters for how councillors, staff, and other authorised users use council-provided technology or equipment in the course of their duties. A well-defined policy helps to:

- Set expectations for appropriate use of equipment and systems;
- Raise awareness of risks associated with IT use;
- Safeguard the council's data and digital assets;
- Clarify what constitutes acceptable and unacceptable use;
- Outline the consequences of policy breaches.

Councils will also need to determine and clearly state whether limited personal use of IT equipment is permitted (for example, checking personal email or online shopping during lunch breaks).

Monitoring of IT Use

As an IT provider, the council has the right to monitor the use of its IT equipment and systems, provided there is a legitimate reason for doing so and councillors, employees and other authorised users are informed that such monitoring may take place. Any monitoring

must be proportionate and comply with relevant data protection and privacy laws. Other persons may be included if they access or use council systems e.g. if they have a council e-mail address

Scope of this policy

This policy applies to all councillors, staff, and other authorised users, regardless of their working location or pattern, including those who are home-based, office-based, or work on a flexible or part-time basis. It sets out the expectations for the appropriate use of IT equipment and systems provided by the council.

Computer use

1.1 Hardware

1.1.1 ~~Either council computer equipment is provided for council purposes only, or~~ Council computer equipment is provided for council purposes, however reasonable personal use is permitted (reasonable interpreted as in the opinion of ~~specify whom, e.g. "the council, the clerk"~~). Any personal use of our computers and systems should not interrupt our daily council work in any way. Councillors, staff, and other authorised users are asked to restrict any personal use to official lunch breaks or before or after working hours.

1.1.2 Locking computers when leaving desk, all councillors, staff, and other authorised users must lock their computers when leaving their desks to prevent unauthorised access. This applies to all council and personal devices used for work. Failure to comply may lead to disciplinary action.

1.1.3 All computer and other electronic equipment supplied should be treated with good care at all times. Computer equipment is expensive, and any damage sustained to any equipment will have a financial impact on the council.

1.1.4 Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.

1.1.5 All computer and mobile equipment will carry a number which is logged against the current owner of that equipment. A database of equipment issued will be kept.

1.1.6 Equipment should not be dismantled or reassembled without seeking advice.

1.1.7 Councillors, staff, and other authorised are not to purchase any computer or mobile equipment (including software). Unless previously authorised.

1.1.8 Personal disks, USB stick, CDs, DVDs, data storage devices etc cannot be used on council computers without the prior approval of ~~specify whom, e.g. the council~~.

1.1.9 ~~Delete if not appropriate~~ The council has a number of wireless networks. Using a portable device to make personal Wi-Fi hot spots which bypass existing WiFi is not allowed.

1.1.10 [Optional] Any faults or necessary repairs must be reported to [specify whom, e.g. "the clerk/ the IT provider"].

Equipment

2.1 Portable equipment

2.1.1 Portable equipment includes laptop computers, netbooks, tablets, mobile and smart phones with email capability and access to the internet etc.

2.1.2 It is particularly emphasised that council back-up procedures specific to portable equipment should be followed at all times.

2.1.3 All portable computers must be stored safely and securely when not in use in the office, i.e. when travelling or when working from home. Portable equipment (unless locked in a secure cabinet or office) should be kept with or near the user at all times; should not be left unattended when away from council premises and should never be left in parked vehicles or at any council or non-council premises.

2.1.4 It is important to ensure all portable devices are protected with encryption in case they are lost or stolen. All smartphones or tablets that hold council data, including emails and files, must be protected with a pin code. Where possible, these devices should also be programmed to erase all content after several unsuccessful attempts to break in. Any security set on these devices must not be disabled or removed.

2.1.5 [Optional] Multi-Factor Authentication (MFA) is a security process that requires users to verify their identity using two or more independent methods—for example, entering a password (something you know) and confirming a code sent to your mobile device (something you have). This significantly reduces the risk of unauthorised access to systems and sensitive data. NALC recommends implementing MFA as a best practice to enhance information security and support compliance with data protection obligations under the UK GDPR and the Data Protection Act 2018.

2.1.6 If an item of portable equipment is lost or damaged this should be reported to [specify whom, e.g. "the clerk/IT provider"]. ~~If the loss or damage is due to an act of negligence, the individual responsible may be liable to meet the first [specify amount] of the loss/damage.~~

2.1.7 To protect confidential information, unless it is a requirement of the job and this has been authorised, it is forbidden for photographs or videos to be taken on council premises, without the prior written permission of [specify whom, e.g. "the council"]. This includes mobile telephones with camera function, camcorder, tape or other recording device for sound or pictures - moving or still.

2.1.8 Under no circumstances should any non public meeting or conversation be recorded without the permission of those present. This does not affect statutory rights (under The Openness of Local Government Regulations 2014).

2.1.9 In addition, the council does not permit webcams (which may be pre-installed on many laptops) to be used in the workplace, other than for conference calls for council

purposes. If there is any doubt as to whether a device falls under this clause, advice should be sought from ~~specify whom, e.g. "the clerk"~~.

2.2 Use of own devices

~~[Choose either "no use permitted" below and delete the whole of the rest of this section, or "some use permitted" and tailor to suit.]~~

2.2.1 Personal laptops and other computers or other devices should not be brought into work and used to access council IT systems during working hours, unless this has been authorised by the ~~Clerk/employee's line manager~~. This is to ensure that no viruses enter the system, to prevent time being wasted during working hours on personal use and to assist in maintaining security, confidentiality, and data protection.

~~[or – if some use is permitted – delete the above, and tailor the remainder of this section, including the options regarding data storage below.]~~

2.2.2 The Council recognises that some councillors, staff, and other authorised users may wish to use their own smartphones, tablets, laptops etc to access our servers, private clouds or networks for normal council purposes, including, but not limited to, reading their emails, accessing documents stored on the council's ~~insert location e.g. network~~ or to store data on the council's server(s) or access data in other services. Any such use of personal devices will be at the discretion of the council, but consent for standard systems (MS Windows, Mac OS X, Linux - in commercial configurations) will normally be permitted. Such devices should be kept up to date so that any vulnerabilities in the operating system or other software on the device are appropriately patched or updated.

2.2.3 However, the same security precautions apply to personal devices as to the council's desktop equipment. For continuity purposes, calls made to external parties (such as ~~specify, e.g. "external stakeholders"~~) must be made on council landlines or mobile phone numbers to ensure that only these numbers are used and/or stored by the recipient, rather than personal numbers. Any emails sent from own devices should be sent from a council email account and should not identify the individual's personal email address.

2.2.4 Councillors, staff, and other authorised persons that use council systems are expected to use all devices in an ethical and respectful manner and in accordance with this policy. Accessing inappropriate websites or services on any device via the IT infrastructure that is paid for or provided by the council carries a high degree of risk, and, for employees, may result in disciplinary action, including summary dismissal (without notice). For Workers or Contractors, we may terminate the worker agreement. This is irrespective of the ownership of the device used. An example would be downloading copyright music illegally or accessing pornographic material.

2.2.5 In cases of legal proceedings against the council or ~~specify, e.g. "external stakeholders"~~, the council may need to temporarily take possession of a device, whether council-owned or personal to retrieve the relevant data.

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2.2.6 Wherever possible the user should maintain a clear separation between the personal data processed on the council's behalf and that processed for their own personal use, for example, by using different apps for council and personal use. If the device supports both work and personal profiles, the work profile must always be used for work-related purposes.

2.2.7 Councillors, staff, and other authorised users who intend to use their own devices via the council's infrastructure must ensure that they:

- use at [specify, e.g. least a four "6-digit pin, strong password (i.e. one which uses three random words (e.g. PurpleCandleRiver) or finger print (preferably the latter)"] to protect their device(s) from being accessed. For smartphones and tablets this should lock the device after three [specify number] of failed login attempts;
- configure their device(s) to automatically prompt for a password after a period of inactivity of more than one minute [specify duration];
- always password protect any documents containing confidential information that are sent as attachments to an email, and notify the password separately (preferably by a means other than email);
- for smartphones and tablets, activate the automatic device wipe function (where available). Note that use of the remote wipe function may also involve the removal of the individual's personal data. Councillors, staff, and other authorised users are therefore advised to keep personal data separate from council data where possible;
- ensure secure WiFi networks are used;
- ensure that work-related data cannot be viewed or retrieved by family or friends who may use the device;
- inform [specify whom, e.g. "the council or the clerk"] if their device(s) is/are lost, stolen, or inappropriately accessed where there is risk of access to council data or resources. To prevent phones being used, they will need to retain the details of their IMEI number and the SIM number of the device as their provider will require this to deactivate it.

[Tailor either this section or the alternative section below, as appropriate:]

2.2.8 Personal data relating to [specify, e.g. "councillors, staff, and other authorised users, associates, residents, external stakeholders"] should not be saved to any personal accounts with third-party storage cloud service providers (e.g. Jireh [specify name of service provider]) as this may breach data protection legislation or create a security risk if the device is lost or stolen. This applies especially if the passwords used to store/access data are saved onto the device, or if the service permits councillors, staff, and other authorised users to remain logged in between sessions.

2.2.9 Personal information and sensitive data should never be saved on councillors, staff, or other authorised users own devices as this may breach confidentiality agreements, especially if the device is used by other people from time to time. The following data must never be accessed or processed on a personal device: [specify device].

2.2.10 If removable media are used to transfer data (e.g. USB drives or CDs), the user must also securely delete the data on the media once the transfer is complete.

2.2.11 Councillors, staff, and other authorised users who open any attachments should ensure that any cached copies are deleted immediately after use. The Clerk [Specify job title or department] will provide assistance or training in doing this if needed. Additional risks include data belonging to the council being accessed by unauthorised persons if the device(s) is lost, stolen, or used without the owner's permission.

2.2.12 [for — if work is allowed to be saved onto personal equipment:—] <Optional — tailor to suit: Any work done on user's own equipment should be stored securely and password protected and should always be backed up in accordance with the council's standard backup procedures.

2.2.13 [Optional]. If transferring data, either by email or by other means, this should be done through an encrypted channel, such as a virtual private network (VPN) or a secure web protocol (https://). Unsecured wireless networks should not be used.

2.2.14 Prior to the disposal of any device that has work data stored on it, and in the event of a user leaving the council, councillors, staff, and other authorised users are required to allow [specify whom, e.g. "the IT provider"] access to the device to ensure that all passwords, user access shortcuts and any identifiable data are removed from the device.

2.2.15 Councillors, staff, and other authorised users must take responsibility for understanding how their device(s) work in respect to the above rules if they are accessing council servers/services via their own IT equipment. Risks to the user's personal device(s) include data loss as a result of a crash of the operating system, bugs and viruses, software or hardware failures and programming errors rendering a device inoperable. The council will use reasonable endeavours to assist, but councillors, staff, and other authorised users are personally liable for their own device(s) and for any costs incurred as a result of the above.

Health and safety

3.1.1 Councillors, staff, and other authorised users who work in council offices will be provided with an appropriate workstation.

3.1.2 The council has a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment. Further details are set out in the council's [specify, e.g. "display screen equipment policy" or "health and safety policy"]. ??????

3.1.3 Any VDU user who feels that their workstation requires changes to make it compliant must speak to [specify, e.g. "the clerk"].

If any hazards are detected at a workstation, including 'noises' from the IT equipment, this should be reported immediately to [specify job title e.g. "councillor/ clerk" or "the IT provider"].

Password and Authentication Policy

4.1.1 All user accounts must be protected by strong, secure passwords. The council follows the National Cyber Security Centre (NCSC) recommendations for creating passwords using three random words (e.g. PurpleCandleRiver). This method helps create passwords that are both strong and easy to remember, while offering effective protection against common cyber threats such as brute-force attacks. This approach is endorsed in NALC guidance.

In addition to strong passwords, Multi-Factor Authentication (MFA) should be enabled wherever possible. MFA requires users to provide two or more independent forms of verification—for example, a password (something you know) and a code sent to your phone (something you have). This significantly reduces the risk of unauthorised access to systems and personal data.

To further strengthen account security:

- Initial user account passwords must be generated by the IT provider.
- Default passwords provided by vendors or the IT provider must be changed immediately upon installation or setup.
- Service or System (e.g. Website) account passwords are generated and managed by the IT provider.
- The council recommends these practices as part of its commitment to robust information security and to support compliance with the UK GDPR and the Data Protection Act 2018.

For more guidance, see the NCSC's advice on password security: [NCSC Password Guidance](#)

4.1.2 Access to Passwords

- Passwords are personal and must not be shared under any circumstances.
- Only the assigned user of an account may access or use the associated password.
- In exceptional cases (e.g., incident response or employee offboarding), access to system credentials may be granted to authorised personnel from the IT provider with appropriate approvals and logging.
- Administrative credentials must be stored securely and only accessible to authorised personnel with a copy provided to the [specify e.g. e_Chair of council], in a sealed envelope, only to be accessed in an emergency.

4.1.3 Password Storage and Management

- Passwords must not be stored in plain text or written down in insecure locations.
- Passwords must be stored using a council-approved, encrypted password manager (e.g., LastPass, Bitwarden, or KeePass).

4.1.4 Password Change Requirements

- Immediately change password if compromise is suspected.

4.1.5 Password Access Control and Logging

- All access to administrative or shared credentials must be logged and auditable.

- Attempts to access unauthorized passwords will be treated as a security incident.

4.1.6 Responsibility

- Users are responsible for creating and maintaining secure passwords for their accounts.

The IT security provider is responsible for:

- Managing system/service credentials.
- Enforcing password policies. Auditing and monitoring password-related security practices.

Monitoring

5.1.1 The council reserves the right to monitor and maintain logs of computer usage and inspect any files stored on its network, servers, computers, or associated technology to ensure compliance with this policy as well as relevant legislation. Internet, email, and computer usage is continually monitored as part of the council's protection against computer viruses, ongoing maintenance of the system, and when investigating faults.

5.1.5 The council will monitor the use of electronic communications and use of the internet in line with the Investigatory Powers (Interception by Councils etc for Monitoring and Record-keeping Purposes) Regulations 2018.

5.1.6 Monitoring of an employee's email and/or internet use will be conducted in accordance with an impact assessment that the council has carried out to ensure that monitoring is necessary and proportionate. Monitoring is in the council's legitimate interests and is to ensure that this policy is being complied with.

5.1.7 The information obtained through monitoring may be shared internally, including with relevant councillors and IT staff if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate data protection policies and protocols in place.

5.1.8 The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.

5.1.9 Councillors, staff, and other authorised users have a number of rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in the council's data protection policy.

5.1.10 Such monitoring and the retrieval of the content of any messages may be for the purposes of checking whether the use of the system is legitimate, to find lost messages or to retrieve messages lost due to computer failure, to assist in the investigation of wrongful acts, or to comply with any legal obligation.

5.1.11 The council has software and systems in place that can ~~optional: "prevent inappropriate internet use and"~~ monitor and record all internet usage. A daily log is kept of all activity, which details the names of all websites accessed, along with the date and time of access, by individual councillors, staff, and other authorised users. Records of internet use and sites visited will normally be retained for a period of ~~specify duration, e.g. "six months"~~.

5.1.12 The council reserves the right to inspect all files stored on its computer systems in order to assure compliance with this policy. The council also reserves the right to monitor the types of sites being accessed and the extent and frequency of use of the internet at any time, both inside and outside of working hours to ensure that the system is not being abused and to protect the council from potential damage or disrepute.

5.1.13 Any use that the council considers to be 'improper', either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.

5.1.14 All computers will be periodically checked and scanned for unauthorised programmes and viruses.

Remote working

6.1.1 Increased IT security measures apply to those who work away from their normal place of work (e.g. whilst travelling, working from home or at ~~other locations/premises~~ ~~specify, e.g. "external stakeholders"~~ premises or any other different venue), as follows:

- if logging into the council's systems or services remotely, using computers that either do not belong to the council or are not owned by the user, any passwords must not be saved, and the user must log out at the end of the session deleting all logs and history records within the browser used. If the configuration of the device does not clearly support these actions (for example at an internet café), council services should not be accessed from that device;
- the location and direction of the screen should be checked to ensure confidential information is out of view. Steps should be taken to avoid messages being read by other people, including other travellers on public transport etc;
- any data printed should be collected and stored securely;
- all electronic files should be password protected and the data saved to the council's system/services when accessible;
- papers, files or computer equipment must not be left unattended at a ~~specify, e.g. "non council"~~ premises unless arrangements have been made with a responsible person at a ~~specify, e.g. "non council"~~ premises for them to be kept in a locked room or cabinet if they are to be left unattended at any time;
- any data should be kept safely and should only be disposed of securely;
- papers, files, data sticks/storage, flash drive or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods, in which case they must be locked in the boot of the car. If staying away overnight, council data should be taken into the accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed;
- where possible the ability to remotely wipe any mobile devices that process sensitive information should be retained in the case of loss or theft;

- Councillors, staff, and other authorised users who work away from the office with sensitive data should be equipped with a screen privacy filter for mobile devices and should use this at all times when accessing such data away from the office.

6.1.2 Those issued with a 'dongle' to enable internet access from a laptop via 3G or 4G networks whilst away from their normal workplace should note that the cost of internet access can be very high. Dongles should therefore be used for essential council purposes only, especially if abroad.

6.1.3 Similarly, use of paid for Wi-Fi access, for example at airports should be carefully monitored and restricted to essential council use.

Email

7.1.1 Council email facilities are intended to promote effective and speedy communication on work-related matters. Although we encourage the use of email, it can be risky. Councillors, staff, and other authorised users need to be careful not to introduce viruses onto council systems and should take proper account of the security advice below.

7.1.2 On occasion, it will be quicker to action an issue by telephone or face to face, rather than via protracted email chains. Emails should not be used as a substitute for face to face or telephone conversations. Councillors, staff, and other authorised users are expected to decide which is the optimum channel of communication to complete their tasks quickly and effectively.

7.1.3 These rules are designed to minimise the legal risks run when using email at work and to guide councillors, staff, and other authorised users as to what may and may not be done. If there is something which is not covered in the policy, councillors, staff, and other authorised users should ask **[specify, e.g. "IT provider"]**, rather than assuming they know the right answer.

7.1.4 All councillors, staff, and other authorised users who need to use email as part of their role will ~~normally~~ be given their own council email address and account using the .gov.uk domain (for GDPR purposes). The council may, at any time, withdraw email access, should it feel that this is no longer necessary for the role or that the system is being abused.

7.1.5 ~~[Either] Email messages sent on the council's account are for council use only. Personal use is not permitted.~~

~~[or]~~ Email messages sent on the council's account should be for council use only. Personal communications are permitted provided they do not encroach upon working time or interrupt council business in any way. Employees and other authorised users are asked to restrict their personal use to official lunch breaks or before or after working hours, and to use their personal email accounts, rather than council addresses.

Use of the Internet

8.1 Copyright

8.1.1 Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs and Patents Act 1988 set out the rules. The copyright laws not only apply to documents but also to software. The infringement of the copyright of another person or organisation could lead to legal action being taken against the council and damages being awarded, as well as disciplinary action, including dismissal, being taken against the perpetrator.

8.1.2 It is easy to copy electronically, but this does not make it any less an offence. The council's policy is to comply with copyright laws, and not to bend the rules in any way.

8.1.3 Councillors, staff, and other authorised users should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' (which is no longer confidential or secret information but is still copyright protected) and information which is not protected by copyright (such as where the author has been dead for more than 70 years).

8.1.4 Usually, a website will contain copyright conditions; these warnings should be read before downloading or copying.

8.1.5 Copyright and database right law can be complicated. Councillors, staff, and other authorised users should check with **[specify, e.g. "the clerk"]** if unsure about anything.

8.2 Trademarks, links and data protection

8.2.1 The council does not permit the registration of any new domain names or trademarks relating to the council's names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of the council's web pages to any other external sites without checking first with **[specify, e.g. "the council/ the clerk"]**.

8.2.2 Special rules apply to the processing of personal and sensitive personal data. For further guidance on this, see the council's data protection policy, a copy of which is [held on the town council's website under 'Policies'](#) **[specify location, e.g. "included in the Employee Handbook"]**.

8.3 Accuracy of information

8.3.1 One of the main benefits of the internet is the access it gives to large amounts of information, which is often more up to date than traditional sources such as libraries. Be aware that, as the internet is uncontrolled, much of the information may be less accurate than it appears.

Use of social media

9.1.1 Social media includes blogs; Wikipedia and other similar sites where text can be posted; multimedia or user generated media sites (YouTube); social networking sites (such as Facebook, LinkedIn, X (formerly known as Twitter), Instagram, TikTok, etc.); virtual worlds (Second Life); text messaging and mobile device communications and more

traditional forms of media such as TV and newspapers. Care should be taken when using social media at any time, either using council systems or at home.

9.1.2 Personal use of social networking/media and chat sites ~~[choose either] are not permitted during working hours [or] should be restricted to breaks during working hours, or after hours with permission.~~

9.1.3 The council recognises the importance of councillors, staff, and other authorised users joining in and helping to shape sector conversation and enhancing its image through blogging and interaction in social media. Therefore, where it is relevant to use social networking sites as part of the individual's position, this is acceptable.

However, inappropriate comments and postings can adversely affect the reputation of the council, even if it is not directly referenced. If comments or photographs could reasonably be interpreted as being associated with the council, or if remarks about **external stakeholders** could be regarded as abusive, humiliating, sexual harassment, discriminatory or derogatory, or could constitute bullying or harassment, the council will treat this as a serious disciplinary offence. Councillors, staff, and other authorised users should be aware that parishioners or other local organisations may read councillors, staff, and other authorised users' personal weblogs, to acquire information, for example, about their work, internal council business, and employee morale. Therefore, even if the council is not named, care should be taken with any views expressed.

9.1.4 To protect both the council and its interests, everyone is required to comply with the following rules about social media, whether in relation to their council role or personal social networking sites, and irrespective of whether this is during or after working hours:

~~[Tailor the following list to suit]~~

- Contacts from any of the council's databases should not be downloaded and connected with on LinkedIn or other social networking sites with electronic address book facilities, unless this has been authorised.
- Any blog that mentions the council, its current work, councillors, employees, other users associated with the council, partner organisations, local groups, suppliers, parishioners, should identify the author as one of its councillors or employees and state that the views expressed on the blog or website are theirs alone and do not represent the views of **[specify, e.g. "the council"]**. Even if the council is not mentioned, care should be taken with any views expressed on social media sites and any views should clearly be stated to be the writer's own (e.g. via a disclaimer statement such as: "The comments and other content on this site are my own and do not represent the positions or opinions of my employer/ the council.") Writers must not claim or give the impression that they are speaking on behalf of the council.
- Any employee who is developing a site or writing a blog that will mention the council, **[specify e.g. "our current or potential plans, councillors, staff, and other authorised users, partners"]**, must inform **[specify whom, e.g. "the clerk/ the council"]** that they are writing this and gain agreement before going 'live'.
- The council expects councillors, staff, and other authorised users to be respectful about the council and its current or potential **[specify e.g. "all staff, including**

employees, councillors, clerks, and authorised users"] and not to engage in any name calling or any behaviour that will reflect negatively on its reputation. Any unauthorised use of copyright materials, any unfounded or derogatory statements, or any misrepresentation is not viewed favourably and could constitute gross misconduct.

- Photos or videos that include employees or other workers wearing uniforms or clothing displaying the council's name or logo should not be posted on social media if they could reflect negatively on the individual, their role, their colleagues, or the council. Additionally, photos, videos, or audio recordings must not be taken on council premises without explicit permission
- Comments posted by councillors, staff, and other authorised users on any sites should be knowledgeable, accurate and professional and should not compromise the council in any way.
- Inappropriate conversations with [specify whom e.g. "external stakeholders"], or between Councillors and/or staff members should not take place on any social networking sites, including forums.
- Any writing about or displaying photos or videos of internal activities that involves current councillors, staff, and other authorised persons, might be considered a breach of data protection and a breach of privacy and confidentiality. Therefore, their permission should be gained prior to uploading any such material. Details of any kind relating to any events, conversations, materials or documents that are meant to be private, confidential or internal to the council should not be posted. This may include manuals; procedures; training documents; non-public financial or operational information; personal information regarding other councillors, staff, and other authorised users anything to do with a disciplinary case, grievance, allegation of bullying/harassment or discrimination, or legal issue; any other secret, confidential, or proprietary information or information that is subject to confidentiality agreements. This does not affect statutory requirements to publish information including under the Freedom of Information Act.
- Councillors, staff, and other authorised users must be aware that they are personally liable for anything that they write or present online (including on an online forum or blog, post, feed or website). Councillors should always be mindful of the Members Code of Conduct and Nolan Principles. Employees may be subject to disciplinary action for comments, content, or images that are defamatory, embarrassing, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment. They may also be sued by other organisations, and any individual or council that views their comments, content, or images as defamatory, pornographic, proprietary, harassing, libellous or creating a hostile work environment. In addition, other councillors, staff, and other authorised users can raise grievances for alleged bullying and/or harassment.
- Postings to websites or anywhere on the internet and social media of any kind, or in any press or media of any kind, should not breach copyright or other law or disclose confidential information, defame or make derogatory comments about the council or its [specify e.g. "councillors, staff, and other authorised users"], or disclose personal data or information about any individual that could breach data protection legislation.
- Contacts by the media relating to the council, should be referred to the [specify whom e.g. "the clerk"].

- Councillors, staff, and other authorised users who use sites such as LinkedIn and Facebook must ensure that the information on their profile is accurate and up to date and must update their profile on leaving the council.
- Councillors, staff, and other authorised users who use X.com, LinkedIn, or other social media/networking sites for council development purposes must ensure they provide the council with login details, including password(s), so that these sites can be accessed and updated in their absence.
- Councillors, staff, and other authorised users who have left the council must not post any inappropriate comments about the council or its councillors, staff, and other authorised users on LinkedIn, Facebook, X.com or any other social media/networking sites.
- During your employment/ involvement with the council, you may create or obtain access to a variety of professional contacts and confidential information. This includes, but is not limited to, contacts made through professional networking platforms such as LinkedIn, where those contacts have been established or maintained in your capacity as a councillor, member of staff, or other authorised user. All such contacts will be considered council property and may be subject to disclosure upon request.

9.1.5 Note that the council may, from time to time, monitor external postings on social media sites. Any employee who has a profile (for example on LinkedIn or Facebook) must not misrepresent themselves or their role with the council. Councillors, staff, and other authorised users are also advised that social media sites are not an appropriate place to air council concerns or complaints: these should be raised with the council or formally through the grievance procedure.

9.1.6 It is important to note that [specify e.g. "external stakeholders"]; contact details and information remain the property of the council. In addition, councillors, staff, and other authorised users leaving the council will be required to delete all council-related data including [specify e.g. "external stakeholders"]; contact details from any personal device/equipment.

Misuse

10.1 Misuse of IT systems and equipment is not in line with the council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal.

Training

11.1 Staff and Councillors will receive regular annual cyber security and Data Protection training

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Reference to other council documents

12.1 This policy is to be read in conjunction with Stonehouse Town Council's following policies

12.1.1 Data Protection Policy

12.1.2 Communications and Engagement Policy

Guidance

~~Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.~~

Important notice

~~This is an example of a policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.~~

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~~This document has been written by Worknest HR — a company that provides HR advice and guidance to town and parish Councils. Please contact them on 01403 240 205 for information about their services.~~

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Minutes of a meeting of the Town Environment Committee held on Monday 9th February, 7pm at Stonehouse Library, High Street, Stonehouse GL10 2NG

Present:

Councillors: Keren Capeling, Keith Creighton, Deborah Curtis (Committee Chair), Marcus Dixon, David Drew, Stephen Hunter, Simon Macgregor,

Also present:

Jacqui Sanders (Deputy Clerk)

One member of the public

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

The Chair invited the member of the public to speak. He introduced himself as the owner of the 14 Gloucester Road site, Item E/1032. He expressed that following 12 months on the market, there had been no interest in the site being retained for commercial use and that he is proceeding with an application for outline planning for housing. The original idea was to build 14 houses, but that has been reduced that to 11 houses - a mix of 3- and 4-bedroom homes, with parking. Councillors looked at the plan for the site but preferred to defer the discussion of the planning application to the relevant item on the agenda. The Chair thanked the owner for attending and speaking. The member of the public left the meeting at 7.08pm

E/1025 To receive apologies.

Apologies were received from Cllr John Parker.

E/1026 Declarations of Interest

Cllr Capeling declared an interest in Item E/1032, planning application S.26/0180/FUL.

E/1027 To approve the minutes of the Town Environment Committee meeting held on Monday 9th February.

Subject to an amendment to agenda item E/1014, Committee APPROVED the Minutes as a true and accurate record of the meeting:

'Committee to RECOMMEND to Full Council the proposed phased allocation of reserves only on condition that the Certificate of Lawfulness is issued by Stroud District Council'.

E/1028 To receive the latest updated Environment Budget.

Committee NOTED the updated report showing a total 'Actual Net' Income of £3,936.31; 'Actual Net' Expenditure of £67,480.17 and Reserve Expenditure of £16,560.69.

E/1029 To recommend to Full Council the redesign and relocation of the Kingfisher to the Ship Inn Community Space, with the work to be undertaken by Stonehouse in Bloom volunteers at a cost of no more than £120.

Committee **RECOMMENDED** to Full Council, the redesign and relocation of the Kingfisher to the Ship Inn Community Space, with the work to be undertaken by Stonehouse in Bloom volunteers at a cost of no more than £120.

E/1030 To recommend to Full Council that a Task and Finish Working Group be set up to identify locations for signage to link the station, canal, Cotswold Way, and the Town Centre, and establish a suitable design and source costings.

Committee agreed that new signage is needed and **RECOMMENDED** to Full Council that a Task and Finish Working Group be set up to identify locations for signage to link the station, canal, Cotswold Way, and the Town Centre, and establish a suitable design and source costings.

E/1031 To receive and approve the following recommendation from the Recreation working group:

- That Neil Gibbs be invited to join the Recreation Working Group, as a member of the public.

Committee **APPROVED** that Neil Gibbs be invited to join the Recreation Working Group, as he had been a very engaged member previously whilst in the group as a councillor. Committee felt he would be a benefit to the group.

- Kay Lillington (Gloucestershire Playing Fields Association) to attend in an advisory capacity.

Committee **APPROVED** that Kay Lillington attends the group in an advisory capacity as they felt her knowledge and expertise would benefit the group.

E/1032 To comment on recent Planning Applications

S.26/0307/HHOLD 12 Boakes Drive, Stonehouse

Erection of conservatory, insertion of window to first floor side elevation, new heat pump, new gate in boundary wall.

Comment: No objection as long as none from neighbours.

S.26/0175/OUT 14 Gloucester Road, Stonehouse

Outline planning application for the demolition of the existing buildings & the construction of 11 new dwellings - access and layout to be determined - all other matters reserved.

Comment: In principle, Stonehouse Town Council has no objection to housing on this site. However, it raises these points for consideration:

- The parking spaces do not appear adequate for the size of the houses; there is nowhere in close proximity for overspill parking or visitor parking. It also notes the response from the business adjacent who has concerns about the limited space outside his premises for customers, and the concern that this may be used as additional parking for the houses.
- The Stonehouse Neighbourhood Plan (H1) identified the need for a lack of bungalows and smaller dwelling units for first time buyers, and the need for additional housing suitable for an increasing population of retirement

age people. This site gives flat access to nearby shops, so would seem an ideal position for the elderly community, or starter homes. Stroud District Council's Needs Analysis for Stonehouse has also identified the need for more smaller, two-bedroom, affordable housing in Stonehouse.

- The Stonehouse Neighbourhood Plan (H3) identifies that 'development proposals for 10 or more dwellings should demonstrate how they meet the requirements for play space set out in the Local Plan policy ES15.' Although the planning application is for just over that amount at 11 houses, due to the large family homes that are being proposed, we ask that this is considered.

S.26/0180/FUL Stonehouse Community Centre, Stonehouse
Erection of an InPost Locker.

Comment: A discussion was had regarding the InPost locker. Cllr Capeling provided clarity that the InPost locker would be freestanding and on a 5 year contract.

Committee AGREED to RECOMMEND that this application be discussed and determined at Full Council.

E/1033 To receive a report on planning decisions received from Stroud District Council.

S.25/2431/HHOLD 11 Melbourne Drive, Stonehouse
Erection of single storey front extension and porch.
PERMITTED

S.26/0056/HHOLD 8A Gloucester Road, Stonehouse
Erection of outbuilding.
PERMITTED

E/1034 To receive Working Groups updates.

- **Communications**
Met 9th March. Minutes to be included in next Environment meeting.
- **Stroudwater (Bristol Road) Station**
Not met.
- **Transport and Highways**
Not met.
- **Public Rights of Way**
Not met.
- **Recreation.**
Minutes were attached to supporting papers.
- **Canal Rejuvenation**
Not met.

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

E/1035 Date of next Environment Committee meeting: Monday 13th April 2026.
Committee NOTED the date of the next meeting.

DRAFT