



**STONEHOUSE**  
**TOWN COUNCIL**

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

**Present:** Councillors John Callinan, Keren Capeling, Carol Kambites, John Parker, Carol Trim and Theresa Watt (Committee Chair).

**In Attendance:** Town Clerk and a representative of the Stonehouse School Trust

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.

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

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There were no questions or comments. The representative of Stonehouse School Trust has attended the meeting to speak on behalf of the Trust's grant application. The Chair suggested that he be asked to speak during the relevant agenda item.

**B/959 To receive apologies**

Apologies were received from Cllrs Keith Terry and Val Randell

**B/960 To receive Declarations of Interest**

There was a declared interest from Cllr John Parker in relation to Agenda item B/966 Re the grant application from Stonehouse School Trust

**B/961 To approve the minutes of the Business Committee meeting held on 12<sup>th</sup> January 2026**

Committee **APPROVED** the minutes as a true and accurate record of the meeting subject to an amendment to agenda item B/955 in relation to the Oldends Lane Working Group update - at the time of the meeting in January, the working group were merely at the point of arranging a meeting with the climate change working group

With agreement of the Committee, the Chair brought forward agenda item B/966. In light of Cllr Parkers declared interest, he left the meeting.

**1. Stonehouse Schools Trust (SST) - to undertake tree works**

A representative of Stonehouse School Trust was invited to answer Member's questions. It was acknowledged that the London Plane

*C. Kambites*  
2/3/26

trees were heavily braced and were located directly outside the Park Infant school - pollarding to reduce weight was necessary - the last time they were pollarded was in 2024. The trees are insured for Public Liability by Stonehouse School Trust. The Trust is currently in the process of proving to Land Registry that they own the trees - if successful, the Trust plans to transfer ownership to a more appropriate body. The tree surveyor thought that felling the trees could be considered at some stage but there is currently an appropriate set of measures that can be put into place to safely manage the trees.

There was concern that one of the limbs encroached the driveway into the school driveway and that it could be hit by high sided vehicles reversing in the school entrance - Committee asked if the tree surveyor could be instructed to check the relevant tree for this problem.

Committee **APPROVED** the grant application in full; £1,056 inc vat

2. **Stonehouse Community Association - to conduct a feasibility survey on the installation of solar panels to the community centre**  
Committee **DEFERRED** the item due to an anomaly with the application

**B/962 Matters arising**

Committee **NOTED** the matters arising as detailed in the supporting papers

**B/963 To receive the latest budget position**

Cllr John Callinan confirmed that he had spent time with the Clerk earlier in the day in relation to some of the budget lines and as a result had no further queries.

Committee **NOTED** the latest budget position of Total Actual Net Expenditure of £364,654.51; total Actual Net Income of £436,405.49; Total Reserve movement of £38,500.17.

**B/964 To approve the following payment lists for**

1. **BACS payments**

Committee **APPROVED** the BACS payment lists of £25,101.80 and £500

2. **Debit Card Payments**

Committee **RETROSPECTIVELY APPROVED** the Debit Card payment list totalling £917.94

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

Committee felt that it was time to review all of the council's earmarked reserves ensuring further clarity. It was established that the council's priorities should be reviewed before making changes to the earmarked reserves. A query was raised as to why the Christmas Lighting Earmarked reserve had not been used; it was explained that this may be due to error or timing - The Clerk is to look into the matter. It was also suggested that the reserves report should show a total of Earmarked Reserves.

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Committee **RESOLVED** to **DEFER** the item until the council's priority projects were reviewed

**B/966** To approve the following grant applications:

1. **Stonehouse Schools Trust - to undertake tree works**  
Agenda item brought forward - see above for details
2. **Stonehouse Community Association - to conduct a feasibility survey on the installation of solar panels to the community centre**  
Agenda Item brought forward - see above for details

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

1. **Cllr John Callinan as the working group's convener**  
Committee **APPROVED** Cllr John Callinan as the working group Convener
2. **The Co-option of two members of the public, namely Gary Powell and Neil Gibbs onto the working group**  
Committee **APPROVED** the co option of Gary Powell and Neil Gibbs as new members of the Oldends Lane Working Group as they met the criteria. Cllr Keren Capeling was also added to the working group.
3. **Officer time to produce scoping documents to allow the working group to secure preliminary advice from experienced contractors on the development, resurfacing and re-landscaping of Oldends lane car park**  
Committee **APPROVED** the use of Officer time to produce scoping documents in support of the Oldends Lane Working Group's next project phase

**B/968** For Business Committee to:

- a) **receive an update report from Officers on 'Assertion 10' and,**  
Committee received the update report on progress being made with regards to 'Assertion 10'.
- b) **recommend to full council a change to its website 'design' and 'host' to bring the website into line with Assertion 10' requirements.**  
Committee received the Officer's report identifying some of the key issues being experienced with the current website and hosting in addition to providing costed options.  
It had been established that the council's current website did not meet the requirements on which Assertion 10 is based; it was agreed that it did not make sense to persevere in trying to make the current website compliant as well as resolve the complexities of the system.  
Committee **RECOMMENDED** that council award the work to 'Aubergine' at a cost of £999 plus vat to Migrate, Host and Support

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the website for the first year and £399 plus vat for subsequent years

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

Committee **APPROVED** the award of the council's waste contract to 'Smiths of Gloucester' at a monthly cost of £28 plus vat, £55 for the Duty of Care documentation and £15 one off container delivery

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

The Chair of HR Sub Committee provided an overview of the HR meeting held on Tuesday 27<sup>th</sup> January '26. In addition to the recommendation to adopt a Sickness Policy, mention was made of one of the Business Support Officers taking a two month sabbatical leave from the beginning of March until the beginning of May '26. Interim arrangements will be put into place for this period.

It was made clear that 'Peninsula' the town council's HR support provider strongly recommended the adoption of the sickness policy in light of further legislative changes.

Committee **RECOMMENDED** Council approval of the new Sickness Policy

**B/971 To receive updates from the following working groups:**

**1. Climate Change Action Forum**

Committee received the latest minutes of the working group

**2. Communications**

Looking to review comms policy re press releases social media releases - Chair and Deputy to write short piece for newsletter to introduce themselves - it was recommended all agendas be placed on social media - all grant recipients should be encouraged to publicly acknowledge receipt of grants.

**3. Oldends Lane Development**

Meeting to be arranged to commence feasibility work on the car park resurfacing project; meeting with Climate change working group still to be arranged

**4. Support Stonehouse**

'Pull out' based on Support Stonehouse work has been designed for the council's next Newsletter

**5. Youth**

Not met recently

**6. Policy**

To meet shortly to discuss this year's ICC reports

**7. Internal Control Checks**

Next checks to be determined

**8. Local Government Review**

It was suggested that consideration be given to arranging a meeting with the cluster group of parishes to which Stonehouse belongs

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

Committee **NOTED** the date of the next meeting

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# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/25 and 27/01/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2025/2026	Reserve	Actual Net	Balance	Bal %age
179 Town Hall/Library Recharges	£3,000.00	£0.00	£3,488.69	£488.69	16.29%
<b>Total Town Business Committee</b>	<b>£458,480.00</b>	<b>£0.00</b>	<b>£436,405.49</b>	<b>-£22,074.51</b>	<b>-4.81%</b>
<b>EXPENDITURE</b>					
<b>Town Business Committee</b>					
1000 Salaries					
1000/1 Contracted staff	£223,800.00	£0.00	£178,869.03	£44,930.97	-20.08%
1000/2 Locum	£0.00	£0.00	£0.00	£0.00	0.00%
1000/3 Short term contracted staff	£0.00	£0.00	£0.00	£0.00	0.00%
1000 Total	£223,800.00	£0.00	£178,869.03	£44,930.97	-20.08%
1010 Training & Recruitment					
1010/1 Contracted Staff	£2,500.00	£0.00	£1,522.98	£977.02	-39.08%
1010/2 Councillors	£500.00	£0.00	£1,731.00	-£1,231.00	246.20%
1010 Total	£3,000.00	£0.00	£3,253.98	-£253.98	8.47%
1020 Health & Safety	£2,500.00	£0.00	£1,173.98	£1,326.02	-53.04%
1030 Professional Fees	£8,000.00	£0.00	£5,555.17	£2,444.83	-30.56%
1040 IT support					
1040/1 General	£6,750.00	£0.00	£3,414.73	£3,335.27	-49.41%
1040/2 Website	£1,300.00	£0.00	£1,332.76	-£32.76	2.52%
1040/3 Newsletter	£0.00	£0.00	£0.00	£0.00	0.00%
1040/4 Phones	£1,500.00	£0.00	£229.01	£1,270.99	-84.73%
1040/5 Printing	£0.00	£0.00	£466.80	-£466.80	100.00%
1040 Total	£9,550.00	£0.00	£5,443.30	£4,106.70	-43.00%
1050 Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	-100.00%

# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/25 and 27/01/26 inclusive. Includes due and unpaid transactions. Includes commitments.  
Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve	Actual Net	Balance	Bal %age
<b>INCOME</b>					
<b>Town Business Committee</b>					
100 Precept	£410,143.00	£0.00	£410,133.00	-£10.00	0.00%
105 Newsletter Advertising	£100.00	£0.00	£0.00	-£100.00	-100.00%
120 Feed-in Tariff from Town Hall	£800.00	£0.00	£883.46	£83.46	10.43%
125 Stonehouse Town FC lease	£600.00	£0.00	£1,160.00	£560.00	93.33%
126 STFC Water Recharge	£200.00	£0.00	£0.00	-£200.00	-100.00%
127 STFC Electric Recharge	£2,000.00	£0.00	£1,815.88	-£184.12	-9.21%
130 Athletics Field Lease	£0.00	£0.00	£0.00	£0.00	0.00%
135 Phone Mast on Land	£6,000.00	£0.00	£0.00	-£6,000.00	-100.00%
140 Building Lease at OEL	£637.00	£0.00	£0.00	-£637.00	-100.00%
145 Magpies Social Club	£2,000.00	£0.00	£2,100.00	£100.00	5.00%
150 Community Centre Lease	£500.00	£0.00	£500.00	£0.00	0.00%
155 OEL Pitch Hire	£3,000.00	£0.00	£1,815.00	-£1,185.00	-39.50%
160 Misc Income	£500.00	£0.00	£4,779.56	£4,279.56	855.91%
170 Investments Interest	£0.00	£0.00	£0.00	£0.00	0.00%
171 Bank Interest - Lloyds Bank	£0.00	£0.00	£0.00	£0.00	0.00%
172 Bank Interest - Charity A/C	£2,000.00	£0.00	£0.00	-£2,000.00	-100.00%
173 Bank Interest - Natwest	£0.00	£0.00	£0.00	£0.00	0.00%
174 Bank interest - Cambridge BS	£2,000.00	£0.00	£1,831.69	-£168.31	-8.42%
176 Bank Interest - Nationwide	£2,000.00	£0.00	£0.00	-£2,000.00	-100.00%
177 Bank Interest - Melton Building Society	£2,000.00	£0.00	£0.00	-£2,000.00	-100.00%
178 CCLA Interest	£21,000.00	£0.00	£7,898.21	-£13,101.79	-62.39%

# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/25 and 27/01/26 inclusive. Includes due and unpaid transactions. Includes commitments. Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve	Actual Net	Balance	Bal %age
1060 Grants					
1060/1 One-Offs	£10,000.00	£9,700.00	£21,790.00	£-2,090.00	20.90%
1060/2 Long-Term	£7,400.00	£0.00	£0.00	£7,400.00	-100.00%
1060 Total	£17,400.00	£9,700.00	£21,790.00	£5,310.00	-30.52%
1070 Town Hall/Library Shared Costs					
1070/1 Rates	£4,500.00	£0.00	£5,613.75	£-1,113.75	24.75%
1070/2 Water	£1,200.00	£0.00	£467.79	£732.21	-61.02%
1070/3 Electric	£3,000.00	£0.00	£2,045.51	£954.49	-31.82%
1070/4 Gas	£1,800.00	£0.00	£961.13	£838.87	-46.60%
1070/5 Interior Maintenance (reactive)	£500.00	£0.00	£1,556.99	£-1,056.99	211.40%
1070/6 Interior Maintenance (programmed)	£500.00	£0.00	£0.00	£500.00	-100.00%
1070/7 Waste Collection	£300.00	£0.00	£10.92	£289.08	-96.36%
1070/8 Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1070 Total	£12,000.00	£0.00	£10,656.09	£1,343.91	-11.20%
1080 Town Hall/Library STC costs					
1080/1 Exterior Maintenance/Cleaning	£500.00	£0.00	£274.45	£225.55	-45.11%
1080/2 Interior Cleaning	£1,700.00	£0.00	£1,811.49	£-111.49	6.56%
1080 Total	£2,200.00	£0.00	£2,085.94	£114.06	-5.18%
1090 Admin Expenses					
1090/1 Paper	£250.00	£0.00	£111.34	£138.66	-55.46%
1090/2 Other	£500.00	£0.00	£2,066.96	£-1,566.96	313.39%
1090/3 Printing and Delivery of Newsletters	£8,000.00	£0.00	£5,821.00	£2,179.00	-27.24%

# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/25 and 27/01/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2025/2026	Reserve	Actual Net	Balance	Bal %age
1090/4	£500.00	£0.00	£45.00	£455.00	-91.00%
1090	£9,250.00	£0.00	£8,044.30	£1,205.70	-13.03%
1100	£300.00	£0.00	£0.00	£300.00	-100.00%
1110	£400.00	£0.00	£0.00	£400.00	-100.00%
1120	£0.00	£9,185.29	£9,185.29	£0.00	0.00%
1130	£180.00	£0.00	£0.00	£180.00	-100.00%
1140					
1140/1	£0.00	£0.00	£0.00	£0.00	0.00%
1140/2	£1,200.00	£0.00	£1,640.70	£-440.70	36.73%
1140/3	£6,300.00	£0.00	£3,846.01	£2,453.99	-38.95%
1140/4	£1,000.00	£0.00	£1,113.72	£-113.72	11.37%
1140/5	£2,000.00	£2,160.00	£3,322.65	£837.35	-41.87%
1140/6	£1,000.00	£0.00	£3.10	£996.90	-99.69%
1140/7	£500.00	£0.00	£43.68	£456.32	-91.26%
1140/8	£200.00	£0.00	£90.00	£110.00	-55.00%
1140/9	£700.00	£0.00	£3,036.68	£-2,336.68	333.81%
1140	£12,900.00	£2,160.00	£13,096.54	£1,1963.46	-15.22%
1150					
1150/1	£0.00	£0.00	£0.00	£0.00	0.00%
1150/2	£300.00	£0.00	£0.00	£300.00	-100.00%
1150/3	£300.00	£5,912.39	£7,296.98	£-1,084.59	361.53%
1150/4	£700.00	£0.00	£120.03	£579.97	-82.85%
1150/5	£1,800.00	£0.00	£1,186.68	£613.32	-34.07%

# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/25 and 27/01/26 inclusive. Includes due and unpaid transactions. Includes commitments. Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve	Actual Net	Balance	Bal %age
1150/6 Security	£200.00	£0.00	£20.00	£180.00	-90.00%
1150 Total	£3,300.00	£5,912.39	£8,623.69	£588.70	-17.84%
1160 Equipment & Vehicle Costs					
1160/1 Equipment and Vehicle costs	£700.00	£4,049.17	£4,604.29	£144.88	-20.70%
1160/2 Maintenance	£600.00	£0.00	£594.17	£5.83	-0.97%
1160/3 Fuel	£900.00	£0.00	£489.03	£410.97	-45.66%
1160/4 Tax	£200.00	£0.00	£345.00	£-145.00	72.50%
1160/5 MOT/Service	£600.00	£0.00	£0.00	£600.00	-100.00%
1160 Total	£3,000.00	£4,049.17	£6,032.49	£1,016.68	-33.89%
1170 Youth Centre Workers	£66,000.00	£0.00	£65,000.50	£999.50	-1.51%
1180 Youth Centre Overheads					
1180/1 Rates	£1,400.00	£0.00	£1,458.88	£-58.88	4.21%
1180/2 Water	£300.00	£0.00	£137.54	£162.46	-54.15%
1180/3 Electric	£1,500.00	£0.00	£936.48	£563.52	-37.57%
1180/4 Cleaning	£1,300.00	£0.00	£977.50	£322.50	-24.81%
1180/5 Maintenance (reactive)	£1,000.00	£0.00	£752.89	£247.11	-24.71%
1180/6 Maintenance (programmed)	£1,500.00	£0.00	£46.50	£1,453.50	-96.90%
1180/7 Waste collection	£300.00	£0.00	£21.84	£278.16	-92.72%
1180/8 Security	£500.00	£0.00	£400.00	£100.00	-20.00%
1180/9 IT costs	£1,000.00	£0.00	£634.11	£365.89	-36.59%
1180 Total	£8,800.00	£0.00	£5,365.74	£3,434.26	-39.03%
1200 Subscriptions	£3,500.00	£0.00	£3,251.45	£248.55	-7.10%
1210 Insurances					

# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/25 and 27/01/26 inclusive. Includes due and unpaid transactions. Includes commitments.  
Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve	Actual Net	Balance	Bal %age
1210/1	£8,000.00	£0.00	£8,851.28	-£851.28	10.64%
1210/2	£0.00	£0.00	£0.00	£0.00	0.00%
1210/3	£0.00	£0.00	£137.42	-£137.42	100.00%
1210	£8,000.00	£0.00	£8,988.70	-£988.70	12.36%
1220					
1220/1	£0.00	£2,555.00	£2,555.00	£0.00	0.00%
1220/2	£0.00	£100.00	£100.00	£0.00	0.00%
1220/3	£0.00	£4,828.32	£5,583.32	-£755.00	100.00%
1220/4	£0.00	£10.00	£0.00	£10.00	100.00%
1220/5	£0.00	£0.00	£0.00	£0.00	0.00%
1220	£0.00	£7,493.32	£8,238.32	-£745.00	100.00%
1230	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
<b>Total Town Business Committee</b>	<b>£399,580.00</b>	<b>£38,500.17</b>	<b>£364,654.51</b>	<b>£73,425.66</b>	<b>-18.38%</b>
Total Town Business Committee In	£458,480.00	£0.00	£436,405.49	-£22,074.51	
Total Town Business Committee E	£399,580.00	£38,500.17	£364,654.51	£73,425.66	
<b>Total Net Balance</b>	<b>£58,900.00</b>		<b>£71,750.98</b>		

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# Stonehouse Town Council

## Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

### Debit Card Approval List

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
4815		£36.89	1090/2	22/01/26	Arrowfile - 2 x Ring Binders	
		<b>£36.89</b>			Arrowfile - Total	
4820		£13.20	1040/2	27/01/26	Fasthosts - Wordpress Business	83631347
		<b>£13.20</b>			Fasthosts - Total	
4811		£205.85	1150/3	20/01/26	Fire Protection Online - 2 x Lithium Fire Extinguishers	523870
		<b>£205.85</b>			Fire Protection Online - Total	
4814		£342.00	1190/4	22/01/26	Smiths Gloucester LTD - Road Planings x 10 tons	
		<b>£342.00</b>			Smiths Gloucester LTD - Total	
4806		£320.00	1200	09/01/26	Survey Monkey - Annual Subscription	47359854
		<b>£320.00</b>			Survey Monkey - Total	
<b>Total</b>		<b>£917.94</b>				

Signature



Signature

Date

2/3/26



# Stonehouse Town Council

## Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

### BACS Approval List

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
4818		£37.07	1150/3	27/01/26	Kellaway Building Supplies Ltd - Sub Base 1 tonne	3335299
4819		£18.54	1150/3	27/01/26	Kellaway Building Supplies Ltd - Sub Base 0.5 tonne	3335299
		<b>£55.61</b>			Kellaway Building Supplies Ltd - Total	
4805		£900.00	1010/2	15/01/26	Lighthouse Sustainability - Course - Train the Trainer for Carbon Literacy - Cllr Trim	0456
		<b>£900.00</b>			Lighthouse Sustainability - Total	
4803		£3,573.98	1190/6	09/01/26	Stroud District Council - Litter/Dog Bin Fees - 2025/26	401895604
		<b>£3,573.98</b>			Stroud District Council - Total	
4801		£15.89	1150/3	13/01/26	T W Hawkins & Sons - Chain for Ego chainsaw	8048
		<b>£15.89</b>			T W Hawkins & Sons - Total	
4817		£16,250.00	1170	27/01/26	The Door - Quarter 2 (Jan-Mar '26) Youthwork	1491
		<b>£16,250.00</b>			The Door - Total	
		£4,306.32			Confidential - Staff Costs	
<b>Total</b>		<b>£25,101.80</b>				

Signature

*C. Kambhampati*

Signature

Date

*2/3/26*



# Stonehouse Town Council

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

Additional BACS Approval List

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

Signature C. Lambert

Signature \_\_\_\_\_

Date 20/3/26



# Expenditure transactions

Start of year 01/04/25

## Confidential - Staff Costs

Tn no	Gross	Vat	Net	CiteelInvoice date	Details	Cheque	Cheque Total
4807	£4,306.32	£0.00	£4,306.32	BUS 19/01/26	HMRC	January 26	
<b>Total</b>	<b>£4,306.32</b>	<b>£0.00</b>	<b>£4,306.32</b>				

C-16

