



STONEHOUSE
TOWN COUNCIL

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

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

In Attendance: Town Clerk; Glos County Cllr Dean Botterhill and representatives from 'Allsorts' and 'Longfield Hospice'.

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.

Those present had no comments to make or questions to raise

B/875 To receive apologies

Apologies were received from Cllrs Carol Kambites and Neil Gibbs

B/876 To receive Declarations of Interest

There were no declarations of interest

B/877 To approve the minutes of the Business Committee meeting held on 9th June '25

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

With agreement of the committee, the Chair brought forward agenda item B/881

B/881 To approve the following grant applications:

- **'Allsorts'**

The representative provided answers to a number of queries raised by Committee members.

Committee **APPROVED** a revenue grant of £2,000 for financial year 2025/26 on the basis that the organisation may request a grant in future years.

Theresa Watt
8/9/25

- **'Longfield Hospice'**
Funding requested to assist in providing an increased need for end of life care including support for family members.
Committee **APPROVED** a grant of £2,000 for financial year 2025/26

B/878 To receive the latest budget position

The Clerk confirmed that since distribution of the initial support papers, some detailed work was undertaken to the budget resulting in more clarity. The Clerk detailed the differences.

Committee **NOTED** the latest budget position with 'Actual Net' expenditure of £109,135.11; 'Actual Net' Income of £210,243.73 and Reserve movement of £4,402.43.

B/879 To approve the latest BACS payment list and provide retrospective approval for Debit Card Payments

Committee **APPROVED** the BACS payments totalling £11,557.04.

Committee **RETROSPECTIVELY APPROVED** Debit Card payments totalling £392.18.

B/880 To approve payments for legal services to establish the ownership and register various sections of the Town Green

Committee **APPROVED** authorisation for Officers to secure the services of 'Tayntons solicitors' for:

- The first tranche at a cost of £950 plus vat and disbursements - work to include an assessment of the Council's position in securing registered ownership of all the town greens
- Upon agreement with the Chair and Vice Chair of Council, to authorise progression with the second tranche of legal work following a positive outcome of the first tranche

(The second tranche will cost in the region of £1,000 plus vat with disbursements and will involve legally securing all the town greens and have each registered with land registry).

B/881 To approve the following grant applications:

- **'Allsorts'**
Agenda item brought forward - see above
- **'Longfield Hospice'**
Agenda item brought forward - see above

B/882 To recommend for council approval the purchase/lease of new festive lighting

The matter has been deferred to the next meeting. Cllr John Callinan commented that the Project Officer had met with an electrical contractor to establish the suitability of the current electrical supplies. Rectification works will be necessary.

By agreement, the Chair delayed the agenda item B/883 until the end of the meeting

Handwritten signature and date: 8/11/25

B/883 To receive an update on the latest position on Stonehouse Community Centre

Matter deferred to later in the meeting with the exclusion of the public

B/884 To receive updates from the following working groups:

1. **Climate Change Action Forum**
Meeting next week
2. **Communications**
No update
3. **Oldends Lane Development**
Meeting next week to establish where we are with utilities
4. **Support Stonehouse**
No update
5. **Youth**
Meeting due 17th September
6. **Policy**
Meeting on Tuesday 8th July to discuss Standing Orders
7. **Internal Audit Panel**
Meeting to be arranged for next audit
8. **Local Government Review**
Meeting due shortly

Due to confidential information, Cllrs agreed to discuss the item with the exclusion of the public.

Members of the public left the meeting (7.55pm)

B/885 To note the date of the next meeting - Monday 8th September 2025

Council NOTED the date of the next meeting

B/883 To receive an update on the latest position on Stonehouse Community Centre

Keith Terry has resigned as the town council's representative as Trustee of Stonehouse Community Association to avoid a conflict of interest with his new position as Chair of the association.

Cllr Capeling has joined as a Trustee but not as the council's representative. A new representative of the council needs to be sought to sit as Trustee on the association.

Dratt
8/19/25

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 03/07/25 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve	Actual Net	Balance	Bal %age	
INCOME						
Town Business Committee						
100	Precept	£410,143.00	£0.00	£205,066.50	-£205,076.50	-50.00%
105	Newsletter Advertising	£100.00	£0.00	£0.00	-£100.00	-100.00%
120	Feed-in Tariff from Town Hall	£800.00	£0.00	£350.21	-£449.79	-56.22%
125	Stonehouse Town FC lease	£600.00	£0.00	£0.00	-£600.00	-100.00%
126	STFC Water Recharge	£200.00	£0.00	£0.00	-£200.00	-100.00%
127	STFC Electric Recharge	£2,000.00	£0.00	£550.06	-£1,449.94	-72.50%
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	£525.00	-£1,475.00	-73.75%
150	Community Centre Lease	£500.00	£0.00	£0.00	-£500.00	-100.00%
155	OEL Pitch Hire	£3,000.00	£0.00	£115.00	-£2,885.00	-96.17%
160	Misc Income	£500.00	£0.00	£2,350.00	£1,850.00	370.00%
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	£0.00	-£2,000.00	-100.00%
175	Town Hall/Library Recharges	£3,000.00	£0.00	£1,286.96	-£1,713.04	-57.10%
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%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 03/07/25 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
178 CCLA Interest	£21,000.00	£0.00	£0.00	-\$21,000.00	-100.00%
Total Town Business Committee	£458,480.00	£0.00	£210,243.73	-\$248,236.27	-54.14%
EXPENDITURE					
Town Business Committee					
1000 Salaries					
1000/1 Contracted staff	£223,800.00	£0.00	£51,428.15	£172,371.85	-77.02%
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	£51,428.15	£172,371.85	-77.02%
1010 Training & Recruitment					
1010/1 Contracted Staff	£2,500.00	£0.00	£1,332.98	£1,167.02	-46.68%
1010/2 Councillors	£500.00	£0.00	£0.00	£500.00	-100.00%
1010 Total	£3,000.00	£0.00	£1,332.98	£1,667.02	-55.57%
1020 Health & Safety	£2,500.00	£0.00	£809.17	£1,690.83	-67.63%
1030 Professional Fees	£8,000.00	£0.00	£1,353.39	£6,646.61	-83.08%
1040 IT support					
1040/1 General	£6,750.00	£0.00	£1,794.92	£4,955.08	-73.41%
1040/2 Website	£1,300.00	£0.00	£200.00	£1,100.00	-84.62%
1040/3 Newsletter	£0.00	£0.00	£0.00	£0.00	0.00%
1040/4 Phones	£1,500.00	£0.00	£129.00	£1,371.00	-91.40%
1040/5 Printing	£0.00	£0.00	£0.00	£0.00	0.00%
1040 Total	£9,550.00	£0.00	£2,123.92	£7,426.08	-77.76%
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 03/07/25 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	£2,200.00	£3,900.00	£8,300.00	-83.00%
1060/2 Long-Term	£7,400.00	£0.00	£0.00	£7,400.00	-100.00%
1060 Total	£17,400.00	£2,200.00	£3,900.00	£15,700.00	-90.23%
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	£120.40	£1,079.60	-89.97%
1070/3 Electric	£3,000.00	£0.00	£649.52	£2,350.48	-78.35%
1070/4 Gas	£1,800.00	£0.00	£223.30	£1,576.70	-87.59%
1070/5 Interior Maintenance (reactive)	£500.00	£0.00	£0.00	£500.00	-100.00%
1070/6 Interior Maintenance (programmed)	£500.00	£0.00	£0.00	£500.00	-100.00%
1070/7 Waste Collection	£300.00	£0.00	£36.96	£263.04	-87.68%
1070/8 Security	£200.00	£0.00	£0.00	£200.00	-100.00%
1070 Total	£12,000.00	£0.00	£6,643.93	£5,356.07	-44.63%
1080 Town Hall/Library STC costs					
1080/1 Exterior Maintenance/Cleaning	£500.00	£0.00	£134.45	£365.55	-73.11%
1080/2 Interior Cleaning	£1,700.00	£0.00	£335.80	£1,364.20	-80.25%
1080 Total	£2,200.00	£0.00	£470.25	£1,729.75	-78.63%
1090 Admin Expenses					
1090/1 Paper	£250.00	£0.00	£53.34	£196.66	-78.66%
1090/2 Other	£500.00	£0.00	£479.31	£20.69	-4.14%
1090/3 Printing and Delivery of Newsletters	£8,000.00	£0.00	£1,460.00	£6,540.00	-81.75%

Financial Budget Comparison

for Town Business Committee

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

	2025/2026	Reserve	Actual Net	Balance	Bal %age
1090/4	Travel expenses	£500.00	£45.00	£455.00	-91.00%
1090	Total	£9,250.00	£2,037.65	£7,212.35	-77.97%
1100	Mayor's Charity & Expenses	£300.00	£0.00	£300.00	-100.00%
1110	Travel Costs/Staff & Councillors	£400.00	£0.00	£400.00	-100.00%
1120	Election Costs	£0.00	£0.00	£0.00	0.00%
1130	Civic/Remembrance Parades	£180.00	£0.00	£180.00	-100.00%
1140	Pavilion Overheads				
1140/1	Rates	£0.00	£0.00	£0.00	0.00%
1140/2	Water	£1,200.00	£282.06	£917.94	-76.50%
1140/3	Electric	£6,300.00	£1,033.85	£5,266.15	-83.59%
1140/4	Cleaning	£1,000.00	£377.72	£622.28	-62.23%
1140/5	Maintenance (reactive)	£2,000.00	£925.00	£1,075.00	-53.75%
1140/6	Maintenance (programmed)	£1,000.00	£3.10	£996.90	-99.69%
1140/7	Waste Collection	£500.00	£47.04	£452.96	-90.59%
1140/8	Security	£200.00	£0.00	£200.00	-100.00%
1140/9	Septic Tank	£700.00	£0.00	£700.00	-100.00%
1140	Total	£12,900.00	£2,668.77	£10,231.23	-79.31%
1150	Workshop Overheads				
1150/1	Water	£0.00	£0.00	£0.00	0.00%
1150/2	Electric	£300.00	£0.00	£300.00	-100.00%
1150/3	Maintenance (Reactive)	£300.00	£437.93	£-137.93	45.98%
1150/4	Maintenance (programmed)	£700.00	£69.14	£630.86	-90.12%
1150/5	Waste Collection	£1,800.00	£334.96	£1,465.04	-81.39%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 03/07/25 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	£0.00	£200.00	-100.00%
1150 Total	£3,300.00	£0.00	£842.03	£2,457.97	-74.48%
1160 Equipment & Vehicle Costs					
1160/1 Equipment and Vehicle costs	£700.00	£550.00	£550.00	£700.00	-100.00%
1160/2 Maintenance	£600.00	£0.00	£75.00	£525.00	-87.50%
1160/3 Fuel	£900.00	£0.00	£85.83	£814.17	-90.46%
1160/4 Tax	£200.00	£0.00	£0.00	£200.00	-100.00%
1160/5 MOT/Service	£600.00	£0.00	£0.00	£600.00	-100.00%
1160 Total	£3,000.00	£550.00	£710.83	£2,839.17	-94.64%
1170 Youth Centre Workers	£66,000.00	£0.00	£16,250.50	£49,749.50	-75.38%
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	£45.22	£254.78	-84.93%
1180/3 Electric	£1,500.00	£0.00	£276.37	£1,223.63	-81.58%
1180/4 Cleaning	£1,300.00	£0.00	£413.50	£886.50	-68.19%
1180/5 Maintenance (reactive)	£1,000.00	£0.00	£307.16	£692.84	-69.28%
1180/6 Maintenance (programmed)	£1,500.00	£0.00	£46.50	£1,453.50	-96.90%
1180/7 Waste collection	£300.00	£0.00	£36.96	£263.04	-87.68%
1180/8 Security	£500.00	£0.00	£0.00	£500.00	-100.00%
1180/9 IT costs	£1,000.00	£0.00	£161.37	£838.63	-83.86%
1180 Total	£8,800.00	£0.00	£2,745.96	£6,054.04	-68.80%
1200 Subscriptions	£3,500.00	£0.00	£2,621.45	£878.55	-25.10%
1210 Insurances					

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/25 and 03/07/25 inclusive. Includes due and unpaid transactions. Includes commitments.
 Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve	Actual Net	Balance	Bal %age
1210/1 Public/Employee Liability	£8,000.00	£0.00	£8,851.28	-£851.28	10.64%
1210/2 Buildings	£0.00	£0.00	£0.00	£0.00	0.00%
1210/3 Vehicle	£0.00	£0.00	£137.42	-£137.42	100.00%
1210 Total	£8,000.00	£0.00	£8,988.70	-£988.70	12.36%
1220 Project Planning & Delivery					
1220/1 OEL Car Park	£0.00	£0.00	£2,555.00	-£2,555.00	100.00%
1220/2 Stagholt	£0.00	£100.00	£100.00	£0.00	0.00%
1220/3 Ship Inn site	£0.00	£1,542.43	£1,552.43	-£10.00	100.00%
1220/4 Court View	£0.00	£10.00	£0.00	£10.00	100.00%
1220/5 Great Oldbury	£0.00	£0.00	£0.00	£0.00	0.00%
1220 Total	£0.00	£1,652.43	£4,207.43	-£2,555.00	100.00%
1230 Climate Change	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
Total Town Business Committee	£399,580.00	£4,402.43	£109,135.11	£294,847.32	-73.79%
Total Town Business Committee In	£458,480.00	£0.00	£210,243.73	-£248,236.27	
Total Town Business Committee Ex	£399,580.00	£4,402.43	£109,135.11	£294,847.32	
Total Net Balance	£58,900.00		£101,108.62		

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 8/19/25

Expenditure transactions - approval list

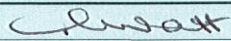
Start of year 01/04/25

Supplier totals will include confidential items

BACS Approval List

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
4479		£107.40	1220/3	02/07/25	Abbey Loos - Portaloo hire - Ship Inn Site - 1/6 - 27/6/25 minus a refund of £291 for overpayment of Canal Festival toilets. These were paid for by Cotswold Canal Trust	80855
		£107.40			Abbey Loos - Total	
4469		£282.00		02/07/25	All Done and Dusted - Jun '25 - Pod Cleaning	500
	1	£141.00	1180/4		Communal Cleaning Pod various dates - see attachment	
	2	£141.00	1140/4		Cleaning of football Pavilion various dates - see attachm	
		£282.00			All Done and Dusted - Total	
4452		£9.90	1090/4	20/06/25	Carla Swindells - Take laptop for repair to Jireh, Tetbury	
		£9.90			Carla Swindells - Total	
4451		£18.20		19/06/25	David Marsden -	
	1	£9.90	1090/4		Expenses - Travel to Jireh Solutions, Tetbury.	
	2	£8.30	1090/2		Toilet paper & hand soap	
		£18.20			David Marsden - Total	
4457		£24.00	1080/1	21/06/25	Easy Window Cleaning - July '25 - TH	28015
		£24.00			Easy Window Cleaning - Total	
4478		£2,321.45	1200	02/07/25	GAPTC - Subscription 25/26	2025/26
		£2,321.45			GAPTC - Total	
4463		£180.00	1140/5	23/06/25	Hogg and Smith - Toilet cistern repair - Pavilion	3042
		£180.00			Hogg and Smith - Total	
4459		£100.00	1220/2	24/06/25	J W Architectural - Site Plans & OS Plans - Stagholt	2568
		£100.00			J W Architectural - Total	
4466		£322.15	1040/1	02/07/25	Jireh Solutions Ltd - July '25 - Contract	33223
4470		£306.00	1040/1	02/07/25	Jireh Solutions Ltd - Billable Hours - issues with BSO laptop	33161
		£628.15			Jireh Solutions Ltd - Total	
4456		£90.00	1160/2	19/06/25	Olympic Cars Peugeot - Van - aircon regas and leak test	144180
		£90.00			Olympic Cars Peugeot - Total	
4471		£108.43	1040/5	02/07/25	Prolific Solutions (South West) Ltd - Jun '25 - Printer TH	11866

Signature



Signature

Date

8/9/25

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
		£108.43			Prolific Solutions (South West) Ltd - Total	
4461		£167.20	1190/3	25/06/25	Proludic - Spare parts - play equipment	011061
		£167.20			Proludic - Total	
4477		£500.00	1060/1	02/07/25	Stonehouse Royal British Legion - See transaction 4437. Grant - approved TBC 9th June 2025 B/870. This grant was paid in error to the RBL Poppy Appeal. See attachments	
		£500.00			Stonehouse Royal British Legion - Total	
4458		£2,952.60	1190/1	24/06/25	T W Hawkins & Sons - June '25 - Contract mowing	
		£2,952.60			T W Hawkins & Sons - Total	
		£4,067.71			Confidential - Staff Costs	
Total		£11,557.04				

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Date _____

Signature _____

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 8/9/25

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
4445		£15.45	1090/2	17/06/25	Argos - Workshop - toilet brush and roll holder	
		£15.45			Argos - Total	
4460		£32.00	1090/1	25/06/25	Delta Nine Ltd - Printer Paper for TH	
		£32.00			Delta Nine Ltd - Total	
4462		£14.56	1190/3	24/06/25	Toolstation - Laburnum - basket repair - self amalgamating tape	090240043
		£14.56			Toolstation - Total	
4468		£174.50	1090/2	02/07/25	TV Licence - TV Licence - TH	4271891528
		£174.50			TV Licence - Total	
4446		£36.53	1140/4	18/06/25	UK Office Direct - Pavilion toilets - Jumbo toilet roll x 6	8000841886
		£36.53			UK Office Direct - Total	
4467		£110.74	1090/2	02/07/25	Viking - Key Cabinet & Filing Cabinet for TH	6009121
		£110.74			Viking - Total	
4455		£8.40	1040/4	20/06/25	Voipfone - June '25 - Renewal of number & PBX	1014747536
		£8.40			Voipfone - Total	
Total		£392.18				

Signature

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Signature

8/9/25

Date

