



To Members of the Town Business Committee

You are hereby summoned to attend a meeting of the Committee to be held on **TUESDAY 5<sup>th</sup> May 2026 at 7pm** at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA

**Committee Members:**

Councillors: John Callinan, Keren Capeling, Carol Kambites (Committee Vice Chair), John Parker, Val Randell, Keith Terry, Carol Trim and Theresa Watt (Committee Chair)

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

*Carlos Novoth*

Town Clerk

28<sup>th</sup> April 2026

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

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**A G E N D A**

**B/1005 To receive apologies**

**B/1006 To receive Declarations of Interest**

**B/1007 To approve the minutes of the Business Committee meeting held on 7<sup>th</sup> April 2026**

**B/1008 Matters arising**

**B/1009 To receive the latest budget position**

**B/1010 To approve the latest BACS payment list and provide retrospective approval for Debit Card Payments**

**B/1011 To approve the following grant applications for:**

- Citizens Advice
- Stonehouse School Trustees
- Stonehouse Canal Festival

**B/1012 To approve additional payment for recent cladding works to the Youth Pod**

**B/1013 To consider recommending to Council the early renewal of the council's electricity supply contract from 1<sup>st</sup> April 2027**

**B/1014 To consider recommending to Council the 2026/27 Financial Risk Assessment**

**B/1015 To consider recommending to Council the renewal of the council's Public Liability and Employee Liability insurance cover for 1<sup>st</sup> June 2026 to 31<sup>st</sup> May 2027**

**B/1016** To consider for recommendation to Council the following updated HR policies:

- Training Policy
- Induction Policy
- Staff Supervision and Development Policy

**B/1017** To approve the annual Subscriptions for the 2026/27 financial year

**B/1018** To receive updates from the following working groups:

1. Climate Change Action Forum
2. Communications
3. Oldends Lane Development
4. Support Stonehouse
5. Youth
6. Policy
7. Internal Control Checks (ICC)
8. Local Government Review

**B/1019** To note the date of the next meeting - Monday 1<sup>st</sup> June 2026

Notes on Agenda items, BC Tuesday 5<sup>th</sup> May 2026

<b>B/1007 Minutes</b>	Draft Minutes in supporting papers
<b>B/1008 Matters arising</b>	<ul style="list-style-type: none"> <li>• Recipients of council grants have been notified of the awards</li> <li>• Market stallholders to be notified of the need to sign the old market licence.</li> <li>• Officers are making enquiries with the Competition Markets Authority with regards to recent statements made in relation stallholder restrictions</li> <li>• Much needed repair works to the Pod building have now been successfully completed</li> </ul>
<b>B/1009 Budget</b>	Final Budget report for 2025/26 in support papers – accounts for 2025/26 have now been closed and will be reported to full council at its meeting on 18 <sup>th</sup> May '26 First budget report for 2026/27 also in support papers.
<b>B/1010 Payment lists</b>	Members to note that papers will include the following: <ul style="list-style-type: none"> <li>• <b>Payment list for all BACS payments requiring approval</b></li> <li>• <b>Payment list for debit card payments already made but requiring retrospective approval</b></li> </ul>
<b>B/1011 – Grant Apps</b>	See applications in supporting papers  Please note the following comments: <ul style="list-style-type: none"> <li>• Stonehouse School Trustees – the accounts were recently viewed by Committee. Please see attached email that includes the quotation – a full application form will follow shortly.</li> </ul>
<b>B/1012 – Contract costs</b>	<p>In November 2025, Officers secured quotes to repair/improve the external walls of the Youth Pod building; this included patching up and painting walls and cladding the lower section of the building to provide a more durable and visually appealing finish. At the time of providing the quote, the council was made aware of the potential for increased costs of materials. The prevailing wet weather delayed works and in the intervening period, the cost of cladding increased by 9.5% (£554.80). In line with the contractors terms, this payment is now due.</p> <p>(With the works having been completed, the contractor has now been paid the full agreed cost associated with the original quotation of £12,876 incl vat; 50% of the payment was made in advance as agreed under the contractor's terms – owing to end of year payments by the contractor including VAT and other taxes, the local contractor had asked for the remainder of the payment to be made as quickly as possible. Following discussion with the Chair of Council, the remainder was paid last week ahead of authorisation from Council.)</p> <p><b>Recommendation – For council to agree to make the final payment following completion by 'Marlyn Homes' totalling £554.80</b></p>
<b>B/1013 – Electricity supply</b>	<p>Council has a two year electricity contract that will run to 31<sup>st</sup> March 2027. Energy Brokers are approaching the council about forward buying electricity primarily in light of the conflicts in the Middle East. The conflict in the Middle East provides an element of great uncertainty. Its resolution is at present indeterminable.</p> <p>Due to the above conflict and the link between gas and electricity prices, customers are experiencing high electricity costs. Government intends to decouple this link allowing customers to benefit from lower cost electricity in the future – the suggestion is that the necessary measures will be put in place within the year. See <a href="#">link</a> to relevant article showing planned Government actions</p> <p>Indicative prices are attached in the supporting papers for electricity supplies from 1<sup>st</sup> April 2027 to demonstrate cost savings that can be made by forward buying at this time.</p>

	This matter has been brought to Committee's attention, following council's recent decision to forward purchase its gas supply from 3 <sup>rd</sup> December 2026, to determine whether it wishes to consider and recommend to council to forward purchase its electricity supply		
<b>B/1014 – Financial R/A</b>	See attached Financial Risk Assessment completed by the RFO/Clerk		
<b>B/1015 – Council PL and EL Insurance</b>	<p>In 2024, council approved a three year contract to provide insurance cover for its assets and operation which includes the provision of Public and Employee Liability. In 2025 the council paid an insurance premium totalling £8,851.28 which included the Insurance Premium Tax of almost £1,000. To remain with the current level of cover through Hiscox insurance (a company that specialises in providing insurance services to local authorities), the premium will increase marginally to £8,991.70.</p> <p>Discussion with the insurers has suggested that the town council may wish to increase its level of cover for outdoor play equipment up to the £100,000 – there is currently no cover on this asset as this was removed some years ago. To do so, would increase the council's premium to £9,533.78.</p> <p>It is recommended that council considers applying this level of cover for its play equipment Details of the level of insurance cover can be viewed in the attached support papers.</p>		
<b>B/1016 – Updated Policies</b>	See attached HR Policies reviewed by HR Sub Committee – document are track changed		
<b>B/1017 - Subscriptions</b>	<b>Subscription</b>	<b>25/26</b>	<b>26/27</b>
	ICO	£47	£52
	GRCC	£25	£25
	GAPTC	£2321.25	£2321.25 plus 3% inflation
	Parish Online	£300 + vat	£300 + vat
	Gloucestershire Playing Fields Association	£100	£100
	Open Spaces Society	£45 (paid until August '26)	£45
	MRG Systems	£200 + vat (paid until Nov '26)	£200 + vat
	Cotswold Canals Trust	£40	£45
	Survey Monkey	£320	£320 plus 3% inflation



**Minutes of a Town Business Committee Meeting held on Tuesday 7<sup>th</sup> April 2026 at 7pm at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA**

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

**In Attendance:** Town Clerk; Town Councillors David Drew and Simon MacGregor; Glos County Councillor Dean Botterill; representatives of Stroud Cricket Club and several members of the public

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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Cllr Dean Botterill questioned the value to be gained from undertaking air pollution monitoring in the community and asked whether the work was a town council initiative or it had been asked for by another organisation. It was confirmed that this was a town council initiative to improve air quality in the town

Town Councillor Simon MacGregor raised concern about the parking issues in Gloucester road and the desperate need for off road parking. He commented that the row of red brick houses further up the road were provided with off road parking by Glos County Council many years ago but due to reasons, the parking arrangement was not replicated at the lower set of properties. Residents' experiences of parking on the roadside include cars being damaged and written off and hit and runs including many near misses to adults and children having to walk between vehicles. In addition, there was no way for residents to use electric vehicles. A local resident had echoed the issues explaining that local residential roads were being adversely impacted by the parking issue. Attempts have been made in the past to secure planning approval but to date they have been unsuccessful. It was suggested that GCC should have spent the money used for the very short cycle path in Standish, could have been better used on this parking issue. A question was raised by a further resident about the suggested progress made by the previous county councillor on the parking issue - it was confirmed that the town council knew of no progress on this issue. The current county councillor confirmed that he knew of no progress.

It was recommended that parking in this area be referred to the town council's Transport and Highways working group

The Chair brought the public question time to an end thanking all participants for their input

**B/988 To receive apologies**

Apologies were received from Cllr Carol Kambites

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

There were no declarations of interest - It was noted that as Agenda Item B/995(2) referred to a grant application applied by the Parents Teachers Association of Park Infant School and not the school itself, Cllr John Parker, as governor of the school, had no interest to declare

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

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

Following agreement by Committee, the Chair brought forward agenda items B/995 and B/999 respectively as requested by representatives of Stroud Cricket Club and Non Committee Members wishing to speak on the parking issue

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

**1. Stroud Cricket Club (2 Applications)**

Club representatives were present to answer questions. It was stated that the club had many teams including a women's team; they have a number of Stonehouse residents within each cricket team citing approximately 15% of the youth teams were made up of youngsters from Stonehouse. It was suggested that the club had substantial sums already in their reserves; they commented that it was decided to focus on stabilising the club's financial position over the next year reducing player costs and contracting costs by bringing contract work in-house. The club highlighted their problem with two main parts of the roof leaking - two options had been provided by a builder, both costing substantial amounts; they were unfortunately having to reply on contracting out the work in light of their being no building experience within the volunteer base. The club confirmed that their sponsors were being approached along with Stroud Town Council for funding. Asked if the rest of the building was in good order, the representatives confirmed that it was.

In stating that the town council responds well to grant applications but that he could not advocate providing the full amount asked for, Cllr John Callinan proposed a grant of £1,000 to help with the club's costs in light of it being the closest cricket club to Stonehouse. It was further proposed to increase the grant amount to £2,000; the further proposal was seconded - all voted in favour.

Committee **APPROVED** a grant of £2,000 to help with the necessary roof repairs.

The representatives thanked the committee and stated that they really appreciated the award and would therefore withdraw their second grant application for player kit.

## **2. Stonehouse Park Federation School**

It was clarified that the grant application had been applied for by the school's Parents Teachers Association (PTA) and not the school itself. Whilst the application was made for only £60, committee agreed that it could not award a grant in arrears. Committee also felt that the value of the PTA's event was really worth supporting in future and had therefore committed a total of £120 for the event in the 2026/27 financial year. Committee **APPROVED** the award of £120 to Stonehouse Park Federation School's Parent Teachers Association for financial year 2026/27

## **3. Great Western Air Ambulance Service**

It was acknowledged that the town council had awarded a grant to the service in financial year 2025/26; whilst the service was operated outside the Stonehouse community, it did provide much needed support to preserve human life and as such needed supporting financially. Committee therefore **APPROVED** a grant award of £1,000 to the Great Western Air Ambulance Service.

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

Council resolved to refer this agenda item to Business Committee at its last meeting. Councillor David Drew was invited to speak on the item; he highlighted the many parking issues that existed around the community and amplified the comments made by members of the public at the commencement of the meeting in relation to Gloucester road. He further commented on

- problems that may be created by the development of the planned new care home at Elm road;
- the fact that planning apps should consider current parking issues
- GCC will only look at whole schemes not road by road.
- the High street car park managed by Stroud District Council - this was once a paid for car park reverting to a non paying one (comment was made by another cllr that significant improvements have been made recently in relation to the long stay portion allowing businesses greater chances of finding parking spaces).
- parking problems around schools especially outside Park school and the Shrubberies
- the impact of rail users on nearby residential roads
- inadequate parking for local High street businesses

Cllr Drew stated that a parking review should take place for the whole town with expert help. The council should not avoid looking at the issue. This view was supported by the Chair of Council with a view to considering public transport, use of shared vehicles and other options. Cllr John Callinan stated that this was not an issue that the town council could resolve by itself but

help and support needs to be provided by the county council as highways authority.

Committee **REFERRED** the matter to the council's Transport and Highways working group with consideration given to active travel.

Cllr Drew thanked the committee for hearing his concerns and that of local residents and then left the meeting

#### **B/991 Matters arising**

Officers provided the following update:

- The thermal Imaging device has been purchased and is ready for use
- The new three year gas supply contract has been signed by the Clerk
- The updated policies have been forwarded for updating onto the council's website
- Leases for Stonehouse Town Football Club and Magpies Social Club are now nearing completion and will be ready for signing by the end of the month
- All Assertion 10 requirements for 2026/27 have been sufficiently complete

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

The Clerk confirmed that income from investments not yet been confirmed. The reserves for budget codes 1120 (elections) and 1140/9 Septic tank) would need final adjustment. Final outcome figures for the year will become known following account closure in the coming weeks. Committee **NOTED** total 'Actual Net' Expenditure of £427,404.75; total 'Actual Net' Income of £452,551.61 and total Reserve movement of £43,607.17

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

Committee **APPROVED** BACS payment totalling £17,081.54

Committee also **RETROSPECTIVELY APPROVED** Debit card payments totalling £495.18

Committee **APPROVED** the repayment of £72 to a stallholder that had made a duplicate payment at the last Goodwill event

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

Committee **RECOMMENDED** town council approve the list of Direct Debits and Standing Orders to be applied to the council's payment regime for the 2026/27 financial year

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

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

This agenda item was brought forward - see notes of discussion above

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

The Clerk provided an overview of the priced information he had secured to date. Prices from various suppliers related to two options based on the following assumptions - flagpoles needed to be erected elsewhere on the green other than the location of the current flagpole due to the presence of overhead cables and, the central flagpole would either be 11 metres or 8 metres in height and the remaining two poles would be shorter. Pricing would include installation of two new poles and the relocation of the existing pole and that prior to installation, ground checks for the presence of utility services would be undertaken by the installers (this would be standard practice). The Clerk stated that there were a number of issues that he needed direction on and that these had been presented in supporting papers to the committee.

Committee members discussed forming a new working group to consider this matter (the existing flag response working group which was set up on a task and finish basis no longer existed), but it was suggested a councillor may submit a motion on this issue and so it would not be necessary to form a working group - the motion would consider the placement of the three flagpoles and whether it would be necessary to light up the Union flag at night. (Whilst current Government guidance identifies that lighting a raised Union flag at night on a Government building was necessary, the guidance omits to identify requirements, if any, to Union flags raised on ground installed flagpoles).

Cllr John Parker stated that he would put forward a motion for a future meeting of the town council on this issue.

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

The value offered by this work to the community was questioned. The Clerk advised that a baseline had been created back in 2022/23 for certain areas of the community where it was felt that traffic based air pollution was thought to be most harmful to local residents. This follow up monitoring would be used as a comparison to see whether pollution had worsened or improved - this would then become the focus of future improvement campaigns. It was thought that Stroud District Council was periodically conducting local air monitoring in relation to potential impacts from the incinerator at Javelin Park. The Clerk was tasked with finding further information on this.

The matter was **DEFERRED** to a further committee meeting once the information was secured and reported

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

Committee did not agree a response for council to approve.

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

Agenda item was brought forward - see above for discussion details

**B/1000 To recommend Council approve the reinstatement of signs at each entrance to Laburnum Recreation ground requiring dogs be kept on leads**  
Councillor John Callinan had checked the Gloucestershire Archives to determine whether the town council had secured a past local byelaw requiring dogs to be kept on leads whilst being exercised at Laburnum playing field. He commented that further work on this matter was required and that his findings would be reported back to Committee.

The Clerk stated that he had discussed the issue of byelaws and the more up to date Public Space Protection Orders (PSPOs) with the lead environmental Health officer at Stroud District Council and that the PSPO may have superseded any byelaw that may have existed; he further mentioned that it was unlikely that a future PSPO would enable the town council to restrict dogs to leads whilst being walked in Laburnum playing field.

Committee **DEFFERED** the matter to a future committee meeting once further information was gathered.

It was acknowledged that local residents and in particular elderly residents and children have reported feeling concerned about dogs that have been let loose to run around the playing field by their owners and that this had on occasion prevented them from using the ground

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

There was concern in relation to recent changes to the Market Stallholders agreement with the town council in that a recent decision by the Clerk to restrict stall holders attending the market to those that did not conflict with products sold in the High street shops or by other stall holders, was questioned. The condition used by the Clerk had been included in a revised licence that had yet to be taken to council for approval. Realising this, the Clerk has now sought approval. The rationale was explained but it was determined by Committee to revert to the council's old licence conditions (It was clear that would require stallholders to sign the old licence agreement previously approved by council). Further to this, it was agreed that stall holders will be able to use the Green, understanding that there may be a requirement by council to cease the use of the green during bad weather in order to protect it. It was made clear that in such an event, market stallholders will not be licensed to operate from the hardstanding in future.

Committee **RESOLVED** to remain with the council's original licence conditions

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

The Clerk thanked Cllrs for their efforts to ensure compliance with training requirements for March 2026. The council had now met all its requirements to satisfy internal audit for the 2025/26 financial year. Further improvements were required for the following financial year 2026/27.

**B/1003 To receive updates from the following working groups:**

1. Climate Change Action Forum

- The forum had met recently
2. **Communications**  
The working group had not met
  3. **Oldends Lane Development**  
A copy of the minutes from the last meeting had been provided presented the latest developments - the next meeting was scheduled for Friday 10<sup>th</sup> April - Cllr Callinan invited other cllrs to turn up to the working group's future meetings
  4. **Support Stonehouse**  
The working group had not met
  5. **Youth**  
Town Cllrs attended the golden hinge award run by the door
  6. **Policy**  
The policy register has identified the work to be undertaken in the 2026/27 financial year
  7. **Internal Control Checks (ICC)**  
Quarterly bank reconciliations have not yet be undertaken
  8. **Local Government Review**  
Cllr Carol Trim will be attending the Gloucestershire Association of Local Councils Local Government Reorganisation seminar in April '26

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

Committee **NOTED** the date of the next meeting. The meeting ended at 9.20pm

# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2025/2026	Reserve	Actual Net	Balance	Bal %age
<b>INCOME</b>						
<b>Town Business Committee</b>						
100	Precept	£410,143.00	£0.00	£410,133.00	£-10.00	0.00%
105	Newsletter Advertising	£100.00	£0.00	£0.00	£-100.00	-100.00%
120	Feed-in Tariff from Town Hall	£800.00	£0.00	£1,010.02	£210.02	26.25%
125	Stonehouse Town FC lease	£600.00	£0.00	£1,160.00	£560.00	93.33%
126	STFC Water Recharge	£200.00	£0.00	£0.00	£-200.00	-100.00%
127	STFC Electric Recharge	£2,000.00	£0.00	£2,540.33	£540.33	27.02%
130	Athletics Field Lease	£0.00	£0.00	£0.00	£0.00	0.00%
135	Phone Mast on Land	£6,000.00	£0.00	£5,998.12	£-1.88	-0.03%
140	Building Lease at OEL	£637.00	£0.00	£637.00	£0.00	0.00%
145	Magpies Social Club	£2,000.00	£0.00	£2,100.00	£100.00	5.00%
150	Community Centre Lease	£500.00	£0.00	£500.00	£0.00	0.00%
155	OEL Pitch Hire	£3,000.00	£0.00	£1,815.00	£-1,185.00	-39.50%
160	Misc Income	£500.00	£0.00	£4,779.56	£4,279.56	855.91%
170	Investments Interest	£0.00	£0.00	£850.00	£850.00	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	£2,541.65	£541.65	27.08%
173	Bank Interest - Natwest	£0.00	£0.00	£0.00	£0.00	0.00%
174	Bank interest - Cambridge BS	£2,000.00	£0.00	£1,886.18	£-113.82	-5.69%
176	Bank Interest - Nationwide	£2,000.00	£0.00	£3,314.19	£1,314.19	65.71%
177	Bank Interest - Melton Building Society	£2,000.00	£0.00	£0.00	£-2,000.00	-100.00%
178	CCLA Interest	£21,000.00	£0.00	£16,559.20	£-4,440.80	-21.15%

# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		<b>2025/2026</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
179	Town Hall/Library Recharges	£3,000.00	£0.00	£4,712.01	£1,712.01	57.07%
<b>Total Town Business Committee</b>		<b>£458,480.00</b>	<b>£0.00</b>	<b>£460,536.26</b>	<b>£2,056.26</b>	<b>0.45%</b>

### EXPENDITURE

#### Town Business Committee

1000	Salaries					
1000/1	Contracted staff	£223,800.00	£0.00	£213,008.01	£10,791.99	4.82%
1000/2	Locum	£0.00	£0.00	£0.00	£0.00	0.00%
1000/3	Short term contracted staff	£0.00	£0.00	£0.00	£0.00	0.00%
1000	Total	<u>£223,800.00</u>	<u>£0.00</u>	<u>£213,008.01</u>	<u>£10,791.99</u>	<u>4.82%</u>
1010	Training & Recruitment					
1010/1	Contracted Staff	£2,500.00	£0.00	£2,102.98	£397.02	15.88%
1010/2	Councillors	£500.00	£0.00	£1,731.00	-£1,231.00	-246.20%
1010	Total	<u>£3,000.00</u>	<u>£0.00</u>	<u>£3,833.98</u>	<u>-£833.98</u>	<u>-27.80%</u>
1020	Health & Safety	£2,500.00	£0.00	£1,173.98	£1,326.02	53.04%
1030	Professional Fees	£8,000.00	£0.00	£6,783.56	£1,216.44	15.21%
1040	IT support					
1040/1	General	£6,750.00	£0.00	£3,995.92	£2,754.08	40.80%
1040/2	Website	£1,300.00	£0.00	£2,564.76	-£1,264.76	-97.29%
1040/3	Newsletter	£0.00	£0.00	£0.40	-£0.40	0.00%
1040/4	Phones	£1,500.00	£0.00	£153.68	£1,346.32	89.75%
1040/5	Printing	£0.00	£0.00	£823.55	-£823.55	0.00%
1040	Total	<u>£9,550.00</u>	<u>£0.00</u>	<u>£7,538.31</u>	<u>£2,011.69</u>	<u>21.06%</u>
1050	Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	100.00%

# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		<b>2025/2026</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
1060	Grants					
1060/1	One-Offs	£10,000.00	£7,500.00	£22,670.00	-£5,170.00	-51.70%
1060/2	Long-Term	£7,400.00	£0.00	£0.00	£7,400.00	100.00%
1060	Total	£17,400.00	£7,500.00	£22,670.00	£2,230.00	12.82%
1070	Town Hall/Library Shared Costs					
1070/1	Rates	£4,500.00	£0.00	£5,613.75	-£1,113.75	-24.75%
1070/2	Water	£1,200.00	£0.00	£619.02	£580.98	48.42%
1070/3	Electric	£3,000.00	£0.00	£2,794.90	£205.10	6.84%
1070/4	Gas	£1,800.00	£0.00	£1,990.95	-£190.95	-10.61%
1070/5	Interior Maintenance (reactive)	£500.00	£0.00	£1,556.99	-£1,056.99	-211.40%
1070/6	Interior Maintenance (programmed)	£500.00	£0.00	£0.00	£500.00	100.00%
1070/7	Waste Collection	£300.00	£0.00	£10.92	£289.08	96.36%
1070/8	Security	£200.00	£0.00	£0.00	£200.00	100.00%
1070	Total	£12,000.00	£0.00	£12,586.53	-£586.53	-4.89%
1080	Town Hall/Library STC costs					
1080/1	Exterior Maintenance/Cleaning	£500.00	£0.00	£314.45	£185.55	37.11%
1080/2	Interior Cleaning	£1,700.00	£0.00	£2,315.19	-£615.19	-36.19%
1080	Total	£2,200.00	£0.00	£2,629.64	-£429.64	-19.53%
1090	Admin Expenses					
1090/1	Paper	£250.00	£0.00	£111.34	£138.66	55.46%
1090/2	Other	£500.00	£0.00	£2,115.19	-£1,615.19	-323.04%
1090/3	Printing and Delivery of Newsletters	£8,000.00	£0.00	£7,946.00	£54.00	0.68%

# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		<b>2025/2026</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
1090/4	Travel expenses	£500.00	£0.00	£45.00	£455.00	91.00%
1090	Total	£9,250.00	£0.00	£10,217.53	£-967.53	-10.46%
1100	Mayor's Charity & Expenses	£300.00	£0.00	£100.00	£200.00	66.67%
1110	Travel Costs/Staff & Councillors	£400.00	£0.00	£0.00	£400.00	100.00%
1120	Election Costs	£0.00	£9,185.29	£15,236.79	£-6,051.50	0.00%
1130	Civic/Remembrance Parades	£180.00	£0.00	£0.00	£180.00	100.00%
1140	Pavilion Overheads					
1140/1	Rates	£0.00	£0.00	£0.00	£0.00	0.00%
1140/2	Water	£1,200.00	£0.00	£1,991.87	£-791.87	-65.99%
1140/3	Electric	£6,300.00	£0.00	£5,168.89	£1,131.11	17.95%
1140/4	Cleaning	£1,000.00	£0.00	£1,516.16	£-516.16	-51.62%
1140/5	Maintenance (reactive)	£2,000.00	£2,160.00	£4,048.87	£111.13	5.56%
1140/6	Maintenance (programmed)	£1,000.00	£0.00	£3.10	£996.90	99.69%
1140/7	Waste Collection	£500.00	£0.00	£43.68	£456.32	91.26%
1140/8	Security	£200.00	£0.00	£90.00	£110.00	55.00%
1140/9	Septic Tank	£700.00	£0.00	£3,376.68	£-2,676.68	-382.38%
1140	Total	£12,900.00	£2,160.00	£16,239.25	£-1,179.25	-9.14%
1150	Workshop Overheads					
1150/1	Water	£0.00	£0.00	£0.00	£0.00	0.00%
1150/2	Electric	£300.00	£0.00	£0.00	£300.00	100.00%
1150/3	Maintenance (Reactive)	£300.00	£5,912.39	£7,471.32	£-1,258.93	-419.64%
1150/4	Maintenance (programmed)	£700.00	£0.00	£160.43	£539.57	77.08%
1150/5	Waste Collection	£1,800.00	£0.00	£1,732.37	£67.63	3.76%

# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		<b>2025/2026</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
1150/6	Security	£200.00	£0.00	£30.00	£170.00	85.00%
1150	Total	£3,300.00	£5,912.39	£9,394.12	-£181.73	-5.51%
1160	Equipment & Vehicle Costs					
1160/1	Equipment and Vehicle costs	£700.00	£4,049.17	£4,604.29	£144.88	20.70%
1160/2	Maintenance	£600.00	£0.00	£1,024.74	-£424.74	-70.79%
1160/3	Fuel	£900.00	£0.00	£578.54	£321.46	35.72%
1160/4	Tax	£200.00	£0.00	£345.00	-£145.00	-72.50%
1160/5	MOT/Service	£600.00	£0.00	£0.00	£600.00	100.00%
1160	Total	£3,000.00	£4,049.17	£6,552.57	£496.60	16.55%
1170	Youth Centre Workers	£66,000.00	£0.00	£65,000.50	£999.50	1.51%
1180	Youth Centre Overheads					
1180/1	Rates	£1,400.00	£0.00	£1,458.88	-£58.88	-4.21%
1180/2	Water	£300.00	£0.00	£164.81	£135.19	45.06%
1180/3	Electric	£1,500.00	£0.00	£1,457.50	£42.50	2.83%
1180/4	Cleaning	£1,300.00	£0.00	£1,283.00	£17.00	1.31%
1180/5	Maintenance (reactive)	£1,000.00	£5,365.00	£6,177.89	£187.11	18.71%
1180/6	Maintenance (programmed)	£1,500.00	£0.00	£46.50	£1,453.50	96.90%
1180/7	Waste collection	£300.00	£0.00	£21.84	£278.16	92.72%
1180/8	Security	£500.00	£0.00	£1,285.40	-£785.40	-157.08%
1180/9	IT costs	£1,000.00	£0.00	£979.30	£20.70	2.07%
1180	Total	£8,800.00	£5,365.00	£12,875.12	£1,289.88	14.66%
1200	Subscriptions	£3,500.00	£0.00	£4,534.35	-£1,034.35	-29.55%
1210	Insurances					

# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		<b>2025/2026</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
1210/1	Public/Employee Liability	£8,000.00	£0.00	£8,851.28	-£851.28	-10.64%
1210/2	Buildings	£0.00	£0.00	£0.00	£0.00	0.00%
1210/3	Vehicle	£0.00	£0.00	£137.42	-£137.42	0.00%
1210	Total	<u>£8,000.00</u>	<u>£0.00</u>	<u>£8,988.70</u>	<u>-£988.70</u>	<u>-12.36%</u>
1220	Project Planning & Delivery					
1220/1	OEL Car Park	£0.00	£2,555.00	£2,555.00	£0.00	0.00%
1220/2	Stagholt	£0.00	£100.00	£100.00	£0.00	0.00%
1220/3	Ship Inn site	£0.00	£6,968.52	£6,991.52	-£23.00	0.00%
1220/4	Court View	£0.00	£23.00	£13.00	£10.00	0.00%
1220/5	Great Oldbury	£0.00	£0.00	£0.00	£0.00	0.00%
1220	Total	<u>£0.00</u>	<u>£9,646.52</u>	<u>£9,659.52</u>	<u>-£13.00</u>	<u>0.00%</u>
1230	Climate Change	£5,000.00	£0.00	£281.97	£4,718.03	94.36%
<b>Total Town Business Committee</b>		<u>£399,580.00</u>	<u>£43,818.37</u>	<u>£429,304.43</u>	<u>£14,093.94</u>	<u>3.53%</u>
Total Town Business Committee In		£458,480.00	£0.00	£460,536.26	£2,056.26	
Total Town Business Committee Ex		£399,580.00	£43,818.37	£429,304.43	£14,093.94	
<b>Total Net Balance</b>		<b>£58,900.00</b>		<b>£31,231.83</b>		

# Financial Budget Comparison

## for Town Business Committee

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

Excludes transactions with an invoice date prior to 01/04/26

		2026/2027	Reserve	Actual Net	Balance	Bal %age
<b>INCOME</b>						
<b>Town Business Committee</b>						
100	Precept	£433,387.00	£0.00	£0.00	-£433,387.00	-100.00%
105	Newsletter Advertising	£0.00	£0.00	£0.00	£0.00	0.00%
120	Feed-in Tariff from Town Hall	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%
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	£2,500.00	£0.00	£0.00	-£2,500.00	-100.00%
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	£0.00	-£2,000.00	-100.00%
150	Community Centre Lease	£500.00	£0.00	£0.00	-£500.00	-100.00%
155	OEL Pitch Hire	£3,000.00	£0.00	£0.00	-£3,000.00	-100.00%
160	Misc Income	£500.00	£0.00	£0.00	-£500.00	-100.00%
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%
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	£18,000.00	£0.00	£0.00	-£18,000.00	-100.00%

# Financial Budget Comparison

## for Town Business Committee

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

Excludes transactions with an invoice date prior to 01/04/26

		<b>2026/2027</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
179	Town Hall/Library Recharges	£3,000.00	£0.00	£0.00	-£3,000.00	-100.00%
<b>Total Town Business Committee</b>		<b>£479,324.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>-£479,324.00</b>	<b>-100.00%</b>

### EXPENDITURE

#### Town Business Committee

1000	Salaries					
1000/1	Contracted staff	£232,144.00	£0.00	£16,066.43	£216,077.57	93.08%
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	<b>£232,144.00</b>	<b>£0.00</b>	<b>£16,066.43</b>	<b>£216,077.57</b>	<b>93.08%</b>
1010	Training & Recruitment					
1010/1	Contracted Staff	£2,000.00	£0.00	£45.00	£1,955.00	97.75%
1010/2	Councillors	£1,000.00	£0.00	£245.00	£755.00	75.50%
1010	Total	<b>£3,000.00</b>	<b>£0.00</b>	<b>£290.00</b>	<b>£2,710.00</b>	<b>90.33%</b>
1020	Health & Safety	£2,500.00	£0.00	£0.00	£2,500.00	100.00%
1030	Professional Fees	£6,000.00	£0.00	£2,475.00	£3,525.00	58.75%
1040	IT support					
1040/1	General	£6,750.00	£0.00	£268.46	£6,481.54	96.02%
1040/2	Website	£1,300.00	£0.00	£11.00	£1,289.00	99.15%
1040/3	Newsletter	£0.00	£0.00	£0.00	£0.00	0.00%
1040/4	Phones	£600.00	£0.00	£8.00	£592.00	98.67%
1040/5	Printing	£0.00	£0.00	£0.00	£0.00	0.00%
1040	Total	<b>£8,650.00</b>	<b>£0.00</b>	<b>£287.46</b>	<b>£8,362.54</b>	<b>96.68%</b>
1050	Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	100.00%

# Financial Budget Comparison

## for Town Business Committee

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

Excludes transactions with an invoice date prior to 01/04/26

		<b>2026/2027</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
1060	Grants					
1060/1	One-Offs	£10,000.00	£0.00	£3,120.00	£6,880.00	68.80%
1060/2	Long-Term	£10,000.00	£0.00	£5,500.00	£4,500.00	45.00%
1060	Total	<u>£20,000.00</u>	<u>£0.00</u>	<u>£8,620.00</u>	<u>£11,380.00</u>	<u>56.90%</u>
1070	Town Hall/Library Shared Costs					
1070/1	Rates	£5,300.00	£0.00	£9,918.25	-\$4,618.25	-87.14%
1070/2	Water	£800.00	£0.00	£0.00	£800.00	100.00%
1070/3	Electric	£3,000.00	£0.00	£0.00	£3,000.00	100.00%
1070/4	Gas	£2,500.00	£0.00	£0.00	£2,500.00	100.00%
1070/5	Interior Maintenance (reactive)	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1070/6	Interior Maintenance (programmed)	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1070/7	Waste Collection	£100.00	£0.00	£0.00	£100.00	100.00%
1070/8	Security	£300.00	£0.00	£0.00	£300.00	100.00%
1070	Total	<u>£14,000.00</u>	<u>£0.00</u>	<u>£9,918.25</u>	<u>£4,081.75</u>	<u>29.16%</u>
1080	Town Hall/Library STC costs					
1080/1	Exterior Maintenance/Cleaning	£1,000.00	£0.00	£20.00	£980.00	98.00%
1080/2	Interior Cleaning	£2,100.00	£0.00	£175.22	£1,924.78	91.66%
1080	Total	<u>£3,100.00</u>	<u>£0.00</u>	<u>£195.22</u>	<u>£2,904.78</u>	<u>93.70%</u>
1090	Admin Expenses					
1090/1	Paper	£300.00	£0.00	£28.00	£272.00	90.67%
1090/2	Other	£1,000.00	£0.00	£40.44	£959.56	95.96%
1090/3	Printing and Delivery of Newsletters	£8,000.00	£0.00	£0.00	£8,000.00	100.00%

# Financial Budget Comparison

## for Town Business Committee

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

Excludes transactions with an invoice date prior to 01/04/26

		<b>2026/2027</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
1090/4	Travel expenses	£0.00	£0.00	£0.00	£0.00	0.00%
1090	Total	£9,300.00	£0.00	£68.44	£9,231.56	99.26%
1100	Mayor's Charity & Expenses	£300.00	£0.00	£0.00	£300.00	100.00%
1110	Travel Costs/Staff & Councillors	£200.00	£0.00	£0.00	£200.00	100.00%
1120	Election Costs	£3,000.00	£0.00	£0.00	£3,000.00	100.00%
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	£2,000.00	£0.00	£0.00	£2,000.00	100.00%
1140/3	Electric	£6,300.00	£0.00	£0.00	£6,300.00	100.00%
1140/4	Cleaning	£1,500.00	£0.00	£0.00	£1,500.00	100.00%
1140/5	Maintenance (reactive)	£2,000.00	£0.00	£180.00	£1,820.00	91.00%
1140/6	Maintenance (programmed)	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1140/7	Waste Collection	£500.00	£0.00	£0.00	£500.00	100.00%
1140/8	Security	£200.00	£0.00	£0.00	£200.00	100.00%
1140/9	Septic Tank	£0.00	£0.00	£0.00	£0.00	0.00%
1140	Total	£13,500.00	£0.00	£180.00	£13,320.00	98.67%
1150	Workshop Overheads					
1150/1	Water	£0.00	£0.00	£0.00	£0.00	0.00%
1150/2	Electric	£0.00	£0.00	£0.00	£0.00	0.00%
1150/3	Maintenance (Reactive)	£300.00	£0.00	£0.00	£300.00	100.00%
1150/4	Maintenance (programmed)	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1150/5	Waste Collection	£1,800.00	£0.00	£0.00	£1,800.00	100.00%

# Financial Budget Comparison

## for Town Business Committee

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

Excludes transactions with an invoice date prior to 01/04/26

		<b>2026/2027</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
1150/6	Security	£200.00	£0.00	£0.00	£200.00	100.00%
1150	Total	£3,300.00	£0.00	£0.00	£3,300.00	100.00%
1160	Equipment & Vehicle Costs					
1160/1	Equipment and Vehicle costs	£700.00	£0.00	£0.00	£700.00	100.00%
1160/2	Maintenance	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1160/3	Fuel	£700.00	£0.00	£0.00	£700.00	100.00%
1160/4	Tax	£350.00	£0.00	£0.00	£350.00	100.00%
1160/5	MOT/Service	£600.00	£0.00	£0.00	£600.00	100.00%
1160	Total	£3,350.00	£0.00	£0.00	£3,350.00	100.00%
1170	Youth Centre Workers	£67,500.00	£0.00	£0.00	£67,500.00	100.00%
1180	Youth Centre Overheads					
1180/1	Rates	£1,400.00	£0.00	£1,701.70	£-301.70	-21.55%
1180/2	Water	£300.00	£0.00	£0.00	£300.00	100.00%
1180/3	Electric	£1,700.00	£0.00	£0.00	£1,700.00	100.00%
1180/4	Cleaning	£1,300.00	£0.00	£0.00	£1,300.00	100.00%
1180/5	Maintenance (reactive)	£2,000.00	£0.00	£0.00	£2,000.00	100.00%
1180/6	Maintenance (programmed)	£1,500.00	£0.00	£0.00	£1,500.00	100.00%
1180/7	Waste collection	£300.00	£0.00	£0.00	£300.00	100.00%
1180/8	Security	£500.00	£0.00	£402.00	£98.00	19.60%
1180/9	IT costs	£1,100.00	£0.00	£0.00	£1,100.00	100.00%
1180	Total	£10,100.00	£0.00	£2,103.70	£7,996.30	79.17%
1200	Subscriptions	£3,500.00	£0.00	£97.00	£3,403.00	97.23%
1210	Insurances					

# Financial Budget Comparison

## for Town Business Committee

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

Excludes transactions with an invoice date prior to 01/04/26

		<b>2026/2027</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
1210/1	Public/Employee Liability	£8,000.00	£0.00	£0.00	£8,000.00	100.00%
1210/2	Buildings	£0.00	£0.00	£0.00	£0.00	0.00%
1210/3	Vehicle	£1,500.00	£0.00	£731.68	£768.32	51.22%
1210	Total	<u>£9,500.00</u>	<u>£0.00</u>	<u>£731.68</u>	<u>£8,768.32</u>	<u>92.30%</u>
1220	Project Planning & Delivery					
1220/1	OEL Car Park	£0.00	£0.00	£0.00	£0.00	0.00%
1220/2	Stagholt	£0.00	£0.00	£0.00	£0.00	0.00%
1220/3	Ship Inn site	£0.00	£0.00	£13.00	-£13.00	0.00%
1220/4	Court View	£0.00	£0.00	£0.00	£0.00	0.00%
1220/5	Great Oldbury	£0.00	£0.00	£0.00	£0.00	0.00%
1220	Total	<u>£0.00</u>	<u>£0.00</u>	<u>£13.00</u>	<u>-£13.00</u>	<u>0.00%</u>
1230	Climate Change	£5,000.00	£0.00	£0.00	£5,000.00	100.00%
<b>Total Town Business Committee</b>		<u>£418,624.00</u>	<u>£0.00</u>	<u>£41,046.18</u>	<u>£377,577.82</u>	<u>90.19%</u>
Total Town Business Committee In		£479,324.00	£0.00	£0.00	-£479,324.00	
Total Town Business Committee E		£418,624.00	£0.00	£41,046.18	£377,577.82	
<b>Total Net Balance</b>		<b>£60,700.00</b>		<b>-£41,046.18</b>		

# Stonehouse Town Council

## Expenditure transactions - approval list

Start of year 01/04/26

Supplier totals will include confidential items

### BACS Approval List

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
4965		£742.68	1190/4	17/04/26	Broxap - 2 x 90litre dog waste bins + fixings - Meadow Park	347366
		<b>£742.68</b>			Broxap - Total	
4967		£33.60	1090/1	21/04/26	Delta Nine Ltd - Paper	1828
		<b>£33.60</b>			Delta Nine Ltd - Total	
4968		£186.00	1030	22/04/26	Edge IT Systems Ltd - End of Year Silver Package	39370
		<b>£186.00</b>			Edge IT Systems Ltd - Total	
4976		£90.00		24/04/26	GAPTC - LGR & Devolution Preparedness Training	
1		£45.00	1010/1		█	
2		£45.00	1010/2		█	
		<b>£90.00</b>			GAPTC - Total	
4975		£210.26	1080/2	13/04/26	Gloucestershire County Council - Apr '26 - Cleaning - TH	1800900844
		<b>£210.26</b>			Gloucestershire County Council - Total	
4972		£1,000.00	1060/1	23/04/26	Great Western Air Ambulance Charity - Grant - approved TBC 7th April	
		<b>£1,000.00</b>			Great Western Air Ambulance Charity - Total	
4977		£6,438.00	1150/3	27/04/26	Marlyn Home Services - Cladding - Pod - Remaining Balance	
		<b>£6,438.00</b>			Marlyn Home Services - Total	
4971		£120.00	1060/1	23/04/26	Park Federation PTA - Grant - approved TBC 7th April	
		<b>£120.00</b>			Park Federation PTA - Total	
4973		£13.00	1220/3	15/04/26	Sky Mobile - Apr '26 CCTV Sim Card Ship Inn Site	
		<b>£13.00</b>			Sky Mobile - Total	
4963		£482.40	1180/8	14/04/26	Stroud Alarms - Call Out - Pod	65768
		<b>£482.40</b>			Stroud Alarms - Total	
4970		£2,000.00	1060/1	27/04/26	Stroud Cricket Club - Grant - approved TBC 7th April	
		<b>£2,000.00</b>			Stroud Cricket Club - Total	
4969		£2,020.00	1030	23/04/26	Tayntons Solicitors - Completion Statement (Town Greens)	

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Stonehouse Town Council

## Expenditure transactions - approval list

Start of year 01/04/26

Supplier totals will include confidential items

### BACS Approval List

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		<b>£2,020.00</b>			Tayntons Solicitors - Total	
		£3,928.13			Confidential - Staff Costs	
<b>Total</b>		<b>£17,264.07</b>				

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Stonehouse Town Council

## Expenditure transactions - approval list

Start of year 01/04/26

Supplier totals will include confidential items

### Debit Card Approval List

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
4966		£731.68	1210/3	27/04/26	CVD Insurance Services - Van Insurance 26/27	
		<b>£731.68</b>			CVD Insurance Services - Total	
4974		£13.20	1040/2	18/04/26	Fasthosts - Apr' 26 Website Hosting	85432008
		<b>£13.20</b>			Fasthosts - Total	
4964		£31.94		16/04/26	Photo Frames & Art - 12 A4 Frames - Civic Awards	141890
	1	£26.99	1090/2		Frames	
	2	£4.95	1090/2		Shipping	
		<b>£31.94</b>			Photo Frames & Art - Total	
<b>Total</b>		<b>£776.82</b>				

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

# Expenditure transactions

Start of year 01/04/26

## Confidential - Staff Costs

Tn no	Gross	Vat	Net	CtteeInvoice date	Details	Cheque	Cheque Total
4960	£3,928.13	£0.00	£3,928.13	BUS 20/04/26	HMRC	April 26	
<b>Total</b>	£3,928.13	£0.00	£3,928.13				



**STONEHOUSE**  
**TOWN COUNCIL**

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

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

## Stonehouse Community Grant Application Form

**Name of Club, Group or Organisation**

Citizens Advice Stroud & Cotswold Districts Ltd

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

[Redacted Name]

**Address**

Unit 8 1st Floor Brunel Mall London Road Stroud Gloucestershire GL5 2BP

**Telephone Number:** N/A

**email:** [Redacted Email]

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

**Is your organisation:**

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

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

**What is your total local membership?** \_\_\_\_\_

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

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

Citizens Advice Stroud and Cotswold Districts Ltd helps local residents resolve the problems they face by providing free, confidential, impartial advice and information and by influencing local and national policy makers. National Citizens Advice also has a strategic aim to "use the power of our data to advocate and target solutions to underlying root causes of issues". One of the ways we deliver this locally is through our Research and Campaigns Group.

The main areas of advice are: money issues; charitable support and referrals to local foodbanks; housing; employment; relationships and energy issues.

Advice can be accessed face to face by appointment at our Stroud office and various outreach locations, via a Freephone telephone helpline and by email using the form on our website. Advice can also be accessed using the national Citizens Advice public website.

### Details about the grant you are applying for:

To which Funding Scheme are you applying (please tick)

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

**What will the grant be used for?**

Any funding received will contribute to the cost of our core advice service which is available across the Stroud District. This service is provided by a team of highly trained and experienced volunteer advisers who are supported by a small core team of paid staff. Our core costs include volunteer expenses which are now increasing as more volunteers work in the office instead of remotely, the cost of supervision of the volunteer advisers and volunteer administration team, the training of new staff and volunteers, the cost of paid generalist advice staff (not foodbank, debt or benefits caseworkers) and the cost of running our Stroud office.

**What is the total cost going to be?**

Our predicted costs for the core advice service in the Stroud District for 2026-27 are £179,632. We are grateful to receive a core grant from Stroud District Council and a small grant from Gloucestershire County Council but this only covers about 75% of our full core costs so we have budgeted to raise £18,000 during 2026-27 from town and parish councils to contribute to our core costs.

**How much would you like Stonehouse Town Council to contribute?**

We are asking each town and parish council to contribute proportionately to the number of enquiries from each area in 2025. Last year we helped 134 residents of Stonehouse Parish to resolve 728 issues which accounted for 8.86% of all our work in the Stroud District. We are therefore asking for 8.86% of £18,000 ie £1595 - but we would be grateful for any amount.

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

Currently from Parish Grants Alone so far, we have raised £5,970. Also as mentioned above, we are grateful to receive a core grant from Stroud District Council and a small grant from Gloucestershire County Council but this only covers about 75% of our full core costs.

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

We are currently in the process of applying to other parishes for funding towards this project. We have received a number of grants from local parishes towards the project and are awaiting decisions from several others.

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

Our current financial position is outlined in our accounts document, which will be attached to the email.

**What impact will the project have on the environment?**

While our core work focuses on providing advice and support to clients, our project may indirectly positively impact the environment. We deliver much of our service via phone and digital channels, reducing carbon emissions. While environmental impact is not our primary focus, we are committed to operating in a responsible way.

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

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

Signed \_\_\_\_\_

Date \_\_\_\_\_

28.03.2026

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

Company no. 4389411  
Charity no. 1096398

**Citizens Advice Stroud & Cotswold  
Districts Limited**

**Report and Unaudited Financial  
Statements**

**31 March 2025**

**Citizens Advice Stroud & Cotswold Districts Limited**

**Contents**

**For The Year Ended 31 March 2025**

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## Citizens Advice Stroud & Cotswold Districts Limited

### Reference and administrative details

For the year ended 31 March 2025

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**Company number** 4389411

**Charity number** 1096398

**Registered office and operational address**  
Unit 8 1st Floor  
Brunel Mall  
London Road  
Stroud  
Gloucestershire  
GL5 2BP

**Trustees** Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Martin Cook	from 6 October 2021
Philip Bedos	from 28 January 2025
Edward Fitter	from 17 October 2023 to 28 June 2024
John Hammond	from 5 June 2019
Juliet Kilty	from 5 October 2017
Andrew Lindsay	from 17 October 2023
Barry O'Driscoll	from 6 October 2021
Martyn Price	resigned 13 May 2024
Christopher William Underhill	from 17 October 2023
Jane Whaley	from 6 October 2021
Paul Blacker	from 25 July 2024
Ian Buswell	from 25 July 2024

**Chief executive officer and company secretary** Elizabeth Hall

**Bankers**

Unity Trust Bank PO Box 7193 Planetary Road Willenhall WV1 9DG	NatWest Bank Buildings, George Street Stroud Gloucester GL5 3DT
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Scottish Widows Bank  
PO Box 883  
Leeds  
LS1 9TY

**Independent examiners**  
Burnside  
Chartered accountants and statutory auditors  
61 Queen Square  
Bristol  
BS1 4JZ

## **Citizens Advice Stroud & Cotswold Districts Limited**

### **Report of the trustees**

#### **For the year ended 31 March 2025**

---

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2019).

#### **Structure, governance and management**

##### *Governing document*

The organisation is a registered charity. It became incorporated on 7 March 2002 as a company limited by guarantee with charitable status and is governed by its Memorandum and Articles of Association. The name of the organisation was changed, on 13th September 2016, to Citizens Advice Stroud & Cotswold Districts Limited and the Articles of Association were amended accordingly. The Articles of Association were further amended on 21 December 2020, to permit and regulate remote meetings, and on 17 October 2023, to change the limit on the term of office of chair, vice-chair and treasurer to nine consecutive years. This change provided greater flexibility in managing succession of those key roles.

##### *Recruitment and appointment of Trustees*

Trustees are primarily recruited from the community served by the charity, with particular individuals and groups targeted depending on the skills or knowledge gaps identified. Interested individuals are required to submit a statement of their experience and qualifications and go through a selection process and are then formally elected by the charity's membership at the annual general meeting. Additional trustees may be co-opted by the Board of trustees during the year.

At the Annual General Meeting in November 2024, Paul Blacker and Ian Buswell were elected as trustees (having previously been co-opted) and Martin Cook, Barry O'Driscoll and Jane Whaley were re-elected as trustees.

Philip Bedos was co-opted as a trustee in January 2025.

##### *Trustee induction and training*

There are induction procedures for new trustees to make them aware of their role and training is offered throughout their term of office.

Trustees must undertake mandatory training on data protection (UK GDPR) and the Senior Managers and Certification Regime (SMCR) which is required to meet Financial Conduct Authority Rules. In addition, the CA-SCD Board have agreed to undertake all the Citizens Advice online training courses recommended by national Citizens Advice. This includes training on safeguarding; health and safety; cyber security; equity, diversity and inclusion and financial governance. Compliance with mandatory and recommended training is monitored by the Chief Executive Officer and reported to the HR Sub Group.

## **Citizens Advice Stroud & Cotswold Districts Limited**

### **Report of the trustees**

#### **For the year ended 31 March 2025**

---

Trustees are encouraged to attend appropriate external training events where these will facilitate the understanding of their role.

#### *Organisational structure*

Citizens Advice Stroud & Cotswold Districts Limited is an independent member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux, which provides a framework for standards of advice and casework management as well as monitoring progress against these standards. Citizens Advice appoints a representative who is invited to attend the Board as a non-voting member.

The charity is governed through a Trustee Board, all of whom are unpaid. Trustees who have held office during the year are listed on page 1. The Articles of Association provide for a minimum of three and a maximum of twenty-one trustees.

The Board of Trustees governs the charity and defines overall policy and future strategy. It also monitors performance, risk and the quality of service. The Board is ultimately responsible for the financial control of the organisation and for financial reporting to its members and others.

All trustees have a responsibility to safeguard the resources of the organisation, and to use them in an economical and effective way furthering the work of the charity. The Trustee Board meets four times a year, in addition to holding its Annual General Meeting.

The Board has four sub-committees, the Finance and Risk sub-committee, the Human Resources sub-committee, the Operational Performance sub-committee and the Fundraising committee, which meet regularly throughout the year. These sub-committees discuss and work on issues in more detail and make recommendations to the Board. In general decisions are taken by the full Board but the Board may from time to time delegate authority to a sub-committee to take a decision on a specific issue. In addition, from time to time the Board may establish ad hoc sub-committees to consider specific issues.

The Trustee Board discusses the finances regularly. Financial Reports are circulated in advance of Board meetings and are scrutinised in detail by the Finance and Risk sub-committee.

Day to day management of the charity is delegated to the Chief Executive Officer.

The Senior Leadership Team meet to review progress against targets and the Charity's financial position and to discuss issues referred to them by the Trustee Board. Reports and recommendations are then taken to the full Board for approval, and their implementation is organised by the Chief Executive Officer and the staff team. There are regular staff, volunteer and Senior Leadership Team meetings which ensure that progress is being made against targets. There is an Annual General Meeting, which involves the staff team, Trustee Board, members, and other stakeholders.

## Citizens Advice Stroud & Cotswold Districts Limited

### Report of the trustees

#### **For the year ended 31 March 2025**

---

The day-to-day service is delivered by a team of 53 volunteers assisted by a small team of paid staff. In addition, the service is supported by a number of volunteer fundraisers and research and campaign group members. In the Cotswold District, the charity operates under the name of Citizens Advice Cotswold District from its main office in Cirencester and from two outreach outlets in Tetbury and Moreton-in-Marsh. The Cirencester and North Cotswold Foodbank advisers also operate from Foodbank outlets in the district. In the Stroud District, the charity operates under the name of Citizens Advice Stroud District from its main office in Stroud and outreach outlets at: Dursley; Stonehouse All Pulling Together; Stonehouse Town Council and Wotton-under-Edge (at the Keepers Community Hub). The Stroud Foodbank adviser operates from Foodbank outlets in the Stroud district.

#### *Key risks and uncertainties*

The charity actively monitors its risk profile by way of a risk register, which identifies the principal risks, the likelihood of their occurrence and their potential impact on the work of the charity. The register, together with the wider risk landscape and environment is regularly considered by the Finance and Risk sub-committee, which meets at least quarterly, and thereafter by the Board.

Key risks and issues currently being actively managed are:

- The recruitment and retention of staff and volunteers;
- The financial landscape and need to secure funding for the service in the longer term, especially for our core service; and
- Managing the ongoing high demand for our service.

#### **Objectives and activities**

##### *Objects*

The charity's objects are to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in the Districts of Stroud, Cotswold, Gloucestershire and surrounding areas.

In furtherance of these objectives, the charity provides advice and information via a variety of communication channels. Our aims are:

- To provide the advice people need for the problems they face; and
- To improve the policies and practices that affect people's lives.

Our service provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. We value diversity, promote equality and challenge discrimination.

We have developed our own vision statement to reflect our ambition to become the leading advice service across Stroud and Cotswold Districts:

*A caring, dynamic and skilful organisation reaching out to every corner of the community to supply quality advice and support... **The advice service of choice!***

## **Citizens Advice Stroud & Cotswold Districts Limited**

### **Report of the trustees**

#### **For the year ended 31 March 2025**

---

##### *Ensuring our work delivers our aims*

The business plan for 2025-28 seeks to tailor the four strategic themes of the National Citizens Advice Living Strategy, namely advice, advocacy, inclusive access and organisational health to fit with the needs of the two districts we serve.

##### *How our activities deliver public benefit*

Our main activities and who we try to help are described below. All our charitable activities focus on providing the advice people need for the problems they face and by doing this we provide public benefit. The Board of Trustees has had due regard to the Charity Commission guidance on public benefit and has complied with the duty in section 4 of the Charities Act 2011.

#### **Achievements and performance**

##### *Advice and Information Services*

Our main areas of charitable activity are:

- the provision of general advice and information services
- the provision of specialist advice and casework services in the debt and welfare benefits categories of social welfare law

During 2024-25, we offered advice and information in the following ways:

- Telephone – we continued to offer our freephone telephone helplines. The lines were covered on a rota basis between the hours of 10am and 4pm on Mondays and Tuesdays and from 10am to 12.30pm on Wednesdays and Thursdays. Our call handlers assess the situation and take the appropriate action – this may be a booked telephone ring back, a face to face appointment or signposting to a national Citizens advice helpline or another organisation.
- At our first contact with clients, a full exploration of their situation is undertaken. Where possible we aim to resolve their issues at this first contact. If this is not possible, clients are contacted again or given an appointment, as appropriate.
- Clients who needed debt or benefit casework services have been dealt with via telephone and email advice as well as face to face in our main offices and outreach venues.
- Email advice – clients could ask for email advice via our website.
- Face to face – we have prioritised face to face appointments for clients who cannot access telephone or email advice due to one or more of the following:
  - A lack of telephone or email access including mobile phone reception and capability issues;
  - A vulnerability that made remote advice difficult;
  - The client's case was so complex that telephone advice would lead to a slower resolution of the case or a potential negative impact on the outcome for client; and
  - The client needed to be seen face to face for an adviser to assess capability or give full advice.
- Clients who drop into an office or outreach are triaged and the appropriate way forward ascertained and arranged.

## **Citizens Advice Stroud & Cotswold Districts Limited**

### **Report of the trustees**

#### **For the year ended 31 March 2025**

---

In addition to general advice, the following specialist services were provided in 2024-25:

- Specialist debt advice funded by St James's Place.
- Homelessness prevention money advice for Stroud residents funded by Stroud District Council;
- Specialist welfare benefits advice was funded through a Thriving Communities Grant from the County Council, funding from St James's Place, a generous donation from an anonymous donor and a Health and Wellbeing Grant from NHS Gloucestershire ICB;
- Energy advice (we had two specialist energy advisers during this year);
- During the year we had 4 dedicated foodbank advisers who gave generalist advice to clients referred by the Stroud, North Cotswold and Cirencester Foodbanks. We also had a dedicated Foodbank specialist debt caseworker taking referrals from the foodbank advisers for clients who need specialist debt advice. These advisers were funded by the Foodbanks;
- We also started a countywide Advice First Aid pilot project with North and West Gloucestershire Citizens Advice, funded by Gloucestershire County Council, Stroud District Council, Cotswold District Council and Feeding Britain.

Whilst we endeavour to resolve a client's issue or issues (many clients come to us with more than one problem) as quickly as possible, we do not limit clients to a set number of appointments or to a limited timescale for their access our help. Some clients will need appointments over several weeks or months with multiple specialists within the organisation. For example, a client with debt issues may need not only debt advice, but specialist benefits advice and support to maximise their income and ensure that their income will be sufficient to avoid further debt issues in the future, and specialist energy advice to help them reduce their living costs.

Whilst we aim to empower clients to resolve their problems using the advice we give, many of our clients need additional support in order to achieve a solution. This may be due to the vulnerability of the client, the complexity of the problems or a combination of the two.

Individual clients often need us to advocate for them – for example by contacting third parties by telephone and in writing to resolve debt problems; by drafting submissions for benefits appeals and speaking to the councils and DWP about benefit claims; by contacting organisations to make formal complaints; contacting energy suppliers to resolve problems etc.

In addition to advocating for individual clients we also seek to influence wider issues through our local and national research and campaigns work. We use the information that we gather from working with our clients in our research and campaigns work – both locally and by feeding into the national Citizens Advice data. This information is then used to raise awareness and campaign on local and national issues – for example, our joint work on housing in Gloucestershire with North and West Gloucestershire Citizens Advice and the monthly cost of living data insights briefing delivered by national Citizens Advice. During 2024-25 our Research and Campaigns Team started work on a project researching child poverty in both our districts.

## **Citizens Advice Stroud & Cotswold Districts Limited**

### **Report of the trustees**

#### **For the year ended 31 March 2025**

---

##### *Contribution of Volunteers and Paid Staff*

Our success could not have been achieved without the hard work and dedication of volunteers and staff. The Trustee Board and senior leadership team recognise the tremendous contribution made by our volunteers in advising the public and administering the service. Without this amazing effort, given freely for no financial reward, the service could not operate. Throughout 2024/25 the service employed 20 paid workers and 53 volunteers together delivering projects in addition to the core service.

Advice Session Supervisors are essential to advice delivery ensuring the smooth running of the service, supporting client facing staff in the delivery of advice to clients. The supervisor is responsible for maintaining and improving advice quality standards and ensuring adherence to process and therefore compliance with regulatory requirements. We currently have six supervisors covering core and specialist services.

The supervisor recruited under a new trainee programme completed their training and started on the supervision rota. The Board agreed during 2025 to use reserves to fund a further trainee adviser/supervisor role. This post has been recruited for, with commencement of the adviser training to start in October 2025.

The Helpline is open 17 hours pw to receive incoming calls from clients and third parties. The four call handlers schedule telephone or in-person adviser meetings and signpost to recognised agencies or sources of information. Clients in an emergency situation are referred to the supervisor. Reserves were allocated to fund a paid call handler for twelve months to increase capacity on the helplines and this role has continued in 2025-26.

We were fortunate to recruit an experienced supervisor in November 2024. This supervisor also had experience of training volunteer advisers. We are grateful to her for training a new cohort of volunteer advisers from March 2025. We are still committed to the recruitment and training of volunteer advisers in order to meet the continuing high demand for our services.

We are very grateful to everyone for their commitment to our clients and the running of our service.

##### *Who used and benefited from our services?*

During the reporting year (2023-24 figures in brackets) the Citizens Advice network as a whole advised 4,310 (4,084) clients from the Stroud and Cotswold Districts across 23,815 (23,666) issues. This includes clients helped through National Citizens Advice helplines such as the Help to Claim (Universal Credit) helpline, the Help through Hardship helpline (which distributes Trussell Trust food bank vouchers and information) and the Consumer helpline.

## **Citizens Advice Stroud & Cotswold Districts Limited**

### **Report of the trustees**

#### **For the year ended 31 March 2025**

---

During 2024-25 (2023-24 figures in brackets) Citizens Advice Stroud and Cotswold Districts:

- Advised 3,547 (3,368) clients with 16,334 (16,330) issues.
- Over the last few years, the numbers of issues have been rising, which may indicate that clients are presenting with more complex problems. The number of issues stabilised last year. Our advisers continue to experience clients presenting with multiple issues and complex cases;
- Citizens Advice Stroud and Cotswold Districts generated a total of £1,860,876 (£1,399,238) in additional income for clients, primarily through tax credits, benefits or salaries. Welfare benefits and tax credits made up a total of 35% (33%) of the issues we have supported on;
- Citizens Advice Stroud and Cotswold Districts helped 755 (662) households with debt advice making people's lives more sustainable;
- £654,723 (£461,203) of debt was written off by Citizens Advice Stroud and Cotswold Districts negotiating with creditors, obtaining Debt Relief Orders and giving advice on budgeting and £23,863 (£3,004) worth of repayments were rescheduled;
- We delivered the Household Support Fund for both Cotswold District Council and Stroud District Council – distributing financial support with energy, wider essentials and supermarket vouchers for support with the cost of food;
- Advised 553 (515) clients on housing issues, including problems with disrepair;
- Helped 406 (404) families with relationship issues including divorce, separation and contact with children;
- Assisted 340 (361) households with utilities and communications issues, including energy issues;
- Advised 208 (232) clients on employment issues, including issues relating to disputes, redundancy and dismissal;

Our staff and volunteers assisted a wide range of clients:

- 63% of clients reported that they were disabled or had a long-term health condition. (61% in 2023-24)
- We helped clients across a wide age range – with clients in all age categories from 15-19 to 95-99.

#### *Factors Affecting the Achievement of Objectives*

The year ending 31 March 2025 was another challenging year for Citizens Advice Stroud & Cotswold District as the cost of living crisis continued. Despite the considerable efforts of our staff and volunteers, our resources were not sufficient to meet the increased demand for our services which resulted from the crisis.

## **Citizens Advice Stroud & Cotswold Districts Limited**

### **Report of the trustees**

#### **For the year ended 31 March 2025**

---

We are seeing more and more clients with very complex issues and/or a much higher number of problems at first presentation, which take longer to resolve.

#### **Financial review**

The trustees have continued to focus on delivering a cost-effective service that meets the needs of our clients. The reserves of the charity have grown in recent years with additional funding and unexpected salary savings due to vacant posts. The trustees have reviewed our reserves policy and aim to only hold reserves sufficient to cover expected funding shortfalls for the next three years.

Over the last three years, the Board has used reserves to approve a funding programme to replace outdated IT infrastructure, increase support for volunteers and improve services to our clients.

Income for the year was £724,835. We spent £711,750 giving a surplus of £13,085 This includes the Household Support Fund which we have administered for Cotswold District Council and Stroud District Council.

The charity has total reserves of £719,329 – please see the breakdown on page 28 for further details. This includes £56,353 from the Household Support Fund which will be paid to clients to assist with energy and wider essentials.

We are very grateful to everyone who has contributed to the organisation, be that from donations, legacies, grants and voluntary effort. During the year we received funding from Citizens Advice, Stroud District Council, Cotswold District Council, Gloucestershire County Council, , the Julia and Hans Rausing Trust, St James's Place, the Kinsella Foundation, , North Cotswolds Foodbank, Cirencester Foodbank, Stroud District Foodbank, NHS Gloucestershire ICB, Stroud Town Council, Cirencester Town Council, Stonehouse Town Council, and other Town and Parish Councils.

In addition, we are grateful to the local businesses who have supported our work, whether indirectly through the provision of reduced-rate services or premises, or through donations.

In April 2025, the Trustee Board approved the funding and expenditure budgets for 2025-26.

#### **Friends of Cotswold Citizens Advice**

During the year, the Friends continued to promote and support Cotswold Citizens Advice.

With a view to promoting the service in the north of the District, a street collection was held in Moreton-in-Marsh during a market day in May 2024. Unfortunately it proved disappointing, with even the market traders commenting that it was a very quiet day. Members of the Friends provided front of house assistance to Cirencester Choral Society at their concerts on two occasions, in return for which the Society made a donation to Citizens Advice. They again set up and ran the Citizens Advice pitch at the Phoenix Festival, and raised funds from donations for books and the ever-popular "Climb the Wall" game.

## **Citizens Advice Stroud & Cotswold Districts Limited**

### **Report of the trustees**

#### **For the year ended 31 March 2025**

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Apart from money raised directly for Cotswold Citizens Advice, The Friends funded a teardrop banner that can be used at outdoor events which has proved invaluable and were able to make a donation towards the cost of boiler repairs in the Cirencester premises.

#### **Reserves policy**

The reserves policy for Citizens Advice Stroud & Cotswold Districts is reviewed annually by the Board. We maintain free reserves at such a level as: (i) to provide adequate working capital in the event of potential changes of funding from major funders, (ii) to meet staff redundancy costs and premises costs should the organisation have to severely reduce in size, (iii) to provide for settlement of The Pension Trust Employer Debt, in the event that the organisation is forced to close and has no active employees in The Pension Trust, (iv) to mitigate some key risks facing the charity. In particular, the target level for free reserves aims to give a reasonable chance of survival should one of these risks occur: it is recognised that it is not possible, nor it is intended, to protect against every risk. In addition, the Board aims to hold reserves at least equal to future projected funding shortfalls for three years. The Board assesses the Charity's target and actual reserves annually. When the level of reserves is materially different from the target level, the Board will determine what action should be taken.

Our reserves target is £161,906. We measure free reserves as total assets less endowments, restricted funds, designated reserves, undepreciated fixed assets and any approved budget deficits. Our free reserves at 31 March 2025 were £466,021.

The Board acknowledges that the level of reserves is more than our short term target but, given that most of our funding is not committed for more than a year, having additional reserves allows us to plan the service in the longer term. The Board keeps the level of reserves under review.

#### **Future plans**

The Trustees agreed a continuation of the priorities in the Business Plan for 2024-27 for this year with a review later in the year. The Business plan for 2024-27 was based on the Citizens Advice Living Strategy and their Business Plan for 2024-27.

The plan is based on the four key strategic priorities: Advice, Advocacy, Inclusive Access and Organisational Health and our strategic aims for the next 12 months are below.

Over the next 12 months we will:

#### **Advice**

We will improve the client offer and experience by:

- Undertaking a comprehensive service delivery model review.
- Increasing the number of clients we inform, advise and advocate for.
- Removing blocks in the client journey to achieve quicker resolution of problems.
- Maintaining our focus on providing good quality advice and information.

## **Citizens Advice Stroud & Cotswold Districts Limited**

### **Report of the trustees**

#### **For the year ended 31 March 2025**

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##### **Advocacy**

We will be a stronger voice for our clients by:

- Increasing our campaigning using the research undertaken and data provided by our Research and Campaigns group and national Citizens Advice.
- Working with other individuals and organisations to achieve a greater impact for our clients.
- Resourcing Research and Campaigns effectively.

##### **Inclusive Access**

We will improve the service accessibility for marginalised clients by:

- Identifying barriers to advice in our districts and working hard to remove those barriers.
- Working with clients and partner agencies to tackle any barriers identified.

##### **Organisational health**

We will improve the experience of staff and volunteers by:

- Ensuring that our organisation is a great place to work and volunteer.

We will increase our financial resilience by:

- Reducing our reliance on local authority funding and securing new funding to increase our longer-term sustainability.

We will ensure that our technology meets the needs of our staff, volunteers and clients by:

- Ensuring that our IT strategy is up to date and forward looking, our IT is secure, resilient; hardware and software needs are reviewed and met where possible; and that staff and volunteers are confident using our IT equipment and software programs.

##### **Statement of responsibilities of the trustees**

The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

**Citizens Advice Stroud & Cotswold Districts Limited**

**Report of the trustees**

**For the year ended 31 March 2025**

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The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

**Statement of Internal Control**

The Citizens Advice Stroud & Cotswold Districts Limited Trustee Board oversee the information security of all personal information of our clients, staff, funders and strategic partners that is processed. Citizens Advice Stroud & Cotswold Districts Limited hold joint responsibility for client data that is held in our case management system, with the National Citizens Advice Service. An information assurance management team exists to ensure the confidentiality, integrity and availability of all personal and sensitive data is maintained to a level which is compliant with the requirements of the UK General Data Protection Regulation and Data Protection Act 2018.

**Independent examiners**

Burnside Chartered Accountants were appointed as independent examiners to the charitable company during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 30/092025 and signed on their behalf by



.....  
C. William Underhill  
Trustee - Chair

30 September 2025

.....  
Date

## Independent examiner's report

To the trustees of

### Citizens Advice Stroud & Cotswold Districts Limited

I report to the trustees on my examination of the accounts of Citizens Advice Stroud & Cotswold Districts Limited (the charitable company) for the year ended 31 March 2025, which are set out on pages 12 to 31.

#### **Responsibilities and basis of report**

As the trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charitable company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

#### **Independent examiner's statement**

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- (4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Date:  30/9/25

**Stephen Burnside FCA**  
**Member of the ICAEW**

For and on behalf of:

**Burnside Chartered Accountants**  
61 Queen Square  
Bristol  
BS1 4JZ

**Citizens Advice Stroud & Cotswold Districts Limited**

**Statement of financial activities (incorporating an income and expenditure account)**

**For the year ended 31 March 2025**

	Note	Restricted £	Unrestricted £	2025 Total £	2024 Total £
<b>Income from:</b>					
Donations and legacies	3	15,000	29,680	<b>44,680</b>	60,147
Charitable activities	4	510,930	169,044	<b>679,974</b>	693,680
Investments		-	181	<b>181</b>	956
<b>Total income</b>		<u>525,930</u>	<u>198,905</u>	<u><b>724,835</b></u>	<u>754,783</u>
<b>Expenditure on:</b>					
Raising funds		-	49,532	<b>49,532</b>	45,450
Charitable activities		<u>563,852</u>	<u>98,366</u>	<u><b>662,218</b></u>	<u>689,708</u>
<b>Total expenditure</b>	5	<u>563,852</u>	<u>147,898</u>	<u><b>711,750</b></u>	<u>735,158</u>
<b>Net income</b>		(37,922)	51,007	<b>13,085</b>	19,625
Transfers between funds		98,619	(98,619)	-	-
<b>Other recognised gains</b>					
Gain/(Loss) on remeasurement of defined benefit pension scheme		-	(1,665)	<b>(1,665)</b>	1,107
<b>Net movement in funds</b>	7	60,697	(49,277)	<b>11,420</b>	20,732
<b>Reconciliation of funds:</b>					
Total funds brought forward		<u>154,934</u>	<u>552,975</u>	<u><b>707,909</b></u>	<u>687,177</u>
<b>Total funds carried forward</b>		<u><u>215,631</u></u>	<u><u>503,698</u></u>	<u><u><b>719,329</b></u></u>	<u><u>707,909</u></u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 16 to the accounts.

**Citizens Advice Stroud & Cotswold Districts Limited**

**Balance sheet**

**As at 31 March 2025**

**Company no.: 4389411**

	Note	£	2025 £	2024 £
<b>Fixed assets</b>				
Tangible assets	10		<b>107</b>	133
<b>Current assets</b>				
Debtors	11	<b>10,301</b>		81,156
Cash at bank and in hand		<b>745,015</b>		<u>679,188</u>
		<b>755,316</b>		760,344
<b>Liabilities</b>				
Creditors: amounts falling due within 1 year	12	<b>(33,458)</b>		<u>(51,597)</u>
<b>Net current assets</b>			<b><u>721,858</u></b>	<u>708,747</u>
<b>Total assets less current liabilities</b>			<b>721,965</b>	708,880
Provisions for liabilities	14		<b><u>(2,636)</u></b>	<u>(971)</u>
<b>Net assets</b>	15		<b><u>719,329</u></b>	<u>707,909</u>
<b>Funds</b>				
Restricted funds	16		<b>215,631</b>	154,934
Unrestricted funds				
Designated funds			<b>37,570</b>	62,875
General funds			<b>466,128</b>	<u>490,100</u>
<b>Total charity funds</b>			<b><u>719,329</u></b>	<u>707,909</u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477(2), and that no member or members have requested an audit pursuant to section 476 of the Act.

**Citizens Advice Stroud & Cotswold Districts Limited**

**Balance sheet**

**As at 31 March 2025**

**Company no.: 4389411**

The directors acknowledge their responsibilities for:

- (i) ensuring that the Company keeps proper accounting records which comply with section 386 of the Act; and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the Company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

Approved by the trustees on 30/092025 and signed on their behalf by



30 September 2025

.....  
C. William Underhill  
Trustee - Chair

.....  
Date

**Citizens Advice Stroud & Cotswold Districts Limited**

**Statement of cash flows**

**For the year ended 31 March 2025**

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	<b>2025</b>	2024
	<b>£</b>	£
<b>Cash flows from operating activities:</b>		
Net movement in funds	<b>11,420</b>	20,732
<i>Adjustments for:</i>		
Depreciation	<b>26</b>	33
Dividends, interest and rents from investments	<b>(181)</b>	(956)
(Increase) / decrease in debtors	<b>70,855</b>	(10,700)
Increase / (decrease) in creditors	<b>(18,139)</b>	(61,943)
Increase / (decrease) in provisions	<b>1,665</b>	(1,107)
	<hr/>	<hr/>
<b>Net cash provided by / (used in) operating activities</b>	<b>65,646</b>	(53,941)
	<hr/>	<hr/>
<b>Cash flows from investing activities:</b>		
Dividends, interest and rents from investments	<b>181</b>	956
	<hr/>	<hr/>
<b>Net cash provided by / (used in) investing activities</b>	<b>181</b>	956
	<hr/>	<hr/>
<b>Increase / (decrease) in cash and cash equivalents in the year</b>	<b>65,827</b>	(52,985)
Cash and cash equivalents at the beginning of the year	<b>679,188</b>	732,173
	<hr/>	<hr/>
<b>Cash and cash equivalents at the end of the year</b>	<b>745,015</b>	679,188
	<hr/>	<hr/>

The charity has not provided an analysis of changes in net debt as it does not have any long term financing arrangements.

## Citizens Advice Stroud & Cotswold Districts Limited

### Notes to the financial statements

#### For the year ended 31 March 2025

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#### 1. Accounting policies

##### a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Citizens Advice Stroud & Cotswold Districts Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

##### b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern. The charity has been able to increase its reserves over recent years and we recently changed our reserves policy to aim to hold enough reserves to cover expected shortfalls for the next 3 years. This leaves us in the fortunate position to have additional funds that we are aiming to spend this year to improve our services. On this basis the Trustees consider that the charity will continue as a going concern for a period of at least 12 months from the date on which these financial statements are approved.

##### c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from the government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

##### d) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity: this is normally upon notification of the interest paid or payable by the bank.

## Citizens Advice Stroud & Cotswold Districts Limited

### Notes to the financial statements

For the year ended 31 March 2025

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#### 1. Accounting policies (continued)

##### e) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the Trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

##### f) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

##### g) Allocation of support and governance costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the costs associated with the governance arrangements of the charity, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charity's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities on the following basis, which is an estimate of staff time:

	2025	2024
Raising funds	8.5%	8.0%
Charitable activities	91.5%	92.0%

##### h) Tangible fixed assets

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Computer equipment	3 years straight line
Fixtures and fittings	20% reducing balance

Items of equipment are capitalised where the purchase price exceeds £1,000.

##### i) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

##### j) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

##### k) Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

## **Citizens Advice Stroud & Cotswold Districts Limited**

### **Notes to the financial statements**

**For the year ended 31 March 2025**

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#### **1. Accounting policies (continued)**

##### **l) Financial instruments**

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.

##### **m) Conduit funding**

Conduit funds are monies received for third parties and do not belong to the charity. The incoming funds and outgoing payments are excluded from the Statement of Financial Activities. Any conduit funds in hand at the year end are shown as creditors in the accounts.

##### **n) Pension costs (defined contribution)**

The charitable company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charitable company in an independently administered fund. The pension cost charge represents contributions payable under the scheme by the charitable company to the fund. The charitable company has no liability under the scheme other than for the payment of those contributions.

##### **o) Pension costs (defined benefit)**

The charitable company participates in a multi-employer defined benefit pension scheme. It is not possible for the charitable company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. The scheme is therefore accounted for as a defined contribution scheme. A provision is recognised in these accounts for the net present value of future contributions payable under the scheme (see note 14). The valuation is determined with reference to the charity's pension provider, TPT Retirement Solutions.

##### **p) Finance and operating leases**

Rentals payable under operating leases are charged to the SOFA over the period in which the cost is incurred. The charity has no finance leases.

##### **q) Accounting estimates and key judgements**

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements are depreciation as described in note 1 (h) and the pension provision as per note 1 (o).

Citizens Advice Stroud & Cotswold Districts Limited

Notes to the financial statements

For the year ended 31 March 2025

2. Prior period comparatives: statement of financial activities

	Restricted £	Unrestricted £	2024 Total £
<b>Income from:</b>			
Donations and legacies	22,000	38,147	60,147
Charitable activities	496,114	197,566	693,680
Investments	-	956	956
<b>Total income</b>	<b>518,114</b>	<b>236,669</b>	<b>754,783</b>
<b>Expenditure on:</b>			
Raising funds	-	45,450	45,450
Charitable activities	599,091	90,617	689,708
<b>Total expenditure</b>	<b>599,091</b>	<b>136,067</b>	<b>735,158</b>
<b>Net income / (expenditure)</b>	<b>(80,977)</b>	<b>100,602</b>	<b>19,625</b>
Transfers between funds	93,971	(93,971)	-
<b>Other recognised gains:</b>			
Gains on remeasurement of defined benefit pension scheme	-	1,107	1,107
<b>Net movement in funds</b>	<b>12,994</b>	<b>7,738</b>	<b>20,732</b>

3. Income from donations

	Restricted £	Unrestricted £	2025 Total £
Donations	15,000	28,492	43,492
Fundraising	-	1,188	1,188
<b>Total income from donations</b>	<b>15,000</b>	<b>29,680</b>	<b>44,680</b>
<b>Prior period comparative</b>			
	Restricted £	Unrestricted £	2024 Total £
Donations	22,000	37,553	59,553
Fundraising	-	594	594
<b>Total income from donations</b>	<b>22,000</b>	<b>38,147</b>	<b>60,147</b>

**Citizens Advice Stroud & Cotswold Districts Limited**

**Notes to the financial statements**

**For the year ended 31 March 2025**

**4. Income from charitable activities**

	Restricted £	Unrestricted £	<b>2025 Total £</b>
Stroud District Council - Core funding	125,000	-	<b>125,000</b>
Stroud District Council - Household support fund	27,000	3,000	<b>30,000</b>
Stroud District Council - Housing related debt	25,224	-	<b>25,224</b>
Cotswold District Council - Core funding	-	70,920	<b>70,920</b>
Cotswold District Council - Household support fund	-	4,650	<b>4,650</b>
St James Place Foundation	2,000	-	<b>2,000</b>
Other grants	-	5,000	<b>5,000</b>
Cirencester Foodbank	49,303	-	<b>49,303</b>
North Cotswold Foodbank	54,912	-	<b>54,912</b>
Stroud Foodbank	29,991	-	<b>29,991</b>
Glos County Council - Thriving Communities Grant	-	7,500	<b>7,500</b>
Glos County Council - Core funding	-	46,225	<b>46,225</b>
Town & Parish Councils	-	21,749	<b>21,749</b>
Advice First Aid	115,500	-	<b>115,500</b>
NHS Glos - Benefits	30,000	-	<b>30,000</b>
Stroud Energy & Debt	45,000	-	<b>45,000</b>
Benefits	7,000	-	<b>7,000</b>
Julia & Hans Rausing	-	10,000	<b>10,000</b>
	<hr/>	<hr/>	<hr/>
<b>Total income from charitable activities</b>	<b>510,930</b>	<b>169,044</b>	<b>679,974</b>

**Citizens Advice Stroud & Cotswold Districts Limited**

**Notes to the financial statements**

**For the year ended 31 March 2025**

**4. Income from charitable activities (continued)**

**Prior period comparative**

	Restricted £	Unrestricted £	2024 Total £
Stroud District Council - Core funding	125,000	-	125,000
Stroud District Council - Household support fund	38,200	1,800	40,000
Stroud District Council - Housing related debt	25,091	-	25,091
Cotswold District Council - Core funding	-	70,920	70,920
Cotswold District Council - Household support fund	138,800	12,000	150,800
Glos County Council - Thriving Communities Grant	7,500	-	7,500
Glos County Council - Core funding	-	70,450	70,450
North & West Glos Citizens Advice - Multiply	32,350	-	32,350
St James Place Foundation	4,000	-	4,000
Town and Parish Councils	-	19,598	19,598
Other grants	125	12,710	12,835
Smart meters	-	10,088	10,088
EAP	6,085	-	6,085
EUSS	1,944	-	1,944
Cirencester Foodbank	44,689	-	44,689
North Cotswold Foodbank	51,386	-	51,386
Stroud Foodbank	20,944	-	20,944
<b>Total income from charitable activities</b>	<b>496,114</b>	<b>197,566</b>	<b>693,680</b>

**Government grants**

The charitable company receives government grants, defined as funding from local, town and parish Councils to fund charitable activities. The total value of such grants in the period ending 31 March 2025 was £277,543 (2024: £431,409). There are no unfulfilled conditions or contingencies attaching to these grants.

**Citizens Advice Stroud & Cotswold Districts Limited**

**Notes to the financial statements**

**For the year ended 31 March 2025**

**5. Total expenditure**

	Raising funds £	Charitable activities £	Support and governance £	2025 Total £
Staff costs (note 8)	32,019	344,541	68,595	<b>445,155</b>
Grants paid (note 6)	-	85,955	-	<b>85,955</b>
Staff and volunteer expenses	-	41,212	-	<b>41,212</b>
Staff and volunteer training	-	1,141	-	<b>1,141</b>
Staff recruitment expenses	-	-	-	-
Premises costs	-	-	60,130	<b>60,130</b>
Communications & IT	-	-	37,606	<b>37,606</b>
General office	-	-	17,055	<b>17,055</b>
Finance costs	-	-	15,408	<b>15,408</b>
Consultancy costs	-	926	-	<b>926</b>
Governance costs	-	-	7,136	<b>7,136</b>
Depreciation costs	-	-	26	<b>26</b>
Loss on disposal	-	-	-	-
<b>Sub-total</b>	<b>32,019</b>	<b>473,775</b>	<b>205,956</b>	<b>711,750</b>
Allocation of support and governance costs	<u>17,513</u>	<u>188,443</u>	<u>(205,956)</u>	<u>-</u>
<b>Total expenditure</b>	<b><u>49,532</u></b>	<b><u>662,218</u></b>	<b><u>-</u></b>	<b><u>711,750</u></b>

Total governance costs were £7,136 (2024: £7,007).

**Prior period comparative**

	Raising funds £	Charitable activities £	Support and governance £	2024 Total £
Staff costs (note 8)	27,160	312,002	85,762	424,924
Grants paid (note 6)	-	141,274	-	141,274
Staff and volunteer expenses	-	19,890	-	19,890
Staff and volunteer training	-	2,022	-	2,022
Staff recruitment expenses	-	-	-	-
Premises costs	-	-	64,620	64,620
Communications & IT	-	-	35,836	35,836
General office	-	-	17,059	17,059
Finance costs	-	-	18,086	18,086
Consultancy costs	-	4,407	-	4,407
Governance costs	-	-	7,007	7,007
Depreciation costs	-	-	33	33
Loss on disposal	-	-	-	-
<b>Sub-total</b>	<b>27,160</b>	<b>479,595</b>	<b>228,403</b>	<b>735,158</b>
Allocation of support and governance costs	<u>18,290</u>	<u>210,113</u>	<u>(228,403)</u>	<u>-</u>
<b>Total expenditure</b>	<b><u>45,450</u></b>	<b><u>689,708</u></b>	<b><u>-</u></b>	<b><u>735,158</u></b>

## Citizens Advice Stroud & Cotswold Districts Limited

### Notes to the financial statements

For the year ended 31 March 2025

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#### 6. Grants payable

	2025 £	2024 £
Grants payable to institutions:		
North & West Gloucestershire Citizens Advice	<u>3,500</u>	<u>3,400</u>
Total grants payable to institutions	<b>3,500</b>	3,400
Grants payable to individuals:	<u>82,455</u>	<u>137,874</u>
Total grants payable	<u><b>85,955</b></u>	<u>141,274</u>

All grants are paid to fund charitable activities. The grants shown above do not include any contribution to core costs.

#### 7. Net movement in funds

This is stated after charging:

	2025 £	2024 £
Depreciation	26	33
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	Nil	Nil
Independent examiners' remuneration:		
▪ Independent examination (excluding VAT)	<u>3,500</u>	<u>3,500</u>

#### 8. Staff costs and numbers

Staff costs were as follows:

	2025 £	2024 £
Salaries and wages	<b>390,963</b>	379,077
Social security costs	<b>30,223</b>	22,493
Pension costs	<u>23,969</u>	<u>23,354</u>
	<u><b>445,155</b></u>	<u>424,924</u>

No employee earned more than £60,000 during the year.

The key management personnel of the charitable company comprise the Trustees, Chief Executive Officer, and Service Managers. The total emoluments paid to key management personnel for the year was £103,122 (2024: £97,548).

**Citizens Advice Stroud & Cotswold Districts Limited**

**Notes to the financial statements**

**For the year ended 31 March 2025**

**8. Staff costs and numbers (continued)**

	<b>2025</b>	2024
	<b>No.</b>	No.
Average head count	<u><u>19.8</u></u>	<u><u>19.8</u></u>

**9. Taxation**

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

**10. Tangible fixed assets**

	Computer equipment £	Fixtures and fittings £	<b>Total</b> £
<b>Cost</b>			
At 1 April 2024	29,352	3,361	<b>32,713</b>
Additions in year	-	-	-
Disposals in the year	-	-	-
At 31 March 2025	<u>29,352</u>	<u>3,361</u>	<u><b>32,713</b></u>
<b>Depreciation</b>			
At 1 April 2024	29,352	3,228	<b>32,580</b>
Charge for the year	-	26	<b>26</b>
Disposals in the year	-	-	-
At 31 March 2025	<u>29,352</u>	<u>3,254</u>	<u><b>32,606</b></u>
<b>Net book value</b>			
<b>At 31 March 2025</b>	<u><u>-</u></u>	<u><u>107</u></u>	<u><u>107</u></u>
At 31 March 2024	<u><u>-</u></u>	<u><u>133</u></u>	<u><u>133</u></u>

**11. Debtors**

	<b>2025</b>	2024
	<b>£</b>	£
Trade debtors	-	70,023
Prepayments	<b>5,667</b>	4,435
Accrued income	<u><u>4,634</u></u>	<u><u>6,698</u></u>
	<u><u><b>10,301</b></u></u>	<u><u>81,156</u></u>

**Citizens Advice Stroud & Cotswold Districts Limited**

**Notes to the financial statements**

**For the year ended 31 March 2025**

**12. Creditors : amounts due within 1 year**

	<b>2025</b>	2024
	£	£
Trade creditors	<b>6,199</b>	6,113
Accruals	<b>7,661</b>	28,166
Other creditors	<b>19,598</b>	17,318
	<u><b>33,458</b></u>	<u>51,597</u>

**13. Deferred income**

	<b>2025</b>	2024
	£	£
At 1 April 2024	-	84,419
Deferred during the year	-	-
Released during the year	-	(84,419)
	<u>-</u>	<u>-</u>
At 31 March 2025	<u>-</u>	<u>-</u>

**14. Pension provision**

The charitable company participates in a multi-employer defined benefit pension scheme. Provision has been made for the net present value of future contributions payable by the charity. The provision is valued based on information provided by TPT Retirement Solutions (dated 31 March 2025). The latest full actuarial valuation of the scheme was dated 30 September 2020 and required participating employers to pay additional contributions to the scheme. The movement on the provision is recognised on the SoFA as an other recognised (gain) / loss.

	<b>2025</b>	2024
	£	£
Provision at the start of the year	<b>971</b>	2,078
Movement in the year	<b>1,665</b>	(1,107)
	<u><b>2,636</b></u>	<u>971</u>

**Citizens Advice Stroud & Cotswold Districts Limited**

**Notes to the financial statements**

**For the year ended 31 March 2025**

**15. Analysis of net assets between funds**

	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	-	107	<b>107</b>
Current assets	215,631	37,570	502,115	<b>755,316</b>
Current liabilities	-	-	(33,458)	<b>(33,458)</b>
Provisions	-	-	(2,636)	<b>(2,636)</b>
<b>Net assets at 31 March 2025</b>	<b><u>215,631</u></b>	<b><u>37,570</u></b>	<b><u>466,128</u></b>	<b><u>719,329</u></b>
<b>Prior period comparative</b>				
	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	-	133	133
Current assets	154,934	62,875	542,535	760,344
Current liabilities	-	-	(51,597)	(51,597)
Provisions	-	-	(971)	(971)
<b>Net assets at 31 March 2024</b>	<b><u>154,934</u></b>	<b><u>62,875</u></b>	<b><u>490,100</u></b>	<b><u>707,909</u></b>

Citizens Advice Stroud & Cotswold Districts Limited

Notes to the financial statements

For the year ended 31 March 2025

16. Movements in funds

	At 1 April 2024 £	Income £	Expenditure £	Transfers and other gains £	At 31 March 2025 £
<b>Restricted funds</b>					
Housing related debt advice	8,584	25,224	(34,733)	925	-
Stroud benefits	10,953	52,000	(39,330)	-	23,623
Mental health debt	972	-	-	-	972
Energy advice program	4,712	-	-	-	4,712
Advice First Aid	-	115,500	(31,291)	-	84,209
Big Energy Saving Network / Big Energy Saving Winter	17,144	-	(18,530)	1,386	-
Stroud Energy & Debt	-	45,000	-	-	45,000
Household support fund	111,807	27,000	(82,454)	-	56,353
Cirencester foodbank	-	49,303	(67,696)	18,393	-
North Cotswold foodbank	-	54,912	(74,098)	19,186	-
Stroud foodbank	-	29,991	(41,243)	11,252	-
Stroud advice	-	125,000	(171,861)	46,861	-
St James Place debt	-	2,000	(2,616)	616	-
Multiply adult numeracy project	762	-	-	-	762
<b>Total restricted funds</b>	<b>154,934</b>	<b>525,930</b>	<b>(563,852)</b>	<b>98,619</b>	<b>215,631</b>
<b>Unrestricted funds</b>					
<i>Designated funds:</i>					
Additional expenditure fund	62,875	-	(25,305)	-	37,570
<i>Total designated funds</i>	<i>62,875</i>	<i>0</i>	<i>(25,305)</i>	<i>-</i>	<i>37,570</i>
General funds	490,100	198,905	(122,593)	(100,284)	466,128
<b>Total unrestricted funds</b>	<b>552,975</b>	<b>198,905</b>	<b>(147,898)</b>	<b>(100,284)</b>	<b>503,698</b>
<b>Total funds</b>	<b>707,909</b>	<b>724,835</b>	<b>(711,750)</b>	<b>(1,665)</b>	<b>719,329</b>

## Citizens Advice Stroud & Cotswold Districts Limited

### Notes to the financial statements

#### For the year ended 31 March 2025

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#### 16. Movements in funds (continued)

##### Purposes of restricted funds

Housing related debt advice	To provide advice and support on housing related debt to clients in Stroud and district and in the Cotswold district.
Stroud benefits	Funding from the Good Things Foundation to support people to get the information and advice they need from HMRC including helping them to use new online systems.
Mental health debt	To provide funding to improve access to finance related advice for people with mental ill health.
Energy advice program	Funding to provide one-to-one advice to clients in fuel poverty, or in a fuel poverty risk group.
Advice First Aid	A project delivering two levels of training to frontline workers and volunteers from charities and community organisations, equipping them to recognise and support people in need of reliable information and advice. Those who complete the second-level training become "advice first aiders," with the ability to make direct referrals to the project's caseworkers.
Big Energy Saving Network / Big Energy Saving Winter	Funding to help vulnerable consumers to reduce their energy costs, and to run a campaign to raise awareness of energy issues.
Stroud Energy & Debt	To provide advice and support on energy and debt issues to clients in the Stroud District.
Household support fund	Funds allocated from Cotswold District Council and Stroud District Council from the Household Support Fund to distribute to eligible households.
Cirencester foodbank	To fund dedicated advisors for the Cirencester foodbank.
North Cotswold foodbank	To fund dedicated advisors for the North Cotswolds foodbank.
Stroud foodbank	To fund a dedicated advisor for the Stroud foodbank.
Stroud advice	Funds are restricted for the use by the Bureau for providing advice in the Stroud and District local government area.
St James Place debt	Specialist casework support for people experiencing financial difficulties, helping them to maximise income, reduce debt and build confidence and skills in managing their money.

**Citizens Advice Stroud & Cotswold Districts Limited**

**Notes to the financial statements**

**For the year ended 31 March 2025**

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**16. Movements in funds (continued)**

**Purposes of restricted funds (continued)**

Multiply adult numeracy project	Clients who needed advice in relation to debt, food and fuel poverty were helped with living Maths skills eg budgeting and understanding bills to help them manage their personal finances more confidently.
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**Purposes of designated funds**

Additional expenditure fund	Funds for additional expenditure relating to staffing and IT equipment.
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**Purpose of transfers between funds**

The transfers from the Stroud advice and Cotswold advice designated funds to restricted funds are to top up overspends on projects.

Citizens Advice Stroud & Cotswold Districts Limited

Notes to the financial statements

For the year ended 31 March 2025

16. Movements in funds (continued)

Prior period comparative

	At 2 April 2023 £	Income £	Expenditure £	Transfers and other gains £	At 31 March 2024 £
<b>Restricted funds</b>					
Housing related debt advice	13,907	25,091	(30,414)	-	8,584
Stroud benefits	32,523	33,625	(55,195)	-	10,953
Mental health debt	972	-	-	-	972
Energy advice program	4,712	-	-	-	4,712
European Union settlement scheme	-	1,944	(8,844)	6,900	-
Big Energy Saving Network / Big Energy Saving Winter	17,145	6,085	(6,086)	-	17,144
Household support fund	72,681	177,000	(137,874)	-	111,807
Cirencester foodbank	-	44,689	(51,858)	7,169	-
North Cotswold foodbank	-	51,386	(57,214)	5,828	-
Stroud foodbank	-	20,944	(26,980)	6,036	-
Stroud advice	-	125,000	(193,038)	68,038	-
Multiply adult numeracy project	-	32,350	(31,588)	-	762
<b>Total restricted funds</b>	<b>141,940</b>	<b>518,114</b>	<b>(599,091)</b>	<b>93,971</b>	<b>154,934</b>
<b>Unrestricted funds</b>					
<i>Designated funds:</i>					
Stroud IT fund	22	-	(22)	-	-
Stroud advice	212,041	-	-	(212,041)	-
Cotswolds advice	73,916	-	-	(73,916)	-
Additional expenditure fund	94,361	-	(31,486)	-	62,875
<i>Total designated funds</i>	<b>380,340</b>	<b>-</b>	<b>(31,508)</b>	<b>(285,957)</b>	<b>62,875</b>
General funds	164,897	236,669	(104,559)	193,093	490,100
<b>Total unrestricted funds</b>	<b>545,237</b>	<b>236,669</b>	<b>(136,067)</b>	<b>(92,864)</b>	<b>552,975</b>
<b>Total funds</b>	<b>687,177</b>	<b>754,783</b>	<b>(735,158)</b>	<b>1,107</b>	<b>707,909</b>

## Citizens Advice Stroud & Cotswold Districts Limited

### Notes to the financial statements

#### For the year ended 31 March 2025

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#### 17. Operating lease commitments

The charity had operating leases at the year end with total future minimum lease payments as follows:

	2025	2024
	£	£
Amount falling due:		
Within 1 year	14,000	25,183
Within 1 - 5 years	56,000	-
More than 5 years	5,833	-
	<u>75,833</u>	<u>25,183</u>

#### 18. Conduit funding

	2025	2024
	£	£
Balance at start of year	13,743	13,543
Funding received during year	-	496
Funding distributed during year	-	(296)
	<u>13,743</u>	<u>13,743</u>

Conduit funds are monies received for third parties and do not belong to the charity. The charity passes them through the accounts under a unique project code as a service to other charities to help their charitable purposes, but does not claim gift aid nor has control over their use. The receipts and payments referred to above have been excluded from the Statement of Financial Activities. The balance held at the end of the year is included in other creditors (note 12).

#### 19. Contingent liability

The charity is party to a multi-employer pension scheme with The Pension Trust. The estimated debt on withdrawal (s75 debt) for CAB Stroud & District has been calculated to be £13,207. This figure has an effective date of 30 September 2024. In the prior year the contingent liability was estimated to be £12,403 (effective 30 September 2023). The charity currently has no intention of withdrawing from the scheme.

#### 20. Related party transactions

There were no related party transactions in the current or prior year.



# King's Tree Services Ltd

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Monday 5<sup>th</sup> January 2026

Stonehouse School Trustees

C.o. Mr. Simon Lewis

As requested, quotation for tree work required at Stonehouse Park infant School, Elm Road, Stonehouse, Gloucestershire, GL10 2NP;

- To reduce the height and weight of two of the pollard heads on one London Plane tree that is cobra braced, the two stems with the most decay and largest cavities to ensure that risk of failure is reduced as much as possible,
- All arisings to be removed from site.

**TOTAL £340 + VAT**

KTS have checked that there is no **T**ree **P**reservation **O**rders on the tree and the property is not within the conservation area.

All works are carried out to BS3998 standard, and covered by £10,000,000 limit of indemnity.

I do hope this quote is to your satisfaction, however if there is anything you would like to discuss, please do not hesitate to contact me.

Kind regards, Ben.

---

**Ben King**  
01666 500216  
07976 262829

[ben@kingstrees.co.uk](mailto:ben@kingstrees.co.uk)  
[www.kingstrees.co.uk](http://www.kingstrees.co.uk)

King's Tree Services LTD is registered in England & Wales, company number: 8875831  
Registered address: 25 Quail Meadows, Tetbury, Glos. GL8 8PQ, VAT number: 178 0337 96

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

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

## Stonehouse Community Grant Application Form

Name of Club, Group or Organisation

St Cyr's Church Stonehouse

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

[REDACTED]

Address

Church Lane, Stonehouse GL10 2BG

Telephone Number:

email:

[REDACTED]

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

Is your organisation:

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

How much of the funds you raise is used locally?

ALL /  MOST / SOME / NONE

What is your total local membership?

40 on the electoral roll

What is your VAT status?

REGISTERED /  NOT REGISTERED

What are the aims and objectives of your Organisation?

Promoting the whole mission of the Church in the parish of Stonehouse

**Details about the grant you are applying for:**

To which Funding Scheme are you applying (please tick)

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

What will the grant be used for?

Stonehouse Canal Festival 2026

What is the total cost going to be?

£358 plus VAT (banners and leaflets from Five Valley Labels) and £360 (car parking with Wycliffe)

How much would you like Stonehouse Town Council to contribute?

£789.60

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

N/A

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

Supporting local businesses at Stonehouse Court Hotel, Canal Trust, Boatmobility, Spice etc.

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

£125k, albeit this is restricted money which can only be used on the fabric of the church building.

What impact will the project have on the environment?

Positive impact

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

The Council has been generous in supporting in the festival for several years.

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

Signed



Date 20 April 2026

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

**ST CYR'S STONEHOUSE PCC GLOS  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2024**

**St Cyr's Stonehouse PCC Glos**  
**Contents**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

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**St Cyr's Stonehouse PCC Glos  
Charity Information  
For The Year Ended 31 December 2024**

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**Members of the Parochial Church Council (PCC)**

[REDACTED] (Team Vicar (Team Rector from December 2023))  
[REDACTED] (Team Vicar & Chair)  
[REDACTED] (Churchwarden & Vice-Chair)  
[REDACTED] (Secretary)  
[REDACTED] (Safeguarding Officer)

**Registered Number:** SC20172018

**Accountants:** PBT Accountancy Ltd  
282 Hatherley Road  
Cheltenham  
Gloucestershire  
GL51 6HR

**St Cyr's Stonehouse PCC Glos  
Accountant's Report  
For The Year Ended 31 December 2024**

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In accordance with the engagement letter dated 27 March 2023, and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company from the accounting records and information and explanations you have given to us.

This report is made to the director in accordance with the terms of our engagement. Our work has been undertaken to prepare for approval by the director the financial statements that we have been engaged to compile, to report to the director that we have done so, and to state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's director for our work or for this report.

You have acknowledged on the balance sheet as at year ended 31 December 2024 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

Signed

-----  
  
10 March 2025

PBT Accountancy Ltd  
282 Hatherley Road  
Cheltenham  
Gloucestershire  
GL51 6HR

**St Cyr's Stonehouse PCC Glos  
Receipts and Payments Account  
For The Year Ended 31 December 2024**

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	Notes	2024 £	2023 £
<b>Incoming Resources</b>		32,640	48,987
Resources Expended		<u>(18,467 )</u>	<u>(25,440 )</u>
<b>GROSS SURPLUS</b>		14,173	23,547
Administrative expenses		<u>(25,638 )</u>	<u>(18,331 )</u>
<b>Net (outgoing/Incoming Resources)</b>		(11,465)	5,216
Income from other current asset investments		6,337	3,194
<b>SURPLUS/DEFICIT FOR THE FINANCIAL YEAR</b>		<u><u>(5,128)</u></u>	<u><u>8,410</u></u>

**St Cyr's Stonehouse PCC Glos  
Balance Sheet  
As At 31 December 2024**

	Notes	2024		2023	
		£	£	£	£
<b>FIXED ASSETS</b>					
Investments	4		-		34,767
			-		34,767
<b>CURRENT ASSETS</b>					
Debtors	5	1,840		-	
Cash at bank and in hand*		117,645		89,430	
		119,485		89,430	
<b>Creditors: Amounts Falling Due Within One Year</b>	6		1		-
<b>NET CURRENT ASSETS (LIABILITIES)</b>			119,485		89,430
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			119,485		124,197
<b>NET ASSETS</b>			119,485		124,197
Income and Expenditure Account			119,485		124,197
<b>SURPLUS FUNDS</b>			119,485		124,197

\* Bank balance - Restricted £113,751  
- Unrestricted £3,894

The PCC acknowledges their responsibilities with respect to accounting records and the preparation of accounts.

On behalf of the PCC

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10 March 2025

**St Cyr's Stonehouse PCC Glos  
Notes to the Financial Statements  
For The Year Ended 31 December 2024**

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**1. General Information**

St Cyr's Stonehouse PCC Glos is incorporated in England & Wales, registered number SC20172018. The registered office St Cyr's Church, Church Lane, Stonehouse, GL10 3QP.

**2. Due within one year**

Trade debtors	1,840
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**3. Creditors: Amounts Falling Due Within One Year**

Trade creditors	(1)
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**St Cyr's Stonehouse PCC Glos**  
**Detailed Income and Expenditure Account**  
**For The Year Ended 31 December 2024**

	2024		2023	
	£	£	£	£
<b>INCOMING RESOURCES</b>				
Total Parochial Fees Income (214)		13,197		24,837
Tax efficient planned giving (201)		13,240		12,041
Special Appeals (206)		238		16
Service Fee Reimbursement by DBF (221)		-		406
Other planned giving (202)		240		240
Fund Raising Events (211)		2,115		2,445
Other collections at services (203)		2,616		4,234
Other Giving & Donations - Non-Recurring (205)		962		3,138
Other Income				120
Other Giving & Donations - Recurring (204)		32		-
Grants and subsidies received		-		1,510
		32,640		48,987
<b>RESOURCES EXPENDED</b>				
Clergy Expenses (340)	236		1,320	
Donations/Grants to Charities & Mission Giving	-		20	
Local Mission and Evangelism Projects (370)	-		4,000	
Parish Share	14,999		20,000	
Other direct costs	3,232		100	
		(18,467 )		(25,440 )
<b>GROSS SURPLUS</b>		14,173		23,547
<b>RESOURCES EXPENDED</b>				
Parochial Fees Remitted to other 3rd party (497)	2,626		3,124	
Deanery Costs (427)	-		320	
Parochial Fees Remitted to visiting Minister (496)	355		-	
Rates	93		78	
Light and heat	1,596		2,531	
Repairs and maintenance	6,205		2,095	
Parochial Fees Remittance to DBF (495)	5,888		1,627	
Computer and IT repairs and maintenance	765		1,440	
Insurance	3,569		3,308	
Printing, postage and stationery	-		1,405	
Telecommunications and data costs	721		-	
Accountancy fees	2,021		842	
Payment of cost to other Parishes	500		-	
Music costs	270		646	
Sundry expenses	1,029		915	
		(25,638 )		(18,331 )
<b>Net (Outgoing)/Incoming Resources</b>		(11,465)		5,216
Dividends from other current asset investments - listed	6,337		3,194	
		6,337		3,194
<b>SURPLUS FOR THE FINANCIAL YEAR</b>		(5,128)		8,410



# STONEHOUSE TOWN COUNCIL

## FINANCIAL RISK ASSESSMENT – MAY 2026

The Council is required to review risk annually.

Service Area	Risk	Control	Risk	Impact	Score	Comments
<b>FINANCE</b>						
Insurance	Authority unable to secure adequate insurance for its assets and operation	<p>Current insurance levels as detailed.</p> <p>Insurance cover is through 'Gallaghers Insurance' Insurance – 3 year agreement in place from 1<sup>st</sup> June 2024. The agreement is subject to minor changes pending increases in Government taxes.</p> <p>Authority undertakes annual financial risk review and complies with good practice measures on Financial, HR, H&amp;S and other</p>	2	3	6	

		operational matters				
Precept	Illegal Expenditure  Late payment or over exposure at year end	<p>Council has its General Power of Competence, the power of first resort. Business Committee and Full council oversee all payments made through its authorisation process.</p> <p>Internal control checks are made of the council's payments processes</p> <p>Ensure adequate general reserve for 3-6 months in addition to substantial Earmarked Reserves. Late payment is limited due to current authorisation opportunities and use of 'Edge'</p>	1	3	3	
Payroll	Loss of data  Fraud	<p>Outsourced to PATA. At risk if service provider business fails but data could be restored from the Council's Cloud based IT storage.</p> <p>Quarterly internal control checks undertaken and reported to Committee and Town Council. Annual check also made by Councillor responsible for carrying out internal quarterly Internal Control Checks.</p> <p>Account signatories to approve all amended salary payments. Processing of salary payments made by either the Clerk or Deputy</p>	1	3	3	

		Clerk				
Accounting	Non-compliance	Ensure adequate training, Systems, audits and adequate staff levels. Resilience on 'Edge' Finance in place – system very intuitive. Priority given to finance when staffing levels are low	1	2	2	Monthly reconciliation of main bank account mitigates minor errors.
	Late VAT returns	HMRC vat claims programmed each quarter – GAPTC advises in detail on end of year process - subscription to GAPTC maintained to ensure adequate advice if needed. HMRC prompts action				
	Inaccuracy	Internal control checks made of the council's accounts and payments and these are reported to Council. Processes reported on by Annual Internal Auditor and through internal control checks				
Finance	Cash deposits at risk in bank	Currently use CCLA for large proportion of the council's investments thereby reducing risk. Other investments currently being considered for review.	1	3	3	Need to review non CCLA investments due to external fraudulent attempts to access accounts. There have been no recent attempts made
	Access to investments	Officers trying to access information in relation to the council's accounts. The				Dealing with Banks and Building Societies has been a major problem.

	(Council's exposure with its operating account)	council's ever changing circumstances has made this difficult.				Consideration should be given to moving further investments in to CCLA or use of alternative investment organisations
	Lack of liquid funds/cashflow	Cashflow secured by keeping treasury account topped up through CCLA – top up arrangement made very easy				
	External Funding – non-compliance with grant conditions	Ensure criteria from grant awarding body is strictly followed Ensure adequate scrutiny is applied to accounts and spending				
	Loss of income i.e. rent	Ensure regular contact with leaseholders and bodies renting facilities				
	Compliance with Pension regulations	Re-declaration made by the council every three years as required by Pensions Regulator and at onset of new staff arrivals				
<b>OTHER</b>						
Staff	Loss of personnel	General reserves can be used in case of	2	3	6	The council's workforce has in the main settled with

	<p>HR Litigation</p> <p>Covid impact</p>	<p>temporary staff needs</p> <p>Improved management of and communications with staff to ensure good retention. The Council offers reasonable terms and conditions. Need to build in further resilience to staffing</p> <p>Secure and comply with HR advice (Peninsula). The company has been very responsive to the council's needs</p> <p>Risk assessment undertaken on existing staff arrangements in line with Government Guidance. This highlighted risk can be reapplied as and when necessary (Whilst Covid is less prevalent today, reference to this remains in case of a resurgence)</p>				<p>new staff improving the organisation's resilience; regular 1-1s and team meetings held in addition to day to day communications</p> <p>Staff reporting Covid are asked to stay away from the office</p>
Administration	Management of Finance	<p>'Edge' finance software provides a closed system that is fully auditable. It supports improved budget controls. Adequate up to date training is provided to staff. Accounts audited internally each quarter with recommendations</p> <p>Accounts and payment lists reported each month to Business Committee and Full Council</p> <p>The Policy register is generally kept up to date</p>	2	2	4	<p>Policies are reasonably up</p>

	<p>Policy non compliance</p> <p>Council unable to make payments due to lack of signatories</p>	<p>and reviewed in line with Council agreed frequencies by the Member led Policy Review working group</p> <p>Number of signatories increased from 3 Cllrs to 5. Authorise Clerk and Deputy Clerk to act as back up full bank signatories to the council's Lloyds account.</p>				to date
Allotments	Non compliance with Management agreement	Management agreement details discussed with allotment association annually. Annual checks undertaken	1	2	2	The council has good working relations with the Allotment Association.
Data	<p>Security breach</p> <p>Legal Documents becoming lost</p>	<p>Data stored off site on cloud system. Now protected by remote monitoring and updating by IT service provider 'JIREH' – information is further backed up.</p> <p>Data Protection Policy has been adopted and will be regularly reviewed. A new IT policy was adopted in 2025</p> <p>Safe custody for title documents/legal agreements.</p>	1	3	3	<p>In 2024, Council agreed a long term service agreement with Jireh to provide IT services</p> <p>Documents now currently held in fire proof room by 'Leeper Prosser' Solicitors.</p>
Parks	Play Equipment/play areas and fields	Weekly visual checks and quarterly detailed checks carried out in all areas in addition to annual review by ROSPA	3	3	9	<i>Recently employed additional grounds staff to provide increased resilience</i>

	<p>becoming unfit for use</p> <p>Failure to follow independent insured advice</p>	<p>Council staff trained to undertaken interim inspections</p> <p>Tree Strategy and full list and location of trees is in place. Regular annual inspection carried out and recommended remedial works undertaken</p> <p><i>Officers advise Council follow the advice and recommendations of the insured and qualified tree surveyor engaged by the council to undertake its annual tree surveys</i></p>				<p><i>ensuring required checks are made</i></p> <p><i>It is possible that council may reach a decision that is contrary to the recommendations given by the engaged surveyor based on other uninsured expert advice - in this case, it is recommended that any advice provided by a third party (other than the insured and qualified tree surveyor) be presented to council in writing to enable a clear audit trail of council's justification in making its decisions.</i></p>
Procurement	<p>Ensure value for money</p> <p>Need to advertise contracts</p>	<p>Financial Regs are regularly reviewed and applied</p> <p>Contracts over £30,000 incl vat to be advertised on the council and public contract finance website. Expected annual contract costs reviewed for large scale work/services</p>	1	3	3	<p>The council has two main contracts that exceed this threshold – both are advertised in line with the</p>

						Financial Regulations
Health and Safety	Non Compliance with health and safety regulations	<p>Health and safety documents and practices are reviewed and reported annually.</p> <p>Good quality work equipment purchased and good work practices followed by staff to reduce risk</p> <p>New staff encouraged to take cautionary approach to all work – no time bound requirements.</p> <p>Regular communications with office staff and arrangements in place to help deal with unusual events ie heat, severe cold etc</p> <p>New contract signed (Jan 25) with Peninsula to ensure correct documentation is held, updated and, applied.</p> <p>Health and Safety compliance now monitored by HR Sub Committee.</p>	1	3	3	Staff have received very positive comments from the H&S advisors during their assessment visits
Buildings	Deterioration, over – expenditure and under utilisation	All buildings currently checked for general condition on a regular basis mainly by grounds staff. Issues reported to the town hall and actioned.	2	2	4	

Elections	Failing to comply with Co-option process	Due process followed with updates and advice provided by the election authority	1	3	3	
External audit	Unable to satisfy requirements of annual AGAR returns	Internal auditor booked in each year in advance of external audit  'Edge' engaged to produce end of year accounts  Agenda item added for council sign off in April/May each year	1	2	2	
Members Interests	Conflict of interests  Opportunity for impropriety	CLLrs receive advice on Code of Conduct and Standing Orders and comply with requirements. Cllr register all relevant interests (pecuniary and non pecuniary interests). Cllrs notify the clerk of gifts/hospitality	1	3	3	

### Risk Assessment & Action

Risks will be identified and then assessed according to the following criteria:

	Major impact (3)	Moderate impact (2)	Minor impact (1)
High risk (3)	Score 9	Score 6	Score 3
Medium risk (2)	Score 6	Score 4	Score 2

	Major impact (3)	Moderate impact (2)	Minor impact (1)
Low risk (1)	Score 3	Score 2	Score 1

Score 9: circumstances giving rise to risk to be eliminated if possible.

Score 4-6: risk requires immediate and/or continuous management and monitoring.

Score 2-3: risk requires management and monitoring.

Score 1: risk does not require management but may be monitored.

Note! Risk Management can include the transfer of risk by e.g. taking out insurance or buying in a service from a specialist provider

Last Review: 19<sup>th</sup> May 2025 (TC3435)

Next Review: May 2026

**Private & Confidential**

Mr C Novoth  
Stonehouse Town Council  
Town Hall  
High Street  
Stonehouse  
Gloucestershire  
GL10 2NG  
United Kingdom

30th May 2024

Dear Mr Novoth,

**Insurance Policy: AJG Community Schemes**  
**Client Name: Stonehouse Town Council**  
**Client Reference Number: 30110190**  
**Policy Reference:**  
**Effective Date: 01/06/2024**

Further to our recent renewal letter and any subsequent discussions, we are delighted that you have chosen to renew your business through Gallagher.

In accordance with your instructions, or where we advised you that we have automatically renewed, we have placed your insurances with the insurers shown below, under long term agreement with Hiscox Insurance Company Limited until 31st May 2027.

Policy	Insurer	Premium	Insurance Premium Tax	Administration Fee(s)	Total Due
AJG Community Schemes	Hiscox Insurance Company Limited	£7,566.30	£907.95	£75.00	£8,549.25
<b>Total</b>		<b>£7,566.30</b>	<b>£907.95</b>	<b>£75.00</b>	<b>£8,549.25</b>

## Significant Terms, Conditions, Warranties, Exclusions and Subjectivities

Your **policy documents** will record what is insured and against what **Insured Perils** (risks) apply, along with details of any **Warranties** which sets out those things which you must make sure happen or have in place at all times. Your cover may be subject to **Exclusions** and **Endorsements**, which set out additional **Policy Terms** which are particularly important. Please also consider any **Conditions** with which you have to comply in order for your cover to be valid and for you to make a claim.

**It is important that you read and make sure that you understand the full extent of the cover that is provided by your insurance policy.** The policy wording should be read in conjunction with your policy schedule. Please read these carefully as they may have an impact on the validity of your cover and/or your ability to make recovery for any claims made.

If there are any areas of the policy which you are concerned about or do not understand, or where you are unable to comply, then please contact us to discuss in further detail. It may be possible, albeit at higher cost, to obtain wider or less restrictive cover.

**Blenheim House**  
**1-2 Bridge Street**  
**Guildford**  
**Surrey**  
**GU1 4RY**

Tel: 01483 462 860

[www.ajg.com/uk](http://www.ajg.com/uk)

The attached insurer schedule details the following endorsements applicable to your policy.

- Premises - Endorsement - Flat roof condition - 308.0.2
- Premises - Endorsement - Addition of cover: under insurance restriction (Buildings) - 6469.0
- Premises - Endorsement - Removal of cover: cyber claims and losses - 6728.0
- Contents - Endorsement - Minimum security condition - 240.3
- Contents - Endorsement - Addition of cover (Travel expenses) - 6226.0
- Contents - Endorsement - Floating amount insured (Contents) - 6349.1
- Contents - Endorsement - Amendment of cover (Fidelity guarantee) - 6222.0
- Business Interruption - Endorsement - Amended definition: income - 6820.0
- Business Interruption - Endorsement - Floating amount insured (Business interruption) - 6350.1
- Contents Away from Premises - Endorsement - Contents temporarily elsewhere - 65.00
- Crisis Management - Endorsement - Crisis containment provider: Hill Knowlton - 9003.0
- Employers' Liability - Endorsement - Employers Liability Tracing Office (ELTO) - mandatory information required - 3121.0
- Employers' Liability - Endorsement - Confirmation of cover: cyber claims - 6734.0
- Legal Expenses - Endorsement - Commercial legal protection (charities) - 524.0
- Officials and Trustees - Endorsement - Prior and pending litigation date - 705.4
- Officials and Trustees - Endorsement - Amendment of cover: cyber claims (DO) - 3215.0
- Officials and Trustees - Endorsement - Amendment of cover: breach of professional duty (DO) - 3216.0
- Personal Accident - Endorsement - Amendment of cover: cyber claims and losses - 6752.0
- Public Liability - Endorsement - Firework and bonfire condition endorsement - 6080.0
- Public Liability - Endorsement - Removal of cover: cyber claims - 6735.0
- AJG Community Schemes - Endorsement - Additional definitions: cyber - 6727.0
- AJG Community Schemes - Endorsement - Commercial assistance & legal advice helpline - 603.1
- AJG Community Schemes - Endorsement - Long Term Agreement - 999.0



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## Policy Documents

It is important that you check through your policy documentation thoroughly to ensure that you are happy with the cover stated. Please read all documents carefully, paying particular attention to the limits, endorsements and exclusions. **If any information is incorrect, please contact us immediately.**

## Making a Claim

If you need to make a claim, please notify us as soon as possible after an incident either by telephone on 01483 462860 or by email to <mailto:communityclaims@ajg.com>. Alternatively out of hours in an emergency, you may also contact your insurer direct. Please refer to your insurer documentation for contact details for your insurer's claims department.

You will need to have as much information about the claim as possible, including but not limited to:

- Policy type and policy number
- Date loss occurred
- Location and description of loss
- Name and address of injured party if applicable

Claims must be notified to us immediately. Any delay in notification could prejudice your own or your insurer's position. Our full information regarding on what to do in the event of a claim was provided in our renewal invitation letter.

## Payment Options

Our standard payment terms are payment on or before your policy inception or renewal date. This ensures we receive your funds in time to settle our Insurer accounts where there are strict requirements.

You can pay by the following options:-

- Cheque payable to Arthur J Gallagher Insurance Brokers Ltd - Please add your client reference number onto the back of the cheque.
- Direct Debit with Insurers (if available)
- Bank Transfer (BACS) - Gallagher will provide our bank details upon instruction to proceed

## Any Questions?

Thank you for renewing your policy with us and if you have any questions relating to your insurance arrangements, please do not hesitate to contact us.

Yours sincerely,

### The Community Team

Tel: 01483 462860

Email: [community@ajg.com](mailto:community@ajg.com)



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## *TALK TO US ABOUT:*

- Motor
- Engineering
- Cyber
- Professional Indemnity
- Associated Charities
- Village Hall Policies
- Anglican Church Policies
- Risk Management Solutions
- Event Coverage
- Terrorism



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Enclosures	Action Required by You
Statement of Fact(s)	Information you have provided to us and on which your policy is based. Please review and advise us of any changes required.
Policy Schedule(s)	Please review and advise us immediately if there are any terms you are unable to comply with or do not understand.
Policy Summary(s)) Notice to Policyholder/Summary of Changes	An overview of the proposed cover including limits. Please read in conjunction with your policy and advise us immediately if there are any terms you are unable to comply with or do not understand.
Our Invoice	Please note payment terms.
Important Information	Please read and retain.
Our Terms of Business	Please read and retain.

### Our Service & Remuneration

The table below indicates 'how we are paid for our services'. Further information is available in our Initial Disclosure Document that can be located further on in this letter.

Policy Cover	Broker Fee	Commission	Admin Fee
AJG Community Schemes	x	✓	✓

# Renewal SCHEDULE

Quote Reference - 170102460

The information contained on this page is confidential and should not be sent to third parties

## INSURANCE DETAILS

Period of insurance :	Continuous cover from 01/06/2026 until the policy is cancelled
Date issued to insured :	27/04/2026
Underwritten by :	Hiscox Underwriting Ltd on behalf of the insurers listed for each section of the policy
Payment method :	Payment by Broker's Account

## INSURED DETAILS

Insured :	Stonehouse Town Council
Address :	Town Hall Stonehouse GL10 2NG
Additional insureds :	There are no Additional Insureds on this policy
Business :	Town Council
General terms and conditions wording :	11604 WD-HSP-UK-PAC-GTC(4) The General terms and conditions apply to this policy in conjunction with the specific wording detailed in each section below

## PREMIUM DETAILS

Annual premium :	£7,961.35	Annual Tax :	£955.35	Total :	£8,916.70
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# Renewal SCHEDULE

**Local councils & not-for profit organisations scheme**

**PROPERTY – BUILDINGS**

**Section wording** 11600 WD-HSP-UK-PAC-PYB(5)  
**Insurer** Hiscox Insurance Company Limited

Premises address	Sum insured
2 x Football Stands, Oldends Lane, Gloucestershire, GL10 2DG	£216,695
Allotment sheds x12, Gloucester Road, Gloucestershire, GL10 2HB	£79,477
Oldends Lane Pavilion, Oldends Lane, Gloucestershire, GL10 2DG	£918,814
Town Hall, High Street, Gloucestershire, GL10 2NG	£999,578
Workshop/store, Oldends Lane, Gloucestershire, GL10 2DG	£184,225
Youth Centre, Oldends Lane, Gloucestershire, GL10 2DG	£315,756

Item description	Excess	Amount Insured
Total Buildings	£250	£2,714,545
Gates and fences	£250	£56,749
Fixed outside equipment	£250	£4,249
Street furniture	£250	£0
War memorials	£250	£127,524
Playground equipment	£250	£130
Sports surfaces	£250	£0
Other surfaces	£250	£0
Rent receivable	£250	

**Excess applies to:** Each and every loss

**Special excesses**

**Losses from subsidence** £1,000 each and every loss

**Additional cover** (in addition to the overall limit/amount insured above)

<b>Trace and access</b>	£5,000
<b>Emergency services</b>	£5,000
<b>Loss prevention costs</b>	£25,000
<b>Additions to buildings</b>	£50,000
<b>Inadvertent omissions</b>	£500,000
<b>Trees, shrubs and plants</b>	£25,000
<b>Bequeathed buildings</b>	£50,000
<b>Discharge of oil</b>	£10,000 in total during any one period of insurance, across all Property sections combined
<b>Contract works and site materials</b>	£75,000

# Renewal SCHEDULE

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Endorsements	
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<b>308.0.2</b>	Flat roof condition
<b>6469.0</b>	Addition of cover: under insurance restriction (Buildings)
<b>6728.0</b>	Removal of cover: cyber claims and losses

## Renewal SCHEDULE

### PROPERTY – CONTENTS

**Section wording** 11602 WD-HSP-UK-PAC-PYC(6)  
**Insurer** Hiscox Insurance Company Limited

Item description	Excess	Amount Insured
General contents including computer and ancillary equipment	£250	£39,409
Civic Regalia	£250	£0
Gardening equipment, plant and machinery	£250	£59,395
Sports equipment	£250	£8,259
Rent payable	£250	£0

**Excess applies to** Each and every loss  
**Geographical limits:** United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man

### Additional cover (in addition to the overall limit/amount insured above)

<b>Costs following glass breakage</b>	£10,000
<b>Additions to contents</b>	£10,000 or 10% of the amount insured for contents, whichever is the greater
<b>Money in the insured location while open for business or in a locked safe</b>	£1,000
<b>Money in transit or at the home of any councillor, trustee, employee or volunteer</b>	£1,000
<b>Money at all other times</b>	£1,000
<b>Money - non-negotiable instruments</b>	£250,000
<b>Identity fraud</b>	£5,000
<b>Personal effects</b>	£5,000
<b>Reconstitution of electronic data</b>	£5,000
<b>Reconstitution of other business documents</b>	£5,000
<b>Lock replacement</b>	£10,000
<b>Building damage by theft</b>	£10,000
<b>Personal assault - death</b>	£10,000 per person
<b>Personal assault - total loss or permanent and total loss of use of one or more limbs</b>	£10,000 per person
<b>Personal assault - total and irrecoverable loss of sight in one or both eyes</b>	£10,000 per person
<b>Personal assault - disablement which totally prevents the injured person from carrying out all parts of their usual occupation</b>	£100 per week up to a maximum of 104 weeks
<b>Metered water and fuel</b>	£5,000
<b>Outdoor items</b>	£5,000
<b>Marquees</b>	£10,000
<b>Refrigerated stock</b>	£2,500
<b>Undamaged tenant's improvements</b>	£5,000
<b>Contents temporarily elsewhere including whilst in transit</b>	£25,000 or 10% of the amount insured for contents, whichever is the less

## Renewal SCHEDULE

<b>Defective title – fine art</b>	£10,000
<b>Continuing hire charges – in total across all Property sections</b>	£10,000
<b>Exhibitions stands and equipment temporarily elsewhere</b>	£25,000 or 10% of the amount insured for contents, whichever is the less
<b>Defibrillators</b>	£5,000
<b>Bequeathed property</b>	£5,000
<b>Fund raising events</b>	£5,000
<b>Contents kept at home</b>	£25,000 or 10% of the amount insured for contents, whichever is the less
<b>Fraud and dishonesty</b>	£550,000 the aggregate per period of insurance

### Endorsements

<b>240.3</b>	Minimum security condition
<b>6226.0</b>	Addition of cover (Travel expenses)
<b>6729.0</b>	Removal of cover: cyber claims and losses
<b>6349.1</b>	Floating amount insured (Contents)
<b>6222.0</b>	Amendment of cover (Fidelity guarantee)

### PROPERTY AWAY FROM THE PREMISES

<b>Wording Insurer</b>	11602 WD-HSP-UK-PAC-PYC(6) Hiscox Insurance Company Limited
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Item description	Excess	Amount Insured
All business equipment	£250	£5,000

<b>Excess applies to:</b>	Each and every loss
<b>Geographical limits:</b>	European Union, United Kingdom of Great Britain and Northern Ireland, Channel Islands, Isle of Man and Gibraltar

### Endorsements

<b>65.00</b>	Contents temporarily elsewhere
<b>6729.0</b>	Removal of cover: cyber claims and losses

### PROPERTY – BUSINESS INTERRUPTION

<b>Section wording Insurer</b>	11601 WD-HSP-UK-PAC-PYI(6) Hiscox Insurance Company Limited
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Item description	Indemnity period	Amount Insured
Loss of income	12 months	£10,000
Additional increased costs of working	12 months	£10,000

### Additional cover (in addition to the overall limit/amount insured above)

<b>Key person</b>	£250 per week up to a maximum of £2,500 per period of insurance.
<b>Unauthorised use of public utilities</b>	£100,000 or the total amount insured for Business

# Renewal SCHEDULE

interruption, whichever is less

<b>Special limits</b>		(included within and not in addition to the overall limit/amount insured above)
<b>Denial of access</b>		£100,000 or the total amount insured for Business interruption, whichever is less
<b>Non-damage denial of access</b>		£100,000 or the total amount insured for Business interruption, whichever is less
<b>Bomb threat</b>		£100,000 or the total amount insured for Business interruption, whichever is less
<b>Suppliers</b>		£100,000 or the total amount insured for Business interruption, whichever is less
<b>Public utilities</b>		£100,000 or the total amount insured for Business interruption, whichever is less
<b>Public authority</b>		£100,000 or the total amount insured for Business interruption, whichever is less
<b>Failure of safety equipment</b>		£100,000 or the total amount insured for Business interruption, whichever is less
<b>Loss of attraction</b>		£100,000 or the total amount insured for Business interruption, whichever is less
<b>Alternative hire costs</b>		£5,000
<b>Equipment breakdown</b>		Not insured

<b>Endorsements</b>	
<b>6731.0</b>	Removal of cover: cyber claims and losses
<b>6820.0</b>	Amended definition: income
<b>6350.1</b>	Floating amount insured (Business interruption)

<b>EMPLOYERS' LIABILITY</b>	
<b>Section wording</b>	11603 WD-HSP-UK-PAC-EL(4)
<b>Insurer</b>	Hiscox Insurance Company Limited
<b>Limit of indemnity</b>	£10,000,000
<b>Limit applies to</b>	Each and every occurrence including costs
<b>Geographical limits</b>	Worldwide
<b>Applicable court</b>	United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man

<b>Special limits</b>		(included within and not in addition to the overall limit/amount insured above)
<b>Criminal defence costs</b>		£100,000 in the aggregate
<b>Terrorism</b>		£5,000,000 in the aggregate

<b>Endorsements</b>	
<b>3121.0</b>	Employers Liability Tracing Office (ELTO) - mandatory information required
<b>6734.0</b>	Confirmation of cover: cyber claims

<b>PUBLIC AND PRODUCTS LIABILITY</b>	
<b>Section wording</b>	11607 WD-HSP-UK-PAC-GL(4)
<b>Insurer</b>	Hiscox Insurance Company Limited
<b>Limit of indemnity</b>	£10,000,000
<b>Limit applies to</b>	Each and every occurrence, defence costs in addition, other than for pollution or for products to which a single aggregate policy limit including defence costs applies
<b>Excess</b>	£250
<b>Excess applies to</b>	Each and every claim for property damage only
<b>Geographical limits</b>	United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man, the European Union and Gibraltar

## Renewal SCHEDULE

**Applicable courts** United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man, the European Union and Gibraltar

**Additional cover** (in addition to the overall limit/amount insured above)

**Unauthorised use of third party telephones by your employees** £2,500 any one period of insurance  
**Loss of excess or no claims discount** £250 any one period of insurance  
**Loss of third party keys** £2,500 any one period of insurance  
**Defamation and intellectual property rights** £500,000 any one period of insurance

**Special limits** (included within and not in addition to the overall limit/amount insured above)

**Criminal defence costs** £100,000 in the aggregate  
**Pollution defence costs** £100,000 in the aggregate  
**Hirer liability** £5,000,000 in the aggregate

**Endorsements**

**6080.0** Firework and bonfire condition endorsement  
**6735.0** Removal of cover: cyber claims

### OFFICIALS' AND TRUSTEES' INDEMNITY

**Section wording** 11614 WD-HSP-PAC-DO(6)  
**Insurer** Hiscox Insurance Company Limited  
**Policy limit** £500,000  
**Limit applies to** In the aggregate including costs  
**Legal representation costs** £15,000  
**Legal representation basis** In the aggregate any one period of insurance  
**Geographical limits** United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man  
**Applicable courts** United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man

**Endorsements**

**705.4** Prior and pending litigation date  
**3215.0** Amendment of cover: cyber claims (DO)  
**3216.0** Amendment of cover: breach of professional duty (DO)

### COMMERCIAL LEGAL PROTECTION (DAS)

**Section wording** 9927 WD-HSP-UK-CHR-DAS(3)  
**Insurer** DAS Legal Expenses Insurance Company Limited  
**Section limit** £100,000  
**Limit applies to** All claims resulting from one or more event arising at the same time or from the same originating cause  
**Excess** £200  
**Excess applies to** Each and every claim arising from aspect enquiries only  
**Geographical limits** For insured incidents 2 Legal Defence (excluding 2(4)), and 3(b) Bodily Injury: The European Union, the United Kingdom of Great Britain and Northern Ireland, the Isle of Man, the Channel Islands, Albania, Andorra, Bosnia Herzegovina, Croatia, Gibraltar, Iceland, Liechtenstein, Macedonia, Monaco, Montenegro, Norway, Romania, San Marino, Serbia, Switzerland and Turkey (west of the Bosphorus). For all other insured incidents: The United Kingdom of Great Britain and Northern Ireland, the Isle of Man and the Channel Islands

# Renewal SCHEDULE

<b>Endorsements</b>
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524.0 Commercial legal protection (charities)

<b>PERSONAL ACCIDENT</b>
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**Section wording** 11608 WD-HSP-UK-PAC-PA(4)  
**Insurer** Hiscox Insurance Company Limited

<b>Personal accident</b>
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<b>Capital benefit</b>	£100,000
<b>Temporary benefit</b>	£500 per week
<b>Medical expenses</b>	£10,000
<b>Insured persons</b>	Councillors, trustees, volunteers and employees of the insured
<b>Operative time</b>	While working for you or on your behalf

<b>Special limits</b>	(included within and not in addition to the overall limit/amount insured above)
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<b>Death</b>	100% capital benefit amount per person
<b>Loss of one limb</b>	100% capital benefit amount per person
<b>Loss of one eye</b>	100% capital benefit amount per person
<b>Loss of two limbs</b>	100% capital benefit amount per person
<b>Loss of two eyes</b>	100% capital benefit amount per person
<b>Loss of one limb and one eye</b>	100% capital benefit amount per person
<b>Loss of hearing</b>	100% capital benefit amount per person
<b>Loss of speech</b>	100% capital benefit amount per person
<b>Permanent total disablement</b>	100% capital benefit amount per person
<b>Temporary total disablement</b>	£500 per week, up to a maximum of 104 weeks, an excess of 14 days applies
<b>Temporary partial disablement</b>	£500 per week, up to a maximum of 104 weeks, an excess of 14 days applies
<b>Maximum accumulation</b>	£1,000,000 any one loss in the aggregate

<b>Endorsements</b>
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6752.0 Amendment of cover: cyber claims and losses

<b>CRISIS CONTAINMENT</b>
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<b>Wording</b>	15369 WD-HSP-UK-PAC-CRI(1)
<b>Insurer</b>	Hiscox Insurance Company Limited
<b>Limit of indemnity</b>	£25,000
<b>Limit applies to</b>	Per crisis and in the aggregate during any one period of insurance
<b>Geographical limits</b>	The United Kingdom of Great Britain and Northern Island, the Isle of Man and the Channel Islands.

<b>Special limits</b>	(included within and not in addition to the overall limit/amount insured above)
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Outside working hours discretionary crisis mitigation costs	£2,000
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<b>Endorsements</b>
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9003.0 Crisis containment provider: Hill Knowlton

# Renewal SCHEDULE

The General Terms of this policy and the terms, conditions and exclusions of the relevant sections all apply to this endorsement except as modified below:

**Property – buildings clauses in full**

<b>Clause</b>	<b>308.0.2</b>	<p>Flat roof condition</p> <p><b>We</b> will not make any payment for <b>damage</b> arising directly or indirectly from any deficiency of a flat roof unless the roof is inspected once every 2 years by a competent person and any defects are rectified within 14 days.</p>
<b>Clause</b>	<b>6469.0</b>	<p>Addition of cover: under insurance restriction (Buildings)</p> <p>The following is added to <b>How much we will pay</b>, Under insurance:</p> <p>If, at the time of <b>damage</b>, the <b>amount insured</b> is less than 85% of the total rebuilding cost of the <b>buildings</b> including an allowance for other costs, the amount <b>we</b> pay will be reduced in the same proportion as the under insurance. If, however <b>you</b> provide us with a professional valuation of the <b>buildings</b> that was carried out within the 3 years preceding the incident of loss, <b>we</b> will not apply this reduction.</p>
<b>Clause</b>	<b>6728.0</b>	<p>Removal of cover: cyber claims and losses</p> <p><b>What is not covered</b> 1. m. 'any virus.' is deleted.</p> <p>The following is added to <b>What is not covered</b>:</p> <p><b>We</b> will not make any payment for <b>damage</b> to, or any loss, cost or expense arising in respect of any item of <b>computer or digital technology</b> which is directly caused by:</p> <ul style="list-style-type: none"> <li>a. a <b>cyber attack</b> or fear or threat of a <b>cyber attack</b>;</li> <li>b. a <b>hacker</b> or fear or threat of a <b>hacker</b>; or</li> <li>c. its digital connectivity to any other item of <b>computer or digital technology</b> which has been directly affected by a <b>cyber attack</b> or <b>hacker</b>.</li> </ul> <p><b>We</b> will however cover any other <b>damage</b>, loss, cost or expense insured under this section which is caused by the <b>cyber attack</b> or <b>hacker</b>.</p> <p><b>We</b> will not make any payment for <b>damage</b>, loss, cost or expense directly or indirectly caused by, contributed to by, resulting from or in connection with a <b>computer or digital technology error</b>.</p> <p><b>We</b> will not make any payment for the <b>reconstitution of data</b> or the value to <b>you</b> of any lost or distorted records or data.</p> <p><b>We</b> will not make any payment for loss or <b>damage</b> due to <b>your</b> parting with title or possession of <b>property</b> or rights to <b>property</b> prior to receiving payment in full.</p>

**Property – contents clauses in full**

<b>Clause</b>	<b>240.3</b>	<p><b>Minimum security condition</b></p> <p><b>We</b> will not make any payment for <b>damage</b> unless the physical security measures at the <b>insured location</b> comply with the following criteria and all devices are put into full and effective operation whenever the premises are closed for business or left unattended:</p> <ol style="list-style-type: none"> <li>1. The final exit door is secured by:             <ol style="list-style-type: none"> <li>a. a rim automatic deadlock conforming to or superior to BS3621; or</li> <li>b. a mortice deadlock conforming to or superior to BS3621; or</li> <li>c. a key operated multi-point locking system having at least three locking bolts.</li> </ol> </li> <li>2. Any other external door or internal door providing access to any part of the building not occupied by <b>you</b>, which is not officially designated a fire exit by the local fire authority, is secured by:             <ol style="list-style-type: none"> <li>a. a locking device specified in 1 above; or</li> <li>b. by two key operated security bolts to engage the door frame.</li> </ol> </li> <li>3. Any other external door or internal door which is officially designated a fire</li> </ol>
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## Renewal SCHEDULE

- exit by the local fire authority is secured by:
- a. a panic bar locking system incorporating bolts which engage both the head and sill of the door frame; or
  - b. a mortice lock having specific application for emergency exit doors and which is operated from the inside by means of a conventional handle and/or thumb turn mechanism.
4. All ground and basement level opening windows and any upper floor opening windows or skylights accessible from roofs, balconies, fire escapes, canopies, downpipes and other features of the building are:
- a. secured by means of a key-operated locking device; or
  - b. permanently screwed shut.

Please note:

- (i) The local fire authority must be consulted before **you** replace or augment the existing locking device fitted to a designated emergency exit door; and
- (ii) The provisions of specification 4 do not apply to windows or skylights that are protected by means of either:
  - a. fixed round or square section solid steel bars not more than 10 cm apart; or
  - b. fixed expanded metal, weld mesh or wrought ironwork grilles; or
  - c. proprietary collapsible locking gate grilles.

Clause 6226.0

### Addition of cover - travel expenses

The following is added to **What is covered**, Additional cover:

Travel expenses

23. **We** will also pay for:
- the unused travel, accommodation and pre-booked conference or excursion expenses which **you** have paid or legally have to pay and which cannot be recovered; and
  - the necessary and reasonable additional travel and accommodation expenses for **your** member of staff, **councillor** or trustee to return home; as a result of a pre-arranged business trip being cancelled or cut short, during the **period of insurance**, for one of the following reasons:
    - the death, accidental injury or illness of a member of staff, **councillor** or trustee; or
    - the death, accidental injury or illness of the spouse, partner, close relative, fiancée or fiancé of a member of staff, **councillor** or trustee; or
    - the death, accidental injury or illness of any person with whom a member of staff, **councillor** or trustee is planning to stay or conduct business; or
    - a member of staff, **councillor** or trustee being called for jury service or as a court witness; or
- damage** to a member of staff or **councillor**'s or trustee's pre-booked accommodation making it impossible for the member of staff or **councillor** or trustee to stay there.
  - damage** to the scheduled means of transport or any strike, riot, civil commotion or **terrorism** which causes the cancellation or delayed departure for 24 hours or more of the scheduled transport on which the member of staff or **councillor** or trustee is booked to travel on their outward or return journey.

The most **we** will pay during the period of **insurance** under this additional cover is £750. The **excess** which applies to this additional cover is £75.

Clause 6729.0

### Removal of cover: cyber claims and losses

**What is covered**, Lock replacement, is amended to read as follows:

The costs **you** incur to replace locks and keys necessary to maintain the security of the **insured premises** or any safes or security control apparatus following theft or loss or misuse of physical security keys occurring during the **period of insurance**. However this does apply to the unauthorised modification of any digital or electronic locks.

**What is not covered** 1. h. 'a virus or hacker.' is deleted.

The following is added to **What is not covered**:

**We** will not make any payment for **damage** to, or any loss, cost or expense arising in respect of any item of **computer or digital technology** which is directly caused by:

# Renewal SCHEDULE

- a. a **cyber attack** or fear or threat of a **cyber attack**;
- b. a **hacker** or fear or threat of a **hacker**; or
- c. its digital connectivity to any other item of **computer or digital technology** which has been directly affected by a **cyber attack** or **hacker**.

**We** will however cover any other **damage**, loss, cost or expense insured under this section which is caused by the **cyber attack** or **hacker**.

**We** will not make any payment for **damage**, loss, cost or expense directly or indirectly caused by, contributed to by, resulting from or in connection with a **computer or digital technology error**.

**We** will not make any payment for loss or **damage** due to **your** parting with title or possession of **property** or rights to **property** prior to receiving payment in full.

**We** will not make any payment for loss arising from any electronic, online or crypto currency, including Bitcoin.

<b>Clause</b>	<b>6349.1</b>	<p><b>Floating amount insured (Contents)</b> The cover under this section applies to all locations occupied by <b>you</b> in connection with <b>your activities</b> within the United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man and the Republic of Ireland. The <b>amount insured</b> is the most <b>we</b> will pay in total for <b>damage</b> to <b>your contents</b> however many locations are affected.</p>
<b>Clause</b>	<b>6222.0</b>	<p><b>Amendment of cover: fidelity guarantee</b> <b>What is not covered</b>, 9 is amended to read as follows:</p> <p>g. loss by fraud or dishonesty of a <b>councillor</b> or any other person working under a contract of service with <b>you</b>, other than where cover is provided under Additional cover, Fidelity guarantee.</p> <p><b>How much we will pay</b>, Fraud and Dishonesty is deleted.</p> <p>The following is added to <b>What is covered</b>, Additional cover:</p> <p>Fidelity guarantee</p> <p>23. <b>your</b> financial loss resulting solely and directly from fraud or dishonesty of a <b>councillor</b> or any other person working under a contract of service with <b>you</b>, discovered by <b>you</b> during the period of <b>insurance</b> provided that:</p> <ul style="list-style-type: none"> <li>a. dual controls exist for the signing of cheques, issuing instructions for disbursements of assets or funds, fund transfer procedures and investment; and</li> <li>b. <b>you</b> were unaware of any previous act of fraud or dishonesty committed in the course of their employment by such <b>councillor</b> or any other person working under a contract of service with <b>you</b>; and</li> <li>c. there was a clear intention to cause <b>you</b> financial loss and to obtain a personal financial gain over and above salary, bonus or commission; and</li> <li>d. <b>your</b> financial loss was wholly sustained within the 12 month period prior to its discovery; and</li> <li>e. the loss is notified to <b>us</b> within ten working days of its discovery by <b>you</b>; and</li> <li>f. satisfactory references covering a period of two years prior to the commencement of employment for all new clerks and any other person under a contract of service with <b>you</b> are obtained from:             <ul style="list-style-type: none"> <li>i. a previous employer; or</li> <li>ii. an accountant and one other customer in respect of any periods of self employment; or</li> <li>iii. the school or college in respect of any full-time education.</li> </ul> </li> </ul> <p>The following is added to <b>How much we will pay</b>:</p>

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## Fidelity guarantee

The most **we** will pay for all financial losses covered under **What is covered**, Additional cover, Fidelity guarantee, including the reasonable charges **you** must pay to **your** professional accountant for producing information we require in support for a request for settlement under this section, is £550,000.

**Property away from the premises clauses in full**

<b>Clause</b>	<b>65.00</b>	<p><b>Contents temporarily elsewhere</b>  <b>We</b> will not make any payment when such property is temporarily outside the UK unless it is in your <b>care</b>, custody or control at all times or otherwise secured in a locked hotel room or safe, or other similar securely locked room or building.</p>
<b>Clause</b>	<b>6729.0</b>	<p><b>Removal of cover: cyber claims and losses</b>  <b>What is covered</b>, Lock replacement, is amended to read as follows:</p> <p>The costs <b>you</b> incur to replace locks and keys necessary to maintain the security of the <b>insured premises</b> or any safes or security control apparatus following theft or loss or misuse of physical security keys occurring during the <b>period of insurance</b>. However this does apply to the unauthorised modification of any digital or electronic locks.</p> <p><b>What is not covered</b> 1. h. 'a <b>virus</b> or <b>hacker</b>.' is deleted.</p> <p>The following is added to <b>What is not covered</b>:</p> <p><b>We</b> will not make any payment for <b>damage</b> to, or any loss, cost or expense arising in respect of any item of <b>computer or digital technology</b> which is directly caused by:</p> <ul style="list-style-type: none"> <li>a. a <b>cyber attack</b> or fear or threat of a <b>cyber attack</b>;</li> <li>b. a <b>hacker</b> or fear or threat of a <b>hacker</b>; or</li> <li>c. its digital connectivity to any other item of <b>computer or digital technology</b> which has been directly affected by a <b>cyber attack</b> or <b>hacker</b>.</li> </ul> <p><b>We</b> will however cover any other <b>damage</b>, loss, cost or expense insured under this section which is caused by the <b>cyber attack</b> or <b>hacker</b>.</p> <p><b>We</b> will not make any payment for <b>damage</b>, loss, cost or expense directly or indirectly caused by, contributed to by, resulting from or in connection with a <b>computer or digital technology error</b>.</p> <p><b>We</b> will not make any payment for loss or <b>damage</b> due to <b>your</b> parting with title or possession of <b>property</b> or rights to <b>property</b> prior to receiving payment in full.</p> <p><b>We</b> will not make any payment for loss arising from any electronic, online or crypto currency, including Bitcoin.</p>

**Business interruption clauses in full**

<b>Clause</b>	<b>6731.0</b>	<p><b>Removal of cover: cyber claims and losses</b>  Where applicable:</p> <ol style="list-style-type: none"> <li>1. <b>Special definitions for this section</b>, <b>Cyber attack</b> is deleted.</li> <li>2. <b>What is covered</b>, <b>Cyber attack</b> and <b>What is covered</b>, <b>Additional cover</b>, <b>Hacker damage</b>, are deleted.</li> </ol> <p>The following is added to <b>What is not covered</b>:</p> <p><b>We</b> will not make any payment for any interruption to <b>your activities</b> or for any loss, cost, payment or expense directly or indirectly caused by, contributed to by, resulting from or in connection with any of the following:</p> <ul style="list-style-type: none"> <li>a. <b>cyber attack</b>;</li> </ul>
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# Renewal SCHEDULE

- b. **hacker**;
- c. **computer or digital technology error**;
- d. any fear or threat of a. or c. above; or
- e. any action taken in controlling, preventing, suppressing, responding or in any way relating to a. to d. above.

However:

- i. this exclusion does not apply to **What is covered**, Financial losses from insured damage; and
- ii. exclusion c. above does not apply to **What is covered**, Equipment Breakdown.

These amendments i. and ii. above only apply where the applicable insuring clause is incorporated into the Property – Business interruption section of **your policy**.

<b>Clause</b>	<b>6820.0</b>	<p><b>Amended definition: income</b>  <b>Special definitions for this section, Income</b>, is amended to read as follows:</p> <p><b>Income</b></p> <p>The total income from your <b>activities</b> carried out from <b>your insured location</b>. This does not include precept income.</p>
<b>Clause</b>	<b>6350.1</b>	<p><b>Floating amount insured (Business interruption)</b>                  The cover under this section applies to all locations occupied by <b>you</b> in connection with <b>your activities</b> within the United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man and the Republic of Ireland. The <b>amount insured</b> is the most <b>we</b> will pay in total for each interruption to <b>your activities</b> however many locations are affected.</p>

**Employers' liability clauses in full**

<b>Clause</b>	<b>3121.0</b>	<p><b>Employers Liability Tracing Office (ELTO) – mandatory information required</b>  <b>You</b> must provide <b>us</b> with the following information for this section of the <b>policy</b> for each entity insured under this section of the <b>policy</b>:</p> <ol style="list-style-type: none"> <li>1. Employer name; and</li> <li>2. Full address of employer including postcode; and</li> <li>3. HMRC Employer Reference Number (ERN).</li> </ol> <p>If any insured entity does not have an ERN, you must provide us with one of the following reasons:</p> <ul style="list-style-type: none"> <li>a. The entity has no employees; or</li> <li>b. All staff employed earn below the current Pay As You Earn (PAYE) threshold;</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>c. The entity is not registered in England, Wales, Scotland or Northern Ireland.</li> </ul> <p><b>You</b> must inform <b>us</b> immediately of any changes to the above information.</p>
<b>Clause</b>	<b>6734.0</b>	<p><b>Confirmation of cover: cyber claims</b>                  The following is added to <b>What is covered</b>:</p> <p>Cyber claims</p> <p><b>We</b> will pay for any claim that is otherwise covered under this section, where such claim arises from a cyber attack, hack or other computer or cyber-related incident.</p>

**Public and products liability clauses in full**

<b>Clause</b>	<b>6080.0</b>	<p><b>Firework and bonfire condition endorsement</b>                  The following applies to the whole of this <b>policy</b> and is a condition precedent to <b>our</b> liability.  <b>We</b> will not make any payment under this insurance unless <b>you</b> comply with all of the</p>
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requirements below.

Whenever **you** are responsible for any firework or bonfire displays at the **insured location**, **you** must ensure that:

1. there is a written risk assessment in place for the proposed event; and
2. the fire brigade have been notified of the details of the event at least seven days before the event is due to take place; and
3. the relevant local authorities have been notified and permission for the event granted and **you** must also ensure that any requirements from the authorities are fully complied with; and
4. all manufacturers' guidelines in respect of the storage and use of fireworks and sparklers are strictly adhered to; and
5. fireworks are purchased from a reputable supplier and are not modified in any way; and
6. all employees or volunteers have received appropriate training (which is recorded in writing) and are aware of the safety procedures for the event; and
7. there is appropriate first aid presence on site, in line with the risk assessment document; and
8. appropriate fire extinguishing equipment is available at the event and employees and volunteers have been instructed in the safe operation and use of such equipment; and
9. all members of the public are kept at least 25 metres from both the display area and any bonfire itself behind appropriate safety fencing; and
10. any bonfire is kept at least 25 metres away from the firework display area and is not located within five metres of any trees, fencing or other combustible material; and
11. any bonfire is kept at least 75 metres away from any premises, car park or storage of any flammable or dangerous material; and
12. there will be no use of accelerants or other flammables on any bonfire; and
13. an appropriate check is made of the weather conditions prior to the event going live, and if appropriate a check is made with the fire brigade as to whether to continue with the event; and
14. at the end of the display, a thorough check is undertaken (which is recorded in writing) of the area to ensure that no potential fire hazards remain. Any bonfire area must be doused in water.

**We** will not make any payment for any claim or loss arising from firework or bonfire displays unless all of the above criteria have been fully complied with.

**Clause**                      **6735.0**

**Removal of cover: cyber claims**

The following are added to **Special definitions for this section**:

**Computer or digital technology**

Any **programs**, computer network, hardware, software, operational technology, internet-connected device, network-connected device, electronic device, information technology, communications system, including but not limited to any internet-of-things devices, email system, intranet, extranet, website or cloud computing services.

**Computer or digital technology error**

Any negligent act, error or omission by anyone in the:

1. creation, handling, entry, modification or maintenance of; or
2. on-going operation, maintenance (including but not limited to installation, upgrading or patching) or development of any **computer or digital technology**.

**Cyber attack**

Any digital attack or interference, whether by a **hacker** or otherwise, designed to:

1. gain access to;
2. extract information from;
3. disrupt access to or the operation of; or
4. cause damage to, any data or **computer or digital technology**, including but not limited to any:
  - a. **programs** designed to damage, disrupt, extract data from, or gain access to any

# Renewal SCHEDULE

data or **computer or digital technology** including, but not limited to, malware, wipers, worms, trojans, rootkits, spyware, dishonest adware, crimeware, ransomware, crypto-jacking and other malicious software or viruses; or

b. denial of service attack or distributed denial of service attack.

**Hacker**

Anyone, including an employee of **yours**, who gains unauthorised access to or unauthorised use of any:

1. **computer or digital technology**; or
2. data held electronically by **you** or on **your** behalf.

**Personal data**

Any information about an individually identifiable natural person, including any information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular individual, including but not limited to any information protected by the Data Protection Act 2018, General Data Protection Regulation (EU) 2016/679, or any related, similar or successor legislation or regulation in any jurisdiction.

The following is added to **What is not covered**:

Cyber incidents

**We** will not make any payment for any claim or part of a claim or loss directly or indirectly due to any:

- a. **cyber attack**;
- b. **hacker**;
- c. **computer or digital technology error**;
- d. any fear or threat of a. to b. above; or
- e. any action taken in controlling, preventing, suppressing, responding or in any way relating to a. to d. above.

Personal data

**We** will not make any payment for any claim or part of a claim or loss directly or indirectly due to the actual or alleged processing, acquisition, storage, destruction, erasure, loss, alteration, disclosure, use of or access to **personal data**.

**Officials indemnity clauses in Full**

<b>Clause</b>	<b>705.4</b>	<b>Prior &amp; pending litigation date</b> Prior & pending litigation date 01/06/2022
<b>Clause</b>	<b>3215.0</b>	<p><b>Amendment of cover: cyber claims (DO)</b> The following are added to <b>Special definitions for this section</b>:</p> <p><b>Computer or digital technology</b></p> <p>Any <b>programs</b>, computer network, hardware, software, operational technology, internet-connected device, network-connected device, electronic device, information technology, communications system, including but not limited to any internet-of-things devices, email system, intranet, extranet, website or cloud computing services.</p> <p><b>Computer or digital technology error</b></p> <p>Any negligent act, error or omission by anyone in the:</p> <ol style="list-style-type: none"> <li>1. creation, handling, entry, modification or maintenance of; or</li> <li>2. on-going operation, maintenance (including but not limited to installation,</li> </ol>

## Renewal SCHEDULE

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upgrading or patching) or development of any **computer or digital technology**.

### **Cyber attack**

Any digital attack or interference, whether by a **hacker** or otherwise, designed to:

1. gain access to;
2. extract information from;
3. disrupt access to or the operation of; or
4. cause damage to, any data or **computer or digital technology**, including but not limited to any:
  - a. **programs** designed to damage, disrupt, extract data from, or gain access to any data or **computer or digital technology** including, but not limited to, malware, wipers, worms, trojans, rootkits, spyware, dishonest adware, crimeware, ransomware, crypto-jacking and other malicious software or viruses; or
  - b. denial of service attack or distributed denial of service attack.

### **Data subject**

Any natural person who is the subject of **personal data**.

### **Hacker**

Anyone, including an employee of **yours**, who gains unauthorised access to or unauthorised use of any:

1. **computer or digital technology**; or
2. data held electronically by **you** or on **your** behalf.

### **Personal data**

Any information about an individually identifiable natural person, including but not limited to such information protected by the Data Protection Act 2018 or the General Data Protection Regulation (EU) 2016/679, including any similar or successor legislation or regulation.

### **Social engineering communication**

Any request directed to you or someone on your behalf by a person improperly seeking to obtain possession or the transfer to a third-party of virtual currency, money, securities, data or property that such person or third-party is not entitled to.

The following is added to **What is covered**:

### **Additional cover**

Loss of data resulting from a cyber incident

**We** will pay on behalf of any **insured person** the **loss** arising from a **claim** against that **insured person**, including any **claim** by any **data subjects** relating to **personal data**, where any such claim is based upon, attributable to or arising from any loss or misuse of data as a direct result of a **cyber attack**, a **hacker** or that **insured person's** own unintentional error. **We** will not cover **defence costs** in relation to such **claims**.

The following is added to **What is not covered**:

**We** will not make any payment for any **claim, loss or investigation** based upon, attributable to or arising out of any:

- a. **cyber attack**;
- b. **hacker**;
- c. **computer or digital technology error**;

# Renewal SCHEDULE

d. **social engineering communication**; or

e. **claims** by any **data subjects** relating to **personal data** arising from a. to d. above.

This exclusion does not apply to any **claim**:

i. covered under **What is covered, Additional cover**, Loss of data resulting from a cyber incident; or

ii. brought by you, any shareholder or creditor of **yours** or any **insured person**, directly due to the **insured person's** management of or response to a. to d. above.

Where a **claim** is covered under i. and ii. above, **we** will treat the **claim** as covered under i. **We** will not cover **defence costs** in relation to such **claims**.

The following is added to **How much we will pay**:

The most **we** will pay under **What is covered, Additional cover**, Loss of data resulting from a cyber incident, is the lesser of:

1. £250,000; or

2. the overall limit of indemnity shown on the schedule,

for the total of all such **claims** and **losses**, including **defence costs**, regardless of the number of **claims** or **losses**. This is included within, and not in addition to, the overall limit of indemnity shown in the schedule.

<b>Clause</b>	<b>3216.0</b>	<p><b>Amendment of cover: breach of professional duty (DO)</b>  <b>What is not covered</b>, Breach of professional duty, is amended to read as follows:</p> <p>Breach of duty to customers</p> <p><b>We</b> will not make any payment for any <b>claim, loss or investigation</b> where any <b>claim</b> is brought by your client or customer and which arises directly out of any breach of duty by any person in the provision of products or services to that client or customer. This exclusion does not apply to:</p> <p>a. <b>legal representation costs</b> or any insurable civil fines or penalties associated with an investigation resulting from the <b>claim</b>;</p> <p>b. any <b>health and safety/manslaughter claim</b>; or</p> <p>c. a <b>claim</b> by any of <b>your</b> shareholders including any shareholder derivative proceedings in <b>your</b> name without your or any <b>insured person's</b> voluntary solicitation, assistance or participation arising from any actual or alleged failure to supervise the performance of any professional services.</p>
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**Commercial legal protection (DAS) clauses in full**

<b>Clause</b>	<b>524.0</b>	<p><b>Commercial legal protection</b>                  Legal Expenses - cover for up to £100,000                  DAS legal advice line: Tel. 0117 933 0626                  Please quote policy reference TS5/5997087 in all correspondence                  For the purpose of Commercial Legal Protection, <b>We/Our</b> means DAS Legal Expenses Insurance Company Limited, who provide the cover and manage all claims under that section.</p>
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**Crisis containment: endorsements**

<b>Clause</b>	<b>6752.0</b>	<p><b>Amendment of cover: cyber claims and losses</b>                  The following are added to <b>Special definitions for this section</b>:</p> <p><b>Computer or digital technology</b></p> <p>Any <b>programs</b>, computer network, hardware, software, operational technology, internet-connected device, network-connected device, electronic device, information technology, communications system, including but not limited to any internet-of-</p>
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# Renewal SCHEDULE

things devices, email system, intranet, extranet, website or cloud computing services.

### Computer or digital technology error

Any negligent act, error or omission by anyone in the:

1. creation, handling, entry, modification or maintenance of; or
2. on-going operation, maintenance (including but not limited to installation, upgrading or patching) or development of any **computer or digital technology**.

### Cyber attack

Any digital attack or interference, whether by a **hacker** or otherwise, designed to:

1. gain access to;
2. extract information from;
3. disrupt access to or the operation of; or
4. cause damage to, any data or **computer or digital technology**, including but not limited to any:
  - a. **programs** designed to damage, disrupt, extract data from, or gain access to any data or **computer or digital technology** including, but not limited to, malware, wipers, worms, trojans, rootkits, spyware, dishonest adware, crimeware, ransomware, crypto-jacking and other malicious software or viruses; or
  - b. denial of service attack or distributed denial of service attack.

### Hacker

Anyone, including an employee of **yours**, who gains unauthorised access to or unauthorised use of any:

1. **computer or digital technology**; or
2. data held electronically by **you** or on **your** behalf.

The following is added to **What is not covered**:

Cyber incidents

**We** will not make any payment for any claim or part of a claim or loss directly or indirectly due to any:

- a. **cyber attack**;
- b. **hacker**;
- c. **computer or digital technology error**;
- d. any fear or threat of a. to b. above; or
- e. any action taken in controlling, preventing, suppressing, responding or in any way relating to a. to d. above.

Mental anguish and distress

**We** will not make any payment for any injury or illness resulting from mental anguish or distress.

## Crisis containment: endorsements

<b>Clause</b>	<b>9003.0</b>	<b>Crisis containment provider: Hill &amp; Knowlton</b> Crisis line contact number (24 hours): +44 (0)800 8402783 / +44 (0)1206 711796  Crisis containment provider: Hill & Knowlton  This contact number will go through to <b>us</b> during <b>working hours</b> , and will go directly
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## Renewal SCHEDULE

to Hill & Knowlton outside of these hours.

If **you** first become aware of a **crisis** outside of **working hours**, **you** must notify **us** of the **crisis** as soon as possible within **working hours** by telephoning +44 (0)800 8402783 or +44 (0)1206 711796.

# Renewal SCHEDULE

## Clauses - applicable to the whole policy

<b>Clause</b>	<b>6727.0</b>	<p><b>Additional definition: cyber</b> The following are added to the Property definitions. These amendments only apply to the Property definitions where the Property definitions are incorporated into the Property sections of <b>your policy</b>:</p> <p><b>Computer or digital technology</b></p> <p>Any <b>programs</b>, computer network, hardware, software, operational technology, internet-connected device, network-connected device, electronic device, information technology, communications system, including but not limited to any internet-of-things devices, email system, intranet, extranet, website or cloud computing services.</p> <p><b>Computer or digital technology error</b></p> <p>Any negligent act, error or omission by anyone in the:</p> <ol style="list-style-type: none"> <li>1. creation, handling, entry, modification or maintenance of; or</li> <li>2. on-going operation, maintenance (including but not limited to installation, upgrading or patching) or development of any <b>computer or digital technology</b>.</li> </ol> <p><b>Cyber attack</b></p> <p>Any digital attack or interference, whether by a <b>hacker</b> or otherwise, designed to:</p> <ol style="list-style-type: none"> <li>1. gain access to;</li> <li>2. extract information from;</li> <li>3. disrupt access to or the operation of; or</li> <li>4. cause damage to, any data or <b>computer or digital technology</b>, including but not limited to any: <ol style="list-style-type: none"> <li>a. <b>programs</b> designed to damage, disrupt, extract data from, or gain access to any data or <b>computer or digital technology</b> including, but not limited to, malware, wipers, worms, trojans, rootkits, spyware, dishonest adware, crimeware, ransomware, crypto-jacking and other malicious software or viruses; or</li> <li>b. denial of service attack or distributed denial of service attack.</li> </ol> </li> </ol> <p><b>Hacker</b></p> <p>Anyone, including an employee of <b>yours</b>, who gains unauthorised access to or unauthorised use of any:</p> <ol style="list-style-type: none"> <li>1. <b>computer or digital technology</b>; or</li> <li>2. data held electronically by <b>you</b> or on <b>your</b> behalf.</li> </ol> <p><b>Program(s)</b></p> <p>A set of instructions in a computer language which tells a computer how to process data or interact with ancillary equipment, systems or devices.</p>
<b>Clause</b>	<b>603.1</b>	<p><b>Commercial assistance &amp; legal advice helpline</b> This policy gives you access to a legal advice helpline to assist in the day-to-day running of your business.</p> <p>This helpline is available 24 hours a day, 7 days a week and will ensure you have the best advice when your business is facing legal issues at home or abroad on issues such as:</p> <ul style="list-style-type: none"> <li>• Employment</li> <li>• Prosecutions</li> <li>• Discrimination in the workplace</li> <li>• Health &amp; safety</li> </ul>

## Renewal SCHEDULE

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- European law

**Helpline number:** 44 (0)800 840 2269

**Helpline hours:** 24 hours a day, 7 days a week

This helpline is provided by DAS Legal Expenses Insurance Company Ltd. as a service for eligible Hiscox policyholders.

**Clause**                      **999.0**                      Long Term Agreement

### Long term agreement

As used in this endorsement:

- a. Long term agreement shall mean an agreement between you and us for a period of three years. For the duration of the agreement we agree to leave unchanged your annual premium rates and policy details. In return, you agree to renew with us each year for the duration of the agreement.
- b. Annual renewal date shall mean the following date: 31/05/2027
- c. Claims payments and costs shall mean the total of all:
  - i. claims and losses paid; and
  - ii. legal costs and expenses incurred; and
  - iii. new reserves and increases in reserves, during the preceding 12 months.
- d. Income shall mean the total of the gross premiums and any additional premiums, net of any returned premiums for the policy during the preceding 12 months. We and you agree that this policy is subject to a long term agreement beginning on 01/06/2024 and ending on 31/05/2027, provided that:
  - 1. at each annual renewal date the total of all claims payments and costs does not exceed 40% of the income;
  - 2. there are no changes to the material facts concerning your policy; and there are no changes to Insurance Premium Tax during the period of the long term agreement

**Clause**                      **7789.0**                      **Additional Benefit: The Hiscox Risk Academy** The Hiscox Risk Academy provides an interactive learning and information management system and assessment centre for you and your employees to help you better manage risks and minimise disruption to your business. The Academy allows you to manage, track and deliver training and assessments in a simple online environment. The interactive training is tailored to the needs of your business and covers topics including fire safety, slips, trips and falls as well as mental health awareness. The editable documents and templates allow you to identify and monitor risks in your own workplace. This service is provided as a complimentary part of your policy with Hiscox and can be accessed by registering at [riskacademy.hiscox.co.uk](http://riskacademy.hiscox.co.uk)

## Renewal SCHEDULE

### INFORMATION ABOUT US

This policy is underwritten by Hiscox Underwriting Limited on behalf of the insurers listed below.

Name	<b>Hiscox Underwriting Limited</b>
Registered address	22 Bishopsgate, London, EC2N 4BQ, United Kingdom
Company registration	Registered in England number 02372789
Status	Authorised and regulated by the Financial Conduct Authority

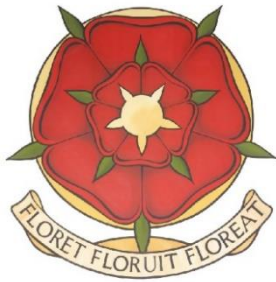
### Insurers

These insurers provide cover as specified in each section of the schedule.

Name	<b>Hiscox Underwriting Limited</b>
Registered address	1 Great St. Helens London EC3A 6HX United Kingdom
Company registration	Registered in England number 00070234
Status	Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority

Name	<b>DAS Legal Expenses Insurance Company Limited</b>
Registered address	DAS House, Quay Side, Temple Back Bristol BS1 6NH United Kingdom
Company registration	Registered in England number 00103274
Status	Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority

Broker Name	<b>Arthur J. Gallagher Insurance Brokers Limited</b>
Registered address	Spectrum Building 7 <sup>th</sup> Floor 55 Blythswood Street Glasgow G2 7AT
Company registration	Registered in Scotland. Company Number SC108909
Status	Authorised and regulated by the Financial Conduct Authority



# STONEHOUSE

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# TOWN COUNCIL

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## Training and Development Policy

### 1. Definition

- 1.1. According to the Chartered Institute of Personnel and Development (2016), training can be defined as: *‘A planned process to develop the abilities of the individual and to satisfy current and future needs of the organisation.’* Development describes the formal, ongoing efforts that are made within organisations to improve the performance and self-fulfilment of Councillors and employees through a variety of educational methods and programmes

### 2. Policy

- 2.1. Stonehouse Town Council is committed to the ongoing training and development of all Councillors and employees to enable them to make the most effective contribution to the Council’s aims and objectives.
- 2.2. The Council recognises training and development are key to enhancing the organisation management, capacity and efficiency of the Council.
- 2.3. Stonehouse Town Council recognises that its most important resource is its Councillors and Officers and is committed to encouraging both Councillors and Officers to enhance their knowledge and qualifications through further training. It recognises that some training is necessary to ensure compliance with all legal and statutory requirements. The Council expects senior officers to undertake a programme of continuing professional development (CPD) either in line with the requirements of their requisite professional bodies or to support their ongoing development.

- 2.4. We will:

- ensure that training and development needs are assessed and sufficient resources are provided to meet these needs.
- Provide information about training courses, induction programmes and development opportunities to all staff and councillors.
- Comply with Equal Opportunities and other council policies when assessing training and development needs.
- Ensure each employee receives annual appraisals, feedback and assessment of personal development needs from their manager.
- Evaluate all training activities to ensure that delivery is relevant to needs, cost effective and that the quality of training is of high quality.

### 3. The identification of training needs

- 3.1. **Councillors:** On appointment/election/cooption to the Council and following every election, councillors will be asked to complete a Training Needs Assessment. The Clerk will use the information gathered from this exercise to produce a training programme which addresses these needs, particularly as they reflect the priorities set out in the Council's Strategic Plan. The Clerk will identify suitable external training opportunities or, where there is sufficient demand, arrange in-house training sessions.
- 3.2. **Employees:** Employees will identify their development needs and complete a Training Needs Assessment with advice from their line manager during their annual appraisal or regular supervision meetings.
- 3.3. Other circumstances which may present the need for training for either councillors or staff:
- Induction (new councillors and staff)
  - Legislative requirements or changes to legislation
  - Feedback on Councillor performance
  - Changes in systems
  - Complaints to the Council
  - Devolved services / delivery of new services
- 3.4 Employees who wish to be nominated for a training course should discuss this in the first instance with their line manager who will determine whether the training is relevant to the Council's needs and/or service delivery.
- 3.5 Corporate training is necessary to ensure that employees are aware of their legal responsibilities or corporate standards.

### 4. Financial Assistance

- 4.1. It is important to note that all supported training must be appropriate to the needs of the Council, be relevant to the individual's role and is subject to the availability of financial resources. Training support for employees will be assessed against the following priorities:

Priority	Training	Examples (not a complete list)
1	Training which is a legal requirement or identified in risk assessments as essential for the safe performance of the role (including periodic refresher courses)	Manual handling, First aid, Fire warden
2	Skills and qualifications described as essential in the job description and person specification and supports development in role	CiLCA or equivalent (Town Clerk/Deputy) Book keeping Customer service Planning Health and safety management Horticulture Biodiversity Maintenance
3	Refresher training or continual professional development requirements to maintain skills and qualifications in priority 2	Attendance at relevant conferences, seminars and branch events for relevant sector bodies.
4	Skills and qualifications described as desirable in the job description and person specification	SLCC Community Governance course (levels 4 to 6)
5	Other training which supports personal/career development	

#### 4.2 Supported training for councillors will typically include:

- “Being a Better Councillor” - required for all new councillors as part of their induction. This includes: Standing Orders and Code of Conduct
- Employment law and practice - recommended for all councillors, required for councillors of HR Sub Committee
- Finance/budget setting - recommended for all councillors of Business Committee
- Chairing meetings - recommended for all chairs of committees and Council Chair
- Public speaking
- Planning

#### 4.3 Each request will be considered on an individual basis and the benefits to the individual and the organisation will be identified. Other considerations include the following:

- Implication of employee being released for training course(s) on the operational capability of the council

- The most economic and effective means of training
- Provision and availability of training budget

4.4 For approved courses Councillors and employees can expect the following to be sponsored:

- The course fee\*
- Examination fees
- Associated councillorship fees
- One payment to re-take a failed examination
- Travel and accommodation costs in accordance with the Personnel Handbook

4.5 For some courses there will be a need for employees to study in their own time or take TOIL, although reasonable time off will be allowed to attend mandatory study days and exams.

4.6 Consideration will be given to purchasing study books and materials. Where these are purchased by the Council they will remain the Council's property and should be returned if the employee leaves the Council's employment either during or having completed the course.

4.7 Where the Council is covering the costs of an employee's non-compulsory training course or qualification ~~at priority level 4 or 5~~, a written agreement may be required that if the employee leaves the Council's employment within a set period of time during or having completed the course, the employee will be expected to reimburse the Council for some or all of the course fees.

\* Councillors who book training and fail to attend will be required to pay for any non-refundable training fees, except in the case of sudden illness or emergency.

## 5. Feedback and Evaluation of Training

5.1. Records of all training undertaken by employees will be kept in the personnel files of each member of staff. A register of courses completed by councillors will be maintained.

5.2. As part of Stonehouse Town Council's continuing commitment to training and development, councillors and employees are expected to provide feedback a summary report to Council/their line manager to include ~~. This report will summarise the training and identify any key implications of new legislation, guidance and/or good practice for the ongoing efficiency and effectiveness of the Council. This report will also contain feedback on~~ the value and effectiveness of the training

## 6. Links With Other Council Policies

Relationship with other Council policies:

- Equality of opportunity in all aspects of Councillor and officer development;
- A training policy and training record for both Councillors and staff is a requirement for the accreditation of the national Local Council Award Scheme.
- Risk Management Policy - a commitment to training and development greatly assists in achieving good governance and an effective system of risk management;
- Health and Safety Policy - ongoing training and development is key to ensuring a positive approach to health and safety is embedded throughout the authority;
- ~~Capability Policy~~

## **7 Reporting on Progress**

- 7.1 The Clerk will report annually to the HR Sub-Committee detailing attendance at training over the year and provide a summary of the Councillor and staff feedback and evaluation of courses attended.

## **8 Conclusion**

- 8.1 The adoption of a training and development policy should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuing professional development and enhancing the skills of both Elected Councillors and staff.
- 8.2 The adoption of a training and development policy has a practical implication for the Council's budget and ensures that the Council is aware of the implication of its commitments and allocates adequate and appropriate funding in a long term and sustainable platform that supports these aspirations and commitments.

Last Reviewed and Adopted: 14<sup>th</sup> March 2022 (TC2769)

Next Review: 2025



# STONEHOUSE

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# TOWN COUNCIL

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## Staff Induction Policy

### 1 Purpose of the Policy

1.1 Induction is intended to acquaint the newcomer to the staff / councillor team with essential information such as the layout of the building, the location of facilities, the reporting structure, key personnel, Health and Safety procedures, any other policies and procedures, in order for ~~them~~him/her to become fully integrated into the Organisation as quickly as possible.

1.2 Induction is also an opportunity for every employee / councillor to get to know ~~their his/her~~ Manager at an early stage and to ensure that every new employee / councillor fully understands ~~their his/her~~ role and the part ~~that~~ they he/she plays in achieving the overall objectives of the Council.

1.3 Induction procedures include the opportunity for all new employees and councillors to review their role-related training needs and identify what training they need to carry out their role effectively and for the employer to confirm that the employee is suitable for the job.

### 2 Employees

#### 2.1 Policy

2.1.1 All new employees will receive a comprehensive induction to the organisation as well as all related work and to their individual job role.

2.1.2 Induction will be carried out in two stages. The first stage covers the initial introduction to the organisation as well as all related projects and the second stage covers the probationary period and ensures that all employees have an opportunity to discuss and identify their job-related training and development needs.

#### 2.2 Stage 1

2.2.1 Stage one of the induction should be carried out during the first ~~two~~ weeks of employment. It is the responsibility of the line manager to delegate appropriately certain aspects of the induction procedure if ~~they~~ he/she is/are unavailable or if this is more appropriate.

2.2.2 Each item on the Induction checklist must be covered and the completion column initialled by the person carrying out the induction.

### 2.3 Stage 2 Probationary Period

2.3.1 The second stage of induction should be completed within three months of the employee joining the organisation, which is the normal probationary period. This period allows time for both the employee and employer to assess ~~their his/her~~ suitability for the job and identify and address specific concerns ~~they s/he~~ may have.

2.3.2 During the probationary period, supervision sessions will be used to identify and discuss training / personal development needs of the employee. Any concerns will be addressed by agreeing a workplan that aims to bring the employee up to a suitable standard to be confirmed in post at the end of the probationary period.

2.3.3 Any concerns around competence or conduct or performance will be addressed during supervision as described above and an action plan to address them will be agreed with the line manager. ~~Neither the~~ Staff Competency Policy nor the Grievance and Disciplinary Procedures will not apply during the Probationary Period

2.3.4 If, at any point during the Probationary Period, it is felt that these concerns are irresolvable, notice may be given according to the notice periods laid out in the Staff Contract, making it clear to the employee the reasons for this

2.3.5 During the Probationary Period, each new employee will agree with their line manager a Workplan ~~and Individual Personal Development Plan.~~

2.3.6 At the end of the Probationary Period, the line manager will hold a review meeting with the employee and, if their progress has been satisfactory, will confirm them in post.

2.3.7 Alternatively, if appropriate, the probationary period may be extended to up to six months or employment may be terminated following consultation and agreement with the council's HR Sub Committee on the most appropriate course of action.

2.3.8 Entitlement to annual leave, sick pay, pension contributions and notice periods during the Probationary Period are as laid out in the Staff contract and Handbook.

### 3 Councillors

3.1 All new councillors will be required to sign 'Declaration of Interest' and 'Acceptance of Office' forms ~~should be sent~~ ~~The Register of Interest to sign~~ as soon as they are elected / co-opted.

3.2 They should also be sent copies of:

- The Financial Regulations
- Standing Orders
- Code of Conducts and signposted to the Council's policies and procedures.

3.3 An induction session should be arranged by the Clerk before the first Full Council meeting at which the councillor will:

- meet members of staff,
- be shown around the office
- be given information about how /when to contact staff and other councillors
- be set up with a Councillor email address
- be given a brief overview of the Council and committee structure and processes and the other councillors.

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3.4 All new councillors are expected to attend the GAPTC Training Session "Be a Better Councillor" as soon as possible after joining the Council.

Last reviewed: 14<sup>th</sup> March 2022 (TC2769)

Next Review: 2025

Adopted 15 July 2019 (Minute TC2235)

Next review: July 2020

## Stonehouse Town Council

### Staff Supervision and Appraisal policy

#### 1. Purpose and scope

The purpose of this policy is to explain how regular supervision and annual appraisals will be used as a two-way process to communicate and consult more effectively with staff, support them to do their jobs effectively, identify and address learning and development needs and manage performance.

This policy applies to all staff. This policy is non contractual.

#### 2. Principles

Once a year, each member of staff will have an annual appraisal with their manager to discuss work performance and individual development. The objective of the meeting will be to review the previous year's achievements, discuss training and development needs and set objectives for the coming year.

The appraisal process should provide clear direction towards organisational objectives, so that each staff member is able to gain maximum job satisfaction and contribute towards the success of the organisation.

Performance appraisal is a continuous process and should not be limited to a formal review once a year. Continuous dialogue will take place throughout the year between the line manager and the employee through formal supervision as well as informal day-to-day discussions.

New staff who are still in their probationary period will not be part of the annual appraisal scheme, but will have a formal review at the end of the probationary period to establish progress against initial targets set and any further training needed.

Two Members ~~A member~~ of the HR Sub Committee, as mutually agreed with the Clerk, will be responsible for carrying out the appraisal of the Clerk.

#### 3. Appraisal process

The manager and the staff member will jointly review the staff member's performance with a focus on celebrating achievements whilst learning from any challenges.

The focus when reviewing development needs for the previous 12 months will be on assessing the effectiveness of any training undertaken and knowledge gained, as well as looking at areas where development has not been achieved and exploring the reasons for this.

Setting objectives for the coming year is a collaborative process between the staff member and the manager. The number of objectives will vary from role to role but most roles will have between five and eight.

When looking at development needs for the coming year the staff member and manager will agree the most appropriate method of learning. Development could, for example, take the form of personal learning, self-study, teaming up with a colleague, an internal learning event or, if appropriate, formal training courses.

Adopted 15 July 2019 (Minute TC2235)  
Next review: July 2020

#### 4. Appraisal forms

The Appraisal ~~Record form and the Record of Development Needs form~~ will form the basis of annual appraisals for paid staff. They must be completed as an accurate record of the discussion that takes place. All forms should be completed within two weeks of the appraisal meeting and must be kept confidential. A hard copy will be placed on the employee's personnel file, and the employee must also keep a copy for their records.

~~The Record of Development Needs will also be held electronically centrally so that the information from them can be used to develop the workforce training plan for the coming year.~~

#### 5. Appraisal training

Prior to carrying out annual appraisals, the manager is responsible for ensuring that staff are familiar with the process and understand how they can participate fully in it.

The HR Sub Committee is responsible for ensuring that those carrying out staff appraisals have the necessary skills and knowledge to do so effectively.

#### 6. ~~Review of a~~Appraisals Reporting

~~The HR Sub Committee will review appraisals undertaken by the Clerk and discuss any issues/problems that have arisen with the Clerk.~~

The Clerk will report the outcome of staff appraisals and recommendations to HR Sub Committee for consideration.

The HR Sub Committee will report to the Business Committee on whether anything is emerging from the appraisals which will impact on the Council's Strategic Plan.

#### 7. Supervision

The less formal, day-to-day management of staff members by their manager is also an essential element of the appraisal scheme. Supervision meetings between manager and staff member will take place regularly throughout the year usually on a monthly or 6-weekly basis. For the Clerk, this will be with a member of the HR Sub Committee as mutually agreed, and is in addition to the briefing updates that take place with the Chair of the Council.

Notes from the supervision sessions will be made by the manager and agreed with staff members as a record of the discussion and be placed on personnel files.

The aim of supervision meetings is to:

- demonstrate an active interest in the performance of individuals;
- provide regular and timely feedback on good performance;
- attempt to resolve any performance issues by talking through the problem and explaining what improved performance looks like and how it can be achieved.
- Any problems with employee performance will be tackled using the Disciplinary Policy. Informal action should be taken to address minor cases of under performance before any formal disciplinary action is instigated.

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