



To Members of the Town Council

You are hereby summoned to attend a Town Council Meeting to be held on Monday 15th June 2026 at 7.00pm at the Town Hall, 1 Queens Road, Stonehouse

Council Members:

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

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

Carlos Novoth
Town Clerk
9th June 2026

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

A G E N D A

- TC3621 To receive apologies
- TC3622 To receive declarations of interest
- TC3623 To approve the minutes of the Town Council meeting of 18th May 2026
- TC3624 To note matters arising
- TC3625 To receive reports from Chair of Town Council and town councillors
- TC3626 To receive reports from County and District Councillors
- TC3627 To receive RFO's budget report and bank reconciliation for May '26
- TC3628 To approve the latest payment lists:
 - BACS payments
 - Debit Card payments (Retrospective approval)And to Note the Standing order and Direct debit payments made since the previous full town council meeting

- TC3629** To receive the draft Minutes of Business Committee meeting 1st June 2026 and approve the following recommendations:
- To receive and note the completed 2025/26 internal audit from GALC and note its recommendations
 - To receive and note the 4th quarter ICC checks for 2025/26 financial year
 - To approve the 2025/26 Year End Accounts, Balance Sheet and Bank Reconciliation
 - To approve the dates for the 'Exercise of Public Rights'
- TC3630** To approve the Annual Governance Statement for the 2025/26 financial year
- TC3631** To approve the 2025/26 Accounting Statements by Resolution and for the meeting's Presiding Officer to sign the Accounting Statements
- TC3632** To discuss and determine whether to request that Stroud District Council include Stonehouse Town Council in the Community Governance Review 2025/26 and to establish their reasoning for the request.
- TC3633** To receive the draft Minutes of Environment Committee meeting of 8th June 2026.
- TC3634** To receive an update from HR Sub Committee and to approve the following recommendation:
- To approve the temporary position of one day per week to support the watering regime during the summer months, up to the end of September.
- TC3635** Date of next meeting - Monday 20th July 2026

Notes on Agenda items, Full Town Council Monday 15th June '26

TC3623 - Minutes	See attached draft minutes
TC3624 – Matters arising	<p>Officers will have</p> <ul style="list-style-type: none"> • redistributed the committee, working group membership including representatives on external organisations to ensure accuracy and in light of recent events • Updating the council’s Standing orders and Financial Regulations on the council’s website • Updating the Terms of Reference for FTC, BC, EC and HR Sub Committee on the council’s website • Secured the council’s annual insurance cover from 1st June 2026 • Continuing to secure the go ahead from planning to start work on Stagholt
TC3626 – County and Ward Cllr reports	See attached written reports
TC3627 – Budget and Reconciliation	See attached budget report and bank reconciliation for May '26
TC3628 - Payments	See BACS, Debit Card payment lists and details of Standing Order and Direct Debit payment lists
TC3629 – Business Committee	<p>See attached draft minutes, Annual internal audit report 2025/26, Year end accounts 2025/26, ‘Exercise of Public Rights’ for 2025/26 advert for reference.</p> <p>See also the Link to the committee’s support papers for its June meeting</p> <p>Please note that if this link does not work, please go to the council’s website and go to the following: ‘Meetings and Agendas’ and click on ‘Supporting papers’ alongside June’s Business Committee meeting</p>
TC3630 - AGAR	See attached the Annual Governance Statement contained for 2025/26 within the AGAR (Annual Governance and Accountability Return for 2025/26)
TC3631 - AGAR	See attached the 2025/26 Accounting Statements contained within the 2025/26 AGAR
TC3632 – Environment Committee	<p>See attached draft minutes including a Link to the committee’s support papers</p> <p>Please note that if this link does not work, please go to the council’s website and go to the following: ‘Meetings and Agendas’ and click on ‘Supporting papers’ alongside June’s Environment Committee meeting</p>



**Minutes of a meeting of the Town Council
held Monday 18th May 2026 at the Town Hall**

Present:

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

In Attendance: Carlos Novoth - Town Clerk and County Councillor Dean Botterill

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

A G E N D A

- TC3597 To appoint the Chair of Council/Town Mayor and receive their Declaration of Acceptance of Office**
A proposal was put forward by Cllr David Drew for the incumbent Chair to continue as Chair of Council; this was seconded by Cllr Theresa Watt; All voted in favour.
The Chair thanked Cllrs for their support and confirmed that he would be happy to continue in this role; he promptly signed the Declaration of Acceptance of Office in the presence of the Clerk.
Cllr John Callinan asked the Chair for an assurance that council business will exclude politics; Cllr John Parker confirmed that it would.
- TC3598 To appoint the Vice Chair of Council/Deputy Town Mayor and receive their Declaration of Acceptance of Office**
A proposal was put forward by Cllr Theresa Watt and Seconded by Cllr Carol Kambites with all voting in favour of Cllr Keren Capeling continuing her role as Vice Chair of Council. Cllr Capeling signed the Declaration of Acceptance of Office in the presence of the Clerk
- TC3599 To receive apologies**
There were no apologies
- TC3600 To receive declarations of interest**
There were no declarations of interest

- TC3601** **To approve the minutes of the Town Council meeting of 20th April 2026**
Council **APPROVED** the minutes as a true and accurate record of the meeting
- TC3602** **To note matters arising**
The Clerk highlighted the actions following decisions from the previous meeting.
Council **NOTED** the update
- TC3603** **To receive questions from members of the public**
Cllr Botterill Dean raised the question as to whether the Thermal Heat Device purchased by the council had yet been used. It was explained that it hadn't as it was the wrong time of year; the optimum time to use the device was during the winter when there would be a distinct temperature difference between the inside and outside of a property.
- TC3604** **To receive an update on the Annual Town Meeting held 14th May 2026**
The minutes of the Annual Town Meeting held on 14th May were distributed by email prior to the full town council meeting. It highlighted a very successful event with many grant recipients providing a brief overview of the importance of their organisation to the community and how the grants have helped them. Unfortunately, there were a number of award winners that were unable to attend the event; they will receive their award from the Chair of Council with a special thanks.
Council thanked the Deputy Clerk for her hard work in preparing the awards and the meeting.
Cllr Dave Drew highlighted that attendance was low on this occasion and based on feedback from residents, he felt more effort should be given in future to helping them understand how to nominate people for awards. It was suggested that the awards should be promoted more over a longer period.
Cllr Carol Kambites also felt it was unfortunate that there few residents in attendance as it would have been their opportunity to raise difficult questions to the council. It was noted however that council had raised the profile of its regular meetings and that this had led to such questions and discussions over the past year and therefore provided the public with more opportunities to do this rather than just the once per year at the Annual Town Meeting
- TC3605** **To review and adopt Standing Orders and Financial Regulations**
The Council Standing Orders were last reviewed and approved on 17th November 2025. The document is based on NALCs (National Association of Local Councils) Model Standing Orders. There were no suggested amendments
Council **APPROVED** the current Standing Orders
The Council's Financial Regulations were last approved on 8th December 2025. There were no suggested amendments

Council therefore **APPROVED** the current Financial Regulations

TC3606 To approve the appointment of Councillors to Committees, Working Groups and representatives to external Organisations

A list had been distributed to all Cllrs ahead of the meeting with each identifying their preferences to the Committee, Council Working Groups and External group meetings they will be sitting on. The list was discussed and amendments made during discussion. Amendments were made to the main document on a track change basis for redistribution amongst Cllrs to ensure accuracy. In addition to the amendments, there was recognition that the Bristol Road Station working group still needed additional Member support. Furthermore, there was a question over whether the Cotswold Canals Exec Committee still existed as Cllr Marcus Dixon had never been asked to attend a meeting and nor had his predecessor. The Clerk was asked to find out.

Cllr David Drew asked about the connection the council had with GALC - Gloucestershire Association of Local Council's (formerly known as GAPTC). Cllr Callinan explained that GALC undertake the town council's annual internal audit each year offering good value for money and that as a result of the town council subscribing to GALC's support and advisory services, both he and Cllr Kambites provide input at their Annual General Meeting. Cllr Drew stated that GALC's management structure was not quite right.

The Clerk raised a concern about the council allowing a councillor representative to sit on the Board of Trustees of Stonehouse Community Association following advice from GRCC (Gloucestershire Rural Community Council); this provoked debate as there were other organisations the Clerk's concerns, although valid, would be manageable.

Council **APPROVED** the membership of both the council's Business Committee and Environment Committee, each of its Working Groups and representatives on External Organisations.

TC3607 To review and approve the Terms of Reference for Town Council, Business and Environment Committees and HR Subcommittee

It was noted that the Terms of Reference for HR Sub Committee was last reviewed in December 2025. There were no suggested amendments.

Council therefore **APPROVED** the Terms of Reference for:

- Town Council
- Business Committee
- Environment Committee
- HR Sub Committee

TC3608 To receive and note confirmation that Stonehouse Town Council retains the General Power of Competence

The Council **NOTED** that Stonehouse Town Council had met the eligibility criteria for retaining its General Power of Competence.

TC3609 To approve account signatories for the following bank and building society accounts:

- Lloyds Bank (Council's Operating Account)
- CCLA (Churches, Charities and Local Authorities)
- Charity Bank
- Nationwide Building Society
- Melton Building Society
- Cambridge Building Society

The Clerk raised concerns about potential delays in securing any signatory changes based on past and more recent experience. A proposal by Cllr Debbie Curtis was made to maintain the current list of signatories; the proposal was seconded by Cllr Keith Terry; All voted in favour.

Council **APPROVED** the current list of signatories for the council's Banks and Building Society accounts - these include Cllrs John Parker, Keren Capeling, Carol Kambites, Theresa Watt and Debbie Curtis

TC3610 To receive reports from Chair of Town Council and town councillors
Cllr Debbie Curtis attended the Cotswold Canals Connected (CCC) 'Community Engagement Working Group' and Cllr Carol Kambites attended SPICE's very enjoyable first birthday celebration down at the Ship Inn Community Space

TC3611 To receive and request reports from County and District Councillors
Town Council received written reports from County Councillor Dean Botterill and Ward Cllr Carol Kambites
Cllr John Callinan thanked Dean Botterill for his previous report to council and stated that he had now read up to page 26. Cllr Carol Kambites asked the county councillor the county's schedule for extending the current 20mph zones around Glos'. Councillor Dean Botterill explained that Stonehouse was not part of the first tranche of areas chosen and that there was currently a four year backlog of TROs (Traffic Regulation Orders). The county councillor was asked if he could influence the county in bringing forward the project in Stonehouse. In support of Ward Cllr Carol Kambites own update, she highlighted an additional piece of information - Stroud District Council were to spend £1M to improve 'Wallbridge'. Cllr Theresa Watt asked whether the Bristol Road Station was recorded as a CIL project with the District Council. Cllr Kambites said she would look into it and confirm the situation.

Council **NOTED** the detailed reports and thanked both Councillors

TC3612 To receive RFO's budget report and bank reconciliation for April '26
Council **NOTED** the bank reconciliation for April showed a closing balance of £256,442.09, as of 30th April 2026 .
Council had received the first half of the council's 2026/27 annual precept; budget codes 1030 (Professional fees) currently include payments to solicitors for the town green application with Land

Registry; 1060 (Grants) includes payments to the air ambulance service, Park Federation, Stroud Cricket Club and the Fig tree; 1150/3 (Maintenance) costs associated with the cladding work on the POD - cost to be covered through the use of Reserves; 1210/3 (Vehicle) van insurance.

Cllr John Callinan stated that he welcomed being given the opportunity to discuss last year's accounts in detail with the Clerk. The Clerk confirmed that a date would be set for the discussion.

Cllr David Drew asked if the Athletics Field at Stagholt could be brought to Business Committee for discussion.

Council **NOTED** the 'Actual Net' Expenditure totalling £47,848.46; 'Actual Net' Income of £217,307.55 and Reserve Movements of £179.50

TC3613 To approve the latest payment lists:

- **BACS payments**
Queries were raised in relation to payments to 'Jo Mews Creative' and 'Door to Door'
Council **APPROVED** BACS payments totalling £5,564.55
- **Debit Card payments (Retrospective approval)**
Council **RETROSPECTIVELY APPROVED** Debit Card payments totalling £209.10

And to Note the Standing order and Direct debit payments made since the previous full town council meeting

Council **NOTED** Standing order payments totalling £9,700.34 and Direct debit payments totalling £4,183.33.

TC3614 To note the latest Council Reserves

Council **NOTED** the current Reserves including the General Fund totalling £722,780.15. It was felt that the reserves should be taken to Business Committee for review.

TC3615 To receive the draft Minutes of Business Committee meeting 5th May 2026 and approve the following recommendations:

- **To approve the renewal of the council's Public and Employee insurance cover for 1st June 2026 to 31st May 2027 at a cost of £9,533.78**

Council **NOTED** the draft Business Committee minutes.

Council also **APPROVED** the renewal of the council's Public and Employee Liability insurance, to include cover of £100,000 for play equipment, with Hiscox Insurance at a cost of £9,533.78.

TC3616 To receive the draft minutes of Environment Committee meeting of 11th May 2026 and approve the following recommendations:

- **To approve completion of Phase 1 allotment works at Stagholt at a total cost of £23,976.90 plus vat to include the:**
 - **Removal of existing fence and installation of new fencing**

- **Creation of new pathway through existing hedgerow and additional allotment plots including accessible plots for disabled users**
- **Planting of a new hedgerow**
- **Installation of a new soakaway**

Councillors welcomed the prospect of extending the Council's allotments for the benefit of Stonehouse residents, citing the many years the allotments had been oversubscribed resulting in residents experiencing substantial delays in securing individual plots; it was noted that under legislation, the town council had a statutory duty to provide allotment land if there was evidence of a demand - the waiting list over a number of years had proven the need. Not only would the town council be meeting its duty, it would be providing the community with great value over the long term.

A proposal to award the works listed in the recommendation at a cost of £23,976.90 to a local company, 'JPR Environmental' was made by Cllr John Callinan and seconded by Cllr Keith Terry - fourteen Cllrs voted in favour - one Cllr abstained.

Council **APPROVED** the award of contract for allotment related works at a value of £23,976.90 to 'JPR Environmental'

TC3617

Date of next meeting - Monday 15th June 2026

Council **NOTED** the date of the next meeting

SDC Councillors' report to Stonehouse Town Council – June 2026

Council meetings

Link to meeting agenda and documents in the committee title.

[Annual Meeting - 21st May](#)

The annual meeting appoints councillors to leadership, committee and other roles for the civic year ahead, and was set against the backdrop of Local Government Reorganisation, given the likely elections to a shadow unitary council in May next year.

- **Leadership roles:** There has been no change, with Green Party Councillors continuing to lead the council and policy committees: Cllr Chloe Turner continues as Council Leader, Cllr Catherine Braun as Deputy Leader.
- **Committee Appointments:** There has been no change in the appointment of Chairs and Vice-Chairs, though there are few changes in relation to membership of the six committees; Strategy & Resources, Audit & Standards; Community Services & Licensing; Development Control; Environment; and Housing.
- **Other Appointments** 22 external organisations requiring Council representation, ranging from Berkeley Nuclear Stakeholders to Woodchester Mansion Trust. Two cross-party groups; Equality, Diversity, Inclusion, Equity & Belonging and Member Development. Four champion roles: Armed Forces, Health and Wellbeing, Migrant, and Litter and Clean Environment.
- **Minor updates to the Council's Constitution** were approved. It was also agreed to disband the regular Constitution Working Group, given the impending Local Government Reorganisation and the limited remaining lifespan of the Council in its current form.
- **Standards Sub-Committee** - Appointment of Independent Persons and Parish/Town Council representatives to the Sub-Committee. These posts are required as part of the Council's statutory duty to promote and maintain high standards of conduct by its elected and co-opted members. Melvin Kenyon has been appointed as Independent Person for a further two years and the Council will advertise the extra two Independent Person vacancies. Steve Tilley has been appointed for a further period of two years as a Parish and Town Council Representative, and the additional two vacancies will be advertised through Parish and Town Clerks and Gloucestershire Association of Local Councils (GALC).

[Video recording](#) (55 views)

New Council Homes

- Eight new council homes for affordable rent in Wotton-under-Edge have been officially handed over to Stroud District Council, supporting efforts to meet the district's pressing need for high-quality, energy-efficient housing - [link](#).
- Thirteen new social rented homes have also been completed in Dursley - [link](#).
- The Council has completed the purchase of new 13 affordable homes in Cam - [link](#) following the recent purchase of 6 new affordable homes in Kingswood - [link](#).

Other news

- **Local Plan** - work starts on a new Local Plan for Stroud District - [link](#). It is a mandatory Government requirement and marks the beginning of a new plan-making process, reflecting significant changes in national planning policy. The draft local plan (submitted to the Planning Inspectorate in 2021) remains under examination until the Planning Inspectors issue their final assessment and report.
- **Celebrating 50 Years of Wildlife Science** in the Stroud district - [link](#).
To mark 50 years of the National Wildlife Management Centre's work (as part of the Government Animal & Plant Health Agency) at Woodchester Park there will be a programme of free, family-friendly events across the district about protecting the natural environment, supporting young people, promoting culture, wellbeing and lifelong learning. This includes an outdoor photography exhibition at the Museum in the Park, a stand at the Stroud Show, and (until 28 June) a Wind in the Willows sculpture trail at Tinkley Gate.
- **Free bike stands** Stroud District Council is funding 50 more bike stands for local businesses and community organisations – [link](#) to support walking and cycling across the district.
- **Tree management** – the new council policy has been adopted to protect and grow Stroud district's treescape - [link](#).
- **Armed Forces Day** A special celebration is being planned at Stratford Park in Stroud this summer, organised by local veterans with the support of Stroud District Council - [link](#).
- **Stratford Park Outdoor Pool, Stroud** - updates are being shared fortnightly on the work underway in consultation with community representatives to explore sustainable long-term options for the outdoor pool, including potential asset transfer, alternative ownership models and future repair and maintenance. See: <https://www.stroud.gov.uk/culture-leisure-sports-parks/lido/>
An additional Strategy and Resources Committee meeting on 3 June ([link](#)) to reviewed the revised cost of reopening the outdoor pool this year and next and agreed additional revenue funding to deliver the required works.

Development Control Committee, 2nd June

A proposal for 635 dwellings and a primary school northwest of Stonehouse (an extension to Great Oldbury) was recommended for refusal for a number of reasons, including a lack of up to date environmental reports. My particular concern was a lack of consideration for the effect on Stonehouse and a lack of direct and convenient active travel routes to the town. In particular, I was concerned at the proposal by Network Rail to close the Stagholt railway crossing as a response to the projected increase in use. The decision on the application will be made by an inspector at an enquiry due to take place later this year.

Forthcoming Meetings

Community Services and Licensing, Thursday 4th June

Housing Committee, Tuesday 9th June

Extraordinary Council Meeting, Wednesday 10th June to discuss our response to questions posed by the Government re preparation for local government reorganisation

Environment Committee, Thursday 11th June

Strategy and Resources Committee, Thursday 18th June to include the transfer of the Ship Inn site to Stonehouse Town Council on a long lease

Links to all meetings can be found [here](#)

With thanks to Cllrs Catherine Braun and Gareth Kitchen for the first part of this report

Carol Kambites

4th June 2026

New report highlights how housing shapes health in Gloucestershire

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A new report from Gloucestershire County Council shows that the quality, cost and security of our homes have a major impact on people's health and wellbeing across the county.

The report, *Home is where our health is: Strengthening health through housing in Gloucestershire*, is the Director of Public Health's annual report for 2025/26. It looks at how homes and neighbourhoods affect physical and mental health, from cold and damp homes, to overcrowding, affordability and access to services.

The report makes clear that housing is one of the strongest factors influencing health. Poor-quality housing can make people poorly, worsen existing health conditions and increase pressure on health and care services. But it also showcases some of the fantastic examples of how the seven Gloucestershire councils, the NHS, housing providers and community organisations are already working together to make housing better across the county.

In Gloucestershire, the report highlights challenges including:

- Cold, damp and unsafe homes that increase the risk of illness and injury
- Rising housing costs that can damage mental wellbeing and cause stress
- A shortage of affordable, accessible and adapted homes
- Hidden homelessness, overcrowding and housing insecurity
- An ageing population and growing need for homes that support independent living

It also looks ahead. Over the next 20 years, around 90,000 new homes are planned for Gloucestershire, creating a major opportunity to design homes and places that support better health for everyone.

The report calls for health to be built into housing decisions from the start, including planning, design, retrofitting and regeneration. It also sets out recommendations to strengthen existing partnerships to tackle health inequalities through better housing.

Director of Public Health at Gloucestershire County Council, Siobhan Farmer, said:

“Housing remains one of the most powerful, and most stubborn, factors shaping our health. Without a safe, warm, stable home, everything else we want to achieve becomes much more difficult. As we look ahead, my ambition is that everyone in Gloucestershire

can have a safe, warm home and a place to live that lets them be active, connected and supported by the communities and natural spaces around them.”

Home is where our health is: Strengthening health through housing in Gloucestershire is [available to read here](#).

Have your say on the future of transport in Gloucestershire

People in Gloucestershire are being invited to help shape the future of transport across the county.

Gloucestershire County Council has launched early engagement on a new Local Transport Plan (LTP), which will guide how transport is planned, managed and improved across the county over the next 15 years and beyond. The updated plan will look at all types of travel, including roads, buses, rail, walking, wheeling and cycling, and how they work together to support communities, businesses and sustainable growth across Gloucestershire.

The expected growth in housing and employment in the county will in turn create major challenges in meeting its transport needs; to avoid worsening congestion, the plan will need to consider scope for increasing the proportion of journeys both by public transport, including rapid transit, and by cycling, walking, and wheeling.

Gloucestershire is home to a mix of urban areas, market towns and rural communities, each with different travel needs. A safe, reliable and well-connected transport network is vital for helping people access jobs, education and services, while also supporting economic growth, improving air quality and reducing carbon emissions, all of which are key ambitions of Gloucestershire County Council.

The council wants to understand people’s experiences of travelling in Gloucestershire today, the challenges they face, and what improvements they would most like to see in the future. Feedback from this early engagement will help shape the development of the new Local Transport Plan and future transport priorities for Gloucestershire.

Alongside the LTP engagement, the council is also seeking views on the Cheltenham and Gloucester Local Cycling and Walking Infrastructure Plan (LCWIP). The LCWIP sets out a long-term vision for improving walking, wheeling and cycling. It identifies where improvements are needed and outlines how a better-connected network could be

delivered over the next 10 years, helping to make every day journeys safer, easier and more accessible.

The surveys were launched on Wednesday 13 May and will close on Wednesday 24 June.

For more information and to take part in the online surveys, go to:

[Help shape the future of transport in Gloucestershire | Have Your Say Gloucestershire](#)

[Cheltenham and Gloucester Local Cycling and Walking Infrastructure Plan \(LCWIP\) | Have Your Say Gloucestershire](#)

Cllr Roger Whyborn, cabinet member for sustainable transport and road safety,

said: “All types of transport affect how people live their everyday lives, from getting to work and school to accessing services and staying connected. We want to make sure our plans reflect the needs of communities across Gloucestershire, whether that’s in our towns, city or rural areas, and make people’s journeys easier.

“This engagement is an important opportunity for people to tell us what works well, what doesn’t, and where we should focus our efforts. Your feedback will help shape how we improve transport in the years ahead, creating a network that is safer, more reliable and gives people better choices about how they travel.”

County council confirms continued funding for drug and alcohol services

Gloucestershire County Council is set to continue to support those people who need support with drug and alcohol treatment and recovery services until 2029 with new funding.

At its meeting on May 20, the Cabinet is to approve plans to use Government funding to strengthen drug and alcohol support services across the county over the next three years.

An additional £5.9 million has been rolled into the Public Health Grant which will allow vital treatment, recovery and prevention services to continue, while responding to growing and increasingly complex need.

The funding will support a wide range of services, including treatment and recovery support for adults, specialist help for people who are rough sleeping, and targeted provision for young people affected by substance misuse. It will also fund employment support to help

people in recovery move into work, alongside ongoing harm-reduction measures such as naloxone provision.

A large proportion of the funding will be used to continue, with variations, the council's contract with Via Care, who are the adult drug and alcohol provider.

Funding will also be provided to the council's Youth Support Service to support young people in need of substance misuse support. The Employment and Skills Hub will also receive funding, to help people with substance use issues secure and sustain employment.

By investing the funding across different parts of the system, the council aims to reduce harm, improve outcomes, and help more people move towards long-term recovery.

Cllr Paul Hodgkinson, Cabinet Member for Public Health, Communities and Fire, said: "This funding allows us to continue providing essential support for people whose lives are affected by drug and alcohol harm, at a time when the challenges many people face are becoming more complex.

"Effective treatment and recovery services save lives, but they also help families stay together, reduce pressure on health and emergency services, and support safer communities."

Abbeymead Rovers Walking Football, a walking football group for people living with long-term health conditions, is set to benefit from new investment as part of Gloucestershire County Council's £1.1 million Grassroots Neighbourhood Fund, with funding of £2,500 awarded.

The funding, awarded by Cllr Andrew Gravells, county councillor for the local area, will be used to secure additional pitch time, enabling the group to expand its weekly sessions and welcome more players after reaching full capacity.

Abbeymead Rovers Walking Football is a successful community led group that offers fun, safe and inclusive walking football sessions for people of all abilities. The group provides regular opportunities for physical activity alongside vital social connection, helping players to stay active, build confidence and feel part of a supportive community.

The sessions are designed so that no one is judged and everyone is accepted and valued, and the group continues to grow in numbers week by week. For many players and their

families, it has become much more than a walking football session and is a genuine support network.

The project is entirely run by volunteers and promotes active ageing in a fun and safe environment, recognising that regular movement, social interaction and enjoyment are essential for wellbeing.

Weekly sessions include:

- Inclusive walking football activity for people living with long term health conditions
- Opportunities for social connection and peer support
- A welcoming, safe environment for players of all abilities

Cllr Paul Hodgkinson, cabinet member public health, communities and fire at Gloucestershire County Council said: “Projects like Abbeymead Rovers Walking Football show the real value of community-led activity. They create welcoming spaces where people can stay active, build confidence and feel connected to others, regardless of age or health conditions.

“The Grassroots Neighbourhood Fund is designed to support exactly this kind of local initiative, helping groups grow, reach more people and strengthen wellbeing in their communities.”

Cllr Andrew Gravells, county councillor for Abbey division of Gloucester said:

“I’m delighted to support Abbeymead Rovers Walking Football with this funding. This is a truly outstanding community group that makes a real difference to people’s health and wellbeing. The sessions offer much more than physical activity – they provide friendship, confidence and support for players and their families. This grant will help the group grow and ensure even more people can benefit from what they offer.”

The Grassroots Neighbourhood Fund gives each of the county’s 55 councillors up to £20,000 to invest in local projects that improve health, wellbeing and community resilience. Grants between £250 and £5,000 are available for initiatives that address local needs, tackle inequalities and help communities to thrive.

For more information about the Grassroots Neighbourhood Fund, visit:

<https://www.gloucestershire.gov.uk/grassroots-neighbourhood-fund>

Care homes across Gloucestershire are being encouraged to sign up to a national scheme that helps them better recognise and support residents who have served in the Armed Forces.

Gloucestershire County Council is calling on care providers to join the Veteran Friendly Framework (VFF), a free programme designed to improve care for veterans and their families living in residential settings.

Nationally, around one in 12 care home residents has a military background, and this figure doesn't include the spouses and children who have shared in those life experiences which are unique to the armed forces. Many may not identify as veterans, meaning these experiences can go unrecognised.

The framework helps care providers to identify these residents and tailor support to reflect their unique life experiences, including the physical, mental and emotional impacts of service life. Without this recognition, some veterans can experience a loss of identity, which can increase feelings of loneliness and isolation when moving into care

By signing up, care homes can create more inclusive and supportive environments through simple but meaningful actions such as recognising military service, celebrating significant dates, and building life stories into care planning. Two care homes in Gloucestershire have already achieved Veteran Friendly status and the council is encouraging more providers to get involved.

Councillor Dr Kate Usmar, Cabinet Member for Adults Support and Independence at Gloucestershire County Council said: "Many people living in care homes have served their country or spent their lives supporting and travelling with service men and women. By understanding their experiences we can improve the care and support we offer, and the whole community can benefit. We want Gloucestershire to be a place where our Armed Forces community is supported at every stage of life.

"The Veteran Friendly Framework helps care homes provide more personalised support, so individuals feel respected, valued and connected. It's a practical step providers can take to improve day-to-day lives, supporting wellbeing, strengthening a sense of belonging and making sure their service is never forgotten."

The Veteran Friendly Framework is delivered nationally by the Royal British Legion, Royal Star & Garter and the NHS Veterans Covenant Healthcare Alliance, and supports care providers to embed veteran awareness into everyday practice.

The initiative also supports the council's wider commitment to the Armed Forces Covenant, ensuring that veterans and their families are treated with fairness, dignity and respect when accessing services.

Care providers can find out more and sign up to the framework at:
<https://veteranfriendlyframework.org.uk/>

Largest ever seizure of illegal tobacco by Gloucestershire Trading Standards

Gloucestershire County Council's Trading Standards Service has secured its biggest ever seizure of illegal tobacco – more than 50,000 packets of cigarettes and nearly 500 pouches of hand rolling tobacco.

Idris Amin, aged 32, of Vicarage Road, Gloucester, appeared at Gloucester Crown Court on Wednesday 20 May 2026 for sentencing, having pleaded guilty to two counts of intentionally evading duty on cigarettes and tobacco which he had in his possession for sale.

He was sentenced to 28 months' imprisonment. The judge said that only a custodial sentence was appropriate because of the seriousness of the offences.

Amin operated A2Z Shop in Southgate Street, Gloucester, having secured a lease for it using false identification.

On 18 October 2023, Trading Standards officers found Amin at a nearby flat surrounded by 2,284 packets of cigarettes and 117 pouches of hand rolling tobacco. The tobacco had not had the relevant duty paid on it, it was incorrectly labelled for the UK market and much of it was a counterfeit copy of well-known brands.

The tobacco was found in a food delivery bag and neatly stacked on a shelf. It had been stored in the flat rather than the shop to avoid detection during trading standards inspections.

Around a month later, Trading Standards officers visited a self-storage business in Kidderminster and found two storage containers containing illegal tobacco. These containers had been rented by Amin using false identification.

Between them, the two containers contained 50,796 packets of cigarettes and 499 pouches of hand rolling tobacco – the largest ever seizure of illegal tobacco by Gloucestershire Trading Standards.

It had also not had the relevant duty paid on it, was incorrectly labelled and much of it was a counterfeit copy of well known brands.

Amin admitted to being the owner of A2Z Shop and to selling illegal tobacco. The tobacco found at the flat and self-storage business were to be sold from Amin's business. Amin said that the tobacco found in the containers would last for between four and five months.

The total amount of duty evaded by Amin was £429,498.

Cllr Paul Hodgkinson, cabinet member for Trading Standards at Gloucestershire County Council, said: “This is the biggest ever seizure of illegal tobacco by our Trading Standards team and shows how determined we are to get these products off the streets. Illegal tobacco poses serious health risks and undermines legitimate businesses. This should serve as a warning that we will pursue those involved in this trade and bring offenders to court.”

Anyone with information about the supply of illegal tobacco can report it to Trading Standards by calling 01452 426060 or visit www.gloucestershire.gov.uk/trading-standards

Three county council children's homes rated 'Good' by Ofsted

Three children's homes run by Gloucestershire County Council have been rated as 'Good' by Ofsted following recent inspections.

Ofsted confirmed that the council's short breaks home for disabled children, continues to be rated 'Good'. Inspectors recognised that children experience "warm and nurturing care from staff who know the children well and understand their individual needs."

Two homes for children in care have also recently had their first Ofsted inspections and were rated 'Good'.

Inspectors highlighted that at one of these homes, "children have made progress at the home, even though this has not always been straightforward". They also noted that children feel safe, listened to and cared for, with one child describing the home as "the first time since being in care that they have felt cared for."

At the second home, also judged 'Good', inspectors reported that children had made "considerable and meaningful progress" since moving in.

This means all the council's homes have been judged to be 'Good' overall. The council welcomes these outcomes and continues to be ambitious for its children and services. It aims to learn from the inspections and take action to strengthen practice where needed to ensure children continue to receive the best possible care.

All three homes are part of Gloucestershire County Council's Children's Residential Service portfolio. Its newest home was registered in March 2026 and recently welcomed its first child.

Cllr Ben Evans, Cabinet Member responsible for Children's Safeguarding and Care at Gloucestershire County Council, said: "We want to ensure that every child in care in Gloucestershire is given the love, care and support they need to thrive.

"I am delighted that the hard work of the staff at our children's homes has been recognised by Ofsted with these three reports.

"We are committed to making Gloucestershire a great place to grow up where children and young people thrive and live lives of choice and opportunity."

Car trader sentenced after Trading Standards investigation

A car trader has been sentenced following an investigation by Gloucestershire Trading Standards into fraudulent trading practices.

Max Grunfeld, 34, of Coopers Edge, appeared before Gloucester Crown Court on Friday 15 May for sentencing following guilty pleas to offences relating to fraudulent trading, misleading consumers, and producing a false service history booklet.

He was sentenced to a three-year Community Order, meaning if he fails to meet the conditions set by the court he can be brought back to be sentenced for the original offence. He was ordered to undertake 25 rehabilitation days, 200 hours unpaid work and was disqualified as a director for 10 years.

Grunfeld was also given a criminal behaviour order, meaning he cannot sell, advertise cars other than his personal vehicle, or work in the car trade. He must return to court every six weeks to report on his gambling addiction issue, and a timetable was set for a Proceeds of Crime Investigation to be conducted. If he breaches any of the conditions, he can be fined or be re-sentenced.

The court heard that Grunfeld, trading as BMG Autohaus, advertised four vehicles claiming they had full service histories, which were later found to be false.

Two customers were advised by him that the service history documents would follow the sale. These never materialised and on one vehicle, Grunfeld prepared and supplied a false service history booklet.

During the sales process, he made statements such as “one million percent there” and “be rest assured that car’s got full service history”. When a customer later pressed for the service history, misleading information was provided and a false service history booklet was produced.

Further concerns came to light during an inspection by Gloucestershire Trading Standards, where two additional vehicles were identified as having discrepancies in their service history documentation.

Cllr Paul Hodgkinson, cabinet member responsible for Trading Standards at Gloucestershire County Council, said: “This case shows how seriously we take any attempts to mislead or deceive customers. People have a right to trust that the information they are given when buying a vehicle is accurate and honest. Our Trading Standards team works hard to protect residents from unfair and fraudulent practices, and we will not hesitate to take action where there is clear evidence of wrongdoing.”

Views sought on plans to make Cheltenham's roads safer

Gloucestershire County Council is asking people to have their say on proposals to improve road safety and support healthier communities in Cheltenham.

The plans form part of the council's Safer Roads and Community 20s programme and cover Cheltenham and surrounding areas, including Swindon Village, Leckhampton with Warden Hill, Prestbury, Charlton Kings and Up Hatherley.

The proposals focus on reducing vehicle speeds in areas where people are most at risk, based on local insight and detailed evidence. Many residential streets could become 20mph, particularly where people live, shop and travel locally, while some key routes would see changes to improve safety while keeping traffic moving. In places where current speeds, road collisions and other factors suggest that the existing speed limit is appropriate, then there will be no changes to the speed restriction.

The scheme is being brought forward alongside a separate Cheltenham Town Centre Road Safety Scheme. This includes improvements at eight key junctions, such as upgraded pedestrian crossings, changes to junction layouts and measures to support safer cycling.

Together, the proposals aim to reduce the likelihood and severity of road traffic collisions, while making it easier and safer for people to walk, wheel and cycle. They are also expected to support better public health and create a more attractive and welcoming town.

Over the past five years, there have been 790 road casualties in and around Cheltenham, with 25 per cent resulting in death or serious injury. Most collisions happened on roads where people live and carry out everyday journeys, highlighting the need for safer speeds in these areas.

People can view the proposals and share their feedback using an interactive map and online survey. For more information and to share your views, please see: [Cheltenham Speed and Road Safety Improvements | Have Your Say Gloucestershire](#)

The engagement period will close at midnight on Friday 19 June.

Local events and an online webinar will also be held to give residents the chance to speak directly with the project team.

In-person pop-up events will be held as follows:

- Cheltenham High Street (Outside the Cornish Bakery), Wednesday 3 June 10am-6pm
- Montpellier Gardens, Montpellier Spa Rd, Cheltenham GL50 1UL, Wednesday 10 June, 10-6pm

And an online webinar will be held on Microsoft Teams on Tuesday 9 June, 6-7.30pm. To register, please follow this link: <https://forms.office.com/e/70nW53L3zG>

If there is community support, a formal consultation on Traffic Orders is expected to take place in autumn 2026.

Cllr Roger Whyborn, cabinet member for sustainable transport and road safety at Gloucestershire County Council, said: “Keeping people safe on our roads is one of our top priorities. These proposals are about reducing speeds where it matters most, helping to prevent serious injuries and saving lives.

“We want to hear from residents, businesses and communities so we can shape plans that reflect local needs. By working together, we can create safer streets that support healthier, more active lifestyles and make Cheltenham an even better place to live, work and visit.”

Fireworks Supplier and Director Plead Guilty to Illegal Storage Offences

A fireworks supplier and its director have pleaded guilty to multiple safety offences following an investigation by Gloucestershire County Council’s Trading Standards Service.

Platinum Home Cinema, and its sole Director, Chase James Gardiner, 42, both of Hales Road in Cheltenham, appeared at Cheltenham Magistrates Court today (Tuesday, May 26) to be sentenced in relation to four breaches of the Health and Safety at Work Act 1974 and the Explosives Regulations 2014.

Platinum Home Cinema, which sold fireworks and organised displays under the trading name Chase Lane Fireworks, previously pleaded guilty to the four charges on April 22, 2026.

Mr Gardiner was fined a total of £3,986, Platinum Home Cinema was fined an additional £11,200, with costs of £10,634.30 awarded to the county council. The total fine paid between the defendants was £25,820.30.

The charges related to events that took place in July 2024. The four charges related to overstocking explosives by 36% in one of their licensed stores, storing explosives at an unlicensed location, storing explosives without meeting separation distances, and failing to take steps to prevent fire or explosion, prevents its spread and protection people from its effects.

In July 2024, Trading Standards Officers from Gloucestershire County Council, which is the licensing authority under the Explosives Regulations for the storage of up to 2,000kg of explosives, were alerted to the unlicensed storage of fireworks at a working livery yard in Shurdington, near Cheltenham.

Trading Standards Officers, authorised to enforce Health and Safety legislation, visited the livery yard and found three shipping containers which between them, contained 1,220kg of fireworks. The figure, 1,220kg, refers to the net mass of explosives substance within the fireworks, not the gross weight of the fireworks themselves. The fireworks found included those for use only by firework display professionals.

The three containers that were being used to store the fireworks, were rusted, had holes in and had doors that didn't close fully. As such, they were not suitable for the storage of fireworks. Rust and bare metal inside a shipping container can be a source of sparks, and holes can allow ingress of water which can adversely affect the operation of a firework.

Inside the containers, whilst many fireworks were still sealed in their transport packaging, other fireworks were loose or in boxes that had been torn open preventing them from being effectively sealed closed by interleaving the flaps. Fireworks should be kept in their original transport boxes until they are sold or used as this packaging provides a level of protection.

The location of the containers within the livery yard breached separation distances from other buildings and residences. Separation distances are "safety buffer zones" that keep fireworks far enough away from people and buildings so that if something goes wrong, the consequences are reduced. The containers were next to livery yard buildings, near stables and too close to homes. A prosecution expert report highlighted a significant risk of serious injury or fatalities, including to people both on-site and nearby. Even the defence expert acknowledged that fatalities could not be ruled out, particularly for those in close proximity.

Platinum Home Cinema was instructed to take the fireworks to a licensed storage and to return any excess fireworks to suppliers within 24 hours. Had Platinum Home Cinema have applied for a storage licence at this site, it would have been refused on the grounds that separation distances between the containers and occupied buildings could not be met and the containers were not suitable for storing explosives due to their poor condition.

In addition to the issues found at livery yard, records produced by Platinum Home Cinema Ltd and Mr Gardiner during the course of the investigation identified that they had been storing too many fireworks in one of their licensed stores. Their licence permitted the storage of 800kg but their records showed they had 1,091kg, which is a 36% overstock. Separation distances are determined by the quantity of fireworks being stored and by over stocking, they were unable to achieve the required separation distance.

Cllr Paul Hodgkinson, Cabinet Member for Public Health, Communities and Fire at Gloucestershire County Council, said "This case highlights the serious risks posed by failing

to follow safety regulations governing the storage of fireworks. The quantities involved, combined with the unsuitable conditions and proximity to the public, created a potentially dangerous situation.

“Trading Standards informs Fire and Rescue colleagues about the location of licensed stores for the protection of fire fighters. As this location was unknown, fire fighters would have faced unknown risks had they attended an incident at the livery yard.

“Licensing and safety controls exist to protect lives, and we will take action where these are ignored.”

Improved road safety as new traffic enforcement measures set to go live

Residents across Gloucestershire will benefit from improved road safety and reduced congestion as new powers to enforce moving traffic offences are introduced at 15 locations across the county.

The first sites are set to go live from 1 June 2026, using Automatic Number Plate Recognition (ANPR) cameras to help tackle issues such as banned turns, driving through restricted streets and blocking yellow box junctions.

The measures are designed to improve road safety, reduce congestion, speed up bus journey times and make it easier for emergency services and other road users to move around the county.

Moving traffic offences can create unnecessary delays, disrupt public transport and increase risks for pedestrians and cyclists. The new cameras will help encourage drivers to follow existing restrictions and improve compliance.

The council held consultation on the plans earlier this year, with feedback from the public helping to shape a phased approach to rolling out enforcement. Locations with the highest levels of support will be introduced first, with others to follow after further review.

The phase one locations are:

- Northgate Street - Prohibition of Vehicles
- Eastgate Street - Prohibition of Vehicles

- Westgate Street - Prohibition of Vehicles
- Southgate Street - Prohibition of Vehicles
- Cheltenham Transport Hub via Grovefield Way - Prohibition of Vehicles
- Grove Lane junction into the A38 (southbound), Whitminster – Left Turn Only

For the first six months at each location, drivers who commit an offence will receive a warning letter. After this period, penalties will apply where offences continue.

Any income generated from penalties will be reinvested into the county's transport network.

Cllr Roger Whyborn, cabinet member for sustainable transport and road safety at Gloucestershire County Council, said: "Making our roads safer and keeping traffic moving is essential for residents, businesses and visitors. These measures are about improving compliance with rules that are already in place, reducing congestion and helping emergency services and buses get where they need to be more quickly.

"We know there are strong views on enforcement, and that's why we've taken time to listen to feedback and introduce this in phases. Our focus is on creating a safer, more reliable transport network, and any income raised will be reinvested to benefit local communities."

Cllr Rebecca Trimnell, Gloucester City Councillor for Westgate, added: "These measures will be particularly important for Gloucester's gated streets, which are designed to make the city centre safer and more accessible. By reducing unnecessary traffic, we can create a more pleasant environment for people walking, cycling and spending time in the city."

Tewkesbury's young twirlers receive major Grassroots Neighbourhood Fund boost

Mystique Twirlers, a baton twirling group for children and young people, is set to benefit from a £1,200 investment as part of Gloucestershire County Council's £1.1 million Grassroots Neighbourhood Fund.

The funding awarded by Cllr Dr Kate Usmar, county councillor for Tewkesbury East, will help the group keep training session and membership costs low for families, ensuring more children can take part. It will also be used to purchase new costumes and equipment to support performances and training over the coming year.

Mystique Twirlers is a vibrant, inclusive group that brings together children and young people to take part in baton twirling, a fun activity that combines dance, movement and performance. The group provides a welcoming space for young people to build confidence, learn new skills and express themselves creatively.

Through regular practices and performances, members develop coordination, strength and flexibility, while also building friendships and a sense of belonging. Baton twirling can help improve confidence, teamwork and concentration, supporting young people both physically and emotionally.

Weekly sessions include:

- Baton twirling practice, dancing and performance skills
- Opportunities to build confidence and creativity
- A fun, supportive environment where young people can enjoy themselves and make friends

Cllr Paul Hodgkinson, cabinet member for public health, communities and fire at Gloucestershire County Council, said: “Groups like Mystique Twirlers play an important role in supporting children and young people to stay active, build confidence and feel part of their local community.

“The Grassroots Neighbourhood Fund is all about supporting local groups like this to grow and reach more people, helping to improve health and wellbeing and creating stronger, more connected communities.”

Cllr Dr Kate Usmar, county councillor for Tewkesbury East, said:

“I’m delighted to support Mystique Twirlers with this funding. It’s a fantastic local group that offers children and young people the chance to take part in fun, creative activities while building confidence and friendships.

“Keeping costs affordable is so important for families, and this grant will help ensure more young people can get involved and benefit from everything the group has to offer.”

The Grassroots Neighbourhood Fund gives each of the county’s 55 councillors up to £20,000 to invest in local projects that improve health, wellbeing and community resilience. Grants between £250 and £5,000 are available for initiatives that tackle inequalities, strengthen communities and help people to connect.

For more information about the Grassroots Neighbourhood Fund, visit: [Grassroots Neighbourhood Fund](#). Watch a [short video of the project](#).

New Gloucestershire Business Board set to drive Local Growth Plan ambitions

Gloucestershire's new Business Board has hit the ground running, bringing together senior industry leaders, education providers and experienced professionals for its first meeting in May.

With a strong focus on action, the Board immediately began identifying priority areas to support growth across key sectors, including cyber and secure technologies, advanced engineering and manufacturing, agritech, and energy and low-carbon innovation. Discussions also centred on how the Board can provide clear guidance, advocacy and practical support to help deliver the five economic missions outlined in Gloucestershire's new Local Growth Plan.

Co-chaired by Rob Stemp, CTO of Deepminds, a cyber technology consultancy, and Cllr Julian Tooke, Gloucestershire County Council's Cabinet Member for Planning, Economy and Growth, the group set a clear expectation for pace and purpose.

Rob Stemp said: "We're here to make things happen, not just to talk about them. There's a huge depth of experience around the table, and our focus is on turning that into tangible progress quickly."

Cllr Julian Tooke added: "This is about working together to back Gloucestershire's businesses and unlock growth in sectors where we already have real strength. The Board has a key role to play in shaping practical, deliverable actions."

The meeting follows recent efforts to promote Gloucestershire to investors, reinforcing the county's growing profile and the strength of its business support network.

With momentum already building, the Board is now focused on translating its early discussions into clear next steps that will support sustainable economic growth across the county.

Financial Budget Comparison

Comparison between 01/04/26 and 04/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2026/2027	Reserve Movements	Actual Net	Balance	Bal %age remaining
INCOME						
Town Business Committee						
100	Precept	£433,387.00	£0.00	£216,693.50	-£216,693.50	-50.00%
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	£528.48	-£1,971.52	-78.86%
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

Comparison between 01/04/26 and 04/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2026/2027	Reserve Movements	Actual Net	Balance	Bal %age remaining
179 Town Hall/Library Recharges	£3,000.00	£0.00	£0.00	-£3,000.00	-100.00%
Total Town Business Committee	£479,324.00	£0.00	£217,221.98	-£262,102.02	-54.68%
Town Environment Committee					
200 Stonehouse in Bloom	£0.00	£0.00	£0.00	£0.00	0.00%
205 Event Income/Donations	£1,200.00	£0.00	£80.00	-£1,120.00	-93.33%
210 Planting Sponsorship	£0.00	£0.00	£0.00	£0.00	0.00%
215 Grants	£0.00	£0.00	£0.00	£0.00	0.00%
Total Town Environment Committee	£1,200.00	£0.00	£80.00	-£1,120.00	-93.33%
Total Income	£480,524.00	£0.00	£217,301.98	-£263,222.02	-54.78%

EXPENDITURE

Town Business Committee

1000 Salaries	£232,144.00	£0.00	£33,408.30	£198,735.70	85.61%
1010 Training & Recruitment	£3,000.00	£0.00	£290.00	£2,710.00	90.33%
1020 Health & Safety	£2,500.00	£0.00	£139.26	£2,360.74	94.43%
1030 Professional Fees	£6,000.00	£0.00	£3,227.26	£2,772.74	46.21%
1040 IT support	£8,650.00	£0.00	£1,727.48	£6,922.52	80.03%
1050 Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	100.00%
1060 Grants	£20,000.00	£0.00	£11,918.00	£8,082.00	40.41%
1070 Town Hall/Library Shared Costs	£14,000.00	£0.00	£4,859.20	£9,140.80	65.29%
1080 Town Hall/Library STC costs	£3,100.00	£0.00	£412.64	£2,687.36	86.69%
1090 Admin Expenses	£9,300.00	£0.00	£1,903.17	£7,396.83	79.54%
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%

Financial Budget Comparison

Comparison between 01/04/26 and 04/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2026/2027	Reserve Movements	Actual Net	Balance	Bal %age remaining
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	£13,500.00	£0.00	£2,303.87	£11,196.13	82.93%
1150	Workshop Overheads	£3,300.00	£0.00	£54.00	£3,246.00	98.36%
1160	Equipment & Vehicle Costs	£3,350.00	£0.00	£113.48	£3,236.52	96.61%
1170	Youth Centre Workers	£67,500.00	£0.00	£0.00	£67,500.00	100.00%
1180	Youth Centre Overheads	£10,100.00	£0.00	£8,404.39	£1,695.61	16.79%
1200	Subscriptions	£3,500.00	£0.00	£596.18	£2,903.82	82.97%
1210	Insurances	£9,500.00	£0.00	£9,723.38	£-223.38	-2.35%
1220	Project Planning & Delivery	£0.00	£599.10	£2,966.60	£-2,367.50	0.00%
1230	Climate Change	£5,000.00	£0.00	£0.00	£5,000.00	100.00%
Total Town Business Committee		£418,624.00	£599.10	£82,047.21	£337,175.89	80.54%
Town Environment Committee						
1190	Amenity Areas	£47,400.00	£0.00	£6,005.48	£41,394.52	87.33%
2000	Christmas Lights	£3,000.00	£0.00	£0.00	£3,000.00	100.00%
2005	Climate Change	£0.00	£0.00	£0.00	£0.00	0.00%
2010	In Bloom	£0.00	£0.00	£0.00	£0.00	0.00%
2050	Cultural Events & Studies	£11,300.00	£0.00	£430.00	£10,870.00	96.19%
2080	Neighbourhood Plan Review	£0.00	£0.00	£0.00	£0.00	0.00%
2090	Planning Specialist Advice	£0.00	£0.00	£0.00	£0.00	0.00%
Total Town Environment Committee		£61,700.00	£0.00	£6,435.48	£55,264.52	89.57%
Total Expenditure		£480,324.00	£599.10	£88,482.69	£392,440.41	81.70%

Financial Budget Comparison

Comparison between 01/04/26 and 04/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2026/2027	Reserve Movements	Actual Net	Balance	Bal %age remaining
Total Income	£480,524.00	£0.00	£217,301.98	-£263,222.02	-54.78%
Total Expenditure	£480,324.00	£599.10	£88,482.69	£392,440.41	81.70%
Total Net Balance	£200.00		£128,819.29		

Bank Account Reconciled Statement

Stonehouse Town Council

01651837

30-98-29

Statement Number	74	Bank Statement No.	74
Statement Opening Balance	£256,442.09	Opening Date	01/05/26
Statement Closing Balance	£60,983.73	Closing Date	31/05/26
True/ Cashbook Closing Balance	£60,983.73		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
05/05/26	DEB050526VOIPFO NE	Voipfone	20.00	0.00	256,422.09
05/05/26	FPO050526ARB	Arboricultural Association	240.00	0.00	256,182.09
05/05/26	FPO050526CCT	Cotswold Canals Trust	45.00	0.00	256,137.09
05/05/26	FPO050526CLARIA N	Clarian Property Services	180.00	0.00	255,957.09
05/05/26	FPO050526EASYW INDOW	Easy Window Cleaning	24.00	0.00	255,933.09
05/05/26	FPO050526FIGTRE E	The Fig Tree	5,500.00	0.00	250,433.09
05/05/26	FPO050526JIREH	Jireh Solutions Ltd	322.15	0.00	250,110.94
05/05/26	FPO050526SDC	Stroud District Council	5,856.50	0.00	244,254.44
06/05/26	DD060526WATERP LUS	WaterPlus	18.49	0.00	244,235.95
08/05/26	DD080526YUENER GY	YU Energy	1,008.67	0.00	243,227.28
08/05/26	SO280526PATA	PATA Payroll	112.75	0.00	243,114.53
11/05/26	DD110526YUENER GY	YU Energy	110.41	0.00	243,004.12
11/05/26	DEB110526VOIPFO NE	Voipfone	9.60	0.00	242,994.52
12/05/26	FPO120526BROXA P	Broxap	742.68	0.00	242,251.84
12/05/26	FPO120526DELTA	Delta Nine Ltd	33.60	0.00	242,218.24
12/05/26	FPO120526EDGE	Edge IT Systems Ltd	186.00	0.00	242,032.24
12/05/26	FPO120526GAPTC	GAPTC	90.00	0.00	241,942.24
12/05/26	FPO120526GCC	Gloucestershire County Council	210.46	0.00	241,731.78
12/05/26	FPO120526GWA	Great Western Air Ambulance Charity	1,000.00	0.00	240,731.78
12/05/26	FPO120526HMRC	HMRC	3,928.13	0.00	236,803.65
12/05/26	FPO120526PARKF ED	Park Federation PTA	120.00	0.00	236,683.65
12/05/26	FPO120526SCC	Stroud Cricket Club	2,000.00	0.00	234,683.65
12/05/26	FPO120526STROU DALARM	Stroud Alarms	482.40	0.00	234,201.25
12/05/26	FPO120526TAYNT ONS	Tayntons Solicitors	2,020.00	0.00	232,181.25
13/05/26	DEB130526SDC	Stroud District Council	179.50	0.00	232,001.75

Bank Account Reconciled Statement

14/05/26	FPI140526TWHEEL ER		0.00	5.00	232,006.75
18/05/26	DD180526WATERP LUS	WaterPlus	158.43	0.00	231,848.32
18/05/26	PAY180526LLOYD S	Lloyds Bank	8.50	0.00	231,839.82
20/05/26	DD200526SKY	Sky Mobile	13.00	0.00	231,826.82
20/05/26	DEB200526FASTH OSTS	Fasthosts	13.20	0.00	231,813.62
20/05/26	FPO200526ABBEY LOOS	Abbey Loos	230.40	0.00	231,583.22
20/05/26	FPO200526ALLDO NE	All Done and Dusted	250.80	0.00	231,332.42
20/05/26	FPO200526DENNIS BROWN	Dennis Brown & Son	79.20	0.00	231,253.22
20/05/26	FPO200526EASYW IN	Easy Window Cleaning	24.00	0.00	231,229.22
20/05/26	FPO200526JIREH	Jireh Solutions Ltd	322.15	0.00	230,907.07
20/05/26	FPO200526JOMEW	Jo Mew Creative	100.00	0.00	230,807.07
20/05/26	FPO200526KELLA WAY	Kellaway Building Supplies Ltd	70.80	0.00	230,736.27
20/05/26	FPO200526MIDLAN D	Midland Forestry Limited	144.00	0.00	230,592.27
20/05/26	FPO200526PROLIF IC	Prolific Solutions (South West) Ltd	64.60	0.00	230,527.67
20/05/26	FPO200526ROSPA	ROSPA Play Safety	618.00	0.00	229,909.67
20/05/26	FPO200526TTPUM PS	T-T Pumps LTD	708.00	0.00	229,201.67
20/05/26	Transfer		72,000.00	0.00	157,201.67
20/05/26	Transfer		80,000.00	0.00	77,201.67
21/05/26	DEB210526TVLICE NSE	TV Licence	180.00	0.00	77,021.67
21/05/26	FPO210526TWHAW WKINS	T W Hawkins & Sons	2,775.95	0.00	74,245.72
22/05/26	DD220526JSTAYTE	John Stayte Services Ltd	136.18	0.00	74,109.54
22/05/26	DEB220526VIKING	Viking	94.70	0.00	74,014.84
26/05/26	SO260526STAFF	Staff Salaries	10,621.24	0.00	63,393.60
28/05/26	DD280526NEST	NEST	2,584.69	0.00	60,808.91
29/05/26	DD290526WATERP LUS	WaterPlus	64.61	0.00	60,744.30
29/05/26	FPI290526STFC	Stonehouse Town Football Club	0.00	239.43	60,983.73

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
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Bank Account Reconciled Statement

Total debits / credits 195702.79 244.43

Reconciled by David Marsden

Signed _____
Clerk / Responsible Financial Officer

Chair

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
5024		£241.92	1220/3	28/05/26	Abbey Loos - May '26 - Portaloo Hire - Ship Inn Site	85764
5035		£516.00	2050/3	03/06/26	Abbey Loos - 5 x Portaloo Hire - Canal Festival	85895
		£757.92			Abbey Loos - Total	
5038		£2,000.00	1060/1	03/06/26	Citizens Advice - Grant - Approved BC 5th May 2026 B/1011	
		£2,000.00			Citizens Advice - Total	
5016		£600.00	1090/3	21/05/26	Dor2Dor - Delivery of Stonehouse News Summer 2026	2491
		£600.00			Dor2Dor - Total	
5027		£26.40	1080/1	31/05/26	Easy Window Cleaning - June '26 - TH	35368
		£26.40			Easy Window Cleaning - Total	
5021		£640.00	1040/3	27/05/26	██████████ - Design & Artwork - Stonehouse News Issue 61	61
		£640.00			██████████ - Total	
5030		£210.26	1080/2	02/06/26	Gloucestershire County Council - May '26 - Cleaning - TH	1800910095
		£210.26			Gloucestershire County Council - Total	
5018		£100.00	1200	22/05/26	Gloucestershire Playing Fields Association - Membership 26/27	
		£100.00			Gloucestershire Playing Fields Association - Total	
5042		£8,991.70	1210/1	04/06/26	Hiscox Insurance Company Limited - 2026/27 Insurance Renewal	
		£8,991.70			Hiscox Insurance Company Limited - Total	
5026		£322.15	1040/1	01/06/26	Jireh Solutions Ltd - June '26 Contract	35890
		£322.15			Jireh Solutions Ltd - Total	
5043		£554.80	1180/5	04/06/26	Marlyn Home Services - Cladding works to the Pod - BC 5th May '26 B/1012	
		£554.80			Marlyn Home Services - Total	
5013		£360.00	1200	21/05/26	Parish Online - Subscription - 26/27 (Payable to Local Authority Technology)	23UF044-0010
		£360.00			Parish Online - Total	

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
5025		£88.32	1040/5	29/05/26	Prolific Solutions (South West) Ltd - May '26 - Printer TH	12921
		£88.32			Prolific Solutions (South West) Ltd - Total	
5017		£167.11	1020	12/05/26	Sevenside Safety Supplies Ltd - Safety boots, 2 x safety glasses - PC	484900
		£167.11			Sevenside Safety Supplies Ltd - Total	
5014		£32.40	1150/5	30/04/26	Smiths Gloucester LTD - Apr '26 - Waste - Workshop	591477
5044		£32.40	1150/5	04/06/26	Smiths Gloucester LTD - May '26 - Waste - Workshop	596151
		£64.80			Smiths Gloucester LTD - Total	
5036		£1,080.00	1060/1	03/06/26	Stonehouse Community Association - Grant - Approved 2nd March 2026 B/979	
		£1,080.00			Stonehouse Community Association - Total	
5020		£2,775.95	1190/1	26/05/26	T W Hawkins & Sons - May '26 - Contract Mowing	14737
		£2,775.95			T W Hawkins & Sons - Total	
5037		£398.00	1060/1	03/06/26	The Endowed Schools (Stonehouse School Trustees) - Grant - Approved BC 5th May 2026 B/1011	
		£398.00			The Endowed Schools (Stonehouse School Trustees) - Total	
Total		£19,137.41				

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
5019	DEB20052 6FASTHOS TS	£13.20	1040/2	26/05/26	Fasthosts - May '26 Website Hosting	86058021
		£13.20			Fasthosts - Total	
5015	DEB22052 6VIKING	£94.70	1140/6	21/05/26	Viking - Pavilion - hand towels, toilet rolls, wipes, delivery	4410735283
		£94.70			Viking - Total	
Total		£107.90				

Signature _____

Signature _____

Date _____

Purchase Day Book

Showing only	Account type All	Ledger Date before	Ledger Date after	11/05/26
	Supplier	Paid date before	Paid date after	
Type	All	Payment type	Direct Debit	Reference

No.	Date	Invoice no.	Supplier	Details	Heading	Net	Vat type	Vat	Gross	Due	Payment Reference	Paid
5003	14/05/26	12507285	WaterPlus	May '26 - Water - Pod	1180/2	£20.89	Zero Rated	£0.00	£20.89	13/06/26		
5006	19/05/26		Lloyds Bank	May '26 Bank Charges	1090/2	£8.50	Zero Rated	£0.00	£8.50	18/06/26	PAY180526LLO YDS	18/05/26
5011	20/05/26		NEST	May 26	1000/1	£2,584.69	Outside the S	£0.00	£2,584.69	19/06/26	DD280526NES T	28/05/26
5012	20/05/26		Sky Mobile	May '26 CCTV Sim Card Ship Inn Site	1220/3	£13.00	Zero Rated	£0.00	£13.00	19/06/26	DD200526SKY	20/05/26
5022	29/05/26	12584221	WaterPlus	May '26 - Water - Pavilion	1140/2	£152.54	Zero Rated	£0.00	£152.54	28/06/26		
5023	30/05/26	005683893	Peninsula	June '26 - Monthly Contract	1030	£376.13	20% Standard	£75.23	£451.36	29/06/26		
5028	01/06/26		Adobe Systems Software	Subscription 26/27	1200	£104.18	20% Standard	£20.84	£125.02	01/07/26		
5032	01/06/26	03949690	YU Energy	May '26 - Electric - Pod	1180/3	£94.91	5%	£4.75	£99.66	01/07/26		
5033	01/06/26	03949688	YU Energy	May '26 - Electric - Library	1070/3	£53.98	5%	£2.70	£56.68	01/07/26		
5034	01/06/26	03949689	YU Energy	May '26 - Electric - Pavilion	1140/3	£440.23	20% Standard	£88.05	£528.28	01/07/26		
5031	03/06/26	03949687	YU Energy	May '26 - Electric - TH	1070/3	£182.03	5%	£9.10	£191.13	03/07/26		
Total						£4,031.08		£200.67	£4,231.75			

11 Transactions

Purchase Day Book

Showing only	Account type All	Ledger Date before	Ledger Date after	21/04/26
	Supplier	Paid date before	Paid date after	
	Type All	Payment type	Reference	

No.	Date	Invoice no.	Supplier	Details	Heading	Net	Vat type	Vat	Gross	Due	Payment Reference	Paid
5007	19/05/26	25/1018/PP	PATA Payroll	May 26 Payroll with Pension Service	1000/1	£112.75	Outside the S	£0.00	£112.75	18/06/26	SO280526PAT A	08/05/26
5009	19/05/26		Staff Salaries	May 26	1000/1	£10,621.24	Outside the S	£0.00	£10,621.24	18/06/26	SO260526STA FF	26/05/26
2 Transactions						Total			£10,733.99	£0.00	£10,733.99	



Minutes of a Town Business Committee Meeting held on Monday 1st June 2026 at 7pm at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA

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

In Attendance: Carlos Novoth - Town Clerk.

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

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

There were no members of the public present at the meeting

- B/1020** **To vote in the Business Committee Chair**
The current Committee Chair asked committee for a proposal; Cllr John Callinan proposed Theresa Watt continue as Chair; Cllr Theresa Watt stated that she would be willing to continue in post - the proposal was seconded by Cllr Keith Terry. All voted in favour
Committee **RESOLVED** for Cllr Theresa Watt to continue as Chair
- B/1021** **To vote in the Business Committee Vice Chair**
The Chair asked committee for a proposal; Cllr John Callinan proposed Carol Kambites continue as Vice Chair; the proposal was seconded by Cllr Keith Terry. All voted in favour
Committee **RESOLVED** for Cllr Carol Kambites to continue as vice Chair
- B/1022** **To receive apologies**
Apologies were received from Cllr John Parker
- B/1023** **To receive Declarations of Interest**
Cllrs John Callinan and Carol Kambites declared an interest in relation to agenda item B/1028
- B/1024** **To approve the minutes of the Business Committee meetings held on 7th April and 5th May '26.**

Further to amendments to Agenda items B/998, B/1000 and B/1001, Committee **APPROVED** the minutes of the 7th April 2026 as a true and accurate record of the meeting.

Committee also **APPROVED** the minutes of the 5th May 2026 as a true and accurate record of the meeting.

B/1025

Matters arising

- Canal Festival grant application resubmitted to BC following GALC advice
- Insurance company advised of council decision to renew insurance
- Citizens advice, Stonehouse Schools Trust advised on successful grant applications
- Youth pod repairs contractor made aware of decision to pay additional costs
- Meeting yet to be arranged to discuss Financial Risk Assessment
- Officers received input from Peninsula re HR Policies

B/1026

To receive the latest budget position

Committee **NOTED** the latest budget position with Annual Net Expenditure totalling £62701.55; Annual Net Income of £216,982.55 and Reserve movements of £179.50.

Reference was made in relation to cladding works undertaken at the POD but had been miscoded. The clerk stated that he would correct the error.

B/1027

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

Committee **APPROVED** BACS Payments totalling £5,169.42

Committee also **RETROSPECTIVELY APPROVED** Debit Card payments totalling £180.

By agreement with committee, the Chair offered Cllrs John Callinan and Carol Kambites the opportunity to present the Walking Festival grant application and answer questions.

B/1028

To consider and approve a funding grant for:

- **The Walking Festival**

Cllr John Callinan provided an overview of the work undertaken by the band of volunteers including designing walks (including tree walks) for a range of walkers, the development of promotional materials and for leading walks during the full period of the event. The grant would support costs for printing, use of banners, insurance etc.

Questions included whether they received funding from Stonehouse's county councillor last year and how many people benefited from the festival. The response was that, no, the county councillor did not provide financial support for the festival but a small grant was secured from the local services - it was thought that between 450 to 500 people benefited from the festival walks; this included people from outside the town

The Chair thanked both Cllrs Carol Kambites and John Callinan for their input and for supporting local events.

Both cllrs left the meeting at 7.18pm

Committee **APPROVED** the award of the grant of £2,000 in full.

Cllr John Callinan and Carol Kambites returned to the meeting at 7.19pm

- **Canal Festival organised by St Cyr's Church**

Following Business Committee's previous meeting on 5th May '26, the Clerk had made enquiries with GALC (Gloucestershire Association of Local Councils) as to whether the council was able to make a contribution to the local Church in its efforts to organise a community event in Stonehouse for the benefit of local parishioners. The advice is as can be seen in supporting papers; essentially the council may legitimately consider the Church's grant application towards the community canal festival (which is open to all, secular in nature and delivered for the benefit of the wider community) on its own merits. In this instance the church is acting as the lead or accountable body because the original organisers for the event stepped away - other organisations are operating under that umbrella.

Cllrs appreciated the Church taking over responsibility for organising the event which has been gratefully received by the Stonehouse community in the past and adds very much to the development of the canal space for the wider enjoyment of both local residents and visitors over the longer term.

Proposer to approve the grant in full was made by Cllr Carol Kambites and seconded by Cllr Carol Trim; All voted in favour Committee **APPROVED** the award of the £789,60 grant in full - the total consisting of £358 plus vat for the provision of banners and £360 for additional car parking (Wycliffe).

Committee makes this award:

- under the council's General Power of Competence (GPC)
- on the basis that the festival is highly regarded by local residents
- with confidence that the funding will be used solely in support of the festival and that the spent money will be fully accountable

B/1029

To receive and comment on the 4th quarter Internal Control Checks for 2025/26

Two non-conformances were raised - Cllrs not undertaking the required quarterly bank reconciliations and, the signing off of payment lists at the meetings they are agreed at. Cllr John Callinan had only recently undertaken his first quarterly bank reconciliation

check with Cllr Carol Trim and had vouched for the process being accurate and easy to use - he was thankful for the help provided by the Business Support Assistant. There was also mention of a TV bracket purchase and fitting that had not been pre authorised; it was argued that the value of the work did not require pre authorisation and was undertaken to enable the Clerk's office to be used more beneficially for larger meetings - the Clerk had also foregone his desk to accommodate this. There was a question in relation to whether council had authorised the Events Working Group to approve works/purchase of supplies without seeking pre authorisation from either committee or council; it was felt there was some clarity needed; Cllr John Callinan asked whether authorisation was given to all working groups and it was confirmed that it had not. It was confirmed however, that the events working group now seeks approval for all works and services from the (Environment) committee it reports to.

B/1030 **To receive and comment on GALC's (Gloucestershire Association of Local Councils) Internal Audit report for the 2025/26 financial year**
Cllr Carol Kambites thanked Officers for their efforts during the year to ensure a successful audit. The Clerk explained there were no non-conformities only minor observations that the Clerk will take on board.
Committee **NOTED** the outcome of the annual Internal Audit

B/1031 **To recommend for council approval the 2025/26 Year End Accounts, Balance Sheet and Bank Reconciliation**
Cllr John Callinan had commented that the bank reconciliation process he and Carol Trim had followed was impressively easy to use and interrogate and so had full confidence in the Bank Reconciliation document presented.
Committee **RECOMMENDED** the 2025/26 Year End Accounts, Balance Sheet and Bank Reconciliation to Council for approval

B/1032 **To recommend for council approval the Annual Governance Statement for the 2025/26 financial year**
Committee felt they were unable to comment as the documents were not fully completed. The Clerk stated that he had hoped for the internal audit section to have been provided in time but apologised for the fact that it hadn't.
Committee agreed that the full document should be presented to full council for consideration with the aim of approving the document if it felt all the relevant information had been provided by the date of the meeting.

B/1033 **To recommend for council approval and signing of the 2025/26 Accounting Statements by Resolution.**

Cllr Carol Kambites highlighted the fact that the figures provided in the accounting statements of the AGAR for 2025/26 did not directly tie in with the end of year budget report. The Clerk said he would look into this in time for the meeting of Full council.

Committee agreed that the accounting statement could not be recommended for approval at committee without a response to the query being raised - it was however recommended that the completed document be presenting to full council for consideration and approval provided it can be supported with the relevant information.

B/1034 **To recommend for council approval dates for the ‘Exercise of Public Rights’**

The dates proposed for the ‘Exercise of Public Rights’ Recommended the following dates for council approval:

- Date of announcement - Tuesday 16th June ‘26
- Period the council’s accounts for the 2025/26 financial year will be made available for public viewing :
from Wednesday 17th June ’26 to Tuesday 28th July ‘26

B/1035 **To approve the award of a contract for the removal of Himalayan Balsam from Stagholt Brook**

Committee recognised Officer’s efforts to seek quotations for this work and the fact that only one could be secured - other companies either confirmed they did not have the resources or did not respond at all. Although officers could only secure a single quotation, it was acknowledged that the work was urgent and time limited and as such, Committee **APPROVED** the award of the contract to remove the Himalayan Balsam from Stagholt Brook at a cost of £2,367.50 plus vat to JPR Environmental.

There was a question in relation to the material’s proposed disposal - it was confirmed that the material would be left on the top of the banks to rot down naturally.

B/1036 **To review the council’s Earmarked and General Reserves**

The Clerk had at a late stage identified certain aspects of the reserves report that he was unhappy with and suggested he look into this before resubmitting it for consideration.

B/1037 **To approve a new task and finish group to review the Saturday Market**

It was felt that it would be helpful to review the town’s market to include charges, how it is run, whether the process officers are currently engaged with can be streamlined etc.

Committee **RESOLVED** to approve a new task and finish working group to review the Saturday Market with a view to reporting back its findings and recommendations to Business Committee at a later date.

It was **AGREED** that Cllrs Keith Terry, Val Randell and Theresa Watt form this group.

B/1038 To consider a written request by ‘Hope for Tomorrow Cancer Care Charity’ to locate one or more textile banks on Town council land Whilst Committee felt it was a worthwhile approach to reusing old clothes and for the Charity to secure additional funding, it was recognised that without the requisite monitoring and speedy reaction to problems such as flytipping from the provider, placing a textile bank on council land would create significant issues, the cost of which would far outweigh the benefits to the Charity. Committee would **NOT RECOMMEND** to council, the use of council land at Oldends Lane to house a textile bank

B/1039 To receive ‘The Door’s’ 4th Quarter report for 2025/26
Committee RECEIVED the report

B/1040 To receive an update from HR Sub Committee
The Chair of HR Sub Committee provided an overview of the recent HR meeting:
General staffing - staff have been working well with no issues. Staff are generally happy and work productively as a team.
A number of HR Policies have been directed to Peninsula for review - these are to be presented to the next Business Committee meeting with their feedback for consideration.
The council’s Health and Safety consultant has recently visited the town council and undertook an audit of its processes to ensure compliance. Three recommendations for improvement were made; these are being dealt with by Officers.
Staff appraisals have almost been completed for the current year; the final appraisal is due later this week.
Officers are considering options for supporting grounds staff during the planter watering period. An extraordinary HR Sub Committee meeting is to be held on Monday 8th June to discuss this.

B/1041 To receive updates from the following working groups:

1. **Climate Change Action Forum**
The working group are to set a date for the next meeting
2. **Communications**
The working group are to set a date for the next meeting
3. **Oldends Lane Development**
The working group is waiting to complete minutes of last meeting that will include a recommendation - they are looking at the site holistically and not just resurfacing works - look to maximise Pavilion use as STFC is almost the sole user
4. **Support Stonehouse**
Date set for next meeting - early autumn - 16th Sept ’26 - 2pm at APT
5. **Youth**

Had quarterly meeting - The door needs a printer - possibly funded from Mayor's allowance, bike lockup shed and repair of pool table - they would like the council to consider providing a youth shelter where the metal container used to be located

6. Policy

The Clerk asked if the Policy working group could try and programme the policy reviews during the course of the year to allow; this to be considered

7. Internal Control Checks (ICC)

Keith Terry to arrange meeting with David Drew to determine the next ICC check

8. Local Government Review

There is concern in relation to the district council's ability to transfer land and other assets, or even discuss transfers to town and parish councils prior to the establishment of the new authority/ies. It was felt that the town council needed to prepare itself for when discussions could take place - the town council's needs/wants need to be discussed at both committees and taken to full town council for consideration - it was felt that this work needed to be started immediately

B/1042

To note the date of the next meeting - Monday 6th July 2026
Committee NOTED the date of the next meeting.



Stonehouse PARISH/TOWN COUNCIL
Internal auditor's report for the year ended 31 March 2026
Name of Auditor: Ruth Waller

GAPTC internal audits comply with the proper practices outlined in the Governance & Accountability for Smaller Authorities – A Practitioners' Guide and the Accounts and Audit Regulations 2015.

The GAPTC internal audit reviews and reports on whether the systems of financial and other internal controls over its activities and operating procedures are effective. The audit tests a variety of documents, including agendas and minutes, policies, insurance and risk management processes, to ensure Council meets the requirements set out in the Annual Internal Audit Report in the Annual Governance & Accountability Return. The internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

Our auditors are independent of the Council and are competent to be able to carry out the requirements of the internal audit service.

NOTE The auditor will complete the Annual Internal Audit Report (AIAR) page on the Annual Governance & Accountability Return (AGAR). The AIAR informs the Annual Governance Statement (AGS) assertions on the AGAR, so when council reviews the AGS, the responses must reflect the AIAR report.

1. Governance and Policies

Ref	Test	Yes, No or N/A	Evidence	Internal Auditor's comments/recommendations	Has Council complied with relevant AGS assertion? Yes/No
1	Have Financial Regulations been a) tailored to	Yes	Published on website Policies & Key Documents		Assertion 1 Yes

	council? b) reviewed using the most recent version? c) minuted? (Objective B)	Yes Yes	 Stonehouse Town Council Minute Number: TC3541		
2	Have Standing Orders been a) tailored to council? b) reviewed using the most recent version? c) minuted?	Yes Yes Yes	Published on website Policies & Key Documents Stonehouse Town Council Minute ref: TC3523	May minutes deferred a decision. Adopted in November 2025. To provide clarity, this should have had a separate agenda item although I appreciate it was a recommendation from a Committee to adopt the SO's.	Assertion 1 Yes
3	Code of conduct reviewed in the last 2/3 years?	Yes	Policies & Key Documents Stonehouse Town Council Minute ref: TC3541	Policy states it was adopted in December 2025. Recommend adding minute reference numbers on policies and documents	Assertion 3 Yes

2. Finance and Accounting

Ref	Test	Yes, No or N/A	Evidence	Internal Auditor's comments/recommendations	Has Council complied with relevant AGS assertion? Yes/No
4	Bank reconciliations are considered by Council? (Objective I)	Yes	Signed copies of bank reconciliations provided		Assertion 2 Yes
5	VAT claims have been submitted and	Yes	3 rd Quarter VAT return seen		Assertion 1 Yes

	are up to date (objective E)				
6	S137 a) is there a separate account for payments? b) are totals within statutory limits? (objective A)	N/A			Assertions 1&3 N/A
7	Is there an annual council authorisation of Direct Debit list and Standing Orders? (Objective B)	Yes	Minute ref: TC3398	Recommend this should be a separate agenda item and minute reference	Assertion 2 Yes
8	Cashbook provided and random sample checked. Give details at Annex A.	Yes		Sample pro-forma provided separately	Assertion 2 Yes
9	Internal controls a) policy in place? b) evidence checks took place as per Council's Fin Regs/Standing Orders (Objective B)	a) Yes b) Yes	Internal Control seen by Auditor.		Assertion 2 Yes
10	Was budget for 25-26 a) prepared? b) adopted by Full Council? c) Were the	a) Yes b) Yes c) Yes d) Yes	Minutes 20 January 2025 Minute ref: TC 3371	d) Transfer amounts from general reserves to earmarked reserves are minuted but there is no explanation minuted as to why the general reserve balance is appropriate.	Assertion 1 Yes

	<p>earmarked reserves identified?</p> <p>d) Were the general reserves reasonable?</p> <p>f) Was precept calculated and approved? (Objective D)</p>	Yes	Minute TC3372 for 2025/26	<p>It would also be helpful to understand why unspent earmarked reserves from the previous year/s are being kept.</p> <p>Precept was calculated and minuted separately.</p>	
11	<p>Were end of year accounting statements prepared?</p> <p>a)prepared?</p> <p>b)match cashbook?</p> <p>c)supported by report?</p>	<p>a)YES</p> <p>b) Yes</p> <p>c)Yes</p>	<p>Report presented to Council Approved 19 May 2025</p> <p>Minute Ref: TC3431</p> <p>Cashbook seen by Auditor</p>		<p>Assertion 6</p> <p>Yes</p>
12	<p>Did the council periodically compare budget vs spend (as detailed in the FRs)? (Objective D)</p>	Yes	<p>Monthly minutes</p> <p>Budget report provided at each meeting</p>		<p>Assertion 1</p> <p>Yes</p>
13	<p>Was Petty Cash expenditure approved?</p> <p>a) Approved?</p> <p>b) supported by receipts?</p> <p>c) VAT accounted for? (Objective F)</p>	N/A			<p>Assertion 1</p> <p>N/A</p>
14	<p>Was Insurance policy reviewed to ensure</p>	Yes	Minute TC3435	Auditor recommends that Council agrees that the cover is appropriate as well as agreeing	<p>Assertion 5</p> <p>Yes</p>

	still fit for purpose? (Objective C)			the premium. This should be completed in conjunction with the asset register	
	<i>Note Councils have not been asked to submit any information on burials. Auditor to check sample if appropriate.</i>				

3. Payroll and Employment

Ref	Test	Yes, No or N/A	Evidence	Internal Auditor's comments/recommendations	Has Council complied with relevant AGS assertion? Yes/No
15	Do all staff have a NALC contract of employment? Copy seen by auditor? <i>Note to auditor checklist asks for 'clerical'. Use judgement if this is not appropriate</i>	Yes	Sample contract seen, which although not standard NALC contract has the same principles		Assertion 3 Yes
16	Has Council's PAYE / NIC been properly dealt with	Yes	P32 seen by Auditor		Assertion 3 Yes

	(including year-end procedures)? P32 seen (if relevant)? (Objective G)				
16a	<i>Note to auditor. Councils not required to provide evidence but check that Council has met pension obligations</i>				Assertion 2 Not checked

4. Transparency and Public Rights

Ref	Test	Yes, No or N/A	Evidence	Internal Auditor's comments/recommendations	Has Council complied with relevant AGS assertion? Yes/No
17	Are all sections of the 24/25 AGAR published on the website? (Objective L/N)	Yes	Published on website Accounts & Reports Stonehouse Town Council		Assertion 3 Yes
18	Did council correctly provide for the exercise of public	Yes	Notice published on website Exercise-of-Public-Rights.pdf		Assertion 4 Yes

	rights? (Objective M)				
19	24/25 internal (and if relevant external) audit report/s reviewed by council and action taken where recommended? If relevant is exemption from external audit form on web site and correctly minuted?	Yes	Report published on website Accounts & Reports Stonehouse Town Council TC3430 notes report but there is no action relating to recommendation on internal controls		Assertion 7 Yes

5. Digital and Data Compliance, IT Controls and Data Management

20	Does the Council use a Gov.uk Domain and email addresses? The Council uses at least one generic email address hosted on a council-owned domain e.g clerk@abc.parishcouncil.gov.uk <ul style="list-style-type: none"> • Yes • No 	Yes			Assertion 10 Yes
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	<p>Note: There is no legal requirement for this to be a .gov.uk address yet, though that is recommended as best practice, a .org.uk address is also acceptable. It's the .co.uk, and .com addresses that are not acceptable</p>				
	<p>The Council's website meets the Public Sector Bodies (Website and Mobile Applications) Accessibility Regulations 2018 Rights and the Web Content Accessibility Guidelines (WCAG) 2.2 AA</p> <ul style="list-style-type: none"> • Yes • Partially • No <p>Provision of a link to Council published Accessibility Statement and Publication Scheme</p>	<p>Partially</p> <p>yes</p>			
20a	The council has	Yes	STC-IT-Policy-March-		Assertion 10

	adopted a formal IT Policy covering secure and lawful use of IT systems and Data Protection Policy		2026.pdf		Yes
	Note to Auditor: <i>If no to any of above, can Council show they are aware of their responsibilities and are working towards complying with Assertion 10 requirements in full? (See IA (Jan. 26) Associated Briefing Notes)</i>	N/a			Assertion 10

5. Additional information – if relevant

Ref	Test	Yes, No or N/A	Evidence	Internal Auditor's comments/recommendations	Has Council complied with relevant AGS assertion? Yes/No
21	Has the General Power of Competence been adopted?	Yes	Minutes TC3428	Qualified Clerk and adequate number of Elected Cllrs	Assertion 3 Yes
22	Have assets a) been inspected for risk? b) any actions	a) Yes	Samples of weekly inspection forms and tree survey reports		Assertion 5 Yes

	undertaken and recorded? (Objective C)	b)Yes	Issues reported to Council and appropriate action taken		
23	Is asset register a) reviewed regularly? (Objective H) b) published on website? (Objective L)	a) Yes b)Yes	annually https://stonehousetowncouncil.gov.uk/wp-content/uploads/2026/03/DOC120326-12032026163231.pdf		Assertion 5 Yes
24	Risk Management policy a) adopted? b) reviewed annually by Council? (Objective C)	a) Yes b) Yes	STC-Risk-Management-Policy-Dec-2025.pdf Due for review on Dec 26		Assertion 5 Yes
25	Have items/ services been competitively purchased in accordance with Financial and/or Procurement Regulations?	Yes	Three quotes obtained where required.		Assertion 2 Yes
26	Is the Council a Managing Trustee? a)charity name b)charity number c) Copy of 24/25 AGM minutes seen (Objective O)	a) Yes b) 301622 c) Yes			Assertion 9 Yes

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/25 and 31/03/26 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

CCLA	£364,140.99
Petty Cash	£0.00
Stonehouse Town Council	£69,929.10

Short Term Investment Accounts

Barclays	£0.00
Cambridge	£85,000.00
Charity Bank	£82,177.07
Lloyds Business Instant	£0.00
Melton Building Society	£85,000.00
Nationwide	£94,465.63
NatWest	£0.00
Total	<u>£780,712.79</u>

RECEIPTS	Net	Vat	Gross
Town Business Committee	£494,231.57	£18.98	£494,250.55
Town Environment Committee	£4,016.31	£108.00	£4,124.31
Total Receipts	<u>£498,247.88</u>	<u>£126.98</u>	<u>£498,374.86</u>
PAYMENTS	Net	Vat	Gross
Town Business Committee	£445,689.92	£15,706.85	£461,396.77
Town Environment Committee	£69,647.70	£11,838.93	£81,486.63
Total Payments	<u>£515,337.62</u>	<u>£27,545.78</u>	<u>£542,883.40</u>

Closing Balances at 31/03/26

Ordinary Accounts

CCLA	£312,257.80
Petty Cash	£0.00
Stonehouse Town Council	£71,447.91
	<u>£383,705.71</u>

Short Term Investment Accounts

Barclays	£0.00
Cambridge	£85,000.00
Charity Bank	£84,718.72
Lloyds Business Instant	£0.00
Melton Building Society	£85,000.00
Nationwide	£97,779.82
NatWest	£0.00
	<u>£352,498.54</u>
Total	<u>£736,204.25</u>

Reserve Balances

Bank Reconciliation

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 in the column headed "Year ending 31 March" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis.

Name of smaller authority: Stonehouse Town Council

County area (local Councils and Parish meetings only):

Financial year ending 31/03/26

Prepared by (Name and role): Carlos Novoth

Date: 21/04/26

Balance per bank statements as at 31/03/26	£	£
Barclays	£0.00	
Cambridge	£85,000.00	
CCLA	£312,257.80	
Charity Bank	£84,718.72	
Lloyds Business Instant	£0.00	
Melton Building Society	£85,000.00	
Nationwide	£97,779.82	
NatWest	£0.00	
Stonehouse Town Council	£71,447.91	
		£736,204.25
Petty Cash		£0.00
Less: any unrepresented cheques		£0.00
Add: any uncleared effects		£0.00
Net balances as at 31/03/26 (Box 8)		£736,204.25

Signed _____

Date _____

Consolidated Balance Sheet

Unaudited

31/03/25

31/03/26

£

£

Current assets

346,642.70	Investments	352,498.54
0.00	Investment	0.00
0.00	Stocks	0.00
12,489.48	VAT Recoverable	7,092.77
3,200.00	Debtors	1,247.81
0.00	Payment in Advance	0.00
434,070.09	Cash in Hand & at Bank	383,705.71
796,402.27	TOTAL CURRENT ASSETS	744,544.83
796,402.27	TOTAL ASSETS	744,544.83

Current liabilities

0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
31,676.22	Creditors	17,595.25
0.00	Receipts in Advance	0.00
31,676.22	TOTAL CURRENT LIABILITIES	17,595.25
764,726.05	TOTAL ASSETS LESS CURRENT LIABILITIES	726,949.58
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
764,726.05	NET ASSETS	726,949.58

Represented by

-47,312.13	General Fund	-22,716.41
56,204.71	General Reserve (Contingency)	100,650.62
53,056.00	Replacement Recreation Land	53,056.00
19,161.13	Asset Renewal Reserve	15,661.96
7,791.59	Elections	0.30
399,475.00	Community Facilities	303,439.43
5,000.00	Street Furniture	5,000.00
-16,876.28	Oldends Lane Seage Development	0.00
3,522.00	Replacement vehicle	0.00
17,657.50	Mowers & Equipment	0.00
13,000.00	Neighbourhood Plan Review	13,000.00
651.27	Stroud DC Tourism Grants 2019	651.27
43,325.00	Stroud District Council Market Towns Initiative Funding	43,325.00
0.00	GWR Cycle Shelter	10,000.00
	Community Infrastructure Levy	
7,532.46	CIL	7,532.46
16,000.00	Bus shelter replacement & repairs	16,000.00

Consolidated Balance Sheet

Unaudited

31/03/25		31/03/26
£		£
16,000.00	Meadow Road Play area refurbishment	16,000.00
0.00	Stagholt Brook Repairs	10,000.00
	Laburnum Recreation Field	
1,608.34	Laburnum Recreation Field Trees and Wildflower seeds	0.00
	GCC Build Back Better Fund	
1,250.00	GCC Build Back Better Fund	0.00
	Welcome Back Funding	
1,115.00	Welcome Back Funding	0.00
	Stagholt	
40,787.67	Stagholt	40,187.67
	Court View	
30,000.00	Court View	20,000.00
	Tourism Market Towns	
1,010.00	Tourism Market Towns	1,010.00
	Railway station	
10,000.00	Stroudwater Railway station	10,000.00
30,000.00	Homestart Grant	30,000.00
5,000.00	Support Stonehouse	0.00
7,322.02	In Bloom Planting display	1,978.48
2,000.00	Canal Spring Festival	2,000.00
10,944.77	Ship Inn Site	3,953.25
4,000.00	Climate change	4,000.00
3,000.00	Christmas Lighting	7,219.55
	SCA	
12,500.00	Stonehouse Community Association	5,000.00
	Verney Fields	
10,000.00	Verney Fields	10,000.00
0.00	Ship Inn site - financial operational support 2026/27	5,000.00
0.00	Ship Inn site - financial operational support 2027/28	7,500.00
0.00	Ship Inn site - financial operational support 2028/29	7,500.00
0.00	LONG TERM Investment Bank Accounts	0.00
0.00	Liability Reserves e.g. deposits	0.00
<hr/>		<hr/>
764,726.05		726,949.58
812,038.18	Reserves total excluding general fund and liabilities	749,665.99
0.00	Reserves total of liabilities e.g. deposits	0.00
-47,312.13	General fund total	-22,716.41
764,726.05		726,949.58
<hr/>		<hr/>
	Notes:	
0.00	Long Term Borrowing	0.00

Signed _____

Chairman

Date

AUDIT OPINION

Responsible Financial Officer

WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The [Local Audit and Accountability Act 2014](#) and the [Accounts and Audit Regulations 2015](#) require that:

- 1) The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
- 2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
- 3) The responsible financial officer for a relevant authority must, on behalf of that authority, publish (**which must include publication on the authority's website**):
 - a) the Accounting Statements (i.e. Section 2 of either Form 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:
 - i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;
 - ii) the Annual Governance Statement (i.e. Section 1 of either Form 2 or Form 3, whichever is relevant, of the AGAR); and
 - b) a statement that sets out—
 - i) the period for the exercise of public rights;
 - ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
 - iii) the name and address of the local auditor;
 - iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

HOW DO YOU DO IT?

- 1) You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and publish (**including publication on the smaller authority's website**) the following documents, the day before the public rights period commences:
 - a) the approved Sections 1 and 2 of either Form 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
 - b) the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following suggested dates: Wednesday 3 June – Tuesday 14 July 2026. (The latest possible dates that comply with the statutory requirements are Wednesday 1 July – Tuesday 11 August 2026); and
 - c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Where the authority has answered 'No' to any assertions on Section 1, as stated on the face of Section 1 of the AGAR, a sufficiently detailed explanation of the reasons must be published with the AGAR on the authority's website.

Smaller authority name: _____

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement_Tuesday 16th June 2026 (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:</p> <p>(b) CARLOS NOVOTH: TOWN CLERK/RFO; TOWN HALL, 1 QUEENS ROAD, STONEHOUSE. GLOS TEL NO: 01453 822070 EMAIL: townclerk@stonehousetowncouncil.gov.uk</p> <p>commencing on (c) __Wednesday 17th June 2026 __</p> <p>and ending on (d) __Tuesday 28th July 2026 __</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2024. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 30 Churchill Place London E14 5RE (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) _CARLOS NOVOTH TOWN CLERK AND RFO</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and exactly 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2026 for 2025/26 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication Local authority accounts: A guide to your rights are available from the NAO website.	If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the <i>Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return</i> .
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Checked against provisions of Financial Regulations adopted by the council at its meeting held on 8th December 2025 (Minute Number TC3541) – Next Review (May 2026).

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements as evidence of this. This activity, including any exceptions, shall be reported to and noted by council.

NON CONFORMANCE – There had been no reconciliation by either Cllr Trim or Cllr Callinan. See TC3523 November 2025

2.7 Last backup **DATE**

TC “Automatic backups are part of Accounts package”

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council. The RFO will inform committees of any salary implications before they consider their draft budgets. **“This process is undertaken each year during the budget setting process by HR Sub Committee and recommendations put forward to both Business Committee and Full Town Council for approval prior to setting the council’s Precept” See B/902 September 2025 and TC3491**

5.8. For contracts greater than £3,000 excluding VAT the Clerk/RFO shall seek at least 3 fixed-price quotes

TC commented “Examples of expenditure over £3,000 are provided in the council’s Transparency Code Information as approved by full town council in March 2026 (Copy sent to Cllr Keith Terry 1st April 2026)”. True but that does not provide a record of quotations obtained or note the relevant Agenda item numbers.

It appears there were 8 transactions exceeding £3k over April 2025 to Feb 2026. Of those 3 have been identified and checked by reference to meeting papers:

Allaboutplay E/959, 3 quotations obtained and detailed

Marlyn Home Service B/912 Only 2 contractors expressed interest in quoting

Gallaghers B/858 A 3-year contract was agreed in 2024 and remains in force. (Author can recall competitive quotations were obtained before that contract was placed).

5.15. A duly delegated committee of the council or nominated working group for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT.

(Any examples of this?) “Whilst the Financial regulations allow for a nominated working group to spend the council’s money, no decision has yet been made by council as to which working group has been given authorisation to do so. To date, no working groups have formally been allowed to spend the council’s money”

5.20. An official order or letter shall be issued for all work, goods and services above £1,000 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

TC “Purchase orders are not normally raised for standard items of expenditure. Where suppliers have requested confirmation of the council’s intentions to agree to a contract for goods or services, this is normally done by way of a simple email”.

OBSERVATION with no (apparent) Ts and Cs of it’s own, Council should be vigilant in not accepting unreasonable Ts and Cs of any vendor.

6. Banking and payments 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with several institutions including ‘Churches, Charities and Local Government (CCLA)’, ‘Lloyds Banks’, ‘Charity Bank’, ‘Cambridge Building Society’, ‘Melton Building Society’, ‘Nationwide Building Society’. **The arrangements shall be reviewed annually for security and efficiency.**

“Council’s investments are considered annually through a review of its Investment Strategy”
Investment Strategy 2025 Approved December 2025 TC3541.

Note also: B/857 updated Financial Risk Assessment May 2025

OBSERVATION (Author has been unable to find any record of acceptance by FTC)

6.2. The council must have safe and efficient arrangements for making online BACS payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council’s bank

See 7.5 and 7.6 below (evidence of dual authorisation of (electronic) payment. Cheques no longer in use

6.3. All invoices for payment should be examined for arithmetical accuracy, TC “this is undertaken by the council’s Business Support Officers when processing invoices – accuracy will on occasions be checked by the RFO or Deputy Clerk when authorising invoices for payment” analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. TC “Officers carry out regular reviews of expenditure and income coding and appropriate measures taken to correct any found to be miscoded”

6.6. For each financial year the RFO **may** draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council **may** authorise in advance for the year.

B/828 & TC3402 “To recommend for council approval the list of organisations and individuals to be paid through either Standing Order or Variable Direct Debit in 2025/26” (List included in Papers)

6.7. A list of such payments **shall** be reported to the next appropriate meeting of the council or Business Committee for information only.

Observation: None identified in three months BC Minutes (Jan, Feb, Mar 2026)

6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, (relevant invoices to be made available upon request to the council or Business committee). The council or Business committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised

schedule shall be **initialled** immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

NON CONFORMANCE: TC” This (initialling is not being done albeit, a copy of the approved payment list is held with the minutes of the meeting and both are signed for once agreed at the following meeting – in addition, the council’s records will show the actual payment list details in case there is a need to ensure clarity”.

7.3. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to all five authorised signatories.

Deputy Clerk showed email addressed dated 20.03 sending list of payments to the 5 signatories

7.5. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

As for 7.6 below

7.6. Evidence shall be retained showing which members approved the payment online for audit purposes.

Payments randomly selected

4863 Plants for SiB, Pound Farm Shop Approved by Cllrs Kambites and Curtis

4862 Dog Bins (disposal) Approved by Cllrs Kambites and Curtis

4856 Certification Fee Approved by Cllrs Kambites and Curtis

4864 Stroud Alarms (Batteries) Approved by Cllrs Kambites and Curtis

(Cllr Watt absent)

7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised signatories. **The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.**

Council reviews the list of Standing Orders and variable Direct Debits each year see 6.6 above

7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker’s standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker’s standing order shall be reviewed by the council at least every two years.

TC “Council reviews the list of Standing Orders and variable Direct Debits each year. Any changes to the Standing Orders require online authorisation by two signatories”

8.2 A signatory having a family or business relationship with the beneficiary of a payment shall not, under any circumstances, be a signatory to that payment

Observation: While the Clerk assures that signatories are aware of the requirement this provision seems relevant to any payment. (Cheques are no longer in use).

9.1. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or Business committee in writing before any order is placed.

Transactions for Dec 2025, Jan, Feb and March 2026 were checked.

OBSERVATION

- i Without a reconciliation (2.6 above) it may be possible for payments to go unreported(?)
- ii Given there are detailed approval protocols for expenses such as Crimestopper leaflets (total £200) was the expenditure of £229.99 on Wall bracket for TV subject to any sort of scrutiny or approval?

15. Assets, properties and estates 15.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

Originals of all Deeds are kept in the strong room of a local Solicitor (unnamed).

Does that include that of the Community Centre? Yes

Keith Terry / 15 April 2026

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.

2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:

- The Annual Internal Audit Report **must** be completed by the authority's internal auditor.
- Sections 1 and 2 **must** be completed and approved by the authority.
- Section 3 is completed by the external auditor and will be returned to the authority.

3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage before 1 July 2026.

4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) no later than 30 June 2026. Reminder letters will incur a charge of £40 +VAT:

- the Annual Governance and Accountability Return Sections 1 and 2, together with
- a bank reconciliation as at 31 March 2026
- an explanation of any significant year on year variances in the accounting statements
- notification of the commencement date of the period for the exercise of public rights
- Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return Section 1, Section 2 and Section 3 – External Auditor Report and Certificate will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- Section 1 - Annual Governance Statement 2025/26 approved and signed, page 4
- Section 2 - Accounting Statements 2025/26 approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2026 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2025/26

STONEHOUSE TOWN COUNCIL

<https://stonehousetowncouncil.gov.uk>

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			no petty cash
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓ N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).


Date(s) internal audit undertaken

05/05/2026 19/05/2026

Name of person who carried out the internal audit

RUTH WALLER

Signature of person who carried out the internal audit



Date

22/05/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed			Yes* means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
	✓			
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

Section 2 – Accounting Statements 2025/26 for

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	860,420	764,726	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	383,870	410,133	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	74,639	53,347	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	213,346	213,008	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	340,857	288,248	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	764,726	726,949	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	780,712	736,204	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,553,562	1,571,578	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is not a full statutory audit, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We **certify/do not certify*** that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date



Minutes of a meeting of the Town Environment Committee held on Monday 8th June, 7pm at Stonehouse Library, High Street, Stonehouse GL10 2NG

Present:

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

Also present:

Jacqui Sanders (Deputy Clerk),
One member of the public

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

The Chair welcomed a member of the public and invited them to address the meeting.

The speaker expressed disappointment at the lack of a fully accessible play area in Stonehouse for her disabled grandchild, with particular reference to the facility at Oldends Lane.

She also raised concerns regarding road safety on Oldends Lane, suggesting that it should be designated as a 20mph zone and noting the absence of traffic lights or a pedestrian crossing.

Cllr Macgregor advised that Stonehouse Town Council has previously written to Gloucestershire County Council and continues to campaign for the introduction of a 20mph zone throughout Stonehouse. However, he noted that the town has not been included in the first wave of identified areas, although efforts to pursue this will continue.

E/1057 To vote in the Environment Committee Chair

Cllr John Parker proposed Deborah Curtis continue as Chair; the proposal was seconded by Cllr Simon Macgregor. All voted in favour.
Cllr Deborah Curtis was elected as Committee Chair

E/1058 To vote in the Environment Committee Vice Chair

Cllr Keren Capeling proposed Cllr Keith Creighton continue as Vice-Chair; the proposal was seconded by Cllr Marcus Dixon. All voted in favour. Cllr Keith Crieghton was elected as Committee Vice-Chair.

E/1059 To receive apologies.

No apologies were received.

E/1060 Declarations of Interest

Cllr Capeling declared an interest in item E/1066.

E/1061 To approve the minutes of the Town Environment Committee meeting held on Monday 11th May.

Committee APPROVED the Minutes as a true and accurate record of the meeting.

E/1062 To receive the latest updated Environment Budget.

Committee NOTED the updated report showing a total 'Actual Net' Income of £55.00; 'Actual Net' Expenditure of £6,005.48 and Reserve Expenditure of £0.

E/1063 To agree a response regarding the potential development of Harper's Field.

Committee AGREED the following response to the owner of Harper's Field, regarding the potential development of the site:

Thank you for taking the time to visit Stonehouse Town Council on 20 January to share your initial ideas for Harper's Field. Councillors and officers appreciated the opportunity to meet with you.

The Council awaits submission of a planning application and looks forward to reviewing and discussing your proposals in more detail as they develop.

E/1064 To note the recent ROSPA Play Inspection report.

Committee noted the officer's update and look forward to seeing the report in due course.

E/1065 To receive the following recommendation from the Recreation Working Group:

To recommend for Full Council approval that Oldends Lane is the preferred site for play area improvement.

The Committee discussed this recommendation at length.

It was noted that in 2016 Stonehouse Town Council planned to introduce accessible play equipment in all play areas. Since that time, improvements have been made at Laburnum and Oldends Lane. Meadow Park, which currently has no accessible play equipment, had previously been identified as the next site for development.

Members discussed the rationale for prioritising particular locations. It was argued that prioritising a site solely based on proximity to parking is not appropriate, as accessibility also relates to the proximity of facilities to residential areas. Requiring users to travel by car to access appropriate equipment was considered unfair, particularly where local parks could be

upgraded to meet need. It was noted that the Town Council is responsible for five play areas in Stonehouse. It was therefore suggested that a more balanced approach would be to provide accessible equipment across all play areas.

Whilst one councillor expressed a preference for focusing investment at Oldends Lane, it was also noted that this site has benefited from significant previous investment. Another councillor emphasised that future development should take into account both need and the distribution of past expenditure, with Meadow Park identified as a priority on this basis.

The Committee also highlighted the importance of considering wider accessibility, including pathways and associated facilities such as basketball courts, rather than focusing solely on individual items of play equipment. Concern was expressed that decisions may be being progressed without sufficient engagement with the community. One suggestion was that the Recreation Group should adopt a more comprehensive approach, reviewing all play areas and identifying opportunities to increase overall usage. Finally, Members stressed that funding sources should be identified and confirmed before any firm decisions are taken.

Committee ADVISED that the Recreation Working Group and the Community Arboretum and Open Spaces Working Group meet to discuss a strategy for future improvements to the play areas.

E/1066 To receive the following recommendation from the Transport & Highways Working Group:

That Jenny Jones be invited to join the Transport & Highways Working Group, as a member of the public.

Committee APPROVED that Jenny Jones be invited to join the Transport & Highways Working Group, as a member of the public.

E/1067 To comment on recent Planning Applications

S.26/0852 Stroudwater Canal. Ryeford, Stonehouse
Installation of a fish pass.
Comment: No objections.

Cllr Curtis and Dixon declared an interest in the following planning application:

S.26/0855/TCA Site of Former Ship Inn, Bristol Road, Stonehouse
Willow tree - fell
Comment: No objections. Cllrs Curtis and Dixon did not vote.

S.26/0875/LBC 19 High Street, Stonehouse
Installation of an electric vehicle charging unit.
Comment: No objections.

S.26/0974/TCA Kellaway Building Supplies, Ryeford Industrial Estate, Ryeford
Removal of ash tree.

Comment: No objections.

E/1068 To receive a report on planning decisions received from Stroud District Council.

S.26/0630/HHOLD 48 Cotswold Green, Stonehouse
Erection of a single storey front extension.
PERMITTED

S.26/0597/TPO The Grove, Browns Lane, Stonehouse
T23 Oak tree- Crown reduce by up to 4m in height and 2m laterally.
REFUSED

S.26/0730/CM The Elms, Elm Road, Stonehouse
Consultations on planning application 26/0017/STR3MJ - proposed 3 storey care home comprising of 80no bedrooms & café area with associated car parking & landscaped gardens.
NO OBJECTIONS

E/1069 To receive Working Groups updates.

- **Stroudwater (Bristol Road) Station**
Not met.
- **Transport and Highways**
Met. Minutes included in supporting papers.
- **Public Rights of Way**
Not met.
- **Recreation.**
Met. Minutes included in supporting papers.
- **Canal Rejuvenation**
Not met.
- **Court View**
Not met.
- **Community Arboretum and Open Spaces.**
Not met.
- **Events**
Not met.

**E/1070 Date of next Environment Committee meeting: Monday 13th July 2026.
Committee NOTED the date of the next meeting.**