



To Members of the Town Business Committee

You are hereby summoned to attend a meeting of the Committee to be held Monday 6th July 2026 at 7pm at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA

Committee Members:

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

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

Carlos Novoth

Town Clerk

29th June 2026

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

A G E N D A

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|----------------------|--|
| <u>B/1044</u> | To receive apologies |
| <u>B/1045</u> | To receive Declarations of Interest |
| <u>B/1046</u> | To approve the minutes of the Business Committee meeting on 1 st June '26. |
| <u>B/1047</u> | Matters arising |
| <u>B/1048</u> | To receive a letter of Thanks from the 'Great Western Air Ambulance Charity' (GWAAC) for the town council's financial contribution towards the provision of its services |
| <u>B/1049</u> | To receive the latest budget position |
| <u>B/1050</u> | To approve the latest BACS payment list and provide retrospective approval for Debit Card Payments |
| <u>B/1051</u> | To approve payment from earmarked reserves to Stonehouse Community Association for the cost of a tree survey |
| <u>B/1052</u> | To review the council's current Financial Reserves and recommend any suggested changes to full council for approval |
| <u>B/1053</u> | To review the council's Financial Risk Assessment for 2026 and recommend changes to full council for approval |

- B/1054** To approve the award of contract to undertake Fire Risk Assessments for the Pavilion, Workshop and Pod buildings
- B/1055** To approve the award of contract to undertake an EICR (Electrical Installation Condition Report) inspection on the Council's Pavilion, Pod and Workshop buildings
- B/1056** To receive an update on Assertion 10 (Digital Compliance) of the Annual Governance and Accountability Return (AGAR) for 2026/27
- B/1057** To seek permission from GCC to install cycle racks to two locations on High street pavements (outside 'Trafalgar' chip shop, 'Lobby's Tackle') and, outside the 'Pod' and if successful to approve their installation
- B/1058** To discuss and recommend the Communications working group report to Environment Committee in future
- B/1059** To receive the newly updated 'Parish and Town charter' and recommend for council approval
- B/1060** To receive updates from the following working groups:
1. Climate Change Action Forum
 2. Communications
 3. Oldends Lane Development
 4. Support Stonehouse
 5. Youth
 6. Policy
 7. Internal Control Checks (ICC)
 8. Local Government Review
- B/1061** To note the date of the next meeting - Monday 7th September 2026

Notes on Agenda items, BC Monday 6th July 2026

B/1046 Minutes	Draft Minutes in supporting papers																				
B/1047 Matters arising	Officers have: - Written to organisers of the Walking Festival and St Cyr’s Church to confirm their successful grant applications - Published the Notice of Exercise of Public Rights notifying the public of the availability of the AGAR for 2025/26 financial year - Submitted the AGAR to the external auditor																				
B/1048 Letter of thanks	Please see attached letter from GWAAC																				
B/1049 Budget	See attached budget report																				
B/1050 Payment lists	Members to note that papers will include the following: - Payment list for all BACS payments requiring approval - Payment list for debit card payments already made but requiring retrospective approval																				
B/1051 SCA	The town council has an earmarked reserve for tree works on land managed by Stonehouse Community Association (SCA). The invoice provided in papers is for a tree survey. Committee are asked to make a decision on whether the earmarked reserve can and should be used for the £150 plus vat cost of the tree survey.																				
B/1052 Reserves	Please see the latest Reserves report The following comment/suggestions are made on the following earmarked reserves: - Replacement recreation land – this is for new land - Oldends lane Sewage Development – to be deleted - Stroud DC Tourism Grants 2019 – remains unspent, redirect to General Fund - GWR Cycle Shelter – money to be paid to Network rail within the next 2 months - Meadow road play area refurbishment – Is the reserve still needed? - Court view – Taylor Wimpey do not appear keen to discuss transfer of the land – suggest redirecting to General Fund - Stroudwater Railway station – Is this likely to be used - should it not be transferred to the General Fund - Homestart – Council had awarded three year grant finding of £15,000 per year. Payment for the second year to be made shortly leaving £15,000 left for year 3 - In Bloom Planting Display – remains unused. Redirect to General Fund																				
B/1053 FRA	See attached track changed Financial Risk Assessment taking into account suggested amendments																				
B/1054 Fire RAs	Fire Risk Assessments are due this August this year for the Pavilion, workshop and the Pod buildings <table><tr><th></th><th>Company</th><th>Number of Assessments</th><th>Price ex vat</th><th>Total Inc VAT</th></tr><tr><td>A</td><td>Stroud Alarms</td><td>2 - Pavilion/WS & Pod</td><td>£840</td><td>£1,008</td></tr><tr><td>B</td><td>Safety Hands</td><td>3 - Pavilion, WS & Pod</td><td>£956.25</td><td>£1147.50</td></tr><tr><td>C</td><td>City Fire Protection</td><td>3 – Pavilion, WS & Pod</td><td>£1047</td><td>£1256.40</td></tr></table>		Company	Number of Assessments	Price ex vat	Total Inc VAT	A	Stroud Alarms	2 - Pavilion/WS & Pod	£840	£1,008	B	Safety Hands	3 - Pavilion, WS & Pod	£956.25	£1147.50	C	City Fire Protection	3 – Pavilion, WS & Pod	£1047	£1256.40
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	Officers have sought quotes from three providers of building Fire Risk Assessments: Stroud Alarms, Safety Hands and City Fire Protection. (A fourth local supplier, One Stop Fire & Security on Stonehouse High Street, replied that they do not provide this service.) Recommendation: To award the work of conducting Fire Risk Assessments and to produce full reports to the council to, Stroud Alarms at a total cost of £840 plus vat																				
B/1055 EICR	5 Yearly EICR (Electrical Installation Condition Report) are due for the Pavilion, Workshop and the Pod buildings <table><tr><th></th><th>Company</th><th></th><th>Price ex vat</th><th>Total Inc VAT</th></tr><tr><td>A</td><td>Matthew Davis Electrical</td><td></td><td>£1,000</td><td>£1,200</td></tr><tr><td>B</td><td>MD Electrical</td><td></td><td>£864</td><td>£1,036.80</td></tr><tr><td>C</td><td>Kiblec</td><td></td><td>£1,090</td><td>£1,308</td></tr></table> Recommendation: To award the Electrical Installation Condition Report (EICR) work to MD Electrical at a cost of £864 plus vat		Company		Price ex vat	Total Inc VAT	A	Matthew Davis Electrical		£1,000	£1,200	B	MD Electrical		£864	£1,036.80	C	Kiblec		£1,090	£1,308
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B	MD Electrical		£864	£1,036.80																	
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B/1056 Assertion 10	Assertion 10 update – July 2026 • Council owned domain names (.gov.uk) – fully compliant • Website Accessibility Compliance – not compliant but working towards Aubergine have put all the legal documents on the new website – the Agendas/Minutes/Supporting Papers for the last 2 full years, all policies and documents, all finance and accounting information The website has been passed back to the office, for staff to add all the ‘nice to have’ information. Aubergine have made the blank pages for officers to add input. This will be a time-consuming process that staff will get quicker at, the more they do. Once all information has been added, Aubergine will run a final compliance check before we go live. Staff are currently undertaking training on creating pages, ensuring compliance, and using images. Officers are in the process of collecting landscape photos of Stonehouse for the front page of the website. • Web content Accessibility Policy – not compliant by working towards Officers are currently creating a new Website Accessibility Statement for the website. • IT Policy – (includes Social Media and Communications Policy) – compliant • Data Protection –compliant																				

B/1057 Cycle racks	The town council has four galvanised tubular cycle racks that it removed from outside Pizza Planet. It is recommended to install these at three locations which are detailed in the agenda item. The cost is estimated at approx £350
B/1058 Comm WG	To discuss the benefit of the Communications working group reporting directly to Environment Committee
B/1059 Parish/Town Charter	See attached paper providing link to the 'Parish and Town Charter' Stroud District Council are seeking adoption of the latest charter by the town council
B/1060	See attached Stonehouse Climate Change Action Forum minutes



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’**

Committee **RECOMMENDED** for council approval, the following proposed dates for the ‘Exercise of Public Rights’:

- 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; 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.



GREAT WESTERN
Air Ambulance Charity

GWAAC
County Gates
Ashton Road
Bristol
BS3 2JH

0303 4444 999
info@gwaac.com
www.gwaac.com

Stonehouse Town Council
c/o C Novoth
Town Hall
1 Queens Road
Stonehouse
GL10 2QA

24 April 2026

Dear Carlos and everyone at Stonehouse Town Council,

From everyone here at Great Western Air Ambulance Charity (GWAAC), I would like to say a sincere thank you for your grant award of

£1,000

Your continued support is more important than ever as the average cost per mission has risen by 10% to £2,200, and we are truly grateful for your generosity.

The number of incidents our Critical Care Crew are being called to is also rising. For the second year in a row, GWAAC has been called to a record number of missions. Our specially trained crew responded to 2,344 people in urgent need of medical care in 2025, more than 6 per day on average.

Gloucestershire is our busiest region, with 677 people needing the specialist skills of GWAAC's crew in 2025, nearly two a day. This included more than 20 incidents in Stonehouse.

CEO Anna Perry says, *"Demand for our lifesaving service has never been higher and I feel very proud that GWAAC has been able to help a record number of people for a consecutive year. I'm especially proud because our charity has been facing increased operational costs and an increasingly tough fundraising environment. So, thank you to everyone who has donated, volunteered, taken part in sponsored events and bought from and donated items to our shops—you kept families together in 2025 and helped someone who was having their worst day."*

It is because of wonderful supporters like you that we can continue to be there for those in our shared community. Thank you for believing in our work and for keeping us flying and driving forwards. We really can't thank you enough.

Sending all our very best wishes,

Mi Nguyen
Supporter Engagement Assistant
mi.nguyen@gwaac.com

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/26 and 25/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2026/2027	Reserve	Actual Net	Balance	Bal %age
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	£334.13	£-665.87	-66.59%
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

for Town Business Committee

Comparison between 01/04/26 and 25/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2026/2027	Reserve	Actual Net	Balance	Bal %age
179	Town Hall/Library Recharges	£3,000.00	£0.00	£0.00	-£3,000.00	-100.00%
Total Town Business Committee		<u>£479,324.00</u>	<u>£0.00</u>	<u>£217,556.11</u>	<u>-£261,767.89</u>	<u>-54.61%</u>

EXPENDITURE

Town Business Committee

1000	Salaries					
1000/1	Contracted staff	£232,144.00	£0.00	£51,366.63	£180,777.37	77.87%
1000/2	Locum	£0.00	£0.00	£0.00	£0.00	0.00%
1000/3	Short term contracted staff	£0.00	£0.00	£0.00	£0.00	0.00%
1000	Total	<u>£232,144.00</u>	<u>£0.00</u>	<u>£51,366.63</u>	<u>£180,777.37</u>	<u>77.87%</u>
1010	Training & Recruitment					
1010/1	Contracted Staff	£2,000.00	£0.00	£475.00	£1,525.00	76.25%
1010/2	Councillors	£1,000.00	£0.00	£245.00	£755.00	75.50%
1010	Total	<u>£3,000.00</u>	<u>£0.00</u>	<u>£720.00</u>	<u>£2,280.00</u>	<u>76.00%</u>
1020	Health & Safety	£2,500.00	£0.00	£139.26	£2,360.74	94.43%
1030	Professional Fees	£6,000.00	£0.00	£3,230.79	£2,769.21	46.15%
1040	IT support					
1040/1	General	£6,750.00	£0.00	£805.38	£5,944.62	88.07%
1040/2	Website	£1,300.00	£0.00	£133.00	£1,167.00	89.77%
1040/3	Newsletter	£0.00	£0.00	£640.00	-£640.00	0.00%
1040/4	Phones	£600.00	£0.00	£40.67	£559.33	93.22%
1040/5	Printing	£0.00	£0.00	£127.43	-£127.43	0.00%
1040	Total	<u>£8,650.00</u>	<u>£0.00</u>	<u>£1,746.48</u>	<u>£6,903.52</u>	<u>79.81%</u>
1050	Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	100.00%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/26 and 25/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2026/2027	Reserve	Actual Net	Balance	Bal %age
1060	Grants					
1060/1	One-Offs	£10,000.00	£0.00	£9,136.00	£864.00	8.64%
1060/2	Long-Term	£10,000.00	£0.00	£5,500.00	£4,500.00	45.00%
1060	Total	£20,000.00	£0.00	£14,636.00	£5,364.00	26.82%
1070	Town Hall/Library Shared Costs					
1070/1	Rates	£5,300.00	£0.00	£4,154.80	£1,145.20	21.61%
1070/2	Water	£800.00	£0.00	£122.11	£677.89	84.74%
1070/3	Electric	£3,000.00	£0.00	£478.24	£2,521.76	84.06%
1070/4	Gas	£2,500.00	£0.00	£161.55	£2,338.45	93.54%
1070/5	Interior Maintenance (reactive)	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1070/6	Interior Maintenance (programmed)	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1070/7	Waste Collection	£100.00	£0.00	£0.00	£100.00	100.00%
1070/8	Security	£300.00	£0.00	£0.00	£300.00	100.00%
1070	Total	£14,000.00	£0.00	£4,916.70	£9,083.30	64.88%
1080	Town Hall/Library STC costs					
1080/1	Exterior Maintenance/Cleaning	£1,000.00	£0.00	£62.00	£938.00	93.80%
1080/2	Interior Cleaning	£2,100.00	£0.00	£350.64	£1,749.36	83.30%
1080	Total	£3,100.00	£0.00	£412.64	£2,687.36	86.69%
1090	Admin Expenses					
1090/1	Paper	£300.00	£0.00	£28.00	£272.00	90.67%
1090/2	Other	£1,000.00	£0.00	£468.93	£531.07	53.11%
1090/3	Printing and Delivery of Newsletters	£8,000.00	£0.00	£1,560.00	£6,440.00	80.50%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/26 and 25/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2026/2027	Reserve	Actual Net	Balance	Bal %age
		£0.00	£0.00	£0.00	£0.00	0.00%
1090/4	Travel expenses					
1090	Total	£9,300.00	£0.00	£2,056.93	£7,243.07	77.88%
1100	Mayor's Charity & Expenses	£300.00	£0.00	£0.00	£300.00	100.00%
1110	Travel Costs/Staff & Councillors	£200.00	£0.00	£0.00	£200.00	100.00%
1120	Election Costs	£3,000.00	£0.00	£0.00	£3,000.00	100.00%
1130	Civic/Remembrance Parades	£180.00	£0.00	£0.00	£180.00	100.00%
1140	Pavilion Overheads					
1140/1	Rates	£0.00	£0.00	£0.00	£0.00	0.00%
1140/2	Water	£2,000.00	£0.00	£268.26	£1,731.74	86.59%
1140/3	Electric	£6,300.00	£0.00	£951.69	£5,348.31	84.89%
1140/4	Cleaning	£1,500.00	£0.00	£235.00	£1,265.00	84.33%
1140/5	Maintenance (reactive)	£2,000.00	£0.00	£180.00	£1,820.00	91.00%
1140/6	Maintenance (programmed)	£1,000.00	£0.00	£78.92	£921.08	92.11%
1140/7	Waste Collection	£500.00	£0.00	£0.00	£500.00	100.00%
1140/8	Security	£200.00	£0.00	£0.00	£200.00	100.00%
1140/9	Septic Tank	£0.00	£0.00	£590.00	-£590.00	0.00%
1140	Total	£13,500.00	£0.00	£2,303.87	£11,196.13	82.93%
1150	Workshop Overheads					
1150/1	Water	£0.00	£0.00	£0.00	£0.00	0.00%
1150/2	Electric	£0.00	£0.00	£0.00	£0.00	0.00%
1150/3	Maintenance (Reactive)	£300.00	£0.00	£163.55	£136.45	45.48%
1150/4	Maintenance (programmed)	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1150/5	Waste Collection	£1,800.00	£0.00	£54.00	£1,746.00	97.00%

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/26 and 25/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2026/2027	Reserve	Actual Net	Balance	Bal %age
1150/6	Security	£200.00	£0.00	£0.00	£200.00	100.00%
1150	Total	£3,300.00	£0.00	£217.55	£3,082.45	93.41%
1160	Equipment & Vehicle Costs					
1160/1	Equipment and Vehicle costs	£700.00	£0.00	£365.00	£335.00	47.86%
1160/2	Maintenance	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1160/3	Fuel	£700.00	£0.00	£113.48	£586.52	83.79%
1160/4	Tax	£350.00	£0.00	£0.00	£350.00	100.00%
1160/5	MOT/Service	£600.00	£0.00	£0.00	£600.00	100.00%
1160	Total	£3,350.00	£0.00	£478.48	£2,871.52	85.72%
1170	Youth Centre Workers	£67,500.00	£0.00	£0.00	£67,500.00	100.00%
1180	Youth Centre Overheads					
1180/1	Rates	£1,400.00	£0.00	£1,701.70	-£301.70	-21.55%
1180/2	Water	£300.00	£0.00	£78.00	£222.00	74.00%
1180/3	Electric	£1,700.00	£0.00	£243.98	£1,456.02	85.65%
1180/4	Cleaning	£1,300.00	£0.00	£190.00	£1,110.00	85.38%
1180/5	Maintenance (reactive)	£2,000.00	£0.00	£5,827.33	-£3,827.33	-191.37%
1180/6	Maintenance (programmed)	£1,500.00	£0.00	£0.00	£1,500.00	100.00%
1180/7	Waste collection	£300.00	£0.00	£0.00	£300.00	100.00%
1180/8	Security	£500.00	£0.00	£402.00	£98.00	19.60%
1180/9	IT costs	£1,100.00	£0.00	£197.35	£902.65	82.06%
1180	Total	£10,100.00	£0.00	£8,640.36	£1,459.64	14.45%
1200	Subscriptions	£3,500.00	£0.00	£2,594.35	£905.65	25.88%
1210	Insurances					

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/26 and 25/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2026/2027	Reserve	Actual Net	Balance	Bal %age
1210/1	Public/Employee Liability	£8,000.00	£0.00	£8,991.70	-£991.70	-12.40%
1210/2	Buildings	£0.00	£0.00	£0.00	£0.00	0.00%
1210/3	Vehicle	£1,500.00	£0.00	£731.68	£768.32	51.22%
1210	Total	£9,500.00	£0.00	£9,723.38	-£223.38	-2.35%
1220	Project Planning & Delivery					
1220/1	OEL Car Park	£0.00	£0.00	£0.00	£0.00	0.00%
1220/2	Stagholt	£0.00	£0.00	£2,367.50	-£2,367.50	0.00%
1220/3	Ship Inn site	£0.00	£612.10	£612.10	£0.00	0.00%
1220/4	Court View	£0.00	£0.00	£0.00	£0.00	0.00%
1220/5	Great Oldbury	£0.00	£0.00	£0.00	£0.00	0.00%
1220	Total	£0.00	£612.10	£2,979.60	-£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	£612.10	£106,163.02	£313,073.08	74.79%
Total Town Business Committee In		£479,324.00	£0.00	£217,556.11	-£261,767.89	
Total Town Business Committee E		£418,624.00	£612.10	£106,163.02	£313,073.08	
Total Net Balance		£60,700.00		£111,393.09		

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
5039		£259.20		02/06/26	All Done and Dusted - May '26 - Pod & Pavilion Cleaning	
	1	£115.20	1180/4		May '26 - Pod Cleaning	
	2	£144.00	1140/4		May '26 - Pavilion Cleaning	
		£259.20			All Done and Dusted - Total	
5059		£2,367.80	1200	23/06/26	GAPTC (Now GALC) - Subscription 26/27	1591
		£2,367.80			GAPTC (Now GALC) - Total	
5062		£516.00	1010/1	23/06/26	GB Sport & Leisure - Playground Inspection training and Operational Renewal - P Crosby	20335
		£516.00			GB Sport & Leisure - Total	
5046		£24.00	1090/2	05/06/26	Gloucester Locksmiths - Mortice key x 3 - OEL height barrier	225980
		£24.00			Gloucester Locksmiths - Total	
5064		£25.00	1200	23/06/26	GRCC - Membership 26/27	
		£25.00			GRCC - Total	
5042	FPO17062 6HISCOX	£8,991.70	1210/1	04/06/26	Hiscox Insurance Company Limited - 2026/27 Insurance Renewal	
		£8,991.70			Hiscox Insurance Company Limited - Total	
5065		£83.10	1150/3	24/06/26	Kellaway Building Supplies Ltd - Hammerite paint, mildew remover, sugar soap, masks, paint rollers and roller frame	3500191
		£83.10			Kellaway Building Supplies Ltd - Total	
5061		£789.60		23/06/26	St Cyrs Church Stonehouse - Grant - Approved TBC 1st June '26 B/1028	
	1	£429.60	1060/1		Provision of banners	
	2	£360.00	1060/1		Additional car parking (Wycliff)	
		£789.60			St Cyrs Church Stonehouse - Total	
5063		£5,161.20	2000	23/06/26	STL Gloucester Ltd - Install & Remove Christmas Lights, decorations, cabling, etc	512526
		£5,161.20			STL Gloucester Ltd - Total	
5060		£2,000.00	1060/1	23/06/26	Stonehouse Walking Festival - Grant - Approved TBC 1st June '26 B/1028	
		£2,000.00			Stonehouse Walking Festival - Total	
5047		£876.00	1190/5	21/05/26	West Country Forestry - Doverow - Tree works	1049

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
		£876.00			West Country Forestry - Total	
		£4,096.16			Confidential - Staff Costs	
Total		£25,189.76				

Signature _____
Date _____

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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
5045		£67.39	1090/2	05/06/26	DHL - Customs fee for thermal camera (see TN4911 25/26)	
		£67.39		DHL - Total		
5068		£13.20	1040/2	24/06/26	Fasthosts - Jun '26 Website Hosting	86420134
		£13.20		Fasthosts - Total		
5066		£27.44	1090/2	24/06/26	Firstaid - First Aid Kit for Litterpickers	
		£27.44		Firstaid - Total		
5058		£438.00	1160/1	23/06/26	Olympic Cars Peugeot - Van service	84615
		£438.00		Olympic Cars Peugeot - Total		
5051		£52.20	1090/2	18/06/26	Safetec Direct - 3 x 100 Nitrile Gloves. S,M,L sizes for Litterpick	945625
		£52.20		Safetec Direct - Total		
5049		£51.96	1150/3	11/06/26	Screwfix - Graffiti Remover 750 ml x 4	26398097650
		£51.96		Screwfix - Total		
5050		£61.20	1150/3	17/06/26	Toolskiosk - Plastic Caps for goal post holders - Oldends Lane	58
		£61.20		Toolskiosk - Total		
5048		£9.60	1040/4	08/06/26	Voipfone - June '26 Renewal of Number & PBX	1015099541
		£9.60		Voipfone - Total		
Total		£720.99				

Signature

Date

Signature

Customer No: 12637

Countryside

Account No: 01574191 Sort Code: 09-07-20

Invoice No: GC123-1055A

Terms Payment is due within 30 days from the date of invoice. Bank details: Santander, Account No: 01574191, Sort Code: 09-07-20 If paying by BACS please email your remittance advice to CreditControl@glendale-services.co.uk Please send cheque payments to the above payment address. The Company reserves the right to charge daily interest on any outstanding balance at UK clearing bank base lending plus 2% on overdue invoices.	NET	150.00
	VAT	30.00
	TOTAL	180.00

Reserve Movements

Start of year 01/04/26

General Fund

-£22,716.41	Start of year value
£82,143.43	Value as at 29/06/26

This value is calculated and not just a sum of reserve movements plus starting balance.

General Reserve (Contingency)

£100,650.62	Start of year value
£100,650.62	Current value

Replacement Recreation Land

£53,056.00	Start of year value
£53,056.00	Current value

Asset Renewal Reserve

£15,661.96	Start of year value
£15,661.96	Current value

Elections

£0.30	Start of year value
£0.30	Current value

Community Facilities

£303,439.43	Start of year value
£303,439.43	Current value

Street Furniture

£5,000.00	Start of year value
£5,000.00	Current value

Oldends Lane Seage Development

£0.00	Start of year value
£0.00	Current value

Neighbourhood Plan Review

£13,000.00	Start of year value
£13,000.00	Current value

Stroud DC Tourism Grants 2019

£651.27	Start of year value
£651.27	Current value

Stroud District Council Market Towns Initiative Funding

£43,325.00	Start of year value
£43,325.00	Current value

GWR Cycle Shelter

£10,000.00	Start of year value
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£10,000.00 Current value

CIL

£7,532.46 Start of year value

£7,532.46 Current value

Bus shelter replacement & repairs

£16,000.00 Start of year value

£16,000.00 Current value

Meadow Road Play area refurbishment

£16,000.00 Start of year value

£16,000.00 Current value

Stagholt Brook Repairs

£10,000.00 Start of year value

£10,000.00 Current value

Stagholt

£40,187.67 Start of year value

£40,187.67 Current value

Court View

£20,000.00 Start of year value

£20,000.00 Current value

Tourism Market Towns

£1,010.00 Start of year value

£1,010.00 Current value

Stroudwater Railway station

£10,000.00 Start of year value

£10,000.00 Current value

Homestart Grant

£30,000.00 Start of year value

£30,000.00 Current value

Support Stonehouse

£0.00 Start of year value

£0.00 Current value

In Bloom Planting display

£1,978.48 Start of year value

£1,978.48 Current value

Canal Spring Festival

£2,000.00 Start of year value

£2,000.00 Current value

Ship Inn Site

£3,953.25 Start of year value

01/04/26 -£3,989.93 Expenditure transaction 4899, March 26

20/04/26 -£13.00 Expenditure transaction 4973, Apr '26 CCTV Sim Card Ship Inn Site

27/04/26 -£211.20 Expenditure transaction 4941, Mar '26 - Portaloo Hire - Ship Inn Site

05/05/26 -£179.50 Expenditure transaction 4993, Ship Inn - Planning Fee

20/05/26 -£13.00 Expenditure transaction 5012, May '26 CCTV Sim Card Ship Inn Site

20/05/26 -£192.00 Expenditure transaction 4984, April '26 - Portaloo Hire - Ship Inn Site

28/05/26 -£201.60 Expenditure transaction 5024, May '26 - Portaloo Hire - Ship Inn Site

24/06/26 -£13.00 Expenditure transaction 5067, Jun '26 CCTV Sim Card Ship Inn Site

-£859.98 Current value

Climate change

£4,000.00 Start of year value

£4,000.00 Current value

Christmas Lighting

£7,219.55 Start of year value

£7,219.55 Current value

Stonehouse Community Association

£5,000.00 Start of year value

£5,000.00 Current value

Verney Fields

£10,000.00 Start of year value

£10,000.00 Current value

Ship Inn site - financial operational support 2026/27

£5,000.00 Start of year value

£5,000.00 Current value

Ship Inn site - financial operational support 2027/28

£7,500.00 Start of year value

£7,500.00 Current value

Ship Inn site - financial operational support 2028/29

£7,500.00 Start of year value

£7,500.00 Current value

£744,852.76	Current Reserves total excluding the General Fund
£826,996.19	Current Reserves total including the General Fund



FINANCIAL RISK ASSESSMENT – MAY 2026

The Council is required to review risk annually.

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

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<u>2</u>	Precept	Illegal Expenditure	Council has its General Power of Competence, the power of first resort. Business Committee and Full council oversee all payments made through its authorisation process. Quarterly internal control checks are made of the council's <u>financial management payments processes</u> Late payment or over exposure at year end Ensure adequate general reserve for 3-6 months in addition to substantial Earmarked Reserves. Late payment is limited due to current authorisation opportunities and use of 'Edge'	1	3	3	
<u>3</u>	<u>Payroll</u> Payr oll	Loss of data Fraud	The council's payroll service Outsourced to PATA. At risk if service provider business fails but data could be restored from the Council's Cloud based IT storage. Quarterly internal control checks undertaken and reported to Committee and Town Council. Annual check also made by Councillor responsible for carrying out internal quarterly Internal Control Checks <u>bank reconciliation checks</u>. Account signatories to approve all amended salary payments. Processing of salary payments made <u>principally</u> by either the	1	3	3	

			Clerk or Deputy Clerk				
<u>4</u>	Accounting	Non-compliance	Ensure adequate training, Systems, audits and adequate staff levels. Resilience on 'Edge' Finance in place – system very intuitive. Priority given to finance when staffing levels are low	1	2	2	
		Late VAT returns	HMRC vat claims programmed each quarter – GAPTC advises in detail on end of year process - subscription to <u>GALC</u> PTC maintained to ensure adequate advice if needed. HMRC prompts action				
		Inaccuracy	Internal control checks made of the council's accounts and payments and these are reported to Council. Processes reported on by Annual Internal Auditor and through internal control checks				Monthly reconciliation of main bank account mitigates minor errors.
<u>5</u>	Finance	Cash deposits at risk in bank	Currently use CCLA for large proportion of the council's investments thereby reducing risk. Other investments currently being considered for review.	1	3	3	Need to review non CCLA investments due to external fraudulent attempts to access accounts. There have been no recent attempts made
		Access to investments (Council's exposure with its operating account)	Officers trying to access information in relation to the council's accounts. The council's ever changing circumstances has				Dealing with Banks

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

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

		Council unable to make payments due to lack of signatories	frequencies by the Member led Policy Review working group Number of signatories increased from 3 Cllrs to 5. Authorise Clerk and Deputy Clerk to act as back up full bank signatories to the council's Lloyds account.				
<u>8</u>	Allotments	Non compliance with Management agreement <u>Allotment Association disbanding forcing council to take on day to day management role</u>	Management agreement details discussed with allotment association annually. Annual checks undertaken <u>Regular liaison between council's Recreation working group and Allotment Association n (AA).</u> <u>Support offered by town clerk in line with management agreement to deal with plot holders failing to meet the requirements of the plot holder agreement</u>	1	2	2	The council has good working relations with the Allotment Association. <u>Should the Allotment Association disband, this will place a requirement for the council to to directly manage the site</u>
<u>9</u>	Data	Security breach	Data stored off site on cloud system. Now protected by remote monitoring and updating by IT service provider 'JIREH' – information is further backed up. Data Protection Policy has been adopted and will be regularly reviewed. A new IT policy was adopted in 2025	1	3	3	In 2024, Council agreed a long term service agreement with Jireh to provide IT services

		Legal Documents becoming lost	<u>Staff and Councillors receive training - councillors required to use their council email address for all council work</u> Safe custody for title documents/legal agreements.				Documents now currently held in fire proof room by 'Leeper Prosser' Solicitors.
<u>10</u>	<u>Parks</u>	<u>Play Equipment/play areas and fields becoming unfit for use</u>	<u>Weekly visual checks and quarterly detailed checks carried out in all areas in addition to annual review by ROSPA</u> <u>Council staff trained to undertake interim inspections</u> <u>The council employs two grounds staff to ensure increased resilience in inspection and maintenance regime</u>	<u>1</u>	<u>2</u>	<u>2</u>	
<u>11</u>	<u>Management of TreesParks</u>	<u>Play Equipment/play areas and fields becoming unfit for use</u>	<u>Weekly visual checks and quarterly detailed checks carried out in all areas in addition to annual review by ROSPA</u> <u>Council staff trained to undertake interim inspections</u>	3	3	9	<i>Recently employed additional grounds staff to provide increased resilience ensuring required checks are made</i>

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		Failure to follow independent insured advice	Tree Strategy and full list and location of trees is in place. Regular annual inspection carried out and recommended remedial works undertaken <i>Officers advise Council follow the advice and recommendations of the insured and qualified tree surveyor engaged by the council to undertake its annual tree surveys</i>				<i>It is possible that council may reach a decision that is contrary to the recommendations given by the engaged surveyor based on other uninsured expert advice - in this case, it is recommended that any advice provided by a third party (other than the insured and qualified tree surveyor) be presented to council in writing to enable a clear audit trail of council's justification in making its decisions.</i>
<u>12</u>	Procurement	Ensure value for money Need to advertise contracts	Financial Regs are regularly reviewed and applied.	1	3	3	

			Contracts over £30,000 incl vat to be advertised on the council and <u>Government public contract finance procurement</u> website. Expected annual contract costs reviewed for large scale work/services				The council has two main contracts that exceed this threshold—both are advertised in line with the Financial Regulations
<u>13</u>	Health and Safety	Non Compliance with health and safety regulations	Health and safety documents and practices are reviewed and reported annually. Good quality work equipment purchased and good work practices followed by staff to reduce risk New staff encouraged to take cautionary approach to all work – no time bound requirements. Regular communications with office staff and arrangements in place to help deal with unusual events ie heat, severe cold etc New contract signed (Jan 25) with Peninsula to ensure correct documentation is held, updated and, applied – <u>contract includes annual audit</u>. Health and Safety compliance now monitored by HR Sub Committee.	1	3	3	Staff have received very positive comments from the H&S advisors during their assessment visits

<u>14</u>	Buildings	Deterioration, over – expenditure and under utilisation	All buildings currently checked for general condition on a regular basis mainly by grounds staff. Issues reported to the town hall and actioned. <u>All necessary annual and other less frequent inspections are undertaken as required i.e Fire extinguisher, 5 yearly EICR inspections</u>	2	2	4	
<u>15</u>	Elections	Failing to comply with Co-option process	Due process followed with updates and advice provided by the election authority	1	3	3	
<u>16</u>	External audit	Unable to satisfy requirements of annual AGAR returns	Internal auditor booked in each year in advance of external audit 'Edge' engaged to produce end of year accounts Agenda item added for council sign off in April - <u>June</u> / May each year	1	2	2	
<u>17</u>	Members Interests	Conflict of interests Opportunity for impropriety	Cllrs receive advice on Code of Conduct and Standing Orders and comply with requirements. Cllr register all relevant interests (pecuniary and non-pecuniary interests). Cllrs notify the clerk of gifts/hospitality	1	3	3	
<u>18</u>	<u>Local Government Reorganisation (LGR)</u>	<u>Discontinuation of certain front line service currently</u>	<u>Council LGR working group set up to track developments</u>	<u>2</u>	<u>3</u>	3	

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		<u>provided either by the current District Council or County Council</u>	<u>Council planning ahead to consider local service implications and potential impacts on the town of loss of service and the town council in terms of cost and staffing requirements should it wish to take over services</u> <u>Council also planning to look at wider potential asset transfers</u>				
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Risk Assessment & Action

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

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

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

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

Score 2-3: risk requires management and monitoring.

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

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

Last Review: 19th May 2025 (TC3435)

Next Review: May 2026

Carla Swindells

From: Smith, Emma <emma.smith@stroud.gov.uk>
Sent: 16 June 2026 10:25
To: _DL_PARISH&TOWN CLERKS; _DL_DEPUTY CLERKS
Cc: Barton, Hannah
Subject: RE: Updated Parish and Town Council Charter 2025-26

Good morning everyone,

I hope you are well.

We contacted you all at the beginning of May to request that you schedule the adoption of the Charter for discussion onto your council meeting agenda(s). Thank you to those that have already reached out to confirm adoption of the Charter and to let us know when this is scheduled for discussion.

This is a reminder and a request that Parish and Town Councils contact us to inform the date of which this is due to be discussed at your council meeting so we can follow-up with you all individually to find out your decision on whether you would like to adopt the Charter. We are happy to attend any parish and town council meetings where appropriate if it would be helpful for us to explain the Charter and the benefits of adopting it.

Please see forwarded email for the full breakdown of changes and updates made to resources to support you.

If you have any questions, please do not hesitate to contact me.

Kind regards,
Emma



Emma Smith (She/Her)

Pronounced: *em-ma*

Projects and Consultation Officer
Stroud District Council

Ebley Mill, Ebley Wharf
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Working together to make Stroud district a better place to live, work and visit

From: Smith, Emma
Sent: 07 May 2026 14:24
To: _DL_PARISH&TOWN CLERKS <Parish&Town@stroud.gov.uk>; _DL_DEPUTY CLERKS <Deputy.Clerks@stroud.gov.uk>
Cc: Barton, Hannah <Hannah.Barton@stroud.gov.uk>

Subject: Updated Parish and Town Council Charter 2025-26

Importance: High

Good afternoon everyone,

I hope you are all doing well and enjoyed the bank holiday.

Following a thorough consultation with Parish and Town Councils, council officers and Members, I am pleased to announce that we have concluded the review of the Parish and Town Council Charter. Thank you to those of you that provided feedback via our online survey and through our working group, your engagement was greatly appreciated and valuable in ensuring the Charter is robust and relevant.

I have attached the refreshed version of the Charter to this email, it can also be found on the Parish and Town Council Hub here -  [25-26 Parish and Town Council Charter FINAL.pdf](#). The information below outlines areas of the Charter that have been reworked or updated.

Changes to the overall Charter include:

- Additional definitions of Local Government Reorganisation (LGR) and Devolution (p2)
- Updated sections on Equality, Diversity, and Inclusion, and Managing Relationships (p9-10)
- Updated Climate and Nature Strategy and section on Biodiversity Duty (p9)
- Additional Emergency Planning section (p9)

The key changes to the commitments in the Charter include:

- New commitment aligned with the council's  [Consultation and Engagement Framework](#) (p4)
- Two new commitments relating to the dissemination of communications and updating of content on the parish and town council hub relating to LGR and Devolution (p6)
- New commitment relating to the responsibilities under the Biodiversity Duty (p7)
- An updated and additional commitment(s) relating to emergency planning and community emergency plans (p7)
- An updated and additional commitment(s) relating to standards of conduct and code of conduct training (p7-p8)

Next steps

The Charter was developed to provide a clear and mutual understanding of roles and expectations, encourage a good working relationship between councils, and to promote partnership working within and beyond statutory frameworks. After conducting our consultation, ensuring that the Charter is robust and fit-for-purpose, and updating various resources on the Parish and Town Council hub, we are now inviting Parish and Town Councils to formally adopt the Charter following this plethora of work.

By creating the Charter for Parish and Town Councils and Stroud District Council, it enables us to work effectively in partnership to make the district a better place to live, work, and visit for everyone.

Please can you seek to schedule the decision to adopt the Charter at your next possible council meeting and let us know of the outcome as soon as possible following this. We are happy to attend any parish and town council meetings where appropriate if it would be helpful for us to explain the Charter and the benefits of adopting it. We will be following up with Clerks individually to find out the decision your Parish or Town Council has made.

Additional work has also taken place alongside the Charter through the development of the **brand-new** pages on the [Parish and Town Council Hub](#). We have made sure to add plenty of new resources following your feedback to ensure you are equipped to deliver quality services to our local community. These resources include:

- [Local Government Reorganisation \(LGR\) and Devolution](#) page with presentations from our bi-annual Strategic Forum(s) and various useful links and resources.

- [Ward Data Profiles](#) that provide a breakdown of various indicators/demographics by ward.
- [Inform Gloucestershire](#) page that outlines how you can access data to support you in making evidence-based decisions to better service your communities.
- [Office for National Statistics \(ONS\)](#) page that shows you how to access data from our Census 2021.
- [Functions and Responsibilities](#) page to illustrate the differences in responsibilities across three-tiers of local government in Gloucestershire.
- [Emergency Planning and Community Emergency Plans](#) page with resources and an overview of responsibilities for Parish and Town Councils.
- [Biodiversity Duty](#) page with government guidance.

The  [Annual Schedule of Events](#) has also included plenty of **new training opportunities** at your request, and all presentation documents have been updated regularly on the [Training materials](#) page on the hub.

We have worked hard to ensure that what we have developed works well for all of you, if you have any questions, please do not hesitate to ask.

Kind regards,
Emma



Emma Smith *(She/Her)*
Pronounced: *em-ma*

Projects and Consultation Officer
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Working together to make Stroud district a better place to live, work and visit

Minutes of a Stonehouse Town Council Climate Working Group meeting, Monday 22nd June 2pm

Present: Carol T, Simon, Carol K, Keith T, Carlos (part)

1. Apologies: Stephen Hunter
2. Community Centre Energy Audit

SWEA had carried out an energy audit on the community centre and suggested a number of options to improve the energy efficiency of the building. The centre's ability to apply for grants is limited by a sub-standard constitution. Keith T to ask for advice from GRCC and discuss the energy options with the Community Centre trustees, then come back to the Town Council.

3. Climate Action Plan

The Climate Action Plan was reviewed and updated and the following items identified to go to Business Committee:

- a) Installation of our remaining two cycle racks in the town centre
- b) Pollution monitoring (which had been referred back by a previous Bus Comm meeting).
Carol K to try and find out what pollution monitoring SDC carry out.

Other actions:

- a) Carol T to investigate carbon footprinting tools through the Climate and Nature Partnership

Date of Next Meeting: Monday 20th July 2pm