

24th February 2024



To Members of Council

You are hereby summoned to a MEETING OF THE COUNCIL to be held on **Monday, 4th March 2024 at 7.30pm** at Congregational Church Hall, Bedford Street, Stroud, GL5 1AY to conduct the following business.

Helen Bojaniwska
Chief Executive Officer (Town Clerk)

AGENDA

1. To receive apologies for absence
2. To receive declarations of interest or requests for dispensations
3. To approve the minutes of the meetings of 15th and 29th January 2024 previously circulated
4. To receive the Mayor's remarks
5. To receive questions from members of the public
6. To receive reports from County and District Councillors (for information only)
7. To receive the CEO's Report (for information only)
8. To approve an updated Risk Assessment
9. To approve a civic calendar for the 2024-25 year
10. To receive a budget monitoring report to end January 2024
11. To receive a bank reconciliation as at 31 January 2024
12. To approve payments from November 2023 to January 2024
13. To note receipts from November 2023 to January 2024
14. To review the Council's Asset Register
15. To receive reports from councillors' internal audit checks
16. To approve a new contract(s) for Health and Safety, and HR support services, and legal expenses insurance
17. To consider a Motion from Cllr Parkes that: Stroud Town Council should introduce a basic allowance to be paid to each of its elected members
18. To approve a Menopause Policy as recommended by the Personnel Committee
19. To receive Committee and Working Group reports, previously circulated, as follows:

Consultations & Highways Committee	8 th January 2024, 5 th February 2024
Environment Committee	23 rd January 2024
Lansdown Hall WG	23 rd January 2024
Regeneration	15 th February 2024
Finance and Policy	26 th February 2024 – not quorate
20. To resolve in view of the confidential business to be discussed to exclude the press and public from the remainder of the meeting
21. To receive an update on a legal matter
22. To receive on update on relocation

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, sexual

orientation, faith, marital status and disability); Crime and Disorder (Section 17); Health and Safety; and Human Rights.

CEO's report for Council 4/3/2024

Bank Gardens railings

The railings are currently being installed, and should be completed by the end of the week.



Staff Review

A timetable for the review has been set up – the consultant will be with us on 7th and 8th March to meet with staff, the Personnel Committee and Committee Chairs. If any other councillors would like to be involved, please let me know.

Elections recruitment

There have already been two drop-in sessions for people interested in becoming councillors, at the Maypole Hall and Thanet House. Further sessions are booked as follows:

- Thursday 29/2/2024 –Thanet House including screening of ‘Elect her’ content 7.30–9pm
- Thursday 7th March – Full Day Pop Up in 5 Valleys 10 am–6pm
- Thursday 21st March – Middle of the Hill Community Group 1pm–2.30pm

Nomination packs are available at the office for anyone who needs them.

My Vote, My Voice

My Vote, My Voice are campaigning to help end inaccessible voting for underrepresented communities and our officers are utilising their frameworks to examine our accessibility practices. The national campaign hopes to identify the thousands of people who are not accessing their right to vote and help overcome any barriers to ensure their voices are heard.

The campaign wants to see more people with learning disabilities, autism and acquired brain injuries registered to vote and using their legal right to vote. The Communications and Engagement Officer is sharing campaign resources and signing up to the 'My Vote, My Voice' charter on behalf of the council, to better meet our equalities duties and increase engagement from hard-to-reach groups during the pre-election period. Find out more about the campaign and the charter at www.myvotemyvoice.org.uk

Stroud District Council Walking and Cycling Fund

I am preparing an application for a feasibility study for the western section of the area covered by the Golden Valley Inspiration study, as requested by the Regeneration Working Group. The proposed study will cover the section from the Waitrose roundabout out the junction with Thrupp Lane.

Pre-election Period of Sensitivity

Councillors are reminded that during the period from 18th March to the election day, the Code of Practice regarding communications will apply. Please read the helpful guidance provided by Stroud District Council and refer to me if you have any questions.

Helen Bojaniwska FSLCC, CEO (Town Clerk)
27th February 2024

RISK RATING	Severity	Column1	Column2
Likelihood	1	2	3
1	1	2	3
2	2	4	6
3	3	6	9

Area	Risk	LEVEL BEFORE likelihood	LEVEL BEFORE severity	OVERALL RATING	Action to reduce risk to as low as reasonably practicable CHANGES IN RED	LEVEL AFTER likelihood	LEVEL AFTER severity	OVERALL RATING2	2024 updates
Liability	Damage/injury to third party, property or individuals	3	3	9	Retained Health and Safety consultants, fulfilling 'competent person' role. Regular review of risk assessments. H&S Working Group in place. Inspection records (trees, play areas, memorials) kept. Christmas light strain and electrical testing annually. Damage/danger reporting protocol for groundstaff. Accident reporting protocol for all staff. RoSPA safety inspections and risk assessments for play areas. Public liability insurance to include volunteers. H&S Working Group established 2016. 2020 Panic alarm installed at Thanet House to enable front of house staff to summon police in an emergency.	2	3	6	
Assets	Tenants	3	2	6	Risk of financial failure of tenants of community buildings (Lansdown Hall and the Subscription Rooms) resulting in early termination of leases, reputational risk to Council, and impact on staff capacity. There could be a need to take urgent possession of the properties and ensure their safety and security, which would have cost implications.	3	2	6	Council staff continuing to maintain close contact with tenants.
Finance	Consequential loss	2	3	6	Insurance cover to provide new working space. Important records in fireproof safe. Minutes from 1990 to 1999 forwarded to County Records. Minutes from 1999 to 2003 have been copied to disc. Back-up system for documents from 2003 to date. Minutes converted to pdf at the end of each year. Business continuity plan adopted 2015. Cyber insurance in place.	2	3	6	ACTION: Business continuity plan to be reviewed. - outstanding.
Assets	Property rights	3	3	9	Dispute with neighbour regarding access for maintenance and license for services at Thanet House potential impact on value and saleability of property. Court action in progress.	1	4	4	Court action in progress to secure permission to repair damaged water pipe.
Assets	Inadequate maintenance of leased properties, (Lansdown Hall and Sub Rooms)	3	3	9	Regular liaison with tenants and inspections, to ensure that properties are kept in a good condition. Tenants may not have funds to carry out repairs. (Reviewed following falling masonry at Sub Rooms in 2022 presented significant risk of harm to the public.)	2	2	4	Continue to work with tenants to ensure that maintenance is kept up. Support for fundraising helps.
Climate change	NEW plants and trees unable to withstand changes in climate	3	2	6	Consider more resilient species for new planting. Monitor and update maintenance plans annually, e.g. watering. Use annual tree reports to plan for replacements.	2	2	4	
Other	Infectious disease (e.g. coronavirus)	3	3	9	Adopt infectious diseases policy and keep up to date with latest medical advice.	3	1	3	Infectious diseases policy adopted 2023.
Assets	Inadequate maintenance of boundary walls	3	3	9	Regular monitoring and survey programme in place	1	3	3	
Climate change	NEW damage to property or land arising from changes in the climate	2	3	6	Regular condition surveys of properties. Consider climate risks in reports to support decision making.	1	3	3	
Assets	Asset transfers	3	3	9	Potential for acquisition of additional financial and legal liabilities in connection with the transfer of assets from other councils. Depending on the type of asset suitable and appropriate advice and reports sought from, for example: structural engineers, health and safety and HR advisors, solicitors, accountants and insurers.	1	2	2	Transfer of the Leazes completed.
Plant pathogens	NEW risk to plants and trees from both endemic and novel plant pathogens	3	3	9	Annual tree reports to plan for replacements. Source new stock from reliable suppliers. Follow biosecurity good practice. Keep up to date with latest guidance.	2	1	2	

Assets	Accidental damage to physical assets - cost of repair and replacement	2	3	6	Building and contents insurance reviewed annually. Value increased annually by inflation. 28/04/14: Council reviewed and approved decision not to insure play equipment. Building insurance values reviewed by qualified surveyor 2016. Subscription Rooms was added 28/3/2019 and a building valuation was completed to establish rebuilding cost as required by insurance company.	1	2	2	Valuations on Lansdown Hall and Thanet House completed. Sub Rooms and Sims clock to be revalued 2024, but in the meantime sums insured increased by 20%.
Assets	Insecurity of buildings, equipment etc.	3	2	6	Office and depot alarmed. Equipment kept secure when on site. Business continuity plan adopted 2015. 2021 Intruder alarm at Thanet House connected to monitoring system to provide additional protection when unoccupied and extended to include upper floors. Security company contracted as keyholders for depot and office to provide call out service for alarm activations.	1	2	2	
Data protection	Breach of data protection legislation. (New GDPR legislation May 2018)	3	2	6	Potential fines for breaches of data protection legislation. Deputy Clerk attended training. GDPR policies adopted.	1	2	2	Further work required on implementing document retention policies.
Finance	Inadequate monitoring of expenditure	2	3	6	Monthly accounts prepared; reviewed at F&P meetings.	1	2	2	
Liability	Failure to ensure safety of depot and Ground Staff	2	3	6	H&S risk assessments; Fire risk assessment; Protective clothing. Appropriate equipment and training.	1	2	2	
Legal	Acting outside legal powers	2	3	6	Clerk and Deputy Clerk attends regular training/updates and advices. Advice available from NALC via membership of GAPTC; and SLCC.	1	2	2	
Legal	Inadequate protection of data	2	3	6	Burial records updated regularly. Complaints about any matters in complaints file on computer in date order, accessible for purpose of follow up by staff only. Electoral Roll and other names and addresses securely stored with authorised access only. Privacy statement on website. GDPR policies adopted 2018.	1	2	2	
Other	NEW Staff resources	2	3	6	Staff shortages arising from inability to recruit to fill vacancies. Mismatch between volume of work and staff availability. Both have potential to impact on ability and capacity to keep on top of risk areas.	1	2	2	Staff review to be completed 2024
Assets	Inadequate maintenance of buildings	2	2	4	Thanet House re-surveyed in 2011. Urgent work done. Further works carried out in 2013-14; Budget provision made for regular maintenance. Lansdown Hall (under management of working group) closely monitored and repairs carried out as necessary. Sheds,shelters inspected at least annually. Records of maintenance kept on file. Survey of Thanet House commissioned January 2016.	2	1	2	If staying in Thanet House an updated condition survey should be completed urgently to ensure no maintenance issues missed.
Liability	Lack of compliance with employment law	2	2	4	Retained HR consultants and legal support in place.	2	1	2	
Finance	Banking failure	1	3	3	Clerk to regularly monitor bank stability in line with Investment Policy	1	2	2	
Finance	Dishonesty or errors in financial procedures	1	3	3	Authorisation of payments separated from execution. Purchase Order system. Two cllrs approve electronic payments. Transaction limit on debit card use. Quarterly Cllr review of procedures. Independent internal auditor appointed annually. Electronic payments and suitable policies and procedures put in place 2020.	1	2	2	
Finance	Loss of accounting records	1	3	3	Off site automatic back-up.	1	2	2	
Finance	Impact of economic downturns on investments	1	3	3	Risk to Council's investment capital of negative interest rates. Clerk to review investments monthly and move funds if necessary in line with Investment Strategy. In 2021 CCLA reported potential for negative interest rates in the wake of the COVID-19 pandemic.	1	2	2	UPDATE: interest rates have increased following pandemic
Finance	Lack of compliance with Customs and Excise	2	2	4	Included in computer accounting package. Advice of specialised accountant available when needed.	1	1	1	
Finance	Inadequate budgeting pre-precept	2	2	4	Budget setting process approved in advance by Council each year; Finance and Policy Committee scrutiny of draft budget followed by final approval at Council. Precept derived from this.	1	1	1	

Other	Absence of Clerk	2	2	4	Deputy Clerk to undertake role with support of Councillors. Deputy Clerk employed April 2017. 2020 Key Personnel cover added to insurance policy to cover Town Clerk. Capital Sum £100,000 Weekly Sum £500 for up to 10 weeks and £100 per week thereafter. Accident and Assault Cover	1	1	1	
Other	Absence of Green Spaces Manager	2	2	4	Short term (4-6 weeks): A member of the team can 'act up'. Long-term: cover can be provided on contract or using agency staff.	1	1	1	
Finance	Access to Council funds for emergency expenditure	1	3	3	Debit cards issued to Clerk, Deputy Clerk, Green Spaces Manager, Assistant Clerk, and CDO, with varying expenditure limits to support emergency payments to protect council assets or services, in accordance with Financial Regulations.	1	1	1	
Liability	Compensation to employees	1	3	3	Employer's liability insurance in place.	1	1	1	
Liability	Failure to ensure safety of staff and visitors	1	3	3	Fire notices; exits clearly signed; fire risk assessments at recommended intervals; evacuation procedure agreed; fire drills; detection and fire-fighting equipment reviewed annually; other risk assessments under regular review	1	1	1	
Finance	Loss of cash (fidelity insurance)	1	2	2	Cover at £250,000 reviewed annually. Increased to £1m 2017	1	1	1	
Finance	Unauthorised borrowing	1	2	2	Previous through PWLB. All loans require authorisation of Council	1	1	1	
Finance	Lack of proper independent internal audit	1	2	2	Annual appointment approved by Council.	1	1	1	
Finance	Payments not legally compliant	1	2	2	Clerk advises. NALC helpline available	1	1	1	
Finance	Improper use of grants and S137	1	2	2	Clerk advises. NALC helpline available.	1	1	1	General Power of Competence reviewed after each election.
Finance	Improper management of investment	1	2	2	Investment policy in place. Investments regularly reported to F&P	1	1	1	
Liability	Lack of compliance with HMRC	1	2	2	HMR advice checked through website. Independent internal auditor checks. Advice from NALC accountant when needed	1	1	1	
Legal	Inadequate document control	1	2	2	Minutes up to 1999 to be forwarded to County Records. From 1999 to 2003 to be digitally recorded and then originals forwarded to County Records. From 2003 to date to be backed up and stored off site. Deeds and other documents, including burial records, are held in the fireproof safe.	1	1	1	Action: deposit historic burial records with Gloucestershire Archives - outstanding
Councillor Propriety	Code of Conduct violations	1	2	2	Code of Conduct in place and regularly reviewed. Induction training offered to new councillors.	1	1	1	
Councillor Propriety	Acceptance of improper gifts and hospitality	1	2	2	Register for hospitality/gifts established. Model policy adopted. Registration of interests standing item on every council meeting agenda.	1	1	1	
Other	This document becomes out of date	1	2	2	Review annually at Council or in response to any significant changes, for example the acquisition of new assets or taking on new services.	1	1	1	ACTION Review at F&P 26/2/2024, and recommend to Council 4/3/2024
Finance	Inadequate Standing Orders and Financial Regulations	1	1	1	Annual review by F&P Committee with recommendations to Council on any changes to model document.	1	1	1	
Legal	Inadequate reporting through minutes	1	1	1	Draft minutes produced within two weeks. Circulated to members, media and posted on the website. Approved at next meeting.	1	1	1	

Review dates

28/04/2014
02/03/2015
01/02/2016
30/01/2017
07/02/2018
18/03/2019
16/03/2020
22/03/2021
07/03/2022
06/03/2023
04/03/2024

STROUD TOWN COUNCIL

SCHEDULE OF MEETINGS 2024-25

2024	Day	Date
ELECTION	Mon	2 May
<i>Bank Holiday</i>	Mon	6 May
ANNUAL COUNCIL	Mon	13 May
Consultations & Highways	Mon	20 May
Environment	Tue	21 May
TOWN MEETING	Wed	22 May
<i>Bank Holiday</i>	Mon	27 May
Finance & Policy	Mon	3 Jun
Community	Mon	10 Jun
Consultations & Highways	Mon	17 Jun
Regeneration (daytime)	Thu	20 Jun
Free	Mon	24 Jun
Free	Mon	1 Jul
Free	Mon	8 Jul
Environment	Tue	9 Jul
COUNCIL	Mon	15 Jul
Regeneration (daytime)	Thu	18 Jul
Consultations & Highways	Mon	22 Jul
<i>School Holidays</i>	Mon	29 Jul
<i>School Holidays</i>	Mon	5 Aug
<i>School Holidays</i>	Mon	12 Aug
Consultations & Highways	Mon	19 Aug
<i>Bank Holiday</i>	Mon	26 Aug
Community	Mon	2 Sep
Free	Mon	9 Sep
Consultations & Highways	Mon	16 Sep
Environment	Tue	17 Sep
Finance & Policy	Mon	23 Sep
COUNCIL	Mon	30 Sep
Regeneration (daytime)	Thu	3 Oct
Free	Mon	7 Oct
Consultations & Highways	Mon	14 Oct
Personne	Mon	21 Oct
<i>School Holidays</i>	Mon	28 Oct
Free	Mon	4 Nov
Environment	Tue	5 Nov
Consultations & Highways	Mon	11 Nov
Community	Mon	18 Nov
Regeneration (daytime)	Thu	21 Nov
Free	Mon	25 Nov
Finance & Policy	Mon	2 Dec
COUNCIL	Mon	9 Dec
Consultations & Highways	Mon	16 Dec
<i>School Holiday</i>	Mon	23 Dec
<i>School Holiday</i>	Mon	30 Dec
2025	Day	Date

Free	Mon	6 Jan
Consultations & Highways	Mon	13 Jan
COUNCIL	Mon	20 Jan
Free	Mon	27 Jan
Environment	Tue	28 Jan
Consultations & Highways	Mon	3 Feb
<i>School Holidays</i>	Mon	10 Feb
Regeneration (daytime)	Thu	13 Feb
<i>School Holidays</i>	Mon	17 Feb
Finance & Policy	Mon	24 Feb
Consultations & Highways	Mon	3 Mar
COUNCIL	Mon	10 Mar
Community	Mon	17 Mar
Free	Mon	24 Mar
Free	Mon	31 Mar
Environment	Tue	1 Apr
Consultations & Highways	Mon	7 Apr
<i>School Holiday</i>	Mon	14 Apr
<i>Bank Holiday</i>	Mon	21 Apr
COUNCIL	Mon	28 Apr
Regeneration (daytime)	Thu	1 May
<i>Bank Holiday</i>	Mon	5 May

2025-26	Day	Date
ANNUAL MEETING	Mon	12 May
Consultations & Highways	Mon	19 May
TOWN MEETING	Wed	21 May

Annual Budget - By Centre (Actual YTD Month 10)

Note: F&P Committee Report 31 Jan 2024

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101 CENTRAL SERVICES									
4001 STAFF COSTS	269,057	268,099	323,690	233,940	0	0	312,217	0	0
4006 CONFERENCE FEES	1,000	557	1,000	1,110	0	0	1,500	0	0
4008 STAFF TRAINING	3,000	2,426	4,795	8,358	0	0	4,120	0	0
4009 TRAVEL EXPENSES	1,000	715	1,000	517	0	0	1,000	0	0
4010 MISC STAFF COSTS	2,500	0	0	596	0	0	0	0	0
4014 PAYROLL FEES	0	0	0	547	0	0	750	0	0
4015 WASTE AND RECYCLING	300	309	400	259	0	0	400	0	0
4017 HEALTH,SAFETY,SECURITY	3,000	3,928	5,500	8,261	0	214	5,500	0	0
4019 CONSUMABLES	500	1,297	750	928	0	0	750	0	0
4021 TEL/POST/COMMUNICATIONS	2,000	4,026	3,500	4,813	0	1,446	2,000	0	0
4023 STATIONERY/OFFICE SUPPLIES	1,250	1,214	1,250	1,001	0	0	1,250	0	0
4024 SUBSCRIPTIONS/PUBLICATIONS	4,750	5,670	5,500	4,723	0	0	5,500	0	0
4026 INSURANCE	4,400	4,931	5,000	592	0	0	7,500	0	0
4027 PRINTING/PHOTOCOPYING	500	1,630	900	759	0	0	900	0	0
4029 OFFICE EQUIPMT - NOT COMPUTER	5,000	3,366	5,000	1,869	0	0	5,000	0	0
4030 RECRUITMENT ADVT'G	800	211	0	666	0	0	0	0	0
4033 COMPUTER/PHONE HARDWARE,MAINT	5,000	8,795	6,500	1,757	0	648	6,500	0	0
4034 HR support	1,350	1,350	1,350	0	0	3,000	1,350	0	0
4044 COMPUTER SOFTWARE/LICENCES	0	0	0	6,415	0	1,515	7,000	0	0
4055 ACCOUNTANCY SERVICES	2,000	1,219	2,300	225	0	1,150	2,300	0	0
4056 LEGAL EXPENSES	0	1,438	0	500	0	0	0	0	0
4057 AUDIT FEES	1,600	2,409	1,600	33	0	0	1,600	0	0
4106 ROOM HIRE	0	820	600	490	0	0	600	0	0
4166 Communications strategy	1,000	250	1,000	700	0	0	1,000	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: F&P Committee Report 31 Jan 2024

		<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4998	TF FROM OTHER FUNDS	0	0	0	0	0	0	-3,330	0	0
	Overhead Expenditure	310,007	314,661	371,635	279,061	0	7,973	365,407	0	0
	Movement to/(from) Gen Reserve	<u>(310,007)</u>	<u>(314,661)</u>	<u>(371,635)</u>	<u>(279,061)</u>	<u>0</u>		<u>(365,407)</u>		
102	<u>CIVIC ACTIVITIES</u>									
4099	CLLR'S TRAINING/EXPENSES	1,500	753	1,000	141	0	0	1,000	0	0
4111	MAYOR'S ALLOWANCE	1,500	1,961	1,500	1,500	0	220	1,500	0	0
4112	ELECTIONS	0	0	0	0	0	0	6,000	0	0
4116	PUBLICATIONS/WEBSITE ETC	3,000	6,646	5,000	3,741	0	0	5,000	0	0
4117	CIVIC AWARDS	500	490	750	249	0	0	750	0	0
4126	ENTERTAINMENT/HOSPITALITY	1,000	198	1,000	603	0	0	1,000	0	0
4166	Communications strategy	10,000	9,418	4,950	3,713	0	0	4,950	0	0
4998	TF FROM OTHER FUNDS	0	0	0	0	0	0	-4,000	0	0
	Overhead Expenditure	17,500	19,467	14,200	9,947	0	220	16,200	0	0
	Movement to/(from) Gen Reserve	<u>(17,500)</u>	<u>(19,467)</u>	<u>(14,200)</u>	<u>(9,947)</u>	<u>0</u>		<u>(16,200)</u>		
103	<u>ARTS & CULTURE</u>									
4028	MILLON HOURS PROJECT	0	0	0	3,076	0	0	5,000	0	0
4118	ARTS AND CULTURE GRANTS FUND	9,000	5,950	11,000	6,750	0	0	11,000	0	0
4125	LANSDOWN HALL AND GALLERY	5,000	5,000	5,000	5,000	0	0	5,000	0	0
4127	ARTS & CULTURE STRATEGY	5,000	0	0	0	0	0	3,000	0	0
4224	Sub Rooms SLA	17,680	17,680	17,680	17,680	0	0	10,000	0	0
4998	TF FROM OTHER FUNDS	0	0	0	0	0	0	-3,600	0	0
4999	TF TO OTHER FUNDS	0	5,000	0	0	0	0	0	0	0
	Overhead Expenditure	36,680	33,630	33,680	32,506	0	0	30,400	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: F&P Committee Report 31 Jan 2024

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(36,680)</u>	<u>(33,630)</u>	<u>(33,680)</u>	<u>(32,506)</u>	<u>0</u>		<u>(30,400)</u>		
<u>104</u> <u>THANET HOUSE</u>									
4011 RATES	7,485	13,291	7,485	10,915	0	0	13,291	0	0
4018 UTILITIES	3,000	5,058	5,000	8,019	0	0	5,000	0	0
4036 PROPERTY MAINTENANCE	35,000	11,713	8,000	1,156	0	30	1,000	0	0
4041 EQUIPMENT HIRE	0	85	0	0	0	0	0	0	0
4056 LEGAL EXPENSES	0	0	0	1,130	0	327	0	0	0
4059 CONSULTANCY	5,000	2,056	4,000	868	0	0	2,500	0	0
4064 CARBON AUDITING/REDUCTION PROJ	20,000	0	8,000	0	0	0	80,960	0	0
4998 TF FROM OTHER FUNDS	0	0	0	0	0	0	-28,765	0	0
4999 TF TO OTHER FUNDS	0	11,625	0	0	0	0	0	0	0
Overhead Expenditure	<u>70,485</u>	<u>43,828</u>	<u>32,485</u>	<u>22,088</u>	<u>0</u>	<u>357</u>	<u>73,986</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(70,485)</u>	<u>(43,828)</u>	<u>(32,485)</u>	<u>(22,088)</u>	<u>0</u>		<u>(73,986)</u>		
<u>105</u> <u>INCOME</u>									
1002 WAYLEAVES	0	41	0	0	0	0	50	0	0
1006 S106 CONTRIBUTIONS	10,000	8,889	0	12,015	0	0	0	0	0
1009 CIL RECEIPTS	1,000	33,415	5,000	2,635	0	0	1,000	0	0
1028 Million Hours Grant	0	0	0	3,600	0	0	0	0	0
1076 SPONSORSHIP	0	1,000	0	5,000	0	0	0	0	0
1077 GRANTS RECEIVED	60,000	2,918	0	11,574	0	0	35,509	0	0
1078 SDC CONTRIBUTIONS	0	2,927	0	0	0	0	0	0	0
1087 GRANT - CDSO POST	0	0	0	20,000	0	0	0	0	0
1095 MISCELLANEOUS INCOME	500	22,494	1,000	4,079	0	0	4,000	0	0
1100 STROUD DC CHAPEL STREET FUNDIN	0	0	0	3,000	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: F&P Committee Report 31 Jan 2024

		<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1101	CEMETERY INCOME	30,600	36,803	0	0	0	0	0	0	0
1176	PRECEPT	793,629	793,629	868,188	868,188	0	0	966,355	0	0
1190	INTEREST RECEIVED	500	9,235	2,000	18,701	0	0	12,000	0	0
Total Income		896,229	911,351	876,188	948,793	0	0	1,018,914	0	0
4998	TF FROM OTHER FUNDS	-104,453	0	0	0	0	0	-13,662	0	0
4999	TF TO OTHER FUNDS	5,000	33,415	0	0	0	0	0	0	0
Overhead Expenditure		-99,453	33,415	0	0	0	0	-13,662	0	0
Movement to/(from) Gen Reserve		995,682	877,936	876,188	948,793	0		1,032,576		
107	COMMUNITY									
4001	STAFF COSTS	0	0	0	40,417	0	0	87,437	0	0
4060	SMALL GRANTS FUND	8,000	2,500	4,000	1,500	0	0	4,000	0	0
4063	WARD SPECIFIC PROJECTS	3,000	918	3,000	593	0	0	3,000	0	0
4067	FOOTPATH SURVEY	0	0	200	0	0	0	200	0	0
4080	CITIZENS ADVICE BUREAU SLA	5,000	5,000	5,000	5,000	0	0	5,000	0	0
4081	YOUTH PROJECTS	3,605	0	0	0	0	0	5,000	0	0
4084	MARAH TRUST SLA	5,000	5,000	5,000	5,000	0	0	5,000	0	0
4095	External C19 grant expenditure	0	-42	0	0	0	0	0	0	0
4101	Community safety (incl CCTV)	3,000	687	3,000	18	0	0	3,000	0	0
4121	Allsorts SLA	3,000	3,000	3,000	3,000	0	0	3,000	0	0
4122	Gardening support SLA	2,000	1,632	2,000	2,024	0	0	1,750	0	0
4124	PLAY RANGERS	13,563	14,857	15,120	11,340	0	0	16,179	0	0
4132	NEIGHBOURHOOD WARDEN	2,000	0	0	0	0	0	0	0	0
4139	HOMESTART SLA	3,000	3,000	3,000	3,000	0	0	3,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: F&P Committee Report 31 Jan 2024

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4146 COMMUNITY SUPPORT FUND	8,000	16,546	10,000	8,482	0	0	10,000	0	0
4160 Lilian Faithfull Care SLA	3,000	3,000	3,000	3,000	0	0	0	0	0
4171 Emergency Community Fund	5,000	4,102	0	4,378	0	0	0	0	0
4172 Comm Dev fund use by CDOfficer	500	964	500	455	0	0	2,000	0	0
4229 Paganhill Community Group	0	0	3,000	3,000	0	0	3,000	0	0
4230 Cost Of Living Support	0	0	5,000	1,520	0	0	5,000	0	0
4998 TF FROM OTHER FUNDS	0	-18,729	0	0	0	0	-2,500	0	0
4999 TF TO OTHER FUNDS	0	7,500	0	0	0	0	5,000	0	0
Overhead Expenditure	67,668	49,934	64,820	92,727	0	0	159,066	0	0
Movement to/(from) Gen Reserve	(67,668)	(49,934)	(64,820)	(92,727)	0		(159,066)		
108 REGENERATION									
4028 MILLON HOURS PROJECT	0	0	0	188	0	0	0	0	0
4042 EQUIPMENT MAINTENANCE	649	682	700	0	0	0	1,000	0	0
4043 FUEL & OIL	0	114	0	0	0	0	0	0	0
4115 CHRISTMAS LIGHTS	7,210	7,640	6,000	0	0	5,600	6,000	0	0
4128 TOWN CENTRE PROJECTS/CLEANLINE	4,500	4,000	3,000	282	0	0	5,000	0	0
4216 NDP Working group projects	12,984	1,815	5,000	0	0	0	30,000	0	0
4217 NDP Review	10,000	6,184	0	512	0	0	0	0	0
4219 Sub Rooms forecourt project	50,000	5,025	0	0	0	0	0	0	0
4222 STREET SPACES WOR	12,000	0	0	0	0	0	0	0	0
4223 GOLDEN VALLEY PROJECT	16	17	20	17	0	0	18	0	0
4225 Pollution Monitoring	1,161	809	750	533	0	365	1,000	0	0
4226 Tourism - Market Towns	0	24,950	0	0	0	0	0	0	0
4228 BUS SHELTERS	0	0	15,000	0	0	0	15,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: F&P Committee Report 31 Jan 2024

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4231 Real time passenger informatio	0	0	10,000	0	0	0	10,000	0	0
4232 Walking and Cycling projects	0	0	0	4,000	0	0	10,000	0	0
4998 TF FROM OTHER FUNDS	0	0	0	0	0	0	-64,000	0	0
4999 TF TO OTHER FUNDS	0	1,740	0	0	0	0	0	0	0
Overhead Expenditure	98,520	52,977	40,470	5,533	0	5,965	14,018	0	0
Movement to/(from) Gen Reserve	(98,520)	(52,977)	(40,470)	(5,533)	0		(14,018)		
109 LANSDOWN HALL									
4017 HEALTH,SAFETY,SECURITY	200	200	200	200	0	0	250	0	0
4026 INSURANCE	550	592	592	1,457	0	0	2,186	0	0
4142 LANSDOWN HALL-LOAN REPAYMENTS	19,763	19,763	19,763	19,763	0	0	19,763	0	0
4143 LANSDOWN HALL - FEES	1,000	15,946	0	3,717	0	750	6,251	0	0
4144 LANSDOWN HALL - WORKS	9,000	0	0	23,255	0	0	10,000	0	0
4178 BG Lighting works	0	0	0	11,112	0	3,155	0	0	0
4998 TF FROM OTHER FUNDS	0	-15,946	0	0	0	0	-16,251	0	0
Overhead Expenditure	30,513	20,555	20,555	59,503	0	3,905	22,199	0	0
Movement to/(from) Gen Reserve	(30,513)	(20,555)	(20,555)	(59,503)	0		(22,199)		
110 SUBSCRIPTION ROOMS									
4017 HEALTH,SAFETY,SECURITY	200	200	200	200	0	0	250	0	0
4026 INSURANCE	1,331	1,457	1,457	4,869	0	0	7,304	0	0
4056 LEGAL EXPENSES	0	3,000	0	0	0	0	0	0	0
4059 CONSULTANCY	5,000	1,018	0	0	0	0	5,000	0	0
4165 SUB ROOMS BUILDING WORKS	0	56,422	0	2,015	0	0	0	0	0
4998 TF FROM OTHER FUNDS	0	-50,000	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: F&P Committee Report 31 Jan 2024

		<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		6,531	12,097	1,657	7,084	0	0	12,554	0	0
Movement to/(from) Gen Reserve		(6,531)	(12,096)	(1,657)	(7,084)	0		(12,554)		
316	<u>DEPOT & OVERHEADS</u>									
1002	WAYLEAVES	0	0	0	41	0	0	0	0	0
1095	MISCELLANEOUS INCOME	0	0	0	1	0	0	0	0	0
1101	CEMETERY INCOME	0	0	35,000	33,460	0	0	25,000	0	0
	Total Income	0	0	35,000	33,502	0	0	25,000	0	0
4001	STAFF COSTS	129,772	128,072	140,807	105,485	0	0	139,042	0	0
4008	STAFF TRAINING	2,500	2,238	2,500	4,887	0	0	2,910	0	0
4009	TRAVEL EXPENSES	200	348	350	0	0	0	350	0	0
4010	MISC STAFF COSTS	0	350	0	0	0	30	0	0	0
4011	RATES	9,149	10,679	9,149	10,838	0	0	10,679	0	0
4013	RENT	10,000	10,000	11,000	11,500	0	0	11,500	0	0
4017	HEALTH,SAFETY,SECURITY	3,000	2,206	3,300	4,795	0	214	4,000	0	0
4018	UTILITIES	2,000	2,018	3,000	1,897	0	0	3,000	0	0
4019	CONSUMABLES	750	215	825	124	0	0	500	0	0
4021	TEL/POST/COMMUNICATIONS	2,000	1,714	0	-257	0	0	1,500	0	0
4026	INSURANCE	2,000	1,989	2,200	2,239	0	0	4,000	0	0
4037	SITE MATERIALS	7,500	4,009	2,500	3,417	0	0	4,000	0	0
4039	SMALL TOOLS & EQUIP.	2,000	1,171	1,200	1,565	0	0	1,200	0	0
4041	EQUIPMENT HIRE	1,000	606	500	91	0	0	500	0	0
4042	EQUIPMENT MAINTENANCE	1,500	1,045	1,650	185	0	0	1,750	0	0
4043	FUEL & OIL	1,500	2,165	1,650	1,471	0	0	2,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: F&P Committee Report 31 Jan 2024

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4045 VEHICLE LEASE	300	0	330	0	0	0	330	0	0
4046 VEHICLE MAINT/MOT/TAX	3,500	3,875	3,850	3,087	0	0	4,000	0	0
4047 PLANTING	10,300	12,990	11,000	10,582	0	0	12,000	0	0
4056 LEGAL EXPENSES	0	0	0	683	0	0	0	0	0
4069 CONTRACTED GRASS MAINTENANCE	14,350	11,209	12,500	7,060	0	1,699	8,000	0	0
4071 CONTRACTED INFRAS. REPAIRS	10,000	4,199	15,000	6,789	0	315	15,000	0	0
4072 CONTRACTED GRAVE DIGGING	15,000	16,640	16,500	11,550	0	0	15,000	0	0
4073 CONTRACTED WASTE MANAGEMENT	9,200	7,965	10,120	6,971	0	0	11,000	0	0
4074 CONTRACTED PLAY EQUIP WORKS	19,982	33,358	31,087	44,275	0	0	40,000	0	0
4076 CONTRACTED TREE WORKS/REPORTS	3,000	1,958	6,500	7,385	0	0	5,000	0	0
4078 ENVIRONMENT PROJECTS	47,000	368	74,820	23,070	0	5,372	64,000	0	0
4085 LARGE TOOLS AND EQUIPMENT	0	2,868	0	0	0	0	3,000	0	0
4089 STROUD VALLEYS PROJECT PROJECT	1,000	273	500	0	0	0	500	0	0
4091 STROUD NATURE SLA	0	0	2,000	2,000	0	0	0	0	0
4094 COMMUNITY ENGAGEMENT	1,800	1,250	1,800	278	0	0	1,000	0	0
4164 CLIMATE CHANGE GRANTS	17,992	2,602	10,000	1,000	0	0	5,000	0	0
4167 LOAN REPAYMENTS - WALLS PROJEC	15,484	15,485	15,484	7,743	0	0	15,485	0	0
4201 GRAFFITTI REMOVAL/VANDALISM	500	7	500	679	0	0	500	0	0
4202 Contingencies/liabilities (ENV	4,000	750	4,000	0	0	0	4,000	0	0
4998 TF FROM OTHER FUNDS	0	-24,324	0	0	0	0	-35,000	0	0
4999 TF TO OTHER FUNDS	0	30,610	0	0	0	0	5,000	0	0
Overhead Expenditure	348,279	290,908	396,622	281,388	0	7,630	360,746	0	0
Movement to/(from) Gen Reserve	(348,279)	(290,908)	(361,622)	(247,885)	0		(335,746)		
503 PLANNING CONSULTATIONS									

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: F&P Committee Report 31 Jan 2024

		<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4056	LEGAL EXPENSES	0	0	0	1,000	0	0	0	0	0
4059	CONSULTANCY	0	0	0	6	0	0	0	0	0
4136	ROAD SAFETY	4,500	1,643	3,000	244	0	0	3,000	0	0
4998	TF FROM OTHER FUNDS	0	-1,643	0	0	0	0	0	0	0
	Overhead Expenditure	4,500	0	3,000	1,250	0	0	3,000	0	0
	Movement to/(from) Gen Reserve	(4,500)	0	(3,000)	(1,250)	0		(3,000)		
	Total Budget Income	896,229	911,351	911,188	982,295	0	0	1,043,914	0	0
	Expenditure	891,230	871,472	979,124	791,086	0	26,049	1,043,914	0	0
	Movement to/(from) Gen Reserve	4,999	39,879	(67,936)	191,209	0		0		

**Bank Reconciliation Statement as at 31/01/2024
for Cashbook 2 - TOWN CLERK IMPREST ACCOUNT**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Clerk's A/C	31/01/2024		999.53
			<u>999.53</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			999.53
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			999.53
		Balance per Cash Book is :-	999.53
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/01/2024
for Cashbook 1 - CURRENT/DEPOSIT ACCOUNT**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	31/01/2024		25,000.00
Deposit Account	31/01/2024		447,768.26
			<u>472,768.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			472,768.26
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			472,768.26
		Balance per Cash Book is :-	472,768.26
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Stroud Town Council
 THANET HOUSE
 58 LONDON ROAD
 STROUD
 GLOUCESTERSHIRE
 GL5 2AD

Your Account

Sort Code 30-98-29
Account Number 01239448

BUSINESS ACCOUNT

01 January 2024 to 31 January 2024

Money In	£1,007.08	Balance on 01 January 2024	£891.62
Money Out	£899.17	Balance on 31 January 2024	£999.53

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
04 Jan 24	WAITROSE 210 CD 0128	DEB		1.00	890.62
04 Jan 24	WAITROSE 210 CD 0128	DEB		1.60	889.02
04 Jan 24	POST OFFICE SELF S CD 0611	DEB		3.90	885.12
05 Jan 24	PB PACKAGING GROUP CD 0128	DEB		431.54	453.58
08 Jan 24	CO-OPERATIVE FOOD CD 0611 06JAN24	DEB		7.50	446.08
10 Jan 24	LAND REGISTRY ECOM CD 0823	DEB		6.00	440.08
10 Jan 24	LAND REGISTRY ECOM CD 0823	DEB		6.00	434.08
10 Jan 24	TESCO STORES 3200 CD 0611	DEB		13.85	420.23
15 Jan 24	LAND REGISTRY ECOM CD 0823 13JAN24	DEB		6.00	414.23
22 Jan 24	MICROSOFT*365 CD 0823	DEB	7.08		421.31
22 Jan 24	MSFT * E0800QOY52 CD 0823	DEB		123.48	297.83
22 Jan 24	MSFT * E0800QOX8G CD 0823	DEB		148.32	149.51
24 Jan 24	STROUD TOWN COUNCI 309829 00120560	TFR	1,000.00		1,149.51
25 Jan 24	VOUCHER EXPRESS CD 0128	DEB		100.00	1,049.51
31 Jan 24	WWW.SCREWFIX.COM CD 0611	DEB		49.98	999.53

(Continued on next page)

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

Commercial Call January 2024

Transaction Date	Transaction Type	Sort Code	Account Number	Transaction Description	Debit Amount	Credit Amount	Balance
26/01/2024	TFR	'30-98-29	7202147	TO 30982900120560	501.81		447768.26
24/01/2024	TFR	'30-98-29	7202147	TO 30982900120560	15534.94		448270.07
22/01/2024	TFR	'30-98-29	7202147	TO 30982900120560	2016.93		463805.01
19/01/2024	TFR	'30-98-29	7202147	TO 30982900120560	7609.73		465821.94
16/01/2024	TFR	'30-98-29	7202147	FROM30982900120560		462	473431.67
15/01/2024	TFR	'30-98-29	7202147	TO 30982900120560	25827.27		472969.67
11/01/2024	TFR	'30-98-29	7202147	TO 30982900120560	24811.21		498796.94
11/01/2024	TFR	'30-98-29	7202147	STROUD TOWN COUNCI 309829 00120560	3000		523608.15
10/01/2024	TFR	'30-98-29	7202147	FROM30982900120560		3000	526608.15
10/01/2024	TFR	'30-98-29	7202147	STROUD TOWN COUNCI 309829 00120560	3000		523608.15
09/01/2024		'30-98-29	7202147	INTEREST (GROSS)		540.44	526608.15
09/01/2024	TFR	'30-98-29	7202147	FROM30982900120560		3000	526067.71
09/01/2024	TFR	'30-98-29	7202147	STROUD TOWN COUNCI 309829 00120560	3000		523067.71
08/01/2024	TFR	'30-98-29	7202147	FROM30982900120560		10850.18	526067.71
05/01/2024	TFR	'30-98-29	7202147	FROM30982900120560		924	515217.53
03/01/2024	TFR	'30-98-29	7202147	FROM30982900120560		1790.64	514293.53
02/01/2024	TFR	'30-98-29	7202147	TO 30982900120560	510.84		512502.89

Stroud Town Council
 THANET HOUSE
 58 LONDON ROAD
 STROUD
 GLOUCESTERSHIRE
 GL5 2AD

Your Account

Sort Code 30-98-29
Account Number 00120560

BUSINESS ACCOUNT

01 January 2024 to 31 January 2024

Money In	£100,065.47	Balance on 01 January 2024	£25,000.00
Money Out	£100,065.47	Balance on 31 January 2024	£25,000.00

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
02 Jan 24	WATER PLUS 7000880867	DD		19.27	24,980.73
02 Jan 24	WATER PLUS 0152011632	DD		23.58	24,957.15
02 Jan 24	WATER PLUS 0385043924	DD		30.99	24,926.16
02 Jan 24	STROUD DISTRICT CO 01 6000193885	DD		437.00	24,489.16
02 Jan 24	FROM30982907202147	TFR	510.84		25,000.00
03 Jan 24	CCLA INVESTMENT MA 943205 7634994302713011FU 400530	FPI	1,790.64		26,790.64
03 Jan 24	TO 30982907202147	TFR		1,790.64	25,000.00
04 Jan 24	CHEQUE DEPOSIT LOYD 12 ROWCROFT	DEP	924.00		25,924.00
05 Jan 24	TO 30982907202147	TFR		924.00	25,000.00
08 Jan 24	STROUD DC PAYMENTS 500703	BGC	10,000.00		35,000.00
08 Jan 24	ALLSTAR AS60164667	DD		184.82	34,815.18
08 Jan 24	FAMILY TREE FUNERA STC207 M DOHERTTY	FPI	1,035.00		35,850.18
08 Jan 24	TO 30982907202147	TFR		10,850.18	25,000.00
09 Jan 24	STROUD TOWN COUNCI 309829 07202147	TFR	3,000.00		28,000.00
09 Jan 24	TO 30982907202147	TFR		3,000.00	25,000.00
10 Jan 24	STROUD TOWN COUNCI 309829 07202147	TFR	3,000.00		28,000.00

(Continued on next page)

BUSINESS ACCOUNT

Sort Code 30-98-29
Account Number 00120560

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
10 Jan 24	TO 30982907202147	TFR		3,000.00	25,000.00
11 Jan 24	STROUD TOWN COUNCI 309829 07202147	TFR	3,000.00		28,000.00
11 Jan 24	APSE ASSOC PUBLIC 200000001269390092 2324/2176	FPO		355.20	27,644.80
11 Jan 24	ASH & CO CS LLP 400000001278215700 12238365	FPO		900.00	26,744.80
11 Jan 24	CREATIVE SUSTAINAB 300000001276771136 WARM	FPO		200.00	26,544.80
11 Jan 24	DOWN TO EARTH 200000001269391477	FPO		398.40	26,146.40
11 Jan 24	EDMUNDSON ELECTRIC 400000001278216647 341-	FPO		12,538.80	13,607.60
11 Jan 24	ERMIN PLANT 400000001278216903 15370	FPO		38.80	13,568.80
11 Jan 24	HUGH O'BOYLE 500000001273445644	FPO		30.43	13,538.37
11 Jan 24	IANTO DOYLE 100000001270066092 04/LH	FPO		450.00	13,088.37
11 Jan 24	KATHRYN BUCKINGHAM 600000001273146487	FPO		20.00	13,068.37
11 Jan 24	LAURA BEATTIE 400000001278217838	FPO		17.74	13,050.63
11 Jan 24	LISTER WILDER 200000001269393400 K3515	FPO		1,605.72	11,444.91
11 Jan 24	MARAH TRUST 500000001273446831 WARM	FPO		400.00	11,044.91
11 Jan 24	MATHEW ALLEN 600000001273147495	FPO		17.15	11,027.76
11 Jan 24	MRS KATY S MONTGOM 200000001269394168	FPO		16.05	11,011.71
11 Jan 24	NAILSWORTH GARDEN 100000001270067881 62168	FPO		115.57	10,896.14
11 Jan 24	PIPERCOM LTD 200000001269394797 22053	FPO		662.87	10,233.27
11 Jan 24	RODBOROUGH PARISH 400000001278219860 CYCLE	FPO		4,000.00	6,233.27
11 Jan 24	SILVER TREE SERVIC 400000001278220122 4440	FPO		3,192.38	3,040.89
11 Jan 24	SMITH OF DERBY LTD 600000001273149336	FPO		540.00	2,500.89
11 Jan 24	SMITHS GLOS LTD 200000001269395906 C460274	FPO		18.60	2,482.29

(Continued on next page)

BUSINESS ACCOUNT

Sort Code 30-98-29
Account Number 00120560

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
11 Jan 24	SOMERSET COUNTY CO 100000001270069640	FPO		87.60	2,394.69
11 Jan 24	STROUD MIDDLE OF T 500000001273449519 WARM	FPO		200.00	2,194.69
11 Jan 24	THIRSTY WORK 300000001276776561 1196882	FPO		30.90	2,163.79
11 Jan 24	TRANSITION STROUD 500000001273450098 GRANT	FPO		1,000.00	1,163.79
11 Jan 24	TRINITY ROOMS COMM 600000001273150896 WARM	FPO		200.00	963.79
11 Jan 24	TRINITY WINDOWS & 600000001273151147	FPO		775.00	188.79
11 Jan 24	FROM30982907202147	TFR	24,811.21		25,000.00
15 Jan 24	STROUD DISTRICT CO 01 6000076536	DD		1,084.00	23,916.00
15 Jan 24	PAYROLL BACS	DD		24,743.27	-827.27
15 Jan 24	FROM30982907202147	TFR	25,827.27		25,000.00
16 Jan 24	FRED STEVENS STC212 641429120441611001 404321	FPI	462.00		25,462.00
16 Jan 24	TO 30982907202147	TFR		462.00	25,000.00
18 Jan 24	CHEQUE DEPOSIT LOYD 12 ROWCROFT	DEP	41.10		25,041.10
19 Jan 24	RCI FINANCIAL SERV 2100545152/001/001	DD		30.00	25,011.10
19 Jan 24	GLOS PENSION FUND 2000 2000067009 K	DD		7,620.83	17,390.27
19 Jan 24	FROM30982907202147	TFR	7,609.73		25,000.00
22 Jan 24	ECOTRICITY LIMITED 10190574ECOTRICITY	DD		26.22	24,973.78
22 Jan 24	ECOTRICITY LIMITED 10152716ECOTRICITY	DD		116.20	24,857.58
22 Jan 24	ECOTRICITY LIMITED 10149391ECOTRICITY	DD		230.59	24,626.99
22 Jan 24	ECOTRICITY LIMITED 10197660ECOTRICITY	DD		275.16	24,351.83
22 Jan 24	ECOTRICITY LIMITED 10191020ECOTRICITY	DD		344.30	24,007.53
22 Jan 24	ECOTRICITY LIMITED 10153686ECOTRICITY	DD		369.46	23,638.07

(Continued on next page)

BUSINESS ACCOUNT

Sort Code 30-98-29
Account Number 00120560

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
22 Jan 24	STROUD DISTRICT CO 01 6000076471	DD		655.00	22,983.07
22 Jan 24	FROM30982907202147	TFR	2,016.93		25,000.00
24 Jan 24	KONICA MINOLTA BGB 1330160	DD		89.14	24,910.86
24 Jan 24	DAMSEFLY COMMUNIC 400000001284975415 0124STC	FPO		1,237.50	23,673.36
24 Jan 24	AS CLAYTON T/AS AL 200000001276152379 17018	FPO		54.00	23,619.36
24 Jan 24	DENIS BROWN & SON 300000001283531695 12802	FPO		32.92	23,586.44
24 Jan 24	HMRC - ACCOUNTS OF 500000001280202409	FPO		7,008.43	16,578.01
24 Jan 24	JAMES AND OWEN 100000001276826139 19929	FPO		221.37	16,356.64
24 Jan 24	LANSDOWN HALL AND 400000001284977276 5238	FPO		667.80	15,688.84
24 Jan 24	LISTER WILDER 400000001284977654 349129	FPO		401.40	15,287.44
24 Jan 24	NAILSWORTH GARDEN 300000001283533842 62392	FPO		19.90	15,267.54
24 Jan 24	NATIONAL FEDERATIO 600000001279907699 24095	FPO		10.00	15,257.54
24 Jan 24	PIPERCOM LTD 300000001283534147 SI-21794	FPO		76.97	15,180.57
24 Jan 24	PLAY GLOUCESTERSHI 600000001279908255 SI-317	FPO		3,780.12	11,400.45
24 Jan 24	PRIMARY WATER SOLU 500000001280205458 INV-10577	FPO		256.50	11,143.95
24 Jan 24	RB SATCO GENERAL I 300000001283535927 5036544	FPO		270.00	10,873.95
24 Jan 24	STROUD TOWN COUNCI 309829 01239448	TFR		1,000.00	9,873.95
24 Jan 24	SAFPRO INDUSTRIAL 400000001284980195 622248	FPO		24.60	9,849.35
24 Jan 24	SEVERN TRENT WATER 200000001276157333	FPO		80.69	9,768.66
24 Jan 24	SLCC 400000001284980654 BK214254-1 608301 10	FPO		156.00	9,612.66
24 Jan 24	SOMERSET COUNTY CO 600000001279910682	FPO		87.60	9,525.06
24 Jan 24	STROUD CONGREGATIO 200000001276158055 83 309829	FPO		40.00	9,485.06

(Continued on next page)

BUSINESS ACCOUNT

Sort Code 30-98-29
Account Number 00120560

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
24 Jan 24	WSP SOLICITORS LTD 300000001283537299 80229	FPO		20.00	9,465.06
24 Jan 24	FROM30982907202147	TFR	15,534.94		25,000.00
26 Jan 24	EE LIMITED Q17443480488592815	DD		46.91	24,953.09
26 Jan 24	SGW PAYROLL STR002	DD		65.28	24,887.81
26 Jan 24	LISTER COMMS LTD ST8117	DD		389.62	24,498.19
26 Jan 24	FROM30982907202147	TFR	501.81		25,000.00

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

TOWN CLERK IMPREST ACCOUNT

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		891.62					891.62	
	Banked 24/01/2024	1,000.00						
Top Up SD	CURRENT/DEPOSIT ACCOUNT	1,000.00			201		1,000.00	Top up Clerk's Account
Total Receipts for Month		1,000.00	0.00	0.00			1,000.00	
Cashbook Totals		<u>1,891.62</u>	<u>0.00</u>	<u>0.00</u>			<u>1,891.62</u>	

TOWN CLERK IMPREST ACCOUNT

For Month No: 10

Payments for Month 10

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/01/2024	Post Office Ltd	5235	3.90	3.90		501			Postage
04/01/2024	Waitrose & Partners	3810	1.00	1.00		501			Newspaper
04/01/2024	Waitrose & Partners	3811	1.60	1.60		501			Milk
05/01/2024	Polybags Ltd	1473	431.54	431.54		501			Rubbish bags
08/01/2024	Midcounties Co-operative	0105	7.50	7.50		501			Coffee
10/01/2024	Land Registry	8140	6.00	6.00		501			Title register and plan
10/01/2024	Land Registry	8243	6.00	6.00		501			Title register and plan
10/01/2024	Tesco	BACS	13.85			4019	316	13.85	Consumables
15/01/2024	Land Registry	1033	6.00	6.00		501			Title register and plan
22/01/2024	Microsoft Ireland Operations L	X8G	148.32	148.32		501			Monthly subscription
22/01/2024	Microsoft Ireland Operations L	Y52	123.48	123.48		501			Monthly subscription
22/01/2024	Microsoft	BACS	-7.08		-1.18	4044	101	-5.90	Refund
25/01/2024	Screwfix Direct Ltd	3456	100.00	100.00		501			Community payback contribution
31/01/2024	Screwfix Direct Ltd	0727	49.98	49.98		501			Holster
Total Payments for Month			892.09	885.32	-1.18			7.95	
Balance Carried Fwd			999.53						
Cashbook Totals			1,891.62	885.32	-1.18			1,007.48	

CURRENT/DEPOSIT ACCOUNT

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		538,013.73					538,013.73	
CCLA	Banked 03/01/2024	1,790.64						
CCLA	CCLA	1,790.64			1190	105	1,790.64	PDSF interest received
CHQ DEP	Banked 04/01/2024	924.00						
	Sales Recpts Page 183	924.00	924.00		112			Sales Recpts Page 183
SDC	Banked 08/01/2024	10,000.00						
	Sales Recpts Page 185	10,000.00	10,000.00		112			Sales Recpts Page 185
FAMILY	Banked 08/01/2024	1,035.00						
	Sales Recpts Page 186	1,035.00	1,035.00		112			Sales Recpts Page 186
LLOYDS	Banked 09/01/2024	540.44						
LLOYDS	Lloyds Bank	540.44			1190	105	540.44	Interest received
FRED	Banked 16/01/2024	462.00						
	Sales Recpts Page 187	462.00	462.00		112			Sales Recpts Page 187
CHQ DEP	Banked 18/01/2024	41.10						
CHQ DEP	National Grid	41.10			1002	316	41.10	Wayleave payment
Total Receipts for Month		14,793.18	12,421.00	0.00			2,372.18	
Cashbook Totals		<u>552,806.91</u>	<u>12,421.00</u>	<u>0.00</u>			<u>540,385.91</u>	

CURRENT/DEPOSIT ACCOUNT

For Month No: 10

Payments for Month 10

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/01/2024	Water Plus - Libbys Drive 7000	0867	19.27	19.27		501			Purchase Ledger DDR Payment
02/01/2024	Water Plus - Thanet House	1632	23.58	23.58		501			Purchase Ledger DDR Payment
02/01/2024	Water Plus - cemetery standtap	3924	30.99	30.99		501			Purchase Ledger DDR Payment
02/01/2024	SDC	DD	437.00			4011	104	437.00	SDC rates 58a-b
08/01/2024	Allstar Business Solutions Ltd	8470	184.82	184.82		501			Fuel
11/01/2024	Creative Sustainability	BACS	200.00			4230	107	200.00	Warm space grant
11/01/2024	Hugh O'Boyle	BACS	30.43			4171	107	30.43	Expenses
11/01/2024	Kate Buckingham	BACS	20.00			4230	107	20.00	Expenses
11/01/2024	Kate Montgomery	BACS	16.05			4126	102	16.05	Expenses
11/01/2024	Laura Beattie	BACS	17.74			4171	107	17.74	Expenses
11/01/2024	Marah	BACS	400.00			4230	107	400.00	Warm space grant
11/01/2024	Mat Allen	BACS	17.15			4094	316	17.15	Expenses
11/01/2024	MoTH	BACS	200.00			4230	107	200.00	Warm spaces grant
11/01/2024	Rodborough PC	BACS	4,000.00			4232	108	4,000.00	Cycle track contribution
11/01/2024	Transition Stroud	BACS	1,000.00			4164	316	1,000.00	Grant
11/01/2024	Trinity Rooms	BACS	200.00			4230	107	200.00	Warm space grant
11/01/2024	APSE	2176	355.20	355.20		501			Carbon literacy HO
11/01/2024	Ash & Co	8365	900.00	900.00		501			4910
11/01/2024	Down to Earth Stroud	1123	398.40	398.40		501			Gardening assistance
11/01/2024	Edmundson Electrical Ltd	5057	12,538.80	12,538.80		501			4894
11/01/2024	ERMIN PLANT LTD	5370	38.80	38.80		501			Gloves
11/01/2024	Ianto Doyle	04LH	450.00	450.00		501			Bespoke cabinet
11/01/2024	Lister Wilder	3515	1,605.72	1,605.72		501			Service Kubota
11/01/2024	Nailsworth Garden Machinery	2168	115.57	115.57		501			Lopper blades
11/01/2024	Pipercom Ltd	2053	662.87	662.87		501			4913
11/01/2024	Silver Tree Services (STS) Ltd	4440	3,192.38	3,192.38		501			Ash tree works
11/01/2024	Smith of Derby Ltd	0424	540.00	540.00		501			4907
11/01/2024	Smiths (Gloucester) Ltd	0274	18.60	18.60		501			Recycling
11/01/2024	Somerset County Council	2889	87.60	87.60		501			4848
11/01/2024	Thirsty Work Ltd	6882	30.90	30.90		501			Water
11/01/2024	Trinity Windows & Conservatori	1212	775.00	775.00		501			4909
15/01/2024	SDC	DD	1,084.00			4011	316	1,084.00	SDC rates cemetery and depot
15/01/2024	Payroll	DD	24,743.27			520		24,743.27	Payroll January
19/01/2024	Renault Finance	5152	30.00	30.00		501			Battery hire
19/01/2024	LGPS	DD	7,620.83			526		7,620.83	Pensions Dec 2023
22/01/2024	Ecotricity - Lobby - 10190574	0634	26.22	26.22		501			Electricity
22/01/2024	Ecotricity - Gas Thanet 101976	0708	275.16	275.16		501			Gas
22/01/2024	Ecotricity - Flat A - 10191020	0783	344.30	344.30		501			Electricity
22/01/2024	Ecotricity - Flat B - 10152716	0872	116.20	116.20		501			Electricity
22/01/2024	Ecotricity - Libbys Drive 1014	0931	230.59	230.59		501			Electricity
22/01/2024	Ecotricity - Office - 10153686	1071	369.46	369.46		501			Electricity
22/01/2024	SDC	DD	655.00			4011	104	655.00	SDC rates Thanet House
24/01/2024	TOWN CLERK IMPREST ACCOUNT	Top Up SD	1,000.00			219		1,000.00	Top up Clerk's Account
24/01/2024	Alpha Locksmiths	7018	54.00	54.00		501			Gained access to metal door

CURRENT/DEPOSIT ACCOUNT

For Month No: 10

Payments for Month 10

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
24/01/2024	Damselfly Communications Ltd	0124	1,237.50	1,237.50		501			Media consultancy
24/01/2024	DENIS BROWN & SON (Nailsworth)	2802	32.92	32.92		501			Wood
24/01/2024	JAMES & OWEN LTD	9929	221.37	221.37		501			Stationery
24/01/2024	Lansdown Hall & Gallery	5238	667.80	667.80		501			Back bar cooler
24/01/2024	Lister Wilder	9129	401.40	401.40		501			Vehicle repairs
24/01/2024	Nailsworth Garden Machinery	2392	19.90	19.90		501			Chain sprocket cover
24/01/2024	National Federation of Cemeter	4095	10.00	10.00		501			Subscription
24/01/2024	Pipercom Ltd	1794	76.97	76.97		501			4914
24/01/2024	Play Gloucestershire	317	3,780.12	3,780.12		501			Play sessions
24/01/2024	Primary Water Solutions Ltd	0577	256.50	256.50		501			4884
24/01/2024	SAFPRO INDUSTRIAL SUPPLY COMPA	2248	24.60	24.60		501			Safety boots
24/01/2024	The Salvation Army	6544	270.00	270.00		501			Hall hire
24/01/2024	SEVERN TRENT WATER	2313	80.69	80.69		501			Water 58a
24/01/2024	SLCC Enterprises Ltd	4254	156.00	156.00		501			How to engage community KB
24/01/2024	Somerset County Council	2940	87.60	87.60		501			4848
24/01/2024	Stroud Congregational Church	83	40.00	40.00		501			Hall hire
24/01/2024	WSP Solicitors	0229	20.00	20.00		501			Legal fees
24/01/2024	HMRC	BACS	7,008.43			525		7,008.43	PAY/NIC Jan
24/01/2024	Konica Minolta Business Soluti	6127	89.14	89.14		501			Photocopier
26/01/2024	SGW Payroll Ltd.	0992	65.28	65.28		501			Payroll month 10
26/01/2024	EE Ltd	3553	46.91	46.91		501			Mobile phones
26/01/2024	Lister Unified Communications	8117	389.62	389.62		501			Mobile phones
Total Payments for Month			80,038.65	31,388.75	0.00			48,649.90	
Balance Carried Fwd			472,768.26						
Cashbook Totals			<u>552,806.91</u>	<u>31,388.75</u>	<u>0.00</u>			<u>521,418.16</u>	

All Payments November 2023

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/11/2023	Water Plus - Thanet House	1632	£23.58	Purchase Ledger DDR Payment
01/11/2023	Water Plus - cemetery standtap	3924	£30.99	Purchase Ledger DDR Payment
01/11/2023	SDC	DD	£437.00	SDC rates 58a-b
03/11/2023	Longfield	2759	£120.00	Furniture
07/11/2023	Allstar Business Solutions Ltd	36	£237.91	Fuel
08/11/2023	Iceland	7760	£11.25	Supplies Chapel Street cafe
08/11/2023	NHBS Ltd	8624	£72.00	British Wildlife subscription
09/11/2023	REDACTED	BACS	£350.10	Newsletters
09/11/2023	REDACTED	BACS	£210.06	Newsletters
09/11/2023	REDACTED	BACS	£102.42	Newsletters
09/11/2023	REDACTED	BACS	£87.30	Newsletters
09/11/2023	REDACTED	BACS	£42.99	SM Expenses
09/11/2023	REDACTED	BACS	£133.38	Newsletters
09/11/2023	SVA	BACS	£2,000.00	Grant
09/11/2023	REDACTED	BACS	£91.80	Newsletters
09/11/2023	Tom Percival	BACS	£1,000.00	Grant
09/11/2023	C&G Services (Europe) LTD	3940	£720.00	Haxards and risks in highway
09/11/2023	Cloudy Group Ltd	14/36	£384.00	Planner training
09/11/2023	Cotswold Flame	337	£593.00	Plumbing works
09/11/2023	Damselfly Communications Ltd	1023	£1,237.50	Media consultancy Jun-Sept
09/11/2023	Exedra Nursery	3001	£144.00	Plants
09/11/2023	Fleet Solicitors LLP	2017	£360.00	Professional charges
09/11/2023	GAPTC	32	£705.00	Internal audit
09/11/2023	J.E. AND G.H. BENDLE	1141	£10,962.00	Wall works
09/11/2023	LeopardPress.com	9197	£155.56	Purchase order books
09/11/2023	The Management Centre	1714	£216.00	Managing multiple priorities
09/11/2023	Nailsworth Garden Machinery	1381	£98.20	Gloves, visor, trimmer line
09/11/2023	Hattie Nicholson	1	£120.00	Newsletter
09/11/2023	SAFPRO INDUSTRIAL SUPPLY	1026	£33.30	Uniform
09/11/2023	Somerset County Council	2750	£175.20	Nox tube analysis
09/11/2023	Stroud Electrical Services (UK	9689	£457.68	Towel rail not working
09/11/2023	Superdrug Stores plc	2283	£62.50	Flu vaccine vouchers
09/11/2023	Travis Perkins Trading Co Ltd.	3758	£50.17	Materials damaged cycle rack
09/11/2023	Wheatley Printers Ltd.	8591	£644.00	Newsletter printing
09/11/2023	BannerBuzz UK	4487	£41.81	Banner
09/11/2023	The Loss Foundation	2036	£98.00	Training LB and HO
09/11/2023	PASS Ltd	971	£107.40	Recalibrate PAT tester
09/11/2023	Post Office Ltd	8767	£4.69	Postage
09/11/2023	Waitrose & Partners	8766	£8.10	Consumables
09/11/2023	Iceland	8763	£3.20	Supplies Chapel Street cafe
13/11/2023	Co-op	BACS	£8.00	Co-op
14/11/2023	Fire Protection Shop	5377	£18.83	Emergency horn
15/11/2023	SDC	DD	£1,084.00	SDC rates cemetery and depot
15/11/2023	Payroll	DD	£33,472.51	Payroll November

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
16/11/2023	TOWN CLERK IMPREST	Top up SD	£1,000.00	Top up Clerk's account
16/11/2023	Bird & Wild	7877	£9.98	Coffee
16/11/2023	HHGL Limited	7305	£4.68	Twine
16/11/2023	Pershore College Garden Centre	3156	£177.53	Plants
16/11/2023	Acre Street Stores	15	£9.52	Supplies Chapel Street cafe
16/11/2023	Amazon EU	7465	£6.39	Supplies Chapel Street cafe
16/11/2023	Iceland	5771	£7.39	Supplies Chapel Street cafe
17/11/2023	LGPS	DD	£7,422.55	Pensions November
17/11/2023	Land Registry	1896	£6.00	Title register and plan
17/11/2023	Royal Mail Group Ltd	6538	£62.50	Stamps
20/11/2023	Ecotricity - Lobby - 10190574	525	£25.79	Electricity
20/11/2023	Ecotricity - Gas Thanet 101976	626	£127.93	Gas
20/11/2023	Ecotricity - Libbys Drive 1014	903	£201.98	Electricity
20/11/2023	Ecotricity - Office - 10153686	1079	£323.15	Electricity
20/11/2023	Renault Finance	5152	£30.00	Battery hire
20/11/2023	Gloucestershire Go	3072	£27.60	DBS check
20/11/2023	Brandon Hire Station	6191	£89.93	Weed brush
22/11/2023	Alan Price	1306	£1,540.00	Gravedigging
22/11/2023	Astralsound	2435	£174.00	PA system for Remembrance
22/11/2023	BAILEY PARTNERSHIP	523	£3,102.00	Project management
22/11/2023	Chubb Fire & Security Ltd.	9006	£168.48	Annual contract
22/11/2023	Down to Earth Stroud	09/10	£600.00	Gardening assistance scheme
22/11/2023	ERMIN PLANT LTD	2997	£35.38	Equipment hire
22/11/2023	Fleet Solicitors LLP	2025	£929.60	4905
22/11/2023	Genius Within CIC	89	£715.20	Workplace coaching
22/11/2023	HHGL Limited	934	£35.50	Site materials
22/11/2023	ICCM	7076	£168.00	Training
22/11/2023	JAMES & OWEN LTD	9781	£91.28	Stationery
22/11/2023	Lansdown Hall & Gallery	5171	£335.00	Parking for stonemasons
22/11/2023	Nailsworth Garden Machinery	1594	£542.00	Brushcutter
22/11/2023	GeoXphere Ltd	6	£270.00	Annual subscription
22/11/2023	Pipercom Ltd	1960	£679.42	IT charges
22/11/2023	Premier Paper Group Ltd	8698	£269.16	Paper
22/11/2023	Primary Water Solutions Ltd	63/89/14	£1,606.50	4885
22/11/2023	The Salvation Army	4927	£360.00	Hall hire
22/11/2023	SLCC Enterprises Ltd	1	£966.00	Credit cancelled training
22/11/2023	Smiths (Gloucester) Ltd	1159	£18.60	Recycling
22/11/2023	Stroud Congregational Church	74	£40.00	Hall hire
22/11/2023	Thirsty Work Ltd	4218	£48.84	Water
22/11/2023	Travis Perkins Trading Co Ltd.	817	£19.70	MOT type 1 and white spirit
22/11/2023	HMRC	BACS	£12,871.63	HMRC PAY/NIC November
22/11/2023	REDACTED	BACS	£84.60	Newsletters
22/11/2023	SDC	DD	£655.00	SDC rates Thanet House
22/11/2023	Microsoft Ireland Operations L	AQQ	£14.16	Monthly subscription
22/11/2023	Microsoft Ireland Operations L	GVE	£148.32	Monthly subscription
22/11/2023	Microsoft Ireland Operations L	H2E	£123.48	Monthly subscription

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
23/11/2023	Ecotricity - Flat A - 10191020	2305	£198.34	Electricity
23/11/2023	Ecotricity - Flat B - 10152716	2308	£96.05	Electricity
23/11/2023	Konica Minolta Business Soluti	3836	£72.14	Photocopier
23/11/2023	Gloucestershire Go	3719	£27.60	DBS check
23/11/2023	Waitrose & Partners	2784	£29.56	Supplies
24/11/2023	Lister Unified Communications	2549	£136.08	Moblie phones
24/11/2023	Home Bargains	3785	£19.80	Chocolate for grotto
24/11/2023	Naked Sprout	4480	£23.50	Toilet paper
24/11/2023	The Wipe Shop	483	£44.37	Centre-feed hand towel
27/11/2023	EE Ltd	5413	£45.10	Mobile phones
27/11/2023	TOWN CLERK IMPREST	Top up SD	£1,000.00	Top up Clerk's Account
27/11/2023	DENIS BROWN & SON	5541	£4.80	Site materials
27/11/2023	Aldi Stores	4790	£28.33	Chocolate for Grotto
27/11/2023	Tesco	4791	£5.15	Chocolate for Grotto
27/11/2023	Direct Water Tanks	4267	£427.14	Litter bin
28/11/2023	NALC	3299	£588.00	Study tour Yate TC LB and HO
28/11/2023	Tim Bendle Forestry & Arboricu	1028	£200.00	Polesaw training SM
29/11/2023	TheWorks	8794	£6.25	Supplies Chapel Street cafe
30/11/2023	Iceland	BACS	£13.14	Iceland
30/11/2023	Waitrose & Partners	9796	£1.00	Newspaper

All Payments December 2023

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/12/2023	Water Plus - Libbys Drive 7000	867	£19.27	Purchase Ledger DDR Payment
01/12/2023	Water Plus - Thanet House	1632	£23.58	Purchase Ledger DDR Payment
01/12/2023	Water Plus - cemetery standtap	3924	£30.99	Purchase Ledger DDR Payment
01/12/2023	SDC	DD	£437.00	SDC rates 58a-b
04/12/2023	Midcounties Co-operative	1797	£11.40	Consumables
05/12/2023	Emmaus Gloucestershire	2870	£14.00	Christmas cards
06/12/2023	Patlabel	1156	£15.78	Pass labels
07/12/2023	Allstar Business Solutions Ltd	7424	£132.92	Fuel
07/12/2023	Screwfix Direct Ltd	9143	£27.05	Brush seals draught excluders
08/12/2023	NALC	BACS	-£39.22	Refund received
11/12/2023	Post Office Ltd	8801	£4.69	Postage
13/12/2023	TOWN CLERK IMPREST	Top Up SD	£1,000.00	Top up Clerk's Account
13/12/2023	SGW Payroll Ltd.	7726	£65.28	Payroll month 8
14/12/2023	REDACTED	BACS	£90.00	Newsletters
14/12/2023	REDACTED	BACS	£49.50	Expenses
14/12/2023	HMRC	BACS	£6,816.54	PAY/NIC December
14/12/2023	REDACTED	BACS	£48.02	Expenses
14/12/2023	REDACTED	BACS	£38.80	Expenses
14/12/2023	REDACTED	BACS	£11.20	Pension refund
14/12/2023	REDACTED	BACS	£15.68	Expenses
14/12/2023	REDACTED	BACS	£400.00	Expenses
14/12/2023	REDACTED	BACS	£16.45	Expenses
14/12/2023	REDACTED	BACS	£29.00	Expenses
14/12/2023	Stroud Earth Community	BACS	£500.00	Grant
14/12/2023	DENIS BROWN & SON	2773	£57.06	Site materials
14/12/2023	Easy Window Cleaning	7441	£36.00	Window cleaning
14/12/2023	GB Sport & Leisure UK Ltd.	8708	£762.00	Playground inspection training
14/12/2023	Hugh James	4982	£1,000.00	Representation
14/12/2023	Ian Phillips	185	£250.00	MHFA training HO
14/12/2023	ICCM	7116	£150.00	Loss and grief training SG
14/12/2023	JAMES & OWEN LTD	9862	£221.68	Stationery
14/12/2023	Occupational Health Assessment	1657	£495.00	Occupational health assessment
14/12/2023	Pack Masonry Ltd	2123	£12,523.20	4886
14/12/2023	Mrs Patricia Phipps	RENT	£2,875.00	Rent depot
14/12/2023	Pipercom Ltd	2007	£674.62	IT
14/12/2023	Precision	604	£91.00	Sims clock winding
14/12/2023	The Salvation Army	5576	£450.00	Hall hire
14/12/2023	SEVERN TRENT WATER	827	£38.36	Water 58b
14/12/2023	Silvermaze Ltd	2062	£238.00	4906
14/12/2023	Smiths (Gloucester) Ltd	5100	£18.00	Recycling
14/12/2023	Somerset County Council	2851	£87.60	4848
14/12/2023	Stroud Electrical Services (UK	15	£84.79	Replace time delay switch
14/12/2023	Thirsty Work Ltd	5869	£81.90	Water and sanitise
14/12/2023	Thrupp Tyre Company Ltd.	5650	£264.00	Tyres
14/12/2023	Tim Bendle Forestry & Arboricu	33	£200.00	Pole saw training TH

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
14/12/2023	T.W.HAWKINS & SONS	3001	£346.14	Contract mowing Uplands
14/12/2023	UK Health Security Agency	6253	£69.30	4904
14/12/2023	Wheatley Printers Ltd.	8854	£94.00	Parking leaflets
14/12/2023	WSP Solicitors	9755	£53.00	Land registry fee
14/12/2023	Zed in the Clouds	1125	£100.00	White ribbon mural
15/12/2023	PWLB	DD	£9,881.45	PWLB
15/12/2023	SDC	DD	£1,084.00	SDC rates cemetery and depot
15/12/2023	Payroll	DD	£23,279.30	Payroll December
15/12/2023	Amazon EU	Sep-80	£38.35	Phone case
15/12/2023	Waitrose & Partners	4803	£600.00	Gift cards
15/12/2023	Waitrose & Partners	4804	£25.00	Gift card
19/12/2023	DVLA	BACS	£320.00	Vehicle tax DS11 LGW
19/12/2023	LGPS	DD	£11,292.98	Pensions Nov 2023
19/12/2023	Renault Finance	5152	£30.00	Battery hire
19/12/2023	CURRENT/DEPOSIT ACCOUNT	Correction	£320.00	DVLA entered in wrong cashbook
20/12/2023	TOWN CLERK IMPREST	Top up SD	£1,000.00	Top up Clerk's account
20/12/2023	Ecotricity - Lobby - 10190574	9693	£25.57	Electricity
20/12/2023	Ecotricity - Flat A - 10191020	9876	£388.32	Electricity
20/12/2023	Ecotricity - Flat B - 10152716	9983	£163.01	Electricity
20/12/2023	Ecotricity - Libbys Drive 1014	52	£231.94	Electricity
20/12/2023	Ecotricity - Office - 10153686	221	£372.28	Electricity
22/12/2023	Konica Minolta Business Soluti	160	£88.99	Photocopier
22/12/2023	SDC	DD	£655.00	SDC rates Thanet House
22/12/2023	Microsoft Ireland Operations L	WRL	£123.48	Monthly subscription
22/12/2023	Microsoft Ireland Operations L	6ST	£148.32	Monthly subscription
22/12/2023	The Trussell Trust	7900	£200.00	Food bank donation
27/12/2023	Ecotricity - Gas Thanet 101976	3921	£309.90	Gas
27/12/2023	EE Ltd	7513	£44.75	Mobile phones
27/12/2023	SGW Payroll Ltd.	9217	£65.28	Payroll month 9
27/12/2023	Microsoft Ireland Operations L	3NX	£3.31	Monthly subscription
28/12/2023	Lister Unified Communications	8117	£191.12	Mobile phones

All Payments January 2024

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
02/01/2024	Water Plus - Libbys Drive 7000	867	£19.27	Purchase Ledger DDR Payment
02/01/2024	Water Plus - Thanet House	1632	£23.58	Purchase Ledger DDR Payment
02/01/2024	Water Plus - cemetery standtap	3924	£30.99	Purchase Ledger DDR Payment
02/01/2024	SDC	DD	£437.00	SDC rates 58a-b
04/01/2024	Post Office Ltd	5235	£3.90	Postage
04/01/2024	Waitrose & Partners	3810	£1.00	Newspaper
04/01/2024	Waitrose & Partners	3811	£1.60	Milk
05/01/2024	Polybags Ltd	1473	£431.54	Rubbish bags
08/01/2024	Allstar Business Solutions Ltd	8470	£184.82	Fuel
08/01/2024	Midcounties Co-operative	105	£7.50	Coffee
10/01/2024	Land Registry	8140	£6.00	Title register and plan
10/01/2024	Land Registry	8243	£6.00	Title register and plan
10/01/2024	Tesco	BACS	£13.85	Consumables
11/01/2024	Creative Sustainability	BACS	£200.00	Warm space grant
11/01/2024	REDACTED	BACS	£30.43	Expenses
11/01/2024	REDACTED	BACS	£20.00	Expenses
11/01/2024	REDACTED	BACS	£16.05	Expenses
11/01/2024	REDACTED	BACS	£17.74	Expenses
11/01/2024	Marah	BACS	£400.00	Warm space grant
11/01/2024	REDACTED	BACS	£17.15	Expenses
11/01/2024	MoTH	BACS	£200.00	Warm spaces grant
11/01/2024	Rodborough PC	BACS	£4,000.00	Cycle track contribution
11/01/2024	Transition Stroud	BACS	£1,000.00	Grant
11/01/2024	Trinity Rooms	BACS	£200.00	Warm space grant
11/01/2024	APSE	2176	£355.20	Carbon literacy HO
11/01/2024	Ash & Co	8365	£900.00	4910
11/01/2024	Down to Earth Stroud	1123	£398.40	Gardening assistance
11/01/2024	Edmundson Electrical Ltd	5057	£12,538.80	4894
11/01/2024	ERMIN PLANT LTD	5370	£38.80	Gloves
11/01/2024	Ianto Doyle	04LH	£450.00	Bespoke cabinet
11/01/2024	Lister Wilder	3515	£1,605.72	Service Kubota
11/01/2024	Nailsworth Garden Machinery	2168	£115.57	Lopper blades
11/01/2024	Pipercom Ltd	2053	£662.87	4913
11/01/2024	Silver Tree Services (STS) Ltd	4440	£3,192.38	Ash tree works
11/01/2024	Smith of Derby Ltd	424	£540.00	4907
11/01/2024	Smiths (Gloucester) Ltd	274	£18.60	Recycling
11/01/2024	Somerset County Council	2889	£87.60	4848
11/01/2024	Thirsty Work Ltd	6882	£30.90	Water
11/01/2024	Trinity Windows & Conservatori	1212	£775.00	4909
15/01/2024	SDC	DD	£1,084.00	SDC rates cemetery and depot
15/01/2024	Payroll	DD	£24,743.27	Payroll January
15/01/2024	Land Registry	1033	£6.00	Title register and plan
19/01/2024	Renault Finance	5152	£30.00	Battery hire
19/01/2024	LGPS	DD	£7,620.83	Pensions Dec 2023
22/01/2024	Ecotricity - Lobby - 10190574	634	£26.22	Electricity

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
22/01/2024	Ecotricity - Gas Thanet 101976	708	£275.16	Gas
22/01/2024	Ecotricity - Flat A - 10191020	783	£344.30	Electricity
22/01/2024	Ecotricity - Flat B - 10152716	872	£116.20	Electricity
22/01/2024	Ecotricity - Libbys Drive 1014	931	£230.59	Electricity
22/01/2024	Ecotricity - Office - 10153686	1071	£369.46	Electricity
22/01/2024	SDC	DD	£655.00	SDC rates Thanet House
22/01/2024	Microsoft Ireland Operations L	X8G	£148.32	Monthly subscription
22/01/2024	Microsoft Ireland Operations L	Y52	£123.48	Monthly subscription
22/01/2024	Microsoft	BACS	-£7.08	Refund cancelled license
24/01/2024	TOWN CLERK IMPREST	Top Up SD	£1,000.00	Top up Clerk's Account
24/01/2024	Alpha Locksmiths	7018	£54.00	Gained access to metal door
24/01/2024	Damselfly Communications Ltd	124	£1,237.50	Media consultancy
24/01/2024	DENIS BROWN & SON	2802	£32.92	Wood
24/01/2024	JAMES & OWEN LTD	9929	£221.37	Staitionery
24/01/2024	Lansdown Hall & Gallery	5238	£667.80	Back bar cooler
24/01/2024	Lister Wilder	9129	£401.40	Vehicle repairs
24/01/2024	Nailsworth Garden Machinery	2392	£19.90	Chain sprocket cover
24/01/2024	National Federation of Cemeter	4095	£10.00	Subscription
24/01/2024	Pipercom Ltd	1794	£76.97	4914
24/01/2024	Play Gloucestershire	317	£3,780.12	Play sessions
24/01/2024	Primary Water Solutions Ltd	577	£256.50	4884
24/01/2024	SAFPRO INDUSTRIAL SUPPLY	2248	£24.60	Safety boots
24/01/2024	The Salvation Army	6544	£270.00	Hall hire
24/01/2024	SEVERN TRENT WATER	2313	£80.69	Water 58a
24/01/2024	SLCC Enterprises Ltd	4254	£156.00	How to engage community KB
24/01/2024	Somerset County Council	2940	£87.60	4848
24/01/2024	Stroud Congregational Church	83	£40.00	Hall hire
24/01/2024	WSP Solicitors	229	£20.00	Legal fees
24/01/2024	HMRC	BACS	£7,008.43	PAY/NIC Jan
24/01/2024	Konica Minolta Business Soluti	6127	£89.14	Photocopier
25/01/2024	Screwfix Direct Ltd	3456	£100.00	Community payback contribution
26/01/2024	SGW Payroll Ltd.	992	£65.28	Payroll month 10
26/01/2024	EE Ltd	3553	£46.91	Mobile phones
26/01/2024	Lister Unified Communications	8117	£389.62	Mobile phones
31/01/2024	Screwfix Direct Ltd	727	£49.98	Holster

November 2023 Receipts

Date	Cash Received from	Receipt Description	Receipt Total
10/11/2023	HMRC	VAT recovered	£7,520.76
09/11/2023	Lloyds Bank	Interest received	£756.77
02/11/2023	PSDF	PDSF interest received	£1,829.78
06/11/2023	Sales Recpts Page 170	Cemetery income	£1,707.00
30/11/2023	Sales Recpts Page 171	Reimburse bike rack damage	£185.00
15/11/2023	Sales Recpts Page 172	Reimburse training organised	£180.00
17/11/2023	Sales Recpts Page 173	Cemetery income	£830.00
21/11/2023	Sales Recpts Page 174	Cemetery income	£382.00
22/11/2023	Sales Recpts Page 175	Reimburse training organised	£60.00
22/11/2023	Sales Recpts Page 176	Cemetery income	£538.00

December 2023 Receipts

Date	Cash Received from	Receipt Description	Receipt Total
11/12/2023	Lloyds Bank	Interest received	£688.71
14/12/2023	REDACTED	Proof of life (non-res)	£12.00
04/12/2023	PDSF	PDSF interest received	£114.98
04/12/2023	PDSF	PDSF interest received	£1,615.35
05/12/2023	Sales Recpts Page 177	Friends of Daisy Bank reimburse	£687.12
06/12/2023	Sales Recpts Page 178	Cemetery income	£216.00
05/12/2023	Sales Recpts Page 179	Training organised	£60.00
14/12/2023	Sales Recpts Page 180	Cemetery income	£269.00
18/12/2023	Sales Recpts Page 181	Cemetery income	£924.00
20/12/2023	Sales Recpts Page 182	Cemetery income	£854.00
14/12/2023	REDACTED	Left over supplies from grotto	£10.00
05/12/2023	SWP	Grant received	£1,574.40
19/12/2023	TOWN CLERK IMPREST	Correction entered in wrong cashbook	£320.00

January 2024 Receipts

Date	Cash Received from	Receipt Description	Receipt Total
03/01/2024	CCLA	PDSF interest received	£1,790.64
09/01/2024	Lloyds Bank	Interest received	£540.44
18/01/2024	National Grid	Wayleave payment	£41.10
04/01/2024	Sales Recpts Page 183	Cemetery income	£924.00
08/01/2024	Sales Recpts Page 185	SSF4 Grant Funding Contribution	£10,000.00
08/01/2024	Sales Recpts Page 186	Cemetery income	£1,035.00
16/01/2024	Sales Recpts Page 187	Cemetery income	£462.00

Assets By Category

28 February 2024

Item	Acquired Date	Purchase Value	Insurance Value
Buildings			
Sims Clock	31/03/2017	£1.00	£344,821.30
Lansdown Hall extension	31/03/2016	£190,467.00	
Lansdown Hall	17/11/2010	£183,943.00	£4,467,000.00
Thanet House		£270,796.00	£972,000.00
shed - cemetery	11/12/2007	£5,491.00	
Intruder Alarm System	24/04/2018	£1,938.00	£1,938.00
Stroud Subscription Rooms	28/03/2019	£1.00	£8,923,765.98
		£652,637.00	£14,709,525.28
Central services equipment			
Hearing Loop	29/10/2019	£6,703.41	
5 Dell Laptops and accessories	22/10/2020	£3,652.40	
Laptop	16/01/2019	£612.69	
Office chairs x 5		£1,250.00	
Metal cabinets x8		£1,200.00	
Insurance value: Office and Computer Equipment		£0.00	£27,664.90
2 Tower PCs	08/03/2022	£1,362.44	
5 monitor screens	08/03/2022	£687.40	
New fire and security installations	30/07/2021	£3,631.25	
Filing cabinets x 7		£1,050.00	
Radiators	08/10/2022	£6,915.00	
conference chairs x 30		£1,500.00	
Misc office furniture and equipment		£1,121.00	
Desks x 3		£1,500.00	
Laptop	20/03/2023	£544.66	
PCs x7		£2,515.38	
Phone handsets x2	17/03/2023	£181.69	
		£34,427.32	£27,664.90
Green Spaces equipment			
Rotary mower	20/10/2010	£1,175.00	
Ride on mower	30/04/2018	£8,084.00	
Steel canteen unit	05/04/2018	£5,500.20	
Hedge cutter	19/10/2018	£316.67	
Brushcutter	05/04/2017	£680.00	
Battery	19/10/2018	£133.33	
Charger	19/10/2018	£85.00	
Holding bays	15/08/2005	£4,672.00	
PC		£667.80	

Item	Acquired Date	Purchase Value	Insurance Value
Chainsaw	19/10/2018	£212.50	
Reciprocating mower	15/01/2018	£6,552.00	
Trailer	19/12/2017	£1,830.00	£2,545.76
Brushcutter	05/04/2017	£680.00	
Cordless Strimmer	21/07/2017	£291.67	
Insurance value: Green spaces equipment		£0.00	£92,119.52
Misc green spaces tools and equipement		£9,253.00	
Loader	17/10/2011	£2,255.00	
Mowing Deck	17/10/2011	£1,310.00	
Ground Guard for burials		£1,000.00	
Grave shoring	29/02/2012	£1,000.00	
Grave shoring		£2,000.00	
Battery	05/04/2017	£700.00	
Electric Bike	12/08/2022	£2,868.32	£3,441.98
Battery Brushcutter	31/10/2023	£495.00	
Wildlife Cameras	14/09/2022	£408.29	
Electric Bike Accessory	12/08/2022	£50.00	
Electric Bike Accessory	12/08/2022	£50.00	
Electric Bike Accessory	12/08/2022	£115.00	
Electric Bike Accessory	12/08/2022	£56.99	
Battery Winch Kit	23/12/2020	£1,420.84	
Heavy Duty Chest	05/08/2020	£1,344.00	
Stihl Battery x3	24/07/2020	£1,388.80	
Li-ion battery for PCW3000-L1 winch	10/12/2020	£185.00	
Li-ion battery for PCW3000-L1 winch	10/12/2020	£185.00	
Cordless capstan winch	10/12/2020	£1,185.00	
Li-ion battery	04/12/2020	£179.17	
Li-ion battery	04/12/2020	£179.17	
Pole Pruner	07/11/2019	£350.00	
Cordless leaf blower	04/12/2020	£275.00	
Electric Bike Accessory	12/08/2022	£130.00	
Hedge Cutter	05/09/2019	£285.00	
Cordless leaf blower	04/12/2020	£275.00	
		£59,823.75	£98,107.26

Land

Playing field - Uplands	24/01/1996	£1.00	
Long Ground	27/01/2009	£75,000.00	
Trinity Pocket Park	27/03/2009	£18,000.00	
Lower Street green space	16/10/2007	£6,000.00	
The Leazes	14/12/2023	£1.00	
Parliament St burial ground	17/06/2004	£1.00	
Land at Bank Gardens	01/10/2014	£1.00	

Item	Acquired Date	Purchase Value	Insurance Value
Summer Crescent wildlife area	03/03/2004	£1.00	
Swifts Hill Triangle	15/08/2001	£1.00	
Land at Fennell's View	01/09/2021	£1.00	
Daisy Bank	24/01/1996	£1.00	
Park Gardens	01/04/1992	£1.00	
Allotment site - Spider Lane	23/11/1994	£1.00	
Allotment site - Bisley Old Road	23/11/1994	£1.00	
Stroud Cemetery	31/03/2017	£1.00	
Bank Gardens	31/03/2017	£1.00	
Allotment site - Summer Street	23/11/1994	£1.00	
Allotment site - Stratford Rd	23/11/1994	£1.00	
Allotment site - Uplands	18/05/1994	£1.00	
Old Chapel Drive - The Chur	13/06/2000	£1.00	
		£99,017.00	
Other			
Christmas Light Snowballs	04/12/2019	£1,176.00	
salt/grit bins x 12	15/02/2011	£1,647.00	
Christmas lights	06/12/2021	£252.00	
Shares in Biodynamic Land Trust	08/07/2015	£500.00	
Noticeboards x 4	14/05/2003	£1,758.00	
Mayoral Pendant		£1.00	£1,027.80
Electronic Sound Equipment	05/08/2020	£10,997.61	
Christmas lights	09/04/2015	£4,560.00	£10,463.99
Eco 7 timer	05/08/2020	£865.46	
New fence and gates at cemetery	29/10/2019	£3,238.77	
Dry stone wall		£4,000.00	
Speed laser device	21/01/2020	£2,225.00	
Information panels - Cemetery	25/05/2005	£2,125.00	
Telephone Kiosk	25/08/2012	£1.00	
Defibrillators	06/11/2018	£4,536.14	
Telephone Kiosk	04/02/2020	£1.00	
Christmas lights	18/04/2023	£600.00	
Telephone Kiosk	04/02/2020	£1.00	
Handrail		£1,750.00	
		£40,234.98	£11,491.79
Play Equipment			
Play equipment - various - Daisy bank	07/08/2006	£16,930.00	
Play equipment - various -Uplands	22/11/2007	£12,316.00	
MUGA - Uplands	29/07/2009	£15,295.00	
Rockblock Maze - Uplands	01/04/2005	£15,297.00	
Play equipment - various -Uplands	31/03/2009	£26,600.00	
swing - Leazes	28/08/2003	£1,064.00	
Swing - Uplands	28/08/2003	£1,064.00	

Item	Acquired Date	Purchase Value	Insurance Value
Play Equipment	31/05/2022	£30,209.00	
Roundabout	17/02/2017	£3,826.00	
Play equipment	24/08/2012	£4,368.00	
Play equipment	03/07/2012	£5,000.00	
Basket swing - Daisy Bank	29/01/2015	£3,987.00	
		£135,956.00	
Street furniture			
Welcome signs	07/10/2021	£3,631.25	
Bottle Filling Station (Water Fountain)	31/03/2019	£2,245.00	£2,622.54
Street furniture miscellaneous benches etc		£5,944.00	
Vehicle Activated Signs (VAS)		£9,508.00	£12,841.61
Bus shelter	07/12/2017	£4,084.00	
		£25,412.25	£15,464.15
Vehicle			
RTV - WX12 EBM	28/03/2012	£11,030.00	£12,000.00
Vehicle Registration no -LY14 HXK	01/04/2019	£6,950.00	£6,950.00
Pick-up - DS11LGW	05/01/2015	£9,995.00	£1,100.00
Tractor - WX61GHH	17/10/2011	£9,710.00	£10,800.00
		£37,685.00	£30,850.00
		£1,085,193.30	£14,893,103.38

Assets Acquired 2023-2024

Item	Manufacturer	Acquired Date	Value
Christmas lights	MK Illumination	18/04/2023	£600.00
Battery Brushcutter	Stihl	31/10/2023	£495.00
The Leazes		14/12/2023	£1.00
			£1,096.00

INTERNAL CONTROL CHECKS

REPORT TO FULL COUNCIL – MARCH 2024

Internal control checks have been carried out for the first 3 quarters as follows:

Quarter	Carried out by	Date
1	Cllr Hale	31 st July 2023
2	Cllr Oldman	18 th December 2023
3	Cllr Ananthan	16 th February 2024

All checks included a review of bank reconciliations, cashbook balances together with a sample of checks across other financial processes and a review of budget vs spend where this had not already been reviewed by the Finance and Policy Committee.

Where checks are carried out by bank signatories the checker does not review transactions which they have authorised.

Processes were found to be in order and no areas of concern were identified.

INTERNAL CONTROL CHECKS TO BE CARRIED OUT BY COUNCILLORS AT LEAST 4 TIMES A YEAR

Please complete as many checks as you can. Items in **bold** should be checked every time. Refer to previous checks to identify which have yet to be looked at.

Please use the comments box to record details of any payments checked. (e.g. "checked payment to ABC Builders cheque no. ####" or "checked contract for ### work was approved by ### Committee")

CHECK	✓
Check bank reconciliation matches latest statements for all bank/investment accounts.	✓
Check that cashbook reports balance	✓
Look at monthly budget reports – investigate any significant overspends (>10% or £1,000)	✓
Make sure receipts and payments are properly recorded – randomly select invoices and receipts and check that:	✓
<ul style="list-style-type: none"> • They have been properly recorded on Omega – you need to see them on screen 	
<ul style="list-style-type: none"> • The paperwork has been properly authorised (checked, authorised by Clerk and initialled by signatories). Make sure the chequebook counterfoil has been initialled by signatories. 	
<ul style="list-style-type: none"> • Invoices tally with quotations and/or purchase orders (where issued) in terms of descriptions and amounts 	Not checked.
<ul style="list-style-type: none"> • Payments have been authorised by FCP/F&P (refer to minutes) 	
<ul style="list-style-type: none"> • VAT on payments has been identified, recorded and reclaimed 	✓
Cheques – if any cheque numbers are missing from sequence of payments – investigate whether the cheque has been cancelled and why.	
Petty cash – make sure the cash in the tin tallies with recorded accounts. Check that vouchers match recorded payments.	
Payments over £8,000 – check the decision making process – refer to relevant minutes for authorisation.	

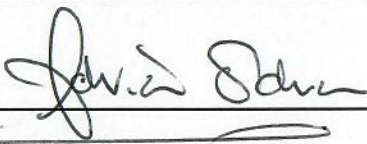
Checked by: ADRIAN OLDMAN Signature:  Date: 18 Dec '23

Payroll – check that payments made tally with payroll reports. Make a random check that salary paid matches contracted salary.	✓
Expenses – check that payments match claim forms (e.g. travel)	✓
Check that any new assets (e.g. building and equipment) costing >£1,000 have been recorded on the asset register and added to the Council's insurance policy.	

Notes or comments:

Jennis Brown + Co.	Paid 17/7/23	£227.93
Plastic Card Factory	Paid 21/9/23	£22.19
Outsource Centre	Paid 15/9/23	£1,488.00.
Leadbourn Hall	Paid 29/8/23	£375.00
Travis Perkins	Paid 17/7/23	£43.20 (£838.45)
Payroll check: Hugh - all OK		
Kate - all OK		
Expenses - Helen - all OK		

Checked by: ADRIAN OLDMAN

Signature: 

Date: 18 December 2023

0 April/May/June '23

INTERNAL CONTROL CHECKS TO BE CARRIED OUT BY COUNCILLORS AT LEAST 4 TIMES A YEAR

Please complete as many checks as you can. Items in **bold** should be checked every time. Refer to previous checks to identify which have yet to be looked at.

Please use the comments box to record details of any payments checked. (e.g. "checked payment to ABC Builders cheque no. ####" or "checked contract for ### work was approved by ### Committee")

CHECK		✓
Check bank reconciliation matches latest statements for all bank/investment accounts.	Clerk's Account Dep Acc CLACC	✓ ✓ ✓
Check that cashbook reports balance	Trial balance at data check	✓
Look at monthly budget reports – investigate any significant overspends (>10% or £1,000)	n/a Play Egypt + 4021/101 4033/101	?HB
Make sure receipts and payments are properly recorded – randomly select invoices and receipts and check that:		✓
• They have been properly recorded on Omega – you need to see them on screen / or Omega report ✓		✓
• The paperwork has been properly authorised (checked, authorised by Clerk and initialled by signatories). Make sure the chequebook counterfoil has been initialled by signatories. Petty cash cheque book only ✓ Excl spreadsheet ✓		✱ ✓
• Invoices tally with quotations and/or purchase orders (where issued) in terms of descriptions and amounts		
• Payments have been authorised by FCP/F&P (refer to minutes)		✓
• VAT on payments has been identified, recorded and reclaimed		✓
Cheques – if any cheque numbers are missing from sequence of payments – investigate whether the cheque has been cancelled and why.		N/A
Petty cash – make sure the cash in the tin tallies with recorded accounts. Check that vouchers match recorded payments.		
Payments over £8,000 – check the decision making process – refer to relevant minutes for authorisation. Transfer - HB → KC → LS OKID // CH/KC signed form £ LS → AD authorised		✓

Checked by: CAMILLA HALE Signature: Camilla Hale Date: 31 July 2023

Payroll – check that payments made tally with payroll reports. Make a random check that salary paid matches contracted salary.		
Expenses – check that payments match claim forms (e.g. travel)	See the invoice on authorisation	✓
Check that any new assets (e.g. building and equipment) costing >£1,000 have been recorded on the asset register and added to the Council's insurance policy.	NOT yet recorded 22/23 or 23/4	?

Notes or comments:

Invoices – Gloucester St Forge 9th May ✓
 James Owen 15th May Pd ✓
 Easy Window Cleaning 26th June Pd ✓

Receipts – COT Canals Vol Tayre £10.00 Inv 140 Needs writing on the invoice when paid ✓
 COTC Memorials Inv 130 ✓

* Possible loophole that HB could be put by any ^{one with} access. Perhaps needs hand HB on each invoice on a weekly basis?

Checked by: CAMILLA HALE Signature: Camilla Hale Date: 31 July 2023

Explanations to be provided regarding discrepancy in payment dates
 — Sydney

INTERNAL CONTROL CHECKS TO BE CARRIED OUT BY COUNCILLORS AT LEAST 4 TIMES A YEAR

Please complete as many checks as you can. Items in **bold** should be checked every time. Refer to previous checks to identify which have yet to be looked at.

Please use the comments box to record details of any payments checked. (e.g. "checked payment to ABC Builders cheque no. ####" or "checked contract for ### work was approved by ### Committee")

CHECK	
Check bank reconciliation matches latest statements for all bank/investment accounts. (Dec 2023)	✓
Check that cashbook reports balance (Dec 2023)	✓
Look at monthly budget reports – investigate any significant overspends (>10% or £1,000)	✓
Make sure receipts and payments are properly recorded – randomly select invoices and receipts and check that: • They have been properly recorded on Omega – you need to see them on screen • The paperwork has been properly authorised (checked, authorised by Clerk and initialled by signatories). Make sure the chequebook counterfoil has been initialled by signatories. • Invoices tally with quotations and/or purchase orders (where issued) in terms of descriptions and amounts • Payments have been authorised by FCP/F&P (refer to minutes) • VAT on payments has been identified, recorded and reclaimed	Reviewed by Full Finance Committee until Oct 24; Nov-Dec to be reviewed ✓
Cheques – if any cheque numbers are missing from sequence of payments – investigate whether the cheque has been cancelled and why.	✓
Petty cash – make sure the cash in the tin tallies with recorded accounts. Check that vouchers match recorded payments.	
Payments over £8,000 – check the decision making process – refer to relevant minutes for authorisation.	(Payment checked & Printed 14th Feb 2024) - verified on 16/02/24 ✓

Checked by: Shyam Anantham

Signature: Sydney

Date: 16/02/2024

Payroll – check that payments made tally with payroll reports. Make a random check that salary paid matches contracted salary.

Expenses – check that payments match claim forms (e.g. travel)

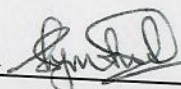
Check that any new assets (e.g. building and equipment) costing >£1,000 have been recorded on the asset register and added to the Council's insurance policy.

Notes or comments:

- ① UK Landscapes - £929.22 12/10/2023 - Authorised by CH, LS
- ② Play Gloucestershire - £3,780.12 25/10/2023 - Authorised by CH, KC (Invoice)
↳ Payment for Month 7 has been made on 24/10/2023 (1 Day Discrepancy)
- ③ Superdrug stores plc - £37.50 25/10/2023 - Authorised by CH, KC
↳ Same as Play Gloucestershire above. The whole batch payment on 24/10/2023 has 1 Day Discrepancy b/w authorization & payment date - To be further analysed.
- ④ J.E AND G.H BENDLE - £10,962.00 09/11/2023 - Authorised by KC, AO (1 Day Discrepancy)
↳ Amended from 08/11/2023 to 09/11/2023 (Invoice)
- ⑤ Checked other Payments from same bundle 09/11/2023 } ↳ Report of PL Payments - 13/11/2023 (TI)
↳ GAPTC - £105.00 }
↳ Leopard Press.com - £155.56 } - Authorised by KC, AO.
↳ Saffro Industrial Supply Compa - £33.30 }
- ⑥ Pipercom Ltd - £679.42 22/11/2023 - Authorised by CH, KC
- ⑦ Ecotricity - libbys Drive 1014 - £231.94 DD - Payment made - 20/12/2023 } (2 Days Discrepancy)
Invoice Record - 22/12/2023 }

-Contd! at the back.

Checked by: Shyam Ananthan

Signature: 

Date: 16/02/2024

⑧ Electricity - Flat A - 10191020 - £388.32 DD - Payment Made - 20/12/2023 } (2 Days
 Invoice Record - 22/12/2023 } Discrepancy

⑨ Pack Masonry Ltd - £12,523.20 Authorised by CH/AO - 15/12/2023. (Invoice Record)
 ↳ Payment made - 14/12/2023 (1 Day Discrepancy)

⑩ SGW Payroll Ltd. - £65.28 DD. - Payment made - 13/12/2023 } (9 Days
 Invoice Record - 22/12/2023 } Discrepancy

(All Discrepancies To be Reviewed Further)

* VAT on Payments - Debit : £22,174.28
 Credit : £7,784.64] Net Balance
 £14,389.64 "
 (Claimed Amount)

£ Paid
 16/02/24

Month 7	£12,263.94
" 8	£8,939.79
" 9	£14,389.64

Received..

20,230.89
5832.87
<hr/>
14,398.02

Tender instructions

TENDER TIMETABLE

ACTION	TIMETABLE
Tender publication	9/2/2024
Closing date for submission of tenders	23/2/2024
Shortlisting of tenders	26/2/2024
Contract award (Council meeting)	4/3/2024

QUESTIONS ABOUT THE TENDER

Given the likely interest in this tender it will not be possible to accommodate informal discussions about the tender.

Potential bidders may however submit questions to the Town Clerk by email to clerk@stroudtown.gov.uk.

To ensure all bidders have access to the same information responses to questions will be shared anonymously on the Contracts Finder website.

Potential bidders are advised to explore the links to the supporting documents before submitting questions.

EVALUATION

Proposals will be evaluated and scored against a matrix set out in the quotation brief.

PROCUREMENT PROCESS

All procurement must comply with Stroud Town Council's Standing Orders, Financial Regulations and Procurement Policy which are all available in the council's website www.stroudtown.gov.uk.

Please note that tenderers are prohibited from contacting Councillors or Staff to encourage or support their tender outside of the prescribed process and should be aware that the Bribery Act 2010 applies to this tender.

FEEDBACK

Unsuccessful bidders will be provided with feedback on their submission on request after the contract has been awarded. Feedback will be limited to bidders' individual scores and their position in the ranking order of other bids.

Details of the successful bid, including the contract value, will be shared on Contracts Finder once the contract has been awarded.

Stroud Town Council Tender for the provision of Health and Safety, and HR support services, and legal expenses insurance

About the Contract

Stroud Town Council currently has a long-term contract for the provision of Health and Safety, and HR support, including insurance as set out in the Specification below. The contract is due for renewal on 1st April 2024.

We are prepared to sign up to a long-term contract to ensure continuity of service. Our Financial Regulations require at least 3 quotations to be sought for contracts of this value.

The current contract includes both Health and Safety and HR support, but we are willing to consider separate contracts for each element from suitably qualified providers.

With regard to Health and Safety it is essential that our advisors are able to visit Council sites, possibly at short notice if required.

About the Council

Stroud Town Council is the local council for the parish of Stroud, Gloucestershire, serving a population of around 13,500 residents.

The council was formed in 1990. We have 18 councillors representing 6 wards. There are elections every four years, full elections are next due in May 2024. The main committees are Consultations and Highways (planning), Finance and Policy, Community, Environment and Regeneration.

The Council staff work in three teams headed by the Town Clerk, with a head count of 16 (FTE 12). The total annual payroll is £520,000 including NI and Pensions. Administration, finance and community development staff are based at our office, Thanet House, a Grade 2 listed building in the town centre.

The Green Spaces team are based at a rented depot off Slad Road, Stroud and are responsible for the day-to-day management of the green and open spaces around the town. These include two town centre gardens, two cemeteries (one active and one closed), five play areas, two closed churchyards and a number of amenity spaces. Some activities are currently contracted out, for example large areas of grass cutting and grave digging.

The Council owns five allotment sites providing just under 200 plots. Each site is managed on our behalf by a plot-holder association.

We have recently agreed to transfer ownership of a range of assets from Stroud District Council, including in 2019 the Grade 2 listed Stroud Subscription Rooms, and the Leazes playground in 2023.

TENDER STC 2024/01

Other assets include Lansdown Hall and Gallery and the historic Sims Clock, both Grade 2 listed.

The Subscription Rooms and Lansdown Hall are both leased to community organisations who manage them independently.

Stroud Town Council is a larger town council that is committed to improving the quality of life of all members of its community. The council provides core support to a range of partner organisations involved in regeneration and meeting key social needs of its residents, as well as supporting arts development in the town.

We have shown long-term commitment to improving the environment, for example, by taking on the management of parks and green spaces in the town, increasing the number of open spaces with public access and improving the quality of children's play areas. We have an established reputation for taking a leading role in community development. We sustain four community grants programmes and a number of service level agreements with voluntary and community sector organisations.

We are a Quality council and have adopted the General Power of Competence. We have an annual expenditure budget of about £1m of which the precept makes up around 87%. The balance largely comes from grants, cemetery income and rent.

Specification

Employment Law and HR Support

Services required
Provide unlimited telephone and email support on employment law and HR matters
Review the Council's Employment Policy and Employee Handbook annually to make sure they are up to date
Review employment contracts as required
Draft employment documents
Provide online guidance notes and accompanying templates
e-Learning on relevant employment law and HR topics
Access to other relevant training, either online or in person for an additional fee (please provide full details)

Health and Safety Advice and Support

Services required
Provide unlimited telephone and email support on health and safety matters
Review the Council's Health and Safety policy and Employee Handbook annually to make sure they are up to date
Accident and incident investigation, including advice on corrective action and support in the event of regulatory enforcement.
Annual general risk assessment and report covering the Council's premises, public spaces, policies and procedures, with recommendations for improvements
Fulfil the role of competent person
Assist the Council to set up an effective safety management system
e-Learning on health and safety management and relevant topics
Access to online compliance systems

TENDER STC 2024/01

Provide expert advice to support Council managers producing risk assessments
Access to other relevant training, either online or in person for an additional fee (please provide full details)

Legal Expenses insurance

The Council has not needed to submit any claims for legal expenses under the current contract in the last 5 years.

Cover required
Employment claims
Health and Safety Prosecution

Evaluation

Each section below will be evaluated separately.

Employment Law and HR Support

Price for 5 years 50%
Breadth of services available 40%
Availability of Legal Expenses insurance 10%
Ability to visit sites (essential)

Health and Safety Advice and Support

Price for 5 years 50%
Breadth of services available 40%
Availability of Legal Expenses insurance 10%



Form of tender CONTRACT STC2024/1

To be returned by 12.00 hrs on Friday 23rd February 2024 by email to clerk@stroudtown.gov.uk

TENDER FOR H&S/HR SUPPORT CONTRACT AND INSURANCE

To Stroud Town Council

1. I/we have read the **Tender Brief** and, subject to and upon the terms and conditions contained in the said documents, I/we offer to provide the services specified, at the price/premium quoted by me/us.
2. Terms and Conditions. I/we agree that this tender and any contract which may result from it shall be based upon the documents listed below which I/we confirm to be those provided as part of the above referenced Invitation to Tender.
 - i. Tender Specification
 - ii. Form of Tender
 - iii. Tender Instructions
3. Law. I/we agree that any contract that may result from this tender shall be subject to English law.
4. The prices quoted in this tender are valid until 1ST April 2024 and that we will maintain the annual premium/price for 3 years under a standard long-term agreement.
5. I/we understand that Tenderers are prohibited from contacting Councillors or Staff to encourage or support their tender outside of the prescribed process and note that the Bribery Act 2010 applies to this tender.



Extent of services offered

Employment Law and HR Support

Services required	Included (Y/N)
Provide unlimited telephone and email support on employment law and HR matters	
Review the Council's Employment Policy and Employee Handbook annually to make sure they are up to date	
Review employment contracts as required	
Draft employment documents	
Provide online guidance notes and accompanying templates	
e-Learning on relevant employment law and HR topics	
Access to other relevant training, either online or in person for an additional fee (please provide full details)	

Health and Safety advice and Support

Services required	Included (Y/N)
Advisors are able to visit Council sites, possibly at short notice if required. (Essential)	
Provide unlimited telephone and email support on health and safety matters	
Review the Council's Health and Safety policy and Employee Handbook annually to make sure they are up to date	
Accident and incident investigation, including advice on corrective action and support in the event of regulatory enforcement.	
Annual general risk assessment and report covering the Council's premises, public spaces, policies and procedures, with recommendations for improvements	
Fulfil the role of competent person	
Assist the Council to set up an effective safety management system	
e-Learning on health and safety management and relevant topics	
Access to online compliance systems	
Provide expert advice to support Council managers producing risk assessments	
Access to other relevant training, either online or in person for an additional fee (please provide full details)	

Legal Expenses insurance

Cover required	Included (Y/N)	Limit of Liability £
Employment claims		
Health and Safety Prosecution		



TENDER PRICES

Tender Sums

CONTRACT	Basis	Year 1	Year 2	Year 3	TOTAL
<u>Employment Law and HR Support</u>	Excluding VAT				
<u>Health and Safety advice and Support</u>	Excluding VAT				
<u>Legal Expenses insurance</u>	Excluding IPT				
	Total				

Please provide the names and contact details for two councils or other organisations who would be willing to provide references relating to your services.

Reference 1

.....

Reference 2

.....

Signed

Name (in BLOCK CAPITALS).....

in the capacity ofduly authorised

to sign tenders for and on behalf of (in BLOCK CAPITALS)

.....

Postal Address

.....

.....

.....

Telephone No.

Date

E-mail.....

QUESTION

I have seen this opportunity advertised today and I just wanted to check the value of the contract as it states £8,000, is this correct?

ANSWER

Contracts Finder requires you to put in an estimated value. It is not what we expect to pay. You should quote the price that you need to complete the contract.

QUESTION

In terms of the annual report to cover the councils premises and public spaces, I have noted that these are the following locations.

Would it be possible to confirm that you would like all areas reviewed each annual visit?

I did note that some are managed by some other parties so wanted to confirm this.

- Rented depot off Slad Road
- Two town centre gardens
- Two cemeteries
- Five play areas
- Two closed church yards
- X5 allotment sites
- Lansdown Hall and Gallery
- Subscription Rooms
- Council Office

ANSWER

The focus is on the sites that we directly occupy/manage. We would not expect a visit to all sites every year, but we would certainly include the office and depot. Visits to other sites might be needed if any specific issues arise.

TENDERERS

Company		H&S	Price	Score	HR	Price	Score	TOTAL price	TOTAL score
A	Citation	Y	£4,091.91	100	Y	£4,501.86	96	£8,593.77	196
G	Worknest	Y	£4,561.50	93	Y	£4,561.50	95	£9,123.00	188
B	Croner	Y	£8,323.20	75	Y	£8,323.20	90	£16,646.40	165
C	Centric	Y	£0.00	0	N	£19,344.00	50	£19,344.00	50
D	Mark Knott	N	£38,025.00	45	Y	£0.00	0	£38,025.00	45
E	HSE ADVICE UK LTD	Y	£24,593.99	46	N	£0.00	0	£24,593.99	46
F	hr inspire Ltd	N	£35,748.00	45	Y	£0.00	0	£35,748.00	45

RECOMMENDED

Rejected

Rejected

Rejected

Rejected

Rejected

Evaluation of tenders

		Scoring																								
Employment Law and HR Support		Weighting	Tender A	Score	Weighted score	Tender B	Score	Weighted score	Tender C	Score	Weighted score	Tender D	Score	Weighted score	Tender E	Score	Weighted score	Tender F	Score	Weighted score	Tender #	Score	Weighted score			
Price for 3 years 50%		50	£4,501.86	9	45	£8,323.20	5	25	£19,344.00	2	10	0	0	0	0	0	0	£35,748.00	1	5	£4,561.50	8.5	43			
Breadth of services available 40%		40		10	40		10	40		10	40	-	0	0		0	0		10	40		10	40			
Availability of Legal Expenses insurance 10%		10	Yes £150,000 per matter or series of related matters, and an annual limit of £1.5 million.	9	9	Yes £200,000 per matter or series of related matters, and an annual limit of £2 million.	10	10	No	0	-	0	0	0		0	0		0	0	no	0	0	Yes £150,000 per matter or series of related matters, and an annual limit of £1 million.	10	10
Ability to visit sites (essential)		Y/N	Yes	-	-		-	-		-	-		-	-		-	-		-	-		-	-			
TOTAL					94			75			50			0			0			45			0	93		
Health and Safety Advice and Support																										
Price for 3 years 50%		50	£4,091.91	10	50	£8,323.20	8	40	0	0	0	£38,025.00	1	5	£24,593.99	2	10				0	£4,561.50	9	45		
Breadth of services available 40%		40		10	40		10	40	-	0	0		10	40		9	36				0		10	40		
Availability of Legal Expenses insurance 10%		10	Yes £150,000 per matter or series of related matters, and an annual limit of £1.5 million.	10	10	Yes £200,000 per matter or series of related matters, and an annual limit of £2 million.	10	10	-	0	-	0	0	0	No	0	0	0	No	0	0	0	0	Yes £150,000 per matter or series of related matters, and an annual limit of £1 million.	10	10
TOTAL					100			90			0			45			46			0			29	95		
OVERALL TOTAL			£8,593.77		194	£16,646.40		165	£19,344.00		50	£38,025.00		45	£24,593.99		46			45			£9,123.00	188		

Notes

Does not include the extra services shown in the attached prospectus

Training, travel and accomodation charged separately.

Councillor Allowances

AUTHORS

Town Clerk

CONSULTEES

Councillors

FOR MEETING

Council 4th March 2024

MOTION

Motion proposed by Cllr Stella Parkes that:

Stroud Town Council should introduce a basic allowance to be paid to each of its elected members.

REPORT

Local councils may decide to pay a basic allowance to the chair only, or to each of its members. If an allowance is paid to members, it will be available only to elected (not co-opted) members. (Separate arrangements are already in place for paying for travel and subsistence costs.)

The amount payable to the Chair may differ (i.e. a higher sum may be awarded because of the extra duties that may be involved (Reg. 25). Part-years are payable pro rata.

In order to determine the level of allowance to be paid, the Council should request the views of Stroud District Council's Independent Remuneration Panel (Reg. 27). Whilst the Council should have regard to the recommendations of Panel, it does not have to follow their recommendation. It may be necessary to pay for the expenses of the Panel.

Stroud District Council have advised as follows:

"To review councillor allowances we need to convene an Independent Remuneration Panel (IRP), the Council has one established for the review of District Councillor allowances so we could reconvene this Panel to undertake a review of Parish Councillor allowances.

When the IRP reviewed District Councillor allowances in 2022, the Chair of the Panel did enquire as to whether a review of parish council allowances had ever been requested so I am confident that they would be happy to look at this. The review of allowances is unlikely to take place for one Parish however, and the IRP will want to include all Parish and Town Councils in the consultation and make recommendations for all Parishes in the district (each Parish can decide whether to adopt the recommendations or not). The process does take a couple of months and given the proximity of the elections I would not recommend starting this piece of work until the late summer/autumn to allow new parish councillors to settle in and fully understand their role.

There would be little to no cost to the Parish Council as IRP members are currently appointed on a voluntary basis but expenses are paid.”

The Regulations also make provision in respect of the publicity that must be given to such recommendations and to the local council’s decision on setting the basic allowance, and public rights to inspect the information given.

The Regulations also make provision in respect of the records that must be kept of payments made, and in respect of the publicity that must be given to such payments at the end of a financial year.

A member may, by notice in writing to the local council’s proper officer, elect to forego their entitlement (or part of it) to allowances. When making payments to councillors under the allowance scheme, where appropriate, income tax should be deducted under PAYE.

LEGAL IMPLICATIONS

Part 5 (regs 24 to 32) of the Local Authorities (Members’ Allowances) (England) Regulations 2003 (SI 2003 No 1021) allows local councils to pay a basic allowance to the Chair and/or elected members.

FINANCIAL AND STAFFING IMPLICATIONS

The budget for 2024-25 has already been approved, and given that the Independent Remuneration Panel would not meet until later in 2024, it would be sensible for the allowance to start from 1/4/2025.

There would be some additional administration work for staff in processing and reporting on payments.

EQUALITY IMPLICATIONS

The Council is legally bound by the public sector equality duty to prevent and eliminate discrimination, establish and promote equality and equal opportunities, and foster good relations between people with different protected characteristics.

There is potential for the introduction of an allowance to enable people to stand for election, who might otherwise not be able to afford to give their time.

CO2 IMPLICATIONS

None

HB

13/2/2024

Menopause Policy

AUTHOR

Deputy Clerk

CONSULTEES

Town Clerk
ACAS

FOR MEETING

Personnel Committee 20/02/2024

RECOMMENDATION

To recommend the adoption of the Menopause Policy to Full Council and associated updates made to the Personnel Handbook

REPORT

Recent training with ACAS highlighted a gap in the Council's policies around how we support our employees with their experience of the menopause.

In response to this, the policy in Appendix 1 was drafted, taking into account all the elements included in the ACAS training.

As this is an introduction of a new policy, the Personnel Handbook will need to be updated under the "Time Off Work" section.

All staff will be updated about the new policy if adopted, with training given to line managers to ensure they are comfortable with the subject and the support offered as part of the policy.

LEGAL IMPLICATIONS

The Health and Safety at Work etc. Act 1974 requires employers to ensure the health, safety and welfare of all workers. Under the Management of Health and Safety at Work Regulations 1999, employers are required to undertake general risk assessments which should include specific risks to menopausal women.

The Equality Act 2010 prohibits discrimination against people on the grounds of certain 'protected characteristics' including sex, age and disability. Conditions linked to the menopause may meet the definition of an 'impairment' under the Equality Act and require reasonable adjustments.

FINANCIAL AND STAFFING IMPLICATIONS

Financial implications

It is not anticipated that the introduction of this policy will cause any financial implication to the Council. Procedures are in place to mitigate against long-term absences caused by employees suffering from menopause related symptoms. Any additional cost associated with Occupational Health Assessments and HR support can be met from existing budgets.

Staffing implications

The introduction of this policy is anticipated to have a positive impact on staff. All staff will be required to attend a talk on menopause, de-stigmatising the issue and educating all staff about how and when people may be effected. Line managers will be expected to be able to discuss the subject with any direct reports and offer support as required.

CRIME AND DISORDER

There are no crime and disorder issues.

EQUALITY AND HUMAN RIGHTS IMPLICATIONS

The Council is legally bound by the public sector equality duty to prevent and eliminate discrimination, establish and promote equality and equal opportunities, and foster good relations between people with different protected characteristics. This policy supports this duty.

CO2 AND BIODIVERSITY IMPLICATIONS

There are no CO2 or biodiversity issues.

KM

13/02/2024

Stroud Town Council

MENOPAUSE POLICY

Introduction

1.1 This policy recognises that while the menopause is a normal part of life, it is also an equality and occupational health and safety issue and that women may need appropriate flexibility, support and adjustments during the time of change before, during and after the menopause.

1.2 The Council has a positive attitude towards the menopause and will treat all individuals with dignity and respect during this time and ensure that the workplace does not make symptoms worse. The Council is committed to ensuring that women feel confident in discussing menopausal symptoms openly, without embarrassment, and are able to ask for support and adjustments in order to continue to work safely in the organisation. For this reason, the menopause at work is an issue for men as well as women.

The legislative setting

2.1 The Health and Safety at Work etc. Act 1974 requires employers to ensure the health, safety and welfare of all workers. Under the Management of Health and Safety at Work Regulations 1999, employers are required to undertake general risk assessments which should include specific risks to menopausal women.

2.2 The Equality Act 2010 prohibits discrimination against people on the grounds of certain 'protected characteristics' including sex, age and disability. Conditions linked to the menopause may meet the definition of an 'impairment' under the Equality Act and require reasonable adjustments.

Status

3.1. This policy sets out procedures for members of staff and managers to follow in providing the right support to manage menopausal symptoms at work.

Aims

4.1 To create an environment where women staff members feel confident enough to raise issues about their symptoms and ask for support and adjustments at work.

4.2 To ensure that conditions in the workplace do not make menopausal symptoms worse and that appropriate adjustments and support are put in place, recognising that the menopause and perimenopause is an individual experience and therefore there is no 'one size fits all' solution.

4.3 To reduce sickness absence due to menopausal symptoms and retain valued staff in the workplace.

What steps will we take as an employer?

5.1 The Council will educate and inform managers and staff to be aware of how the menopause can affect working women, about the potential symptoms of menopause, and how they can support women experiencing them.

5.2 Employees who require time off work for significant menopausal symptoms will be eligible to log this separately from usual sickness absence to enable the Council to assess the need for reasonable adjustments. Time off work should be discussed with line managers as part of the employee action plan and, if appropriate, an Occupational Health professional should be consulted. Reasonable time off to manage symptoms will be considered as part of reasonable adjustments.

Deleted: and will not affect sickness allowances as outlined in the Personnel Handbook

5.3 Where women members of staff feel uncomfortable going to their line manager, because he is a man, or someone much younger, or both, we will ensure that an alternative contact is available either within the Council or through external HR support. Confidentiality will always be respected.

5.4 The risk assessments which we undertake will consider the specific needs of menopausal women, and, in doing so, we will consult with women staff members and share with all managers and new managers. Risk assessments will include consideration of temperature and ventilation issues and will also address welfare issues; such as access to toilet facilities and cold water, during and outside break and lunch times.

5.5 The Council will make adjustments where necessary to support individuals experiencing the menopause, and to ensure the workplace does not make their symptoms worse. These could include simple measures such as:

- leaving doors open;
- ensuring that windows can be safely opened;
- ensuring that it is possible to regulate the temperature in a room by turning down radiators (as long as the temperature does not drop below 18 degrees Celsius, this will be comfortable for all occupants);
- provision of fans;
- fitting blinds to windows;
- considering requests for changes to working arrangements, e.g. temporary part-time working;
- swift permission for absence to attend menopause-related medical appointments; and
- adjusting workplace procedures and processes to support and avoid any detriment to menopausal women.

5.6 This is not a definitive list of measures. The Council will actively listen to women staff and take on board other suggestions.

5.7 It is recognised that many of these practical and easy-to-institute changes to the workplace, which will make working life more bearable for menopausal women, will benefit all staff.

Roles and responsibilities

6.1 It is recognised that everyone who works at the Council has a role to play in ensuring a comfortable working environment for all staff, including women experiencing the menopause.

6.2 All staff are responsible for:

- taking responsibility for looking after their health;
- being open and honest in conversations with line managers and the Council's HR support;
- contributing to a respectful and healthy working environment;
- being willing to help and support their colleagues; and
- accepting and supporting any necessary adjustments their colleagues request or are receiving as a result of their menopausal symptoms

6.3 The most important and valuable thing a line manager can do is listen and, wherever possible, respond sympathetically to any requests for adjustments at work.

6.4 All line managers will:

- familiarize themselves with this menopause policy;
- be aware of the potential impact of menopause on performance;
- if someone's performance suddenly dips, consideration will be given as to whether the menopause may be playing a part;
- provide a safe place to allow the member of staff to speak openly and honestly;
- be ready and willing to listen and have open discussions about menopause, appreciating the personal nature of the conversation, and treating the discussion sensitively and confidentially and allowing adequate time for the discussion;
- record adjustments agreed, and actions to be implemented, via an action plan;
- ensure ongoing dialogue via a follow-up meeting; and
- ensure that all agreed adjustments are adhered to and reviewed as regularly as necessary.

6.5 Where adjustments are unsuccessful, or if symptoms are proving particularly severe, the line manager may:

- discuss with the employee a referral to the external occupational health provider for further advice;
- review occupational health advice, and implement any additional recommendations; and
- update the action plan and continue the review process.

6.6 Occupational health. The role of an occupational health assessment is to:

- carry out a holistic assessment of the employee to ascertain whether or not the working environment may be exacerbating menopause symptoms;
- discuss with the employee what adjustments would help; and
- signpost to other appropriate sources of help and advice.

Lansdown Hall Working Group 23/1/2024

1) **Present:** Helen Bojaniwska, Jennie Greenshields, Susannah Hill, Fred Ward, Di Humphrey, Penny de Lotz, Cllr Stella Parkes, Jonny House, Cllr Lucas Schoemaker

2) **Apologies:** Cllr Camilla Hale, Cllr Louisa Stinton, Jo Bousfield

3) Declarations of Interest

None

4) Minutes

Minutes of the meeting 9/3/2023 were noted.

5) Progress on Plan B and other works

a. Renovation of stonework, toilets and bar

JH presented a progress report on work completed

- Electrical work – new thermostats, hot water heaters, radiators, thermostats.
- Woodwork – bar, boxing in.
- Stonework repairs on corner facing Bank Gardens including repairs to windows, joinery and tracery and blown stone.

Next steps: repairs to blown plaster, work to prevent draughts, subject to compliance with listed building constraints.

b. Window replacements

PdL had continued to message Mrs Lush about window installation. It was **agreed** that if necessary, arrangements would be made to collect the window units and organise a local contractor to install them.

Action: PdL to chase

c. BG Lighting and CCTV

JH presented a progress report. Work had been delayed by slow supply of 9 new bollards. Installation work was largely completed in January 2024. The contractors had also repaired the light under oak tree.

A second lamp post with CCTV and lighting would be also be installed on the steps on path up to Church. It was noted that this project had been supported by a £10,000 grant from the PCC. The new lamp posts will be fitted with PIRs and timers. Contractors were waiting for delivery of new lamp post.

Potential additional work to follow includes resurfacing paths.

6) Budget report

Noted.

It was noted that energy bills are about £1,400 per month, although the new Hive system allows much greater control of heating. It was **agreed** to recommend to Council that funding energy improvements be the priority for use of the remaining funds.

Action: HB to report to Finance and Policy Committee

7) SWEA report

JH reported on SWEA report and provided costings.

Action: Jonny to circulate costings

The group discussed the potential reconfiguration of the gas boiler and changes to the controls to make better use of the heat pump.

Action: LHG Trust to progress any No or low cost recommendations.

Proposals

Proposal	Comments	Estimate	Energy saving
Install at least 100mm of loft insulation, but ideally 270mm is space allows.	Action: JH to check whether done in earlier work programmes. May need additional access (not included in estimate). Allowed for insulation, draft proofing, scaffolding	£5,700	3 years
Install de-stratification fans to first floor hall, if roof is strong enough.	Recirculate warm air and push hot air down. Noise depends on price of system. 4 fans required with thermostatic controls. Install off existing gantries and electrical supplies. Combine with insulation.	Mid-range system: £6,250	4-5 years tbc
Install additional heating control – weather compensation.	Hive heating control picks this up.	Not required	n/a
Boiler de-aerator – removes gas bubbles from water pumped through system less efficient and reduces life of boiler		Smallest unit £2,800	
Install additional radiators to the heating system – i.e. in the office and gallery.	Discussed with electrical engineers. Action: Jonny to get costs.		
Economic opportunity to invest in micro generation with the addition of Photovoltaics to the building. Bearing in mind revenue from FITS for reduced return on investment. 8-10% return on investment for minimum 25 years. SWEA can support investigation.	Not viable - overshadowing		
Install additional windows in main entrance lobby. (7 windows) Includes noise and safety benefits.	Inclusive price of works and materials. Action: HB to provide specification and design.	Est £7,000	5 years
Draft proofing doors	Action: Trust to consider getting carpenter to adjust doors		

Proposal	Comments	Estimate	Energy saving
Building fabric works in chair store – temporary insulation. Lathe and plaster repairs expensive.	Potentially big sheet of insulation around window and door as temporary measure. Box in boiler flue. <i>Subject to conservation approval.</i>	To be advised	To be advised
Replace fluorescent lighting with LEDS	Check how many are needed.	Low cost	To be advised
Install chimney sheep	Action: PDL to investigate. HB to check if old flues were blocked.	Low cost	To be advised
Insulating external wall	Costs too high.	-	-
PDL raised issued of cutting off steps to resolve damp in ground floor corridor.	Action: JH to investigate structural implications.	To be advised	To be advised
Secondary glazing on stained glass windows?	Action: JH to investigate	To be advised	To be advised
Repair roof tiles above gents toilets	Action: Penny to progress, hopefully in combination with other works.	-	-

Discussed benefits of having both gas and electrical systems and balancing fuel costs.

Action: JH to firm up costs and WG to prioritise at next meeting.

8) LH Trustees report

FW to report after AGM on 24/1/24.

9) Review SLA

Deferred to next meeting.

10) AOB

PdL reported on potential to do more collaboration with Sub Rooms. Subs to pay for staffing and security, LH to keep bar income. Requested smoking/vaping area in Bank Gardens to improve safety for events 8pm to midnight, Heras fencing and matting to be provided. No alcohol to be taken outside. 6 security staff on duty. SP raised concern about spiking. Cllrs **agreed** to authorise a trial. Cllr LS suggested displaying a banner on fencing to make it more attractive.

Actions: PDL to trial at upcoming event and report back. PDL to consider subscription to Stroud Safe: <https://gloucestercitysafe.co.uk/stroud-city-safe/>.

LS mentioned idea of LH operating refreshments in BG. Not felt to be viable except for specific events.

Action: HB to circulate concessions policy and Green Spaces bookings forms.

11) Next meeting

10.30 am on 25th March 2024 at Thanet House