

STONE TOWN COUNCIL

Town Clerk

Les Trigg

15 Station Road
STONE
ST15 8JR

Tel: 01785 619740

Fax: 01785 619741

27th May, 2016

You are hereby summoned to attend a meeting of the **TOWN COUNCIL**, to be held in the **Council Chamber, 15 Station Road, Stone**, on **TUESDAY 7TH JUNE, 2016** at **7.00pm** when the following business will be transacted.

Les Trigg
Town Clerk

Agenda

1. **To receive apologies for absence**
2. **Declarations of Interest and Requests for Dispensations**
3. **Representations from Members of the Public**
4. **To confirm as a correct record the Minutes of the Annual Public Meeting held on the 28th April, 2016, Minute No's. C16/085 – C16/090 (attached)**
To confirm as a correct record the Minutes of the Town Council Meeting held on the 10th May, 2016, Minute No's. C17/001 – C17/010 (attached)
5. **To receive the Minutes and decisions of the under mentioned Committees:**
 - a) General Purposes Committee Meeting held on the 17th May, 2016, Minute Numbers GP117/001 – GP17/013 (attached)
 - b) Planning Committee Meeting held on the 17th May, 2016, Minute Numbers P17/001 – P17/005 (attached)

6. **Appointment of Chairman and Vice Chairman**

- a) Request to reconsider appointment of the Chairman of the General Purposes Committee under Standing Order 8

Copy of formal request attached

- b) Appointment of Vice Chairman of General Purposes Committee

To re-appoint until the Annual Council, 2017 following the resignation of Councillor T Jackson

- c) Appointment of Chairman of Planning Committee

To reappoint until the Annual Council, 2017 following the resignation of Councillor Mrs J Piggott

7. **Annual Governance Statement**

To consider the annual governance statement for submission to the external auditor

8. **Council Accounts 2015-16**

To consider the report of the Town Clerk (attached) and the accounting statements for submission to the external auditor

9. **Local Government Transparency Code 2014
Openness of Public Bodies Regulations 2014**

Information for Quarter Ending 31st March 2016 (attached)

10. **To receive the forthcoming Civic Announcements** (attached)

11. **To receive the Town Mayor's and Deputy Town Mayor's Reports of Engagements** (attached)

Members of the public are welcome to attend the Council Meeting as observers. Persons attending should enter the Borough Area Office through the rear entrance door (adjacent to the car park). The Council Chamber is at the top of the stairs.

Stone Town Council – Annual Public Meeting

Minutes of the meeting held in the Stone Station Community Centre on Tuesday 28 April, 2016

PRESENT: Councillor Mike Williamson in the Chair and
Councillors Ms L Bakker-Collier, Mrs C Collier, G Collier, J Davies, Mrs J Farnham,
Mrs K Green, M Green, Mrs M Goodall, Mrs J Hood, R Kenney, G Neagus,
A Osgathorpe and M Shaw

Also present 3 members of public.

ABSENT: Councillors T Jackson, P Leason, Mrs E Mowatt and Mrs J Piggott

C16/085 **Apologies**

Apologies were received from Councillors T Jackson and Mrs J Piggott

C16/086 **Declarations of Interest**

None received.

C16/087 **Minutes**

RESOLVED

- a) that the Minutes of the Annual Public Meeting held on the 30th April, 2015, copies having been circulated to the members, be signed by the Chairman as a correct record.

C16/088 **Annual Report of Stone Town Council**

The Annual Report of Stone Town Council was presented by the Town Mayor. He reported that the Council is in a healthy financial position.

He also reported that the Council has taken part in a Rail Franchise Consultation. The Neighbourhood Plan is in progress and a bus shelter has just been installed in Walton.

Officers of the Council were thanked for their diligent work supporting the Mayor this year.

C16/089 **Reports from Town, County, Borough Councillors and Members of Other Organisations**

Councillor Mrs J Hood congratulated Councillor Williamson on his year as Mayor. She went on to say that Town, Borough and County Councillors should continue to fight the large developments in Walton. She also added that promises made by Stafford Borough Council regarding Westbridge Park should be delivered.

Councillor M Green noted that there were no County Councillors present. He went on to say that the roads around Stone are in a terrible state. He supported Councillor Mrs J Hood by saying that the Council should say no to any future developments.

Councillor Mrs J Farnham remains concerned about parking issues on Kings Avenue and would like to know the best way forward for the residents. The Clerk informed the Councillor that this should be a Members Item at a future meeting.

C16/090 **Questions or Matters Raised by Residents**

A member of the public asked if the £100k earmarked for the Crown Wharf project has been spent. The Clerk stated that the money is in reserves and has not yet been allocated to a project.

A member of the public asked if a solution can be found regarding public access at meetings. He went on to say that he has attended meetings which have gone in to closed session. The Clerk stated that normal practice for the Council is to defer confidential items until the end of all of the meetings taking place on that evening.

A member of the public asked how a member of the public can put forward an argument at a meeting. The Clerk responded that any member of the public can speak about anything on the agenda if appropriate prior notice is given.

Town Mayor

Stone Town Council

Minutes of the meeting held in the Council Chamber on Tuesday 10 May, 2016

PRESENT: Councillor M Williamson in the Chair for Minute Numbers C17/001 – C17/003.
Councillor J Davies in the Chair thereafter, and
Councillors Ms L Bakker-Collier, Mrs C Collier, G Collier, Mrs J Farnham,
Mrs M Goodall, Mrs K Green, M Green, Mrs J Hood, T Jackson, R Kenney, P Leason,
Mrs E Mowatt, G Neagus, A Osgathorpe, Mrs J Piggott and M Shaw

ABSENT: None

C17/001 Apologies

None received

C17/002 Declarations of Interest

None received.

C17/003 To appoint the Town Mayor for the ensuing year

Councillor Mrs J Hood proposed Councillor J Davies as Mayor for the ensuing year. She has great pleasure in giving her full support to him. This was seconded by Councillor M Green. There were no further nominations and all Members agreed.

The Clerk invited Councillor J Davies to sign the declaration of office and receive the chain of office.

Councillor Davies announced that Mrs Lin Davies will be the Mayoress. Mrs Davies received her chain of office.

Councillor J Davies stated that Mrs Jane Morris has agreed to be Mayor's Chaplain for the year.

Councillor J Davies thanked Members for nominating him as Mayor and said he was deeply honoured and humbled. He also named his proposed charities for the year as RAFA, Age Concern Stone & District and Stone Community Hub.

C17/004 To appoint the Deputy Town Mayor for the ensuing year

Councillor G Collier proposed Councillor T Jackson as Deputy Town Mayor for the year. This was seconded by Councillor M Green. No further nominations were received and all Members were in favour.

Councillor T Jackson received the badge of office and announced that his wife, Mrs Jackson would be the Deputy Mayoress.

Councillor Jackson thanked Members for nominating him and he said that he and Jane will do their utmost to support the Mayor and represent the Council. He went on to say that it is a privilege and an honour.

C17/005 To record the Town Council's appreciation of the services of the retiring Mayoral team

The Town Clerk invited Councillor M Williamson forward to receive a gift and Past Mayor's badge.

Councillor Williamson thanked Rev I Cardinal for his spiritual guidance over the past year. He thanked Councillor Davies for being his Deputy, supporting him throughout the year. He said the last twelve months and made him appreciate the town he lives in, and said there are so many organisations in Stone doing so much for local people.

Councillor M Williamson invited the retiring Deputy Town Mayor, Councillor J Davies to receive a Past Deputy Mayor's badge and gift, and gave a gift to Mrs L Davies in gratitude for her year as Deputy Mayoress. He also gave a gift to his retiring Consort.

C17/006 Minutes

RESOLVED

- a) That the minutes of the Town Council Meeting held on the 5th April, 2016, copies having been circulated to the members, be signed by the Chairman as a correct record

C17/007 Committee Minutes

RESOLVED

- a) That the minutes of the General Purposes Committee Meeting held on the 5th April, 2016, copies having been circulated to members, be signed by the Chairman as a correct record
- b) That the minutes of the Planning Committee Meeting held on the 5th April, 2016, copies having been circulated to members, be signed by the Chairman as a correct record

- c) That the minutes of the Planning Committee Meeting held on the 19th April, 2016, copies having been circulated to members, be signed by the Chairman as a correct record

C17/008 **To determine membership and elect the Chairman and Vice-Chairman of General Purposes Committee and Planning Committee**

Councillor T Jackson proposed that all Members of the Council form membership of both the General Purposes and Planning Committees. This was seconded by Councillor M Williamson and agreed by all Members.

Councillor T Jackson proposed Councillor M Williamson as Chairman of the General Purposes Committee. This was seconded by Councillor Mrs J Piggott. Councillor M Green proposed Councillor R Kenney as Chairman of the General Purposes Committee. This was seconded by Councillor Mrs J Hood. No further nominations were received.

Following a tied vote, the Mayor exercised his casting vote on favour of Councillor R Kenney. Councillor R Kenney was appointed Chairman of the General Purposes Committee for the year.

Councillor G Collier expressed his disappointment in the decision which had been made. Councillors G Collier, Mrs C Collier, Mrs J Piggott, M Williamson, Mrs M Goodall and Ms L Bakker-Collier left the meeting.

Councillor M Green proposed Councillor T Jackson as Vice-Chair of the General Purposes Committee. This was seconded by Councillor P Leason and agreed by all Members.

Councillor R Kenney proposed Councillor Mrs J Piggott as Chairman of the Planning Committee. This was seconded by Councillor P Leason and agreed by all Members. Councillor Mrs K Green proposed Councillor G Neagus as Vice-Chairman of Planning. This was seconded by Councillor Mrs J Hood and agreed by all Members.

C17/009 **To defer other business under Standing Order 2, paragraph j to an appropriate meeting of the General Purposes Committee**

Councillor M Green proposed that other business be deferred to the General Purposes Meeting on 17th May, 2015. This was seconded by Councillor Mrs E Mowatt and agreed by all Members.

It was RESOLVED that all other business under this Standing Order be deferred to the General Purposes Committee.

C17/010 The Mayor asked guests to sign the visitors sheet and invited them to stay for refreshments.

TOWN MAYOR

Stone Town Council – General Purposes Committee

Minutes of the meeting held in the Council Chamber on Tuesday 17 May, 2016

PRESENT: Councillor R Kenney in the Chair and
Councillors Ms L Bakker-Collier, Mrs C Collier, G Collier, J Davies, Mrs J Farnham,
Mrs J Hood, T Jackson, Mrs M Goodall, Mrs K Green, M Green, P Leason,
Mrs E Mowatt, G Neagus, A Osgathorpe, Mrs J Piggott, M Shaw and M Williamson

GP17/001 Apologies

None received

GP17/002 Declarations of Interest and Requests for Dispensations

Councillors G Neagus, Mrs J Piggott and M Williamson declared an interest in Minute Number GP17/005, Minutes of the Tourism & Town Promotion Meeting (Minute number TTP16/044)

GP17/003 To receive the reports of the County Councillors

County Councillor I Parry was absent.

County Councillor P Jones reported that Highways Department has been looking at parking concerns around Stonefield. He has asked for a comprehensive review and recommendations to be drawn up for consideration.

He referred to the road alterations on Newcastle Road by the bridge. A number of objections have been raised. Requests for pedestrian crossings on the road have been received.

Councillor G Neagus asked for consideration to be given to the new roundabout at Meaford, where motorists are going straight across rather than around the lanes. He suggested that painted rumble strips will slow drivers down thus allowing them to use the lanes correctly.

Councillor M Green asked County Councillor Jones to forward concerns about the state of the roads in Walton to County Councillor Parry.

County Councillor Jones reported on the Health Service, referring to the average time it takes for an ambulance to attend a red alert. Within the West Midlands, 9 out of 10 calls are responded to in 8 minutes. In Staffordshire it is 8 out of 10, and in Stone only 51%. County Councillor Jones wrote to the Health Authority raising his concerns. He also said that if less money was spent on pharmaceuticals there would be more money available for the Ambulance service.

RESOLVED: to write to the Health Authority requesting assistance with the Ambulance Service, especially as there is an ageing population in Stone.

GP17/004 **Representations from Members of the Public**

None

GP17/005 **Minutes**

RESOLVED

- a) that the minutes of the Tourism & Town Promotion Sub-Committee held on the 19th April, 2016, copies having been circulated to Members, be signed by the Chairman as a correct record and that the recommendations of the Sub-Committee be adopted.

Councillor R Kenney referred to Minute Number TTP16/044 “a specific item for the money to be spent on will be decided”.

RESOLVED: to donate a £500 grant to the Festival Committee in order to assist in the provision of chairs, tables and bins.

Councillors G Neagus, Mrs J Piggott and M Williamson did not take part in the discussion or vote.

GP17/006 **Election of Members, Chairmen and Vice Chairmen of the following sub-committees**

a) Tourism & Town Promotion

Chairman – Councillor Mrs J Hood

Vice Chairman – Councillor G Neagus

Members – Councillors M Shaw, M Williamson, Mrs J Piggott, Mrs C Collier, Mrs K Green and P Leason

Co-opted – Mr J Heal

b) Environment

Chairman – Councillor P Leason

Vice Chairman – Councillor Mrs K Green

Members – Councillors Mrs J Piggott, Mrs M Goodall, M Shaw, G Collier, G Neagus and A Osgathorpe

c) Estates

Chairman – Councillor M Green

Vice Chairman – Councillor Mrs J Hood

Members – Councillors T Jackson, Mrs J Farnham, Mrs M Goodall, Ms L Bakker-Collier, Mrs E Mowatt and A Osgathorpe

d) Management

Chairman – Councillor A Osgathorpe

Vice Chairman – Councillor M Green

Members – Councillors Mrs J Farnham, Ms L Bakker-Collier, M Williamson, T Jackson, Mrs E Mowatt and G Neagus

e) Neighbourhood Plan Working Group

Chairman – Councillor Mrs J Hood
Vice Chairman – Councillor A Osgathorpe
Members – Councillors Mrs C Collier, G Collier, M Green, T Jackson, G Neagus and M Williamson

f) Mayor's Charity

Chairman – Councillor J Davies
Vice Chairman – Councillor T Jackson
Members – Councillors Mrs J Piggott, Mrs J Farnham, P Leason, Mrs K Green and M Williamson

RESOLVED: to elect the Members as listed above.

GP17/007 Appointments to Outside Bodies

a) Stone ATC

Mayor and Councillor M Williamson

b) Age Concern Stone & District

Councillors Mrs C Collier and Mrs K Green

c) Stone Town Band

Mayor

d) Walton Community Centre

Councillor M Shaw

e) Stafford & Stone Access Group

Councillor Mrs C Collier

f) Trustees of the Town Hall Charity

All Members

g) Stone Common Plott

Councillor Mrs C Collier until May 2019
Councillors G Collier, M Shaw, R Kenney and Mrs J Hood until May 2020

h) Richard Vernon Trust

Councillors M Shaw and P Leason until May 2019, Mr H Brunt until May 2017

RESOLVED: to appoint the Members as listed above

* Items marked with an asterisk refer to reports or papers circulated with the agenda or distributed at the meeting. They are attached as an appendix to the signed copy of the Council minutes.

GP17/008 **Stone Community Hub**

The Committee considered the report of the Town Clerk*.

The Clerk reported that since the presentation by Karen Wardell of Stone Community Hub, a meeting had taken place concerning possible ways Stone Town Council can support Stone Community Hub.

The Clerk stated that there are three possible ways to support the organisation:

- To give a grant
- To offer rent relief
- Working in partnership with the group

The Clerk recommended that the best option would be to give a grant, but also pointed out the recommended safeguards within the report.

RESOLVED: to offer a grant of £6000 payable in 12 monthly instalments of £500 to be reviewed in 12 months, and to seek to form a liaison group with the Hub consisting of one Member from each Ward.

GP17/009 **Stafford Borough Council Sport and Recreation Investment Plan**

Councillor Osgathorpe attended two consultations regarding the Stafford Borough Council Sports and Recreation Investment Plan. He circulated a draft response for Members to consider.

Councillor Osgathorpe also asked for an update on the two queries that had been raised with the Borough Council in respect of the previous report. The Clerk replied that the Borough had acknowledged receipt of the Town Council's comments that it did not support the report due to date issues, and it had attached an addendum to the report clarifying that the information that is credited to the Town Council within the document is not supported by the Town Council.

RESOLVED: to send the response* on behalf of Stone Town Council

GP17/010 **Member's Motions under Standing Order 4**

Councillor J Davies

"In Stone we are blessed with two long-established and very successful military cadet units: the Stone Detachment (Mercian) Army Cadet Force and 2352 (Stone) Squadron, Air Training Corps. We appreciate their valuable work in the development among the youth of the Town and its surrounding area of teamwork, self-discipline, consideration for others and good citizenship. We are grateful for their continuing support of many formal events in the Town.

In recognition of that valuable contribution to the life of the Town and to create a permanent link between the Ton Council and these two cadet units, I ask the Town Council to resolve:

- a. To appoint annually two Mayor's Cadets for the ensuing year and
- b. To approve the attached draft protocol

A number of other town councils in England have already instituted the appointment of mayor's cadets as, indeed, has HM's Lord Lieutenant for Staffordshire.

* Items marked with an asterisk refer to reports or papers circulated with the agenda or distributed at the meeting. They are attached as an appendix to the signed copy of the Council minutes.

Regarding costs, there would be an initial, one-off estimated cost of £100 for the provision of two Cadet's Maces and an annual estimated cost of £20.00 for two badges."

RESOLVED: Members agreed to the proposal subject to "other occasions as requested by the Town Mayor" being removed from the protocol

GP17/011 Extension of Meeting Time under Standing Order 4.25

RESOLVED: to agree to extend the length of the meeting beyond 1.5 hours

GP17/012 Update from Working Groups

a) Neighbourhood Plan Steering Group

Councillor Mrs J Hood reported that each member of the Steering Group had been given tasks to complete. The next meeting takes place on 18th May.

GP17/013 To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council

None received

Town Mayor

Stone Town Council – Planning Committee

Minutes of the meeting held in the Council Chamber on Tuesday 17 May, 2016

PRESENT: Councillor G Neagus in the Chair and
Councillors Ms L Bakker-Collier, Mrs C Collier, G Collier, J Davies, Mrs J Farnham,
Mrs J Hood, T Jackson, R Kenney, Mrs M Goodall Mrs K Green, M Green,
P Leason, Mrs E Mowatt, A Osgathorpe, Mrs J Piggott, M Shaw and M Williamson

P17/001 **Apologies**

None received

P17/002 **Declarations of Interest and Requests for Dispensations**

None received

P17/003 **Representations from Members of the Public**

None received

P17/004 **Planning Applications**

RESOLVED that the following observations be made on the Applications as listed:

Application Number – 16/24039/FUL

Location – Mansion House Surgery, Abbey Street, Stone

Development – Extension to existing surgery facilities. Providing a pharmacy to an already approved extension (Planning ref 15/22652/FUL)

Observation – No objections

Application Number – 16/23794/ADV

Location – St Dominic Parish Social Hall, Station Road, Stone

Development – Amended plan (proposed lighting)

Observation – No objections providing concerns raised by neighbours have been addressed

Application Number – 16/24093/HOU

Location – 5 Taverners Drive, Stone

Development – Alterations to side of existing dwelling and new single storey side extension

Observation – No objections but this was without the benefit of neighbours' consultation

Application Number – 16/24029/HOU

Location – 169 Lichfield Road, Stone

Development – Side extension and pitched roof over existing front canopy

Observation – No objections

Application Number – 16/24110/HOU

Location – Porth House, Uttoxeter Road, Stone

Development – Demolition of existing single storey attached garage and utility. Construction of two storey side extension to form larger kitchen and dining area with two bedrooms and en-suites over. Single storey rear extension to form family area. New open front porch canopy. New light render to the existing brick external walls.

Observation – No objections

Application Number – 16/23975/FUL

Location – Land off Diamond Way, Stone

Development – Development of the site for Industrial/Warehouse use (Use Class B1, B2, B8)

Observation – Members object due to over-intensification and the proximity to residential development

Application Number – 16/24057/OUT

Location – Land between Blackies Land and Saddler Avenue, Aston Lodge, Stone

Development – Outline planning permission for 10 dwellings with detailed approval of the means of access and the layout

Observation – Members object to this application as it falls outside of the settlement boundary. The area is also a local green space used for recreational purposes

P17/005

To note the following items considered under delegated powers where no objections were forwarded to Stafford Borough Council due to no Member asking for the item to be considered by a special meeting of the Committee.

Application Number – 16/24001/HOU

Location – 61 Mount Avenue, Stone

Development – Single storey rear and side extension and new porch to front elevation

Observation – No objection

Application Number – 16/24009/FUL

Location – Gust Swim School, Unit 1 Whitebridge Park, Whitebridge Way, Stone

Development – Single storey side extension and two storey rear extension to children's swimming centre forming swimming pool, changing facilities, viewing area with offices over

Observation – No objection

Application Number – 16/24038/PTEL

Location – Vodafone and O2 Telecommunications Mast, Opal Way, Stone

Development – Telecommunications installation upgrade and associated works

Observation – No objection

Application Number – 16/23882/HOU

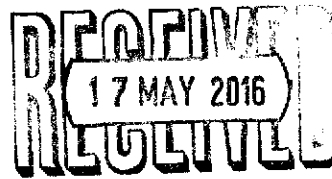
Location – 5 Cedars Drive, Stone

Development – Amended plan – proposed two storey extension to side to form study, utility and WC on ground floor with extension to bathroom and bedroom above

Observation – No objection

Town Mayor

Town Clerk
Stone Town Council
Station Road
Stone
Staffordshire
12th May 2016



Dear Town Clerk

Request to Reconsider Council Resolution under Standing Order 8

We the undersigned would like to give notice under Standing Order 8 that the Council should be requested to reconsider its decision of 10 May 2016 regarding the appointment of the Chairman of the General Purposes Committee.

Please will you include this item on the agenda for the Council meeting on 7th June 2016.

Yours sincerely,

1. Cllr Joyce FARNHAM

.....*J. Farnham*.....

2. Cllr. Cathy COLLIER

.....*Cathy Collier*.....

3. Cllr. Geoff COLLIER

.....*Geoff Collier*.....

4. Cllr. Margaret GOODALL

.....*M. Goodall*.....

5. Cllr. Jill PIGGOTT

.....*Jill Piggott*.....

6. Cllr Tom JACKSON

.....*Tom Jackson*.....

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

STONE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

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

This annual governance statement is approved by this smaller authority and recorded as minute reference:

dated MINUTE REFERENCE COUNCIL

Signed by:

Chair SIGNATURE REQUIRED

dated DATE

Signed by:

Clerk SIGNATURE REQUIRED

dated DATE

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Stone Town Council

5th June 2016

Council Accounts 2015-16 and Audit Submission

Report of Town Clerk

Introduction

1. This report sets out the Council's accounts for 2015-16. It compares the final outturn figures with the original budget for the year and the forecast produced as part of the budget process.
2. The proposed submission to the Council's external auditors is also attached for approval.

Background

3. The Council's financial year runs from 1 April to 31 March. It is required to keep its accounts for that period in accordance with legal requirements, to report them for approval by the Council within three months of the year end, and to submit an annual return to its external auditors to a similar timescale.
4. The Council is also required to employ the services of an internal auditor, who will examine the accounts, review the Council's internal control, complete the internal audit section of the annual return, and may produce a report identifying any areas of concern to Members. This internal audit has been performed, as in previous years, by Geoff Wright, who will be reporting independently to the Council, as required.
5. Subject to certain limited requirements, councils which turn-over less than £6.5 million per annum are not expected to comply with the accounting standards required of larger local authorities and are largely free to determine their own form of accounts, subject to national recommendations on proper practices.

Accounts 2015-16

6. The Council's net revenue spending for 2015-16 was £234,104. This can be seen in detail in the Income and Expenditure Account set out at Appendix 1. The resulting effect on the Council's balance sheet can be seen at Appendix 2.
7. This net spending of £234,104 compares with £195,878 in the previous year, an approved budget of £310,500 and a forecast made at the time the 2015-16 budget was prepared of £299,700. This is set out in more detail in Appendix 3.
8. Explanations of the major variations between the original budget and the forecast were included in a series of budget reports to this Committee and its Sub-Committees in January.

Details of the major variations from the forecast that was made at the time the 2015-16 budget was prepared are set out later in the report.

9. In a number of cases identified below, spending was originally anticipated and provided for in 2015-16, but that expenditure has been delayed until the current year. In such cases I have recommended that the budgets be rolled forward to the new financial year to meet the costs when they are incurred. A figure of £46,000 has been contributed to the Rollover Reserve to allow this transfer between years to happen. The details of the makeup of this reserve are set out in the explanation of variances below.

Explanation of Variances from Forecast

10. Appendix 3 shows that the Council's net expenditure for 2015-16 was £65,596 less than forecast at the time the budget was prepared in January. Of this, £46,000 relates to budgets rolled over into the current financial year, leaving a true variance of £19,596 – an underspending of 6.5%.
11. Details of the more significant variances (over £1,000) are set out below:
12. **Frank Jordan Centre (net £15,426 underspent)** – Income was £219 above forecast and expenditure £15,207 below. £15,000 of the underspending relates to funding earmarked for refurbishments at the Centre, which has been rolled over into 2016-17 via the rollover reserve.
13. **Stone Station (net £1,882 underspent)** – Income was £187 below the forecast, and expenditure £2,069 below.
14. **Town Market (net £7,267 underspent)** – Income was £1,951 above forecast and expenditure £5,316 below. The underspending largely related to an increase in market stalls above the level estimated, with the spending contingency for repairs and erection of stalls remaining largely unspent.
15. **Bus Shelters and Street Furniture (£9,197 underspent)** – This underspending was due to works planned for 2015-16 not taking place. An amount of £4,000 has been rolled forward via the rollover reserve to meet the costs of the new bus shelter at Walton Shops.
16. **Building Maintenance (£14,800 underspent)** – This is a budget against which no spending is ever shown. As spending needs are identified in other areas of the Council, costs are charged direct to those areas, and the budget vired from building maintenance to them to cover it. Since the forecast was prepared no further spending has been identified to be met from the reserve. The £14,800 has been rolled forward into 2015-16 via the rollover reserve.
17. **Grounds Maintenance (£1,352 overspent)** – This relates to additional work for tree pruning and removal of willows at Crown Meadow, and the removal of a fallen tree.

18. **Crown Meadow Improvements (£1,576 underspent)** – Virtually none of this budget was spent, although some work on benches at the Crown Meadow has been included with other benches against the street furniture budget.
19. **Allotments (£2,228 underspent)** – works to hedges at Mount Road and roads and water pipe repairs at Newcastle Road were planned for 2015-16, but have been delayed to the current year. An amount of £1,700 has been rolled forward via the rollover reserve to meet these costs.
20. **Christmas Lights (£1,453 underspent)** – The underspending relates to expected works in Mill Street not being undertaken and electricity costs now being anticipated at a lower level.
21. **Administration (£7,490 underspent)** – The provision for new office and IT equipment, networking and website development was only partly expended in 2015-16. £7,500 has been rolled forward to meet these costs in 2016-17 via the rollover reserve.
22. **Regalia and Presentations (£2,175 underspent)** – The provision of £2,000 for new “Past Mayor” and “Past Deputy Mayor” badges was not spent in 2015-16 and has been rolled forward via the rollover reserve to meet these costs in 2016-17.

Audit Submission

23. The completed financial statements to be submitted to the Council’s external auditors is attached at Appendix 4. The internal auditor visited the Council on 19th May 2016 to complete his audit work. He completed the return without qualification and without wishing to make a specific report on any matter. His report is included within Appendix 4.
24. It should be noted that the figure for income in the audit return is £486 higher than set out in other parts of this report. This is because the Mayor’s Charity Fund is required to be treated as income to the Council for external reporting purposes, but it is excluded from internal income and expenditure reports for the sake of clarity.
25. The Council is asked to approve the return for submission.

Recommendations

26. The Council are recommended to:
 - a. Approve the Council’s Accounts for 2015-16 as set out in this document, including the use of the rollover reserve to allow the transfer of budgets between financial years and its proposed use in 2016-17.
 - b. Note the variances between the forecast outturn for 2015-16 and the actual outturn, and the reasons identified for the major variances.
 - c. Note that the internal auditor made no comments that he wished to be reported to the Council.

- d. Approve the annual audit return for submission to the Council's external auditors.

Stone Town Council

Appendix 1

Income and Expenditure Account 2015-16

2014-15			2015-16	
£	£		£	£
Income				
14,446		Frank Jordan Centre	16,419	
12,121		Stone Station	9,713	
28,287		Town Market	32,851	
2,122		Allotments	2,884	
630		Tourism & Town Promotion	630	
1,733		Civic Dinner & Hospitality	1,210	
50		Miscellaneous	31	
551		Interest	683	
	59,940	Total Income		64,421
Expenditure				
23,052		Frank Jordan Centre	22,993	
23,331		Stone Station	15,831	
12,302		Town Market	13,884	
4,844		Car Parking	4,704	
1,458		Bus Shelters & Street Furniture	3,103	
813		Street Lighting	479	
691		Dog & Litter Bins	698	
-		Joules Clock	1,065	
144		Town Electricity Supply	4,786	
10,696		Grounds Maintenance	13,052	
1,941		Crown Meadow Improvements	24	
2,178		Allotments	1,356	
-		Environmental Projects	-	
11,385		Christmas Lights	19,247	
363		Advertising	925	
7,382		Tourism & Town Promotion	8,440	
4,700		Grants to Outside Bodies	7,030	
116,284		Salaries & Employment Costs	119,397	
4,493		Accommodation	3,047	
7,509		Insurances	7,272	
12,320		Administration	12,610	
965		Audit & Legal Fees	910	
-		Town Council Elections	20,022	
2,706		Allowances - Mayor & Deputy Mayor	2,787	
328		Regalia & Presentations	325	
2,598		Civic Dinner & Hospitality	2,289	
1,839		Remembrance Sunday & War Memorials	1,990	
1,248		Miscellaneous	1,955	
250		Neighbourhood Plan	8,305	
	255,818	Total Expenditure		298,525
	195,878	Total Net Expenditure		234,104
Financing				
219,811		Precept	223,236	
18,069		Council Tax Support Grant	18,069	
11,461		Concurrent Functions Allowance	11,461	
-36,912		Transfer from (to) Earmarked Reserves	-10,395	
	212,429	Total Financing		242,371
	16,551	Net Surplus for Year		8,267

Stone Town Council

Balance Sheet as at 31 March 2016

<u>2014-15</u>			<u>2015-16</u>	
£	£		£	£
		Current Assets		
1,208		Debtors	1,099	
1,436		Payments in Advance	1,467	
2,971		VAT Recoverable	1,412	
325,089		Cash at Bank and In Hand	359,127	
	330,705	Total Current Assets		363,105
		Current Liabilities		
12,788		Creditors	20,920	
2,114		Receipts in Advance	2,207	
	14,903	Total Current Liabilities		23,127
	<u>315,802</u>	Total Net Assets		<u>339,978</u>
		Represented by		
260,880		General Fund Balances	269,147	
52,050		Earmarked Reserves	68,445	
2,873		Mayor's Charity Fund	2,386	
	<u>315,802</u>	Total Reserves and Balances		<u>339,978</u>

Stone Town Council

Comparison of Actual 2015-16 with Budget and Forecast

Actual 2014-15 £		Actual 2015-16 £	Actual Compared With		Actual Compared With Forecast		Report Paragraph
			Approved Budget		Outturn		
			Budget 2015-16 £	Variance 2015-16 £	Forecast 2015-16 £	Variance 2015-16 £	
8,606	Frank Jordan Centre	22,200	-15,626	22,000	-15,426	12	
11,210	Stone Station	8,900	-2,782	8,000	-1,882	13	
-15,985	Town Market	-11,000	-7,967	-11,700	-7,267	14	
4,844	Car Parking	6,000	-1,296	5,500	-796		
1,458	Bus Shelters & Street Furniture	8,700	-5,597	12,300	-9,197	15	
813	Street Lighting	500	-21	500	-21		
691	Dog & Litter Bins	700	-2	700	-2		
-	Joules Clock	900	+165	900	+165		
144	Town Electricity Supply	5,200	-414	5,200	-414		
-	Building Maintenance	14,800	-14,800	14,800	-14,800	16	
10,696	Grounds Maintenance	11,600	+1,452	11,700	+1,352	17	
1,941	Crown Meadow Improvements	1,700	-1,676	1,600	-1,576	18	
56	Allotments	1,400	-2,928	700	-2,228	19	
11,385	Christmas Lights	23,500	-4,253	20,700	-1,453	20	
363	Advertising	500	+425	300	+625		
6,752	Tourism & Town Promotion	11,100	-3,290	8,700	-890		
4,700	Grants to Outside Bodies	8,000	-970	8,000	-970		
116,284	Salaries & Employment Costs	117,800	+1,597	119,300	+97		
4,493	Accommodation	3,900	-853	3,800	-753		
7,509	Insurances	7,300	-28	7,300	-28		
12,320	Administration	20,100	-7,490	20,100	-7,490	21	
965	Audit & Legal Fees	900	+10	900	+10		
-	Town Council Elections	21,100	-1,078	20,000	+22		
2,706	Allowances - Mayor & Deputy Mayor	2,800	-13	2,800	-13		
328	Regalia & Presentations	2,500	-2,175	2,500	-2,175	22	
865	Civic Dinner & Hospitality	1,000	+79	800	+279		
1,839	Remembrance Sunday & War Memorials	2,500	-510	2,400	-410		
1,198	Miscellaneous	1,200	+725	1,700	+225		
-551	Interest	-300	-383	-600	-83		
250	Neighbourhood Plan	15,000	-6,695	8,800	-495		
195,878		310,500	-76,396	299,700	-65,596		
		234,104					

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

STONE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	262,792	315,802	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	219,811	223,236	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	89,469	93,951	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	117,027	120,113	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	139,243	178,898	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	315,802	339,978	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	325,089	359,127	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	246,260	248,835	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by this smaller authority on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Annual internal audit report 2015/16 to

Enter name of smaller authority here:

STONE TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

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

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
		✓	

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

Name of person who carried out the internal audit GEOFFREY W. WRIGHT MBA DMS(dist)

Signature of person who carried out the internal audit  Date 19.05.2016

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).
 **Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Stone Town Council

Local Government Transparency Code 2014

Information for Quarter Ended 31 March 2016

Expenditure Exceeding £250

Date	Reference	Supplier	Description	Amount
04/01/2016	D/Dbt	SBC	Rates - Frank Jordan Centre	£418.00
06/01/2016	16015	Urban Vision Enterprise CIC	Neighbourhood planning support	£7,985.50
06/01/2016	16013	City B Group Ltd	Erection & dismantling of marquees - Dec 15	£898.00
11/01/2016	16018	Smith of Derby Ltd	Installation of auto rewind unit	£765.00
14/01/2016	16023	Christmas Plus Ltd	New enclosures/ RCD/ timers in boxes	£450.00
15/01/2016	D/Dbt	British Gas	Gas supply - Stone Station Community Centre	£416.23
15/01/2016	D/Dbt	British Gas	Electricity - Frank Jordan Ctre	£556.63
18/01/2016	16024	Christmas Plus Ltd	30% balance on dismantling of display	£1,655.10
25/01/2016	16028	M J Plant	Maint of cenotaph x 2 fit surround fix poppies	£405.00
25/01/2016	16031	Atlas Contractors Ltd	Cleaning of FJC - January 2016	£519.94
03/02/2016	16036	City B Group Ltd	Erection & dismantling of marquees Jan 16	£375.00
09/02/2016	16051	Cress Security Company Ltd	New security alarm & system - FJC	£1,110.00
18/02/2016	D/Dbt	British Gas	Gas supply - Stone Station Community Centre	£529.88
19/02/2016	16059	MJ Plant	Tree pruning - Crown Meadow	£800.00
23/02/2016	16062	St Michael's Community Hall	Grant Min No GP16/132	£300.00
29/02/2016	16063	Atlas Contractors Ltd	Cleaning of Frank Jordan Centre	£519.94
29/02/2016	16067	City B Group Ltd	Erection & dismantling of marquees Feb 16	£437.00
07/03/2016	16074	Sage (UK) Ltd	Sage 50 Accounts software renewal and support	£937.00
09/03/2016	16088	B Hygienic LTD	Annual Hygiene Service Charge STN Feb 16 - Jan 17	£429.00
22/03/2016	D/Dbt	British Gas	Gas supply - Frank Jordan Centre	£1,657.08
23/03/2016	16097	M J Plant	Grounds Maintenance March 16	£752.00
23/03/2016	16097	M J Plant	Bench	£545.00
23/03/2016	D/Dbt	British Gas	Gas supply - Stone Station	£424.47
29/03/2016	D/Dbt	Network Rail	Rent of Stone Station 25 03 16 to 23 06 16	£987.50
31/03/2016	D/Dbt	British Gas	Electricity supply - Stone Station	£400.98

Procurement Information

1. Invitations to Tender for Contracts Exceeding £5,000

None

2. Contracted Agreements Exceeding £5,000

None

Stone Town Council

Openness of Public Bodies Regulations 2014

Information for Quarter Ended 31 December 2015

Decisions that would otherwise have been taken by the Town Council or one of its Committees that have been delegated to an officer:

- 1. Under a specific express authorisation; or**
- 2. Under a general authorisation to officers to take such decisions and, the effect of the decision is to:**
 - a. grant a permission or licence;**
 - b. affect the rights of an individual; or**
 - c. award a contract or incur expenditure which, in either case, materially affects the Town Council's financial position.**

None

STONE TOWN COUNCIL MEETING
7TH JUNE 2016

CIVIC ANNOUNCEMENTS

Mayor

Wednesday 8 th June	Golf Competition (Stone Festival) Stone Soapbox Derby (Stone Festival)
Thursday 9 th June	Lions Walking Treasure Hunt (Stone Festival)
Friday 10 th June	Party in the Brewery (Stone Festival)
Saturday 11 th June	2 nd Boys Brigade, Barlaston, Street Party Carnival Day, Stone Festival
Sunday 12 th June	Service at Lichfield Cathedral for HM Queen's 90 th Birthday Bowls Final (Stone Festival) Festival Church Service, St Michael's Church Festival Quiz
Thursday 16 th June	Battle of Jutland Dinner, HMS Collingwood
Monday 20 th June	Ex-Servicemen's Bowls Match, Stonefield Park
Friday 1 st July	U3A Open Day, St Dominic's Social Centre
Saturday 2 nd July	Stone Lions, Duck Race Stone Choral Society Concert, St Dominic's Priory Hall
Sunday 3 rd July	Civic Sunday

Deputy Mayor

Friday 24 th June	Othello, Stafford Castle
Sunday 3 rd July	Civic Sunday

TOWN MAYOR

Town Mayor's Report

7th June 2016

Thursday 12 May 2016

The Town Mayor and Mayoress attended the inauguration of the Quaker's Peace Pole on Crown Meadow. Led by Mr Peter Holland, a large number of Quakers from Staffordshire were present and the event was supported by a selection of town councillors and local people. The Peace Pole was unveiled by the Head Boy and Head Girl of Alleyne's Academy. Light refreshments were served on the conclusion of the inauguration. The Town Mayor gave a short speech.

Saturday 14 May 2016

The Town Mayor and Mayoress represented Stone Town at the annual mayor-making at Stafford Borough Council where Councillor Geoff Collier, of Stone, was elected and invested.

Saturday 14 May 2016

The Town Mayor attended a concert at St Oswald's church, Ashbourne. It was an excellent concert performed by an Ashbourne choir, the Ashbourne Town Band and a visiting French amateur orchestra (the Stone Town Mayor's French language skills were appreciated!) . The event was hosted by the Town Mayor and Mayoress of Ashbourne; other civic guests being the Chairman of Derbyshire Dales District Council and the Town Mayor of Belper.

Monday 23 May 2016

The Town Mayor and Mayoress attended the inaugural lunch held by Age Concern, Stone and District. The welcome was warm and the company was excellent, as were the food and service of the Crown Hotel. The Town Mayor gave a short speech.

Deputy Mayor's Report

7th June 2016

Wednesday 18th May 2016.

Tri Services and Veterans Support Centre Newcastle under Lyme.

I attended the support centre on the afternoon of the 18th May and took the opportunity to learn how the centre provides a wide range of services to all ex services colleagues / veterans. This ranged from helping to rehouse a number of homeless colleagues to simply, but importantly, providing the facilities where like-minded people can drop in to have a cup of tea and a chat. I had the opportunity to speak to a number of veterans including a very talkative and extremely informative 93-year-old veteran - regardless of what service a person may have served in, there is a clear 'golden thread' which links ALL ex service personnel, me included.

Wednesday 18th May 2016.

Annual Civic Reception of the Mayor and Mayoress Elect - Newcastle Borough - Old Library of Keele Hall Keele University.

This was quite an eye opener for Jane and I, having this opportunity to meet the many dignitaries with their impressive Chains of Office on display. But what was equally impressive were the people who wore them, they were welcoming, helpful and most of all, eager to pass on their experiences to us newbies.