

STONE TOWN COUNCIL

Town Clerk

Les Trigg

Tel: 01785 619740

Fax: 01785 619741

15 Station Road
STONE
ST15 8JR

25th July, 2016

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held in the **Council Chamber, 15, Station Road, Stone** on **TUESDAY 2ND AUGUST, 2016** at 7:05pm or on the rising of the Council Meeting if later.

I trust you will be able to attend.

Les Trigg
Town Clerk

AGENDA

1. **To receive apologies for absence**
2. **Declarations of Interest and Requests for Dispensations**
3. **Presentation by Stone Radio**
4. **To receive the report of the County Councillors**

- County Councillor P Jones
- County Councillor I Parry

5. **Representations from Members of the Public**

To consider representations from members of the public on items to be considered at this meeting, in accordance with the Council's scheme of public participation

6. **To consider the Minutes and recommendations of the undermentioned Committees:**

- a) Tourism & Town Promotion Sub-Committee held on the 19th July, 2016, Minute Numbers TTP17/001 – TTP17/007 (attached)
 - i. To consider the Minutes
 - ii. To consider the Recommendations contained in Minute Numbers TTP17/004, TTP17/005 and TTP17/007

- b) Estates Sub-Committee held on the 19th July, 2016, Minute Numbers EST17/010 – EST17/014 (attached)

- i. To consider the Minutes

7. Terms of Reference

To consider adopting the attached Terms of Reference for the General Purposes and Planning Committees

8. Station Road Toilets

To consider the report of the Town Clerk (attached)

9. Budget Monitoring

To consider the report of the Town Clerk (attached)

10. National Pay Award 2016-17 and 2017-18

To receive the report of the Town Clerk (attached)

11. Off-Street Parking Order – The Borough of Stafford (Various Car Parks, Stone) Order 2016 (letter attached)

12. Members' Motions under Standing Order 4

Councillor Mrs J Hood

“At the meeting on 17 May 2016 the committee resolved to appoint annually two Mayor’s Cadets for the ensuing year and to approve an associated protocol. The protocol provided for the Mayor’s Cadets to support the Mayor on three specific occasions: at the annual Mayor Making, on Civic Sunday, and on Remembrance Sunday.

At the forthcoming Burma Star Commemoration to be held in Stonefield Park on Sunday 14 August 2016 the Town Mayor will participate and lay a wreath. Therefore, I ask the Town Council to agree that the Mayor’s Cadets may support the Town Mayor both at this and future annual Burma Star Commemoration.”

Councillor R Kenney

“More and more Town and Parish Councils are being asked to take an increased role in delivery of services. The Government’s vision for the ‘Big Society’ envisages increasingly local delivery of services and local engagement with citizens.

I would therefore like the support of the Council to ask the Town Clerk to produce a report on devolution of services from Stafford Borough Council. The report would contain such things as which services we could take on and improve, also costs and how they could be funded and if monies would be available from the Stafford Borough Council part of residents Council tax.”

13. **Update from Working Groups:**
 - a) Neighbourhood Plan Steering Group
14. **To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council**
15. **To resolve, pursuant to the Public Bodies (admission to Meetings) Act 1960, the Public and Press be excluded from the meeting whilst the next item of business is discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate.**
16. **To consider the confidential Minutes and recommendations of the undermentioned Committee:**
 - a) Estates Sub-Committee held on the 19th July, 2016, Minute Numbers EST17/010 and EST17/014 (attached)
 - i. To consider the Recommendations contained in Minute Number EST17/014

Members of the public are welcome to attend the General Purposes 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 – Tourism & Town Promotion Sub-Committee

Minutes of the meeting held in the Council Chamber on Tuesday 19 July, 2016

PRESENT: Councillor Mrs J Hood in the Chair and
Councillors Mrs C Collier, Mrs K Green, R Kenney, P Leason, G Neagus, M Shaw
and M Williamson
Co-opted Member: Mr J Heal
By Chairman's invitation: M Green

ABSENT: Councillor Mrs J Piggott

TTP17/001 **Apologies**

Apologies were received from Councillor Mrs J Piggott

TTP17/002 **Declarations of Interest and Requests for Dispensation**

None received

TTP17/003 **Representations from Members of the Public**

None received

TTP17/004 **World War 1 Commemoration Bench**

A quote for a commemorative bench has been received. One bench costs £599 plus VAT plus delivery.

Councillor P Leason proposed that a bench be purchased with funding from Richard Vernon Trust, and that the bench be installed by the Cenotaph in Granville Square.

RECOMMENDED: that alternative quotes be sought

TTP17/005 **North Staffs Rail Promotion Group**

Mr Heal reported that there had been three companies interested in the rail franchise from October 2017, but one of the companies had since pulled out.

Mr heal circulated the most up to date rail times for Stone Station.

RECOMMENDED: Mr Heal will report any comments of the Town Council to interested parties regarding the franchise. Councillor Williamson will

investigate a potential disabled access and report back to the next meeting.

TTP17/006 Stone Traders Christmas Events

Councillor Mrs J Hood reported that the Music Festival had been very successful and it is hoped that the Traders Event on 7th December will be equally as successful. At present 27 traders are interested in participating.

RECOMMENDED: Town Clerk to explore how the Town Council can support the traders.

TTP17/007 Update from Working Groups

Commemoration to mark 100 years since the end of World War 1 in 2018

Councillor Mrs J Hood reported that the names on the Cenotaph have been researched. There is also a contact who will be approaching schools regarding the commemoration who has authentic WW1 weapons to exhibit. He will also supervise the digging of the trench. Shugborough have been contacted regarding the project.

Councillor Mrs J Farnham was asked to contact Lady Harrowby for information regarding War Horse.

Preparation of the Town Guide

The Working Group will be meeting in Autumn.

Council Website – Tourism Information

Members of the Working Group will be deciding what items they would like to add to the website. One suggestion is the Commemoration to mark 100 years since the end of World War 1.

Councillor Mrs J Hood informed Members that the RHS judges visited Stone last week and the results will be announced on 15th September.

Councillor P Leason reported that an information board for the Two Saints Way will be installed in St Michael's churchyard and will be unveiled by the Bishop of Lichfield on 21st September. He also reported that replacement railings around the Crompton Tomb will be erected at some point in the near future.

Town Mayor

Stone Town Council – Estates Sub-Committee

Minutes of the meeting held in the Council Chamber on Tuesday 19 July, 2016

PRESENT: Councillor M Green in the Chair and
Councillors Mrs J Farnham, Mrs M Goodall, Mrs J Hood, R Kenney, Mrs E Mowatt
and A Osgathorpe
By Chairman's invitation: Councillors Mrs C Collier, G Collier, Mrs K Green,
P Leason, G Neagus, M Shaw and M Williamson

ABSENT: Councillor T Jackson

EST17/010 **Apologies**

None received

EST17/011 **Declarations of Interest and Requests for Dispensations**

None received

EST17/012 **Representations from Members of the Public**

None received.

EST17/013 **To resolve, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the Public and Press be excluded from the meeting whilst the next item of business is discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate**

This was resolved.

EST17/014 **Frank Jordan Centre**

The Clerk explained issues to Members related to the Public Contracts Regulations 2015 and VAT partial exemption rules, and their potential effects on the development.

Three quotations have been received for the work and will be circulated to Members.

RECOMMENDED: that a preferred supplier should be identified and negotiations held with them with a view to finalising the position so that works can start. Also to maintain the current Working Group of Councillors A Osgathorpe, Mrs J Hood, R Kenney, G Collier, M Green and Mrs J Farnham.

Town Mayor

Stone Town Council

General Purposes Committee

Terms of Reference

Purpose

1. The purpose of the General Purposes Committee is to consider policy issues in relation to, and to scrutinise the operation of, all aspects of Council work which can be legally delegated by the Council.

Membership and Appointment

2. The Committee shall consist of the whole membership of the Town Council, unless otherwise determined by the Council. These members shall be appointed by the Council in May to serve until the following May's Council meeting. Appointments to fill any casual vacancies that may arise during the year shall be made by the Council in accordance with the above principles.

Chairman and Vice Chairman

3. The Chairman and Vice-Chairman shall be appointed by the Council in May to serve until the following May's Council meeting. Appointments to fill any casual vacancies that may arise in these posts during the year shall be made by the Council in accordance with the above principles. If neither the Chairman nor the Vice-Chairman are able to preside at a meeting of the Committee, the members of the Committee present shall elect a temporary Chairman for the duration of the meeting.

Quorum

4. No business shall be dealt with unless at least six members of the Committee are present. If there is no quorum, all items for which the Committee would be inquorate shall be deferred until the next meeting of the Committee.

Attendance by Councillors Who Are Not Members of the Committee

5. Any member of the Council who is not a member of the Committee may attend the meeting and may speak on any item, with the permission of the Chairman. Such a member may not make or second any proposals or amendments, and may not vote.
6. The requirements of the Council's Code of Conduct will apply to all Councillors present at the meeting, whether members of the Committee or not.

Attendance by the General Public

7. Meetings will normally be open to the public unless there is a specific resolution of the Committee to consider an item of business in private.

Frequency of Meetings

8. Meetings will normally be held on dates determined by the General Purposes Committee. Where changes are required to these dates, this shall be determined by the Committee. If such a decision needs to be made outside a meeting, it shall be determined by the Town Clerk following consultation with the Chairman whenever possible.

Agenda and Proceedings

9. The agenda shall be drawn up and circulated by the Town Clerk. The provisions of the Council's Standing Orders for Business shall apply to meetings of the Committee.

Reporting

10. Decisions of the Committee shall have the status of resolutions, which shall be binding on the Council providing that the item can be legally delegated by the Council. Where an item cannot be legally delegated, decisions shall have the status of recommendations to the full Council.

Functions

11. To consider policy issues in relation to, and to scrutinise the operation of, all aspects of Council work which can be legally delegated by the Council.
12. To appoint chairmen, vice-chairmen and members to sub-committees.
13. To appoint Council representatives to outside bodies.
14. To distribute the Council's grants budget.
15. To recommend the annual budget and precept to the Council.

Relationship with Other Committees and Sub-Committees

16. The General Purposes Committee shall consider and approve, as appropriate, the minutes of each of its Sub-Committees in accordance with Standing Orders.
17. The General Purposes Committee minutes shall be considered and approved, as appropriate, by the full Council in accordance with Standing Orders.
18. If a difference of opinion develops between its Sub-Committees, the General Purposes Committee shall determine how the matter will be resolved.
19. If a difference of opinion develops between Committees, the Council shall determine how the matter will be resolved.

Stone Town Council

Planning Committee

Terms of Reference

Purpose

1. The purpose of the Planning Committee is to consider planning applications within the Town Council area and make comments to Stafford Borough appropriately, and to consider policy issues in relation to planning applications.

Membership and Appointment

2. The Committee shall consist of the whole membership of the Town Council, unless otherwise determined by the Council. These members shall be appointed by the Council in May to serve until the following May's Council meeting. Appointments to fill any casual vacancies that may arise during the year shall be made by the Council in accordance with the above principles.

Chairman and Vice Chairman

3. The Chairman and Vice-Chairman shall be appointed by the Council in May to serve until the following May's Council meeting. Appointments to fill any casual vacancies that may arise in these posts during the year shall be made by the Council in accordance with the above principles. If neither the Chairman nor the Vice-Chairman are able to preside at a meeting of the Committee, the members of the Committee present shall elect a temporary Chairman for the duration of the meeting.

Quorum

4. No business shall be dealt with unless at least six members of the Committee are present. If there is no quorum, all items for which the Committee would be inquorate shall be deferred until the next meeting of the Committee.

Attendance by Councillors Who Are Not Members of the Committee

5. Any member of the Council who is not a member of the Committee may attend the meeting and may speak on any item, with the permission of the Chairman. Such a member may not make or second any proposals or amendments, and may not vote.
6. The requirements of the Council's Code of Conduct will apply to all Councillors present at the meeting, whether members of the Committee or not.

Attendance by the General Public

7. Meetings will normally be open to the public unless there is a specific resolution of the Committee to consider an item of business in private.

Frequency of Meetings

8. Meetings will normally be held on dates determined by the General Purposes Committee. Where changes are required to these dates, this shall be determined by the Committee. If such a decision needs to be made outside a meeting, it shall be determined by the Town Clerk following consultation with the Chairman whenever possible.

Agenda and Proceedings

9. The agenda shall be drawn up and circulated by the Town Clerk. The provisions of the Council's Standing Orders for Business shall apply to meetings of the Committee.

Reporting

10. Decisions of the Committee shall have the status of resolutions, which shall be binding on the Council providing that the item can be legally delegated by the Council. Where an item cannot be legally delegated, decisions shall have the status of recommendations to the full Council.

Functions

11. To consider planning applications within the Town Council area and make comments to Stafford Borough appropriately.
12. To consider policy issues in relation to planning applications.

Relationship with Other Committees and Sub-Committees

13. The Planning Committee minutes shall be considered and approved, as appropriate, by the full Council in accordance with Standing Orders.
14. If a difference of opinion develops between Committees, the Council shall determine how the matter will be resolved.

Stone Town Council - General Purposes Committee

2 August 2016

Station Road Toilets

Report of Town Clerk

Purpose of Report

1. To consider whether the Council wishes to take on the running of the toilets at Station Road.

Background

2. For some time, Stafford Borough Council have been raising the issue of closure of the toilets at Station Road, and whether the Town Council would be prepared to take on their running in order to keep them open.
3. I have now been informed that the Borough Council are intending to close the toilets at the end of August 2016.

Issues

4. The Town Council needs to make a decision whether it wishes the Station Road toilets to remain open. If so, the Council needs to be prepared to take over the running of the facility.
5. Information from Stafford Borough suggests that the current operating costs of the toilets are around £6,000 per annum. Having examined the figures, there seems little scope for reducing these costs should the Town Council take over operation. In fact, the Town Council's costs could be a little higher, as it would not benefit from the economies of scale which are available to the Borough.
6. Requests have been made to the Borough Council for both a contribution to these costs and/or short term transitional funding, but they have made it clear that no financial support would be available should the Town Council decide to take on the running of the toilets.

Conclusion

7. The Town Council needs to determine whether it is prepared to take on the running and the costs of the Station Road toilets in order to keep them open beyond the end of August 2016.

Recommendations

8. The Committee is asked to determine whether it wishes to take over the operation of Station Road toilets. If the Committee decide to operate the toilets, it is recommended to agree a supplementary estimate for the current year of £4,000, to be met from reserves.

Stone Town Council - General Purposes Committee

2 August 2016

Budget Monitoring – June 2016

Report of Town Clerk

Purpose of Report

1. To inform the Committee of the Council's current financial position compared with its budget for the year, and to recommend action in any areas of concern.

Background

2. The Council's budget was approved in February 2016. Good financial management requires the Council to:
 - a. Keep the amount of the budget that it requires under review,
 - b. Monitor spending and income against budget projections, and,
 - c. Take appropriate action to ensure that the Council's financial stability is maintained.
3. This one of a series of regular reports which are presented to the General Purposes Committee on a broadly quarterly basis. The reports consider the Council's financial position at the end of the most recent month available at the time the report is written. On this occasion, the report considers the position as at the end of June 2016.
4. The report will first look at any adjustments proposed to the budget for 2016-17. It will then highlight any areas where net spending differs from that planned in the budget and focus on the income received from the Council's major income generating activities.
5. Finally, the report will list spending by the Council (excluding salaries, salary related costs and the Mayor's Charity Fund) for the period since the last budget monitoring report for Members' information.

Adjustments to 2016-17 Budget

6. The General Purposes Committee on 5th April 2016 approved the resurfacing of the Crown Wharf Car park. It was agreed that the cost would be met by a supplementary estimate from reserves.
7. Today's Council meeting will have considered the approval of a supplementary estimate of £4,000 to meet the costs of the election for the vacancy in the Stonefield and Christchurch Ward. This report assumes the approval of the supplementary estimate.
8. Appendix A sets out the agreed adjustments to date and the proposed changes to the current approved budget.

Comparison of Budget with Actual Spending and Income

9. Appendix B sets out a comparison of the budget to date with spending up to the end of June 2016. The budget to date has been estimated with reference to spending patterns in the previous year and other available information, but is a fairly broad estimate with a significant margin for error in most areas of the budget. Nevertheless it is a good starting point for identification of potential problems.
10. Members should note that positive numbers in the table reflect expenditure or an adverse variance (overspend), whereas negative numbers represent income or a favourable variance (underspend).
11. Overall, at the end of June 2016, net spending was £55,100 compared with a budget up to that time of £59,170 – a net underspending to date of £4,070.
12. Significant adverse variances within this figure are:
 - a. Town Market Income (£1,012): Market income is down against expectations, but this is partially compensated by a reduction in expenditure of £757, leaving Markets £255 overspent overall.
13. Significant favourable variances are:
 - a. Civic Dinner and Hospitality (£1,557): This relates to the invoice for the Civic Dinner, which has not yet been paid due to ongoing discussions with the supplier.
14. It can thus be seen at this stage that costs are generally under control, though actual net spending varies from the estimated approved budget to date in some areas.

Income from Major Income Generating Activities

15. Income from the Frank Jordan Centre, Stone Station and the Town Market together represents around 20% of the Council's total income. Virtually all of the remaining income is fixed in advance of the year (Precept/Concurrent Functions Allowance), but this 20% can vary within the year in accordance with the Council's success with letting its community centres and market stalls.
16. With this in mind, Members need to closely monitor these income items to ensure that its budget remains in balance.
17. Attached at Appendix C are a set of graphs showing a comparison of income received to date with the level anticipated for each month. Whilst it must be remembered that the way the income has been profiled is quite crude, the graphs are showing a position where income is close to target for the Frank Jordan Centre and above target for the Station. Town Market income, as referred to in paragraph 11.a above, is £1,012 below the level expected by the end of June.

Council Spending

18. Appendix D lists all spending (excluding salaries, salary related costs and the Mayor's Charity Fund) for the period since the last budget monitoring report to the end of June 2016 for Members' information.

Recommendations

19. The Committee is recommended to:
 - a. Approve the adjustments to the Council's budget set out at Appendix A.
 - b. Note the Council's performance against budget at the end of June 2016.
 - c. Note the details of the Council's spending since the last budget monitoring report.
 - d. Consider any action it wishes to take in the light of the information within this report.

Stone Town Council

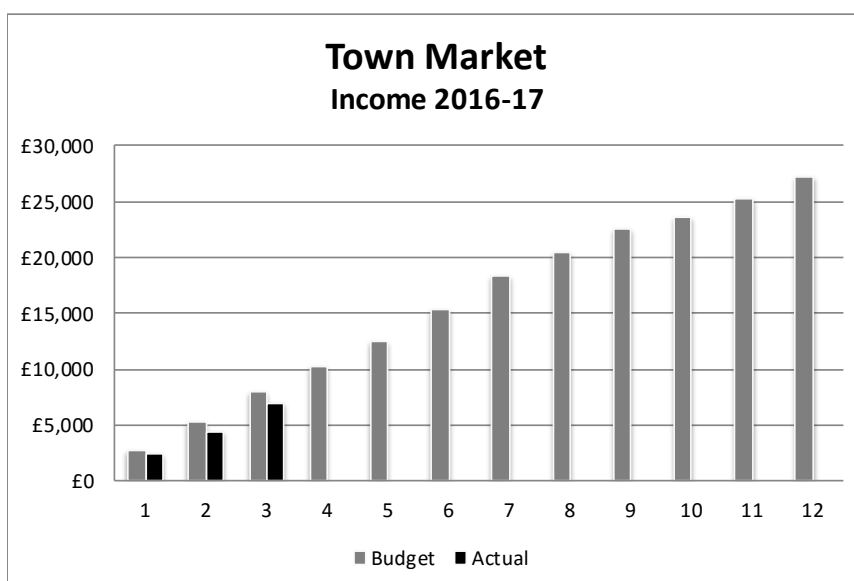
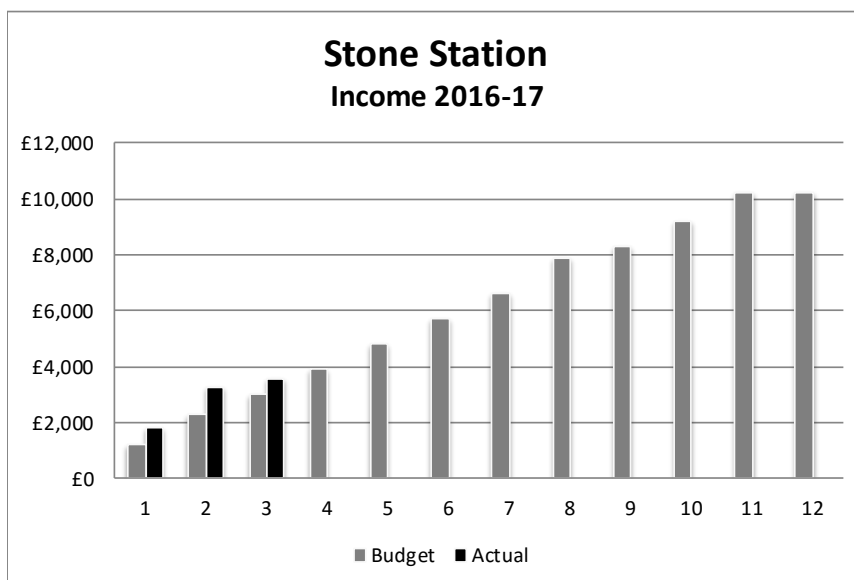
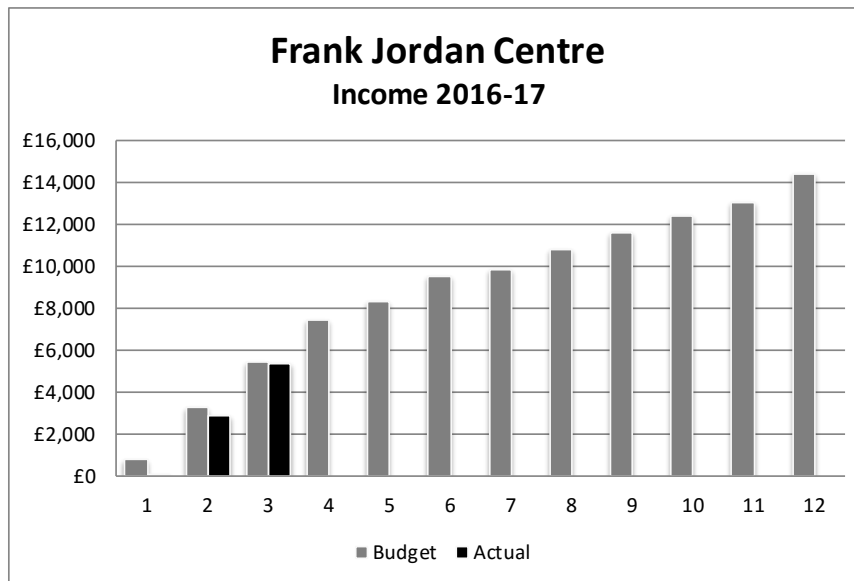
Budget Adjustments 2016-17

	Contribution to (from) Reserves £	Bus Shelters & Street Furniture £	Building Maintenance £	Grants to Outside Bodies £	Admin- istration £	Allotments £	Civic Regalia £	Frank Jordan Centre £	Car Parks £	Town Council Elections £
Council 7th June 2016										
Rollover re Bus Shelters and Street Furniture	-4,000	4,000								
Rollover re Building Maintenance	-14,800		14,800							
Rollover re Grants to Outside Bodies	-1,000			1,000						
Rollover re Administration	-7,500				7,500					
Rollover re Allotments	-1,700					1,700				
Rollover re Civic Regalia	-2,000						2,000			
Rollover re Frank Jordan Centre	-15,000							15,000		
General Purposes Committee 5th April 2016										
Crown Wharf Car Park	-2,700								2,700	
Council 2nd August 2016 (pending)										
Elections	-4,000									4,000
TOTAL	-52,700	4,000	14,800	1,000	7,500	1,700	2,000	15,000	2,700	4,000
Original Budget	-34,000	6,900	0	8,200	20,500	400	1,200	27,600	5,800	0
Current Budget	-86,700	10,900	14,800	9,200	28,000	2,100	3,200	42,600	8,500	4,000

Stone Town Council

Budget Monitoring Statement 2016-17

	Revenue Account to End of Period 3					Jun-16
	Original Budget £	Current Budget £	Budget to Date £	Actual to Date £	Variance to Date £	Budget Remaining £
Major Income Generating Activities						
Frank Jordan Centre						
Income	-14,400	-14,400	-5,430	-5,376	54	-9,024
Expenditure	42,000	57,000	6,400	6,032	-368	50,968
Net	27,600	42,600	970	656	-314	41,944
Stone Station						
Income	-10,200	-10,200	-3,000	-3,558	-558	-6,642
Expenditure	19,700	19,700	4,200	4,198	-2	15,502
Net	9,500	9,500	1,200	640	-560	8,860
Town Market						
Income	-27,200	-27,200	-8,000	-6,988	1,012	-20,212
Expenditure	15,200	15,200	3,300	2,543	-757	12,657
Net	-12,000	-12,000	-4,700	-4,445	255	-7,555
Other Activities						
Car Parking	5,800	8,500	4,200	4,370	170	4,130
Bus Shelters & Street Furniture	6,900	10,900	4,600	4,182	-418	6,718
Street Lighting	500	500	0	0	0	500
Dog & Litter Bins	1,200	1,200	0	0	0	1,200
Joules Clock	0	0	0	0	0	0
Town Electricity Supply	200	200	50	35	-15	165
Building Maintenance	0	14,800	0	0	0	14,800
Grounds Maintenance	12,900	12,900	3,200	3,156	-44	9,744
Crown Meadow Improvements	5,200	5,200	600	24	-576	5,176
Allotments	400	2,100	500	134	-366	1,966
Christmas Lights	16,800	16,800	0	443	443	16,357
Advertising	500	500	300	300	0	200
Tourism & Town Promotion	24,400	24,400	700	452	-248	23,948
Grants to Outside Bodies	8,200	9,200	500	0	-500	9,200
Salaries & Employment Costs	123,500	123,500	30,800	30,722	-78	92,778
Accommodation	4,200	4,200	200	150	-50	4,050
Insurances	7,500	7,500	8,700	9,038	338	-1,538
Administration	20,500	28,000	3,900	3,407	-493	24,593
Audit & Legal Fees	900	900	-800	-800	0	1,700
Town Council Elections	0	4,000	0	0	0	4,000
Allowances - Mayor & Deputy Mayor	2,900	2,900	2,900	2,871	-29	29
Regalia & Presentations	1,200	3,200	600	570	-30	2,630
Civic Dinner & Hospitality	1,000	1,000	250	-1,307	-1,557	2,307
Remembrance Sunday & War Memorials	2,000	2,000	100	80	-20	1,920
Miscellaneous	1,700	1,700	400	422	22	1,278
Interest	-600	-600	0	0	0	-600
Neighbourhood Plan	15,000	15,000	0	0	0	15,000
Total	287,900	340,600	59,170	55,100	-4,070	285,500
Precept & Financing	-253,902	-253,900	-126,900	-126,932	-32	
Contribution to (from) Reserves	-33,998	-86,700	67,730	71,832	4,102	



Stone Town Council

Payments – 1 October 2015 to 30 June 2016

Date	Reference	Supplier	Description	Amount
01/10/2015	15264	J G Fenn Ltd	Stationery	£53.44
01/10/2015	D/Dbt	Voucher	Bank charge	£16.25
05/10/2015	D/Dbt	SBC	Rates - Northesk Street Car Park	£97.00
05/10/2015	D/Dbt	SBC	Rates - Stone Station Community Centre	£216.00
05/10/2015	D/Dbt	SBC	Rates - Crown Street Car Park	£223.00
05/10/2015	D/Dbt	SBC	Rates - Frank Jordan Centre	£418.00
05/10/2015	D/Dbt	SBC	Rates - Market Square	£138.00
07/10/2015	15266	Daily Internet Services Ltd	Hosting of website 12 10 15 - 11 11 15	£8.99
07/10/2015	15265	Grant Thornton UK LLP	Fees in respect of 2014-2015 audit	£800.00
07/10/2015	15267	City B Group Ltd	Erecting and dismantling marquees Sept 2015	£1,190.00
07/10/2015	15268	M J Plant	Grounds maintenance Oct 15	£828.00
07/10/2015	D/Dbt	EE & T Mobile	Caretakers phone	£23.15
08/10/2015	15270	Stafford Borough Council	Qtly rent of accomm 15 Station Road	£150.00
08/10/2015	15269	Stone Community Hub	Grant Min No GP16077	£500.00
08/10/2015	15271	Staffordshire Parish Councils	Local Councillor course x 1	£20.00
09/10/2015	15273	Voice 2 Voice Ltd	Broadband line rental Oct 15	£12.68
09/10/2015	15272	Mrs C Parton	Hire of Santa Suit	£25.00
12/10/2015	D/Dbt	British Gas	Gas supply - Frank Jordan Centre	£145.72
13/10/2015	D/Dbt	British Gas	Electricity - Frank Jordan Centre	£444.64
14/10/2015	15277	Stafford Borough Council	Premises Licence Market Square	£70.00
14/10/2015	15276	Hammonds Hygiene Solutions Ltd	Hygiene Supplies FJC	£35.40
14/10/2015	15275	Stafford Borough Council	Road Closure Remembrance Sunday	£50.00
14/10/2015	15275	Stafford Borough Council	Road Closure Xmas Lights Switch-On	£50.00
14/10/2015	15274	Virgin Media Payments Ltd	Telephone calls Sept 15 - line rental Oct 15	£40.69
15/10/2015	D/Dbt	British Gas	Gas supply - Stone Station	£127.74
15/10/2015	15278	Veolia ES (UK) Ltd	Waste collection Sept 15 FJC	£117.45
15/10/2015	15278	Veolia ES (UK) Ltd	Waste collection Sept 15 STN	£86.10
15/10/2015	15279	Walton Community Association S	Deposit for hire of hall	£10.00
16/10/2015	15280	Fentongollan Farms	Daffodil Bulbs	£158.20
16/10/2015	15281	Canal & River Trust	Rent of Crown Wharf 01 11 15 - 30 11 15	£125.00
20/10/2015	15283	M J Plant	Maintenance of 2 x bus shelters	£450.00
20/10/2015	15282	Stafford Borough Council	Emptying of doggie bins + 1 litter bin July, Aug, Sept 15	£174.54
20/10/2015	15283	M J Plant	Refurbishment o 2 x benches	£565.00
20/10/2015	15284	City B Group Ltd	Repairs to T C Marquees	£500.00
21/10/2015	15287	MEB Total Ltd	Gas leak @ FJC - boiler room	£242.00
21/10/2015	15285	Alleyne's Academy	Hire of hall - Neighbourhood plan consultation	£120.00
28/10/2015	15292	SPCA	Training course for Councillors	£55.00
28/10/2015	15291	BMA Window Cleaners	Cleaning of windows - Frank Jordan Centre	£65.00
28/10/2015	15291	BMA Window Cleaners	Cleaning of windows - Stone Station Community Centre	£25.00
28/10/2015	15290	Atlas Contractors Ltd	Cleaning of FJC - Oct 2015	£519.94
28/10/2015	15289	Walton Community Association (Hire of hall - Neighbourhood plan consultation	£77.50
28/10/2015	15288	Panda Press (Stone) Ltd	Banner - switch-on	£45.00
28/10/2015	15288	Panda Press (Stone) Ltd	Christmas cards	£162.00
28/10/2015	15288	Panda Press (Stone) Ltd	Remembrance Service Order of Service	£225.00
28/10/2015	15293	PC World Business	1 x Epson printer	£68.28
28/10/2015	15294	Stafford Radio Ltd	Donation in lieu of compering of Switch-On event	£300.00
30/10/2015	D/Dbt	Franco typ Postalia	Postage	£200.00
30/10/2015	D/Dbt	Bank charges	Bank charge	£112.48
02/11/2015	15295	J G Fenn Ltd	Stationery	£96.94
02/11/2015	D/Dbt	Bank charges	Bank charge	£16.25
03/11/2015	D/Dbt	SBC	Rates - Crown Street Car Park	£223.00

03/11/2015	D/Dbt	SBC	Rates - Frank Jordan Centre	£418.00
03/11/2015	D/Dbt	SBC	Rates - Stone Station Community Centre	£216.00
03/11/2015	D/Dbt	SBC	Rates - Market Square	£138.00
03/11/2015	D/Dbt	SBC	Rates - Northesk Street Car Park	£97.00
04/11/2015	15306	City B Group Ltd	Erection and dismantling of marquees Oct 15	£1,361.00
05/11/2015	15308	Stone in Bloom	Cyclamen for planting around town	£125.00
05/11/2015	15307	Angel Springs	Water supplies - STN	£7.20
05/11/2015	15307	Angel Springs	Water supplies - Office	£21.33
06/11/2015	D/Dbt	EE & T Mobile	Caretakers phone	£21.48
09/11/2015	15315	Voice 2 Voice Ltd	Broadband line rental Nov 15	£12.68
09/11/2015	15312	Stafford Borough Council	Lottery registration renewal 2016	£20.00
09/11/2015	15316	J Shakeshaft	In lieu of performing at switch-on	£150.00
09/11/2015	15318	R Meddings	In lieu of performing at switch-on	£50.00
09/11/2015	15311	Virgin Media Payments Ltd	Telephone calls Oct 15, line rental Nov 15	£59.98
09/11/2015	15317	Stone in Bloom	12 x Christmas Trees	£336.00
09/11/2015	15309	Veolia Es (UK) Ltd	Waste collection Station	£86.39
09/11/2015	15309	Veolia Es (UK) Ltd	Waste collection FJC	£98.39
09/11/2015	15314	Npower Ltd	Electricity supply pillar 1 High Street	£13.56
09/11/2015	15313	Npower Ltd	Electricity supply pillar 2 High Street	£17.13
09/11/2015	15310	The Stone Gazette Ltd	Advertisement - switch-on	£200.00
09/11/2015	D/Dbt	Open Spaces	Subscription	£45.00
11/11/2015	15319	MEB Total Ltd	Replace faulty light unit. Repair fault on fire alarm FJC	£407.98
11/11/2015	15320	Steve's Sound Systems	PA Remembrance and Armistice Day	£230.00
12/11/2015	15326	E.On	Electricity supply Pillar 2 High Street	£27.41
12/11/2015	15325	Severn Trent Water Ltd	Water charges FJC 23/05/15-04/11/15	£185.62
12/11/2015	15324	Daily Internet Services Ltd	Hosting of website 12/11/15-11/12/15	£8.99
12/11/2015	15328	Print Designs	Display boards	£685.00
12/11/2015	15327	Mrs C A Parton	Sweets for Santa to distribute at switch-on	£40.00
12/11/2015	15323	M J Plant	Lights and toilet water heater STN	£160.40
12/11/2015	15323	M J Plant	Bus shelters	£260.00
12/11/2015	15323	M J Plant	Cenotaph stand	£639.67
12/11/2015	15321	St Dominic's Social Centre	Remembrance room hire	£120.00
12/11/2015	15322	Michele McLeod	Catering - Remembrance	£240.00
23/11/2015	15335	Staffordshire Parish Councils	Planning training course	£20.00
23/11/2015	15336	J G Fenn Ltd	Stationery	£131.27
23/11/2015	15330	MEB Total Ltd	1/4 fire alarm test Nov 15	£53.00
23/11/2015	15329	Atlas Contractors Ltd	Cleaning of FJC Nov 2015	£519.94
23/11/2015	15332	Current Electrical & Property	Electrical pillar - library, pillar by lounge	£4,610.00
23/11/2015	15331	Francotyp Postalia Ltd	Cartridge - franking machine	£157.50
23/11/2015	15333	BT Payment Services Ltd	Fire alarm line FJC	£87.58
23/11/2015	15334	BT Payment Services Ltd	Fire alarm line STN	£80.97
23/11/2015	D/Dbt	British Gas	Gas supply - Stone Station	£366.68
23/11/2015	15337	J G Fenn Ltd	Stationery	£42.55
24/11/2015	15344	Severn Trent Water Ltd	Water charges N/C RD Allotments 28 05 15-19 11 15	£31.87
24/11/2015	15343	CIT Vendor Finance (UK) Ltd	1/4 rent of photocopier 01/01/16-31/03/16	£290.00
24/11/2015	15342	Christmas Plus Ltd	Installation of Christmas Lights Display	£3,861.90
24/11/2015	15341	Panda Press Stone Ltd	Neighbourhood Plan survey	£45.00
24/11/2015	15339	Severn Trent Water Ltd	Water charges Mt Rd Allotment	£114.03
24/11/2015	15338	Canal & River Trust	Rent of Crown Wharf 01/12/15-31/12/15	£125.00
24/11/2015	15340	Severn Trent Water Ltd	Water charges Stone Station	£286.11
30/11/2015	15345	M J Plant	Grounds maint shrubs & roundabout March 15 - March 16	£3,454.29
30/11/2015	D/Dbt	Bank charges	Bank charge	£86.89
01/12/2015	15346	D B Security Install Services	Stage and PA System - switch-on	£1,410.00
01/12/2015	15347	City B Group Ltd	Erection and dismantling of marquees Nov 15	£1,060.00
01/12/2015	D/Dbt	Bank charges	Bank charge	£16.25
03/12/2015	D/Dbt	SBC	Rates - Crown Street Car Park	£223.00
03/12/2015	D/Dbt	SBC	Rates - Stone Station Community Centre	£216.00
03/12/2015	D/Dbt	SBC	Rates - Northesk Street Car Park	£97.00
03/12/2015	D/Dbt	SBC	Rates - Market Square	£138.00

03/12/2015	D/Dbt	SBC	Rates - Frank Jordan Centre	£418.00
07/12/2015	15361	Virgin Media Payments Ltd	Telephone calls Nov 15 Line rental Dec 15	£51.09
07/12/2015	15356	Angel Springs Ltd	Water machine supplies - STN	£26.76
07/12/2015	15360	Staffordshire County Council	Hire of hall NP Consultation	£66.80
07/12/2015	15359	Miss J Allen	Napkins and plates - xmas buffet	£7.80
07/12/2015	15357	Current Electrical & Property	Lights for marquee, temp supply to market stall and stage (s	£625.00
07/12/2015	15358	Current Electrical & Property	Replacement part - electricity box - market square	£328.00
07/12/2015	D/Dbt	EE & T Mobile	Caretakers phone	£22.34
11/12/2015	D/Dbt	Francotyp Postalia	Postage	£200.00
11/12/2015	15366	Voice 2 Voice Ltd	Broadband line rental Dec15 calls Nov 15	£13.68
11/12/2015	15365	Veolia ES (UK) Ltd	Waste collection - FJC	£98.10
11/12/2015	15364	SLCC	Subscription 2016/ 2017	£167.00
11/12/2015	15362	MEB Total Ltd	6 mthly emergency light test - 19 Nov - FJC	£103.32
11/12/2015	15363	Cress Security Company Ltd	Call out to fire alarm	£45.00
11/12/2015	15365	Veolia ES (UK) Ltd	Waste collection - STN	£105.45
14/12/2015	15370	Young Enterprise	Grant Min No: GP16/105 refers	£150.00
14/12/2015	15369	A E Ddonate	Grant Min No: GP16/105 refers	£700.00
14/12/2015	15368	The Stone Gazette Ltd	2 page advert	£625.00
14/12/2015	15367	Security Monitoring Centres Lt	Monitoring of fire alarm - FJC 12 12 15 - 30 11 16	£125.00
15/12/2015	D/Dbt	British Gas	Gas supply - Stone Station	£249.99
16/12/2015	15371	Stone House Hotel	Deposit - Civic Dinner 2016	£125.00
16/12/2015	15373	Daily Internet Services	Hosting of Website	£8.99
16/12/2015	15372	Lawrence Davis	Mayor letterheads	£65.00
17/12/2015	15375	Altodigital Networks Ltd	Photocopying charges 11 09 15 - 07 12 15	£73.01
17/12/2015	15374	Canal & River Trust	Rent of Crown Whafr 01 01 16 - 31 01 2013	£125.00
18/12/2015	15376	Protec Fire Detection PLC	Annual fire alarm maintenance - Station	£397.94
21/12/2015	15378	SPCA	Councillor training course x 1	£20.00
21/12/2015	15379	Integrated Water Services Ltd	Testing equipment - water hygiene	£120.00
21/12/2015	15377	Atlas Contractors Ltd	Cleaning of Frank Jordan Centre	£519.94
22/12/2015	D/Dbt	British Gas	Gas supply - Frank Jordan Centre	£648.29
23/12/2015	15380	Stafford Borough Council	1st instalment of Parish Election charges	£5,022.07
23/12/2015	15381	JG Fenn Ltd	Stationery	£119.30
29/12/2015	D/Dbt	Network Rail	Rent of Stone Station 24 06 15 to 28 09 15	£987.50
31/12/2015	D/Dbt	Bank charges	Bank charge	£98.41
31/12/2015	D/Dbt	British Gas	Electricity supply - Stone Station	£310.54
04/01/2016	D/Dbt	SBC	Rates - Crown Street Car Park	£223.00
04/01/2016	D/Dbt	Bank charges	Bank charge	£16.25
04/01/2016	D/Dbt	SBC	Rates - Stone Station Community Centre	£216.00
04/01/2016	D/Dbt	SBC	Rates - Northesk Street Car Park	£97.00
04/01/2016	D/Dbt	SBC	Rates - Frank Jordan Centre	£418.00
04/01/2016	D/Dbt	SBC	Rates - Market Square	£138.00
05/01/2016	16010	Daily Internet Services Ltd	Hosting of website 12 01 16 - 11 02 16	£8.99
05/01/2016	16009	BMA Window Cleaner	Cleaning of windows STN	£25.00
06/01/2016	D/Dbt	EE & T Mobile	Caretakers phone	£19.88
06/01/2016	16011	BT Payment Service s Ltd	Broadband rental 01 12 15-29 02 16	£166.50
06/01/2016	16015	Urban Vision Enterprise CIC	Neighbourhood planning support	£7,985.50
06/01/2016	16014	Current Electrical & Property	Supply electrical supply & isolator - Joules clock	£110.00
06/01/2016	16013	City B Group Ltd	Erection & dismantling of marquees - Dec 15	£898.00
06/01/2016	16012	Victoria Asset Finance	Secondary rental of franking machine	£60.00
11/01/2016	16017	Hammonds Hygiene Solutions Ltd	Cleaning/ hygiene products - STN	£35.20
11/01/2016	16020	Voice 2 Voice Ltd	Broadband line rental 01 01 16 - 31 01 16	£13.68
11/01/2016	16019	Angel Springs Ltd	Water supplies - office	£4.62
11/01/2016	16018	Smith of Derby Ltd	Installation of auto rewind unit	£765.00
11/01/2016	16016	Virgin Media Payments Ltd	Tele calls Dec 15 / line rental Jan 16	£32.92
13/01/2016	16021	Veolia ES (UK) Ltd	Waste collection - FJC	£117.74
13/01/2016	16021	Veolia ES (UK) Ltd	Waste collection - STN	£86.39
13/01/2016	16022	Stafford Borough Council	Qtly rent of storeroom & Town Clerk's Office	£150.00
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	16025	Mr B Hull	5 x 8w lamps - STN	£20.00
18/01/2016	16026	Stafford Borough Council	Emptying of doggie bins x6 Qtly + 1 litter	£174.54
18/01/2016	16024	Christmas Plus Ltd	30% balance on dismantling of display	£1,655.10
20/01/2016	16027	Stafford Borough Council	Road Closure - craft & collectables markets 2016	£100.00
25/01/2016	16033	Sage UK Ltd	Annual licence plan 2016/ 17	£180.00
25/01/2016	16031	Atlas Contractors Ltd	Cleaning of FJC - January 2016	£519.94
25/01/2016	16032	Sage UK Ltd	P60's for 2015/ 2016	£27.46
25/01/2016	16030	Canal & River Trust	Rent of Crown Wharf 01 02 16-29 02 16	£125.00
25/01/2016	16029	M J Plant	Supply & fit 2 x waste pipes - FJC	£40.00
25/01/2016	16028	M J Plant	Maint of cenotaph x 2 fit surround fix poppies	£405.00
26/01/2016	D/Dbt	Francotyp Postalia	Postage	£200.00
29/01/2016	D/Dbt	Bank charges	Bank charge	£60.91
01/02/2016	D/Dbt	Bank charges	Bank charge	£13.00
03/02/2016	16035	ADT Fire & Security plc	Annual Redcare line rental - STN Feb 16 - Feb 17	£144.00
03/02/2016	16034	R Mountford (Stone) Ltd	Toilet seat - FJC	£13.29
03/02/2016	16036	City B Group Ltd	Erection & dismantling of marquees Jan 16	£375.00
05/02/2016	16045	Veolia ES (UK) LTD	Waste collection - STN	£90.15
05/02/2016	16046	Angel Springs Ltd	Supplies for water cooler	£7.20
05/02/2016	16046	Angel Springs Ltd	Supplies for water cooler	£14.40
05/02/2016	16047	J G Fenn Ltd	Stationery	£137.69
05/02/2016	16045	Veolia ES (UK) LTD	Waste collection - FJC	£102.15
08/02/2016	D/Dbt	EE & T Mobile	Caretakers phone	£22.66
09/02/2016	16050	Npower Ltd	Electricity charge pillar 1	£13.64
09/02/2016	16051	Cress Security Company Ltd	New security alarm & system - FJC	£1,110.00
09/02/2016	16049	Npower Ltd	Electricity charge pillar 2	£23.16
09/02/2016	16048	Daily Internet Services Ltd	Hosting of website 12 02 16 11 03 16	£8.99
12/02/2016	16052	BMA Window Cleaners	Window Cleaning - FJC	£65.00
12/02/2016	16052	BMA Window Cleaners	Window Cleaning - STN	£25.00
12/02/2016	16054	Virgin Media Payment Ltd	Telephone calls Jan 16 line rental Feb 16	£41.23
12/02/2016	16056	BT Payment Services Ltd	Qtly rent of fire alarm line FJC Feb 16 - April 16	£84.50
12/02/2016	16055	Francotyp Postalia Ltd	Annual Service contract	£141.88
12/02/2016	16058	BT Payment Services Ltd	Qtly rent of fire alarm line STN Feb 16 - April 16	£80.97
12/02/2016	16053	Kent & Sussex Vending	Drinks machine supplies	£50.45
12/02/2016	16057	E.ON	Electricity charges - Crown Meadow	£24.34
18/02/2016	D/Dbt	British Gas	Gas supply - Stone Station Community Centre	£529.88
19/02/2016	16060	R Mountford (Stone) Ltd	Cable ties and new toilet seat - FJC	£19.95
19/02/2016	16059	MJ Plant	Tree pruning - Crown Meadow	£800.00
19/02/2016	16059	MJ Plant	Removal of fallen tree	£240.00
22/02/2016	16061	Integrated Water Services	Water hygiene Awareness Training Session x 2	£62.50
22/02/2016	16061	Integrated Water Services	Water hygiene Awareness Training Session x 2	£62.50
23/02/2016	16062	St Michael's Community Hall	Grant Min No GP16/132	£300.00
29/02/2016	16066	Staffordshire Parish Councils	Local Councillor Training X 2	£35.00
29/02/2016	16067	City B Group Ltd	Erection & dismantling of marquees Feb 16	£437.00
29/02/2016	16068	Hammonds Hygiene Solutions	Cleaning supplies - Frank Jordan Centre	£35.40
29/02/2016	16069	Society of Local Council Clerk	Road show x 3 delegates	£103.50
29/02/2016	16065	MEB Total Ltd	Qtly fire alarm test - Frank Jordan Centre	£66.25
29/02/2016	16064	Mr B Hull	Replace light fittings x 2 Frank Jordan Centre	£78.00
29/02/2016	16063	Atlas Contractors Ltd	Cleaning of Frank Jordan Centre	£519.94
29/02/2016	D/Dbt	Bank charges	Bank charge	£52.72
01/03/2016	D/Dbt	Francotyp Postalia	Postage	£200.00
01/03/2016	D/Dbt	Bank charges	Bank charge	£13.00
07/03/2016	16071	Party Sashes Galore	Sashes - Mayors Charity Street Collection	£62.50
07/03/2016	16073	Cress Security Company Ltd	Program fobs for next alarm system FJC	£79.72
07/03/2016	16074	Sage (UK) Ltd	Sage 50 Accounts software renewal and support	£937.00
07/03/2016	16072	Virgin Media Payments Ltd	Telephone charges calls Feb 16 line rental Mar 16	£44.45
07/03/2016	16070	R Mountford (Stone) Ltd	Padlock - pillar - High Street	£6.62
09/03/2016	16085	Veolia ES(UK) Ltd	Waste Collection FJC	£101.57
09/03/2016	16088	B Hygienic LTD	Annual Hygiene Service Charge STN Feb 16 - Jan 17	£429.00

09/03/2016	16089	Voice to Voice Ltd	Broadband line rental calls Feb 16 rental March 16	£13.68
09/03/2016	16084	Smith of Derby Ltd	Call out to Joules Clock to check and reset	£150.00
09/03/2016	D/Dbt	EE & T Mobile	Caretakers phone	£17.00
09/03/2016	16085	Veolia ES(UK) Ltd	Waste Collection STN	£109.86
14/03/2016	16090	Altdigital Networks Ltd	Photocopying charges 07.12.15 - 02.03.16	£59.96
21/03/2016	16092	Stafford Borough Council	Emptying of doggy bins Jan Feb Mar 16	£174.54
22/03/2016	16095	Stafford Borough Council	Annual Fee - renewal of Society's Lottery	£20.00
22/03/2016	16094	Panda Press (Stone) Ltd	Banner for Craft Market	£70.00
22/03/2016	16093	J G Fenn Ltd	Stationery	£104.77
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	16098	Canal & River Trust	Rent of Crown Wharf 01.04.16 - 30.04.16	£125.00
23/03/2016	16097	M J Plant	Water Heater FJC	£52.00
23/03/2016	16097	M J Plant	Bench	£545.00
23/03/2016	16096	Daily Internet Services Ltd	Hosting of website 12.03.16 - 11.04.16	£8.99
23/03/2016	16097	M J Plant	Grass Topping	£140.00
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	Bank charges	Bank charge	£72.75
31/03/2016	D/Dbt	British Gas	Electricity supply - Stone Station	£400.98
01/04/2016	D/Dbt	Bank charges	Bank charge	£13.00
04/04/2016	D/Dbt	SBC	Rates - Northesk Street Car Park	£98.10
04/04/2016	D/Dbt	SBC	Rates - Market Square	£294.00
04/04/2016	D/Dbt	SBC	Rates - Stone Station Community Centre	£216.00
04/04/2016	D/Dbt	SBC	Rates - Frank Jordan Centre	£421.80
04/04/2016	D/Dbt	SBC	Rates - Crown Street Car Park	£225.60
05/04/2016	16103	MEB Total Ltd	PAT Testing - FJC	£11.00
05/04/2016	16103	MEB Total Ltd	PAT Testing - STN	£11.00
05/04/2016	16103	MEB Total Ltd	PAT Testing - office	£40.00
05/04/2016	16106	Stafford Borough Council	Parish election 7th May 2015 2nd installment	£5,000.00
05/04/2016	16107	City B Group Ltd	Erection & dismantling of marquees March 2016	£828.00
05/04/2016	16104	PEAC (UK) Ltd	Qtly rent of photocopier - 01 04 16 - 30 06 16	£290.00
05/04/2016	16105	Staffordshire Parish Councils	Subscription 2016 2017	£917.00
05/04/2016	16102	Atlas Contractors Ltd	Cleaning of Frank Jordan Centre March 16	£519.94
05/04/2016	16099	Christmas Plus Ltd	Repair 2 Christmas features	£390.00
05/04/2016	16101	BT Payment Services Ltd	Qtly internet services 01 03 16 - 31 05 2016	£166.50
05/04/2016	16100	Victoria Asset Finance	Qtly rent of franking machine 18 04 16 - 30 06 16	£60.00
06/04/2016	D/Dbt	EE & T Mobile	Caretakers phone	£17.00
06/04/2016	16116	Veolia ES (UK) Ltd	Waste Ccollection - STN	£90.15
06/04/2016	16116	Veolia ES (UK) Ltd	Waste collection - FJC	£122.44
11/04/2016	16126	Mr WL Trigg	Reimbursement for CPALC subscription 2016/ 2017	£20.00
11/04/2016	16125	Stafford Borough Council	Qtly rent of storeroom	£150.00
11/04/2016	16124	JG Fenn Ltd	Stationery	£43.28
11/04/2016	16121	Visit Stafford	2016 membership	£30.00
11/04/2016	16122	MJ Plant	Grounds maintenance April, 2016	£852.00
11/04/2016	16123	Angel Springs Ltd	Water for drinks machine	£20.13
12/04/2016	16127	Mr J Plant	Grounds maintenance balance March 16	£100.00
14/04/2016	16130	Voice 2 Vice Ltd	Broadband line rental calls March 16 rental April 16	£13.68
14/04/2016	16128	Canal & River Trust	Rent of Crown Wharf 01 05 16 - 31 05 16	£125.00
14/04/2016	16129	Virgin Media Payments	Telephone charges March 16 - rent April 16	£42.62
14/04/2016	D/Dbt	British Gas	Electricity - Frank Jordan Ctre	£609.46
20/04/2016	16135	Community Council of Staffords	Membership 2016 2017	£25.00
20/04/2016	16134	BMA Window Cleaners	Cleaning of windows STN	£25.00
20/04/2016	16133	Stafford Borough Council	Stone Area Office Service charge 2015/ 2016	£2,892.71
20/04/2016	16131	M J Plant	Re surfacing of Crown Wharf car park	£2,650.00
20/04/2016	16132	Shelutions	New bus shelter - Eccleshall Road	£3,995.00
20/04/2016	16134	BMA Window Cleaners	Cleaning of windows FJC	£65.00
26/04/2016	16141	Locketts of Hungerford	Official Visitors Book	£197.04
26/04/2016	16140	ADT Fire & Security plc	Maintenance & monitoring of intruder alarm - STN	£768.16

26/04/2016	16139	Mrs C A Parton	Reimbursement for candles	£21.76
26/04/2016	16138	JG Fenn LTD	Stationery	£145.75
26/04/2016	16137	Atlas Contractors Ltd	Cleaning of FJC April 16	£536.19
26/04/2016	16136	Hammond Hygiene Solutions	Cleaning supplies - STN	£24.50
27/04/2016	D/Dbt	British Gas	Gas supply - Stone Station Community Centre	£430.34
28/04/2016	16148	Miss J Allen	Reimbursement for balloons - Civic Dinner	£24.04
29/04/2016	D/Dbt	Bank charges	Bank charge	£74.15
03/05/2016	D/Dbt	SBC	Rates - Crown Street Car Park	£225.00
03/05/2016	D/Dbt	SBC	Rates - Frank Jordan Centre	£421.00
03/05/2016	D/Dbt	SBC	Rates - Market Square	£290.00
03/05/2016	D/Dbt	Bank charges	Bank charge	£13.00
03/05/2016	D/Dbt	SBC	Rates - Stone Station Community Centre	£218.00
03/05/2016	D/Dbt	SBC	Rates - Northesk Street Car Park	£98.00
05/05/2016	16151	City B Group Ltd	Erecting and dismantling of marquees April 16	£850.00
06/05/2016	16152	Daily Internet Services Ltd	Hosting of website 12.05.16 - 11.06.16	£8.99
09/05/2016	D/Dbt	EE & T Mobile	Caretakers phone	£21.52
09/05/2016	D/Dbt	Francotyp Postalia	Postage	£200.00
11/05/2016	16160	Npower Ltd	Electricity Pillar 1 High St 31.01.16 - 30.04.16	£13.12
11/05/2016	16157	Voice 2 Voice Ltd	Broadband line rental 01.05.16 - 31.05.16	£13.68
11/05/2016	16156	R Mountford (Stone) Ltd	Keys cut for FJC	£23.00
11/05/2016	16159	Active Weed Control Ltd	1st application of 2016 Japanese Knotweed Treatment N/C Rd A	£97.50
11/05/2016	16164	Mr T Jackson	Dept Mayor's Allowance 2016/2017	£619.00
11/05/2016	16162	Veolia ES (UK) Ltd	Waste Collection FJC	£101.86
11/05/2016	16158	Miss J Allen	Gifts for past Mayor and Deputy Mayor	£22.00
11/05/2016	16155	Staffordshire County Council	Engineers service re bus shelter installation	£186.55
11/05/2016	16154	Simply Petals Florist	2 x bouquets - past Mayor's and Dep Mayor's consorts	£50.00
11/05/2016	16153	M J Plant	Grounds maintenance for amp/Crown meadow, old bridge and car	£1,052.00
11/05/2016	16163	Mr J Davies	Town Mayor's Allowance 2016/2017	£2,251.60
11/05/2016	16161	Npower Ltd	Electricity Pillar 2 High Street 31.01.16 - 30.04.16	£22.22
11/05/2016	16162	Veolia ES (UK) Ltd	Waste Collection STN	£89.86
12/05/2016	16168	The Stone Gazette Ltd	half page advertisement	£300.00
12/05/2016	16167	Virgin Media Business	Telephone charges - calls April 16 rental Mar 16	£39.53
12/05/2016	16166	Canal Cruising	Gas for lighting of beacon - Queen's 90th birthday	£50.00
12/05/2016	16165	Thomas Owen Maurice	Entertainment Civic Dinner 2016	£250.00
13/05/2016	16171	British Telecommunications plc	Fire alarm rental FJC	£84.90
13/05/2016	16169	Martin Robinson	Photography - Mayor Making 2016	£100.00
13/05/2016	16170	Angel Springs Ltd	Water supplies	£26.22
17/05/2016	16172	British Telecommunications plc	Fire alarm line rental STN	£84.90
17/05/2016	16173	E. On	Electricity Crown Meadow 04.02.16 - 04.05.16	£23.81
17/05/2016	16174	PC World Business	Printer	£143.33
18/05/2016	16175	Severn Trent Water Ltd	Water charges Mt Rd Allot 16.11.15 - 13.05.16	£43.69
20/05/2016	D/Dbt	British Gas	Gas supply - Stone Station Community Centre	£210.53
25/05/2016	16176	Severn Trent Water Ltd	Water charges - FJC 04 11 15 - 17 05 16	£233.86
25/05/2016	16178	Canal & River Trust	Rent of Crown Wharf June 16	£125.00
25/05/2016	16177	Mr A Povey	Update Mayoral Board 2016 2017	£95.00
31/05/2016	D/Dbt	Bank charges	Bank charge	£72.82
01/06/2016	16179	Hammonds Hygiene Solutions	Hygiene Supplies FJC	£35.40
01/06/2016	16180	Canal & River Trust	Rent of Crown Wharf 01 06 16 - 30 06 16	£125.00
01/06/2016	16181	Voice 2 Voice Ltd	Broadband line rental calls Jan 16 line rental Feb 16 (not r	£13.68
01/06/2016	16182	Peter L Smith	Supply two oak maces	£90.00
01/06/2016	16183	Lawrence Davis	Domain name registration stonetowncouncil.gov.uk	£154.00
01/06/2016	D/Dbt	Bank charges	Bank charge	£13.00
03/06/2016	16192	Atlas Contractors Ltd	Cleaning of FJC May 2016	£536.19
03/06/2016	16194	Staffordshire Cobbler Ltd	Trophy and engraving - Stone Canoe Club	£69.17
03/06/2016	16193	Mr G Wright	Internal Audit fee 2015 - 2016	£100.00
03/06/2016	D/Dbt	SBC	Rates - Crown Street Car Park	£225.00
03/06/2016	D/Dbt	SBC	Rates - Frank Jordan Centre	£421.00
03/06/2016	D/Dbt	SBC	Rates - Northesk Street Car Park	£98.00
03/06/2016	D/Dbt	SBC	Rates - Stone Station Community Centre	£218.00

03/06/2016	D/Dbt	SBC	Rates - Market Square	£290.00
06/06/2016	16196	Severn Trent Water Ltd	Water charges STN 16 11 15 - 31 03 16	£330.89
06/06/2016	16197	Severn Trent Water Ltd	Water charges N/C Rd Allots	£56.43
06/06/2016	16195	City B Group Ltd	Erection and dismantling of marquees May 16	£750.00
06/06/2016	D/Dbt	EE & T Mobile	Caretakers phone	£18.98
09/06/2016	16202	Lexis Nexis	Publication - Local Council Administration	£97.45
09/06/2016	16201	Daily Internet Services Ltd	Hosting of website 12 06 16 - 11 07 16	£8.99
09/06/2016	16200	M J Plant	Weed control - amphitheatre	£300.00
09/06/2016	16199	M J Plant	Refit fire door and replace 2 x windows FJC	£258.00
09/06/2016	16198	Voice 2 Voice Ltd	Broadband line rental June 16 calls May 16	£13.68
09/06/2016	16200	M J Plant	Grounds Maintenance	£952.00
09/06/2016	16200	M J Plant	Allotment	£297.50
13/06/2016	D/Dbt	Francotyp Postalia	Postage	£200.00
16/06/2016	16210	Veolia ES (UK) Ltd	Waste collection - Station	£110.44
16/06/2016	16211	Veolia ES (UK) Ltd	Waste collection - Frank Jordan Centre	£102.15
16/06/2016	16208	MEB Total Ltd	Investigative work re additional sockets	£29.32
16/06/2016	16207	Panda Press (Stone) Ltd	Craft & Collectables	£69.00
16/06/2016	16206	Zurich Municipal	Insurance 2016/ 2017	£7,820.59
16/06/2016	16205	RBL Poppy Appeal	4 x poppy wreaths	£80.00
16/06/2016	16204	Stafford Borough Council	Road Closure Civic Sunday/ Music Festival	£100.00
16/06/2016	16203	Altodigital Networks Ltd	Photocopying charges	£39.75
16/06/2016	16209	Virgin Media Payments Ltd	Telephone charges May 2016	£38.03
22/06/2016	16213	Canal & River Trust	Rent of Crown Wharf 01 07 16 - 31 07 16	£125.00
22/06/2016	16214	BMA Window Cleaner	Cleaning of windows - STN	£25.00
22/06/2016	16214	BMA Window Cleaner	Cleaning of windows - FJC	£65.00
22/06/2016	16215	R Mountford (Stone) Ltd	2 x ant traps	£7.50
22/06/2016	D/Dbt	British Gas	Gas charges - Frank Jordan Centre	£1,533.76
22/06/2016	16212	Mrs C Parton	Reimbursement for padlock & keys	£29.50
23/06/2016	D/Dbt	British Gas	Gas supply - Stone Station Community Centre	£140.21
24/06/2016	D/Dbt	Network Rail	Rent of Stone Station 24 06 16 to 28 09 16	£987.50
28/06/2016	16217	Canal & River Trust	Rent of Crown Wharf 01 07 16 - 31 07 16	£125.00
28/06/2016	16223	Panda Press (Stone) Ltd	Music Festival posters	£27.00
28/06/2016	16222	Panda Press (Stone) Ltd	Order of Service - Civic Sunday	£235.00
28/06/2016	16221	Green Frog Promotions	Embroidered Town Mayor's Cadet Badges	£16.00
28/06/2016	16220	Victoria Asset Finance	Secondary rental of franking machine	£60.00
28/06/2016	16219	Npower Ltd	Charge for electricity - Christmas Lights	£353.26
28/06/2016	16218	Atlas Contractors Ltd	Cleaning of FJC June 2016	£536.19
28/06/2016	16216	Stone Festival Committee	Min No: TTP16/044 & GP17/005	£374.66
29/06/2016	16225	PEAC (UK) Limited	Qtly rent of photocopier	£290.00
29/06/2016	16224	Lawrence Davis	Hosting of website	£120.00
29/06/2016	D/Dbt	British Gas	Electricity supply - Stone Station	£306.73
30/06/2016	D/Dbt	Bank charges	Bank charge	£83.52

Stone Town Council - General Purposes Committee

2 August 2016

National Pay Award 2016-17 and 2017-18

Report of Town Clerk

Purpose of Report

1. To inform the Committee of the outcome of the 2016-17 national pay award negotiations for local government staff and its impact on the Council.

Background

2. Pay for local government staff is negotiated nationally. Although the parish council sector is not represented on the negotiating body, salaries at local councils are normally based on the national local government scales.
3. The 2016-17 pay negotiations resulted in an agreement that:
 - a. Pay points would be increased by approximately 1% with effect from 1 April 2016, with larger increases for the lower grades.
 - b. Pay points would be increased by a further 1% with effect from 1 April 2017, again with larger increases for the lower grades.
4. The National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) have recommended the adoption of the outcome of these negotiations to local councils. The NALC/SLCC circular setting out the new pay scales is attached as an appendix to this report.

Employee Pay Scales

5. Two of the Council's current staff are paid hourly rates that do not relate to the national pay scales. It is suggested that the Council increase their pay rates in line with other Council staff, subject to the minimum levels required by law.

Implications for the Council

6. The additional cost of this award to the Council will be around £1,200 in 2016-17 and a further £1,200 in 2017-18. This level of pay award was anticipated when the Council's budget was prepared and so is fully covered within the existing budget.

Recommendations

7. The Committee is recommended to adopt the new salary levels for staff as set out in this report.

E02-16

May 2016

2016 - 2018 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has reached agreement on the following:

- New pay scales for 2016-2017 to be implemented immediately and backdated to 1 April 2016
- New pay scales for 2017-2018 to be implemented from 1 April 2017

Annex 1 lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above which have been agreed between NALC and SLCC (based on the changes agreed by NJC). These apply from **1 April 2016**.

Annex 2 lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above which have been agreed between NALC and SLCC (based on the changes agreed by NJC). These apply from **1 April 2017**.

The recommendations in Annex 1 & 2 are made jointly by NALC and SLCC.

ANNEX 1

NJC has reached agreement on the pay scales for 2016-17. Consequently NALC and SLCC jointly recommend the below salary scales of all full and part-time clerks, employed under the terms of the model contract (including SCPs 50 and above) to be applied from 1 April 2016.

Pay scales from 1 April 2016

Scale	Points below Substantive range	Substantive Benchmark range	Points above Substantive range		
LC1					
	(15-17)	(18-22)	(23-25)		
15	£16,772	18	£17,891	23	£21,057
16	£17,169	19	£18,560	24	£21,745
17	£17,547	20	£19,238	25	£22,434
		21	£19,939		
		22	£20,456		
LC2					
	(26-29)	(30-34)	(35-38)		
26	£23,166	30	£26,556	35	£30,480
27	£23,935	31	£27,394	36	£31,288
28	£24,717	32	£28,203	37	£32,164
29	£25,694	33	£29,033	38	£33,106
		34	£29,854		
LC3					
	(39-42)	(43-47)	(48-51)		
39	£34,196	43	£37,858	48	£42,474
40	£35,093	44	£38,789	49	£43,387
41	£36,019	45	£39,660	50	£44,473
42	£36,937	46	£40,619	51	£45,580
		47	£41,551		
LC4					
	(52-55)	(56-60)	(61-68)		
52	£46,727	56	£51,573	61	£59,923
53	£47,885	57	£52,858	62	£61,678
54	£48,943	58	£54,623	63	£63,455
55	£50,313	59	£56,379	64	£65,198
		60	£58,145	65	£66,850
				66	£68,538
				67	£70,265
				68	£72,042

ANNEX 1 - PART-TIME CLERKS - HOURLY RATES April 2016

Salary scales and hourly pay rates for **ALL** part-time clerks are calculated by **pro-rata** reference to the standard NJC working week for all local government staff of 37 hours. To calculate the hourly pay rate for part-time clerks paid between LC1 and LC4, divide the full-time annual salary by 52 weeks and then by 37 hours rounded to the 3rd decimal place.

For part-time clerks in LC1 and part LC2, for example, the hourly rates, payable from 1 April 2016 are:

Scale LC1 and part LC2 (SCP - Spinal Column Point)

SCP 15	£8.717
SCP 16	£8.924
SCP 17	£9.120
SCP 18	£9.299
SCP 19	£9.647
SCP 20	£9.999
SCP 21	£10.363
SCP 22	£10.632
SCP 23	£10.944
SCP 24	£11.302
SCP 25	£11.660
SCP 26	£12.041
SCP 27	£12.440

SALARY RATES (BELOW LC Scale) (only applicable to staff other than the Clerk)

SCP	£	Hourly £p	SCP	£	Hourly £p
6	£14,514	£7.544	11	£15,507	£8.060
7	£14,615	£7.596	12	£15,823	£8.224
8	£14,771	£7.677	13	£16,191	£8.415
9	£14,975	£7.783	14	£16,481	£8.566
10	£15,238	£7.920			

ANNEX 2

NJC has reached agreement on the pay scales for 2017-18. Consequently NALC and SLCC jointly recommend the below salary scales of all full and part-time clerks, employed under the terms of the model contract (including SCPs 50 and above) to be applied from 1 April 2017.

Pay scales from 1 April 2017

Scale	Points below Substantive range	Substantive Benchmark range	Points above Substantive range		
LC1					
	(15-17)	(18-22)	(23-25)		
15	£17,072	18	£18,070	23	£21,268
16	£17,419	19	£18,746	24	£21,962
17	£17,772	20	£19,430	25	£22,658
		21	£20,138		
		22	£20,661		
LC2					
	(26-29)	(30-34)	(35-38)		
26	£23,398	30	£26,822	35	£30,785
27	£24,174	31	£27,668	36	£31,601
28	£24,964	32	£28,485	37	£32,486
29	£25,951	33	£29,323	38	£33,437
		34	£30,153		
LC3					
	(39-42)	(43-47)	(48-51)		
39	£34,538	43	£38,237	48	£42,899
40	£35,444	44	£39,177	49	£43,821
41	£36,379	45	£40,057	50	£44,918
42	£37,306	46	£41,025	51	£46,036
		47	£41,967		
LC4					
	(52-55)	(56-60)	(61-68)		
52	£47,194	56	£52,089	61	£60,522
53	£48,364	57	£53,387	62	£62,295
54	£49,432	58	£55,169	63	£64,090
55	£50,816	59	£56,943	64	£65,850
		60	£58,726	65	£67,519
				66	£69,223
				67	£70,968
				68	£72,762

ANNEX 2 - PART-TIME CLERKS - HOURLY RATES April 2017

Salary scales and hourly pay rates for **ALL** part-time clerks are calculated by **pro-rata** reference to the standard NJC working week for all local government staff of 37 hours. To calculate the hourly pay rate for part-time clerks paid between LC1 and LC4, divide the full-time annual salary by 52 weeks and then by 37 hours rounded to the 3rd decimal place.

For part-time clerks in LC1 and part LC2, for example, the hourly rates, payable from 1 April 2017 are:

Scale LC1 and part LC2 (SCP - Spinal Column Point)

SCP 15	£8.873
SCP 16	£9.054
SCP 17	£9.237
SCP 18	£9.392
SCP 19	£9.743
SCP 20	£10.099
SCP 21	£10.467
SCP 22	£10.739
SCP 23	£11.054
SCP 24	£11.415
SCP 25	£11.777
SCP 26	£12.161
SCP 27	£12.564

SALARY RATES (BELOW LC Scale) (only applicable to staff other than the Clerk)

SCP	£	Hourly £p	SCP	£	Hourly £p
6	£15,014	£7.804	11	£15,807	£8.216
7	£15,115	£7.856	12	£16,123	£8.380
8	£15,246	£7.924	13	£16,491	£8.571
9	£15,375	£7.991	14	£16,781	£8.722
10	£15,613	£8.115			



Working together

Mr L Trigg
Clerk to Stone Town Council
15 Station Road
STONE
Staffordshire
ST15 8JP

OUR REF GF/013122
YOUR REF
DATE 19 July 2016

Dear Sir

Re: The Borough of Stafford (Various Car Parks, Stone) Order 2016

I act on behalf of Stafford Borough Council in relation to the above matter. The said Council proposes to make an off-street parking order under the provisions of the Road Traffic Regulation Act 1984 and the Traffic Management Act 2004. Please accept this letter as the formal consultation process under the 1984 Act.

The purpose and effect of the proposed Order is to control the use of various car parks in Stone, by introducing revised charges on parking from opening to closure. I herewith enclose for your information a copy of the formal notice which will appear in the local press on Wednesday 20 July 2016, together with a copy of the draft parking order and a statement of reasons for making the order.

If you have any comments or objections regarding these proposals then would you kindly forward them to me in writing by no later than Friday 12 August 2016.

Yours faithfully

Gary Finn
Senior Legal Officer

Encs.

**ROAD TRAFFIC REGULATION ACT 1984
TRAFFIC MANAGEMENT ACT 2004**

**THE BOROUGH OF STAFFORD (VARIOUS CAR PARKS, STAFFORD)
ORDER 2016**

**THE BOROUGH OF STAFFORD (VARIOUS CAR PARKS, STONE)
ORDER 2016**

1. Notice is hereby given that the Stafford Borough Council, in exercise of its powers under Sections 35, 124 and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984, the Traffic Management Act 2004 and under The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 and of all other enabling powers, and subject to the approval of the County Council of Staffordshire and the Chief Officer of Police, propose to make new parking orders under the said Acts, the effect of which is to control the general use of parking places described in the Schedules to each order.
2. The purpose of the orders is to introduce changes to the fees and charges and hours of operation in relation to the various off-street car parks located within the Stafford and Stone town centres, and described in the Schedule to each order. The orders also set out the powers of enforcement in the event of there being a contravention of any provision of the orders. The existing off-street car parking orders currently in force will also be revoked once the new orders take effect.
3. Copies of the proposed Orders and accompanying plans showing the locations of the relevant car parks, together with a copy of the Council's Statement of Reasons for making the Orders, may be inspected Mondays to Thursdays between the hours of 8:30am and 5:00pm, and between 8:30am and 4:30pm on Fridays, at the Civic Centre, Riverside, Stafford, ST16 3AQ, until the 12th August 2016.
4. Objections to the proposed Orders and any other representations may be made to the undersigned at the Civic Centre, Riverside, Stafford, ST16 3AQ by no later than 12th August 2016. All objections and representations must be made in writing (quoting reference GF/013122), and all objections must specify the grounds on which they are made.

Dated this 20th day of July 2016

A R Welch
Head of Law and Administration

STAFFORD BOROUGH COUNCIL
ROAD TRAFFIC REGULATION ACT 1984
TRAFFIC MANAGEMENT ACT 2004

The Borough of Stafford (Various Car Parks, Stone) Order 2016

Statement of Reasons

Off-street parking places are provided by the Stafford Borough Council to assist traffic management by reducing demand for on-street parking in and around Stone. This is aimed at meeting the needs of persons with disabilities, to help protect the environment, to promote the economic vitality of town/district centres and to enhance access to civil, leisure and commercial facilities.

The proposed new Off-Street Parking Places Order is required in order to introduce the following changes to the existing car parks in Stone:-

1. Changes to fees and charges
2. Changes to operational hours

The proposed new Order, once it comes into effect, will revoke the existing Order, namely, The Borough of Stafford (Off-Street Parking Places) (Various Car Parks, Stone) Order 2008.

ROAD TRAFFIC REGULATION ACT 1984
TRAFFIC MANAGEMENT ACT 2004

**THE BOROUGH OF STAFFORD
(VARIOUS CAR PARKS, STONE) ORDER 2016**

The Council of the Borough of Stafford (hereinafter referred to as "the Council") in exercise of its powers under Section 35, 124 and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 (hereinafter referred to as "the Act of 1984"), the Traffic Management Act 2004 ("the 2004 Act"), and under The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996, and of all other enabling powers with the consent of the County Council of Staffordshire in accordance with Section 39(3) of the Act of 1984, and after consultation with the Chief Officer of Police in accordance with paragraph 20(1) of Schedule 9 to the Act of 1984, hereby make the following Order:-

PART I

GENERAL

1 This Order shall come into operation on the _____ day of _____ 2016 and may be cited as the Borough of Stafford (Various Car Parks, Stone) Order 2016.

2 In this Order, except where the context otherwise requires, the following expressions have the meanings hereby respectively assigned to them:-

"Alternative Approved Method of Payment" means Park and Phone, payment by debit or credit card facilitated by on site or remote verification by, for example, card reader or mobile phone text or phone call.

"Disabled person's vehicle" is a vehicle displaying a valid disabled person's badge in accordance with the Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000;

"Disabled person's badge" has the same meaning as in Regulation 2(1) of the Disabled Persons (Badges for Motor Vehicles)(England) Regulations 2000 as amended;

"Driver", in relation to a vehicle waiting in a parking bay, means the person driving the vehicle at the time it was left in the parking bay;

"Electric Vehicle (EV) Charging Bays" means a parking bay for the charging of vehicles powered wholly or in part by rechargeable battery electric systems whilst such a vehicle is connected to the charging point with the intention of re-charging the battery;

"Owner" has the same meaning as in Section 92 of the 2004 Act and regulation 5(3) of the Civil Enforcement of Parking Contraventions (England) General Regulations 2007;

"Civil Enforcement Officer" means a person authorised by or on behalf of the Council to supervise a parking bay and enforce the restrictions imposed by this Order;

"Park and Phone" means a method of payment of the parking charge involving registration of payment by phone or electronic means and, on first use, registration of the relevant registration number of the vehicle, location of the parking place, credit or debit card details or any such other details as the Council may from time to time require which is accepted by the Council as a valid method of payment for the relevant time of use of the parking bay;

"Parking bay" means any area of land specified by name in column 1 of Schedule 1 to this Order and shown on the plan accompanying the Order provided by the Council under Section 32(1) of the Act of 1984 for use as a parking bay; and

"Relevant position" means, in relation to Article 9 of this Order,

- (a) in the case of a vehicle fitted with a front windscreen, the ticket is exhibited thereon with the obverse side facing forwards on the near side of and immediately behind the windscreen;
- (b) in the case of a vehicle not fitted with a front windscreen, the ticket is exhibited in a conspicuous position on the vehicle.
- (c) season tickets or parking permits provided by Stafford Borough Council must be displayed so that vehicle registration details are clearly visible.

"Parking permit" means a permit issued by the Council for the purposes of allowing a vehicle to park on the relevant car park during the relevant period.

"Parking place" means an area of land provided by the Council pursuant to section 32(1) of the 1984 Act for the purpose of parking vehicles.

"Season ticket" means a ticket purchased from the Council in accordance with Article 10 of this Order.

"Valid parking ticket" means a ticket purchased for that parking bay by the insertion of an appropriate coin or coins into an apparatus or device specially or generally approved by the Minister of Transport for such purpose.

"Minibus", "motor caravan", "trailer" and "goods vehicle" have the same meaning as they have in Regulation 3 of the Road Vehicles (Construction and Use) Regulations 1986.

"The 2004 Act" means the Traffic Management Act 2004.

“The Parking Authority” means the Council of the Borough of Stafford.

“Penalty Charge” means the charge referred to in Article 6 hereof imposed by legislation in respect of Parking contraventions that are subject to civil enforcement and has the same meaning as in the Civil Enforcement of Parking Contraventions (England) General Regulations 2007.

“Penalty Charge Notice” has the same meaning as in the Civil Enforcement of Parking Contraventions (England) General Regulations 2007.

PART II

USE OF PARKING BAYS

- 3 (1) Each area of land specified by name in column 1 of the Schedule to this Order may be used, subject to the following provisions of this Order, as a parking bay for such classes of vehicles, in such positions and on such days and during such hours and on payment of such charges as are specified in the said Schedule.
 - (2) Nothing in the last preceding paragraph shall restrict the power of the Council temporarily to close any of the parking bays referred to therein.
- 4 (1) Where in the Schedule to this Order a parking bay is described as available for vehicles of a specified class or in a specified position, the driver of a vehicle shall not permit it to wait in that parking bay:-
 - (a) unless it is of the specified class; or
 - (b) in a position other than that specified.
- 5 (1) The driver of a vehicle shall not permit it to wait in a parking bay for longer than the maximum period permitted for waiting specified in the Schedule to this Order in relation to that parking bay.
 - (2) When a vehicle has left a parking bay after waiting therein the driver thereof shall not within one hour after its leaving permit it to wait again in that parking bay.
- 6 Subject to the other provisions of this Order herein contained the charge for a vehicle left in a parking bay otherwise than in accordance with these regulations shall be that published by the Council in accordance with Section 77 and Schedule 9 of the 2004 Act.
- 7 In the case of a vehicle in respect of which a Penalty Charge may have been incurred it shall be the duty of a Civil Enforcement Officer to either

hand the Penalty Charge Notice to the driver of the vehicle, post the Penalty Charge Notice to the owner of the vehicle or attach the Penalty Charge Notice to the vehicle in a conspicuous position.

- 8 Where a notice has been attached to a vehicle in accordance with the provisions of Article 7 of this Order, no person not being a Civil Enforcement Officer or some other person duly authorised by the Council shall remove the notice from the vehicle until the vehicle is removed from the parking bay.
- 9 Save for payment by an Alternative Approved Method Payment, once a vehicle has been parked within a parking bay, the person in charge of the vehicle shall ensure that a valid parking ticket, season ticket, or a parking permit has been obtained, in respect of any period for which a vehicle is left in a parking bay and such ticket or permit shall be exhibited on the vehicle in the relevant position.
- 10 Where payment is received through an Alternative Approved Method of Payment and no valid parking ticket is produced, the driver of a vehicle shall be exempt from the requirement to display such a ticket.
- 11 If at the time when a vehicle is parked in a parking bay during the charging hours there is no ticket machine at the parking place, or all the ticket machines at that parking place carry notices placed upon them by a person duly authorised by the Council indicating that they are out of order, the driver of that vehicle shall be exempt from purchasing a valid parking ticket.
- 12 The owner of a vehicle may on application to the Council purchase a season ticket in respect of that vehicle for a charge ascertained by reference to the Scale of Charges specified in column 7 of the Schedule to this Order, and that season ticket shall be valid in such parking bays as are specified thereon during the period for which it is issued.
- 13 When a season ticket, parking permit or parking ticket has been exhibited on a vehicle in the relevant position in accordance with the provisions of Article 9 of this Order, no person shall remove the season ticket, parking permit or parking ticket from the vehicle until the vehicle is removed from the parking bay.
- 14 Nothing in Articles 3, 4 or 5 of this Order shall prevent any person from causing or permitting a vehicle to wait in the parking bays referred to in those Articles for so long as may be necessary and without payment of any charge to enable the vehicle, if it cannot conveniently be used for such purpose in any other place, to be used in connection with any building operations or demolition, the removal of any obstruction to traffic, the maintenance, improvement or reconstruction of the parking bays so referred to or the laying, erection, alteration or repair in or near to the said parking bays, of any sewer, or of any main, pipe or apparatus for the

supply of gas, water or electricity or of any telecommunications services subject to the prior written consent of Stafford Borough Council.

- 15 No person shall cause or permit a vehicle to be parked in a parking bay formally marked as an Electronic Vehicle (EV) Charging Bay between the hours indicated on the signage unless such a vehicle is powered wholly or in part by rechargeable battery electrical systems and is connected to the EV charging point with the intention of recharging the vehicle's battery.
- 16 The driver of a vehicle shall not permit that vehicle to wait in a parking bay unless the vehicle is licensed in accordance with the provisions of the Vehicle Excise and Registration Act 1994 unless there is in relation to the use of the vehicle by the driver such a policy of insurance as complies with the requirements of the Road Traffic Act 1988.
- 17 (1) The following vehicles left in a parking bay shall be exempt from the payment of any charge specified in Article 6, or in column 6 or 7, as the case may be, of the Schedule to this Order:-
 - (i) a pedal cycle;
 - (ii) a motor cycle not having a sidecar attached;provided that in the case of sub-paragraphs (i) and (ii) such vehicles shall only be exempt from the payment of a charge when the vehicle is in a parking bay specifically allocated for that class of vehicle.
- (2) The following vehicles left in a parking bay shall be exempt from any limitation on time and from the payment of any charge specified in Article 6 or in column 6 or 7, as the case may be, of the Schedule to this Order:-
 - a disabled person's vehicle which displays a valid disabled person's badge and clock.
- 18 No person shall cause or permit any vehicle except a disabled person's vehicle displaying a valid disabled person's badge to park in a parking bay marked for Disabled Persons.
- 19 The driver of a motor vehicle using a parking bay shall stop the engine as soon as the vehicle is in position in the parking bay and shall not start the engine except when about to change the position of the vehicle in or to depart from the parking bay.
- 20 No person shall, while a vehicle is in a parking bay, permit or cause to permit the carrying out of any work of maintenance or repair thereto except such as may be necessary to enable the vehicle to be moved from the parking bay.

- 21 No person shall use a vehicle, while it is in a parking bay, in connection with the sale of any article to persons in or near the parking bay or in connection with the selling or offering for hire of his or her skill or services.
- 22 Subject to the proviso hereto, when a vehicle is left in a parking bay in contravention of any of the provisions of Articles 3, 4 or 5 of this Order, a person authorised in that behalf by the Council may remove the vehicle or arrange for its removal from that parking bay:-
- Provided that when a vehicle is waiting in a parking bay in contravention of the provision of Article 4(1)(b) of this Order, a person authorised in that behalf by the Council may alter or cause to be altered the position of the vehicle in order that its position shall comply with that provision.
- 23 The driver of a motor vehicle using a parking bay shall not sound any horn or other similar instrument except when about to change the position of the vehicle in or to depart from the parking bay.
- 24 Save as provided in Article 14 of this Order, no person shall, except with the permission of any person duly authorised by the Council, drive any vehicle in a parking bay other than for the purpose of leaving that vehicle in the parking bay in accordance with the provisions of this Order or for the purpose of departure from the parking bay.
- 25 No person shall in a parking bay wantonly shout or otherwise make any loud noise to the disturbance or annoyance of users of the parking bay or residents of premises in the neighbourhood.
- 26 No person shall in a parking bay use any threatening, abusive or insulting language, gesture or conduct with intent to put any person in fear or so as to occasion a breach of the peace or whereby a breach of the peace is likely to be occasioned.
- 27 No person shall use any part of a parking bay or any vehicle left in a parking bay:-
- (a) for sleeping or camping purposes;
 - (b) for eating or cooking purposes; or
 - (c) for the purpose of servicing or washing any vehicle or part thereof other than is reasonably necessary to enable that vehicle to depart from the parking bay.
- 28 No person shall use a parking bay as a means of passage proceeding from one road to another road.
- 29 Where in a parking bay signs are erected or surface markings are laid for the purpose of:-

- (a) indicating the entrance to or exit from the parking bay; or
 - (b) indicating that a vehicle using the parking bay shall proceed in a specified direction within the parking bay;
- 30 No person shall drive or cause or permit to be driven any vehicle (i) so that it enters the parking bay otherwise than by an entrance or leaves the parking bay otherwise than by an exit so indicated, or (ii) in a direction other than that specified as the case may be.
- 31 In a parking bay no person shall:-
- (a) erect or cause or permit to be erected any tent, booth, stand building or other structure without the written consent of the Council;
 - (b) light or cause or permit to be lit any fire.
- 32 Any person removing a vehicle by virtue of Article 22 of this Order may do so by towing or driving the vehicle or in such other manner as he may think necessary and may take such measures in relation to the vehicle as he may think necessary to enable him to remove it or alter its position as the case may be.
- 33 When a person authorised by the Council removes or makes arrangements for the removal of a vehicle from the parking bay by virtue of Article 22 of this Order he shall make such arrangements as may be reasonably necessary for the safe custody of the vehicle.
- 34 The following Orders are hereby revoked:-
- The Borough of Stafford (Off-Street Parking Places) (Various Car Parks, Stone) Order 2008.

THE COMMON SEAL OF THE)
 COUNCIL OF THE BOROUGH OF)
 STAFFORD was hereunto affixed)
 this day of)
 2016 in the presence of:-)

Head of Law and Administration

SCHEDULE

Name of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days of Operation of Parking	Hours of Operation of Parking	Max Period for which vehicles may wait	Scale of Charges for Parking
Crown Street (Short Stay) <u>ST15 8QN</u> (89 spaces)	Wholly within a parking bay	Motor cars, estate cars, station wagons, motor cycles, (with or without sidecars), light vans the unladen weight of which does not exceed 2 tonne, invalid carriages, pedal cycles	All days	All hours	<p>Between 8.00 am and 5.30pm on any day except Sunday.</p> <p>Between 5.30 pm on any day and 8.00 am on the following day and between 8.00 am and 5.30 pm on Sunday - no limit</p> <p>Christmas Day - no limit</p>	<p>Between 8.00 am and 5.30 pm on any day except Sunday</p> <p>Up to 1 hour 0.60 Up to 2 hours £1.10 Up to 4 hours £2.20 (Maximum stay 4 hours)</p> <p>Parking for the registered disabled is free</p> <p>(season tickets not valid)</p> <p>Sunday and Christmas Day - no charge</p> <p>At any other time no charge</p>

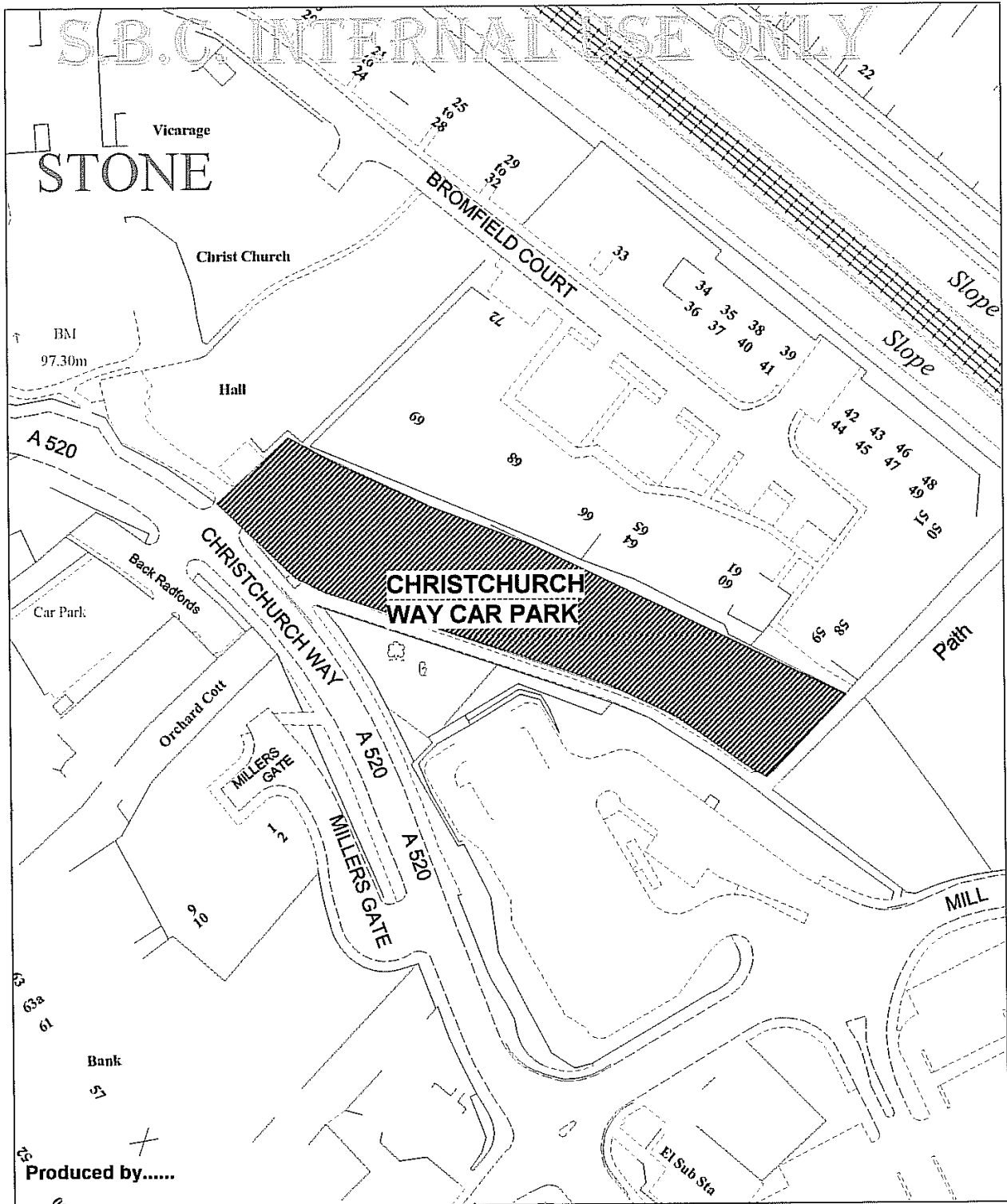
Name of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days of Operation of Parking	Hours of Operation of Parking	Max Period for which vehicles may wait	Scale of Charges for Parking
Christchurch Way (Variable Stay) ST15 8ZB (82 spaces)	Wholly within a parking bay	Motor cars, estate cars, station wagons, motor cycles, (with or without sidecars), light vans the unladen weight of which does not exceed 2 tonne, invalid carriages, pedal cycles	All days	All hours	Between 8.00 am and 5.30pm on any day except Sunday.	Between 8.00 am and 5.30 pm on any day except Sunday
					Between 5.30 pm on any day and 8.00 am on the following day and between 8.00 am and 5.30 pm on Sunday - no limit	Up to 1 hour 0.60 Up to 2 hours £1.10 Up to 4 hours £2.20 All day - £3.00
						Parking for the registered disabled is free
						(season tickets not valid)
						Sunday and Christmas Day - no charge
						At any other time no charge
						Motorcycles free

Name of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days of Operation of Parking	Hours of Operation of Parking	Max Period for which vehicles may wait	Scale of Charges for Parking
Westbridge Park (Short Stay) <u>ST15 8QW</u> (60 spaces)	Wholly within a parking bay	Motor cars, estate cars, station wagons, motor cycles, (with or without sidecars), light vans the unladen weight of which does not exceed 2 tonne, invalid carriages,	All days	All hours	Between 8.00 am and 5.30pm on any day except Sunday. Between 5.30 pm on any day and 8.00 am on the following day and between 8.00 am and 5.30 pm on Sunday - no limit Christmas Day - no limit	when parked in a designated bay Between 8.00 am and 5.30 pm on any day except Sunday Up to 1 hour 0.60 Up to 2 hours £1.10 Up to 4 hours £2.20 (Maximum stay 4 hours) Parking for the registered disabled is free (season tickets not valid) Sunday and Christmas Day - no charge At any other time no charge Motorcycles free

Name of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days of Operation of Parking	Hours of Operation of Parking	Max Period for which vehicles may wait	Scale of Charges for Parking
Westbridge Park (Long Stay) <u>ST15 8QW</u> (17 spaces)	Wholly within a parking bay	Motor cars, estate cars, station wagons, motor cycles, (with or without sidecars), light vans the unladen weight of which does not exceed 2 tonne, invalid carriages, pedal cycles	All days	All hours	Between 8.00 am and 5.30pm on any day except Sunday. Between 5.30 pm on any day and 8.00 am on the following day and between 8.00 am and 5.30 pm on Sunday - no limit Christmas Day - no limit	when parked in a designated bay Between 8.00 am and 5.30 pm on any day except Sunday All day - £3.00 Parking for the registered disabled is free (season tickets not valid) Sunday and Christmas Day - no charge At any other time no charge
Stafford Street 7 Disabled Parking Bays <u>ST15 8QW</u> (7 spaces)	Wholly within a parking bay	Blue Badge Holders	All days	All hours	Between 8.00 am and 5.30 pm on any day except Sunday. At any other times - no limit. Christmas Day - no limit	No charge provided that the driver of a vehicle complies with the terms of the Order

Name of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days of Operation of Parking	Hours of Operation of Parking	Max Period for which vehicles may wait	Scale of Charges for Parking
Stafford Street 2 Loading Bays <u>ST15 8QW</u> (2 spaces)	Wholly within a parking bay	Motor cars, estate cars, station wagons, motor cycles with or without sidecars), light vans the unladen weight of which does not exceed 2 tonne	All days	All hours	15 minutes with no return within 1 hour	No charge provided that the driver of a vehicle complies with the terms of the Order

Stafford Borough Council

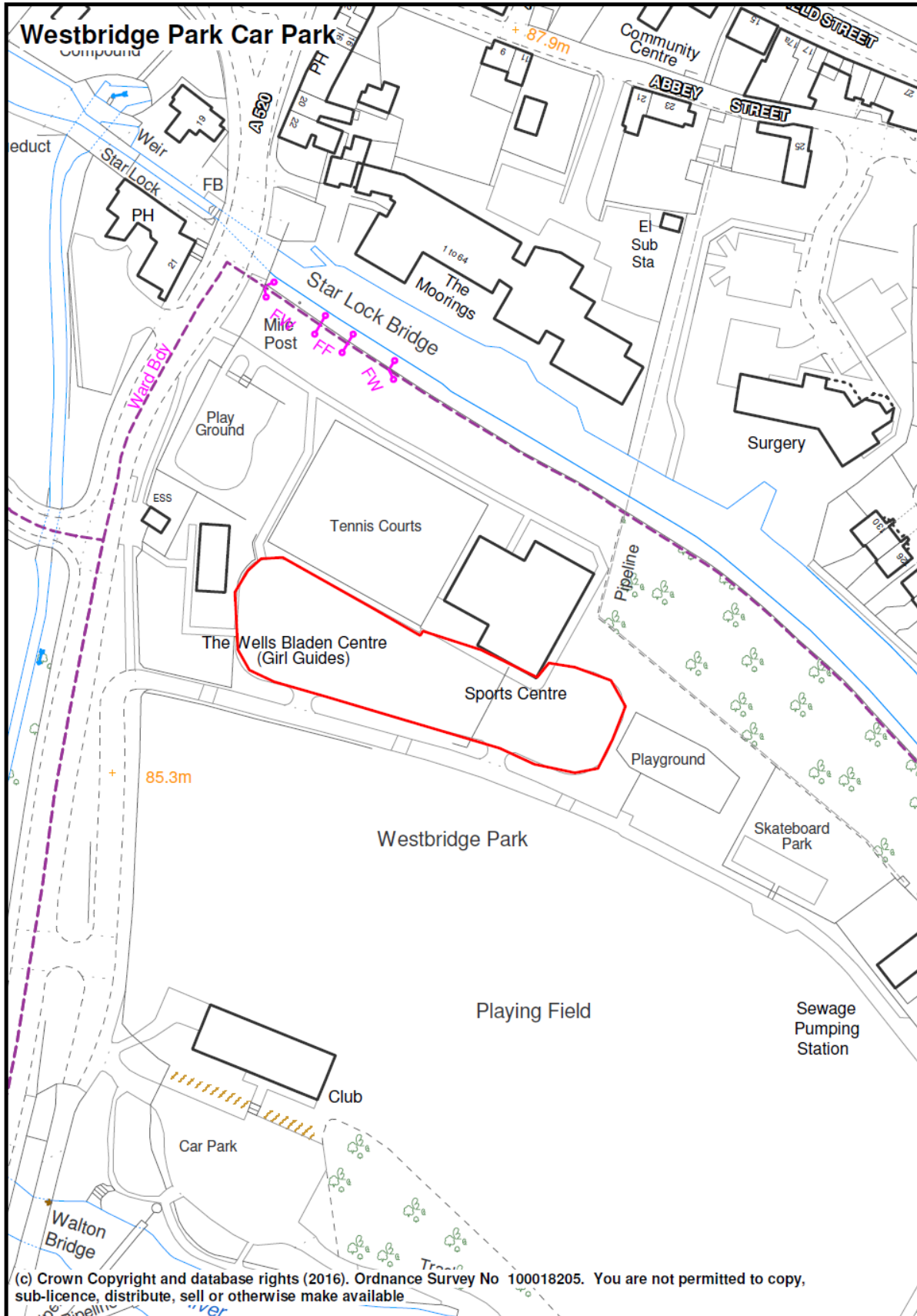


Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office (c) Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Stafford Borough Council Licence No 100018205.

Stafford Borough Council makes no representation that the information on this plan is absolutely accurate or complete and assumes no liability or responsibility to any person or organisation with respect to any loss or damage arising from such information or use of such information.

This copy is not to scale, for identification purposes only.

Stafford Borough Council

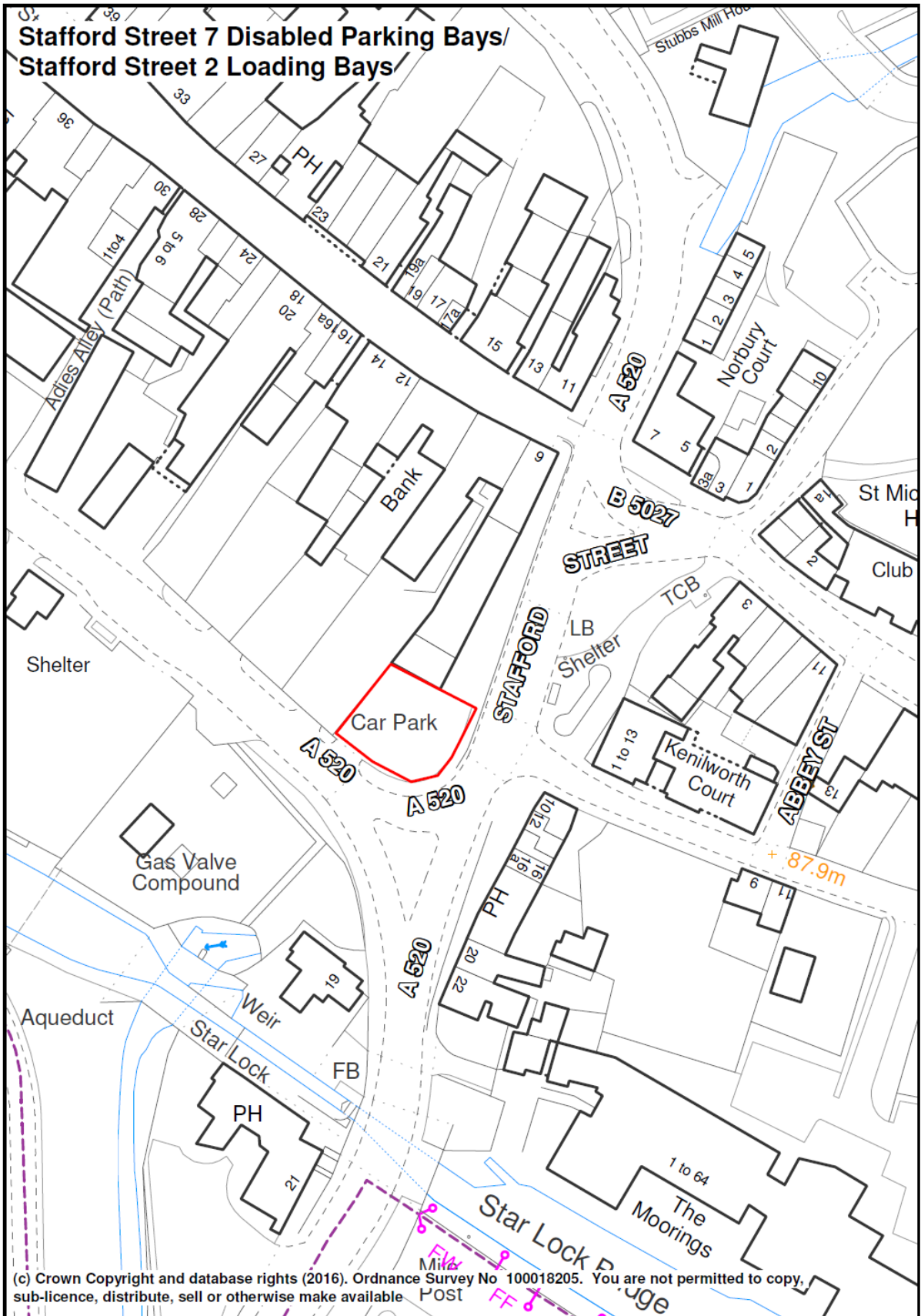


Scale : Not to scale

By : JT

Planning & Regeneration
May 2016

Stafford Borough Council



Scale : Not to scale
By : JT
Planning & Regeneration
May 2016

Crown Street Car Park

Date: May 2016

Not to scale

