



**Town Clerk**

Les Trigg

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27 July 2020

Dear Councillor,

A **VIRTUAL** meeting of the **TOWN COUNCIL** will be held on **TUESDAY 4 AUGUST 2020** at **7:00pm** for consideration of the matters itemised in the following agenda.

The meeting will be streamed live on YouTube and members of the public are welcome to observe.

View Meeting: <https://www.youtube.com/channel/UCXHYe7pCvT-mVBouN3IUTWQ>

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 meeting of the Town Council held on 4 February 2020, Minute Numbers C20/098 – C20/109 (attached)**
5. **To receive the minutes and decisions of the under mentioned Committees:**
  - a) General Purposes Committee meeting held on 4 February 2020, Minute Numbers GP20/167 – GP20/184 (attached)

- b) Planning Committee meeting held on 4 February 2020, Minute Numbers P20/091 – P20/096 (attached)
- c) General Purposes Committee meeting held on 3 March 2020, Minute Numbers GP20/185 – GP20/199 (attached)
- d) General Purposes Committee meeting held on 24 March 2020, Minute Numbers GP20/200 – GP20/210 (attached)

6. **To receive the draft minutes and decisions of the under mentioned Committees:**

- a) Planning Committee meeting held on 3 March 2020, Minute Numbers P20/097 – P20/102 (attached)
- b) General Purposes Committee meeting held on 7 July 2020, Minute Numbers GP20/211 – GP20/222 (attached)

7. **Six Month Attendance Rule**

In view of the COVID-19 emergency and the inability to hold Council meetings as a result, the Council is asked to consider the following resolution in respect of Members' attendance of meetings:

"That, having regard to the impact of the COVID-19 pandemic, the time where no meetings were held between the General Purposes Committee meeting on 24th March 2020 and the following General Purposes Committee meeting on 7th July 2020 be disregarded for the purpose of calculating the "six months" requirements of section 85 of the Local Government Act 1972 for all members."

8. **Internal Auditor's Report 2019-20**

The Council is required to consider an Internal Audit Report before approving the accounts for submission to the External Auditors. The following reports have been enclosed:

- a. Formal Internal Audit submission to the External Auditors
- b. Report from Internal Auditor.

Members are asked to consider the reports.

9. **Annual Governance Statement 2019-20**

To consider the Annual Governance Statement for submission to the external auditor (attached)

10. **Council Accounts 2019-20**

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

11. **Local Government Transparency Code 2015**  
**Openness of Public Bodies Regulations 2014**

Information for Quarter ending 31 March 2020

Information for Quarter ending 30 June 2020 (attached)

12. **To receive the forthcoming Civic Announcements**

There are no civic announcements.

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

Members of the public are welcome to attend the virtual Meeting as observers.

# Stone Town Council

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 4 February 2020

**PRESENT:** Councillor M. Green in the Chair and  
Councillors: A. Best, J. Davies, Mrs L. Davies, Mrs K. Dawson, I. Fordham, M. Hatton,  
Mrs J. Hood, T. Kelt, R. Kenney, P. Leason, C. Thornicroft and R. Townsend.

**ABSENT:** Councillors: T. Adamson, K. Argyle, Mrs A. Burgess, J. Hickling and J. Powell

Before the meeting began Councillor Mrs Lin Davies lead prayers

### **C20/098 Apologies**

Apologies were received from Councillors: T. Adamson, K. Argyle, Mrs A. Burgess,  
J. Hickling and J. Powell

### **C20/099 Declarations of Interest and Requests for Dispensations**

None received

### **C20/100 Representations from Members of the Public**

None

### **C20/101 Minutes**

RESOLVED:

That the minutes of the meeting of the Town Council held on the 3 December 2019  
(Minute Numbers C20/088 – C20/097), be approved as a correct record.

### **C20/102 Draft Committee Minutes**

RESOLVED:

- a) The minutes of the General Purposes Committee meeting held on the 3  
December 2019 (Minute Numbers GP20/132 – GP20/149), were noted.
- b) The minutes of the Planning Committee meeting held on the 3 December  
2019 (Minute Numbers P20/073 – P20/078), were noted.

\* 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.

- c) The minutes of the Planning Committee meeting held on the 17 December 2019 (Minute Numbers P20/079 – P20/084), were noted.
- d) The draft minutes of the Planning Committee meeting held on the 7 January 2020 (Minute Numbers P20/085 – P20/090), were noted.
- e) The draft minutes of the General Purposes Committee meeting held on the 21 January 2020 (Minute Numbers GP20/150 – GP20/166), were noted.

**C20/103 To Consider the Council's Budget for 2020-21 and to set the Council Tax for the Year**

The Council considered the Town Clerk's budget report\*, which was based on the recommendations of the General Purposes Committee on 21 January 2020. The Clerk confirmed that this budget represented a sustainable position given the Town Council's expenditure plans.

RESOLVED:

In respect of the Town Council's budget for 2020-21 to 2022-23, it was resolved that:

1. The Budget recommended by the General Purposes Committee on 21<sup>st</sup> January 2020, and set out in the Clerk's report to this meeting, is agreed.
2. The Council Tax for this Council's purposes should be £50.65 for a Band D property, an increase of 55p for the year. This would result in a precept on Stafford Borough Council for 2019-20 of £310,649. Local Council Tax Support Grant of £18,399 will be added to this.
3. The wording for the 2020-21 Council Tax leaflet should be:

*"Stone Town Council provides services for the people and town of Stone.*

*These services include the provision of community facilities, such as the Frank Jordan and Stone Station community centres, allotment sites at Newcastle Road and Mount Road, Station Road Conveniences, and the Crown Meadow Nature Reserve and amphitheatre.*

*The 2020-21 budget includes additional funding to enable the improvement of Christmas Lights in Walton, extra environmental work at the Crown Meadow and investment in the Council's*

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*commitment to tackle climate change. This is in addition to the development and operation of a new Heritage Centre within the exciting redevelopment at Crown Wharf.*

*Investing in and working to promote a vibrant town and encourage visitors is a key Town Council priority. In order to support this, the Council organises regular events such as the Town Market and monthly Craft Market together with town centre events such as the Music Festival, Stone by the Sea, the Classic Car event and the St Georges Day celebration. Christmas lights are provided in the High Street and at Walton, with the Council's annual switch-on event being one of highlights of the town year. The High Street environment is enhanced by the Council's provision of hanging baskets along the High Street, and newly refurbished noticeboards and fingerposts throughout the town.*

*The Council provides bus shelters, benches and dog bins throughout the area and takes responsibility for the upkeep of many local amenities and planted areas. It also provides grants to help charitable and community organisations such as the Stone Community Hub, supports various festivals, and the office supplies daily support and advice to local residents.*

*By considering the impact of every planning application, the Council seeks to develop and conserve the town, and is currently preparing a Neighbourhood Plan that will help to shape and protect the future of Stone for years to come.*

*At its monthly meetings the Council welcomes questions from the public and sets aside time to listen and respond. Assistance with public questions will gladly be given by the Council's staff."*

4. The Clerk is authorised to seek tenders/quotations, place orders and make payments in accordance with this budget, the Council's policies, and Financial Regulations.

**C20/104      Local Government Transparency Code 2015  
Openness of Public Bodies Regulations 2014**

The Information\* for Quarter ending 31 December 2019 was noted.

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**C20/105     Civic Announcements**

The Civic Announcements, which had been previously circulated, were noted.

**C20/106     Town Mayor's and Deputy Town Mayor's Reports of Engagements**

The Town Mayor's and Deputy Town Mayor's Announcements, which had been previously circulated, were noted.

**The meeting was suspended at this point to enable the General Purposes Committee and Planning Committee Meetings to take place.**

The Town Council was then reconvened for the confidential items on the agenda.

**C20/107     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**

RESOLVED: To exclude the Press and Public from the next item of business.

**C20/108     Confidential Minutes**

RESOLVED:

That the Confidential Minutes of the meeting of the Town Council held on the 3 December 2019, Minute Numbers C20/088, C20/096 and C20/097, be approved as a correct record.

**C20/109     Confidential Committee Minutes**

RESOLVED:

- a) The Confidential Minutes of the General Purposes Committee meeting held on the 3 December 2019 (Minute Numbers GP20/132 and GP20/149), were noted.
- b) The draft Confidential Minutes of the General Purposes Committee meeting held on the 21 January 2020 (Minute Numbers GP20/150 and GP20/166), were noted.

**TOWN MAYOR**

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# Stone Town Council – General Purposes Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 4 February 2020

**PRESENT:** Councillor R. Kenney in the Chair, and  
Councillors: A. Best, J. Davies, Mrs L. Davies, Mrs K. Dawson, I. Fordham, M. Green,  
M. Hatton, Mrs J. Hood, T. Kelt, P. Leason, C. Thornicroft and R. Townsend

**ABSENT:** Councillors: T. Adamson, K. Argyle, Mrs A. Burgess, J. Hickling and J. Powell

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**GP20/167     Apologies**

Apologies were received from Councillors: T. Adamson, K. Argyle, Mrs A. Burgess,  
J. Hickling and J. Powell

**GP20/168     Declarations of Interests**

None

**GP20/169     Requests for Dispensations**

None

**GP20/170     To receive the report of the County Councillors**

**County Councillor Mrs J. Hood**

Councillor Mrs Hood advised the Committee that the gulley emptying programme was moving along very well. Work on the Lichfield Road is complete but there has been an issue on two estates off the Eccleshall Road. Vehicles associated with the Smart motorway have not been subject to wheel washing which is causing mud to be redistributed and gullies to refill again very quickly.

**County Councillor I. Parry**

Councillor Parry was not in attendance at the meeting.

**GP20/171     Representations from Members of the Public**

None

**GP20/172     Minutes**

RESOLVED:

That the minutes of the General Purposes Committee meeting held on the 21 January (Minute Numbers GP20/150 – GP20/166), be approved as a correct record.

**GP20/173     Minutes of Sub-Committees**

There were no minutes for consideration.

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**GP20/174      Meeting Schedule for 2020-21**

The Committee considered a proposed programme of meetings and events for the period May 2020 to April 2021.

The Chairman proposed (with the support of the Chairman of the Planning Committee), that the frequency of meetings of the Town Council's Planning Committee are reduced to once monthly and held on the same evening as the General Purposes Committee. The meetings should no longer be held alongside meetings of the Sub-Committees.

The Committee acknowledged that planning consultations would be considered under delegated powers where the final date for submission of comments to Stafford Borough Council precedes the next meeting of the Planning Committee.

RESOLVED:

- a) To approve the schedule of meeting and events dates, with amendment made to the frequency of Planning Committee meetings which will be held alongside meetings of the General Purposes Committee (usually once monthly).
- b) That where the final date for submissions to Stafford Borough Council precedes the next meeting of the Planning Committee, they should be considered under existing delegated powers.
- c) That the revised arrangements in respect of the Planning Committee commence immediately and their effectiveness assessed after a period of six months.

**GP20/175      Grant Aid to Local Organisations**

To consider the following requests for a grant:

**HOSPITAL RADIO STAFFORD**

The committee considered the grant application received from Hospital Radio Stafford requesting £500 to replace aged broadcasting equipment including the computer hardware and software required to maintain the quality of day to day output for their listeners.

The application was not supported.

**DOUGLAS MACMILLAN HOSPICE**

The Committee considered the grant application received from Douglas MacMillan Hospice requesting £360 to pay for a local expert choir master to deliver quality music and singing sessions through a choir. It is widely recognised that music plays an important part in the lives of an increasing number of patients with dementia.

The application was not supported.

## STONE & DISTRICT SWIMMING CLUB

The Committee considered the grant application received from Stone & District Swimming Club requesting £500 to assist three volunteer teachers in gaining their Swim England Level 2 qualifications.

RESOLVED: To award £500 to Stone & District Swimming Club.

### **GP20/176      Railway Stakeholders Conference**

The Committee received information on the London Northwestern Railway Annual Stakeholder Conference on 22 January 2020 which had been attended by Councillor T. Kelt.

Councillor Kelt said the meeting had been very interesting and London Northwestern Railway had accepted responsibility for the poor services that had resulted from the rescheduling of the train timetable, introduced in May 2019.

The main change had been to replace the direct service from the Potteries Loop to London via Lichfield with a service to London via Birmingham. The new route was an hour longer as it is a longer route and stops at more stations. The problems encountered included trains running late, trains being cancelled, trains for Stone and Stoke being diverted onto the direct Stafford to Crewe line and trains passing through Stone without stopping.

A number of reasons were offered for these issues which included the new schedules having no resilience as dwell time at stopping points were too short, two platforms at Euston were lost to HS2, the rolling stock was insufficient and there had been various problems with staff levels and staff training.

Councillor Kelt advised that the timetables were changed in December 2019 resulting in a 29% improvement in services running on time and a 50% reduction in delays and cancellations. The company is looking to amend the timetable again from May 2020 in order to bring greater improvements along with staff recruitment and training.

RESOLVED: That the Town Clerk is asked to forward a letter to Network Rail expressing the Town Council's objection to the orange lamp posts at Stone Railway Station which are not considered to be in keeping with the conservation area.

RESOLVED: That the Town Clerk in consultation with Councillor Kelt and the Committee Chairman, prepares a letter to London Northwestern Railway highlighting the concerns about the train services through Stone and surrounding area.

### **GP20/177      Stafford Borough Parishes Forum**

The Committee considered an invitation from Stafford Borough Council to attend a Parishes Forum (to introduce and outline Stafford Borough Local Plan 2020 to 2040 Issues and Options Consultation) and determine the Town Council representatives who will attend.

A copy of the email invitation had been circulated with the agenda for the meeting.

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RESOLVED: That Councillors: Mrs J. Hood, T. Kelt, R. Kenney and R. Townsend are nominated to represent the Town Council at the Stafford Borough Parishes Forum.

**GP20/178      Public Spaces Protection Order (PSPO) Consultation**

The Committee considered a Stafford Borough Council consultation inviting views on PSPOs to tackle issues in the county town including 'chuggers', anti-social behaviour and cyclists riding on the pedestrianised high street.

A copy of an email from Stafford Borough Council and a report on the consultation proposals had been circulated with the electronic copy of the agenda.

The Committee noted that in Paragraph 5.5 of the report there had not been any Community Protection Warning letters or fixed penalty notices issued regarding street drinking related anti social behaviour in Stone.

The Committee also noted that the statistics relating to anti social behaviour and alcohol related violence in table 5.6 of the report are for the Stafford and Stone areas combined.

RESOLVED: That before providing the Town Council's response to the Public Spaces Protection Order Consultation, the Town Clerk requests the following information:

- The meaning of 'intimidation', as referenced in paragraph 3.2 of the Cabinet report dated 7<sup>th</sup> November.
- To request a separation of the statistics (shown as a combined figure for Stafford and Stone in the table in Paragraph 5.6) for anti social behavior occurrences in Stone only.

RESOLVED: That after receiving clarification on the points above, the Town Council submits as part of its consultation response, a proposal that the area for the PSPO covering Stone town centre be extended to include:

- Old Trent Road (from Crown Street to Trent Road) over Workhouse Lane Bridge
- Mill Street
- Adies Alley

**GP20/179      Ex Servicemen's Bowls Match**

The Ex Servicemen's Bowls Club has suggested the bowls match with Town Councillors takes place on Monday 15 June 2020 at 6:00pm.

RESOLVED: To note the date for the Ex-Servicemen's Bowls Match and to provide the buffet as in previous years.

**GP20/180      Non-Cheque Payments**

RESOLVED: To note the list\* of non-cheque payments made by the Council during the period 1 December to 31 December 2019.

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**GP20/181      Update from Working Groups:**

**Neighbourhood Plan Steering Group**

The Town Clerk updated the Committee on the proposals from Stafford Borough to consider the Town Council's Neighbourhood Plan proposals at its March Cabinet meeting with a view to a referendum in May 2020.

The Clerk also informed the Committee that Stafford Borough had proposed some minor working changes. Urban Vision had advised the Town Council to accept these changes. As a result, the Clerk is intending to agree to the changes under delegated powers.

**Stone Area Parish Liaison Group**

Councillor Davies advised the Committee that no meeting had taken place.

**Traffic Management in Stone Working Group**

Councillor Kenney advised the Committee that a meeting of the Traffic Management in Stone Working Group was planned to take place in the next week.

**VE Day 2020 Commemoration Working Group**

Councillor Kenney advised the Committee that a meeting was planned to take place within the next week to discuss the VE Day 2020 arrangements.

**GP20/182      To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council**

**Stone ATC**

Councillor Davies advised that he would be attending a meeting of Stone ATC tomorrow.

**Age Concern Stone & District**

Councillor Thornicroft advised the Committee that no meeting of Age Concern Stone & District had taken place.

**Stafford & Stone Access Group**

Councillor T. Kelt advised that a meeting of the Access Group would be taking place on 17<sup>th</sup> February.

**Stone Common Plot Trustees**

Councillor Kenney advised that there has been concern about the risks to cows grazing on the plot contracting Tuberculosis.

**Stone Community Hub Liaison Group**

It was reported that a meeting would be held on 24<sup>th</sup> February.

**SPCA Executive Committee**

Councillor Green advised that no meeting of the Executive Committee had taken place.

**The meeting was adjourned to enable the Planning Committee meeting and confidential items on the Council Meeting agenda to take place.**

The General Purposes Committee was then reconvened for the confidential items on the agenda.

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**GP20/183     Exclusion of the Press and Public**

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

RESOLVED: To exclude the Press and Public from the next item of business.

**GP20/184     Confidential Minutes**

RESOLVED:

- a) That the Confidential Minutes of the General Purposes Committee meeting held on the 21 January 2020 (Minute Numbers GP20/150 and GP20/166), be approved as a correct record.

**CHAIRMAN**

# Stone Town Council – Planning Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 4 February 2020

- PRESENT:** Councillor J. Davies in the Chair, and  
Councillors: A. Best, Mrs L. Davies, Mrs K. Dawson, I. Fordham, M. Green,  
M. Hatton, Mrs J. Hood, T. Kelt, R. Kenney, P. Leason, C. Thornicroft and  
R. Townsend
- ABSENT:** Councillors: T. Adamson, K. Argyle, Mrs A. Burgess, J. Hickling and J. Powell

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**P20/091      Apologies**

Apologies were received from Councillors: T. Adamson, K. Argyle,  
Mrs A. Burgess, J. Hickling and J. Powell

**P20/092      Declarations of Interest and Requests for Dispensations**

Councillor Mrs Hood abstained from voting on all items.

Councillor M. Hatton declared a personal interest in planning application  
20/31788/FUL.

**P20/093      Representations from Members of the Public**

None received

**P20/094      Minutes**

RESOLVED:

- a) That the minutes of the Planning Committee meeting held on 7 January  
2020 (Minute Numbers P20/085 – P20/090), be approved as a correct  
record.

**P20/095      Planning Applications**

**Application Number** – 19/31672/HOU

**Applicant** – Mr S. Harrison

**Location** – 11 Northesk Street, Stone

**Development** – Proposed internal alterations to ground, first and second floors;  
replacement windows and replacement roof to existing single storey at rear with  
roof windows and roof windows to main roof at rear; alterations to existing  
entrance piers

**Observations:** No objections

**Application Number** – 20/31709/HOU

**Applicant** – Mr R. Gimbert

**Location** – 2 Chestnut Grove, Stone

**Development** – Two storey extension to front elevation and new boundary wall along Chestnut Grove

**Observations:** No objections

**Application Number** – 20/31715/HOU

**Applicant** – Mr Bright

**Location** – Lynton, Church Street, Stone

**Development** – Rear two storey extension to dwelling house

**Observations:** No objections

**Application Number** – 20/31728/HOU

**Applicant** – Mr & Mrs Mellor

**Location** – 1 St Michaels Close, Stone

**Development** – Single storey front porch with WC

**Observations:** No objections

**Application Number** – 20/31788/FUL

**Applicant** – Mr & Mrs Naylor

**Location** – Rear of 207 Newcastle Road, Stone

**Development** – Re-submission of application 16/24090/FUL for the proposed residential development to create one dwelling.

**Observations:** No objections

**Application Number** – 20/31818/HOU

**Applicant** – Mr M. Rudge

**Location** – 97 Oulton Road, Stone

**Development** – Proposed extensions and alterations to form additional accommodation at first floor and re-siting of existing kitchen to rear with conversion of existing kitchen to form garage.

**Observations:** No objections

**P20/096**

**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.**

None

**CHAIRMAN**

# Stone Town Council – General Purposes Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 3 March 2020

**PRESENT:** Councillor R. Kenney in the Chair, and  
Councillors: T. Adamson, K. Argyle, A. Best, Mrs A. Burgess, J. Davies, Mrs L. Davies,  
Mrs K. Dawson, I. Fordham, M. Hatton, J. Hickling, T. Kelt, P. Leason, J. Powell,  
C. Thornicroft and R. Townsend

**ABSENT:** Councillors: M. Green and Mrs J. Hood

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**GP20/185     Apologies**

Apologies were received from Councillors: M. Green and Mrs J. Hood

**GP20/186     Declarations of Interests**

Councillor I. Fordham declared a personal interest in item 15 (Minute Number GP20/199) Stone Community Hub

Councillor M. Hatton declared a personal interest in item 15 (Minute Number GP20/199) Stone Community Hub

**GP20/187     Requests for Dispensations**

None

**GP20/188     To receive the report of the County Councillors**

**County Councillor Mrs J. Hood**

Councillor Mrs Hood was not in attendance at the meeting.

**County Councillor I. Parry**

Councillor Parry was not in attendance at the meeting.

**GP20/189     Representations from Members of the Public**

None

**GP20/190     Minutes**

The Town Clerk informed the Committee that he had changed the way confidential minutes are dealt with on the agenda. Where the public summary of the confidential minute is exactly the same as the confidential minute itself, the minute will be considered in the main body of the meeting. Where the confidential minute is different, or where there are any questions and issues raised, the minute will be referred for consideration in the confidential section of the agenda. The changed format will be monitored.

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RESOLVED:

That the minutes of the General Purposes Committee meeting held on the 4 February (Minute Numbers GP20/167 – GP20/184), be approved as a correct record.

**GP20/191     Minutes of Sub-Committees**

There were no minutes for consideration.

**GP20/192     Meeting Schedule for 2020-21**

The Committee considered a revised programme of meetings and events for the period May 2020 to April 2021 following the changes agreed at the last meeting.

The revised programme of meetings and events were approved.

**GP20/193     Local Plan for Stafford Borough**

The Committee considered the following Stafford Borough Council consultations inviting views on:

- a) A new Stafford Borough Local Plan 2020-2040: Issues & Options Consultation – seeking views on the approach to future development of Stafford Borough over the next 20 years.

A copy of an email from Stafford Borough Council had been enclosed with the agenda for the meeting along with a link to a range of documentation and information supporting the consultation.

RESOLVED: That a separate General Purposes Committee meeting is arranged for consideration of the consultation on Tuesday 24 March 2020.

- b) Draft Biodiversity Supplementary Planning Document (SPD) Consultation – which expands upon policies in the adopted Plan for Stafford Borough, guiding developers through the ecological mitigation hierarchy of information, avoidance, mitigation, compensation, and new benefits detailing when, what and how to survey.

An email from Stafford Borough Council and an electronic copy of the Biodiversity draft SPD had been enclosed with the agenda for the meeting.

RESOLVED: That the sites of nature conservation at Stone Meadows and Crown Meadows (identified by the red hashed area on the map in Appendix 4 (page 50 of the Biodiversity draft SPD)) be further expanded to include the additional area identified on the enclosed plan (Appendix A\*).

**GP20/194     Staffordshire Fire & Rescue Service Consultation**

The Committee considered a Staffordshire Fire and Rescue Service Safety Plan 2020-2024 Consultation.

An email from the Chief Fire Officer and an electronic copy of 'Our Draft Safety Plan' had been enclosed with the agenda for the meeting.

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RESOLVED: That the Town Council requests that Staffordshire Fire & Rescue Service provides Stone with its fair share of community fire prevention resources as detailed in the draft safety plan.

**GP20/195     BT Payphones**

The Committee considered a letter from British Telecom which is consulting on a proposal to remove payphones in Stone parish.

An email from Stafford Borough Council, a letter from British Telecom and a comments form stating the locations of the telephone boxes (which are outside number 19 PC01 Queens Square and outside Meakin House PC01 Newcastle Road) had been enclosed with the agenda for the meeting.

RESOLVED: That due to the marked fall in demand for public payphones, the Town Council would make no comment in response to the consultation.

**GP20/196     Members Motions**

**Councillor J. Davies**

*"It was resolved under GP17/113 to fly the Lone Star State Flag on the flag pole at the top of the High Street on specific dates each year. I now ask the Council to amend that resolution by resolving to fly the Lone Star State Flag on the first Saturday of March (to commemorate the anniversary of Texas gaining its independence from Mexico on 2 March 1836), on the first Saturday of July (American Independence Day on 4<sup>th</sup> July) and on 29<sup>th</sup> December (the anniversary of Texas gaining admission as the 28<sup>th</sup> state of the Union in 1845). I also ask the council to make such reasonable financial provision as may be deemed necessary to ensure these events are carried out in an appropriate public manner".*

Councillor Davies accepted a proposed amendment at the meeting to delete the last sentence of this motion and replace it with 'I also ask the Council to procure a portable PA system for use at these and other appropriate occasions'.

RESOLVED: That the Lone Star State Flag be flown on the first Saturday in March, the first Saturday in July (to coincide with Farmers' Market days) and on 29 December each year.

RESOLVED: That the Town Clerk is authorised to purchase a suitable portable PA system for use at flag raising and other Town Council events.

RESOLVED: That a notice is put up in advance of the flying of each flag, explaining to members of the public the reason for the flags being flown.

**GP20/197     Non-Cheque Payments**

RESOLVED: To note the list\* of non-cheque payments made by the Council during the period 1 January to 31 January 2020.

**GP20/198     Update from Working Groups:**

**Neighbourhood Plan Steering Group**

The Chairman reported that the Stone Draft Neighbourhood Plan would be considered by Stafford Borough Cabinet on Thursday 5 March 2020.

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\* 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.

#### **Stone Area Parish Liaison Group**

Councillor Davies advised the Committee that no meeting had taken place.

#### **Traffic Management in Stone Working Group**

Councillor Kenney advised the Committee that no meeting had taken place.

#### **VE Day 2020 Commemoration Working Group**

Councillor Kenney advised the Committee that meetings of the working group had taken place and the following arrangements had been made for the VE Day 2020 Commemoration in Stone:

Friday 8 May, daytime – the booking of various acts/performers and the ordering of 50 tables and 300 chairs for a 1940's style street party in the high street, with a town band and piped music (along the whole length of the high street).

Friday 8 May, evening – a church service including the ringing of the church bell, the setting up of a screen showing VE Day footage in the church and a reading.

Saturday 8 May, daytime – a plant fair and market with 1940's themed entertainment.

Sunday 9 May, daytime – a procession from Station Road to St Michael & St Wulfad's Church with wreath laying followed by a church service and refreshments.

**GP20/199**

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

##### **Stone ATC**

Councillor Davies reported that he had attended a meeting of ATC Welfare Committee and the Squadron was in good health with the Acting Officer Commanding having recently received a promotion to Flight Lieutenant.

##### **Age Concern Stone & District**

Councillor Thornicroft advised the Committee that no meeting of Age Concern Stone & District had taken place.

##### **Stafford & Stone Access Group**

Councillor T. Kelt advised that no meeting of the Access Group had taken place.

##### **Stone Common Plot Trustees**

Councillor Kenney advised that no meeting of the Stone Common Plot Trustees had taken place.

##### **Stone Community Hub Liaison Group**

Councillor Powell reported that he had attended a productive meeting of Stone Community Hub Liaison Group. A good overview had been given on the activities and services offered to the people of Stone which include: two drop in sessions (Monday and Friday morning), assisted job search and IT assistance, debt management support (Tuesday), Knit and Natter with crafts (Wednesday afternoon). The service is closed on Thursdays.

Councillor Powell advised that attendance numbers at the Hub have been increasing greatly and the space available has not always been big enough for their

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needs. The biggest challenge however is maintaining a continuous income stream for day to day running costs. Income comes from membership subscriptions, grants and fundraising. He appealed to Members to take up membership.

Councillor Powell concluded that the Hub was very healthy and doing great work for the people who are using and benefiting from the services.

**SPCA Executive Committee**

Councillor Green was not present at the meeting and no report was available.

**CHAIRMAN**

# Stone Town Council – General Purposes Committee

## Minutes of the meeting held virtually, on Tuesday 24 March 2020

**NOTE:** Due to the Coronavirus Pandemic (COVID-19) and Prime Minister's instructions on 23<sup>rd</sup> March 2020 to avoid public gatherings of more than two people, the physical meeting was cancelled. The meeting was held virtually, with voting by email.

**PRESENT:** Councillor R. Kenney in the Chair, and  
Councillors: K. Argyle, A. Best, Mrs A. Burgess, J. Davies, Mrs K. Dawson,  
I. Fordham, M. Green, J. Hickling, Mrs J. Hood, T. Kelt, P. Leason, C. Thornicroft and  
R. Townsend.

**ABSENT:** Councillors: T. Adamson, Mrs L. Davies, M. Hatton and J. Powell.

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**GP20/200     Apologies**

Apologies were received from Councillors: T. Adamson and Mrs L. Davies

**GP20/201     Declarations of Interests**

None

**GP20/202     Requests for Dispensations**

None

**GP20/203     Minutes**

RESOLVED: That the minutes of the General Purposes Committee meeting held on the 3<sup>rd</sup> March (Minute Numbers GP20/185 – GP20/199), be approved as a correct record.

**GP20/204     Minutes of Sub-Committees**

RESOLVED: That the minutes of the Tourism Sub-Committee held on 17 March 2020 (Minute Numbers TTP20/037 – TTP20/046) be noted.

**GP20/205     Local Plan for Stafford Borough**

The Committee considered the following Stafford Borough Council consultations inviting views on:

- a) A new Stafford Borough Local Plan 2020-2040: Issues & Options Consultation – seeking views on the approach to future development of Stafford Borough over the next 20 years.

A copy of an email from Stafford Borough Council had been enclosed with the agenda for the meeting along with a link to a range of documentation and information supporting the consultation.

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\* 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.

RESOLVED: That the Town Clerk be delegated to submit a response in consultation with the Committee Chairman.

**GP20/206      COVID-19 – Helpline Proposal**

The Committee considered investigating the viability of creating a telephone helpline for people requiring support due to the COVID-19 outbreak, with a view to help coordinating volunteers and local residents groups with their support efforts in Stone and surrounding areas. This work would be undertaken alongside Age Concern and A Little Bit of Stone, who have already started work in this area.

The support offered would relate to activities such as collection of shopping for people unable to leave home.

RESOLVED:

1. A viability investigation be undertaken into providing a helpline to support people affected by COVID-19.
2. The Town Clerk be authorised, in consultation with the Chairman and Vice Chairman of the Committee, to determine the viability of the scheme and, If considered viable, to implement a helpline and support scheme for the duration of the current crisis.
3. A budget of £10,000 be made available from reserves to meet the cost of this project.
4. That, due to the urgency of this issue, the requirements of Financial Regulation 10.9 regarding the seeking of competitive quotations shall not apply to this project.

**GP20/207      COVID-19 - Council Actions**

The Committee considered the temporary changes to Council services and meeting schedules implemented as a result of the COVID-19 Pandemic, and the flexibilities required to continue to operate the Council during the current crisis.

RESOLVED:

1. To note the actions taken to date by the Town Clerk, in consultation with the Chairman and Vice-Chairman of the Committee, and that these actions will be regularly reviewed and updated, if necessary, as the situation develops.
2. For the purposes of Section 85(1) of the Local Government Act 1972, to approve the absence of any Councillor unable to attend meetings due to issues related to COVID-19.
3. To amend Standing Order 10.9 on a temporary basis as follows, to allow the Town Clerk to exercise existing delegations in a situation where it is not reasonable to call a Council/Committee meeting (as opposed to the current delegation which is restricted to when it is not possible to call a meeting):

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*“Where any matter is urgent and cannot reasonably be dealt with in a meeting of the appropriate Council/Committee, the Council’s Proper Officer is authorised to take any decision on behalf of the Council which can legally be delegated by the Council to an officer. Before taking such a decision, the Proper Officer shall take reasonable steps to consult with Council Members, and shall report the decision and the reason for its urgency at the next ordinary meeting of the Council or one of its committees if the decision would normally have been taken there. The Assistant Town Clerk (Business) may deputise in the absence of the Proper Officer in respect of this delegation.”*

**GP20/208      Members Motions**

**Councillor R Townsend**

*“I am asking the Council to submit a letter to Her Majesty’s Inspectorate for Planning in relation to the redetermination hearing for the planning appeal on the Blackies Lane site off Sadler Avenue, Stone.*

*The letter should state that Stone Town Council believes that the intention of Rural Exception Policy C5A in the adopted Plan for Stafford Borough 2011-2031) is clear and that it is inappropriate to try to apply it to Stone which is designated a Tier 2 Town in the settlement hierarchy and not a rural community. It is the Town Council’s view that Stafford Borough Council’s decision to deny planning permission for up to 20 affordable homes on the site is in compliance with their stated policy.*

*The deadline to submit is 31<sup>st</sup> March and the Inspectorate have proposed 1<sup>st</sup> & 2<sup>nd</sup> July for the hearing. Support from the Council would add additional weight.”*

RESOLVED: To support the motion.

**GP20/209      Exclusion of the Press and Public**

RESOLVED: Pursuant to the Public Bodies (Admission to Meetings) Act 1960, that the Public and Press be excluded from the meeting whilst the next items of business are discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate.

**GP20/210      Confidential Minutes**

- a) Tourism & Town Promotion Sub-Committee Meeting held on 17 March 2020, Minute Number TTP20/046.

RESOLVED:

- i. To note the draft minutes.
- ii. To approve the recommendations contained in Minute Number TTP20/046.

**CHAIRMAN**

# Stone Town Council – Planning Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 3 March 2020

**PRESENT:** Councillor J. Davies in the Chair, and  
Councillors: T. Adamson, K. Argyle, A. Best, Mrs A. Burgess, Mrs L. Davies,  
Mrs K. Dawson, I. Fordham, M. Hatton, J. Hickling, T. Kelt, R. Kenney, P. Leason,  
J. Powell, C. Thornicroft and R. Townsend

**ABSENT:** Councillors: M. Green and Mrs J. Hood

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**P20/097      Apologies**

Apologies were received from Councillors: M. Green and Mrs J. Hood

**P20/098      Declarations of Interest and Requests for Dispensations**

None received

**P20/099      Representations from Members of the Public**

None received

**P20/100      Minutes**

RESOLVED:

- a) That the minutes of the Planning Committee meeting held on 4 February 2020 (Minute Numbers P20/091 – P20/096), be approved as a correct record.

**P20/101      Planning Applications**

**Application Number** – 20/31886/LBC

**Applicant** – Whitecross Dental Care Ltd

**Location** – 10 High Street, Stone

**Development** – Convert first floor meeting room into a Dental Surgery with relevant internal alterations

**Observations:** No objections

**Application Number** – 20/31934/FUL

**Applicant** – Mr J. Chen

**Location** – 67 High Street, Stone

**Development** – Change of use to class A5 for takeaway shop in the ground floor, the change of use to residential 4 bedroom apartment in 1<sup>st</sup> and 2<sup>nd</sup> floor. The



installation of the kitchen extraction flue and equipment on the rear wall behind the side alleyway.

**Observations:** The Town Council objects to this planning application due to the impact the takeaway shop will have on traffic and parking. The development proposal should also conform with the planning requirements of the conservation area.

**Application Number** – 20/31981/HOU

**Applicant** – Mr G. Rutherford

**Location** – 1 Cedar Park, Stone

**Development** – Porch extension to front

**Observations:** No objections

**P20/102**

**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** – 19/30835/FUL (amended plans)

**Applicant** – A. J. Roe Properties

**Location** – 75 High Street, Stone

**Development** – First floor extension to existing office. Conversion of existing basement area to form new licensed premises, changing from office space to a drinking establishment.

**Observations:** The Town Council does not welcome this development in the High Street, and wishes to repeat the observations made in response to the original and previously amended plans (letters dated 16 October and 13 November 2019) which are:

The Town Council objects to this development proposal in its current form and supports the representations made by both the Planning and Conservation Officer and Staffordshire Police.

**CHAIRMAN**

# Stone Town Council – General Purposes Committee

## Minutes of the meeting held virtually, on Tuesday 7 July 2020

**NOTE:** Due to the Coronavirus Pandemic (COVID-19) and Government Guidelines on public gatherings, the meeting was held virtually on Zoom. Members of the public were invited to observe the meeting streamed live on YouTube.

**PRESENT:** Councillor R. Kenney in the Chair, and  
Councillors: T. Adamson, A. Best, Mrs L. Davies, J. Davies, I. Fordham, M. Green,  
J. Hickling, Mrs J. Hood, T. Kelt, P. Leason, J. Powell, C. Thornicroft and  
R. Townsend.

**ABSENT:** Councillors: K. Argyle, Mrs A. Burgess, Mrs K. Dawson and M. Hatton

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**GP20/211     Apologies**

Apologies were received from Councillors: K. Argyle, Mrs A. Burgess and  
Mrs K. Dawson

**GP20/212     Declarations of Interests**

None

**GP20/213     Requests for Dispensations**

None

**GP20/214     To receive the report of the County Councillors**

**County Councillor Mrs J. Hood**

Councillor Mrs Hood delivered her County Councillor's report which included the following updates:

- There have been three serious flooding incidents in Stone recently. These have been in the Red Hill Coppice area, Cross Street (onto the Longton Road) and Stuart Close North.

Councillor Mrs Hood gave her grateful thanks to both Broad Oak Developers and to Severn Trent Water whose work had been exemplary in remedying the cause of the flooding at all sites.

- The rising bollards connecting Stone Business Park to Beacon Rise were restored to working order once again on 13 May. It is hoped that CCTV will be installed there in the future.
- The County Council has today commenced a longstanding repair to a large dip/crater in a section of pavement in Station Road after receiving approval from Network Rail.
- The Highways team have been working through the night to repair potholes throughout the town. The road surface around Walton

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\* 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.

Roundabout is again in poor condition and the defects have been reported to the County.

- Stone Library will be opening on 27 July from 10am to 4pm on Monday to Friday. Residents who are shielding will have an opportunity to receive a free home delivery of a hard copy book of their choice.
- Schools will be returning in September which is a mandatory requirement with absence fines imposed at the discretion of local heads. Regular information/updates are being received from Government.
- Trees have been cut back on The Avenue and on the A34 enabling pedestrians to walk freely between the fire station and the railway bridge.
- Each County Councillor has been given an additional £2000 to support community groups in their areas. Eligibility criteria apply but it is one of the easier grants to access and is suitable for groups disadvantaged (perhaps through lost revenue) during the Coronavirus pandemic.
- County Councillors are allocated £20,000 each year to spend on highways improvements and Councillor Mrs Hood has asked whether she could commit the whole value to one splitter island project. Although a feasibility study has been undertaken, the request has been declined by the Highways team.

Councillor Mrs Hood said that all Town Councillors' suggestions on how the money should be used – which fully support removal of the splitter island – have been submitted to the County Council.

Councillor Mrs Hood gave her assurances that she is doing her utmost to have the splitter island removed and does not support the suggestion that the cause of traffic congestion on Christchurch Way (consistently in the lane heading to Stafford Street) is the traffic coming out of Morrisons supermarket.

#### **County Councillor I. Parry**

Councillor Parry was not in attendance at the meeting.

#### **GP20/215     To receive the report of Borough Councillors**

##### **Borough Councillor I. Fordham**

Councillor Fordham delivered his Borough Councillor's report which included the following updates:

- There is a good deal of work currently in progress on behalf of residents of St Michael's and Stonefield wards. The work relates to flooding, planning and a Japanese Knotweed problem on the Priory Estate.
- The lockdown has resulted in an increase in costs and a reduction in income for the Borough Council, generating a shortfall in excess of £2 million. It is hoped that central Government will help to mitigate the shortfall to prevent pressure on services and capital expenditure.

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- Committee meetings have been continuing remotely and the Town Council is well represented on a number of committees including: Planning, Resources Scrutiny, Audit and Accounts, Economic Development & Planning Scrutiny, Licensing, Standards and Community Wellbeing Scrutiny.
- The Local Plan Issues and Options consultation has been extended as a result of the Coronavirus crisis. All responses (including the Town Council's response submitted in April) should be uploaded to the portal by the end of the month.

**GP20/216     Representations from Members of the Public**

None

**GP20/217     Minutes**

RESOLVED: That the minutes of the General Purposes Committee meeting held on the 24 March 2020 (Minute Numbers GP20/200 – GP20/210), be approved as a correct record.

**GP20/218     Minutes of Sub-Committees**

There were no minutes for consideration.

**GP20/219     Reports of Committee and Sub-Committee Chairmen on COVID-19 responses and moving forward**

The Committee received reports from Committee and Sub-Committee Chairmen.

- a) General Purposes Committee – Councillor Kenney thanked Mr Cook and his team at 'A Little Bit of Stone', for operating the COVID-19 support helpline, and all the volunteers who have very kindly provided assistance during the lockdown. Originally the helpline was set up for a three month period but this has been extended to twelve months (within the budget made available for the project).
- b) Planning Committee – Councillor J. Davies informed the Committee that the last 'normal' meeting of the Planning Committee had taken place on 3 March 2020. Subsequently, some 22 planning applications have been reviewed on-line under the COVID-19 emergency process. In each case feedback has been invited by Members, agreement reached among those responding, and timely submissions sent to Stafford Borough Council.
- c) Tourism & Town Promotion Sub-Committee – Councillor Mrs Hood advised the Committee that due to the COVID-19 pandemic all Town Council events had been cancelled to the end of August, which was extremely disappointing. The Tourism & Town Promotion Sub-Committee will need to decide whether the Classic Car event should go ahead in September.

Councillor Mrs Hood advised the Committee that despite the COVID-19 lockdown, Stone in Bloom had begun its work to make the town look

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beautiful. She gave thanks to the Streetscene Department for the work they had undertaken.

- d) Estates Sub-Committee – Councillor Fordham reminded the Committee that his written report on the Frank Jordan and Stone Station community centres, had been circulated with the agenda for the meeting.

Councillor Fordham advised the Committee that following Government permissions the Estates Sub-Committee is looking to open both venues some time in August. In order to do this safely, the buildings will need to be COVID secure, requiring risk assessments from both the Town Council and potential users.

Councillor Fordham provided an update on the Frank Jordan Community Centre:

- Following the Town Council's support with additional space in St Michael's Suite, Stone Community Hub has continued to operate its food bank service reaching significantly increased numbers of people (approximately ten fold) adversely affected by COVID-19 and the lockdown.
- There is a major upgrade of the Christchurch Suite currently underway which will make the room more attractive to hirers in the future.
- An upgrade to the kitchen is required and proposals will be brought back to a future General Purposes or Estates Committee meeting for consideration.
- There are external works going on to the building including the car park, entrance, boundary walls etc

Councillor Fordham said that the objective is to have all work completed by the end of July with costs (except the kitchen) covered by the existing budget. Upon completion of the work the Community Centre should offer a best in class facility to the local community.

Councillor Fordham provided an update on the Stone Station Community Centre:

- There has been some limited water ingress for which a cost effective solution and a quotation are awaited, prior to redecoration. The damage is minor and will not prevent the venue's reopening.
  - The availability of parking spaces in Station Approach for use by hirers has been highlighted as a concern and potential solutions to the issue will be considered in the future.
- e) Environment Sub-Committee – Councillor Leason advised the Committee that due to the lockdown the grounds maintenance contractor had only been able to undertake the standard grass cutting and general maintenance on Crown Meadow. Work will be carried out on the scrapes and to screening at the appropriate time of the year – in the autumn.

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He said that during the warm weather Crown Meadow had been very well used.

Councillor Leason has today received a complaint about the steps to the amphitheatre and will ask the contractor to look at these.

He said that Mr Robinson will judge the allotment competition on his own this year due to COVID-19 and the necessity to socially distance.

Councillor Leason advised that the lockdown has resulted in a growing interest in gardening and a number of enquiries have been received about renting allotments for which there is now a waiting list.

He advised that a meeting of the Single Use Plastics Working Group will be held as soon as circumstances allow.

- f) Management Sub-Committee – Councillor Davies advised that no meeting has been possible since 17 December 2019. Ongoing work has been hampered by the COVID-19 lockdown and a staffing shortage.

Councillor Davies advised the Committee that although the Service Continuity Plan (SCP) had not been formalised before lockdown, sufficient capability has been available to maintain the reduced level of service required by the town from the Town Council. In particular the decision in 2019 to provide iPads to all councillors had proved to be a most fortunate and timely enhancement. However, as soon as it becomes possible, an early action will be to revise the SCP in the light of the COVID-19 experience.

The budget for 2020-21 had been agreed before lockdown although the financial plan now needs a complete review. The Town Council has saved money from the cancellation and postponement of planned events, but income has been lost through cancellation of markets and closure of community centres. There has also been some additional costs relating to COVID-19.

Councillor Davies advised the Committee that Stafford Borough Council has responded to the Town Council's suggestions to improve the planning consultation process and he will be drafting a reply for consideration by the Council.

Councillor Davies said that in order to clarify the nature of the Town Council's consideration of planning applications and to help avoid misunderstandings he will be proposing that the Planning Committee be renamed the 'Planning Consultative Committee'.

#### **GP20/220     Stone Heritage Centre**

The Committee considered whether to progress with an application for a grant for Stone Heritage Centre under the Rural Tourism Infrastructure Programme. A full application would need to follow an expression of interest which had been submitted by the Town Council and accepted in March 2020 by the Rural Payments Agency.

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\* 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.

A copy of the programme handbook had been attached to the electronic version of the agenda.

The Assistant Town Clerk (Business & Finance) advised the Committee that the Town Clerk had indicated from the beginning of the process that the biggest weakness of the application with regards to securing the grant was that the Town Council already had the money within its budget. Now that the application literature has been received (including detailed notes and an online presentation) it has become clear that the eligibility criteria cannot be fulfilled. The point is made in the application guidance notes that 'projects which would progress as proposed, with or without grant funding, would not be supported'.

RESOLVED: That a full application for a grant for Stone Heritage Centre under the Rural Tourism Infrastructure Programme is not pursued.

**GP20/221      Update from Working Groups:**

**Neighbourhood Plan Steering Group**

The Chairman reported that no meetings had taken place.

**Stone Area Parish Liaison Group**

Councillor Davies advised the Committee that the meetings in April and July had been cancelled, but he hoped the meeting in October would go ahead.

**Traffic Management in Stone Working Group**

Councillor Kenney advised the Committee that no meeting had taken place.

**VE Day 2020 Commemoration Working Group**

Councillor Kenney suggested to the Committee that as commemorative events could not take place this year, consideration could be given to VE Day celebrations in 2021.

**GP20/222      To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council**

**Stone ATC**

Councillor Davies reported that Stone ATC had not had any physical meetings but Cadets were taking part in virtual activities and doing their best under the circumstances.

**Age Concern Stone & District**

Councillor Thornicroft advised the Committee that a meeting had taken place on Friday 20 March to discuss closure of the office during the Coronavirus lockdown.

**Stafford & Stone Access Group**

Councillor T. Kelt advised the Committee that virtual meetings of the Access Group had been taking place which included the AGM in June. Councillor Kelt has been working on redesigning the website.

**Stone Common Plot Trustees**

Councillor Kenney advised the Committee that no meeting of the Trustees had taken place.

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\* 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.

**Stone Community Hub Liaison Group**

It was confirmed that no meetings of the Hub Liaison Group had taken place.

**SPCA Executive Committee**

Councillor Green advised the Committee that no Executive Committee meetings had taken place.

Before the meeting ended, the Chairman apologised for a technical issue at the beginning of the meeting. The first three items on the agenda: 1 (apologies), 2 (declarations of Interest) and 3 (requests for dispensations received) had not been live streamed on YouTube and were repeated for the benefit of observers.

**CHAIRMAN**



# Annual Internal Audit Report 2019/20

## Stone Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	NO PETTY CASH		✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic 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. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

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

Date(s) internal audit undertaken


Name of person who carried out the internal audit

23/01/2020

12/07/2020

Sandra Morris ACMA

Signature of person who carried out the internal audit



Date

14/07/2020

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

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



Black Rose Solutions Limited

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Staffs  
ST19 5BU

0781 321 7576  
[sandie.morris@blackrosesolutions.co.uk](mailto:sandie.morris@blackrosesolutions.co.uk)

12th July 2020

Dear Les,

**Stone Town Council – Internal Audit 2019/20**

I confirm that I have carried out an examination of your accounts and procedures, in accordance with the requirements of the Accounts and Audit Regulations 2015.

Despite the social distancing limitations imposed by Covid19 it has been possible to complete Internal Audit work, I performed an interim audit in January 2020, and have communicated with the Assistant Town Clerk by email and phone to review year end documents during July. I have no concerns about the adequacy of Internal Audit arrangements, but I have to point out that my year end checking and review procedures will not have been as thorough as usual.

I can state that I have no significant concerns about your internal control procedures (minor observations detailed in attached report) I found no material errors, omissions or irregularities in your financial records.

I would also confirm that I am totally independent of your Council and have no contact with any Member, employee or supplier.

Yours sincerely,

Mrs Sandra Morris ACMA

# Black Rose Solutions Ltd

## Internal Audit - Report 2019/20

Name of Council

Stone Town Council

Date of Audit

23rd January 2020 & 12th July 2020

### Annual Return - Internal Control Objectives

<b>A. Appropriate accounting records have been properly kept throughout the financial year.</b>	<b>YES</b>
Is the cashbook maintained and up to date?	yes
Is the cashbook arithmetic correct?	yes
Is the cashbook regularly balanced?	yes
<b>B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</b>	<b>YES</b>
Are payments supported by invoices?	Yes*
Is all expenditure approved?	Yes
Is VAT appropriately accounted for?	Yes
Expenditure is approved in compliance with financial regulations, as per budgeted amounts or by approval in minutes.	
All payments over £250 are reported to the council quarterly in line with Transparency guidelines. All non-cheque payments are reported to the council monthly. A full list of payments is reported to the General Purposes Committee periodically.	
Cheque payments are signed by 2 councillors, 1 of whom also sign the invoice.	
Payments by BACS are independently checked and signed off on the face of the invoice, but there is no secondary approval via the bank. Daily transaction limits are £20,000.	
*Occasionally, there is no formal documentation for a payment (e.g 3 payments re equine display for £700, £100, £25). While there is no suggestion of impropriety (expenditure for a minuted event, with full knowledge of staff) without supporting documentation it is not possible for internal audit to verify the transactions. Allowing exceptions to standard practice in this way creates the risk of errors, or the opportunity for fraud. At the very least a signed receipt should be obtained containing name and address of payee and details of the product or service.	R

<b>C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</b>	<b>YES</b>
<p>Does a review of the minutes identify any unusual financial activity? no</p> <p>Do minutes record the council carrying out an annual risk assessment? yes</p> <p>Is Insurance cover appropriate and adequate? yes</p> <p>Are internal financial controls documented and regularly reviewed? yes</p> <p>Financial controls are documented in the Financial Regulations, which are reviewed regularly - most recently by the General Purposes Committee in June 2019.</p> <p>The council has a comprehensive risk assessment policy in place which is reviewed annually (5th April 2019).</p> <p>Insurance is held with Zurich</p>	

<b>D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</b>	<b>YES</b>
<p>Has the council prepared an annual budget in support of its precept? yes</p> <p>Is actual expenditure against the budget regularly reported to the council? yes</p> <p>Are there any significant unexplained variances from budget? no</p> <p>Are reserves appropriate? yes</p> <p>The council has a comprehensive budgetary process. Progress against budget is regularly reported to council with all variances and required virements well documented.</p>	

<b>E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</b>	YES
<div>Is income properly recorded and promptly banked? yes</div> <div>Does the precept recorded agree to the Council Tax authority's notification? yes</div> <div>Are security controls over cash and near-cash adequate and effective? yes</div> <div>Is the council VAT registered? yes</div> <div>Are returns submitted in a timely manner. yes</div> <div>Is VAT reclaimed on exempt business activities reviewed and considered insignificant? yes</div> <div>Are receipts for business activities within the registration threshold? n/a</div>	
<p>Various income streams are received by the council - hire of rooms, market income etc. These are banked in a timely manner (within a few days for small values, kept locked in a safe until banked). Various independent, manual verifications and double checks are in place. Receipts are given for cash received, and checked to to banked amounts.</p> <p>Review of minutes shows that room hire rates are periodically reviewed and updated as appropriate.</p> <p>An issue was observed in regards to the calculation of the "purchases" statistical figure entered into VAT returns in regards to inclusion of items without a VAT invoice, or from non-registered businesses. This does not affect the value of VAT to be paid or refunded. Upon investigation there is a means to record these transactions in Sage to correctly report the statistical value, without affecting partial exemption calculations.</p> <p>A partial exemption calculation is performed to ensure that input VAT on exempt supplies is below the de minimis amounts. (Not reviewed for current year)</p>	

<b>F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</b>	N/a
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<b>G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.</b>	YES
Do all employees have contracts of employment with clear terms and conditions? yes	
Do salaries paid agree with those approved by the council? yes	
Are other payments to employees reasonable and approved by the council? yes	
Have PAYE/NIC been properly operated by the council as an employer? yes	
Employees are paid via Sage Payroll and NI & PAYE is properly operated. Review of the minutes demonstrated procedures for agreeing job descriptions, contracts and pay rates.	

<b>H. Asset and investments registers were complete and accurate and properly maintained.</b>	YES
Does the council maintain a register of all material assets owned or in its care? yes	
Are the assets and investments registers up to date? yes	
Do asset insurance valuations agree with those in the asset register? yes	

<b>I. Periodic and year-end bank account reconciliations were properly carried out.</b>	YES
Is there a bank reconciliation for each account? yes	
Is a bank reconciliation carried out regularly and in a timely fashion? yes	
Are there any unexplained balancing entries in any reconciliation? no	
Is the value of investments held summarised on the reconciliation n/a	
The current account is reconciled monthly, the business/savings account is reconciled quarterly, all other accounts are reconciled annually - reconciliations are signed off by 2 councillors.	
The business/savings account only has movements from/to the current account, so quarterly reconciliation seems adequate. Other accounts rarely have movements except for interest payments.	





## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ENT Stone Town Council RITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		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 authority to conduct its business or manage 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 authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and 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 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.	Yes	No	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a legal trust or trusts.

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)  
Authority web address

www.stonetowncouncil.gov.uk AUTHORITY WEBSITE ADDRESS



### **Introduction**

1. This report sets out the Council's accounts for 2019-20. 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 financial 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. For 2020 only, however, this deadline has been extended to five months.
4. The Council is also required to employ the services of an internal auditor, who examines the accounts, reviews the Council's internal control, completes 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 by Sandie Morris, 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 have more freedom to determine their own form of accounts, subject to national recommendations on proper practices.

### **Accounts 2019-20**

6. The Council's net revenue spending for 2019-20 was £295,140. 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 £295,140 compares with £276,388 in the previous year, an approved budget of £476,410 and a forecast made at the time the 2020-21 budget was prepared of £441,500. 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 during December 2019 and January 2020. Details of the major variations from the forecast that was made at the time the 2020-21 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 2019-20, 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 £140,875 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 2019-20 was £146,360 less than forecast at the time the budget was prepared in January. Of this, £140,875 relates to budgets rolled over into the current financial year, leaving a true variance of £5,485 – an underspending of around 1.2%.
11. Details of the more significant variances from forecast (over £1,000 or where a rollover is proposed) are set out below:
12. **Frank Jordan Centre (net £2,057 underspent)** – Work on rebuilding walls (£500), marking out car parking spaces (£750) and upgrading Wi-Fi (£1,165) had not been undertaken as at 31<sup>st</sup> March 2020. An amount of £2,415 has been rolled forward via the rollover reserve to meet these costs.
13. **Stone Station (net £1,105 underspent)** – Work on upgrading Wi-Fi (£1,520) had not been completed at 31<sup>st</sup> March 2020. This amount has been rolled forward.
14. **Bus Shelters and Street Furniture (£1,853 underspent)** – Repairs/refurbishment to the kingfisher bench (£425) and Oulton Road bus shelter (£700) had not been undertaken as at 31<sup>st</sup> March 2020 and an amount of £1,125 has been rolled forward to meet these costs. In addition, a number of recurring maintenance tasks were not undertaken in the year due to a combination of bad weather and illness of the contractor.
15. **Building Maintenance (£9,700 underspent)** – The building maintenance budget of £10,000 was supplemented by a £9,700 rollover from 2018-19. This budget was subsequently reduced by £10,000 when setting the precept, leaving £9,700 unspent. This £9,700 has been rolled forward via the rollover reserve.
16. **Grounds Maintenance (£1,321 underspent)** – Replanting of town borders and Walton Roundabout (£1,200) were not completed during the financial year. This has been rolled forward into 2020-21.

17. **Allotments (£2,258 underspent)** – Works on the road (£1,000) and tree removal (£350) at Newcastle Road were planned for 2019-20, but have been delayed to the current year. An amount of £1,350 has been rolled forward via the rollover reserve to meet these costs.
18. **Christmas Lights (£1,100 underspent)** – Anchor bolt testing has been delayed from March 2019 due to the national lockdown. Due to this the full amount of this underspending has been rolled forward into 2020-21.
19. **Tourism and Town Promotion (£1,719 underspent)** – The underspend relates to the contingency provision provided in the budget not being fully required.
20. **Grants to Outside Bodies (£2,365 underspent)** – This underspending has been rolled forward via the rollover reserve.
21. **Administration (£4,901 overspent)** – The overspend is mainly due to the higher than expected initial costs of providing iPads for Councillors. The budget provided for six Members to take up iPad provision but the actual uptake was sixteen. This initial overspend will be recovered by greater than anticipated savings on paper, postage, etc. over the next few years. A rounded, negative amount of £4,900 will thus be rolled forward to reduce the administration budget in 2020-21 in anticipation of these savings. It should be noted that only part of these savings will be realised in 2020-21, so a reducing negative rollover should be expected in each of the next three years accounts.
22. **Stone Heritage Centre Capital (£125,000 underspent)** – No cost was incurred by the Council in 2019-20. The budget provision has been rolled over into 2020-21.

#### **Audit Submission**

23. The completed financial statement to be submitted to the Council's external auditors is attached at Appendix 4 and the summary year-end bank reconciliation which will accompany it is at Appendix 5. It should be noted that the net expenditure shown in the audit return is £887 different than set out in other parts of this report. This is because the Mayor's Charity Fund is required to be included within the accounts for external reporting purposes, but it is excluded from internal income and expenditure reports for the sake of clarity.

#### **Recommendations**

24. The Council are recommended to:
  - a. Approve the Council's Accounts for 2019-20 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 2020-21.
  - b. Note the variances between the forecast outturn for 2019-20 and the actual outturn, and the reasons identified for the major variances.
  - c. Approve the financial statement for submission to the Council's external auditors.

# Stone Town Council

## Income and Expenditure Account 2019-20

2018-19			2019-20	
£	£		£	£
<b>Income</b>				
12,201		Frank Jordan Centre	15,807	
8,410		Stone Station	7,404	
20,375		Town Market	18,040	
3,607		Allotments	3,679	
2,600		Tourism & Town Promotion	585	
-		Community Bus	214	
25		Administration	-	
1,038		Civic Dinner & Hospitality	1,822	
-30		Miscellaneous	218	
572		Interest	950	
1,500		Neighbourhood Plan	-	
	<b>50,298</b>	<b>Total Income</b>		<b>48,719</b>
<b>Expenditure</b>				
27,564		Frank Jordan Centre	18,150	
17,157		Stone Station	17,199	
15,204		Town Market	7,638	
4,340		Car Parking	100	
8,908		Bus Shelters & Street Furniture	2,748	
782		Street Lighting	585	
405		Dog & Litter Bins	539	
-		Joules Clock	120	
329		Town Electricity Supply	308	
15,145		Grounds Maintenance	15,979	
1,432		Crown Meadow Improvements	2,893	
2,439		Allotments	2,621	
-		Environmental Projects	-	
12,975		Christmas Lights	14,900	
60		Advertising	360	
21,509		Tourism & Town Promotion	17,866	
3,527		Community Bus	-0	
4,637		Grants to Outside Bodies	5,635	
141,081		Salaries & Employment Costs	149,018	
4,455		Accommodation	4,915	
8,073		Insurances	6,632	
19,194		Administration	34,701	
2,632		Audit & Legal Fees	1,086	
-		Town Council Elections	26,636	
2,250		Allowances - Mayor & Deputy Mayor	2,460	
223		Regalia & Presentations	1,199	
2,719		Civic Dinner & Hospitality	3,362	
1,856		Remembrance Sunday & War Memorials	2,069	
789		Miscellaneous	2,303	
7,002		Neighbourhood Plan	1,838	
	<b>326,687</b>	<b>Total Expenditure</b>		<b>343,859</b>
	<b>276,388</b>	<b>Total Net Expenditure</b>		<b>295,140</b>
<b>Financing</b>				
289,489		Precept	297,860	
18,166		Council Tax Support Grant	18,399	
11,461		Concurrent Functions Allowance	11,461	
19,462		Transfer from (to) Earmarked Reserves	-114,227	
	<b>338,578</b>	<b>Total Financing</b>		<b>213,493</b>
	<b>62,190</b>	<b>Net Surplus for Year</b>		<b>-81,647</b>

# Stone Town Council

## Balance Sheet as at 31 March 2020

2018-19			2019-20	
£	£		£	£
<b>Current Assets</b>				
1,919		Debtors	2,672	
1,615		Payments in Advance	4,044	
4,144		VAT Recoverable	3,868	
337,284		Cash at Bank and In Hand	392,153	
	<b>344,962</b>	<b>Total Current Assets</b>		<b>402,737</b>
<b>Current Liabilities</b>				
10,098		Creditors	36,104	
931		Receipts in Advance	986	
2,143		Payroll Taxation	2,164	
	<b>13,171</b>	<b>Total Current Liabilities</b>		<b>39,253</b>
	<b>331,791</b>	<b>Total Net Assets</b>		<b>363,484</b>
<b>Represented by</b>				
294,117		General Fund Balances	212,470	
34,753		Earmarked Reserves	148,980	
2,921		Mayor's Charity Fund	2,035	
	<b>331,791</b>	<b>Total Reserves and Balances</b>		<b>363,484</b>

# Stone Town Council

## Comparison of Actual 2019-20 with Budget and Forecast

		Actual Compared With				Actual Compared With Forecast			
		Approved Budget		Outturn					
Actual	Actual	Budget	Variance	Forecast	Variance	Report			
2018-19	2019-20	2019-20	2019-20	2019-20	2019-20	Paragraph			
£	£	£	£	£	£				
15,363	2,343	7,800	-5,457	4,400	-2,057	12			
8,748	9,795	10,500	-705	10,900	-1,105	13			
-	-	125,000	-125,000	-	-				
-5,171	-10,402	-13,200	+2,798	-10,100	-302				
4,340	100	4,500	-4,400	100	+0				
8,908	2,748	4,600	-1,853	4,600	-1,853	14			
-	-	6,600	-6,600	-	-				
782	585	500	+85	600	-15				
405	539	700	-161	700	-161				
-	120	300	-180	1,000	-880				
329	308	400	-92	400	-92				
-	-	9,700	-9,700	9,700	-9,700	15			
15,145	15,979	18,200	-2,221	17,300	-1,321	16			
1,432	2,893	2,860	+33	3,700	-807				
-	-	-	-	-	-				
-1,168	-1,058	3,850	-4,908	1,200	-2,258	17			
12,975	14,900	15,000	-100	16,000	-1,100	18			
60	360	-	+360	-	+360				
18,909	17,281	21,100	-3,819	19,000	-1,719	19			
3,527	-214	-	-214	-	-214				
4,637	5,635	8,000	-2,365	8,000	-2,365	20			
141,081	149,018	150,300	-1,282	149,000	+18				
4,455	4,915	4,200	+715	4,100	+815				
8,073	6,632	8,500	-1,868	6,500	+132				
19,169	34,701	29,800	+4,901	29,800	+4,901	21			
2,632	1,086	1,200	-114	1,200	-114				
-	26,636	28,000	-1,364	28,000	-1,364	22			
2,250	2,460	3,200	-740	3,200	-740				
223	1,199	500	+699	950	+249				
1,681	1,540	1,500	+40	1,700	-160				
1,856	2,069	2,000	+69	2,000	+69				
818	2,085	11,500	-9,415	1,400	+685				
-572	-950	-600	-350	-850	-100				
5,502	1,838	9,900	-8,063	2,000	-163				
-	-	-	-	125,000	-125,000				
276,388	295,140	476,410	-181,270	441,500	-146,360				

## Section 2 – Accounting Statements 2019/20 for

## ENTStone Town CouncilRITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	288,528	331,791	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	289,489	297,860	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	79,925	78,579	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	141,081	149,018	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	185,070	195,728	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	331,791	363,484	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	337,284	392,153	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	294,104	306,312	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, 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 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE OF C. J. Parton

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

### Summary Bank Reconciliation

**Local Council Name: Stone Town Council**

**Financial year ending 31 March 2020**

Prepared by \_\_\_\_\_ (Name and Position) Date \_\_\_\_\_

**Balance per bank statements as at 31 March 2020:**

	<u>£</u>	<u>£</u>
Current Account	1,500.00	
Business Reserve	377,045.05	
National Savings	<u>13,197.65</u>	
		391,742.70

**Less: unpresented cheques at 31 March 2020**

Cheque Number 013378 500.00

---

500.00

**Add: unbanked cash at 31 March 2020:**

910.66	910.66
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**Net balances as at 31 March 2020**

**392,153.36**

## CASH BOOK

Opening Balance 1 April 2019	337,283.66
Add: Receipts in the year	399,567.07
Less: Payments in the year	344,697.37
Closing balance per cash book as at 31 March 2020 (receipts and payments)	<b>392,153.36</b>



# Stone Town Council

## Local Government Transparency Code 2015

Information for Period Ended 30th June 2020

### Expenditure Exceeding £250

Date	Reference	Supplier	Description	Amount	Month
02/01/2020	Elec 19/042	Water Plus	Water charges 29 Aug - 20 Dec 2019	£273.61	Jan-20
03/01/2020	D/Dbt 19/014	Stafford Borough Council	Rates - FJC	£427.00	Jan-20
16/01/2020	Elec 19/045	Sage UK Ltd	Payroll Annual Lic Plan	£255.00	Jan-20
21/01/2020	D/Dbt 19/015	British Gas	Gas - STN - Dec 19	£426.15	Jan-20
22/01/2020	Elec 19/046	Stone Gazette Ltd	Advertising - FJC & STN	£360.00	Jan-20
22/01/2020	D/Dbt 19/015	British Gas	Gas - FJC - Dec 19	£436.22	Jan-20
27/01/2020	D/Dbt 19/015	Prism Solutions	ICT costs	£635.13	Jan-20
29/01/2020	Cancel	Miscellaneous	Food - Pig Race	£324.00	Jan-20
31/01/2020	Elec 19/047	Current Electrical & Property Services	Setting up of marquees - January 20	£300.00	Jan-20
06/02/2020	Elec 19/048	Hampshire Flags	Bunting for town events	£390.90	Feb-20
07/02/2020	Elec 19/048	Fulwood Roofing Services Ltd	Roof repairs - Stone Station	£1,232.00	Feb-20
14/02/2020	Elec 19/049	Christmas Plus	Dismantling of Christmas display 30%	£1,655.10	Feb-20
20/02/2020	Elec 19/049	Palfreyman Power Ltd	5yr fixed wire testing STN	£378.00	Feb-20
20/02/2020	Elec 19/049	Palfreyman Power Ltd	5yr fixed wire testing FJC	£708.00	Feb-20
21/02/2020	D/Dbt 19/017	British Gas	Gas - FJC - Jan 20	£404.27	Feb-20
21/02/2020	D/Dbt 19/017	British Gas	Gas - STN - Jan 20	£308.91	Feb-20
24/02/2020	Elec 19/050	Jones & Shuffs	Supplies to box-in pipes C/C Suite	£373.95	Feb-20
25/02/2020	Elec 19/050	Staffordshire Parish Councils' Association	Subscription 2020/ 21	£926.00	Feb-20
25/02/2020	D/Dbt 19/017	Prism Solutions	ITC costs	£635.13	Feb-20
28/02/2020	Elec 19/051	Current Electrical & Property Services	Marquees - Feb 2020	£310.00	Feb-20
04/03/2020	Elec 19/052	Gear4music Ltd	PA system	£339.31	Mar-20
04/03/2020	Elec 19/052	B Hygienic Ltd	Annual maint of hygiene sev STN	£598.00	Mar-20
04/03/2020	Elec 19/052	Cress Security	Ann maint & mon intruder alarm - FJC	£354.00	Mar-20
04/03/2020	Elec 19/052	IG Stage Hire	Stage deposit Music Fest	£305.00	Mar-20
06/03/2020	Elec 19/052	Christmas Plus	Redress tree - Waqlton roundabout	£400.00	Mar-20
10/03/2020	19/023	Miscellaneous	Grant Min No: GP20/175 refers	£500.00	Mar-20

12/03/2020	Elec 19/056	Prism Solutions	Wifi provision - FJC	£1,165.97	Mar-20
12/03/2020	Elec 19/056	Prism Solutions	Wifi provision - STN	£1,518.56	Mar-20
16/03/2020	Elec 19/056	Stafford Borough Council	Ins/ rem bollards Hg St -Jan-Mar 20	£387.00	Mar-20
20/03/2020	Elec 19/057	Prism Solutions	Laptop & printer - remote working	£1,090.98	Mar-20
24/03/2020	Elec 19/058	M J Plant	Ann pruning, benches, bridge, bullrush rem	£1,856.92	Mar-20
24/03/2020	Elec 19/058	M J Plant	Weed control & remove & fit signs	£300.00	Mar-20
24/03/2020	Elec19/059	Current Electrical & Property Services	Setting up of marquees - March 20	£335.00	Mar-20
24/03/2020	Elec 19/058	M J Plant	Grounds maint March 20	£1,509.00	Mar-20
25/03/2020	D/Dbt 19/018	The Arch Rent Collectors	Qtly rent of Station building	£1,087.50	Mar-20
25/03/2020	D/Dbt 19/018	Prism Solutions	ITC costs	£635.13	Mar-20
26/03/2020	Elec19/059	Digital ID Limited	ID printing machine/ lanyards	£1,121.28	Mar-20
27/03/2020	Elec19/059	Adobe Systems Software	Software subscription	£343.68	Mar-20
27/03/2020	D/Dbt 19/018	Digital ID Limited	CD card printer & lanyards	£1,121.28	Mar-20
02/04/2020	Elec 001/20	Urban Vision	Adv/ supp re Reg 16. Mtgs with SBC	£1,837.50	Apr-20
03/04/2020	D/Dbt 001/20	Stafford Borough Council	Rates - FJC	£435.30	Apr-20
15/04/2020	Elec 003/20	Call Handling Services Ltd	Call centre set up & Qtly charges	£1,575.00	Apr-20
15/04/2020	Elec 003/20	CATS Ltd	Repair to iPad - Cllr Best	£360.00	Apr-20
20/04/2020	Elec 003/20	Stafford Borough Council	Annual Service Charge - 15 Station Rd	£4,160.35	Apr-20
22/04/2020	Elec 003/20	EDG Security Limited	Take over int al. STN ann monit/ maint	£569.00	Apr-20
24/04/2020	D/Dbt 001/20	British Gas	Gas - STN - Feb&Mar 20	£863.77	Apr-20
24/04/2020	D/Dbt 001/20	British Gas	Gas - FJC - Feb&Mar 20	£773.84	Apr-20
27/04/2020	D/Dbt 001/20	Prism Solutions	ICT costs	£801.77	Apr-20
04/05/2020	D/Dbt 003/20	Stafford Borough Council	Rates - FJC - May 20	£434.00	May-20
05/05/2020	Elec 004/20	Sage UK Ltd	Sage 50 Accounts Subscription 20-21	£1,104.00	May-20
05/05/2020	Elec 004/20	PC World Business	Replacement iPad - Cllr Dawson	£399.16	May-20
13/05/2020	Elec 005/20	NPower Ltd	Elec - xmas lights 2019	£1,244.61	May-20
26/05/2020	D/Dbt 003/20	Prism Solutions	ICT Costs	£714.92	May-20
26/05/2020	D/Dbt 004/20	British Gas	Gas - FJC - April 20	£267.43	May-20
02/06/2020	Elec 008/20	Christmas Plus	Installation of bunting prior to shops opening	£1,173.56	Jun-20
02/06/2020	Elec 008/20	Christmas Plus	Testing/ addit anchor points	£1,455.48	Jun-20
02/06/2020	Elec 008/20	M J Plant	GM Ap & May/hedge cut canoe club	£3,327.00	Jun-20
03/06/2020	Elec 008/20	Zurich Municipal	Insurance 1 June 20-31 May 21	£6,216.60	Jun-20
03/06/2020	D/Dbt 006/20	Stafford Borough Council	Rates - FJC	£434.00	Jun-20
11/06/2020	Elec 009/20	Ellis Whittam	Health & Safety Advisors	£2,315.00	Jun-20
18/06/2020	Elec 011/20	Stafford Borough Council	Installation & removal of High St Bollards	£398.61	Jun-20
25/06/2020	D/Dbt 007/20	Prism Solutions	ICT Costs	£714.92	Jun-20
25/06/2020	D/Dbt 007/20	The Arch Rent Collectors	Qtly Rent of STN building	£1,087.50	Jun-20

NOTE: The table above excludes salary and related payments, payments from the Mayor's Charity, and transfers between the Council's bank accounts.

# Stone Town Council

## Local Government Transparency Code 2015

Information for Period Ended 30th June 2020

### Procurement Information

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

None

**2. Contracted Agreements Exceeding £5,000**

Contract for provision of Stone Helpline telephone system

# **Stone Town Council**

## **Openness of Public Bodies Regulations 2014**

**Information for Period Ended 30th June 2020**

**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

## **TOWN MAYOR'S REPORT – to 24 July 2020**

### **Tuesday 4<sup>th</sup> February**

This lunchtime we went along and joined the Age Concern Lunch Club. We always have a good time and it's nice to meet up with so many of our older residents.

### **Friday 7<sup>th</sup> February**

This evening we attended the Stafford Borough Mayor's Charity Ball. It was, as usual, held at the County Show Ground and was well attended by Civic Heads and residents throughout the County.

### **Sunday 9<sup>th</sup> February**

Today we attended the Lichfield City Mayor's Charity Lunch. It was held in the Guildhall in the middle of Lichfield. The lunch was well attended and enjoyed by everyone.

### **Saturday 15<sup>th</sup> February**

This evening we went along to the Stone Lions Charter Dinner held at the Stonehouse Hotel. It seemed weird going along as an invited guest as well as being a member of Stone Lions!

### **Sunday 16<sup>th</sup> February**

The Stafford and Stone Canoe Club today held their competition for both juniors and seniors. This was an event that had been rescheduled from October because of river conditions. It was great to be there to present the Stone Town Council cup.

### **Friday 21<sup>st</sup> February**

We went to Leek this evening for the Chairman of Staffordshire Moorlands District Council Quiz Night. It was a great evening that was well attended. Most of the questions were about the area and not knowing it very well, we did our best.

### **Friday 28<sup>th</sup> February**

The Chairman of Cannock Chase District Council held a Black Country Evening with entertainment from Dandy the Black Country Duo. Another great event to attend.

### **Monday 2<sup>nd</sup> March**

The Aston Cubs group came along to the Council Chambers for a talk given by Councillor Leason. It was for the Local Knowledge Badge. They were all very interested in everything in the Chamber and especially the Mayoral Chain!

### **Tuesday 3<sup>rd</sup> - 17<sup>th</sup> March**

We were both on holiday

### **From 18<sup>th</sup> March**

ALL Mayoral Engagements have now been cancelled throughout the County due to COVID-19.

**Friday 8<sup>th</sup> May**

Today, without any ceremony, I laid a wreath on behalf of the Town Council at the War Memorial for the 75<sup>th</sup> Anniversary of the ending of the 2<sup>nd</sup> world war.

**Monday 15<sup>th</sup> June**

Now the lock down rules have been eased and the shops have been allowed to open. I went down the town to welcome back our traders and wished them luck.

**DEPUTY TOWN MAYOR'S REPORT – to 24 July 2020**

There are no Deputy Town Mayor engagements to report on this occasion.