



Town Clerk

Les Trigg

Tel: 01785 619740

Email: clerk@stonetowncouncil.gov.uk

15 Station Road
STONE
ST15 8JP

11 January 2021

Dear Councillor,

A **VIRTUAL** meeting of the **GENERAL PURPOSES COMMITTEE** will be held on **TUESDAY 19 JANUARY 2021 at 7:00pm.**

The agenda is set out below, and I trust you will be able to attend.

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**
3. **Requests for Dispensations Received**
4. **To receive a report from County Councillors representing Stone Town**
 - County Councillor Mrs J. Hood
 - County Councillor I. Parry
5. **To receive a report from Borough Councillors representing Stone Town**
6. **Representations from Members of the Public**

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

7. Minutes of Previous Meetings

- a) To confirm as a correct record the minutes of the meeting of the General Purposes Committee held on 1 December 2020, Minute No's GP20/295 – GP20/311 (attached).

8. Minutes of Sub-Committees

- a) Tourism & Town Promotion Sub-Committee held on 15 December 2020, Minute Numbers TTP20/047 – TTP20/057 (attached)
 - i. To consider the draft minutes
 - ii. To consider the Recommendations contained in Minute Numbers TTP20/052 and TTP20/054
- b) Environment Sub-Committee held on 15 December 2020, Minute Numbers ENV20/038 – ENV20/044 (attached)
 - i. To consider the draft minutes
 - ii. To consider the Recommendations contained in Minute Numbers ENV20/042 and ENV20/043
- c) Estates Sub-Committee held on 5 January 2021, Minute Numbers EST20/030 – EST20/040 (attached)
 - i. To consider the draft minutes
 - ii. To consider the Recommendations contained in Minute Numbers EST20/034, EST20/035 and EST20/037
- d) Management Sub-Committee held on 5 January 2021, Minute Numbers MAN20/041 – MAN20/052 (attached)
 - i. To consider the draft minutes
 - ii. To consider the Recommendations contained in Minute Numbers MAN20/045, MAN20/046, MAN20/047, MAN20/048, MAN20/049 and MAN20/052

9. To Determine the 2021-22 to 2023-24 Budget for Recommendation to the Council

To consider the report of the Town Clerk (attached) and budget recommendations from Sub-Committees.

10. Annual Review of Risk Management

To consider the report of the Town Clerk (attached)

11. Stafford Borough Council Election Costs

To consider a letter from Stafford Borough Council (attached).

Reference: Minute Number GP20/291 (General Purposes Committee Meeting on 3 November 2020).

12. Non-Cheque Payments

To receive a list of non-cheque payments made by the Council during the period 1 November to 30 November 2020 (attached).

13. Update from Working Groups:

- a) Neighbourhood Plan Steering Group
- b) Stone Area Parish Liaison Group (notes attached)
- c) Traffic Management in Stone Working Group
- d) Promotion of Stone working Group

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

Stone ATC – Mayor & J. Davies

Age Concern Stone & District – Cllrs: T. Adamson & C. Thornicroft

Stafford & Stone Access Group – Cllr T. Kelt

Stone Common Plot Trustees – Cllrs: T. Adamson, Mrs L. Davies, Mrs J. Hood, T. Kelt and R. Kenney

Stone Community Hub Liaison Group – Cllrs: M. Hatton, Mrs J. Hood & J. Powell

SPCA Executive Committee – Cllr M. Green

15. 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.

16. Confidential Minutes

To approve the confidential minutes of the General Purposes Committee held on 1 December 2020, Minute Numbers GP20/295 and GP20/311.

Members of the public are welcome to attend the General Purposes Committee meeting as observers and/or to make representations to the committee in accordance with the Council's scheme of public participation. Details of the scheme are displayed in the Council's notice boards and website.

Stone Town Council – General Purposes Committee

Minutes of the meeting held virtually, on Tuesday 1 December 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 A. Burgess, J. Davies, Mrs L. 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 K. Dawson and M. Hatton

GP20/295 Apologies

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

GP20/296 Declarations of Interests

None

GP20/297 Requests for Dispensations

None

GP20/298 To receive the report of the County Councillors

County Councillor Mrs J. Hood

Staffordshire SEND Strategy 2020-2025

Councillor Mrs Hood advised the Committee that the first draft of Staffordshire County Council's Special Educational Needs and Disabilities Strategy was now available to read. The consultation, which runs from 26 November 2020 to 24 January 2021, considers how commissioning groups can work with others to improve the delivery of these services to children and better meet their needs. She asked that Members contribute to its content if they can.

Care Home Development at Tilling Drive

Councillor Mrs Hood advised the Committee that she was continuing to monitor the preparations for the construction of a care home in Tilling Drive and a newly formed residents group was doing the same.

She confirmed that no heavy machinery is allowed anywhere near the Tilling Drive site during school start and finish times.

The Chief Executive of Stafford Borough Council has been very helpful in liaising with L & T Care, and herself. She will have the opportunity to approach the Directors when problems arise in order to quickly achieve a solution.

* 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.

Drug dealing in Stone

Councillor Mrs Hood advised the Committee that following Stone Independent Councillors' work with Chief Inspector Parsons a closure order had been issued at an address in Kent Grove under S.80 of the Anti Social Behaviour, Crime and Policing Act 2014. The action will prevent further drug dealing from taking place at the address.

Oak Tree in Tilling Drive

Councillor Mrs Hood reported that after a two year time period trying to identify who was responsible for a tree at the far end of Tilling Drive, Stafford & Rural Homes had decided to prune it and residents in the nearby flats are now able to enjoy daylight to their homes.

County Councillor I. Parry

Councillor Parry was not in attendance at the meeting.

GP20/299 To receive the report of Borough Councillors

Borough Councillor I. Fordham

Councillor Fordham advised the Committee that the Borough Council's fees and charges for 2021 had been approved which included a £36 annual charge for the collection of garden waste. He commented that all of the Borough Councillors representing Stone had voted against introduction of this charge.

The Borough Council has also approved its Climate Change and Green Recovery Strategy which will provide an important support for Stone Town Council's own Green Strategy, emerging through the Environment Sub-Committee.

Councillor Fordham advised the Committee that in the new year the Borough Council will be carrying out a review of its constitution. As part of the review he will be proposing that town and parish councils are given an automatic right to address Planning Committee on items that have been called in.

Reviews indicate that more than 80% of English town and parish councils already have this right which is considered to be a basic right of local democracy, and supports the Localism Agenda.

GP20/300 Representations from Members of the Public

None

GP20/301 Minutes

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on 27 October 2020 (Minute No's GP20/275 – GP20/278), be approved as a correct record.
- b) That the minutes of the General Purposes Committee meeting held on 3 November 2020 (Minute No's GP20/279 – GP20/294), be approved as a correct record.

* 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.

GP20/302 Minutes of Sub-Committees

There were no sub-committee minutes for consideration.

GP20/303 Budget 2021-22 to 2023-24 Overview

The Committee received the report* of the Town Clerk setting out the prospects for the Council's 2021-22 to 2023-24 budget. The report considered the overall position of the Council, the context in which the budget needs to be set and the standstill budget, which is the starting point for determination of the precept for 2021-22.

The Town Clerk advised the Committee that the biggest challenge this year had been with the impact and uncertainty of the ongoing Covid-19 pandemic. All the figures for the standstill budget had been prepared on the basis of a return to the Government's Tier 2 rules from December 2020, with a return to normal life in April 2021. A contingency (as a total figure) had been provided in the General Purposes Committee budget to allow for those targets not being met.

RESOLVED: To note the standstill budget position for 2021-22, 2022-23 and 2023-24 and the issues related to setting the precept.

RESOLVED: That each sub-committee considers its financial needs for the next three years and reports back to the General Purposes Committee on 19 January 2021 with its budget proposals.

GP20/304 Requests for Grants from Local Organisations

Stone Scout & Guide Band

The Committee considered the grant application from Stone Scout & Guide Band requesting £310 towards the cost of insuring the Band instruments. The Covid-19 pandemic had prevented parading and an opportunity to earn income to meet its ongoing costs.

RESOLVED: To award £310 to Stone Scout & Guide Band.

GP20/305 Corporate Business Plan

The Committee considered the Town Council's response to Stafford Borough Council's Corporate Business Plan consultation. The plan is a strategic document outlining aspirations for economic growth, community wellbeing and financial sustainability over the next three years and beyond.

An email from the Borough Council's Chief Executive and an electronic version of the Draft Corporate Business Plan 2021 – 2024 had been circulated with the agenda for the meeting.

The Town Council noted the consultation and concluded that no collective response would be submitted to the Borough Council.

* 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.

GP20/306 Christmas Lights Switch-On 2020

The Committee considered the virtual Christmas Lights Switch-On 2020 held in Stone this year after it had not been possible to host a traditional Switch-On event in the High Street.

The Chairman invited Councillor Mrs Hood, Chairman of the Tourism & Town Promotion Sub-Committee, to address the Committee.

Councillor Mrs Hood said it had taken the two alumni Digital Marketing students at Staffordshire University a big effort to produce the video which they had done at no cost.

The filming of the town had been recorded at 5am on a Monday morning when Councillor Jonathan Powell, Councillor Mrs Hood, the two students and Mr Camacho from The Mill Restaurant (who did the drone work) met with the Christmas Lights contractor. Father Christmas and Dolly Daydream had been filmed during daylight hours, outside The Mill.

Councillor Mrs Hood advised the Committee that to date, the video had received over 18,000 viewings from all over the world. She thanked the Stone in Bloom volunteers who wrapped all the trees in lights and Councillor Rob Kenney who had climbed the ladder (at least 100 times) to switch on each set of Christmas tree lights, which look beautiful.

Councillor Mrs Hood said that one of the points highlighted from the virtual event had been the number of people who had commented that this was the first time they had been able to see the lights switched on because they are unable to get out of their homes.

She said the town looks beautiful and they have a film that will last forever which is all down to the students, Father Christmas, Dolly Daydream and the team that joined in.

Councillor Mrs Hood said the video had been a huge success and on behalf of Stone Town Council she thanked everyone involved in the production and in particular the students, Amber Mottershead and Olivia Bethell.

Councillor Leason asked that the Town Council's grateful thanks and congratulations to Councillor Mrs Hood are recorded in recognition of her work on the project in assisting with the delivery of a fantastic Christmas Lights Switch-On 2020.

GP20/307 Non-Cheque Payments

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

GP20/308 Update from Working Groups:

Neighbourhood Plan Steering Group

Councillor Mrs Hood confirmed that there was nothing to report.

* 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

The Chairman of the Liaison Group, Councillor Davies, advised the Committee that the next meeting of the Liaison Group would take place in January 2021 and the notes to the previous meeting had been enclosed with the agenda.

Traffic Management in Stone Working Group

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

Promotion of Stone Working Group

Councillor Powell advised the Committee that two meetings of the Promotion of Stone Working Group had taken place.

The first meeting was held on 19 November 2020 and the following items were discussed:

- The Second Lockdown – trader representatives were very upset that small independent shops had been closed for a second time. They believed there was no rationale behind the decision as statistics had showed that there was a much higher risk of transferring the virus in schools, colleges and supermarkets. There was also concerns about mental health issues amongst small business owners with no assistance on offer from the Government.
- Cars in the High Street – which are causing issues at certain times.
- Click and Collect – retailers have been trying to set up online services to enable them to continue to trade.
- Pubs – there is much concern from Stone based pubs and fear that some may not reopen.
- Strategy – to look at short, medium and long term strategy
- Solutions – signage to promote Stone from roadways and canals, encouraging businesses to take on empty premises, promoting click & collect, compiling a 2021 events calendar.
- Steps agreed – the display of ‘free Saturday car parking’ posters promoting free parking in Stone shops. Susan Hughes has done a very good job of circulating the information on Facebook. There has been a promotion of shops showing Christmas themed windows, published last week by A Little Bit of Stone.

At the second meeting of the Working Group the following items were discussed:

- Promotion during the term leading up to Christmas. Hospitality sector is very low indeed. There is a risk they won’t be open for the rest of the year.
- Promote the reopening of shops in a Covid-19 safe manner.
- Promote free parking with the Farmers’ Market being a kickstart
- Saturday is small business day

* 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.

- Jon Cook has promoted as much as he can through A Little Bit of Stone – positive messages about hospitality businesses in Stone. Messages that people are thinking of them.
- The next meeting will be on 10 December 2020

GP20/309 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 the Committee that no meeting had taken place.

Age Concern Stone & District

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

Stafford & Stone Access Group

Councillor T. Kelt advised the Committee that no meeting had taken place and that the next meeting would be in January 2021.

Stone Common Plot Trustees

Councillor Kelt confirmed that the Plot are collecting all outstanding signatories from the Trustees for the Nat West Transfer which he believed had gone ahead.

Stone Community Hub Liaison Group

Councillor Mrs Hood confirmed that no meetings of the Hub Liaison Group had taken place.

SPCA Executive Committee

Councillor Green advised the Committee that the next meeting of the Executive Committee would be the AGM on 7 December 2020.

The meeting was temporarily suspended at this point, before reconvening, after the open session of the Planning Consultative Committee meeting had taken place.

GP20/310 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.

GP20/311 Internal Audit 2020-21 Onwards

The Committee considered the confidential report* of the Town Clerk which had been enclosed with the agenda for the meeting. The report considered the Council's internal audit arrangements for the current financial year and onwards.

RESOLVED: That the Town Council retain the current scope of internal audit work.

RESOLVED: That the Town Clerk is authorised to re-appoint the current internal auditor, Sandie Morris, for a further period of three years.

* 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 Council's internal audit provision is reviewed again for the 2023-24 financial year.

CHAIRMAN

Stone Town Council – Tourism & Town Promotion Sub-Committee

Minutes of the meeting held virtually on Tuesday 15 December 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 Mrs J. Hood in the Chair and
Councillors: A. Best, J. Davies, I. Fordham, M. Green, R. Kenney, P. Leason,
J. Powell and C. Thornicroft

By Chairman's invitation: Councillor Mrs L. Davies

ABSENT: Councillor T. Adamson

TTP20/047 Apologies

Councillor T. Adamson

TTP20/048 Declarations of Interest and Requests for Dispensation

None received

TTP20/049 Representations from Members of the Public

None

TTP20/050 Minutes of Previous Meeting

The minutes of the Tourism & Town Promotion Sub-Committee meeting held on the 17 March 2020 (Minute Numbers TTP20/037 – TTP20/046), were approved as a correct record.

TTP20/051 Christmas Illuminations

The Chairman, Councillor Mrs Hood invited Sub-Committee Members to express their views on the Christmas lights provision 2020, including Christmas trees and lights at Walton.

Councillor Kenney, said he thought the lights were an improvement on previous years, particularly the new display at the bottom of the High Street. He assured the Sub-Committee and members of the public that all anchor points for the Christmas lights were regularly tested and had last been tested in May 2020. The cause of the 'Seasons Greetings' lights falling down in the High Street (on Sunday 13 December 2020) was under investigation.

* 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.

The Town Mayor, Councillor Green, thanked Staffordshire University alumni students, Amber Mottershead and Olivia Bethell, for creating the wonderful Christmas Lights Switch-On video and asked that a letter of appreciation be forwarded to them on behalf of the Town Council.

Councillor Leason advised the Sub-Committee that he had received lots of positive comments and compliments about the Christmas lights display. He asked that the Town Council's grateful thanks to Councillor Mrs Hood, Councillor J. Powell and Mr Camacho of The Mill, be recorded in recognition of the work they had done on the Christmas Lights Switch-On project.

Councillor Leason also informed the Committee that a young boy had articulated to him how pleased he was that the Town Council decorate the Plane tree at Christmas as an alternative to putting down a mature cut Christmas tree in the town.

The Chairman, Councillor Mrs Hood, thanked Father Christmas and Dolly Daydream for their entertaining performance in the virtual Christmas Lights Switch-On video.

Councillor Davies thanked Councillor Kenney for his extensive ladder climbing, which was necessary to turn on the lights to the many wall mounted Christmas trees in town.

The Chairman gave thanks to everyone all round. She said the virtual Christmas Lights Switch-On had brought to the Town Council's attention that there are many people in Stone and throughout the world who would love to be in the High Street for the traditional event, but for various reasons could not be. The virtual event was splendid for them and gave them an insight into how the Town Council switches on the lights.

TTP20/052 Calendar of Events 2021

The Chairman invited the Sub-Committee to consider the arrangements for Stone town events in 2021 when it was hoped the Covid-19 pandemic would be over.

A Post Covid-19 Event

The Sub-Committee made strong recommendations for a post Covid-19 community event and it was agreed that the occasion should be arranged with care and sensitively. It should not be treated as a celebration of victory as many individuals and businesses had suffered immensely through the period of the pandemic.

* 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.

75th Anniversary of Victory in Europe Day

The Sub-Committee considered proposed arrangements for a celebration/marketing of the 75th Anniversary of Victory in Europe Day (VE75+1) in 2021, after it had not been possible to mark the occasion during 2020.

The Chairman invited Councillor J. Davies to speak.

Councillor Davies suggested to the Sub-Committee that when Covid-19 was over the Town Council should revisit previous VE Day Anniversary plans and select some for bringing into the 75+1 event. He said that as part of this process a new project could be included to place memorial plaques on the former homes of men killed in WW2. This was an idea inspired by Denis Skelland in Stafford who had been running such a project to install 'Poppy Plaques' at the former homes of men killed in WW1.

Councillor Davies suggested that ceramic plaques inspired by the 'blue plaques' installed by English Heritage and others could be produced by Oak Tree Farm as part of a continuing project. The plaques could be smaller, bear the inscription 'Stone Town Council' and include at least the names of the individuals concerned. He believed there would be considerable interest in the Town and the unveiling of each plaque should be a formal civic event with schools invited to get involved.

Councillor Davies suggested that the initiative come under the oversight of the Tourism and Town Promotion Sub-Committee which could form a working group to develop the concept.

The Town Clerk reminded the Sub-Committee that any members appointed to the Group, who are not already Town Councillors, would need to be approved by the General Purposes Committee followed by individuals signing the appropriate paperwork.

A copy of Councillor Davies' outline 'to do' list* has been appended to the minutes.

RECOMMENDED: That the Sub-Committee appoints a Stone Remembrance Plaques Working Group consisting of Town Councillors, Historical Society and Royal British Legion representatives to develop the concept of a ceramic memorial plaque project in conjunction with Oak Tree Farm.

RECOMMENDED: That the Councillor members of the working group would be Councillors: J. Davies, Mrs L. Davies, Mrs J. Hood and P. Leason.

TTP20/053

Calendar of Events 2022

The Sub-Committee considered a community celebration during the additional Bank Holiday and four day holiday weekend in honour of the Queen's Platinum Jubilee.

* 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.

It was agreed that the occasion should be marked with a celebration as the Queen's Platinum Jubilee was a wonderful achievement.

The Sub-Committee agreed that the item is listed for consideration at its next meeting.

TTP20/054 Budget 2021-22 – 2023-24

The Sub-Committee received a report of the Town Clerk* (issued with the agenda for the meeting) which considered the level of budget that the Sub-Committee may wish to recommend to the General Purposes Committee at its meeting on 19 January 2021 for the services under its control.

The Town Clerk advised the Sub-Committee that the forecast for accommodating improvements to the Christmas lighting display at Walton shops and roundabout had been included in the figures.

RECOMMENDED: That the budget figures included in the Clerks report are accepted with an amendment to the forecast value for Town Council events which was increased from £11,750 to £15,000, thereby adding £3,250 to the Town Promotion budget line.

RECOMMENDED: That additional budgetary provision of £250 per annum is made for the Stone Remembrance Plaques Project.

TTP20/055 Reports from Working Groups

To receive reports from Working Groups:

Town Centre Appearance and Environment Working Group

Councillor Fordham confirmed that there had been no meeting of the Working Group due to the Covid-19 pandemic. He said it should be noted that members of the Group continue to liaise with the office, individual councillors and Streetscene Department to ensure the town centre is appropriately cleansed. There has been more than a usual level of activity as a result of graffiti in town which residents had assisted in cleaning up.

Town Centre Events and Attractions Working Group

Councillor Kenney advised the Sub-Committee that the Working Group had not met due to cancellation of all events. The situation with Covid-19 and the organisation of events would be appropriately monitored in the New Year.

The meeting was temporarily suspended, and then reconvened, after the open session of the Environment Sub-Committee meeting had taken place.

* 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.

TTP20/056 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.

TTP20/057 Confidential Minutes

RESOLVED:

That the Confidential Minutes of the meeting of the Tourism & Town Promotion Sub-Committee held on 17 March 2020, Minute Numbers TTP20/037 and TTP20/046, be approved as a correct record.

Chairman

* 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.

Appendix

Tourism & Town Promotion Sub-Committee

Minutes of Meeting held virtually on Tuesday 15 December 2020

Minute Reference: TTP20/052

75th Anniversary of Victory in Europe Day

Stone Remembrance Plaques Working Group

TO DO LIST

1	Get buy-in, set up working group, agree budget options	TTP/GP decision ROM cost c£25 per plaque plus installation
2	Check quality and coverage of data sources, produce list, agree priorities	Historic Soc + RAFA
3	Identify practical constraints on plaque design – size, material, skills needed etc including physical installation.	
4	Check manufacturing source – Oak Tree Farm	Lin Davies to liaise
5	Agree plaque design and final costs	TTP/GP
6	Produce prototype for official endorsement	TTP/GP
7	Check current situation re properties concerned	Identify extant properties – either original or replacement
8	Produce an installation plan including civic protocol	Based on priorities at #2
9	Submit ongoing budget plan	TTP/GP
10	Arrange 'pilot' installation including physical work	Publicity
11	Seek agreement of owners of the relevant properties	As identified at #7
12	Launch ongoing programme	Speed to be determined by budget and production rate

Stone Town Council – Environment Sub-Committee

Minutes of the meeting held virtually on Tuesday 15 December 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 P. Leason in the Chair and
Councillors: M. Green, T. Kelt, R. Kenney, J. Powell and R. Townsend

By Chairman's invitation: Councillors: I. Fordham and Mrs J. Hood

ABSENT: Councillors: T. Adamson, K. Argyle, Mrs A. Burgess and M. Hatton

ENV20/038 Apologies

Councillors: T. Adamson, K. Argyle and Mrs A. Burgess

ENV20/039 Declarations of Interest and Requests for Dispensations

None received

ENV20/040 Representations from Members of the Public

None

ENV20/041 Minutes of Previous Meeting

The minutes of the Environment Sub-Committee meeting held on the 13 October 2020 (Minute Numbers ENV20/031 – ENV20/037), were approved as a correct record.

ENV20/042 Budget 2021-22 – 2023-24

The Sub-Committee received a report of the Town Clerk* which considered the level of budget that the Sub-Committee may wish to recommend to the General Purposes Committee meeting on 19 January 2021 for services under its control.

The Sub-Committee considered the need for future expenditure on Crown Meadow and agreed that many of the proposals from last year had been carried forward because of constraints on the works that could be undertaken due to the Covid-19 pandemic.

The Chairman confirmed that he was awaiting a report on the need to remove and possibly relocate inappropriate species of trees on Crown Meadow and no specific provision had been made for this expenditure in the budget, though

unallocated sums previously agreed still remain unspent.

The Sub-Committee considered budgetary provision for the promotion of Crown Meadow and explored the possibility of doing this through A Little Bit of Stone, the Stone & Eccleshall Gazette, a promotional video, social media/website and enhancements to signage/information boards on the nature reserve. It was agreed that the Town Council should avoid the use of paper publicity (such as information leaflets).

RECOMMENDED: That the budget figures included in the Clerk's report are accepted, with the addition of an additional Climate Change budget of £3,000 for an external energy audit, web page development and public engagement work. This request is based on the assumption that the current year's unspent budgets of £2,750 for single use plastics and environmental issues engagement work will be rolled over into 2021-22.

ENV20/043 Reports of Working Groups

a) Plastic Free Community/Single Use Plastics Working Group

The Chairman invited Councillor Townsend to provide a verbal report on the work of the Single Use Plastics Working Group.

The written report of the Working Group* had been issued with the agenda for the meeting.

Councillor Townsend advised the Sub-Committee that Single Use Plastics Working Group had met on several occasions and had made progress in defining its purpose and objectives. Several proposals for action had been put forward in the report which included:

- Liaising with Stafford Borough Council on its Climate Strategy and Green Recovery Plan. The Plan represents a comprehensive strategy for the whole Borough including Stone.
- Undertaking a Single Use Plastics audit on all Town Council activities to identify ways of reducing its use and recycling.
- Liaising with Stone businesses to discourage single use plastic use and to formulate an integrated single policy throughout the town.
- Supporting and promoting recycling initiatives and the reduction in single use plastics.
- Liaising and supporting students at schools with environmental activities relating to single use plastics and recycling.

A report was given on a young man who is undertaking a recycling

survey across Aston Lodge as part of his A-Level studies. He has circulated a survey with 690 respondents so far and the results will be shared in due course.

Councillor Townsend advised the Sub-Committee that the Working Group had agreed it would not get directly involved with litter picking but would suggest Stone Town Council act as co-ordinator for litter picking services. It was suggested the item be discussed at a future Environmental Sub-Committee meeting.

Councillor Townsend advised the Sub-Committee that the Working Group had proposed a review of the terms of reference for single use plastics so that all related activities are guided and supported.

The Sub-Committee expressed concern about the form of words in the proposed letter to schools (Appendix B of the Climate Working Group Progress Report) which it was agreed should be amended in part.

Councillor Townsend informed the Sub-Committee that the Single Use Plastics and Climate Working Groups would be kept separate for membership and budgetary purposes but the issues considered in each would be closely aligned. The appendices cover both working groups to streamline the process.

RECOMMENDED: That the proposals stated in the Working Group report are moved forward.

b) Environmental Issues Working Group

The Chairman invited Councillor Kelt to provide a verbal report on the work of the Environmental Issues Working Group.

The written report of the Working Group* had been issued with the agenda for the meeting.

Councillor Kelt confirmed that he would be concentrating on points one to six of the report which is where the budgetary requirements come from.

Energy Audit and Action Plan (Point 1)

Councillor Kelt advised the Sub-Committee that the items considered in both working groups were similar and the Climate Group had recommended undertaking an external energy audit. The Working Group would like the Town Clerk to investigate bringing in an external resource after liaison with the building owners of 15 Station Road, the Frank Jordan Centre and Stone Station.

Merger of Climate Working Group and Single Use Plastics Group (Point 2)

Councillor Kelt confirmed that this item had been considered above.

Terms of Reference (Point 3)

Councillor Kelt said the Working Group recommended the Town Council considers producing an Environmental Policy which will go in the handbook.

County and Borough Council Plans (Point 4)

Councillor Kelt advised the Sub-Committee that the Working Group recommends the Town Council fully understand the County and Borough Councils plans for climate emergency so that its activities are not duplicated.

How the Approach is made (Point 5)

The advice of the Town Clerk and County and Borough Councillors would be taken on how the County and Borough Councils should be approached.

The Younger Generation (Point 6)

Councillor Kelt advised the Sub-Committee that the Working Group would like to establish whether there is already work being undertaken in schools on the subject of environmental issues. A letter from the Town Council would be a starting point for making the approach.

Councillor Kelt offered to liaise with Councillor Mrs Hood and anyone else who would like to give their opinion on the content of the letter.

Councillor Mrs Hood advised that the Town Council does not contact schools before the spring/summer because of the tremendous strain they are under following the loss of teaching time caused by the pandemic. Making contact now would be adding to their pressure.

The Sub-Committee agreed that the letter would be refined and a timescale for its issue determined at the next Sub-Committee.

Councillor Kelt advised the Sub-Committee that the working group would be involved in points 7 (Research) and 8 (Finance) at a later date as they were not current priorities. The Working group does however need to look at Point 9 (Publicity). Points 10 (Plan of Public Engagement) and 11 (to Identify existing Community Action Groups) cannot be dealt with at the present time.

Councillor Townsend was invited to speak about Crown Meadow. He said the nature reserve is a flagship environmental asset and the Town Council should be doing more to integrate it into its plans and to increase its publicity.

The Town Clerk confirmed that individual members of political groups could become members of Council working groups and related bodies, but political groups themselves could not appoint representatives.

RECOMMENDED: That the proposals above are approved.

The Chairman commended both working groups for their hard work.

ENV20/044 Crown Meadow Improvements

The Chairman provided an update on the proposed improvements to Crown Meadow. Councillor Leason said the maintenance work had progressed as well as was possible given the weather and Covid-19 restrictions.

He said the grounds maintenance contactor was looking to work on the scrapes in the springtime.

Councillor Townsend asked the Chairman for a list of the outstanding grounds maintenance jobs at Crown Meadow and it was agreed that a report would be given at the next meeting.

Chairman

Stone Town Council – Estates Sub-Committee

Minutes of the meeting held virtually on Tuesday 5 January 2021

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 I. Fordham in the Chair and
Councillors: A. Best, Mrs L. Davies, M. Green, M. Hatton and R. Kenney

By Chairman's invitation: Councillors J. Davies and P. Leason

ABSENT: Councillors: Mrs J. Hood, C. Thornicroft and R. Townsend

EST20/030 Apologies

Councillors: Mrs J. Hood, C. Thornicroft and R. Townsend

EST20/031 Declarations of Interest and Requests for Dispensations

None received

EST20/032 Representations from Members of the Public

None received

EST20/033 Minutes of Previous Meeting

That the minutes of the Estates Sub-Committee meeting held on the 13 October 2020 (Minute Numbers EST20/024 – EST20/029), be approved as a correct record.

EST20/034 Markets – Terms and Conditions of Hire

The Sub-Committee considered proposed Stone Town Council Markets Terms and Conditions of Trading*.

A copy of the proposed terms and conditions had been issued in electronic form with the agenda for the meeting.

The Sub-Committee suggested that specifying a minimum age of 21 as a requirement for the booking of a pitch could be considered outdated in the modern world and that the age should be lowered to 18. The Town Clerk confirmed that 21 had been used only for the purposes of alignment and

* 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.

consistency with the Town Council's community centre terms and conditions of hire.

The Sub-Committee suggested that allowing the hire of a pitch from the age of 18 provided an opportunity and a stepping stone for young people to be able to start a new business. Not every young person would necessarily have the backing of a guarantor if the age minimum were set at 21.

The Sub-Committee also suggested that the setting up time be set at the earlier time of 7:00am rather than 8:00am, subject to any implications on the closure of the High Street.

RECOMMENDED: That the Terms and Conditions of Trading for the Town Council's Markets are accepted with the following amendments:

- That the Town Clerk is asked to rewrite paragraph 2.3 to reflect that the minimum age of hire should be 18 and not 21.
- That the market stall set up time be changed to 7:00am, subject to approval for closure of the High Street and confirmation from the contractor who sets up the marquees.

EST20/035 Redundant Bus Shelters

The Sub-Committee considered the action it may wish to take in respect of redundant bus shelters located on routes where bus services have been withdrawn by the County Council. This included bus shelters in Manor Rise, St Vincent Road and Whitemill Lane.

The item was a review following a request made by the General Purposes Committee on 2 July 2019 (Reference: Minute Number GP20/044).

The Sub-Committee explored the advantages and disadvantages of removing the bus shelters taking account of the likelihood of bus services returning to the routes and the ongoing cleaning and maintenance costs.

RECOMMENDED: That no action is taken to cease maintaining redundant bus shelters at the present time. The Council should, however, consider removal in the light of future maintenance and repair costs or other issues.

EST20/036 Baskets on the Railings at Stone Station

The Sub-Committee considered a proposal from longstanding local volunteers for the installation of hanging baskets on the railings at Stone Station.

A copy of the proposal had been issued in electronic form with the agenda for the meeting.

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After a discussion it was agreed that the item be withdrawn for consideration at the next Sub-Committee meeting when further information would be available.

EST20/037 Budget 2021-22 – 2023-24

The Sub-Committee received a report of the Town Clerk* which considered the level of budget that the Sub-Committee may wish to recommend to the General Purposes Committee at its meeting on 19 January 2021 for the services under its control.

The Town Clerk advised the Committee that rather than try to estimate the impact of the ongoing Covid-19 pandemic all the figures for the standstill budget had been prepared on the basis of a return to normal life in April 2021. A contingency (as a total figure) had been provided in the General Purposes Committee budget to allow for those targets not being met.

The Sub-Committee reviewed the standstill budget and the amounts included for each service. It also considered other areas of growth or savings to be taken into account when setting the budget for 2021-22 and future years.

The Sub-Committee confirmed that it wished to make provision for installation of a new doggy bin in Priory Road at a cost of £100 for installation and £250 annually for its regular emptying.

RECOMMENDED: That the budget figures included in the Clerk's report are accepted, with the addition of provision for a new doggy bin to be installed in Priory Road.

EST20/038 Water Colour of Stone Station

The Chairman acknowledged receipt of Councillor Leason's kind donation of a water colour painting of Stone Station and thanked him on behalf of the Town Council.

The Chairman invited Councillor Leason to address the Sub-Committee.

Councillor Leason reminded the Sub-Committee that a painting had been on display at Stone Station (until recently) which everyone thought had been donated, but had in fact been claimed back by a former Town Councillor, after he had lost his seat.

Councillor Leason informed the Sub-Committee that he had received a call from the Chief Executive of AEDdonate informing him that an original water colour painting had been donated to the charity by a lady who had inherited it from her brother who had sadly passed away. He had received the painting as a gift from their mother.

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Councillor Leason purchased the painting with the intention of donating it for display at Stone Station Community Centre. He made it clear that the painting was a gift to the Town Council and that he would not be asking for it back.

Councillor Leason advised the Sub-Committee that the lady who had donated the painting to AEDdonate had been delighted to learn that it would be going on display at Stone Station and hoped that people would enjoy it as much as her brother had done.

The Sub-Committee suggested that a plaque with information about the origins of the watercolour be prepared and put on display alongside the painting.

The Chairman asked that the Town Council's grateful thanks to Councillor Leason be recorded.

EST20/039 Update on Frank Jordan Centre

The Chairman provided the Sub-Committee with an update on the Frank Jordan Centre.

The Chairman advised the Sub-Committee that he had previously provided updates on the upgrades undertaken at the Frank Jordan Centre. He said there is one outstanding piece of work which will be progressed during lockdown and this involves marking out parking bays in the car park to ensure the maximum number of vehicles can be accommodated.

EST20/040 Reports of Working Groups

Market Strategy (Market Pricing & Strategy)

The Chairman advised the Sub-Committee that the Market Strategy Working Group had not met due to the Covid-19 pandemic.

Use of Frank Jordan Centre and Stone Station

The Chairman advised the Committee that no meeting of the Community Centres Working Group had taken place due to the Covid-19 pandemic.

Chairman

* 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 Town Council – Management Sub-Committee

Minutes of the meeting held virtually on Tuesday 5 January 2021

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 J. Davies in the Chair and
Councillors: Mrs L. Davies, I. Fordham, M. Green, T. Kelt and R. Kenney

By Chairman's invitation: No Councillors

ABSENT: Councillor: K. Argyle and Mrs A. Burgess

MAN20/041 **Apologies**

Councillor: K. Argyle

MAN20/042 **Declarations of Interest and Requests for Dispensations**

None received

MAN20/043 **Representations from Members of the Public**

None received

MAN20/044 **Minutes**

That the Minutes of the Management Sub-Committee Meeting held on the 22 September 2020 (Minute No's MAN20/036 – MAN20/040), be approved as a correct record.

MAN20/045 **Complaints Procedure**

The Sub-Committee considered the updated Complaints Procedure* which had been issued in electronic form with the agenda for the meeting.

The Town Clerk advised the Sub-Committee that the only change to the procedure, in the event of a complaint being made, related to a previous prohibition on the Town Clerk advising the complaints panel and putting the case to the Council.

The Town Clerk said that he believed there are circumstances where advising the complaints panel and putting the case to the Council should be allowed and the

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procedure had been amended to allow for this in appropriate circumstances.

RECOMMENDED: That the updated Complaints Procedure is accepted.

MAN20/046 Staffing Guidelines

The Sub-Committee considered the updated Staffing Guidelines* which had been issued in electronic copy with the agenda for the meeting.

The Town Clerk advised the Sub-Committee that the changes to the procedure, which were detailed in the report, were only minor.

RECOMMENDED: That the updated Staffing Guidelines is accepted.

MAN20/047 Grievance Procedure

The Sub-Committee considered the updated Grievance Procedure* which had been issued in electronic copy with the agenda for the meeting.

The Town Clerk advised the Sub-Committee that the changes to the procedure, which were detailed in the report, were only minor.

RECOMMENDED: That the updated Grievance Procedure is accepted.

MAN20/048 Disciplinary Procedure

The Sub-Committee considered the updated Disciplinary Procedure* which had been issued in electronic copy with the agenda for the meeting.

The Town Clerk advised the Sub-Committee that the changes to the procedure, which were only minor, were detailed in the report.

RECOMMENDED: That the updated Grievance Procedure is accepted.

MAN20/049 Budget 2021-22 – 2023-24

The Sub-Committee received a report of the Town Clerk* which considered the level of budget that the Sub-Committee may wish to recommend to the General Purposes Committee at its meeting on 19 January 2021 for the services under its control.

The Town Clerk had previously advised the Town Council's Sub-Committees that rather than trying to estimate the impact of the ongoing Covid-19 pandemic all the figures for the standstill budget had been prepared on the basis of a return to normal life in April 2021. A contingency (as a total figure) had been provided in the General Purposes Committee budget to allow for those targets not being met.

* 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.

The Sub-Committee reviewed the standstill budget and the amounts included for each service. It also considered other areas of growth or savings to be taken into account when setting the budget for 2021-22 and future years.

The Town Clerk advised the Sub-Committee that a budget proposal had been included in the confidential section of the agenda, which if approved would be incorporated as a small addition to the administration budget.

The Town Clerk advised the Sub-Committee that the Neighbourhood Plan referendum had been cancelled once and was expected to go to referendum in May 2021, if elections are able to take place. He confirmed that no further costs were expected as a result of the delay and that the financing of this budget head was supported from reserves.

RECOMMENDED: That the budget figures included in the Clerk's report are accepted.

MAN20/050 Updates

The Sub-Committee received updates on the following:

a. Website

The Town Clerk advised the Sub-Committee that he had no update on the website since the Marketing and Events Assistant had left the authority.

b. Facebook

The Town Clerk advised the Sub-Committee that he had no update on the Facebook page since the Marketing and Events Assistant had left the authority. The post holder had done a lot of work in preparation for the Town Council's Facebook account to be launched (earlier in 2020) but postponement had resulted in the content very quickly becoming out of date.

The Town Clerk advised that the task would need to be held until either the post is filled or the opportunity arises for someone with the skills to undertake the significant amount of preparation work needed to ensure the content is ready for the Facebook page to be launched.

c. Service Continuity Plan

The Chairman reminded the Sub-Committee of his invitation that had been extended to Sub-Committee members to submit their views on items that should be considered for inclusion within the Town Council's

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Service Continuity Plan as a result of lessons learned from the COVID-19 emergency.

The Chairman confirmed that he had received one reply to date which had been welcomed. However, as the pandemic remains ongoing the updated Service Continuity Plan cannot be finalised just yet. The actions taken in response to the crisis will need to be formalised and documented when there is stability and an opportunity to do so.

d. Resolutions Progress Report

The Chairman invited feedback on the Resolutions Progress Report which had been issued to Members on 9 December 2020.

Councillor Kelt advised the Sub-Committee that he had looked through the report and found it to be helpful.

The Town Clerk confirmed that the report would be issued at regular intervals as part of the Council's standard procedures.

e. IT Contract

The Town Clerk informed the Sub-Committee that once again he had nothing but praise for the Town Council's IT contractor who had provided an excellent service throughout the period of the COVID-19 pandemic.

MAN20/051 **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.

MAN20/052 **New Telephone System**

The Sub-Committee considered the confidential report* of the Town Clerk which had been enclosed in electronic form with the agenda for the meeting.

The report considered the replacement of the Town Council's outdated telephones with a new, up to date system.

RECOMMENDED: That the Town Clerk is authorised to enter into an agreement with virgin Media for the replacement of the Council's telephone system.

* 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.

RECOMMENDED: That the General Purposes Committee be asked to increase the budget for 2021-22 and subsequent years by £500 per annum in accordance with the proposal in the Town Clerk's report.

Chairman

* 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.

Introduction

1. This report considers the Budget to be recommended to the Council for 2021-22 and the indicative budgets for 2022-23 and 2023-24.

Background

2. At a series of meetings during December 2020 and January 2021, this Committee and its Sub-Committees have considered the potential budgets for 2021-22 to 2023-24. It is now the role of this Committee to consider those potential budgets and decide, for recommendation to the Full Council meeting on 2nd February 2021:
 - a. The budget for 2021-22 for each Budget Head.
 - b. Any contributions to or from reserves to be built into the budget.
 - c. The precept for 2021-22.
 - d. Indicative figures for 2022-23 and 2023-24 for each of the above items.
3. At the time of writing this report, the recommendations from all Sub-Committees are not yet available. This report will thus focus on the sums available to spend and the impact on reserves. Details of all Sub-Committee budget proposals will be made available at the meeting.
4. This year's budget has also being prepared with the additional uncertainty resulting from the Covid-19 pandemic. In order to allow the Council to determine its budget with as much knowledge of the pandemic position as possible, and to better manage it thereafter, the budget was prepared on the following basis:
 - a. Individual budget lines were prepared on the basis of a return to pre-lockdown (i.e. Tier 2) service levels from December 2020, and a return to full, normal service levels from April 2021.
 - b. A "Coronavirus Contingency" has been provided within the General Purposes Committee budget which, at the level originally recommended, should be sufficient to cover the main consequences of the pandemic if the recovery is slower and at least some form of restrictions continue until the summer of 2021. This figure will now need to be reviewed in the light of the most up to date information available when determining the Committee's budget recommendations to the Council.

Payments by Stafford Borough Council

5. For a number of years, the Council has received payments of around £30,000 from Stafford Borough Council in addition to the precept. For 2021-22 this includes £20,509 (increased from £18,399 in 2020-21) to compensate for a previous reduction in this Council's Taxbase due to benefit changes and £11,461 for the cost of concurrent functions. Neither of these payments are a legal requirement and, at the time of writing this report, neither have been confirmed for continuation beyond the next financial year. The figures in this report assume that these payments will continue into the foreseeable future at the same cash level as 2021-22.

Council Tax

6. With reference to the determination of the Council Tax level by the Council, the Secretary of State has the power to require a referendum of local people before the Council Tax can be put up by more than a specified percentage.
7. Currently it is not expected that parish Council Taxes will be capped for 2021-22 providing that the sector as a whole "shows restraint".

Standstill Budget

8. A "standstill" budget was presented to the last meeting of this Committee. The figures can be summarised as follows:

Actual		Budget	Forecast	Budget	Budget	Budget
2019-20		2020-21	2020-21	2021-22	2022-23	2023-24
£		£	£	£	£	£
6,136	Estates	81,600	56,400	48,200	62,800	63,300
17,814	Environment	27,895	24,450	21,200	21,600	21,900
32,327	Tourism & Town Promotion	34,200	30,200	43,100	38,800	39,600
225,564	Management	208,595	204,395	216,200	215,300	257,700
1,838	Neighbourhood Plan	7,900	-	7,900	-	-
-	General Purposes	180,000	129,000	61,700	-	-
			-			
114,227	Earmarked Reserves	-148,775	140,875	-7,900	-	-
<u>397,906</u>	TOTAL	<u>391,415</u>	<u>303,570</u>	<u>390,400</u>	<u>338,500</u>	<u>382,500</u>

9. It should be noted that the Management Sub-Committee budget for 2023-24 is £8,000 higher than the figure reported to the General Purposes Committee on 1st December 2020. This is due to a different accounting treatment of the purchase of replacement iPads following the 2023 elections. As a result of this change, the budgets for the following three years (2024-25 to 2026-27) will be £8,000 lower in total.
10. In order to be able to consider the budget bids from Sub-Committees, illustrations are set out below showing the effect of a Council Tax increase of 1.1% each year for the standstill

budget, as per the indicative budget agreed last year. It must be remembered that the illustration below is for the standstill budget only, with no allowance for any budget proposals by Sub-Committees nor any variation in the Covid Contingency.

	2021-22	2022-23	2023-24
	£	£	£
Council Tax Increasing by 1.1% Per Annum			
Required Contribution from Reserves	52,614	-10,685	21,846
Band D Council Tax for Year	51.20	51.76	52.33

11. Thus, for example, if the Council were to decide to increase the Council Tax by 1.1% per annum from its current level of £50.65 for a Band D property for 2021-22, and indicate that it plans to do the same for the next two years, there would be a budget deficit of £52,614 in 2021-22, followed by a surplus of £10,685 in 2022-23 and a deficit of £21,846 in 2023-24.
12. The Council is, of course, free to set the Council Tax at any level in any year. In addition, only the decision regarding the 2021-22 precept is binding on the Council. The indicative figures for the following two years can be changed as part of future budget setting processes.
13. The other factor that the Committee may wish to take into account is that the Council is forecast to underspend by around £88,000 in the current year, mainly due to delays in spending due to the pandemic. Much of this expenditure has now been included in future years' budgets, so this figure, or a proportion of it, would be available to support those budgets in meeting these deferred costs, subject to the need to maintain reserve levels.

Reserves and Balances

14. In considering its recommendations to Council, the Committee will also need to consider the level of general reserves (balances) held by the Council.
15. Excluding the reserves earmarked for the Neighbourhood Plan and rollovers, the Council held a general reserve of £212,470 at the beginning of 2020-21. These are forecast to increase to around £237,947 by the end of the current year as follows:

	£
Opening Balances – 1 st April 2020	212,470
Planned Contribution to 2020-21 Budget from Balances	-44,638
Budget Adjustments (net) ¹	-17,730
Forecast Underspending 2020-21	+87,845
	+25,477
Forecast Balances – 31 st March 2021	<u>237,947</u>

¹ NOTE: These are detailed in the budget monitoring report considered by the November 2020 General Purposes Committee meeting. It excludes adjustments that are balanced by contributions from the Rollover Reserve.

16. Allowing for a 1.1% year-on-year increase in the level of Council Tax, the three-year standstill budget would result in movements in these balances as follows:

	Budgeted Contribution to (from) Balances £	Estimated General Fund Balance £	Number of Months Net Expenditure
31 March 2021	-	237,947	-
31 March 2022	-52,614	185,333	5.5
31 March 2023	+10,685	196,019	6.7
31 March 2024	-21,846	174,173	5.3

17. I would recommend that a Council the size of Stone Town Council should hold balances equivalent to around six to nine months' net expenditure. It can be seen from the above table that this is not achieved in the first budget year above or the last, based on the standstill budget. Any recommendations from Sub-Committees that are accepted by this Committee, or amendments made by the Committee itself, will clearly change these figures.
18. Members need also to bear in mind that the Council has held an additional buffer in recent years due to the £100,000 being held for Crown Wharf. This has now been earmarked for the Heritage Centre project and the budget includes the spending of this money. It will therefore no longer be available to support the Council's reserves. Meeting the minimum recommended level of balances is thus more critical than it has been previously.

Recommendations

19. That Members consider Sub-Committee budget proposals and an appropriate level for the Covid Contingency alongside the additional information in this report and determine the budget and precept level for recommendation to the Council.

Purpose of Report

1. To undertake an annual review of the Council's Risk Management Policy, Strategy and Risk Register.

Background

2. Attached to this report is the Town Council's:
 - a. Risk Management Policy
 - b. Risk Management Strategy
 - c. Risk Register
3. Members are asked to consider the documents and make comments or updates as appropriate.

Recommendations

4. The Committee is recommended to consider and review the Council's Risk Management Policy, Strategy and Risk Register.

Stone Town Council

Risk Management Policy

Introduction

1. Stone Town Council recognises that it has a responsibility to manage risks, both internal and external, and is therefore committed to the implementation of a risk management strategy to protect the Council from avoidable losses.

Responsibilities

2. This Policy places a responsibility on all Members and Officers to have regard for risk in carrying out their duties. Its purpose is to enable the Council to manage its risks through anticipation and control.

Definition

3. The Audit Commission (2001) defined “risk” as an event or action which will adversely affect an organisation’s ability to achieve its objectives, project plans and processes and to successfully execute its strategies. Therefore “risk management” is the process by which risks are **identified, evaluated and controlled**.
4. It is good business practice that risk management processes should be supportive rather than restrictive, and should be embedded in the culture of the Council and embraced by all staff and Members.

Aims

5. The Council’s aims with respect to risk management are as follows:
 - a. To integrate risk management into the culture of the Council.
 - b. To raise awareness of the scope of risk management including business risk, the identification of opportunities as well as threats and that the process supports innovation.
 - c. To manage risk in accordance with best practice.
 - d. To minimise losses, injury and damage and reduce the cost of risk.
 - e. To ensure appropriate actions are taken to address identified risks.
 - f. To ensure that risks are monitored and that an appropriate reporting mechanism exists to support the annual assurance statement on the effectiveness of the Councils’ system of internal control.
 - g. To ensure appropriate actions are taken to identify and pursue opportunities.

6. These aims will be achieved through the Council's risk management strategy which details the roles, responsibilities and actions necessary for successful implementation.
7. The co-operation of all Members and officers is essential to ensure the Council's resources and service provision are not adversely affected by uncontrolled risk, to ensure the Council does not fail to seize opportunities which benefit the community.

Relevant Legislation

8. Stone Town Council will implement its Risk Management Policy in accordance with the current legislation governing local authorities and the associated codes of practice.

Stone Town Council

Risk Management Strategy

Introduction

1. This strategy sets out the framework on which risk management processes at Stone Town Council are based. This framework ensures a consistent approach is taken across the Council and provides for an element of independent oversight by Council Officers.

Objectives

2. The objectives of this strategy are:
 - a. To clearly identify roles and responsibilities for managing risk,
 - b. To follow a structured framework for the identification, assessment and evaluation of risks,
 - c. To ensure a corporate approach is adopted across the Council which facilitates the prioritisation of risks and avoids duplication of mitigating action,
 - d. To ensure risk management principles are embedded in all systems and processes to help demonstrate openness, integrity and accountability in all the Council's activities,
 - e. To ensure the risk management process contributes to the development of a more robust internal control framework, providing assurance to senior officers and Members that appropriate levels of control exist, and
 - f. To provide a framework for ensuring actions are proportionate to identified risks thereby efficiently and effectively utilising resources and maintaining a balance between risks and controls.

Definitions

3. Key definitions within this strategy are:
 - a. **Risk:** an event or action which will adversely affect an organisation's ability to achieve its objectives, projects, plans or processes and thus to successfully execute its strategies.
 - b. **Risk Management:** the process by which risks are identified, evaluated and controlled, which includes the following approaches:
 - i. **Treat the Risk** - Improve the controls to reduce the probability or impact to acceptable limits
 - ii. **Transfer the Risk** - Insure against risk / outsource / design & build option for contracts
 - iii. **Tolerate the Risk** - Live with it, the risk is acceptable and additional controls would not be cost-effective

- iv. **Terminate the Risk** - Do not pursue the course of action, the risk is unacceptable and cannot be economically mitigated to an acceptable level

Categories of Risk

4. The risks facing the organisation can be split into two main categories:
 - a. **Strategic** - Risks which may threaten the achievement of the Council's objectives, and,
 - b. **Operational** - Risks which members and staff may encounter in the daily course of their work.
5. These categories can also be further analysed to identify the types of risk that would be included under each as follows:

STRATEGIC	OPERATIONAL
<p><u>Political:</u></p> <p>failure to deliver key objectives or policies of other levels of Government</p> <p><u>Economic:</u></p> <p>the Council's ability to meet its financial commitments</p> <p><u>Social:</u></p> <p>the effects in changes in demographic, residential or socio-economic trends on the Council's ability to deliver its objectives</p> <p><u>Technological:</u></p> <p>the Council's capacity to deal with technological change or its ability to use technology to meet changing demands</p> <p><u>Legislative:</u></p> <p>current or potential changes in national or European law.</p>	<p><u>Professional:</u></p> <p>professional competences of staff</p> <p><u>Financial:</u></p> <p>financial planning and control and the adequacy of insurance cover</p> <p><u>Legal:</u></p> <p>possible breaches of legislation</p> <p><u>Physical:</u></p> <p>fire, security, accident prevention and health & safety</p> <p><u>Contractual:</u></p> <p>the failure of contractors to deliver services or goods to agreed costs and specifications</p>

STRATEGIC	OPERATIONAL
<p><u>Environmental:</u></p> <p>the environmental consequences of service delivery (in terms of energy efficiency, pollution, re-cycling, landfill needs, emissions etc.)</p> <p><u>Competitive:</u></p> <p>the competitiveness of the service/ the ability to deliver best value.</p> <p><u>Customer:</u></p> <p>failure to recognise the changing needs and expectations of the community</p>	<p><u>Technological:</u></p> <p>reliance on operational equipment (IT systems or equipment and machinery)</p> <p><u>Environmental:</u></p> <p>pollution, noise or energy efficiency of on-going service operation.</p>

Processes

6. In line with best practice, the Council has adopted a seven-step process to support the implementation of risk management and help maintain impetus.

	Steps	Actions
1	Identifying risk	Risks will be identified during the service delivery planning process and cross-referenced, where possible, to key tasks and to the achievement of corporate objectives.
2	Analysing risk	Risks will be assessed against likelihood and impact of the identified risks using the Council's approved evaluation criteria to give a risk score.
3	Profiling risk	The evaluation exercise will result in a risk score from which significant risks can be established.
4	Prioritising action	Risks will be entered in the risk register detailing the inherent risk score, existing controls and residual risk score.
5	Determining action	Further actions required to reduce the threat of the risk occurring or minimise its impact will be stated in the risk register. Target dates and assignment of responsibility will also be stated.
6	Controlling risk	The specified actions will be carried out as stated in the risk register.

7	Monitoring	The Town Clerk will keep the risk register under review and progress against actions identified will be regularly monitored. The register will be updated as actions are achieved and risk scores amended as appropriate. The identification of risks is a continual process and risks emerging throughout the year will be evaluated and, where necessary, added to the register.
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Risk Management Matrix

- The risk management matrix set out below categorises risks using colour ratings to focus the Council's attention in the right place. A red risk indicates an area where the Council should focus its attention, with that level of attention descending through amber, yellow, and through to green, where it is likely that no action could be justified.
- Each risk is allocated a risk score by multiplying the likelihood of the identified situation occurring by the impact that its occurrence would have on the Council.
- This assessment is undertaken twice. Firstly to assess the gross risk, which is the raw risk if no controls were in place, then secondly to assess the net risk, which is the residual level of risk after taking the existing controls into account. Only the net risk is shown in the register.
- As identified in paragraph 3.b above, the Council will need to determine whether it wishes to treat, transfer, tolerate or terminate the risk, and the actions required, if any, to achieve that outcome.

Stone Town Council – Risk Matrix

Impact	Major				
	Significant				
	Serious				
	Minor				
		Unlikely	Possible	Likely	Almost Certain
		Likelihood			

Stone Town Council

Strategic Risk Register – January 2021

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required
			Likelihood	Impact	Total	
Failure to comply with legislation, regulations or Codes of Practice	Possible legal action against Council or individuals.	Access to legal bulletins, advice and information via NALC, SLCC and Borough Council.	1	4	4	
Failure to maintain a robust and legal decision making process	Challenge to decisions, possible legal action.	Up to date standing orders, code of practice etc. reflecting current legal practices. Access to legal bulletins, advice and information via NALC, SLCC and Borough Council.	1	4	4	
Failure of financial processes and reporting	Decisions taken without full information, Members and officers not properly informed on financial resource matters, potential threat to council resources, reserves and/or reputation.	Annual financial statements prepared by responsible financial officer and, checked by internal and external auditors. Budget monitoring reports provided regularly to Members. Budget consideration annually with forward plan and information on reserves. Town Clerk is qualified and experienced accountant.	1	3	3	
Failure of internal controls	Potential for fraud/theft, procedures not followed leading to possibility of higher costs /need for additional other resources.	Insurance cover - subject to certain requirements being met, internal audit, systems and division of responsibilities. Some limitation due to small number of staff.	1	3	3	
Failure to comply with Covid safety rules	Potential for spreading of virus, plus exposure of Council to fines and severe reputational damage.	Regular review of rules and commitment to their implementation.	2	4	8	

Stone Town Council

Operational Risk Register (Resource Management) – January 2021

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required
			Likelihood	Impact	Total	
Planning applications and other consultations not responded to within timescale	Views of the Council not taken into consideration resulting in developments/projects etc. not being amended/refused as requested for the benefit of residents.	Planning Committee meets monthly. Timetables negotiated with Borough Council if necessary. Delegated arrangements in place for emergency decisions.	1	2	2	
Breach of confidentiality	Confidential documents in the public domain. Possible third party claims/loss of public faith in the Council.	Staff and Members clear about need for confidentiality. Private items clearly indicated on agendas. Media protocol adopted.	1	2	2	
Legal proceedings against the Council	Reputation of the Council put at risk, officers / Members personally accountable, possible significant resource implication.	Access to legal advice through NALC, SLCC, Borough Council and independent solicitors. Insurance cover gives some financial protection. Council protocols and procedures designed to prevent actions outside the law.	2	3	6	
Insufficient available resources to meet the Council's needs and priorities	Aims and objectives unable to be met	Budget prepared over three forward years. Regular budget monitoring by members and officers. Reserves at adequate level.	1	3	3	
Major budget overspend	Interruption or termination of services, including services not subject of overspend.	Financial assessment of new developments as part of reporting to Members. Regular budget monitoring by members and officers. Reserves at adequate level. Internal controls re ordering and payments.	1	2	2	

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required
			Likelihood	Impact	Total	
Loss of trading income	Increase in net costs. Interruption or termination of services, including services not subject of income loss. Longer term threat to service where income has fallen.	Planned budget, prudent estimates for income, regular monitoring by officers and Members allows review of costs or opportunity to expand income to reduce impact where possible.	2	2	4	
Failure of IT systems	Unable to carry out day to day administrative and financial work. Unable to prepare minutes, reports or agendas. Unable to respond to queries from Members or the public.	Professional IT support under contract to provide support to the Council. Full review of security systems undertaken as part of appointment of IT company and all recommendations adopted. All key IT equipment replaced in 2017. Some key systems, e.g. community centre bookings, kept manually. Planned updating of IT hardware and software to maintain currency, compatibility and reliability. Following some initial teething issues, IT support contract now appears to be operating successfully.	1	3	3	IT support contract now operating successfully.
Serious breach of IT security	Confidential data compromised throughout system. Possible data corruption/destruction. Failure of IT systems.	Limited personal and confidential data held. Domain level network security control. Separate guest access to internet with no access to STC data. Security of network, data, etc. reviewed as part of IT support contract.	2	3	6	
Loss of key staff skills for significant period (e.g. illness or resignation)	Reduced performance or reliability in some or all aspects of the Council's work.	Some posts within the organisation can be covered to provide basic service continuation but due mainly to the small size it is not possible for full crossover of skills and knowledge. A small staff base also means there is not the capacity to significantly increase workload without increasing staffing.	2	3	6	Insurance cover increased from June 2019 to cover accidents to key staff outside work (accidents to staff in work already covered)

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required
			Likelihood	Impact	Total	
Major failure related to health and safety legislation	Injury to or death of a member of staff, Councillor or member of the public. Possibility of legal action by Health and Safety Executive.	Appointed external consultants to support Council's health and safety work. Up to date health and safety policy and strategy. Risk assessments for Council premises and activities. Staff properly trained. NOTE: Some of these controls are not yet fully in place following the implementation of the support contract.	1	4	4	Undertake full set of risk assessments Continue programme of staff training
Major staffing issue resulting in industrial tribunal or legal action.	Resource implications, poor press, impact on workforce and council during tribunal	Existing HR experience. Access to Borough or County HR/Legal staff for support (at a cost). Members of West Midlands Employers' Organisation.	1	3	3	
Fraud/Theft	Resource implications, poor press, loss of Council assets, impact on Council reputation.	Internal controls, internal audit, fidelity insurance cover. The effectiveness of internal control is, however, severely restricted in a small organisation with limited scope for separation of duties.	1	3	3	
Economic impact of Covid-19 on the Council's activities.	Loss of income from trading activities. Additional demands due to Covid impact on community. Reduced spending on public events etc..	There is a degree of self balancing with event expenditure reducing to partially compensate for lost income and additional demands. Impact in 2020-21 met from reserves. Covid contingency built into 2021-22 budget.	4	2	8	Continue to monitor

Stone Town Council

Operational Risk Register (Service Delivery) – January 2021

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required
			Likelihood	Impact	Total	
Failure to review and/or collect charges	Reduced income to the Council and non-competitive charges.	Charges reviewed annually as part of budget process. Income levels compared to budget by month as part of budget monitoring processes. Casual hirers pay in advance, regular bookings invoices. Market traders pay in cash on day of market. Booked traders who do not turn up are expected to pay on their next visit	1	1	1	Markets to move to payment in advance. Credit and Debit cards to be accepted for payment. Use of cheques to be restricted from April 2020 (LT)
Lack of adequate insurances	Claims against the Council would could result in expenditure in excess of the budget.	Regular review of insurances. Use of insurer's tool to determine level of insurance required. . Requirement for market traders to have their own indemnity insurance, which is checked before a stall is allocated.	1	3	3	
Vandalism	Loss of bookings, additional expenditure, poor image.	Users, caretaker or cleaner report any problems to ATC(BR), who takes action accordingly. Terms and conditions of hire for FJC updated to make responsibilities or hirer re damage to premises or equipment clear.	2	3	6	Terms and conditions of hire for Stone Station to be updated along the lines of FJC terms (LT)
Inadequate budget provision	Routine and essential maintenance not undertaken or equipment not replaced resulting in reduced bookings and health and safety issues. Deterioration in leased buildings which would need to be reinstated under lease. Open spaces may become unsafe.	Budgets reviewed yearly. Condition of buildings, equipment and open spaces regularly reviewed.	1	4	4	

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required
			Likelihood	Impact	Total	
Inappropriate terms for leased buildings	Council unable to meet obligations under lease, or restrictions prevent Council from making optimum use of asset.	Legal advice sought for new leases, and financial and other implications reported to Members before signing.	2	3	6	
Buildings and equipment not maintained	Fabric of building deteriorates, resulting in less attractive building for hirers and failure to meet lease obligations.	Building maintenance budget in place for planned and reactive work. Periodic building inspections.	2	3	6	Regular buildings inspections (ATC(BR)) Planned preventative maintenance programme (TC)
Lack of Security	Theft and damage resulting in possible loss of assets, cancelled bookings, reduced income and higher insurance premiums.	Regular banking, insurance, buildings alarmed, on-site caretaker at Stone Station, key codes at civic office, and office space shared with police. CCTV installed at Frank Jordan Centre.	1	3	3	
Availability of sufficient marquees for market	Market traders turned away	Council has stock of marquees, which are regularly maintained. Access is available to additional marquees for hire. Refresh of Council marquees undertaken in March 2019.	1	2	2	
Allotment tenancy agreements not in place	Lack of control of tenancies and income. Tenants not clear on terms of their agreement	Signed tenancy agreements in place with all allotment holders.	1	2	2	
Japanese Knotweed at allotments	Allotment revenue lost, Damage to reputation if spreads.	Regular monitoring and prompt treatment of any Knotweed presence. NOTE: Current treatment of Knotweed in progress.	3	2	6	
Fly tipping at open spaces or car parks	Unsanitary and possibly hazardous resulting in increased expenditure to remove and possible claims against the Council.	Rubbish removed as and when required.	2	2	4	
Illegal encampment	Unsanitary, unable to gain access for maintenance, health and safety issue resulting in complaints and poor image.	Access partially restricted by gates and fences. Police to be informed as soon as illegal encampment is identified and dealt with by them.	1	3	3	

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required
			Likelihood	Impact	Total	
Litter/dog mess in open spaces	Unightly, health and safety issue resulting in complaints and poor image.	Dog bins provided, areas litter-picked regularly.	2	2	4	
Unable to provide services due to Covid restrictions.	Resource impact (see above). Loss of service to residents. Loss of town centre activity (events and markets). Possible closure of offices.	Plans in place to facilitate remote working if office closed. Regular review of regulations to ensure service provision is maximised within legal requirements.	4	2	8	Ensure that lessons from first lockdown are learned to improve resilience.

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

CONTACT	Tim Clegg
DIRECT DIAL	
EMAIL	
OUR REF	
YOUR REF	
DATE	17 December 2020

Dear Mr Trigg

Stonefield and Christchurch Ward – Contested Election 2019
Invoice Number 7070262624 Invoice amount £8,497.13

Thank you for your letter in respect of the above and apologies for the delay in responding to you.

As requested, please see below a breakdown of the 2019 election recharges.

Review of Costings

After reviewing the recharges for the 2019 election there are several fundamental points that need to be observed when looking at the costs and how they are calculated which have been detailed in the table below.

There are elements which are shared ie the staff costs, polling station hire, poll card production and count venue hire. Then 100% is recharged for the production of the ballot papers, postal votes, counting sheets and postages which are specific costs to your Parish based on electorate and the number of candidates standing.

The Election process is supported by many external companies who have been selected via the Councils procurement procedure to ensure value for money. Their charges are then fixed by a Contract. The only re charges made to you are for those costs incurred and no profit is made by this local Authority.

	2019 costings	2019 notes
Staffing	3477.79	<ul style="list-style-type: none"> • More staffed are employed 2019 although the costs are shared which has reduced the overall cost to the Town Council • The 2016 election was on a smaller scale and we are able to absorb a lot of the staffing costs internally for which you were not charged and is not possible at large elections. • In 2016 you were charged 100% of all staffing costs for the polling station, count and postal voting costs. • There was also an Increase in staff fees between 2016 and 2019.

Printing/Stationery/ Postages	3399.44	<ul style="list-style-type: none"> Due to the large volumes of printing and postages you benefit from a reduction in the unit costs. But in 2016 the smaller volumes are more expensive.
Polling stations/Booth delivery/count venue	1619.90	<ul style="list-style-type: none"> In 2019 you shared the cost for polling station hire but 2016 you had to pay the full cost. The charges for booth delivery and collection are shared proportionally between the Borough and all the contested Parishes but in 2016 you are charged the full cost for Booth deliver/collection. In 2019 a charge was applied for the count venue and security but in 2016 the polling station was used for the count and no additional charge was made. <p>The reduction you benefited from in 2019 for the booth delivery/collection costs was then counterbalanced by the charges for the Count venue and polling station hire.</p>
TOTAL	8497.13	

Thank you.

Yours sincerely

Tim Clegg
Chief Executive

Stone Town Council - Non-Cheque Payments

The table below lists non-cheque payments made by the Council in the period since the last report, for the Committee's information.

The table includes payments by direct debit, telephone banking and online banking. It excludes salary and related payments, payments from the Mayor's Charity, and transfers between the Council's bank accounts, which can be seen by any Member on request. All amounts exclude VAT.

Date	Reference	Supplier	Description	Amount	Month
02/11/2020	D/Dbt 018/20	Prism Solutions	Analogue Line Rental - Oct 2020	£44.45	Nov-20
02/11/2020	D/Dbt 018/20	Prism Solutions	Analogue Line Rental - Oct 2020	£46.69	Nov-20
02/11/2020	D/Dbt 018/20	Pitney Bowes	Franking Machine Account balance updated	£200.00	Nov-20
03/11/2020	D/Dbt 018/20	Stafford Borough Council	SBC Rates - Market Sq	£52.00	Nov-20
03/11/2020	ELEC 34/20	J G Fenn Ltd	Diaries / Planners and various stationery	£45.15	Nov-20
03/11/2020	ELEC 34/20	J G Fenn Ltd	3 X flash drives and other stationery	£46.63	Nov-20
03/11/2020	D/Dbt 018/20	Stafford Borough Council	SBC Rates - Station	£225.00	Nov-20
03/11/2020	D/Dbt 018/20	Stafford Borough Council	SBC Rates - FJC	£434.00	Nov-20
04/11/2020	ELEC 34/20	Water Plus	Water Supply NR Allots 23/8 to 23/10/20	£66.89	Nov-20
04/11/2020	ELEC 34/20	Chubb Fire	Station Fire Extinguisher Service 21/10/20	£142.28	Nov-20
05/11/2020	D/Dbt 018/20	Pozitive Energy	Elec 25/09/20 to 21/10/20	£74.00	Nov-20
06/11/2020	D/Dbt 018/20	EE	Mobile Phone Plan	£21.28	Nov-20
06/11/2020	D/Dbt 018/20	EE	Mobile Phone Plan	£21.28	Nov-20
06/11/2020	D/Dbt 018/20	EE	Mobile Phone Plan	£48.35	Nov-20
09/11/2020	D/Dbt 018/20	British Gas Lite	Elec - feeder pillar 1 Sep/Oct	£8.52	Nov-20
09/11/2020	D/Dbt 018/20	British Gas Lite	Elec - High St - Sep/Oct	£11.07	Nov-20
10/11/2020	D/Dbt 018/20	Open Spaces	Open Spaces Mship 2021	£45.00	Nov-20
12/11/2020	D/Dbt 018/20	Pozitive Energy	Elec 02/10 to 01/11	£117.98	Nov-20
12/11/2020	D/Dbt 018/20	Pozitive Energy	Elec 01/10 to 29/10	£199.22	Nov-20
12/11/2020	D/Dbt 018/20	Pozitive Energy	Gas 25/09 to 31/10	£28.99	Nov-20
13/11/2020	ELEC 35/20	Veolia ES (UK) Ltd	Waste Removal x 3 Oct 2020	£94.82	Nov-20
13/11/2020	ELEC 35/20	Veolia ES (UK) Ltd	Waste Removal x 2 Oct 2020	£58.21	Nov-20
13/11/2020	ELEC 35/20	Christmas Plus	Zig Zag Hire Crown - Thai	£1,500.00	Nov-20
13/11/2020	ELEC 35/20	Water Logic	Water cooler rental - Oct 2020	£5.00	Nov-20
13/11/2020	ELEC 35/20	Christmas Plus	Dismantle bunting	£502.96	Nov-20
13/11/2020	ELEC 35/20	Virgin Media Business	Broadband Rental Nov 2020	£51.75	Nov-20
13/11/2020	ELEC 35/20	MJ Plant	Gd Maint - C Meadow, Amph, Mt Rd Allot Oct 2020	£1,509.00	Nov-20
13/11/2020	ELEC 35/20	MJ Plant	Board then replace 3 x windows	£160.00	Nov-20
13/11/2020	ELEC 35/20	Current Electrical & Property Services	Hire / set up safty barriers Walton & Stone	£528.20	Nov-20
13/11/2020	ELEC 35/20	Current Electrical & Property Services	Marquees set up Oct 2020	£550.00	Nov-20

Date	Reference	Supplier	Description	Amount	Month
13/11/2020	ELEC 35/20	MJ Plant	Repairs to railway work house bridge	£88.00	Nov-20
16/11/2020	D/Dbt 018/20	Opayo by Elavon	Sage Pay transaction charges Oct 2020	£15.00	Nov-20
17/11/2020	ELEC 37/20	Current Electrical & Property Services	Supply & install 1 x 16 amp socket for Walton lights	£175.00	Nov-20
17/11/2020	ELEC 37/20	BMA Window Cleaner	Window cleaning FJC	£65.00	Nov-20
17/11/2020	ELEC 37/20	BMA Window Cleaner	Window cleaning Station	£25.00	Nov-20
17/11/2020	ELEC 37/20	Virgin Media Business	Nov line rent & Oct call charges	£56.28	Nov-20
18/11/2020	D/Dbt 019/20	Zoom Video Comm Inc	Zoom Monthly - Nov / Dec	£47.96	Nov-20
19/11/2020	D/Dbt 019/20	World Pay	Transaction, Dashboard and non-compliance charges	£28.63	Nov-20
19/11/2020	D/Dbt 019/20	World Pay	Managed Service fee	£12.50	Nov-20
23/11/2020	ELEC 37/20	Robert Mincher	refund RM - Xmas Card Comp gift cards (50,30,20)	£100.00	Nov-20
24/11/2020	ELEC 37/20	Stafford Borough Council	Supply and water 105 hanging baskets in the High St	£5,250.00	Nov-20
25/11/2020	D/Dbt 019/20	Prism Solutions	Prism Support - Dec 2020	£714.92	Nov-20
26/11/2020	ELEC 38/20	Mrs C Shaw	Re-imbursed expenses - gift bags for xmas card winners	£1.66	Nov-20
27/11/2020	ELEC 38/20	Panda Press (Stone) Ltd	Xmas Cards 3x50 - with mayor	£119.00	Nov-20
27/11/2020	ELEC 38/20	Panda Press (Stone) Ltd	Xmas Cards 3x25 - no mayor	£89.00	Nov-20
27/11/2020	ELEC 38/20	Call Handling Services Ltd	Call handling service	£7.17	Nov-20
27/11/2020	D/Dbt 019/20	Pozitive Energy	Gas 22/10/20 to 21/11/20	£329.54	Nov-20