

**Town Clerk**  
Les Trigg

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15 Station Road  
STONE  
ST15 8JP

26 October 2021

Dear Councillor,

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 2 NOVEMBER 2021 at 7:05pm** or on the rising of the Council Meeting, if later.

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

Attendees are asked to wear face masks other than when taking part in the meeting.

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 5 October 2021, Minute No's GP22/079 – GP22/100 (attached).

## 8. **Minutes of Sub-Committees**

- a) Tourism & Town Promotion Sub-Committee held on 19 October 2021, Minute Numbers TTP22/018 – TTP22/025 (attached)
  - i. To consider the draft minutes
  - ii. To consider the Recommendations contained in Minute Number TTP22/024
- b) Environmental Sub-Committee held on 19 October 2021, Minute Numbers ENV22/014 – ENV22/020 (attached)
  - i. To consider the draft minutes
  - iii. To consider the Recommendations contained in Minute Number ENV22/018
- c) Management Sub-Committee held on 19 October 2021, Minute Numbers MAN22/011 – MAN22/014 (attached)
  - ii. To consider the draft minutes
  - iv. To consider the Recommendations contained in Minute Number MAN22/014

## 9. **Redevelopment of Westbridge Park**

To welcome Councillor Carolyn Trowbridge, Stafford Borough Council Cabinet Member with responsibility for the Leisure Portfolio, who has kindly agreed to address the Committee and answer questions on the proposed Westbridge Park redevelopment.

## 10. **Westbridge Destination Park Consultation**

To consider a Stafford Borough Council consultation inviting views on the redevelopment of Westbridge Park.

An email from the Borough Council with a link to the Online Survey is attached, along with an accompanying poster detailing the transformation plans.

The masterplan and Final Proposals can be found at: [Westbridge Park - RIBA 3 Final Report - Full Document.pdf \(staffordbc.gov.uk\)](#)

## 11. **Engaging with Young People**

To consider the membership of an Engagement with Young People Working Group (subject to approval of Management Sub-Committee Minute Number MAN22/014)

The following documents are attached to the agenda:

- Councillor Mrs Dawson's Youth Council Research Summary
- Councillor J. Davies' Youth Involvement Notes

A copy of the Protocol for the Appointment of Student Advisors in Association with Ringwood School, and NALC publication 'Whatever, yeah? Is attached to the electronic version of the agenda.

12. **Stone Heroes Awards**

To consider the report of the Town Clerk (attached) which sets out the Town Mayor's proposal regarding the Stone Heroes Awards Scheme.

13. **Town Council Payments**

To receive a list of payments made by the Council during the period 1 to 30 September 2021 (attached).

14. **Update from Working Groups:**

- a) Neighbourhood Plan Steering Group
- b) Stone Area Parish Liaison Group
- c) Stone Heritage Centre Steering Committee

15. **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 – Town Mayor & J. Davies

Age Concern Stone & District – Cllrs J. Davies and C. Thornicroft

Stafford & Stone Access Group – Cllr T. Kelt

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

Stone Community Hub Liaison Group – Cllrs: Mrs L. Davies, Mrs J. Hood & J. Powell

SPCA Executive Committee – Cllr M. Green

16. **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.**

17. **Confidential Minutes**

To approve the confidential minutes of the General Purposes Committee held on 5 October 2021, Minute Numbers GP22/079 and GP22/100.

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 in the Council Chamber at 15 Station Road, Stone, on Tuesday 5 October 2021

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

**ABSENT:** Councillors: M. Green, M. Hatton and J. Hickling

### **GP22/079 Apologies**

Apologies were received from Councillors: M. Green and J. Hickling

### **GP22/080 Declarations of Interests**

Councillor P. Leason declared a personal interest in agenda item 9 (Minute Number GP22/087) – Grant aid to local organisations: 1<sup>st</sup> Stone Scout Group.

Councillor Mrs K. Dawson declared a personal interest in agenda item 9 (Minute Number GP22/087) – Grant aid to local organisations: 1<sup>st</sup> Stone Scout Group.

### **GP22/081 Requests for Dispensations**

None

### **GP22/082 To receive the report of the County Councillors**

#### **County Councillor Mrs J. Hood**

The Chairman invited Councillor Mrs Hood to address the Committee.

Councillor Mrs Hood advised the Committee that she had no report to deliver on this occasion.

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

Councillor Parry was not in attendance at the meeting.

### **GP22/083 To receive the report of Borough Councillors**

The Chairman invited Councillor Fordham to address the Committee.

Councillor Fordham advised the Committee that the five Stone Ward Borough Independent Councillors will shortly be meeting with Stafford Borough Council Officers to discuss the next stages and the timing for the development of Westbridge Park.

**GP22/084 Representations from Members of the Public**

None

**GP22/085 Minutes**

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on 7 September 2021 (Minute Numbers GP22/056 – GP22/078), be approved as a correct record.

**GP22/086 Minutes of Sub-Committees**

Tourism & Town Promotion Sub-Committee held on 31 August 2021 (Minute Numbers TTP22/008 – TTP22/017), that the draft minutes be noted and the recommendations of the Sub-Committee contained in Minute Numbers TTP22/012, TTP22/013 (second recommendation: *That the General Purposes Committee considers the arrangements for a Queen's Platinum Jubilee Working Group*) and TTP22/016 be adopted.

Minute Number TTP22/015 had been adopted at the last meeting.

The Chairman advised the Committee that he had been approached by Councillors J. Davies, Mrs L. Davies and Mrs J. Hood to ask the Committee to reconsider the recommendation contained in Minute Number TTP22/013 (first recommendation: *That the Christmas Lights Switch-On is delivered virtually in 2021 and that the preparations for a live event in the High Street are not progressed*). He had also received a letter from Stone Traders Group in support of a live Christmas Lights Switch-On.

The Chairman invited Councillor Mrs Hood to address the Committee.

Councillor Mrs Hood advised the Committee that she had been contacted by a great many people expressing their strong views about wanting to see a live Christmas Lights Switch-On event take place in the town in 2021.

After also noting that the London Marathon had taken place at the weekend, and also well attended local events (St George's Day and Food & Drink Festival) Councillor Mrs Hood asked the Committee to reconsider its decision not to hold a Christmas Lights Switch-On in the town.

RESOLVED; That Minute Number TTP22/013 (first recommendation) is revoked in favour of a live Christmas Lights Switch-On in the town on Thursday 25 November 2021.

RESOLVED: That the arrangements for a Virtual Christmas Lights Switch-On continue and be held concurrently.

RESOLVED: That the following Members be appointed to the Queen's Platinum Jubilee Working Group (reference TTP22/016): K. Argyle, J. Davies, Mrs L. Davies, Mrs J. Hood, P. Leason, R. Kenney and S. Walley.

- a) Environment Sub-Committee held on 31 August 2021 (Minute Numbers ENV22/007 – ENV22/013), that the draft minutes be noted and the recommendations of the Sub-Committee contained in Minute Number ENV22/011 be adopted.

**GP22/087 Requests for Grants from Local Organisations**

**1<sup>st</sup> Stone Scout Group**

Having declared personal interests, Councillor Mrs Dawson and Councillor Leason did not speak on this item, or vote.

The Committee considered the grant application from 1<sup>st</sup> Stone Scout Group requesting financial support in respect of the costs of hiring an alternative venue for its meetings while the Pump House receives renovation works and essential repairs to the floor.

RESOLVED: To award to 1<sup>st</sup> Stone Scout Group a grant of an unspecified value which will be equal to the costs of hiring the Frank Jordan Centre for Scout Group meetings for a maximum period of twelve months.

**Douglas Macmillan Hospice**

The Committee considered the grant application from the Douglas MacMillan Hospice requesting £200 towards the costs of providing children's services (that have been taken on from the Donna Louise Trust). The application specifies that the hospice is currently caring for six children and their families in the Stone postcode area.

RESOLVED: To award £200 to Douglas MacMillan Hospice.

RESOLVED: That the Town Council reviews its policies in relation to national and large charities who apply for grant aid.

**GP22/088 Review of Standing Orders**

The Committee undertook to review the Council's Standing Orders\* which had been presented to the last meeting of the Committee and circulated electronically with the agenda for this meeting. The document had been reviewed by the Town Clerk, who had proposed amendments to reflect changes to the arrangements for: the location of meetings, urgent matters during the pandemic, serving notice on Councillors by email, accounts submission deadlines if specified in national regulations and procurement changes to reflect Britain's exit from the European Union.

RESOLVED: That the Committee updates the Council's Standing Orders Related to Council Business in accordance with the proposed revisions contained in the report.

**GP22/089 Review of Financial Regulations**

The Committee undertook to review the Council's Financial Regulations\* which had been presented to the last meeting of the Committee and circulated electronically with the agenda for this meeting. The document had been reviewed by the Town Clerk, who proposed changes to Regulation 5.7b (requirement to produce a report of all payments to each ordinary meeting of the General

\* 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.

Purposes Committee), Regulation 5.10 (payments using PayPal) and Regulation 10.3 (procurement following Britain's exit from the European Union).

RESOLVED: That the Council's Financial Regulations are updated in accordance with the proposed revisions in the report.

#### **GP22/090 Code of Conduct**

The Committee considered the revised Code of Conduct which is based on the updated Local Government Association Model.

The revised Code of Conduct had been circulated with the electronic version of the agenda for the meeting.

RESOLVED: That the revised Councillor Code of Conduct (October 2021) is adopted by the Town Council.

#### **GP22/091 Drinking Water Machines**

The Committee considered whether The Town Council should continue to provide drinking water from cold water drinks dispensers in its offices, Council Chamber and two community centres.

The Committee expressed concerns that water machines are not hygienic and in the current climate present a risk in respect of Covid-19 safety. In addition the water cooling element of the machines are not environmentally friendly.

The Town Clerk advised the Committee that (under Regulation 22 of the HSE Guidance and Approved Code of Practice) the Town Council has obligations as an employer to provide an adequate supply of wholesome drinking water (and drinking vessels) that is readily accessible to all staff.

The water should normally be obtained directly from a suitable public or private mains supply. If a cistern, tank or vessel is used as a supply, it should be well covered, kept clean and tested and disinfected as necessary. If refillable containers need to be used they should be suitably enclosed to prevent contamination and refilled at least once a day. The supply of bottled water does not meet the requirement and may only be provided as a supplementary source of drinking water.

The Town Clerk advised the Committee that the water supplied from the kitchens at each of the Council's sites may well fulfil the requirements of the legislation but this would need to be established before the water coolers (which are out of contact) could be removed.

RESOLVED: That the Town Clerk is asked to identify and implement a hygienic and environmentally friendly method for supplying drinking water to its employees which meet the Town Council's obligations as an employer.

#### **GP22/092 Gambling Act 2005 – Draft Statement of Principles 2022 to 2025**

The Committee considered a Stafford Borough Council consultation seeking views on the statement of the principles it proposes to apply when exercising its functions under the Gambling Act 2005.

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An email from the Licensing Manager at Stafford Borough Council had been circulated with the agenda and the Gambling Act 2005 Draft Statement of Principles 2022 – 2025 had been attached to the electronic version of the agenda.

The Committee noted the consultation but did not wish to have any input.

**GP22/093 Nominations for SPCA Executive and AGM arrangements**

The Committee considered an invitation to nominate a representative to stand for election to Staffordshire Parish Councils Association's Executive. It was noted that the election will take place at the Association's AGM on the evening of 6 December 2021.

RESOLVED: To nominate Councillor Mark Green to stand for election as a representative to the SPCA Executive Committee.

**GP22/094 Members' Motion under Standing Order 4**

**Councillor Mrs Kerry Dawson**

*"I've been looking into ways we can get young people more involved in the Council and the things that we do. As part of this research, I have identified a potential role for a number of "Student Advisors" who would support the Council at appropriate meetings by providing advice from the perspective of younger people.*

*I would ask the Council for its support for me to work with the Town Clerk and local schools to put together a proposal which can be considered by this Committee and, if supported, implemented at the Annual Meeting in May 2022."*

Councillor Mrs Dawson advised the Committee that she had had several discussions about how young people might get more involved with the Council and after research had discovered the NALC publication 'Whatever, yeah' containing several case studies on how other councils had been getting their youth involved in their work.

She believed the 'Student Advisors' model championed by Ringwood Town Council would benefit the Stone community, providing a mechanism for young people to have an input into local democracy and decisions relating to the town.

The Committee congratulated Councillor Mrs Dawson on identifying and raising this important issue.

RESOLVED: That the Management Sub-Committee is asked to consider the options for better representing young people and promoting youth engagement in the Town Council's activities.

RESOLVED: That the Management Sub-Committee meets on 19 October 2021 to consider its recommendations to the General Purposes Committee.

The Chairman of the Management Sub-Committee confirmed that any Councillor not on the Management Sub-Committee would be given a dispensation to speak.



**Councillor Steve Walley**

*"I would like to commence holding surgeries as a Town Councillor, for the residents of Stonefield and Christchurch Ward.*

*An ideal location would be the Frank Jordan Centre, and would propose that the Committee agree to use of the Centre free of charge for this purpose."*

Councillor Walley advised the Committee that he considered it was important for Town Councillors to be as visible as possible and in working towards this wished to propose holding Town Council surgeries in collaboration with fellow ward Councillors. He suggested alternating the venues to ensure accessibility and asked whether the Frank Jordan Centre could be used free of charge for this purpose.

The Town Clerk advised the Committee that the ability to give free use of Council premises was permitted provided its purpose was clearly for the work of the Council and that the work was clearly non political.

The Committee agreed that the idea of holding surgeries was a good one in principle but raised a number of questions about how the sessions would work and how different scenarios would be managed.

The Committee raised the following points for consideration:

- That the project should be open to all so that the service benefits the whole town rather than specific wards.
- Safety and security are key considerations and a minimum of two Councillors should be present at surgeries.
- Ideally many more than two Councillors should be present at surgeries to maximise the collective knowledge that is available from the team.
- Many enquiries are likely to be related to signposting people to the services of other local authorities. Preparations will be necessary to ensure people are directed correctly for further advice and assistance.
- The Frank Jordan Centre is considered a suitable venue in respect of its proximity to the town and CCTV coverage.
- That the need to ensure revenue to the community centre is not missed. For example using the centre at times when it is not otherwise in use.
- Pop up surgeries could be considered such as a stall at a town market.
- Consideration needs to be given to promotion of surgeries, their frequency, a staffing rota, use of an appointment system, managing situations where people don't arrive, and the procedure for following up.
- How Walton would be served with surgeries. Walton North residents may not wish or have the ability to travel across the A34. Walton Ward Councillors wish to explore the options available for their own area. The Fire station community room was suggested as a possible venue.

**RESOLVED:** That the Committee asks Councillor Walley to develop a detailed plan for consideration at a future meeting.

**GP22/096     Town Council Payments**

RESOLVED: To note the list\* of Town Council payments made during the period 1 to 31 August 2021.

**GP22/097     Update from Working Groups:**

**Neighbourhood Plan Steering Group**

Councillor Mrs Hood advised the Committee that no meeting of the Steering Group had taken place.

**Stone Area Parish Liaison Group**

Councillor J. Davies informed the Committee that the next meeting of the Stone Area Parish Liaison Group would be held in two weeks.

**Heritage Centre Steering Committee**

Councillor Kenney advised the Committee that a meeting of the Content Sub-Group of the Heritage Centre Steering Committee was scheduled to take place on Monday next week.

**GP22/098     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 he had attended a Civilian Committee meeting last week and the Squadron was doing very well with numbers increasing. The ATC is now able to parade and should be out in force on Remembrance Sunday.

**Age Concern Stone & District**

Councillor Thornicroft advised the Committee that there had been no meeting.

**Stafford & Stone Access Group**

Councillor Kelt advised the Committee that the next meeting of Stafford & Stone Access Group would be on 25 October 2021. Councillor Kelt is continuing to maintain the Access Group's website.

**Stone Common Plot Trustees**

Councillor Kenney confirmed that a meeting of Stone Common Plot Trustees would be held at the end of the month.

**Stone Community Hub Liaison Group**

Councillor Mrs Hood confirmed that no meetings had taken place.

**SPCA Executive Committee**

Councillor Green was not available to provide a report.

**The meeting was temporarily suspended and then reconvened after the open session of the Planning Consultative Committee meeting had taken place.**

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

**GP22/099**     **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 items of business.

**GP22/100**     **Christmas Market**

The Committee considered a proposal from the Stone Traders Association to hold a Christmas Market on Sunday 21 November 2021 in the High Street.

RESOLVED: That the Town Council supports Stone Traders Association's proposal to hold a Christmas market in the High Street and to provide financed subsidising to Stone based businesses and regular market traders but asks the Association to consider holding the market on Sunday 28 November (rather than Sunday 21 November 2021) when the Christmas Lights will be on in the town.

**CHAIRMAN**

# Stone Town Council – Tourism & Town Promotion Sub-Committee

Minutes of the meeting held in the Council Chamber, 15 Station Road, Stone, on  
Tuesday 19 October 2021

**PRESENT:** Councillor Mrs J. Hood in the Chair and  
Councillors: A. Best, J. Davies, Mrs L. Davies, I. Fordham, R. Kenney, P. Leason,  
J. Powell and C. Thornicroft

By Chairman's invitation: No Councillors

**ABSENT:** Councillors: M. Green

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**TTP22/018** **Apologies**

Councillor: M. Green

**TTP22/019** **Declarations of Interest and Requests for Dispensation**

None received

**TTP22/020** **Representations from Members of the Public**

None

**TTP22/021** **Minutes of Previous Meeting**

The minutes of the Tourism & Town Promotion Sub-Committee meeting held on the 31 August 2021 (Minute Numbers TTP22/008 – TTP22/017), were approved as a correct record.

**TTP22/022** **Christmas Lights**

The Chairman invited the Town Clerk to update the Sub-Committee on the planning application submitted to Stafford Borough Council for a new Christmas lighting display at Walton shops.

The Town Clerk advised the Sub-Committee that the planning application had moved to the consultation stage with a consultation close date of 5 November 2021. The application would be listed on the next Planning Consultative Committee agenda.

The Christmas Lighting contractor has confirmed that he is willing to be flexible in making a second visit to install the lights after the supporting poles have been

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erected. The sockets to support the poles have already been installed in the ground.

The Town Clerk advised the Sub-Committee that the Highways Department had asked for information on the light outputs.

The Sub-Committee was satisfied that it was now a matter of waiting and hoping that the planning application goes through the system quickly enough to deliver a good lighting display in Walton for Christmas 21.

**TTP22/023 Christmas Lights Switch On**

The Chairman advised the Sub-Committee that the arrangements for the Christmas Lights Switch-On were going well with the running order and everything else on target. She said that a second more festive draft of an advert in Christmas colours had been prepared. There would however be no St John first aid this year.

Only three schools had confirmed that they will be participating to date but there has been a lot of Covid-19 amongst young children in schools. Staff want to be sure about the distancing arrangements between school groups and appropriate arrangements will be in place. There will also be a back up entertainment plan, should there be any issue with numbers.

The Chairman said that she hoped Councillors would put their names down to assist with marshalling duties on the evening.

The Chairman advised the Sub-Committee that the Walton Switch-On and the Virtual Switch-On will be going ahead on the same evening. The ladies producing the video will be meeting with 'A Little Bit of Stone' to discuss the broadcasting arrangements.

Councillor Mrs Hood said 'A Little Bit of Stone' would be creating a dedicated Christmas Lights events page and asked everyone if they would share this on Facebook.

**TTP22/024 Members' Motion under Standing Order 4**

**Councillor Jonathan Powell**

*'I would like the Tourism & Town Promotion Sub-Committee to consider reviewing the marketing and titling of the Craft and Collectable market and upgrading the signage promoting the markets around Stone Town, for recommendation to the General Purposes Committee'.*

Councillor Powell advised the Sub-Committee that some of the market stallholders had raised the point with him that they were more artisan than craft based and questioned whether it would be better to retile the market as an 'Artisan and Collectibles' fayre to raise more interest from shoppers.

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Councillor Powell advised the Sub-Committee that along with other Councillors he would like to see both the Craft and Collectibles and the Farmers' Market signs improved at the town borders. This would assist in raising an interest in the town's markets.

The Sub-Committee expressed its support for upgrading the signs which were confirmed to be in poor condition and in need of updating. However, the word 'Artisan' would conflict with a business of that name in the town.

The Sub-Committee suggested seeking external assistance with the design by commissioning a graphic designer or enquiring whether an IT student at Alleyne's Academy might like the opportunity to design a sign for the Craft and Collectibles market. It was suggested that the Town Council Crest be incorporated.

The Sub-Committee suggested that Stafford Borough Council commit to replacing the Farmers' Market signs which would be an appropriate use of the grant funding it received from the Government following the Covid-19 pandemic.

RECOMMENDED: That the Town Council approach Alleyne's Academy to enquire whether a student would like to produce a design for a new Craft and Collectibles market sign for the promotion of Stone markets.

RECOMMENDED: That further consideration be given to retitling the Craft and Collectibles Market, before the new designs are made up.

#### **TTP22/025 Reports from Working Groups**

To Chairman invited the Working Groups to address the Sub-Committee:

##### **Remembrance Plaques Working Group**

Councillor J. Davies advised the Sub-Committee that Councillor Mrs Davies was in touch with Oak Tree Farm but they were not quite ready to produce the first cut of a wall plaque.

Councillor Davies advised the Sub-Committee that each plaque would be considered individually in respect of whether the Conservation Officer's approval was needed, prior to installation in the Conservation Area.

Councillor Davies expressed his grateful thanks to Mr Steve Booth of the Civic and Historical Society who has assisted him in obtaining the addresses of fifty soldiers (commemorated on the war memorial) who served in World War 2. The Working Group are now able to look at the order of priority for producing the plaques.

Councillor Davies said that the Working Group hoped completion of the project would coincide with the Queen's Platinum Jubilee celebrations next year.

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### **Promotion of Stone Working Group**

The Chairman advised the Sub-Committee that the Working Group had not met.

### **Queen's Platinum Jubilee Working Group**

The Chairman reported that the Working Group had not met but small steps had been taken to move forward with the Queen's Platinum Jubilee preparations.

**Chairman**

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# Stone Town Council – Environment Sub-Committee

## Minutes of the meeting held in the Council Chamber, 15 Station Road, Stone, on Tuesday 19 October 2021

**PRESENT:** Councillor P. Leason in the Chair and  
Councillors: T. Kelt, R. Kenney, J. Powell and R. Townsend

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

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

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**ENV22/014** **Apologies**

Councillors: K. Argyle, Mrs K. Dawson and J. Powell

**ENV22/015** **Declarations of Interest and Requests for Dispensations**

None received

**ENV22/016** **Representations from Members of the Public**

None

**ENV22/017** **Minutes of Previous Meeting**

The minutes of the Environment Sub-Committee meeting held on the 31 August 2021 (Minute Numbers ENV22/007 – ENV22/013), were approved as a correct record.

**ENV22/018** **Covid-19 Commemoration**

The Sub-Committee considered the arrangements for creating a place of reflection and of remembrance on land adjacent to Crown Meadow for those who have lost loved ones and whose lives have been impacted by the Covid-19 pandemic.

The General Purposes Committee had asked the Environment Sub-Committee to oversee a tree planting project in consultation with the Borough Council's Biodiversity Officer.

The Sub-Committee expressed its support for tree planting in this location – particularly mature trees – and the installation of a small number of benches of suitable design.

The Chairman informed the Sub-Committee that the Biodiversity Officer's advice



had been sought on suitable trees and after considering various options had recommended a mix of pink and white blossom Cherry trees to create an attractive display in the spring. The species would deliver good medium height trees that were suitable for urban areas.

The Sub-Committee supported the suggestion although would have also liked to see diversity perhaps in the form of a mix of trees with different coloured leaves.

RECOMMENDED: That the Town Council seeks estimates for the purchase and planting of pink and white blossom cherry trees, Prunus Accolade and Prunus Umineko, to create a place of reflection and remembrance (on land adjacent to Crown Meadow).

#### **ENV22/019 Crown Meadow Improvements**

The Sub-Committee noted the updates relating to work undertaken by the Council's Grounds Maintenance Contractor on Crown Meadow. A written note had been circulated with the agenda for the meeting.

The Town Clerk advised the Sub-Committee that the anticipated completion dates had changed for the tree replanting work which would now be October/November (rather than October), and the amphitheatre path would be completed in October.

The Sub-Committee highlighted that the Kingfisher seat was in poor condition and needed attention.

The Chairman advised the Sub-Committee that the Biodiversity Officer had recommended removing the Himalayan Balsam prior to the cutting of the scrapes (by 50%) in order to prevent self seeding of the cut areas. The Grounds Maintenance Contractor has agreed to liaise directly with the Biodiversity Officer on the cutting of the scrapes, which may involve some additional costs.

The Town Clerk advised the Sub-Committee that quotations for two new notice boards would be obtained as soon as the supplier of the existing notice boards on Crown Meadow had been identified. A price for a Covid-19 plaque for the new reflection/commemoration woodland would also be sought at the same time.

#### **ENV22/020 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.

Councillor Townsend advised the Sub-Committee that the Working Group had not met.

The Town Clerk updated the Sub-Committee on the Town Council's Plastics audit. He said that no plastic pens had been purchased and alternatives were being investigated, no new water cups would be ordered (drinks machines to be removed), no new ink cartridges have been ordered but old cartridges will be recycled, telephony equipment would be taken to a suitable disposal point and old IT equipment perhaps could be recycled after it is refreshed in November.

The Town Clerk advised the Sub-Committee that he would compile a list of tasks in preparation for implementing the new Environment Policy.

b) Environmental Issues Working Group

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

Councillor Kelt advised the Sub-Committee that no meeting had taken place recently but he had contacted the Borough Council to progress communication with Veolia. Some interesting information had been sent through which the Working Group were progressing.

He said that he had not yet heard back from the climate contacts.

Councillor Kelt advised the Sub-Committee that he had attended a Staffordshire Ambassador event in Keele which had dealt with energy efficiency and energy sharing.

Councillor Kelt informed the Sub-Committee that he had attended two meetings with Walton Priory Middle School. The first one with Councillor Powell, Councillor Townsend and the Town Clerk. The second meeting with Councillor Mrs Dawson. All had been impressed with the work the school were doing and their enthusiasm. Various items of interest were picked up from the meetings particularly in relation to the second Eco Group meeting.

The Councillors have agreed to continue liaising with the school and to promote the school's activities with other schools as no others have as yet responded to Town Council's letter.

Councillor Kelt advised the Sub-Committee that the Borough Council had suggested looking at a couple of Facebook groups, one of them being 'Sustainable Stone'. He said that he had also registered to go on the Borough Council's Climate Change Panel which is a review group.

Councillor Kelt is also planning to register with the Warwickshire County Association's Conference that is due to be held at the weekend.

He said that he had noted some interesting ideas at the V&A in Dundee during a recent visit (which might be more relevant to the Borough

Council than the Town) but would be carrying these forward through the working groups.

The Town Clerk provided the Sub-Committee with an update on commissioning an Energy audit. He said that Stafford Borough Council were taking responsibility for auditing the Council offices themselves and didn't want the Town Council to do anything. He has written to the Arch Company, the owners of Stone Station a number of times without response.

Stafford Borough Council was happy for the Town Council to undertake an energy audit at the Frank Jordan Centre but would like approval to be sought before carrying out any work.

The Town Clerk advised the Sub-Committee that he would report back on the costs once he is in a position to ask the contractor to provide a price for both community centres.

The Town Clerk advised the Sub-Committee that all the main energy contracts were for the supply of 100% renewable energy. He said there had been a significant price increase on gas from one of the suppliers which was not covered by a price cap (which applies to domestic customers).

The Town Clerk said the key objective at Crown Wharf was to minimise the daily charge. Having just taken on the building and the energy supplier, it was not known whether the fuel was 100% renewable.

**Chairman**

# Stone Town Council – Management Sub-Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 19 October 2021

**PRESENT:** Councillor J. Davies in the Chair and  
Councillors: I. Fordham, Mrs L. Davies, T. Kelt, and R. Kenney

By Chairman's invitation: Mrs J. Hood, P. Leason and R. Townsend

**ABSENT:** Councillor: K. Argyle, Mrs A. Burgess, M. Green and J. Powell

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**MAN22/011** Apologies

Councillors:, K. Argyle, M. Green, and J. Powell

**MAN22/012** Declarations of Interest and Requests for Dispensations

None received

**MAN22/013** Representations from Members of the Public

None received

**MAN22/014** Community Involvement with Young People

The Sub-Committee considered the options for better representing young people and promoting youth engagement in the Town Council's activities.

A copy of Councillor Mrs Dawson's Youth Council Research Summary\* had been attached to the agenda for the meeting.

A copy of the Protocol for the Appointment of Student Advisors in Association with Ringwood School and the NALC publication 'Whatever, yeah?' had been attached to the electronic version of the agenda.

The Chairman reminded the Sub-Committee that the item had been put forward to the General Purposes Committee by Councillor Mrs Dawson and the Management Sub-Committee had been asked to consider its recommendations on how to proceed.

The Chairman thanked Councillor Mrs Dawson for raising the issue, for her written paper and for the research she had undertaken in identifying the work done on youth engagement by other local councils around the country. The Sub-

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

Committee expressed how helpful her paper had been.

The Chairman referred the Sub-Committee to some notes he had distributed outside of the meeting which were based on youth engagement being a good idea with many mutual benefits to the Town Council and young people personally.

The Sub-Committee considered the various models that could be used to achieve the aim and concluded that the best option would be for young people to be invited to act as specialist or 'student advisors' at Tourism & Town Promotion Sub-Committee, Environment Sub-Committee and Estates Sub Committee meetings (particularly in respect of matters relating to civic pride). The Management Sub-Committee was considered to be less suitable because it deals primarily with internal council matters.

The Sub-Committee agreed that a working group should develop a protocol for implementing the engagement process which should address the following points:

- The process for the nomination of young people, their allocation to specific sub-committees and the length of the term of membership.
- The numbers of young people appointed at one time. It was suggested that two people are appointed for each Sub-Committee to begin with, although that number was also considered too narrow.
- The process for establishing how children would be approached to ensure inclusivity. This would include decisions on which school are contacted and consideration as to how appropriate representation is achieved from home schooled children, looked after children and children attending schools outside of town including Catholic schools.
- The personal development of children.
- Development of an induction and mentoring process.
- The process by which the input of young people is recorded and taken forward.

The Town Clerk advised the Sub-Committee that the Town Council's Standing Orders would not need to be amended as the young people involved would be under 18 and will not be treated as co-opted members.

**RECOMMENDED:** That the Town Council engage with the younger people of Stone through an invitation to attend relevant Sub-Committee meetings as Student Advisors (in the capacity similar to that of a council officer).

**RECOMMENDED:** That the General Purposes Committee appoint a working group to consider and implement the process by which young people are appointed as 'Student Advisors'.

**Chairman**

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

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**From:** Sarah Allport <SAllport@staffordbc.gov.uk> on behalf of Karen Tierney <KTierney@staffordbc.gov.uk>  
**Sent:** 12 October 2021 15:58  
**Subject:** Westbridge Destination Park Consultation  
**Attachments:** Westbridge Park Poster [proof v1].pdf

Good afternoon

I would like to thank you for your previous involvement in the development of the plans for a new destination park at Westbridge Park and provide an update of the current situation.

The next phase in the redevelopment of Westbridge Park is to create a new destination park that will form a key element of the overall leisure, tourism and visitor offer for Stone, with ready access to the canal and the town Centre, providing accessible walking and cycling routes linking together Stone's key assets and supporting the Council's objective to support and grow the visitor economy as well as supporting local businesses and providing a high-quality outdoor environment designed to enhance the health and wellbeing of residents and visitors alike.

The new destination park will provide enhanced facilities for children of all ages and incorporate youth culture. A dedicated wheeled sports area and ball court will be provided. The community asset will offer opportunities for active adults with outdoor gym facilities and walking routes with distance markers. There will be opportunities for social gathering with seating and picnic areas throughout the site

Since the opening of the new Leisure Centre and other facilities at Westbridge Park there has been an opportunity to review the working arrangements of the site and consider the most appropriate location for the outdoor leisure provision. Work has been ongoing to provide a design refresh which will address concerns over recent issues of anti-social behaviour on the site to ensure users of the park feel safe and the facilities are overlooked.

In order to progress the project a Cabinet Report was considered on 7 October 2021 which outlines the overall funding strategy to deliver the Stone Leisure Strategy. The committee has approved the budget and granted delegated authority to the Head of development to progress the project.

We are now running a public consultation to gather views on the new design and we wanted to ensure you see the proposals and have the opportunity to comment. Please follow this link to our webpage <https://www.staffordbc.gov.uk/westbridgeparkconsultation> and complete the online survey which is open until 25.10.21.

Please find attached a poster that is publicising the public consultation that we will be displaying around the site at Westbridge. Please feel free to use this if you have any suitable locations to display it.

Your thoughts and comments on the proposals would be most appreciated and please do not hesitate to contact Sally McDonald at [smcdonald@staffordbc.gov.uk](mailto:smcdonald@staffordbc.gov.uk) if you require any further information.

Regards

Karen

Sarah Allport | Executive Assistant  
Stafford Borough Council | Civic Centre | Riverside | Stafford | ST16 3AQ  
01785619295 | SAllport@staffordbc.gov.uk | www.staffordbc.gov.uk

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# New Plans to Transform Westbridge Park

There's new play equipment, multi-use games area, wheeled sports facility along with toilets, picnic and seating areas, enhanced pathways and landscaping.

And key space for local events and existing football are all part of the new design.



Have a look at the latest vision for the park at [www.staffordbc.gov.uk/westbridgeparkconsultation](http://www.staffordbc.gov.uk/westbridgeparkconsultation)

Fill in the survey to tell us what you think by **Monday 25 October 2021**



**Stafford**  
BOROUGH COUNCIL



## Youth Council

### List of documents

1. Summary of research
2. Student Advisor role description
3. Suggestion for application form
4. NALC 'Yeah, whatever' publication
5. Ringwood TC Protocol

Cllr K Dawson

Getting young people more involved and interested in the Council and what it does is a question/issue that has been floated around for a while. I have taken it upon myself to do some research and came across a NALC case study which details the process that Ringwood Town Council went through before arriving at the decision to appoint Student Advisors.

Ringwood looked at 3 possible options:

### **Youth Council**

To act as an advisory committee to the Council. The YC wouldn't be able to have a say in the final recommendations or take part in direct presentations/debates with the Council or associated committees. There was concern that this would be a token gesture so the Council could be seen to be doing something to involve local young people, but nothing would really be achieved, and young people would quickly lose interest.

- not able to cast votes
- opportunity to put ideas forward for consideration
- unable to take an active part in the Council/Committee meetings
- further formal consultation would be required on each objective before decisions are made thereby lengthening the process unnecessarily.

### **Persons with a special interest**

These would be individuals co-opted as members of the various committees.

- would be able to engage in proper debate and present to committee/Council
- wouldn't be able to vote
- wouldn't be able to include anyone under the age of 18
- students would want equal rights to Councillors and not getting that may demotivate the young people.

### **Student Advisors**

This would consist of 2 students per committee from local secondary schools.

- advisory role only
- would be able to present to the committee and take part in active debate to form recommendations to take forward to GP/Council
- unable to vote
- no age bar (can be under 18)

I strongly believe that we should consider appointing 2 student advisors to the following committees:

- Town and Tourism
- Environment
- Heritage Centre Working Group
- Possibly GP

I would recommend opening the roles up to young people aged 12 and over and making sure to include those young people who are home educated too.

I would expect the process to be similar to the protocol outlined by Ringwood Town Council (attached), modified to suit our own Council.

I urge the Council seeks to adopt the Student Advisor option as championed by Ringwood Town Council. Next steps should be:

- Agree the scheme within the Council – what committees, how many SAs, when should it start?
- Organise a working party of 2-3 Councillors to meet with the head teachers of Christ Church Academy, Walton Priory and Alleyne's. Hold a youth meeting (Frank Jordan Centre?) to include all young people who live in the town but don't attend those schools (JCB Academy, home educated young people).
- Press campaign/social medial posts when applications go live. Set a deadline.

Each Student Advisor should get a certificate of appointment for their time in the role – this could be given out at the annual meeting.

## Student Advisor Role Description

Student Advisors will be required to:

- Abide by the Council's Code of Conduct
- Consult with young people about current issues
- Bring these views to Stone Town Council to help shape local policy and plans
- Attend monthly meetings of the various committees
- Comment on and influence issues in Stone that affect young people

Benefits of the role:

- SAs will have a greater understanding of how local councils work
- Meet new people and try new things
- Better understand local government
- Looks great on your CV/university application
- Develop new skills and a sense of business

Cost

- There will be no immediate cost to the SAs
- Meetings take place locally in Town Council offices or a Council-owned building
- Reasonable travel expenses will be reimbursed (bus/taxi fare)

## Student Advisor Application

<b>Name</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Contact No</b>	
<b>Email</b>	

**Do you attend any youth groups or clubs? YES/NO**

If yes, please list them:

**Are you:**

- In school?
- Receiving an education other than at school?

If you're in school, please tell us which one:

**Which committee are you interested in?**

- Town & Tourism
- Stone Heritage Centre Working Group
- Environment
- General Purposes

**Why do you want to be a Student Advisor? What skills/qualities could you bring to the role?**

**Meetings will usually take place on ..... Evenings. Are you available?  
Will you need support with transport?**

## YOUTH INVOLVEMENT NOTES

It is axiomatic that getting younger people involved in the local community, including local politics, is a good idea. It means their opinions can be voiced and debated, and they can learn about local responsibilities and accountabilities

Various models could be used to achieve this aim effectively. For example, young people could be directly involved in the running of a whole range of local organisations, a youth council running parallel to the Town Council could be set up, or younger people could be appointed to specific council committees and sub-committees. There are useful examples of this being done successfully in other town and parish councils.

### CURRENT PROVISION IN STONE

At the moment direct participation in the democratic workings of the Town Council is available through:

- Formal public participation at council meetings (including sub-committees)
- By co-option to specific committees and sub committees
- By nomination to specific working groups.

Such participation is covered in Standing Orders:

*“4.4 Subject to standing order 4.3 above and the provisions of the Council’s scheme of public participation, members of the public are permitted to:*

- a. Make representations or raise issues at any ordinary Council meeting in relation to the work of the Council.*
- b. Raise issues at any ordinary committee or sub-committee meeting related to items of business on the agenda.*
- c. Present petitions at any ordinary Council meeting on issues within the Council’s remit.*

*5.4 The members of a committee, sub-committee or working group may include non-councillors unless it is a committee which regulates and controls the finances of the Council.*

*5.5 Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.”*

Furthermore, the terms of reference for each of the four sub-committees contain the words:

*3.4 The Sub-Committee may make recommendations to the General Purposes Committee for the co-option of non-Councillor members to the Sub-Committee due to the particular expertise they are able to offer.*

### OPTIONS

Essentially there are four options for the engagement of the younger people of Stone in the deliberations of the Town Council:

1. As observers in the same way as any other any member of the public.
2. By participating in a Youth Council which would parallel the meetings of the Town Council.
3. By co-option on to any or all of the four sub-committees.
4. By attending relevant sub-committee meetings as specialist advisors (in a capacity similar to that of a council officer).

Option 1 would be unattractive to the very people we are seeking to engage. Option 2 would bring additional administrative costs and an extra burden on Town Council resources without giving any sense of empowerment to the younger people involved. Option 3, although it would provide for the direct engagement we seek to offer and is already permitted by existing standing orders and terms of reference, is legally permitted only for those 18 years of age or older.

Option 4 is the recommended option.

## **GOVERNANCE AND IMPLEMENTATION ASPECTS**

The following aspects need to be considered:

- The contribution of young specialist advisor would be most valuable as part of the work of the sub committees. However, the Estates Sub Committee and the Management Sub-Committee focus primarily on internal council matters. Therefore, it is the Tourism and Town Promotion Sub-Committee and the Environment Sub-Committee which would benefit most.
- The numbers would need to be manageable; up to two for each of these two sub-committee would be reasonable.
- An appropriate protocol would need to be published which could reflect the provisions of the existing sub-committee terms of reference regarding attendance by councillors who are not members of the sub-committee:

*“ATTENDANCE BY COUNCILLORS WHO ARE NOT MEMBERS OF THE SUB-COMMITTEE*

*3.7 Any member of the Council who is not a member of the Sub-Committee may attend the meeting and may speak on any item, with the permission of the Chairman in advance of the meeting. Such a member may not make or second any proposals or amendments, and may not vote.*

*3.8 The requirements of the Council’s Code of Conduct will apply to all Councillors present at the meeting, whether members of the Sub-Committee or not.”*

- A process would need to be developed and agreed for the nomination of the young people concerned, their allocation to specific sub-committees and the length of the term of membership.
- It is assumed that nominations would be invited from: Alleyne’s, St Dominic’s, Christchurch Academy, and Walton Priory and that such nominations would be subject to approval by the General Purposes Committee.
- An induction and mentoring process would also need to be developed.

## **RECOMMENDATION**

The Management Sub-Committee should recommend to the General Purposes Committee that Option 4 should be the council’s preferred option for further consideration by the creation of a small working group whose work should include addressing the aspects identified by the sub-committee.



## RINGWOOD TOWN COUNCIL

### **PROTOCOL FOR APPOINTMENT OF STUDENT ADVISORS IN ASSOCIATION WITH RINGWOOD SCHOOL**

1. The Town Council believes it should embrace all sections of the community in its decision-making processes. To achieve this it has already implemented extensive consultation arrangements that involve the public on specific schemes and through questionnaires. In addition it has public participation arrangements that enable the public to speak on general issues prior to each meeting and during meetings on Agenda items. However these arrangements tend to provide an opportunity for the public to attend meetings or be involved on single issues and not on the overall decision-making processes of the Council. It is rare for young people to take advantage of the opportunities provided under these arrangements.
2. Councillors have also noted that for a variety of reasons, membership of the Council tends to comprise of the older generation. It appears that family and career requirements make it difficult for younger generations to give the level of commitment necessary to properly fulfil the role of a Town Councillor. This often means that the views of those young children and teenagers living at home are not put directly to the Council.
3. Notwithstanding the extensive networking by existing Councillors within the town and the community and the existing public involvement arrangements, Town Councillors recognise that as their own children have grown up, it becomes more and more difficult for them to be aware of the needs, requirements and aspirations of the younger generation. This can lead to claims of the Council being “out of touch” and not providing the services required.
4. The Town Council therefore looked at a number of options which would bring young people’s views into debates on a continuing basis prior to decisions being taken.
5. The easiest solution would have been to appoint a Youth Council serviced by the Town Council or indeed separately but comprising solely of young people. At best, this could only have been an advisory committee and would make recommendations to the Council. Its members would not, therefore, have been able to make direct presentations to Councillors or as a matter of course be present when final decisions are taken. The need to carry out further formal consultation before decisions are made would mean lengthening the decision-making process and the extra meetings would have required additional resource input from the Council and divert funding from service provision.
6. As an alternative the Council looked at co-opting young people as persons with a special interest to each of the Council’s committees. However, this was rejected on two counts. Firstly, if any of the students are under 18 they would be disqualified from being a Member since under the provisions of Sections 101 and 102 and also Section 79 of the Local Government Act 1972, persons under the age of 18 are not eligible for



membership of the Town Council. Secondly, persons co-opted to membership of a committee, as opposed to those co-opted to Council as a full member of the Council as a result of a casual vacancy, are not entitled to vote at decision-making committees of the Council. Therefore, any students over the age of 18 and co-opted to a decision-making committee would not be able to vote on any issue coming before that meeting. The Council believes that it would be difficult to persuade young people that having been co-opted to a committee they would not have equal rights with Councillors. Co-option with no right to vote would undermine the general principles of trying to involve young people in the Council's affairs. The Council believes it would certainly de-motivate the young people and therefore was not a route that it wished to follow.

7. Having rejected advisory Committees made up of young people and co-option to existing Committees the Council looked at other options. Its culture provides for officers to advise Councillors and Committee before decisions are taken. Decisions are not taken without regard to Officers advice. Councillors rely heavily on Officers, at all levels and others to give advice appropriate to their knowledge and experience.
8. For the past two years the Town Council has been working with students of Ringwood (Secondary) School on an ad hoc basis on accreditation for Fairtrade status and the Market Town Healthcheck for preparation of a Town Plan. The students role in these exercises was to give a young persons perspective on the issues. Councillors had been impressed with the level of knowledge, commitment and enthusiasm shown by the students on that work. It therefore became a sensible and natural progression for the Council to consider formalising the existing arrangement throughout the Council's decision making structures.
9. After careful thought about the issues, the Council decided that as there is no age bar or other restrictions affecting its ability to appoint advisors, this role would be more appropriate. It is specifically designed to enable young people to represent the views of the younger generation and provide their professional and knowledgeable input in exactly the same manner as Council officers. Importantly this arrangement will enable students to be present at the meetings at which decisions are taken, the timeframe for decision-making is not extended and there is little or no additional resource requirement placed upon the Town Council.
10. Some Councillors needed re-assurance that the roles were advisory, not decision making. Equally for existing staff it was important to define the role as one of putting a young person's viewpoint rather than the pure professional view provided by existing officers.
11. In order to implement its proposals the Council has decided to appoint two Student Advisors to each of its four main programme committees. The basis of the appointments are as follows:-
  - i) The appointment of the eight Student Advisors would be handled on behalf of the Town Council by Ringwood (Secondary) School (Ringwood School). Students apply for the posts and the school interviews, selects and nominates Students for formal appointment by the Town Council. Generally it is expected that the Town Council will simply ratify such appointments.

- ii) In the first instance, the appointments were for the period of 1 October 2007 to 31 July 2008 i.e. the end of the academic school year. In May 2008 and following a review of the benefits obtained during the pilot period the Council agreed to the annual appointment of Student Advisors to Committees as a permanent feature of its decision making processes.
- iii) On the review in May 2008 and for the purpose of clarity the Council confirmed that there should be no age limit for the appointment of Student Advisors subject to the School recognising that those nominated should be capable of undertaking the student advisors full role.
- iv) In order to ensure a proper balance of views of residents a new requirement was introduced in May 2008 about residential qualifications of advisors. This states that at the time of appointment, at least six student advisors are resident within the town boundary and the remaining two be appointed from any students attending the school irrespective of their place of residence and also that non-resident students should only advise a Committee along with a resident.
- v) Whilst the students are appointed by Ringwood School, they will be expected to represent the views of all young people in Ringwood, including those who have not reached an age to attend Ringwood School and also those who have left the school. The students will also be required to represent the views of former students who are currently resident outside the town.
- vi) The students' role will be as advisors to the committee in the same way as any other specialist and professional is appointed to advise Members. They are encouraged to give their views in the same way as Town Council officers or any other person appointed to assist Members coming to reasoned conclusions and decisions.
- vii) As advisors the students will not always have to leave when confidential matters are discussed. However, there will be some occasions when students will be requested to leave particularly, when certain staffing and perhaps other confidential items are discussed. This is no different from the practice adopted for the Council's staff.
- viii) Student Advisors will receive copies of agenda, minutes and reports in exactly the same way as Councillors and other officers.
- ix) The students will be expected to discuss issues with other young people but they must also comply with the same confidentiality rules as applied to officers and Councillors. When the new National Code of Conduct for Officers is brought into force, this will also apply to Student Advisors.
- x) Student Advisors will be provided with a copy of the Council's Members' Handbook for their personal use.
- xi) Whilst Student Advisors will not be remunerated, the Town Council will be meeting travel costs to enable them to attend meetings.

- xii) Details of Student Advisors will be published on the Council's website. However, the Students home addresses and telephone numbers will not be disclosed without the consent of the students and their parents.
12. For ease of reference and a more detailed explanation of the process leading up to the selection of Student Advisors, the following documents are appended to this Protocol:-

**Appendix 1** – Extract from Minutes of the Town Council's Policy & Finance Committee held on 17 May 2006.

**Appendix 2** – Copy of the Town Clerk's report to Policy & Finance Committee held on 30 May 2007.

**Appendix 3** – Extract from the Minutes of Policy & Finance Committee held on 30 May 2007.

**Appendix 4** – Copy of email dated 25 July 2007 to Assistant Head Teacher, Ringwood School, setting out formal invitation to School to appoint Student Advisors.

**Appendix 5** – Copy of Press Release number 14/07 issued by the Town Council on 31 July 2007.

**Appendix 6** – Extract from Ringwood School's website together with a letter sent to all Year 12 and Year 13 students inviting those students to apply for posts as Student Advisors.

**Appendix 7** – Extract from the autumn half-term 2007 Ringwood School News celebrating the appointment of Students.

September 2007 (updated Jan 2010)

*Ref: P&F 21.05.13 F/4268*

Terry Simpson  
Town Clerk  
Ringwood Town Council  
Greenways  
71 Christchurch Road  
Ringwood BH24 1DH  
01425 473883

**APPENDIX 1****Extract from Policy & Finance Committee on 17 May 2006****F/3935****STUDENT / ELDERLY ADVISORS**

The Town Clerk suggested to members that, as a further way of engaging with the community, the Council could take the initiative and invite interested persons to advise committees on agenda items. Advisors would not be co-opted as members of a committee but would be able to contribute to the discussion, with final decisions still being made by members. The Town Clerk felt that such a scheme could generate goodwill in the town and would be a learning experience for both members and advisors. However, before any investigations were carried out on such an arrangement, he sought members' views on an initiative of this type. There was some concern as to how such a scheme would be operated and it was agreed that the Town Clerk should bring a report to a future meeting outlining the suggested scheme in more detail.

**RECOMMENDED:** That the Town Clerk prepare a report outlining in detail a scheme to appoint advisors to all or some of the Council's committees.

## **Appendix 2**

### **POLICY & FINANCE COMMITTEE – 30 MAY 2007**

#### **STUDENT/YOUNG PEOPLE ADVISORS**

##### **1. INTRODUCTION**

- 1.1 Members of the old Council will recall that in May 2006, the Town Clerk reported on a possible initiative to further involve the community in the Council's business. A copy of minute number F/3935 of the Policy & Finance Committee held on 17 May 2006, is attached as an Appendix to this report.
- 1.2 Unfortunately, owing to other pressures, it has not been possible to bring further details to the Town Council until this meeting. Paragraph 2 below outlines a possible way forward for Members' consideration.

##### **2. PUBLIC INVOLVEMENT**

- 2.1 Over the past few years, the Town Council has moved steadily to a position where there is more formal involvement of members of the public in the Council's decision-making process. Councillors have always had informal contact with residents but increasingly the Government and indeed the public are looking for a much more formal arrangement, which enables the public to be consulted and involved in the decision-making before local authorities make those decisions.
- 2.2 In general terms, the majority of Councillors throughout the country and indeed in Ringwood are in the 50+ age group. There are, however, a number of Councillors younger than this but these are in the minority. This is not surprising as the younger adults usually have very heavy family and professional commitments, which mean that they do not have the time to carry out Council duties.
- 2.3 One group which is totally under represented is the under 20 age group. However, over the past two years particularly, the Town Council has worked more closely with young people. It has young people on both the Fairtrade Working Party and the Youth and Community Focus Group for the Town Plan. As those young people have become more confident, they have made significant contributions in both of these areas and the Council has benefited from their involvement.
- 2.4 The conventional route for involvement of young people is by the establishment of Youth Councils. The difficulty with this type of Council is that they are made up solely of young people who have purely an advisory role. Those Youth Councils tend to be advised by Council officers and they themselves simply make recommendations through to the conventional decision-making body on which the young people are not represented. Inevitably this reduces the benefits of the young people's involvement as they are not present when the final decisions are made. In addition, it calls for the creation of another body which will need to be serviced, provided with reports and given appropriate administrative support. This has significant resource implications.
- 2.5 A crucial element of involvement of any group of persons is the ability to be involved when decisions are taken. The persons concerned do not necessarily need to feel that they have made the decision but that they have

been involved in the decision-making process and their views have been considered. A more direct approach would be to put young people into a position of giving their advice and perspective on issues considered by Councillors at the decision-making Committees. In order to achieve this it would be possible to treat the young people as specialist advisors and invite them to attend Committee meetings as young people advisors. They would receive the same agendas and papers as Councillors (except confidential items). The only additional cost to the Council will be the cost of printing and any payment that the Town Council might wish to make towards their expenses in attending meetings.

- 2.6 The benefit of this arrangement is that the young people have direct access to and are involved in a decision-making process. Councillors receive their advice direct and they hear the reasons for decisions taken. Importantly, however, they will not be asked to vote on any proposal and their involvement will be as advisors and not decision-makers, which latter function will continue to properly rest with Councillors.
- 2.7 The proposal for the involvement of young people in the Council's Committee structure has been discussed briefly with the Headteacher of Ringwood School. She is excited about the proposal and would be happy to facilitate this further link-up between the Council and the School. There are issues which would need to be determined, particularly with regard to the arrangements for the appointment of any advisors and the number of those advisors. For example, it might be better for two young people to be appointed to each Committee since this will be less daunting to the individuals themselves if they attend together rather than on their own. There is also the question of appointment of those young people. Traditionally, the Council would appoint its own advisors. In the case of young people, a decision would need to be taken as to whether they are nominated by the School and appointed by the Council or whether they are directly appointed by the School.
- 2.8 Clearly there are advantages to the Town Council in the involvement of more members of the community in the decision-making process. In so far as the involvement of young people is concerned, the continuing improvement in working arrangements between the Council and Ringwood School gives the opportunity to take advantage of the knowledge and views of young people. However, it will be important for any arrangements to have the total support of the School as well as the Council.

### 3. **CONCLUSION AND RECOMMENDATION**

- 3.1 In view of the comments at paragraph 2 above, it is suggested that it would be appropriate for further discussions to be undertaken with the School prior to any final decisions being taken and it is **RECOMMENDED** that a small Working Party of say two Councillors, together with the Town Clerk, be appointed to meet with the Headteacher of Ringwood School to discuss the possible appointment of young people advisors to each of the Council's Committees.

For further information, please contact:

Terry Simpson  
Town Clerk  
Tel: 01425 473883

**Extract from Policy & Finance Committee Minutes on 30 May 2007**

**F/4114**

**STUDENT ADVISORS**

Members considered the Town Clerk's report (Annex 'C'), which recommended that young people be invited to attend Committee meetings as specialist advisors, to enable them to become more involved in the decision-making process and allow Members to hear their views.

**RECOMMENDED:** That Cllr Heron and Cllr Ford be appointed to meet with the Town Clerk and the Headteacher of Ringwood School to discuss the possible appointment of young people advisors to each of the Council's Committees.

**Subject:** FW: Student Advisors

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**From:** Town Council  
**Sent:** 25 July 2007 12:46  
**To:** 'Margaret Olive'  
**Cc:** 'office@ringwood.hants.sch.uk'; Christine Ford; Jeremy Heron  
**Subject:** Student Advisors

Dear Margaret,

We were very pleased to meet with you on Thursday and for the very positive response to the Town Council's initiative to try to involve students of the School in Council business.

As you know, Councillors Mrs Ford and Jeremy Heron were asked to meet with you to discuss the arrangements, which were generally set out in the report previously copied to you. They will now report back to Council in September when I expect that the arrangements we discussed will be agreed so that students can be appointed to attend meetings from 1 October.

In terms of operational details, we would expect to move the appointments forward on the following basis:-

- 1) Two students would be appointed as student advisors to each of our four main committees which are Policy & Finance; Recreation, Leisure & Open Spaces; Planning, Town & Environment; and Town Plan Co-ordinating Committee. In addition, the student advisors would be encouraged to attend Council meetings as members of the public, although physically they would not normally take any part in proceedings at those meetings. Attached is a copy of the programme of meetings for the current municipal year through to May 2008, together with a further copy of the Terms of Reference of each committee. The programme of meetings beyond May 2008 will be fixed in the spring of that year.
- 2) The School will be responsible for interviewing and selecting the eight students who will take part in this initiative. Members of the Town Council will subsequently meet with the selected students to give a general overview of the work we are doing and our expectations of the involvement of the students in the Council's affairs. The Town Council will expect students to be appointed for the whole of the period from October through to July 2008 and clearly that will mean that the students will need to have a commitment to be involved. I would emphasise that the Town Council understands that the students may not be able to make every meeting, indeed there are occasions when Councillors have to apologise for non-attendance. However, we would expect students to attend most of the meetings of the committee to which they have been appointed.
- 3) Whilst the students will be appointed by the School they will be expected to represent the views of all the young people of Ringwood, including those who have not reached an age to attend the School and also those who left the School. They will also need to represent the views of students who attend the School but are resident outside the town.
- 4) The students will not be formal co-opted members of the committee and will not have voting rights. However, they will act in the capacity of advisors to the committee in the same way as any other specialist is appointed to advise Members. They will, therefore, be encouraged to give their views on proposals in the same way as Town Council officers or other professional staff appointed to assist Members coming to reasoned conclusions and decisions.
- 5) As advisors to a committee, the students will not always have to leave when confidential matters are discussed. However, there will be some occasions when we will need to ask the students to leave. I hope that they will understand the position especially as some staff also have to leave meetings when confidential items are discussed.
- 6) Student advisors will receive copies of agendas, minutes and reports in exactly the same way as Councillors and for this purpose, we will of course need to have an address to which we can send the papers.
- 7) Whilst the Council expects the students to discuss issues with other young people, any information received of a confidential nature must not be disclosed. As advisors, they will



generally be expected to abide by the same rules of conduct as Council staff. A new national Code is being prepared and for the moment we would normally apply to staff the same Code of Conduct as applies to Councillors and copies of that will be made available as part of the Handbook.

- 8) Whilst the Town Council would not ordinarily remunerate student advisors we would want to make sure that the students could get to the meetings and home from meetings safely. If this necessitates the use of a taxi then the cost would be met by the Town Council. We will discuss this with each student as necessary.
- We will provide all student advisors with a copy of our Members' Handbook, which is an A4 loose leaf folder containing various rules, protocols and documents relating to the administration of the Town Council.
- 10) In recognition of the work that the students will be undertaking, the Town Council will present each one with a Certificate of Appointment as an advisor and which we hope will be of use to them in future years and indeed as recognition of the work that they have put into the community within the town.

I hope I have covered all of the main points of our discussion and indeed of the arrangements that we will need to put in place. I believe that the Town Council is probably one of the first, if not the first, Town Council to involve students in its affairs in such a detailed manner and in particular at committee meetings which make decisions. The Town Council believes that this is good for the community and it will help Councillors to understand the needs and aspirations of young people and will lead to better decision-making. I am currently working on a short press release to issue in the next week about the arrangement and intend to follow that up at the end of September with another one with a photograph of the students meeting the Council and formally launching the initiative. I will let you have a copy of the draft of the first press release as it will need to emphasise our partnership working and will, therefore, need to have some quotes from both the Town Council and the School to reflect our respective thoughts on the arrangement.

ours sincerely,

Terry Simpson



## Ringwood Town Council

### TOWN CLERK GONE MAD?

“He’s mad, very mad – or perhaps visionary” said Cllr Jeremy Heron, Chairman of Ringwood Town Council’s Policy Committee. “First he persuaded us to let the public speak at all of our meetings – heresy to some – and now he has got us to agree to appoint two young students as Youth Advisors to every one of our Committees to tell us what the young people really want! But whether mad or visionary I think we have made a good decision. The students will effectively be young officers and like other officers, they advise us and we will consider that advice before decisions are made.”

“Visionary” mused Cllr Mrs Ford, the other Town Councillor appointed to oversee implementation of the scheme. “Most Councillors are now of an age where our children have grown up and left home. We don’t therefore have the same everyday contact with young people as we do with the older generation. We recognise that and are simply doing something about it. Our former Mayor Cllr Danny Cracknell has long urged us to listen to young people and hopefully this is a step in that direction. The students will represent all young people resident in the area and not just those who attend Ringwood School.”

Margaret Olive, Assistant Head of Ringwood School has welcomed the initiative. “Over the past couple of years the Town Council has been asking students to attend various meetings such as their Fairtrade Working Party, the Festival Committee and also their Town Plan Focus Groups. Clearly Councillors feel that young people have something to contribute and the School is delighted that it will be appointing, not just nominating, two young people to each of the Town Council’s programme Committees. The eight students will be appointed from September through to next July and will receive all of the same papers as Councillors and will speak at Committees in exactly the same way as the Town Council’s own Officers. The scheme fits in with the new broad based teaching curriculum adopted at the School and we are very proud to be involved in this partnership initiative. We think we are probably one of the first, if not the first School, that has been given such a major role in Town Council business, which surely shows that the Town Council believe that young people have a valuable contribution to make to the wellbeing of the town”.

Further information please contact:

Mr Terry Simpson  
Town Clerk  
Ringwood Town Council  
“Greenways”  
71 Christchurch Road  
Ringwood BH24 1DH  
Tel: 01425 473883

Email : [town.council@ringwood.gov.uk](mailto:town.council@ringwood.gov.uk)

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To view the rss news feed you need an rss reader or a CSS 2 compliant web browser e.g. Firefox 2 or Internet Explorer 7

### Third prize for "Global Dawning"



Over six months of planning and hard work paid off as the school's "Global Dawning" float was awarded 3rd prize in the topical, humorous and feature category at the Ringwood Carnival. Through her endless amount of enthusiasm, CTA in Expressive Arts, Mrs Lax, organised the group of students and staff involved with putting the float together. She said: "It was a fantastic day and all the students really enjoyed themselves. The atmosphere was tremendous and

Beyond The Classroom • Student Voice

<b>Information</b> PTA Sixth Form Parent Information Student Support/LRC School Information School Policies	<b>Global Interactions</b> Languages RE	<b>Active Minds</b> HSC PE Science	<b>World With Words</b> English Geography Media Psychology	<b>Creativity</b> Technology Art Drama Music	<b>Numerical Networking</b> Business ICT Mathematics	<b>Horizons</b> Enterprise/WRE Careers/JRC VLE Citizenship of E	<b>Beyond The Classroom</b> Student Voice Creative Writing EcoSchools
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Ringwood Town Council • Your Future In Europe • Global Young Leaders • Debates • Court Competitions • NFYC/HCYC



### Student Voice

There is an opportunity for 8 students to represent all the young people in Ringwood as Student Advisors on the four main Town Council Committees. Two students would be appointed as student advisors to each of our four main committees which are:

- Policy & Finance;
- Recreation, Leisure & Open Spaces; Planning;
- Town & Environment;
- Town Plan Co-ordinating Committee.

In addition, the student advisors would be encouraged to attend Full Council meetings as members of the public.

*"Ringwood Town Council is probably one of the first, if not the first, Town Council to involve students in its affairs in such a detailed manner and in particular at committee meetings which make decisions. The Town Council believes that this is good for the community and it will help Councillors to understand the needs and aspirations of young people and will lead to better decision-making. We will, therefore, want to try to put Ringwood more on the map again."  
(Terry Simpson, Clerk to the Council)*

The School will be responsible for interviewing and selecting the eight students who will take part in this initiative. Members of the Town Council will subsequently meet with the selected students to give a general overview of the work we are doing and our expectations of the involvement of the students in the Council's affairs. The Town Council will expect students to be appointed for the whole of the period from October through to July 2008 and clearly that will mean that the students will need to have a commitment to be involved. I would emphasise that the Town Council understands that the students may not be able to make every meeting; indeed there are occasions when Councillors have to apologise for non-attendance. However, we would expect students to attend most of the meetings of the committee to which they have been appointed.





# Ringwood in the News

All the latest news from  
Ringwood School  
~Specialist Language College~



Autumn half term 2007

In this edition...

Pirates, community projects,  
cricket, sailing and more!



## Students join council to share their views

Students will get to have their say on the future of Ringwood as part of a pioneering initiative by the Town Council to allow young people to sit as advisors on its committees.

Two Sixth Form students will be joining each of four committees: Harriet King and Amy Lowry Carter will be sitting on the Planning Town and Environment Committee, Rachel Giles and James Fullick will be sitting on the Policy and Finance Committee, Corrina Groves and Ryan Montgomery will be sitting on the Town Plan Coordinating Committee, and Charlotte Fleming and Beth Scrivens will be sitting on the Recreation, Leisure and Open Spaces Committee.

Town Clerk, Terry Simpson, said: "This is all new ground. But it is vital to have the youth of Ringwood have their say on matters and policies which could ultimately shape the future.

"I believe that the Town Council is probably one of the first, if not the first, Town Council to involve students in its affairs in such a detailed manner and in particular at committee meetings which make decisions. The Town Council believes that this is good for the community and it will help Councillors to understand the needs and aspirations of young people and lead to better decision-making."

As advisors to the council, the students will be expected to attend committee



meetings and represent the views of all young people in Ringwood, including those who have not reached school age and those who have left. Ryan Montgomery said: "I believe it is a fantastic opportunity to put both my views as well as those of my peers to the Town Council. I feel that often the views of young people are overlooked and wish to prove that young people can, in fact, make a positive contribution to the development of the community as well as a positive contribution to society as a whole." ■



# Whatever, yeah?

Local councils and youth provision

Supported by the Commission for Rural Communities

### **Commision for Rural Communities**

The Commission for Rural Communities acts as the advocate for England's rural communities, as an expert adviser to the government, and as a watchdog to ensure that government actions, policies and programmes recognise and respond effectively to rural needs, with a particular focus on disadvantage. It has three key functions:

- Rural advocate: the voice for rural people, business and communities;
- Expert advisor: giving evidence-based, objective advice to government and others;
- Independent watchdog: monitoring, reporting on and seeking to mainstream rural into the delivery of policies nationally, regionally and locally.

### **National Association of Local Councils**

The National Association of Local Councils (NALC) is the national representative body for 10,000 local councils throughout England and Wales. In all, there are over 100,000 community, parish and town councillors throughout England and Wales. These councillors, who serve electorates ranging from small rural communities to major cities, are all independently elected. The councils have powers to raise their own funds through council tax. Local councils provide employment for over 25,000 staff while their annual expenditure exceeds £500m. Together, they can be identified as one of the nation's single most influential grouping of grassroots opinion formers. Over 15 million people live in communities served by local councils nationally – this represents up to 30% of the population. Over 200 new local councils have been created since 1997.

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## **Introduction**

Throughout England, parish, town, community and neighbourhood councils (local councils) work towards improving community well-being and providing better services at a local level. They are the tier of local government closest to the people. The term 'local councils' refers to parish, town, community, neighbourhood and village councils and not principal authorities – the district, borough, unitary or county council tier of local government.

Local councils represent the local community, deliver services to meet local needs and strive to improve the quality of life in the local area. They provide, maintain or contribute to a great many different services. These services include, leisure facilities, allotments, car parks, local illuminations, litter bins, community centres, community safety schemes, parks and open spaces, community transport schemes, crime reduction measures, street lighting, street cleaning, cycle paths, tourism activities, festivals and celebrations, traffic calming measures and local youth projects.

Local councils have the advantage of being close to the community; their councillors will be part of that community and thus representing the needs of their neighbours. Therefore, local councils will be much more likely to understand the needs of the local community and be able to respond to them. Engaging young people is a key consideration for many local councils and they are at the forefront in ensuring that the needs of young people are more fully represented.

The purpose of this booklet is to highlight and celebrate just some of the excellent activities aimed at young people being undertaken by local councils across the country. Local councils are ensuring that young people are entertained, kept active, made to feel that their needs are catered for and made to feel that they are listened to. The examples in this booklet are illustrative of the wider work that local councils undertake to better represent younger people but the booklet only scratches the surface. Local councils across the country provide or support a wide range of activities including playgrounds, youth councils, youth clubs, youth cafes, transport schemes, skate parks, sports facilities, advice and information centres, arts and crafts, youth outreach and voluntary activities.

The case studies included within this booklet show just some of the innovative approaches that local councils take in order to better represent young people in their communities.





**Number of electors:**

11,148

**Population:**

13,700

**Precept:**

£350,080

**Project: Community Involvement – Student Advisors**

Ringwood town is situated in the south west corner of Hampshire in New Forest district. Part of the town is within the New Forest National Park and is bisected by the A31 that links the M27/M3 with Bournemouth and the south.

The idea of Student Advisors was initiated by the town clerk to enable councillors to have a better understanding of the needs, hopes and aspirations of the younger generations. The underlying reason for the proposal was that, as most of the councillors children had left home they were no longer in regular contact with young people. Councillors were therefore seeking a structured arrangement that would give them direct access to young people to enable them to obtain their views on a regular basis. They were acutely aware that they were making decisions that would often have more effect on these young people in the future than on themselves.

The proposal was simple in concept; built on the premise that sensible people gather all the relevant facts before making decisions. The council has always sought advice on relevant issues and as the decisions being taken will affect the future of the town's young people, councillors believed that they should seek the views of young people in the town. They felt that their views and advice should be treated in exactly the same way as the expert views sought on other issues.

The council had already built good relations with the local secondary school, working in partnership on a number of projects. It approached the school and offered it the opportunity to appoint two Student Advisors to each of the council's committees. The council determined the overall arrangements, which were agreed with the school and incorporated in a Protocol that sets out roles and responsibilities of all those involved in the initiative. There is no age bar for Student Advisors with the emphasis being on appointing the most suitable applicants irrespective of age. The arrangements enable Student Advisors to be present at council meetings and contribute at that time to debates before decisions are made.

## Ringwood Town Council

The council now has two Student Advisors for each of its four main programme committees whose role is to provide views and advice. In order to assist members in coming to reasoned conclusions and decisions, the students are encouraged to give their views in the same way that officers or any other specialists would.

While the students are appointed by Ringwood School, they are expected to represent the views of all young people in Ringwood, including those who have not reached an age to attend Ringwood School, and also those who have left school. The students are also required to represent the views of former students who currently reside outside the area.

There are a number of reasons the council feels that the initiative is working, from the start it was honest about what would be expected from all parties and made sure that the initiative was achievable. It was made clear early on that the Student Advisors would not be able to vote at council meetings but that an advisory role would bring about greater benefits to the council's decision making. The council started with smaller partnership-working with the school to build trust and understanding and, perhaps most importantly, recognised that without the support and enthusiasm of councillors, the clerk and head teacher the initiative would fail.

The council see the initiative as helping to bridge the gap between young people and their elected representatives, and are keen to emphasise that young people have a very important stake in the future of the town. Councillors accepted the students from the beginning and the students have risen to the responsibilities entrusted to them. The council feels that the initiative has revealed views they did not have access to before and has added an extra dimension to the decision-making process. Importantly, the council feels that it is making a contribution in getting young people interested and engaged in democratic decision making.

**Website: [www.ringwood.gov.uk](http://www.ringwood.gov.uk)**

**Number of electors:**

8,061

**Population:**

11,700

**Precept:**

£336,000

**Project: Outreach Youth Worker**

Iver is a rural parish on the outskirts of London. At the southern tip of Buckinghamshire it comprises three very distinctive areas: Richings Park, Iver Village and Iver Heath. The parish is relatively affluent but includes a number of pockets of deprivation, particularly in regard to access to services and levels of education.

There are certain factors that limit the number of activities that young people in the parish can engage in. There is no local secondary school so children have to travel several miles by school bus to attend school elsewhere. This makes it difficult for them to participate in after-school activities. There is a railway station in the south of the parish, however, it is situated five miles away from the population in the north of the parish. Bus services out of the parish are limited and services do not run later than 7pm. The public transport situation means that many young people cannot realistically leave the village during the evening and at weekends.

In recent years, the parish has seen increased incidents of anti-social behaviour and criminal damage by young people. Although the county council run a youth club in the centre of the parish it is still a long way away from many young people in the area. The youth club itself was suffering from anti-social behaviour, which meant bans being imposed on some young people. This in turn resulted in some of these young people finding themselves on the streets during the evening with little to do. Coupled with the limited access young people have to activities in nearby towns, the council was prompted to consider how it could better provide for the needs of young people in the parish while cutting down the instances of anti-social behaviour.

The local church employs its own youth worker but this is done through a charity called the Iver Educational Trust that allows the youth worker to access funding the church would not be eligible for. The council felt that a similar approach, whereby a youth worker was employed on the council's behalf, would be beneficial. This also meant that the area would now

## Iver Parish Council

have two youth workers working through the educational trust that could share ideas and volunteer help and funding information. The youth worker would also have access to funding that the parish council would not. The charity agreed to a proposal that the council provide a grant to the charity to cover the salary of the youth worker but that the charity and youth worker secure funding for their activities.

Initially, the youth worker took to the streets in an effort to build a relationship with young people in the area. This was done through a drop-in facility one night a week where free doughnuts and hot chocolate, provided by local businesses, were supplied. It gave young people the opportunity to articulate their needs, voice concerns and engage in dialogue, which helped them to feel more part of the community. As the role has developed, the youth worker has built links with the county council outreach workers, the county council youth club, the District Council Community Safety Team and with the police. There are now three drop-in facilities (covering each part of the parish) and activities are provided during school holidays, including arts and crafts and sporting activities.

The youth worker has also had success in a number of other areas. Graffiti has grown to be a problem in the parish and together with council-driven initiatives to tackle the problem the youth worker works with young people on arts projects.

Another positive to come out of the initiative was that some young people came forward expressing concern that they were all being treated as if they were anti-social and asked if they could organise a clean-up day. This was facilitated by the youth worker and parish council and saw young people cleaning graffiti, painting walls and litter picking.

The council assert that it is vital to get the right person for the job. The individual needs to be able to communicate and build trust with young people. However, it also requires work behind the scenes. The youth worker needs to be able to work with a variety of partners, pitch for funding and motivate others.

**Website: [www.iverparishcouncil.gov.uk](http://www.iverparishcouncil.gov.uk)**





**Number of electors:**

1,397

**Population:**

1,700

**Precept:**

£12,000

**Project: Mobile Cinema**

The parish of Awre in Gloucestershire is set in a rural area between the River Severn and the Forest of Dean proper. Neighbouring the Forest of Dean, designated as England's first National Park in 1938, the area sees a great number of tourists each year. The parish lies around four miles from the town of Lydney, five miles from the town of Cinderford and 18 miles from the city of Gloucester.

The parish has a fairly stable population with a significant number of senior citizens and a significant number of young people. There is little provision for young people who would have to travel to Gloucester for any significant nightlife for which the transport links are poor. The lack of provisions for young people lead to issues with anti-social behaviour in the parish.

The parish council was only too aware of the lack of facilities for young people and was concerned when the local youth club, run mainly by volunteers, closed.

In 2004, the council conducted a Parish Plan survey and as part of this included a specific questionnaire aimed at young people in the community. The responses from young people in the parish were very clear: there was nothing to do, and nowhere to go (the nearest towns are quite a distance away and public transport is limited). The responses overwhelmingly called for more activities.

The council was lucky enough to be able to call on a newly elected 21 year old councillor who took on the brief to liaise with the young people in the community and with the other councillors to find out exactly what they wanted and how they could improve things for the young people in the parish. A mobile cinema equipped with modern powerful systems, capable of showing the latest films was identified as the priority.

The youth club had subsequently reopened for younger children in the parish and it was felt that once set up in the



club the cinema would attract the older young people back to the club.

A funding source was identified through the Acorn Trust, administered by the district council and equipment hired from Monmouthshire County Council. The provision of a cinema proved to be very popular, attracting an average of around 40 people to each monthly showing.

However, it has not all been plain sailing and the parish council has been required to be proactive to ensure the continued provision of a cinema service.

Monmouthshire County Council decided not to continue hiring its equipment. This resulted in the parish council having to discontinue the cinema service and take time to consider how they could get around this problem. Enquiries were made and a suitable commercial equipment supplier was identified, which enabled the council to restart the screenings. Hiring equipment through a commercial supplier inevitably meant that costs were higher and eventually the initial grant was used up.

The council secured alternative funding to help support the service into the future and is now making plans to purchase its own equipment. There are a number of benefits to this approach, not least the fact that this will enable the council to ensure that the scheme becomes self supporting. The council also envisage further funding to support the service coming from the hire of the equipment, which would become a parish resource.

In hindsight, the parish council would have given serious thought to purchasing its own equipment much sooner. However, at the outset of the project the parish council was understandably unsure of the longer term demand for the facility and felt that the source available seemed to be the best.

**Website: [www.awre-parish-council.org.uk](http://www.awre-parish-council.org.uk)**

## Sprotbrough & Cusworth Parish Council

**Number of electors:**

9,500

**Population:**

12,500

**Precept:**

£128,000

**Project: Skate park**

Sprotbrough & Cusworth is situated two miles from Doncaster near to the A1 and consists of two large residential areas: Cusworth/Scawsby and Sprotbrough.

The parish council undertook consultation via a community-led plan that identified a wish for a Skate/BMX Park. Provision for young people in the parish is excellent with four recreation sites, four young children's playgrounds, four basketball courts and senior and junior football pitches with pavilions. In addition the parish council runs a community centre and jointly runs another with a neighbouring parish, which caters for a wide range of groups and organisations. However, it was recognised that the area did not have a great deal of 'non-structured' activity available. Therefore, given the wish for a skate park, identified in the community-led plan, the parish council decided to act.

The first step the parish council took was to take advice from a play/sport consultant and the landscape architect section of the local principal authority, which helped to identify a project manager/coordinator – the Groundwork Trust. Groundwork then helped to identify a suitable location in the parish. A consultation exercise was carried out with local schools and local residents given the opportunity to have their say. Councillors and young people also visited existing skate parks to determine what might work in Sprotbrough & Cusworth. A consultation day was then held where young people could have their say on the proposed design. Groundwork assisted with issues such as planning and helped to secure around 50% of costs in grant funding.

As the project took shape, the parish council set up a small project team consisting of members of Groundwork, the parish council and the contractor who met weekly. There was also a twice weekly liaison with 'Friends of the Skate Park' group represented by young people and residents. The group is still active and meets with the parish council once a month.

There were a number of issues that needed to be addressed as the project progressed, not least the concerns of local

## Sprotbrough & Cusworth Parish Council

residents with regard to the potential for anti-social behaviour and noise. The parish council liaised throughout with local police and community wardens and has ensured a visible presence with patrols both targeted and ongoing.

As a result of the partnership with the Groundwork Trust, an additional grant was secured to be paid over three years for sports development. The costs associated with the project needed careful planning as the parish council was not eligible for certain regeneration funds. Therefore, the parish council had to commit reserve funding. Operation costs were also assessed for future budget implications, as were the implications for increased staff time. An allowance for damage, vandalism and insurance was also considered.

The skate park has been a great success since opening in 2005; the project won 'Regional best village venture', an award given by the Yorkshire Rural Community Council and the parish council is already consulting with the User Group about the possibility of upgrading and extending the park. These considerations have been brought on by its huge popularity within the parish and across the region as a whole. However, the parish council has a responsibility to all of its young people and a current priority is to upgrade its playgrounds aimed at younger children.

The parish council has learnt that good partnerships, time spent brainstorming and project planning and community consultation really pays off. Equally valuable is keeping in touch with the roots or driving force within the community, in the case of Sprotbrough & Cusworth, the User Group, made up of local young people and parents.

It has also been vital that the parish council have adequate insurance cover for what is considered an extreme sport with high risk injury status, that regular risk assessments are undertaken and that instances of vandalism are budgeted for. But while vandalism does occur, the vast majority of young people value the facility and contribute to its maintenance.

**Website: [www.sc-pc.co.uk](http://www.sc-pc.co.uk)**





**Number of electors:**

14,240

**Population:**

17,585

**Precept:**

£252,000

**Project: Skatepark and Buddy System**

Beverley is a traditional market town in the East Riding of Yorkshire some eight miles north west of the city of Hull. It has an overall population of about 30,000 covering the three parishes of Beverley Town Council and Molescroft and Woodmansey parish councils. While the town has been categorised nationally as the most affordably affluent town in the country, there are hidden pockets of significant deprivation in terms of educational attainment, employment and mobility. The area has a high proportion of young people who either live or are educated in the town and there has been much discussion on the lack of youth provision within the town.

The project to provide a skatepark facility evolved following representation from a group of avid local skateboarders who had nowhere to skate other than the town centre. The group had identified a number of facilities elsewhere, however, access to these facilities was limited by poor mobility and a lack of public transport. The young people agreed to help in the consultation, design and build, and fund-raising for the facility.

Consultation was undertaken with residents of the town and with its young people to establish the type of facility required and also, given that the town council did not own any land, the location within the town. Much of the funding was secured through Sport England in conjunction with the East Riding of Yorkshire Council's Sports Development Unit and young people were involved in the design and build of the facility and continue to be actively involved in suggesting ideas for improvements and importantly, self policing of the area.

Beverley Skatepark was completed in 2005. Designed to help solve the youth problems in the town it actually became a focus for different youth factions and became the central point for the groups to meet and cause unrest. The genuine skatepark users were aware that they were becoming the scapegoats for the unrest at a facility they had lobbied to be built. As a result they decided to take ownership of the project and the Beverley Skatepark Buddies was

formed. They monitor activity at the site, provide technical assistance to users of the facility and are the eyes and ears for those organisations charged with the welfare of young people. The group operates a timetable system whereby at least one buddy is on site during the core hours of usage, are in regular contact with each other and regular skatepark users and with the assistance of the local authority are able to access key personnel that would assist in the event of an unwanted disturbance, for example leisure centre staff, youth workers and Police Community Support Officers.

The buddies system has been instrumental in reducing disturbance and introducing some of the harder to reach youth groups to the facility. They have provided valuable information to the authorities and, having been trained in the use of basic first aid, have been able to assist young people who have been injured on the site. The buddies have been well received locally and, perhaps more importantly, have been well received by their peers as a positive step by young people to address the issues of young people.

The buddies system has been so successful that in 2007 it was recognised by the Home Office, which awarded the Skatepark Buddies a Respect Award. Not only did it recognise the positive work the group has carried out, it also awarded them £1,000 that has gone towards further training, an expansion of the scheme and information boards.

The project has been a great success. The town council stress that the choice of contractor is vital and that securing the funding can at times be fraught, with goalposts being moved and challenging conditions being set. It also stresses the importance of involving young people at the conception stage and keeping them involved throughout, thus giving them a greater sense of ownership.

Overall, the project was hard work but ultimately very rewarding. The skatepark is a well used facility now run with minimal intervention by the town council.

**Website: [www.beverley.gov.uk](http://www.beverley.gov.uk)**

**Number of electors:**

15,499

**Population:**

20,500

**Precept:**

£316,905

**Project: Youth Support**

Halewood is located within the Merseyside area. A largely urban area surrounded to the north and east by farmland, the last 20 years have seen the area grow from an overspill council estate area of the city of Liverpool into a much larger town. The town has also seen a great deal of new build homes, which has created a great deal of diversity both socially and economically.

Halewood Town Council is a proactive council dedicated to improving the lives of local people including those of its younger residents. A Quality town council, its dedicated approach led to it being awarded the NALC/AON Council of the Year award in 2008.

Halewood Town Council has led on a diverse range of activities aimed at young people in the town: a youth council to ensure they remain in touch with the views of young people in the area, play areas for younger children, sports facilities and cultural opportunities.

An inclusive approach led to the creation of a youth council for the town in October 2007 during 'local democracy week'. The purpose of the youth council is to provide young people in the town with a voice. Representatives for the youth council are drawn from all of the primary schools in the town as well as representatives from the Centre of Learning. Still in its infancy it has proven to be an invaluable way of tapping into the thinking of young people in the town for the town council but also for a number of groups linked to the local principal authority, Knowsley Metropolitan Borough Council.

The youngest members of the community are not forgotten. The town council provides open spaces and playparks and completely refurbished the toddler playground in 2004. In addition to this, the council has, for the last five years, funded a pantomime (Oh no it hasn't! Oh yes it has!).

The annual pantomime now takes place at four separate venues on the first weekend in December. A minimal



admission charge per child covers drink, crisps and a selection box, all presented, of course, by Father Christmas. However, the local community do not take a back seat decorating all four venues as grottos.

Successful partnership-working was the key to securing a 'home' for the Halewood Junior Football League. Over a decade ago the sports centre, which was run by the town council that hosted the league, was bulldozed and a state-of-the-art leisure complex was built by the principal authority. The new leisure centre did not leave enough land to allow for the number of games that were needed. The town council allowed the league to continue on land it owned but this land did not have toilet facilities and running water and required the children to change in portakabins.

Everton Football Club made a bid to Barclays4Sport through the Football Foundation and with the support of Knowsley Metropolitan Borough Council the existing Arncliffe Sports and Community Centre was extended. Working in partnership, a grant of £600,000 was secured from Barclays and the Football Federation while the borough council and town council each contributed £150,000. The work included additional changing facilities, the provision of two synthetic training pitches, a drainage system for the grass pitches and office space for both the league and for its sister organisation the Halewood Town Sports Association. The Halewood Junior Football League now has a place to call home.

The town council also seeks to engender cultural awareness and has previously worked with the Royal Liverpool Philharmonic Orchestra organising a Christmas concert, which included a choir consisting of pupils from local schools.

The example of Halewood Town Council shows the diverse service requirements of young people and how local councils can work to meet them.

**Website: [www.halewoodtowncouncil.gov.uk](http://www.halewoodtowncouncil.gov.uk)**



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## **Further Information**

Here are just a few organisations that can provide information, advice and guidance on a variety of issues that affect young people.

### **British Youth Council**

[www.byc.org.uk](http://www.byc.org.uk)

### **Rural Youth Network**

[www.ruralyouth.com](http://www.ruralyouth.com)

### **UK Youth Parliament**

[www.ukyouthparliament.org.uk](http://www.ukyouthparliament.org.uk)

### **The Citizenship Foundation**

[www.citizenshipfoundation.org.uk](http://www.citizenshipfoundation.org.uk)

### **The National Youth Agency**

[www.nya.org.uk](http://www.nya.org.uk)

### **Whizz-Kids**

[www.whizz-kidz.org.uk](http://www.whizz-kidz.org.uk)

### **Childline**

[www.childline.org.uk](http://www.childline.org.uk)

### **The Children's Trust**

[www.thechildrenstrust.org.uk](http://www.thechildrenstrust.org.uk)

### **Every Child Matters**

[www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)

### **Directgov**

[www.direct.gov.uk/en/YoungPeople](http://www.direct.gov.uk/en/YoungPeople)

### **The Electoral Commission**

[www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

If you are inspired by the examples in this booklet or work hard to support young people in your local area, NALC would be delighted to hear from you.

**Commission for  
Rural Communities**

**Cheltenham Office**

John Dower House Crescent Place  
Cheltenham Glos. GL50 3RA

**Telephone** 01242 521381

**Facsimile** 01242 584270

**London Office**

55 Whitehall, London, SW1A 2EY

**Telephone** 0207 2703220

**Email** [info@ruralcommunities.gov.uk](mailto:info@ruralcommunities.gov.uk)

**[www.ruralcommunities.gov.uk](http://www.ruralcommunities.gov.uk)**

**National Association of Local Councils**

109 Great Russell Street, London  
WC1B 3LD

**Telephone** 020 7637 1865

**Email** [nalc@nalc.gov.uk](mailto:nalc@nalc.gov.uk)

**[www.nalc.gov.uk](http://www.nalc.gov.uk)**

## Introduction

1. This report sets out the details of a Stone Heroes awards scheme, which has been proposed by the Town Mayor.

## Proposed Scheme

2. The Town Mayor's concept is to instigate a community awards scheme, recognising outstanding individuals, organisations and groups who have worked towards and within the town for the betterment of Stone - Stone's Heroes.
3. The purpose of these awards is to recognise small groups and individuals who make a big difference to the quality of life in Stone - a celebration of those who often get little recognition and support. In addition, the awards would focus on the power of working together, so that others can be inspired to organise and get active for the greater good of the town.
4. There are five proposed awards categories;
  - a. Environmental Hero— specific contribution in the area of the environment, including climate change, wildlife, ecology or recycling.
  - b. Community Hero – specific contribution to the community of Stone, such as working with people to benefit their lives
  - c. Young Person Hero– to acknowledge the actions or achievements of a young person from Stone up to and including the age of 16.
  - d. Team Heroes - to acknowledge the actions or achievements of a group of individuals who have worked together to benefit Stone.
  - e. Mayor's Special Award – An award to recognise anyone who has been an outstanding individual for Stone, awarded by that years Mayor.
5. In addition, there would also be a "Stone Hero" – The top award given to the outstanding winner from categories a to d above.
6. The awards would be publicised within Stone using advertising and social media. Residents would be encouraged to nominate suitable individuals or teams in categories a to d above. The scheme would be launched in mid November and the closing date for nominations would be in mid February.

7. The Town Mayor has proposed an Awards Working Group made up of 5 members:
  - a. The Mayor and Mayoress of that year
  - b. The Deputy Mayor of that year
  - c. The Mayor of the previous year
  - d. The Mayor's Chaplain.
8. They would deliberate at the end of February, and report their proposals for nomination to the March meeting of the General Purposes Committee. If agreed, nominees would be notified in early March.
9. The Awards Working Group would then make recommendations for the winners in each category to the General Purposes Committee meeting in April, with awards presented by the Town Mayor at the Civic Dinner.
10. All nominated individuals and teams would receive a certificate of nomination, with the award of a trophy or similar made to winners.

### **Financial Implications**

11. The likely annual cost to the Council of this proposal would be:

	<b>This Year 2021-22 £</b>	<b>Subsequent Years £</b>
Advertising	600	600
Awards & Certificates		300
Civic Dinner Meals		400
<b>TOTAL</b>	<b>600</b>	<b>1,300</b>

12. It may be possible to reduce the advertising costs by the use of press releases instead of or alongside paid advertising, and the cost of the awards will relate directly to the quality of the trophies presented.
13. It is assumed that each winner will be invited to the Civic Dinner with a complementary meal provided for them and a partner, with the winning team limited to two representatives with partners. Winners would, of course, be able to purchase additional tickets to the event in the normal way.

### **Recommendations**

14. It is recommended that the Committee:
  - a. Consider the Town Mayor's proposed Stone Heroes awards scheme.
  - b. If supported, agree a supplementary estimate of £600 for the current year, with an addition of £1,300 per annum added to the budget for future years.

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## Stone Town Council - Payments

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

The table includes payments by cheque, direct debit, PayPal, 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.

Payment Date From : 01/09/2021

Payment Date To : 30/09/2021

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
29/09/2021	5813476/CE/17374	The Arch Rent Collectors	Station Rent 29/09/21 to 24/12/21	1,184.25
09/09/2021	1935495	British Gas	Elec 61 High St 28/10/19 to 21/08/21	2.48
26/09/2021	6417043	Water Logic	Water cooler rental Aug 2021 and sanitisation service	48.71
24/09/2021	743014903/001/09	Virgin Media Business	Broadband Rental Sep/Oct 2021	50.00
28/09/2021	VE01083102	Veolia ES (UK) Ltd	Waste Collection Aug 2021	58.21
27/09/2021	146822	Prism Solutions	Prism IT Support Service Oct 2021	631.33
27/09/2021	713412021113468	Pozitive Energy	Station Gas Usage Aug 2021	61.70
14/09/2021	INV107497459	Zoom Video Comm Inc	ZOOM Subscription Sep / Oct 2021	47.96
14/09/2021	713392021112854	Pozitive Energy	Station Elec Usage Aug 2021	187.44
01/09/2021	42388	Panda Press (Stone) Ltd	Civic Order of Service 2021	254.00
03/09/2021	INV-0575	Current Electrical & Property Services	Marquees set up Aug 2021	900.00
14/09/2021	24	MJ Plant	Annual Grass Cutting - Crown Meadow	392.50
30/09/2021	INV-0586	Current Electrical & Property Services	St. George Event - crowd barriers and power supply	481.60
14/09/2021	23	MJ Plant	Maintenance of benches and bridges	608.00
14/09/2021	22	MJ Plant	Amphitheatre - maint of benches and bridge	394.00
22/09/2021	14550	Call Handling Services Ltd	Monthly telephone helpline charges	7.05
30/09/2021	5421	Byatt Oliver Associates	Heritage Centre - condition survey and drawings	1,605.00
14/09/2021	18	MJ Plant	Aug 21 maint of allots, amphi, C Meadow	1,554.00

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## Stone Town Council - Payments

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
28/09/2021	21004	Simon Meddings Associates Ltd	Heritage Centre - propose design and fit out	658.00
14/09/2021	1906916	Mazars LLP	Limited Assurance Review for YE 31/03/21	800.00
03/09/2021	20821	Joules Brewery	Works carried out at Stone Fire Station / Heritage Centre	66,852.36
21/09/2021	613633ALTO	Altodigital Networks Ltd	Photocopier Usage - June to Sep 2021	18.30
14/09/2021	INV-1267	IG Stage Hire	Stage Hire 20% Deposit - Jubilee Event 05/06/22	264.00
06/09/2021	191822882	British Gas	Amphitheatre Elec Standing Charge Aug 21	10.66
02/09/2021	INV-1211	IG Stage Hire	Stage Hire 30% Deposit - Xmas Light 2021	225.00
28/09/2021	SI-476	Staffordshire Parish Councils' Association	SPCA Training - Budgets & Precepts - KD	30.00
14/09/2021	10843	CAM-TEC LTD	CCTV Main Contract 20/9/21 to 19/9/22	380.00
14/09/2021	20	MJ Plant	Mount Road Allotments - hedge cutting and waste	140.00
09/09/2021	17	MJ Plant	July 2021 Maint - Amphi, C Meadow, Allotments	1,554.00
16/09/2021	109134	B Hygienic Ltd	Hygiene Services - Sep 21 to Aug 20	854.50
30/09/2021	SEPT21	Staffs Shoe Repair	4 x new shields and engraving for annual allotment	317.96
17/09/2021	SI-425	Staffordshire Parish Councils' Association	SPCA CiLCA Portfolio Training - RM	250.00
14/09/2021	SI400	Staffordshire Parish Councils' Association	Data Protection Workshop - RM & TW	60.00
06/09/2021	244210233919	Siemens Ltd	Photocopier Rental 21/9/21 to 20/12/21	150.00
28/09/2021	7070288775	Stafford Borough Council	Amphitheatre litterbin emptying July to Sep 2021	46.55
14/09/2021	8940679	Chubb Fire	Fire Safety Equipment Service	272.21
28/09/2021	7070288762	Stafford Borough Council	6 x Dog Bin Emptying - Canal & Whitebridge Tow Path	138.54
06/09/2021	7070288529	Stafford Borough Council	Road closure for Civic Sunday Parade 5th Sep 2021	117.70
30/09/2021	INV-0585	Current Electrical & Property Services	Marquee set up - Sep 2021	1,090.00
21/09/2021	168436588	World Pay	Worldpay Managed Service Fee - Aug 2021	12.50
17/09/2021	EU-01977459	Opayo by Elavon	Opayo Monthly Fee Aug 2021	15.00
30/09/2021	965725104	British Gas	Elec Supply - Standing Charges 25/08/21 to 22/09/21	14.21
28/09/2021	025	C Shingler T/A Hindsight Heritage	Development of Heritage Centre Mission statement and	450.00
30/09/2021	3413	CommuniCorp	Clerks and Councils Direct Annual Subscription Oct 21 to	100.00



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## Stone Town Council - Payments

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
21/09/2021	4422	Christmas Plus	Hire of Festive Display 2021/22	6,202.75
24/09/2021	713382021113473	Pozitive Energy	FJC Elec Usage August 2021	124.10
09/09/2021	1934377	British Gas	Feeder Pillar 1 High St Jul/Aug 2021	8.80
14/09/2021	STWINV05270442	Water Plus	FJC Water Usage - June to Aug 2021	158.01
21/09/2021	168571943	World Pay	Worldpay Safer Payments / Dashboard Fee Aug 21	9.99
24/09/2021	713402021113468	Pozitive Energy	FJC Gas Usage Aug 2021	42.73
20/09/2021	INV-425323	AutoEntry	AutoEntry Monthly Subscription Sep 2021	9.00
28/09/2021	VE01083101	Veolia ES (UK) Ltd	FJC Waste Removal Aug 2021	70.21
14/09/2021	8940656	Chubb Fire	Station Fire Safety Equipment Service	63.06
14/09/2021	stw-INV05272633	Water Plus	Station Water Supply 18/6/21 to 28/8/21	170.22
28/09/2021	6417042	Water Logic	Water Cooler Rental Aug 2021	6.05
28/09/2021	6397671	Water Logic	FJC Water Cooler Rental Aug 2021	23.50
20/09/2021	742962701/001/09	Virgin Media Business	Line Rental and Calls - Sep 2021	30.76
01/09/2021	66392	Prism Solutions	Line Rental Aug 2121	46.69
01/09/2021	66392	Prism Solutions	Line Rental Aug 21	44.45
30/09/2021	Pay Sep 21	Inland Revenue	HMRC late payment fee for July 2021	3.01
03/09/2021	Rates	Stafford Borough Council	SBC Rates Sep 2021 FJC`	434.00
03/09/2021	Rates	Stafford Borough Council	Online Planning Application Service Fee Xmas Lights	225.00
03/09/2021	Rates	Stafford Borough Council	SBC Rates Sep 2021 Mkt Sq	35.00
08/09/2021	Expenses	Trudy Williams	Expenses Reimbursed - Key Cutting for back door	8.33
16/09/2021	Expenses	Martin Robinson	Payment for Civic Sunday photography	100.00
16/09/2021	Grant Payment	Christchurch First School	Christchurch First School - Grant Aid	500.00
23/09/2021	Expenses	Stafford Brigades Youth Marching Band	Payment for marching band on Civic Sunday Sep 21	200.00
06/09/2021	Inv0932	The Secret Kitchen	Civic Sunday Buffet 05/09/21	1,036.00
24/09/2021	7070288763	Stafford Borough Council	Install & remove High Street bollards July to Sep 2021	398.61
06/09/2021	05092021	Steve's Sound Systems	Hire of PA System for Civic Sunday Event 05/09/21	90.00

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## Stone Town Council - Payments

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
06/09/2021	V01907875854	EE	EE Mobile Phone Charges	21.53
06/09/2021	V01907875854	EE	EE Mobile Phone Charges	21.53
06/09/2021	V01907875854	EE	EE Mobile Phone Charges	22.99
14/09/2021	stw-INV05269865	Water Plus	MR Water Supply Jun to Aug 2021	70.91
				<u>93,466.95</u>