



Town Clerk

Les Trigg

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15 Station Road
Stone
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23 December 2021

Dear Councillor,

A meeting of the **ESTATES SUB COMMITTEE** will be held in **St Michael's Suite at the Frank Jordan Centre, Lichfield Street, Stone**, on **Tuesday 4 JANUARY 2022 at 7:05pm**, or upon the rising of the Planning Consultative Committee, if later.

I trust you will be able to attend.

In view of the current situation regarding the pandemic, meetings may be rearranged or cancelled at short notice. Anyone planning to attend should check the Council's website before setting out. All attendees are asked to wear face masks throughout, other than when speaking as part of the meeting.

Les Trigg
Town Clerk

Councillors: Mrs L. Davies (Chairman), A. Best (Vice Chairman), I. Fordham, M. Hatton,
Mrs J. Hood, C. Thornicroft and R. Townsend

AGENDA

1. **To receive apologies for absence**
2. **Declarations of Interest and Dispensations under Section 106 of the Local Government Finance Act 1992.**
3. **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.

4. **Minutes of Previous Meeting**

To confirm as a correct record the minutes of the meeting of the Estates Sub-Committee held on 16 November 2021, Minute Numbers EST22/009 – EST22/017 (attached).

5. **Budget 2022-23 – 2024-25**

To consider the report of the Town Clerk (attached).

6. **Use of Frank Jordan Centre and Stone Station Working Group**

To consider whether the Working Group should be dissolved.

7. **Reports of Working Groups**

- Use of Frank Jordan Centre and Stone Station

8. **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.

9. **Confidential Minutes**

To confirm as a correct record the confidential minutes of the Estates Sub-Committee, held on 16 November 2021, Minute Numbers EST22/009, EST22/016 and EST22/017 (attached).

10. **Update on Stone Station**

To receive an update from the Town Clerk.

Will any Councillors who wish to speak at this meeting, but are not members of the Sub-Committee, please inform the Chairman before the start of the meeting

Members of the public are welcome to attend the Estates Sub-Committee Meeting as observers and/or to make representations to the committee in accordance with the Council's scheme of public participation. Details of this scheme are displayed on the Council's notice boards and website.

Stone Town Council – Estates Sub-Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 16 November 2021

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

Officers: Mr L. Trigg and Mrs T. Williams

By Chairman's invitation: No Councillors

ABSENT: Councillors: M. Hatton, Mrs J. Hood and R. Townsend

EST22/009 **Apologies**

Councillors: M. Hatton, Mrs J. Hood and R. Townsend

EST22/010 **Declarations of Interest and Requests for Dispensations**

None received

EST22/011 **Representations from Members of the Public**

None received

EST22/012 **Minutes of Previous Meeting**

That the minutes of the Estates Sub-Committee meeting held on the 27 July 2021 (Minute Numbers EST22/001 – EST22/008), be approved as a correct record.

EST22/013 **Street Furniture**

The Chairman invited Town Councillors to consider the arrangements for a site visit to assess the condition of the High Street furniture.

RECOMMENDED: That Town Councillors who are interested in attending a visit of the town submit their names to the office along with an indication of whether they would be available during the day time.

* 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.

EST22/014 Reports of Working Groups

Use of Frank Jordan Centre and Stone Station

The Chairman advised the Sub-Committee (following advice from the Town Clerk) that no meeting of the Community Centres Working Group had taken place since before the Covid-19 pandemic lockdown.

The Chairman suggested that there wasn't presently a need for this working group and after agreement from the Sub-Committee it was decided that closure of the working group would be listed for consideration on the next agenda.

The Estates Sub-Committee meeting was adjourned and then reconvened after the Management Sub-Committee meeting had taken place.

EST22/015 Exclusion of the Press and Public

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

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

EST22/016 Confidential Minutes

RESOLVED:

That the Confidential minutes of the Estates Sub-Committee meeting held on the 27 July 2021 (Minute Numbers EST22/001 and EST22/008), be approved as a correct record.

EST22/017 Update on Stone Station

The Chairman invited the Town Clerk to update the Sub-Committee on the current position on Stone Station Community Centre.

The Town Clerk updated the Sub-Committee on progress.

RECOMMENDED: That the Town Clerk is authorised to further progress this issue.

Chairman

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Introduction

1. The purpose of this report is to determine the level of budget for services under its control that the Sub-Committee wishes to recommend to the General Purposes Committee meeting on 25th January 2022.

Background

2. The General Purposes Committee on 7th December 2021 considered the standstill budget for 2022-23 and indicative figures for the next two years based on a number of assumptions contained within the report.
3. Despite the uncertainty resulting from the Covid-19 pandemic, the standstill budget has been prepared on the basis that all Council services will continue at broadly their current level. Any adjustments required in this respect will be considered by the General Purposes Committee before the budget is finalised.
4. The figures for this Sub-Committee on the above basis are:

Actual		Budget	Forecast	Budget	Budget	Budget
2020-21		2021-22	2021-22	2022-23	2023-24	2024-25
£		£	£	£	£	£
9,427	Frank Jordan Centre	4,900	2,900	3,700	3,800	3,600
12,703	Stone Station	12,900	9,700	9,200	9,500	9,700
4,782	Car Parking	-	-	-	-	-
1,594	Bus Shelters & Street Furniture	9,100	9,050	5,280	5,420	5,570
771	Street Lighting	800	700	700	700	700
740	Dog & Litter Bins	1,150	1,090	1,020	1,050	1,080
-	Joules Clock	300	300	300	300	300
257	Town Electricity Supply	400	340	400	400	400
-	Building Maintenance	29,700	29,000	10,000	10,000	10,000
30,275	TOTAL	59,250	53,080	30,600	31,170	31,350

5. In respect of the figures above, Members should note:
 - a. The budget for the Frank Jordan Centre assumes income and expenditure at broadly historic levels, with allowance for inflation.

- b. The Stone Station forecast for the current year is also at around historic levels. No allowance has been made for roof repairs.
 - c. The Council no longer operates its own car parks. The 2020-21 actual reflects the payment to Stafford Borough to provide free parking in the town centre up to and around Christmas 2020.
 - d. The Bus Shelters and Street Furniture forecast for 2021-22 includes £3,900 for a new noticeboard and installation, £700 for repairs to Oulton Bus Shelter and £400 for repairs to Christchurch Way. The ongoing budget includes provision for a rolling programme of bench and bus shelter maintenance together with an allowance for contingencies to allow for unforeseen items which may arise during the year.
 - e. The Street Lighting, Dog and Litter Bin, Joules Clock and Town Electricity Supply budgets assume that expenditure will continue at broadly the current levels, with the inclusion of additional litter bins approved as part of this year's budget.
 - f. No spending has yet been made in the current year against the Building Maintenance provision. Any underspending will be rolled forward into next year. An annual provision of £10,000 has been included for 2021-22 and subsequent years.
6. As reported to the meeting of the General Purposes Committee on 7th December, the standstill budget is just the starting point for the budget process. Members will want to review this standstill budget and the amounts provisionally included. In addition, there are likely to be other areas where Members will want to undertake new developments or stop/change the things that the Council is doing now.
7. The Sub-Committee is asked to consider the standstill budget and any areas of growth or savings which they would want to be taken into account in setting the budget for 2022-23 and future years.

Recommendations

8. Members are asked to recommend their proposed budget for consideration by the General Purposes Committee on 25th January 2022.