



Town Clerk

Les Trigg

Tel: 01785 619740

Email: clerk@stonetowncouncil.gov.uk

15 Station Road
STONE
ST15 8JP

22 February 2022

Dear Councillor,

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 1 MARCH 2022 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.

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 8 February 2022, Minute No's GP22/147 – GP22/165 (attached).

8. **Minutes of Sub-Committees**

There are no draft Sub-Committee minutes.

9. **Stone Community Speed Watch**

To welcome Tim Hodson and Richard West of Stone Community Speed Watch and Michelle Shaker, Community Engagement Coordinator at Staffordshire Police, who have kindly agreed to address the Committee on their work and how the group can support the Town Council.

10. **To consider the following requests for grants from local organisations:**

- **Stone Lions Club**
- **Kibblestone District Scout Club**

11. **Queen's Platinum Jubilee**

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

NOTE: In view of the limited time available until the Jubilee celebrations, this report has been presented to the General Purposes Committee, rather than the Tourism and Town Promotion Sub-Committee, with the agreement of the respective Chairmen.

12. **Stone Heritage Centre**

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

13. **Town Council Payments**

To receive a list of payments made by the Council during the period 1st to 31 January 2022 (attached).

14. **Update from Working Groups:**

- a) Neighbourhood Plan Steering Group
- b) Stone Heritage Centre Steering Committee
- c) Engagement with Young People

15. **To receive reports from Town Councillors on attendance at meetings as a representative of the Town Council**

Stone Area Parish Liaison Group – J. Davies

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

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 8 February 2022

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, M. Hatton, Mrs J. Hood, T. Kelt, J. Powell,
C. Thornicroft and R. Townsend

Officers: L. Trigg

ABSENT: Councillors: M. Green, J. Hickling, P. Leason and S. Walley

GP22/147 **Apologies**

Apologies were received from Councillors: M. Green and S. Walley.

GP22/148 **Declarations of Interests**

Councillor R. Townsend declared a personal interest in agenda item 10 (Minute Number GP22/156) – Grant aid to local organisations: Aston Lodge Residents Association.

GP22/149 **Requests for Dispensations**

None

GP22/150 **To receive the report of the County Councillors**

County Councillor Mrs J. Hood

Councillor Hood reported on a meeting she held with County Highways in the High Street regarding the traffic position and also commented on the misleading notices in the town.

She informed the Committee that in future, County Councillors will be informed of road closures in their area and updated Walton Councillors that the bus gate cameras will be installed within four weeks.

The Committee were also informed that Stone will lose some of its trains to London from December. Councillor Hood said that she had the details, and encouraged members to write to the Stone MP, Sir Bill Cash, about this issue.

County Councillor I. Parry

Councillor Parry was not in attendance at the meeting.

GP22/151 **To receive the report of Borough Councillors**

There was no report on this occasion.

* 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.

GP22/152 **Representations from Members of the Public**

None

GP22/153 **Minutes**

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on 25 January 2022 (Minute Numbers GP22/139 – GP22/146), be approved as a correct record.

GP22/154 **Minutes of Sub-Committees**

- a) Estates Sub-Committee held on 4 January 2022 (Minute Numbers EST22/018 – EST22/027), that the draft minutes be noted, and the recommendations of the Sub-Committee contained in Minute Numbers EST22/022 and EST22/027 be adopted.
- b) Management Sub-Committee held on 4 January 2022 (Minute Numbers MAN22/024 – MAN22/030), that the draft minutes be noted, and the recommendations of the Sub-Committee contained in Minute Numbers MAN22/028 and MAN22/029 be adopted.
- c) Tourism & Town Promotion Sub-Committee held on 4 January 2022 (Minute Numbers TTP22/026 – TTP22/035), that the draft minutes be noted, and the recommendations of the Sub-Committee contained in Minute Number TTP22/034 be adopted.
- d) Environment Sub-Committee held on 18 January 2022 (Minute Numbers ENV22/021 – ENV22/030), that the draft minutes be noted, and the recommendations of the Sub-Committee contained in Minute Numbers ENV22/025, ENV22/026 and ENV22/030 be adopted. The Sub-Committee were asked to reconsider minute ENV22/027 and the recommendation was consequently not agreed at this stage.

GP22/155 **Annual Review of Risk Management**

The Committee received the report* of the Town Clerk and considered the annual review of the Council's Risk Management Policy, Strategy and Risk Register.

The Town Clerk confirmed that there were very few changes required as a result of the review except for additions relating to the risks presented by Covid-19.

It was requested that the risks related to Covid-19 were retained in future assessments, but widened to pandemics in general.

RESOLVED: To accept the Annual Review of Risk Management.

* 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.

GP22/156 **Grant Aid to Local Organisations**

The Committee considered the following requests for a grant:

ASTON LODGE RESIDENTS' ASSOCIATION

The Committee considered the grant application received from Aston Lodge Residents Association requesting £500 to purchase a strimmer, a hedge cutter and appropriate PPE for the purposes of maintaining the many unadopted footpaths and their borders on Aston Lodge estate.

RESOLVED: To award £500 to Aston Lodge Residents Association.

STONE & DISTRICT STROKE CLUB

The Committee considered the grant application received from Stone & District Stroke Club requesting £500 to subsidise specialist coach hire for two planned club outings which form an important part of the club's work.

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

STONE & DISTRICT SWIMMING CLUB

The Committee considered the grant application from Stone & District Swimming Club requesting £500 to pay for the necessary training and development of swim teachers. The donation will assist the Club in bridging the gap created by the loss of financial support from a local sponsor.

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

GP22/157 **Meeting Schedule for 2022-23**

The Committee considered a proposed programme of meetings and events* for the period May 2022 to April 2023.

It was suggested that the changes made to dates of meetings in December 2021 and January 2022 had resulted in a better programme, and that this should be repeated in future years.

RESOLVED: To approve the circulated schedule of meetings and events dates, with the sub-committee meetings planned for 20th December 2022 moved to 17th January 2023 and the General Purposes Committee meeting planned for 17th January 2023 moved to 24th January 2023.

GP22/158 **Fishing Rights on the River Trent**

The Committee considered a letter from Bibby's Stone & District Angling Club requesting the Town Council extend the current five-year free lease which ends on 15 June 2022, to support the Club.

A letter from the Secretary of the Angling Club and Memorandum of Agreement regarding fishing on the River Trent at Stone had been attached to the agenda for the meeting.

RESOLVED: To agree to extend with the agreement for a further five years.

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

GP22/159 **High Street Traffic Safety**

The Committee considered the recent awareness campaign by Stafford Borough policing team urging drivers to avoid driving down the High Street and any actions to be taken by the Town Council.

A copy of the Staffordshire Police press release “Drivers Urged to Avoid Stone High Street” had been enclosed with the agenda for the meeting.

Concerns were expressed by Councillors about the use of the High Street as a “rat-run” by drivers, creating a genuine safety risk that had resulted in a significant number of complaints from residents.

The Police have now explained the rules to drivers that they found using the High Street, and are now ready to take enforcement action.

Councillors expressed the view that public safety is the first priority when compared with driver convenience.

Reference was made to problems being caused due to the new takeaway at the bottom of the High Street causing congestion and risks to public safety, and the comments that the Town Council had made on the planning application to try to prevent this.

RESOLVED:

To support the Police, and to ask them to publish a further press release explaining the rules and advising the public of forthcoming enforcement action.

To write to Highways to ask them to take due regard of congestion caused on the High Street when considering planning applications, and whether they are prepared to police it using their enforcement officers.

GP22/160 **Boundary Commission Review - Public Hearings**

The Committee considered the appointment of a Councillor to speak on behalf of the Council at the Boundary Commission public hearing.

An extract from the Boundary Commission’s website had been attached with the agenda for the meeting along with the link to the full content.

The Town Clerk advised the Committee that whilst only one Councillor can speak on behalf of the Council, this does not preclude other Councillors from speaking at the hearings in a private capacity.

RESOLVED: That Councillor I Fordham be appointed to speak on the Council’s behalf at the Boundary Commission public hearing.

GP22/161 **Town Council Payments**

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

* 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.

GP22/162 **Update from Working Groups:**

Neighbourhood Plan Steering Group

It was reported that the Neighbourhood Plan Steering Group had not met.

Heritage Centre Steering Committee

Councillor Kenney advised the Committee that a meeting of the Steering Group would be held within the next two weeks.

Engagement with Young People

Councillor Mrs Davies advised the Committee that the Group had met and were still exploring the way forward.

GP22/163 **To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council**

Stone Area Parish Liaison Group

Councillor Davies advised the Committee that the minutes of the October meeting of the Liaison Group were attached to the agenda, and demonstrated the wide range of issues being considered. The Group had since met during January, with key issues discussed being access to school transport for over 16s and the development of the Stone Heritage Centre.

Stone ATC

Councillor Davies advised the Committee that a number of new Committee members had joined, that they were looking to set up a new indoor rifle range, and that they were planning to apply for a stall on Stone market for recruitment purposes.

Age Concern Stone & District

Councillor Thornicroft advised the Committee that following publicity in the Gazette a number of new volunteers had joined, and that it was now hoping to restart activities such as hospital transport, coffee mornings and the lunch club.

Stafford & Stone Access Group

Councillor Kelt advised the Committee that no meeting had taken place since the last report.

Stone Common Plot Trustees

Councillor Kenney advised the Committee that no meeting had been held since the last report.

Stone Community Hub Liaison Group

Councillor Mrs Davies advised the Committee that no meeting had been held since the last report.

SPCA Executive Committee

Councillor Green was not available to provide a report.

The meeting was adjourned and then reconvened after the open session of the Planning Consultative Committee and closed session of the Town Council meeting had taken place.

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

GP22/164 **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.

GP22/165 **Confidential Minutes and Recommendations of Sub-Committee**

- a) Estates Sub-Committee meeting held on 4 January 2022, Minute Numbers EST22/018, EST22/026 and EST22/027.

RESOLVED:

- i. To note the draft minutes
- ii. To approve the recommendations contained in Minute Number EST22/027.

CHAIRMAN



STONE LIONS CLUB

CHARITABLE INCORPORATED ORGANISATION – REGISTERED NUMBER 118041

L. Trigg Esq.,
Town Clerk,
Stone Town Council,
Station Road,
STONE,
ST15 8JP.



11th FEBRUARY 2022

Dear Mr. Trigg

STONE LIONS CLUB – PROSTATE SCREENING

Please find enclosed our application for a Grant in support of our PSA Event on the 26th April 2022.

I am also enclosing a copy of our submission of the Receipts and Payments Accounts to the Charity Commission for year ending 30th June 2021.

We supported a 'Home Testing Kit' event in September 2021 and currently our PSA Restricted Fund is £4,970.47.

Yours sincerely,

J
Glyn Ravenscroft,
Stone Lions Club,
Joint PSA Event Organiser.

RECEIVED

14 FEB 2022

Application for Grant Aid



Stone

Town Council

Name of organisation:

STONE LIONS CLUB (C10)

Purpose of organisation:

"TO SUPPORT INDIVIDUALS AND ORGANISATIONS IN THE LOCAL COMMUNITY AND TO PLAY AN ACTIVE PART IN THE COMMUNITY, i.e. LITTER PICKING, STEWARDS AT CHRISTMAS LIGHTS SWITCH-ON, etc.
PROVIDING PSA SCREENING TESTS HAS BEEN DONE SINCE 2015

Amount of grant requested:

£500 —

Total cost of project (if appropriate):

£6,000 approx.
+ £6,500

Reason for grant request:

AFTER TWO YEARS OF PROVIDING "HOME-TEST KITS" WE HAVE DECIDED TO RETURN TO AN EVENT AT THE STONEHOUSE HOTEL ON TUESDAY 26th APRIL 2022.

IT IS FAIR TO SAY THE "HOME-TEST KIT" DID NOT HAVE THE SUPPORT OF MEN IN THE AREA — ONLY JUST OVER 200 BOTH YEARS COMPARED TO 387 ATTENDING OUR LAST EVENT AT THE STONEHOUSE HOTEL IN SEPT 2019.

BY DOING THIS WE ARE PROVIDING MEN WITH THE OPPORTUNITY TO HAVE A PSA TEST TO IDENTIFY PROSTATE PROBLEMS.

Benefits to Stone residents:

EACH YEAR A NUMBER OF MEN HAVE BEEN IDENTIFIED AS HAVING A NEED FOR FURTHER EXAMINATIONS OF THEIR PROSTATE. APPROX 10% OF MEN ATTENDING RECEIVE A 'RED' OR 'AMBER' LETTER FROM THE LABORATORY.

Other sources of funding secured or being explored (with amounts where known):

WE HAVE APPLIED TO SEVERAL LOCAL PARISH COUNCILS AND AS PREVIOUS YEARS WILL APPROACH VARIOUS LOCAL BUSINESS COMPANIES. WE ALSO WELCOME 'DONATIONS' ON THE NIGHT BUT DO NOT CHARGE ANY FEES TO THE MEN ATTENDING. THE STONEHOUSE HOTEL PROVIDE THE FACILITIES FREE OF CHARGE

Is this an "exceptional" request (see notes)? If so, please explain why the Council should treat it as an exception:

IT WOULD BE APPRECIATED IF THIS COULD BE TREATED AS AN EXCEPTION. OUR PREVIOUS EVENTS HAVE BEEN HELD IN SEPTEMBER AND OUR APPLICATIONS HAVE BEEN SUBMITTED FOR CONSIDERATION AT THE JULY MEETING. IT HAS BEEN A RECENT DECISION TO HOLD AN EVENT AS SOON AS POSSIBLE WITHOUT, HOPEFULLY, ANY COVID RESTRICTIONS

Grants awarded by the Council in the last two years, and the uses made of the funding:

£500 - OCTOBER 2020 - USED TO PAY FOR HOME TEST KITS
THE MONEY WAS PLACED IN OUR RESTRICTED FUND FOR PSA WHICH CURRENTLY STANDS AT £4,970.47.

Statement of support from Council appointed representative (if applicable):

Receipts and payments accounts

CC16a

For the period

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to

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Section A receipts and payments

	Unrestricted funds	Restricted funds	Total funds	Last year
A1 Receipts				
Fund raising activities	839		839	5,390
Community Charity commitment	3,216		3,216	3,282
General donations received	3,085		3,085	1,815
Mobility scheme donations	2,625		2,625	1,758
PSA Testing donations		825	825	7,807
Subscriptions	1,710		1,710	1,600
Social events			-	3,428
Membership donations	266		266	378
Miscellaneous receipts	271		271	312
Gift Aid	255		255	921
Total receipts	12,267	825	13,092	26,691
A3 Payments				
Fund raising expenses	8		8	1,546
Community Charity commitment prizes	1,440		1,440	1,530
Welfare donations	5,711		5,711	10,449
Welfare activities	279		279	515
Mobility scheme expenses	2,424		2,424	3,415
PSA Testing expenses		2,324	2,324	6,535
Fees to Lions' organisation	1,874		1,874	2,145
Social event expenses			-	3,275
President's honorarium			-	400
Insurance	97		97	103
Public relations	102		102	75
Statutory licences	135		135	20
Room hire			-	332
Equipment purchase	65		65	145
Administration costs	23		23	20
Miscellaneous payments	65		65	
Total payments	12,223	2,324	14,547	30,505
Net of receipts/(payments)	44	-1,499	-1,455	-3,814
Cash funds 1 July 2020	8,346	7,281	15,627	
Cash funds 30 June 2021	8,390	5,782	14,172	



Notes

- 1 The CIO has no endowment or investment funds
- 2 The only assets that the club holds is a quantity of second hand mobility aids having no commercial value
- 3 The PSA (Prostate testing) restricted fund is the only event where the public have been advised that the money raised is for a specific purpose
- 4 The CIO has no cash funds or monetary assets apart from the accounts detailed above
- 5 The CIO has no financial liabilities

Signed by one or two trustees on behalf of all the trustees

Signature

Print name

Date of approval

Application for Grant Aid



Name of organisation:

Kibblestone District Scout Council

Purpose of organisation:

Kibblestone District Scout Council is responsible for the maintenance and running of Kibblestone International Scout Camp, a 98-acre site in Staffordshire. The Charity's main purpose is to operate the campsite for use by the Scouting movement. Funds generated from campsite and activity fees are used to maintain and improve the campsite facilities. The aim of the charity is to support young people to promote their development, empowering them to make a positive contribution to Society. This is achieved by operating Kibblestone International Scout Camp, based on the values of Scouting and complying with the strict safeguarding and safety policies of the Scout Association.

The Charity aims to provide young people with high quality residential educational experiences that encourage the development of self-confidence, citizenship and good life skills. Through a range of adventurous activities and play, our well trained, approachable staff motivate visitors to have fun, become friends and learn about themselves in our stunning outdoor environment. Every experience aims to inspire people to enjoy a healthy lifestyle, and a positive approach to life, whilst creating memories that last a lifetime.

The Charity is also really keen to encourage more units from Girlguiding Staffordshire to use the site and for there to be a long term relationship built.

Amount of grant requested:

£500

Total cost of project (if appropriate):

Approx £1,500

Reason for grant request:

For the first time Girlguiding Staffordshire is holding its International Guide Camp (Unity) at Kibblestone in August 2022 where around 600 young girls and 200 volunteer adult leaders will come together to run a camp around STEM, Environmental & Art topics. As part of this camp they have approached Kibblestone to see if there is a Service Project that their Guides (age 10 to 14) and Rangers (age 14-18) could work on leading up to the camp and complete during the week of camp.

After discussions we have come up with the idea of building a sensory garden with a seating area where young people can take time out away from the hustle bustle of a camp, learn about environmental issues and also enjoy the great outdoors. All of these things help improve personal wellbeing and promote positive mental health.

The plans will include the building of a small fire pit area which would provide a focal point for the garden and would provide a perfect environment for story telling, singing, educational sessions and learning new skills. They are in the

process of contacting the Woodland Trust for tree packs and local gardening clubs to donate edible plants, shrubs and flowers.

Their plans also include asking each of the 40 units attending the camp to build from scrap wood, a bird, bug or hedgehog house which will be placed within the garden to attract wildlife. They will be consulting with their young members attending the camp on what they would like to see within the garden and seeing how many of these ideas can be incorporated.

A new toilet block is just being built for the site and will be fully commissioned during the week of their camp. We have discussed them building some sort of screen on one side and they have ideas of doing this with either willow weaving or building a wall using plastic bottle planters which will attract bees and other pollinating insects.

In addition they would like to produce permanent education boards to educate young people about how plants support the ecosystem (i.e. oxygen, water, nitrogen, carbon and food cycles). As an element of their camp is centering around Art they are going to include an additional 500 Rainbows & Brownies visiting on the Sunday of the camp to make something from nature which will be used as part of the decoration for the garden.

The Guides are very keen on using recycled materials for the garden and are exploring the use of repurposed materials like scaffolding boards, felled trees and demolition rubble for the pathways and are seeking donations from local partners/businesses. However, for the seating areas and educational boards the materials need to be of a good quality, which are long lasting in all kinds of weather. This is where the expense comes in and we would like to be able to fund this element for them as the garden will be a lasting facility for future visitors to our site.

Benefits to Stone residents:

Kibblestone is a local site to Stone Town centre that is available for the use of all residents whether that be via community groups, schools, youth groups, and local businesses using the site facilities for exciting outdoor experiences.

In addition the site encourages local volunteers to get involved with the maintenance of the site and in turn supports new friendships and an opportunity to give something back to their local community.

Other sources of funding secured or being explored (with amounts where known):

£750 applied for from the Staffordshire EnviroGrant Scheme.

Is this an “exceptional” request (see notes)? If so, please explain why the Council should treat it as an exception:

The Guides plan to start their project in April 2022 undertaking some of the groundwork which will be needed to be undertaken prior to the camp – i.e. digging out the pathways etc. They also have to be in a position to have purchased all the materials needed in good time for the camp so that there are no delays and the project can be completed during camp week by the Guides.

Waiting till the next round of allocations in July is cutting this really fine for them to be certain that they have all the funding available but also that materials needed are also available and not in short supply with long lead in times.

Grants awarded by the Council in the last two years, and the uses made of the funding:

£500 in 2020 towards COVID safety measures when reopening the site

Statement of support from Council appointed representative (if applicable):

[Click or tap here to enter text.](#)

KIBBLESTONE DISTRICT SCOUT COUNCIL

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31ST DECEMBER 2020

KIBBLESTONE DISTRICT SCOUT COUNCIL

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST DECEMBER 2020

The Trustees present their annual report and the unaudited financial statements for the year ended 31st December 2020.

The financial statements have been prepared to give a "true and fair" view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on the 16th July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1st April 2005 which has been withdrawn.

Charity Number 524533

President The Lord Mayor of Stoke-on-Trent

Vice Presidents The Mayor of Newcastle-under-Lyme, Mr K Adams, Mrs G Bloor, Mr S Broadhurst, Mr K B Ellis, Mr A Hart, Mr T R Mardling, Mrs S Meachem, Mr P W Shemilt, Mrs R F Thys, Dr V B Thys and Mr G Wiggins

Executive Committee

Under Charity Legislation the Trustees of the District Scout Council are the Executive Committee and the names of those who served since the last Annual General Meeting in June 2020 are detailed below.

Ex-Officio	District Chair (acting)	Mr M Willis (from 31 January 2020)
	District Commissioner	Mr C Leader
	District Secretary	Miss K L Stevens
	District Treasurer	Mr J A Capper
	District SAS Manager	Mr S F Fern

Elected Members Mr C Greatbatch
Mr M Willis

District Commissioner's Nominations

Mr T Mason

District Commissioners of the Districts Nominations

Newcastle District	Mr G Baddeley
Potteries North District	Mrs M Lawrence
Three Towns District	Mr N Moss

District Commissioners of the Districts Young Person Nomination

Imogen Boote (resigned 13 March 2021)

Invited Members	Manager of Operations	Mr A R Dudley
	Bookkeeper/Accountant	Miss K Stevens

Right of Attendance County Commissioner
County Chairman

KIBBLESTONE DISTRICT SCOUT COUNCIL

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST DECEMBER 2020 (continued)

Campsite	Kibblestone International Scout Camp, Oulton, Stone, ST15 8UJ Tel: 01785 813407
Independent Examiners	Bradshaws, Chartered Accountants.
Bankers	Unity Trust Bank
Solicitors	Myers & Co. Solicitors of Stoke on Trent

Structure, governance and management

The key governing document throughout the reporting period for this Charity is the Scout Association's Policy, Organisation and Rules ("PO&R"). This has been supplemented by a specially adapted Constitution since 2nd June 2015 to recognise that this is a special District under "PO&R".

The Executive Committee detailed above, which meets quarterly, administers the Charity. There are sub-committees including a Management and Finance Team, Health and Safety Team and a Campsite Operations Team which meet more regularly and deal with the day to day issues. In addition, throughout the course of the coronavirus pandemic, the trustees and the Management and Finance Team have met more frequently, as required, to discuss the matters arising from the pandemic.

Trustees' responsibilities statement

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources of the Charity for that year. In preparing these financial statements the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

KIBBLESTONE DISTRICT SCOUT COUNCIL

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST DECEMBER 2020 (continued)

Risk management

The Trustees actively review the major risks which the Charity faces on a regular basis and believe that maintaining our free reserves at the levels stated will provide sufficient resources in the event of adverse conditions. The key risks are the safety of the users of our campsite and the health and safety of our employees. The Trustees have also examined other operational risks which we face and confirm that they have established systems to mitigate the significant risks.

Volunteers and gifts in kind

All of the adult leadership and support within the District is received on a voluntary basis and many of these adults do not claim their expenses. The Charity is grateful for this contribution without which it could not function. Thanks also to the Kibblestone Scout Active Support unit for their assistance in fundraising and supporting the Campsite operations.

Objectives, public benefit and activities

The aim of Kibblestone District Scout Council is to support young people in the District, help to give them skills for life and promote their development, empowering them to make a positive contribution to society. The facilities of the District enable us to actively pursue this aim through operating Kibblestone International Scout Camp. This is achieved by young people, in partnership with adults, working together based on the values of Scouting and enjoying what they are doing and having fun, taking part in indoor and outdoor activities, learning by doing, sharing in spiritual reflection, taking responsibility and making choices, undertaking new and challenging activities and making and living their Scout Promise.

We have assessed our aims, activities and charitable objectives which are to contribute to the development of young people in achieving their full physical, intellectual, social and spiritual potentials as individuals, as responsible citizens, and as members of their local, national and international communities. We believe that we have met the Charity Commission's public benefit criteria for both the advancement of education and the advancement of citizenship or community development.

We comply with two key principles set by the Commission with regard to public benefit:

1. Identifiable benefit - The way in which Scouting is carried out helps young people in their personal development, empowering them to make a positive contribution to society. This benefit is directly linked to the Purpose of Scouting.
2. Public benefit - Scouting is a national Movement open to young people aged 6-25, and adults. Full membership is restricted to young people and adults who are willing to make the Scout Promise. Any private benefits of Scouting are incidental.

The principal activity of the Kibblestone District Scout Council is to operate and develop Kibblestone International Scout Campsite at Oulton, near Stone, in Staffordshire and manage the property portfolio in Hanley all for the benefit of members of the Scout Movement.

In addition, Kibblestone District Scout Council may, with the prior consent of other Districts, provide support to the Districts and the Groups. It may also make available the facilities of Kibblestone to other members of the Scout Movement and to any organisation that has similar activities to Scouting which complies with the strict Safeguarding and Safety Policies of The Scout Association.

KIBBLESTONE DISTRICT SCOUT COUNCIL

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST DECEMBER 2020 (continued)

Achievements and performance

The year began full of promise, after an incredibly successful 2019 and with a large number of advance, and significant bookings for 2020. The first quarter met expectations, until the national lockdown on 24 March due to the COVID-19 pandemic. Face-to-face Scouting was suspended until the summer, with overnight stays suspended until at least mid-2021. The site was unable to re-open until July, and with youth groups conducting very little in person activities, bookings were minimal. Lockdowns through the autumn and winter meant that campsite income was negligible and the Charity has looked to other areas of support to protect its assets and reserves.

Where possible the Charity availed itself of available Government support such as the Retail, Leisure & Hospitality Grants and the Coronavirus Job Retention Scheme. Employees were furloughed where possible, whilst still ensuring enough people were on site to keep it safe, secure and maintained. Unfortunately, many grants available to charities were aimed at those charities working to support people through during the pandemic and therefore Kibblestone was not eligible. The team continued to submit applications to funders where appropriate, with limited success.

The goal of the Trustees and Estate Management has been to ensure that the Charity survived the pandemic, conserving reserves where possible, but ensuring essential maintenance and projects were completed. The team took advantage of the closure to carry out significant tree surveys and work, and also replaced over 300m of underground water pipes. Buildings that would normally be in constant use have been repainted, and the water reservoirs have been cleaned and repaired. The largest project of the year was the installation of a new shower and toilet facility. This was partially funded by our summer partner, High Adventure, and will be of great benefit during our busy summer seasons.

We continue to market our investment properties in Hanley. Two of the properties are currently vacant, and the two tenanted properties have been unable to trade fully during 2020. Both tenants have strong plans for their business recovery, and we will continue to work to support them to protect the Charity's assets and income.

Financial Review

The full financial position is disclosed in the attached accounts. Our general fund (known as an unrestricted fund) shows an excess of resources expended over incoming resources of £102,086 (2019: surplus of income (£8,709)).

The total incoming resources value in 2020 was down by £146,663 at £193,993 (2019: £340,656), a decrease of 43%. Grants received during the year included £50,000 Retail, Leisure & Hospitality grants, £8,500 Local Restrictions grants and £11,783 Coronavirus Job Retention Scheme grants.

Total resources expended in the year decreased by £53,052 compared to 2019. Charitable activity expenditure decreased by £44,886 and fundraising activities decreased by £12,075 due to COVID 19. The total resources expended in 2020 was £283,147 (2019: £336,199), representing a year on year decrease of 16%.

The Net Asset position at 31st December 2020 was represented by the following main items:

- Tangible assets of £1,514,164 (2019: £1,519,820) relates to the purchase of £54,454 of new assets and with an offsetting depreciation charge of £60,110.
- Investments were not revalued last year and have remained at £710,000 (2019: £710,000).
- Debtors have increased by £15,418 from £21,596 in 2019 to £37,014 in 2020.
- The balance of cash at bank and in hand has decreased in 2020, to £232,333 (2019: £342,876).
- Creditors at the year-end of £24,851 (2019: £38,997).

KIBBLESTONE DISTRICT SCOUT COUNCIL

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST DECEMBER 2020 (continued)

Financial Review (continued)

During the financial year, we established a new restricted income fund which recognises specific contributions received from third parties which are ear-marked as their contributions to our capital assets expenditure. These are distinct from any unrestricted charitable donations towards such items. At the year-end the restricted income funds value has increased from £35,428 in 2019 to £48,360 in 2020, mainly as a result of a £12,932 contribution to our new toilet and shower block, off-set by ongoing expenditure in our Mosty Lea Mill Fund. As a result of our excess of expenditure over income our unrestricted income funds decreased to £2,430,821 (2019: £2,532,907). The movement in Net Assets of £102,086 represents a 3% decrease year on year

Reserves Policy

The Trustees have examined the Charity's requirements for reserves in the light of the key risks to the organisation.

Given the Charity's exposure to the uncertainties of weather and unexpected maintenance costs, the principal risk in this regard is a situation where income falls, costs rise and a deficit needs to be financed until such time as new business can be secured and/or costs reduced.

The Trustees have therefore established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (the 'free reserves') and after any known, required, designations held by the Charity should at least exceed the maximum deficit the Trustees believe it is likely could be incurred.

As indicated these reserves would be needed to meet working capital requirements should there be a significant reduction in income or increase in costs. The Trustees are confident that at such a level they would be able to continue the activities of the Charity in the event of a significant short term reduction in funding.

Although the charity, along with many other businesses and charities, never imagined that a global virus could have such a serious effect on so many healthy organisations, we are relieved that we were carrying sufficient reserves to get us through the global and local lockdowns.

As at the Balance Sheet date the level of free reserves is £206,657 (2019: £318,108). This is considered sufficient in accordance with the above policy. A priority for the future will be to rebuild our reserves to their pre-pandemic level as soon as possible.

Investment policy

The Scout Association's PO&R sets out the manner in which the funds of the Division may be invested. The Division has some investment property which is professionally managed and which produces annual rental income that is used in the furtherance of charitable objectives. The remaining funds are kept as short term deposits in accordance with PO&R.

Extent of dependence on particular donors

The Charity is not dependent on any particular donors but the Trustees are very appreciative of all who have donated in support of the Charity's activities. Special thanks are given to the family of the late John Pollock who ensured that his legacy wishes were fulfilled. The Charity received £20,017 under the terms of Mr Pollock's will.

Plans for future periods

At the time of writing this report, the world is still dealing with the COVID-19 pandemic although the site is now open to visitors. Face-to-face Scouting and Guiding has recommenced, although overnight stays will not be permitted until early summer. We are optimistic about the coming year, with several significant bookings confirmed, including a new contract to deliver a small NCS programme. This is a first for the team at Kibblestone, and would be a challenging but welcome source of income. We have now heard that this will not go ahead as originally planned but the contract allows us to keep the deposit against costs to date. Bookings for 2022 are strong and the Trustees and management team are confident of a good recovery.

KIBBLESTONE DISTRICT SCOUT COUNCIL

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST DECEMBER 2020 (continued)

Plans for future periods (continued)

The safety and wellbeing of the campsite staff and customers and the security of the site are of utmost importance and the Trustees and management team are focused on ensuring this is not compromised.

When it is possible, we aim to continue to increase midweek business by attracting other youth groups as well as schools through the Learning Outside the Classroom accreditation. We will continue to develop volunteer opportunities through corporate volunteer schemes and to increase fundraising activities and opportunities.

Projects due for completion at Kibblestone during the coming year are the fitting out of the extension to the Cub Lair to provide night toilets and separate Leader bathroom facilities and the installation of additional sleeping accommodation associated with the Cub Lair and RCTC to meet the requirements of the NCS contract. These facilities will also widen our offering to other customers. The refurbishment of the Dale Centre will continue with the addition of a kitchen and improved washing and toilet facilities.

The carpark, roads and pathways around the site will continue to be improved and extended to enhance accessibility.

We will continue to maintain and improve the buildings in the Charity's portfolio. A key focus during the next few years will be the surveying of the existing buildings. The Charity recognises that the site must be able to react to the changing needs of its customers, and the existing buildings will be adapted to allow us to do that.

The Trustees and management team will continue to develop the succession plan and ensure that the Charity has the support it needs to continue to grow.

Reporting Accountants

A resolution will be proposed for the re-appointment of Bradshaws Limited, Chartered Accountants as the Independent Examiners.

The Trustees report was approved by the Trustees on 1st June 2021 signed on their behalf by:-

Mr M Willis
Chairman

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF KIBBLESTONE DISTRICT SCOUT COUNCIL

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st December 2020 which are set out on pages 8 to 16.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

A J Bradshaw
For and on behalf of Bradshaws Limited
Chartered Accountants
1st June 2021

2 Well House Barns
Chester Road
Bretton
Chester CH4 0DH

KIBBLESTONE DISTRICT SCOUT COUNCIL

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31st DECEMBER 2020

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total Funds 2019 £
INCOME AND ENDOWMENTS FROM:							
Incoming resources:							
Donations and legacies	3	35,061	-	35,061	6,617	196	6,813
Other trading activities	4	1,662	-	1,662	24,484	-	24,484
Investment Income	5	52,811	-	52,811	58,663	169	58,832
Charitable activities	6	91,527	12,932	104,459	250,527	-	250,527
TOTAL		181,061	12,932	193,993	340,291	365	340,656
EXPENDITURE ON:							
Raising funds:							
Fundraising trading	7	(2,519)	-	(2,519)	(14,594)	-	(14,594)
Charitable activities	8	(243,291)	-	(243,291)	(306,604)	(4,617)	(311,221)
Investments	10	(37,337)	-	(37,337)	10,384	-	(10,384)
TOTAL		(283,147)	-	(283,147)	(331,582)	(4,617)	(336,199)
NET INCOME/ (EXPENDITURE)		(102,086)	12,932	(89,154)	8,709	(4,252)	4,457
NET MOVEMENT IN FUNDS		-	-	-	8,709	(4,252)	4,457
RECONCILIATION OF FUNDS							
Total funds brought forward		2,532,907	35,428	2,568,335	2,524,198	39,680	2,563,878
TOTAL FUNDS CARRIED FORWARD	19/20	2,430,821	48,360	2,479,181	2,532,907	35,428	2,568,335

The notes on pages 10 to 16 form part of these financial statements

KIBBLESTONE DISTRICT SCOUT COUNCIL

BALANCE SHEET

AS AT 31st DECEMBER 2020

		2020		2019	
	Note	£	£	£	£
FIXED ASSETS					
Tangible assets	13		1,514,164		1,519,820
Investments	14		710,000		710,000
			2,224,164		2,229,820
CURRENT ASSETS					
Stocks	15	10,521		13,040	
Debtors	16	37,014		21,596	
Cash at bank and in hand		232,333		342,876	
		279,868		377,512	
LIABILITIES					
Creditors falling due within one year	17	(24,851)		(38,997)	
NET CURRENT ASSETS					
			255,017		338,515
NET ASSETS					
			2,479,181		2,568,335
THE FUNDS OF THE CHARITY					
Restricted income funds	18		48,360		35,428
Unrestricted income funds - includes revaluation reserve of £710,000 (2019: £710,000)	19		2,430,821		2,532,907
TOTAL CHARITY FUNDS					
			2,479,181		2,568,335

These financial statements were approved by the members of the committee on the 1st June 2021 and are signed on their behalf by:

M Willis
Chairman

J Capper
Treasurer

The notes on pages 10 to 16 form part of these financial statements

KIBBLESTONE DISTRICT SCOUT COUNCIL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31st DECEMBER 2020

1. ACCOUNTING POLICIES

Basis of preparation and assessment of going concern

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102. The Trustees consider that there are no uncertainties about the Charity's ability to continue as a going concern over the next twelve months.

Tangible Fixed Assets

All the fixed assets are used for the direct furtherance of the Charity's activities. Assets with a value below £500 are not capitalised.

Depreciation is calculated to write off the cost of tangible fixed assets over their expected useful economic lives using the following periods:-

Campsite buildings and infrastructure - 50 years

Plant and machinery - 3 to 10 years

Although an estimated value is included for the freehold of Kibblestone Scout Camp buildings and infrastructure based on insurance values these assets are on land that was gifted to the Scout Council with express covenants not to be sold or used other than for Scouting activities. Similarly the property at Mosty Lea Mill has to be used for Scouting activities. No value has been put on the 84 acres of Campsite land.

Properties owned by the Scout Council are held in the name of the Scout Association Trust Corporation as nominee for the Charity.

Investment properties

The investment income from these properties is used for the direct furtherance of the Charity's activities.

The properties have been included at open market values and are reconsidered each year. Any difference is taken to the SOFA and dealt with on the balance sheet in the general funds.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Incoming resources

All incoming resources are included in the SOFA when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier date of the Charity being notified of an impending distribution or the legacy being received.

KIBBLESTONE DISTRICT SCOUT COUNCIL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31st DECEMBER 2020 (continued)

1. ACCOUNTING POLICIES - continued

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

2. CASH FLOW STATEMENT

The Charity is exempt from the requirement to prepare a cashflow statement because it is a small Charity.

3. VOLUNTARY INCOME

	Unrestricted Funds	Restricted Funds	Total Funds 2020	Unrestricted Funds	Restricted Funds	Total Funds 2019
	£	£	£	£	£	£
Donations	21,424	-	21,424	6,617	196	6,813
Insurance claim received to date	13,637	-	13,637	-	-	-
	<u>35,061</u>	<u>-</u>	<u>35,061</u>	<u>6,617</u>	<u>196</u>	<u>6,813</u>

4. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds	Restricted Funds	Total Funds 2020	Unrestricted Funds	Restricted Funds	Total Funds 2019
	£	£	£	£	£	£
Campsite Shop Sales	1,662	-	1,662	24,484	-	24,484
	<u>1,662</u>	<u>-</u>	<u>1,662</u>	<u>24,484</u>	<u>-</u>	<u>24,484</u>

KIBBLESTONE DISTRICT SCOUT COUNCIL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31st DECEMBER 2020 (continued)

5. INVESTMENT INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Unrestricted Funds	Restricted Funds £	Total Funds 2019 £
Investment Property Rents	51,583	-	51,583	57,109	-	57,109
Bank Interest Receivable	507	-	507	859	169	1,028
Building Society Interest Receivable	721	-	721	695	-	695
	<u>52,811</u>	<u>-</u>	<u>52,811</u>	<u>58,663</u>	<u>169</u>	<u>58,832</u>

6. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Unrestricted Funds	Restricted Funds £	Total Funds 2019 £
Grants and government support	71,033	-	71,033	10,000	-	10,000
Campsite Rents, Fees and Hire	20,277	-	20,277	188,168	-	188,168
Other Income	217	12,932	13,149	52,359	-	52,359
	<u>91,527</u>	<u>12,932</u>	<u>104,459</u>	<u>250,527</u>	<u>-</u>	<u>250,527</u>

7. FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Shop Costs	2,519	-	2,519	14,335	-	14,335
Badge Purchases	-	-	-	259	-	259
	<u>2,519</u>	<u>-</u>	<u>2,519</u>	<u>14,594</u>	<u>-</u>	<u>14,594</u>

KIBBLESTONE DISTRICT SCOUT COUNCIL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31st DECEMBER 2020 (continued)

8. COSTS OF CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Unrestricted Funds	Restricted Funds £	Total Funds 2019 £
Staff	96,557	-	96,557	118,223	1,977	120,200
Rates	6,449	-	6,449	6,865	-	6,865
Power	20,092	-	20,092	29,568	-	29,568
Repairs and Renewals	15,579	-	15,579	20,518	1,135	21,653
Insurance	13,698	-	13,698	16,025	-	16,025
Motor	6,366	-	6,366	7,305	-	7,305
Communications and Computer Costs	631	-	631	2,867	-	2,867
Print, Stationery and Advertising	6,155	-	6,155	8,116	-	8,116
Depreciation	60,109	-	60,109	58,008	1,505	59,513
Activity Cost	3,952	-	3,952	13,353	1,977	13,353
Membership Fees	708	-	708	324	-	324
Support Costs (Note 9)	3,714	-	3,714	15,647	-	15,647
Bookkeeping	5,936	-	5,936	6,404	-	6,404
Independent examination Fees	1,550	-	1,550	2,322	-	2,322
Bank Charges	316	-	316	999	-	999
Professional Fees	1,479	-	1,479	60	-	60
	243,291	-	243,291	306,604	4,617	311,221
	243,291	-	243,291	306,604	4,617	311,221

9. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activity Costs 2020 £	Activity Costs 2019 £
Staff	957	5,208
Cleaning, Sundries and Waste Disposal	2,757	10,439
	3,714	15,647
	3,714	15,647

10. INVESTMENT EXPENDITURE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Unrestricted Funds	Restricted Funds £	Total Funds 2019 £
Rates	9,421	-	9,421	5,792	-	5,792
Insurance	3,471	-	3,471	2,488	-	2,488
Repairs & Renewals	1,920	-	1,920	617	-	617
Power	(519)	-	(519)	1,487	-	1,487
Provision for rent arrears	23,044	-	23,044	-	-	-
	37,337	-	37,337	10,384	-	10,384
	37,337	-	37,337	10,384	-	10,384

11. TRUSTEES REMUNERATION AND EXPENSES

Certain immaterial amounts were reimbursed to Trustees in the year for out of pocket expenses or as a direct reimbursement of monies personally settled for charitable expenditure. No Trustees received any remuneration during the year (2019: Nil)

KIBBLESTONE DISTRICT SCOUT COUNCIL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31st DECEMBER 2020 (continued)

12. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2020	2019
	£	£
Wages and Salaries	93,220	113,668
Social Security Costs	5,652	6,976
Social Security – Employers Allowance	(3,803)	(3,000)
Employers pension costs	1,488	-
	96,557	117,644

Particulars of employees:

The average number of employees during the year, was as follows:

	2020	2019
	6	8

No employee received emoluments of more than £60,000 during the year (2019 – nil). The key management personnel of the charity comprise of the Operations Manager, Estate Manager and Trustee members of the management committee. The total employee benefits of the key management personnel of the Trust were £41,600 (2019: £49,991).

13. TANGIBLE FIXED ASSETS

	Freehold property £	Equipment £	Total £
COST OR VALUATION			
At 1 st January 2020	1,891,839	268,904	2,160,743
Additions	3,600	50,854	54,454
At 31st December 2020	1,895,439	319,758	2,215,197
DEPRECIATION			
At 1 st January 2020	431,571	209,352	640,923
Charge for the year	37,909	22,201	60,110
At 31st December 2020	469,480	231,553	701,033
NET BOOK VALUE			
At 31st December 2020	1,425,959	88,205	1,514,164
At 31 st December 2019	1,460,268	59,552	1,519,820

In considering the need to prepare these financial statements under the FRS102 SORP, the Trustees are of the view that the book value of the assets as at the 1st January 2014 represented their fair value.

KIBBLESTONE DISTRICT SCOUT COUNCIL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31st DECEMBER 2020 (continued)

14. INVESTMENTS

Movement in market value

	2020
	£
Market value at 1 st January 2020	710,000
Movement in the year	-
	710,000
	710,000

No records exist of the historical cost of investment properties. The properties were valued in the year to 31st December 2016 by Butters John Bee, Chartered Surveyors on an open market basis and in accordance with the accounting policies.

The investments constitute several properties held primarily for an investment return.

15. STOCKS

	2020	2019
	£	£
Stock	10,521	13,040
	10,521	13,040
	10,521	13,040

16. DEBTORS

	2020	2019
	£	£
Activity Debtors	1,771	1,139
Other Debtors and Prepayments	35,243	20,456
	37,014	21,595
	37,014	21,595

17. CREDITORS: Amounts falling due within one year

	2020	2019
	£	£
Activity Creditors	1,103	5,465
Accruals and deferred income	20,439	25,380
Other Taxes and Social Security	3,309	8,152
	24,851	38,997
	24,851	38,997

18. RESTRICTED INCOME FUNDS

	Balance at 1 st Jan 2020	Incoming Resources	Outgoing Resources	Balance at 31 st Dec 2020
	£	£	£	£
Mosty Lea Mill Fund	26,684	-	-	26,684
Ralph Waley International Fund	8,744	-	-	8,744
Capital Building Fund	-	12,932	-	12,932
	35,428	12,932	-	48,360
Restricted Funds	35,428	12,932	-	48,360

KIBBLESTONE DISTRICT SCOUT COUNCIL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31st DECEMBER 2020 (continued)

19. UNRESTRICTED INCOME FUNDS

	Balance at 1st Jan 2020 £	Incoming resources £	Outgoing Resources £	Loss on Revaluation £	Transfer £	Balance at 31 st Dec 2020 £
Designated Fund	710,000	-	-	-	-	710,000
General Funds	1,822,907	181,061	(283,147)	-	-	1,720,821
Unrestricted Funds	<u>2,532,907</u>	<u>181,061</u>	<u>(283,147)</u>	<u>-</u>	<u>-</u>	<u>2,430,821</u>

20. ANALYSIS OF NET ASSETS BETWEEN FUNDS

Fund balances at 31 st December 2020	General Fund £	Designated Fund £	Restricted Fund £	Total Funds £
Tangible Fixed Assets	1,499,143	710,000	15,021	2,224,164
Current Assets	246,529	-	33,339	279,868
Current Liabilities	(24,851)	-	-	(24,851)
	<u>1,720,821</u>	<u>710,000</u>	<u>48,360</u>	<u>2,479,181</u>

The Trustees have designated funds the income of which will provide for maintenance of the Campsite.

21. MOSTY LEA MILL

This freehold site including the Mill pool and a considerable acreage of long leasehold new and ancient woodland adjoining it was transferred to the Charity in 1999.

In view of the obligations associated with the Mill the arrangements included receipt of a grant of £120,000 from Stafford Borough Council of which part was to be spent on capital items and the balance was invested so that the income from the investment provides an annual offset against the revenue costs of the property. In the meantime, the balance of the restricted fund is earning interest and the fund is charged with applicable costs.

22. TAXATION AND CONTROL

The Charity is exempt from taxation on any income or capital gains. The Charity is controlled by the Trustees.

23. CAPITAL COMMITMENTS

There are no formal Capital Commitments at the end of the financial year.

Introduction

1. This report considers the governance arrangements for the Queen's Platinum Jubilee project and recommends an appropriate structure to the Committee. It also presents the initial report of the Queens Platinum Jubilee Working Group for consideration and approval.

Background

2. June 2022 will see the Queen's Platinum Jubilee celebrated throughout the country. The Council has established a Working Group to oversee the Council's celebration project, but it has become clear that a working group is not the appropriate form of governance for this project. In particular, working groups have no decision making or spending power in their own right and must seek such authority from the General Purposes Committee on all occasions. This is too restrictive for a project where decisions need to be made quickly in order to meet deadlines and ensure that events can be organised by early June.
3. This report therefore recommends an alternative approach to the governance of this project, and presents the initial report of the Working Group.

Governance Proposals

4. Attached as an appendix is the proposed terms of reference for a "Queen's Platinum Jubilee Steering Group" which would replace the Working Group in overseeing the project on behalf of the Council. The format of this proposed Steering Group is based on the model already used for the group that successfully delivered the Council's Neighbourhood Plan project and the recently established Heritage Centre Steering Group.
5. The key elements of this proposed process are:
 - a. **The General Purposes Committee**, which would receive regular reports from the Steering Group and make strategic project decisions based on advice from the Group.
 - b. **The Town Clerk**, who would manage the operational aspects of the project and exercise existing delegated powers wherever possible to enable decisions to be made quickly in line with Council policy.
 - c. **The Steering Group**, which would be the key tactical group, overseeing and driving the project and, where appropriate, advising the Council on its strategic policies and the Clerk on the operational aspects of the project.

6. If this proposal is accepted, it is further proposed that the current members of the Working Group become the members of the new Steering Group as follows:

Councillors: J Hood
 R Kenney
 P Leason
 J Davies
 J Powell
 L Davies
 S Walley
 K Argyle

7. As a steering group, it will be necessary for the Committee to formally appoint a Chairman and Vice Chairman for the duration of the project.

Report of Working Group

8. Attached to this report is the notes of the Working Group's meeting on 11th February 2022 for consideration and approval by the Committee. These notes would normally have been presented to the Tourism and Town Promotion Sub-Committee first, but this would have introduced a month's delay to the process which would significantly impact of the Council's ability to deliver the event. With the agreement of the Sub-Committee Chairman and the Chairman of this Committee they have been included on today's agenda.

Conclusions

9. This report has considered the governance arrangements for the Queen's Platinum Jubilee project and made recommendations for the improvements required to enable a successful project. It has also presented the initial report of the Working Group for consideration and adoption by the Committee.
10. These recommendations are summarised below.

Recommendations

11. The Committee is recommended to:
 - a. Replace the current Queen's Platinum Jubilee Working Group with a Steering Group, operating as proposed within the report.
 - b. Adopt the terms of reference annexed to this report for the Steering Group.
 - c. Appoint the Chairman and Vice Chairman of the Steering Group
 - d. Consider the attached Working Group recommendations for approval.

QUEEN'S PLATINUM JUBILEE STEERING GROUP

PURPOSE

- 1.1 The purpose of the Queen's Platinum Jubilee Steering Group is to determine and organise the Council's events to celebrate the Queen's Platinum Jubilee, and to make recommendations to the General Purposes Committee accordingly.

MEMBERSHIP AND APPOINTMENT

- 1.2 The Steering Group shall consist of eight members in total, drawn from the membership of the Town Council. These members shall be appointed by the General Purposes Committee to serve until the completion of the project, but may be changed by that Committee at any time in accordance with the above principles.
- 1.3 In addition to the above, the Town Mayor and Chairman of the General Purposes Committee shall be ex-officio members of the Steering Group if not directly appointed in their own right.

CHAIRMAN AND VICE CHAIRMAN

- 1.4 The Chairman and Vice Chairman of the Group shall be appointed by the General Purposes Committee for the duration of the project, but may be reviewed by the Committee at any time.
- 1.5 If neither the Chairman nor the Vice Chairman are able to preside at a meeting of the Steering Group, the members of the Steering Group present shall elect a temporary Chairman for the duration of the meeting.

QUORUM

- 1.6 No business shall be dealt with unless at least three members of the Steering Group are present. If there is no quorum, all items for which the Steering Group would be inquorate shall be deferred until the next meeting of the Steering Group.

ATTENDANCE BY COUNCILLORS WHO ARE NOT MEMBERS OF THE STEERING GROUP

- 1.7 Any member of the Council who is not a member of the Steering Group may attend the meeting and may speak on any item, if invited by the Chairman in

advance of the meeting. Such a member may not make or second any proposals or amendments, and may not vote.

- 1.8 The requirements of the Council's Code of Conduct will apply to all members present at the meeting, whether members of the Steering Group or not.

ATTENDANCE BY THE GENERAL PUBLIC

- 1.9 Meetings will not be open to the public.

FREQUENCY OF MEETINGS

- 1.10 Meetings will normally be held on dates determined by the Steering Group. Where changes are required to these dates, this shall be determined by the Steering Group. If a decision on a meeting date needs to be made outside a meeting, it shall be determined by the Town Clerk following consultation with the Chairman whenever possible.

AGENDA AND PROCEEDINGS

- 1.11 There is no requirement for either a formal agenda or minutes.
- 1.12 The agenda, if any, shall be drawn up and circulated by the Town Clerk.
- 1.13 If the Steering Group wishes to prepare minutes it will be a matter for the Group's members. Steering Group minutes will not form part of the official minutes of the Council.
- 1.14 Other than as outlined above, or on an exceptional basis as agreed with the Chairman, the calling of meetings, booking of venues, preparation of agendas and minutes etc. will not normally be undertaken by the Town Council's staff.
- 1.15 The provisions of the Council's Standing Orders for Business shall not apply to meetings of the Steering Group other than to the extent determined by the Chairman to ensure the orderly and efficient conduct of business.
- 1.16 Where appropriate, the Steering Group has the power to establish sub-groups from within its membership to deal with specific work streams. Recommendations to the General Purposes Committee must, however, be considered and agreed by the Steering Group prior to presentation.

REPORTING

- 1.17 Decisions of the Steering Group shall have the status of recommendations to the General Purposes Committee, other than where they represent guidance to the Town Clerk in the exercise of delegated powers.

- 1.18 At each scheduled meeting of the General Purposes Committee, the Chairman or their nominated representative will be expected to report on the work of the Group, and to present any recommendations to the Committee. Such recommendations will not be considered by the Committee without a full written report or detailed minutes circulated with the meeting agenda and setting out the nature of the recommendations and their implications for the Council.

FUNCTIONS

- 1.19 To determine and organise the Council's events to celebrate the Queen's Platinum Jubilee and to make recommendations to the General Purposes Committee accordingly.
- 1.20 To advise the General Purposes Committee on its strategic policies relating to the Queen's Platinum Jubilee celebrations.
- 1.21 To provide guidance to the Town Clerk in respect of the operational aspects of Queen's Platinum Jubilee celebrations.

RELATIONSHIP WITH OTHER COUNCIL BODIES

- 1.22 Whilst the Steering Group is responsible determining and organising the Council's events to celebrate the Queen's Platinum Jubilee it should be noted that policy issues related to management, staffing and finance fall under the purview of the Management Sub-Committee and/or the General Purposes Committee, even where they relate to the Jubilee.
- 1.23 If a difference of opinion develops between this Steering Group and any other Council body, the General Purposes Committee shall determine how the matter will be resolved.

DURATION

- 1.24 The Steering Group will be automatically disbanded once the Queen's Platinum Jubilee events have taken place.

Queens Platinum Jubilee. Thursday June 2nd Friday June 3rd Saturday June 4th Sunday June 5th

Working Group meeting - Stone Town Council chamber 2pm Friday 11th February

Present. Jim Davies, Lin Davies, Jill Hood, Rob Kenney.

1. Contact Christmas Plus to erect the High Street bunting before the St Georges Day celebration April 23rd. Bunting will remain in place until October.
2. Thursday June 2nd Trooping of the colour. Beacons will be lit throughout the UK. The office to make contact re the lighting of the St Michaels Church Beacon.
3. Friday June 3rd further details to be sought re the church service at St Michaels.
4. Saturday June 4th Farmers Market. Possible exhibition of previous Jubilee celebrations in Stone. It was suggested 3 marquees would be staged in the market square alternatively if in the event of the Heritage Centre being open then it would be held there.
5. Sunday June 5th It was suggested and agreed by the group members that the music festival be cancelled and funds diverted to the June 5th celebration.
6. The Jubilee celebration would take place on Westbridge Park beginning at 12 mid-day as the group thought the High Street would not be able to accommodate the amount of people who would turn up to celebrate. People would be invited to bring their own tables and chairs for a huge picnic. Stone Town Council would provide entertainment and vendors. Jim has agreed to enquire about a military presence on the day. Union flags to go up in the High Street week of celebration.
7. All schools would be contacted to take part in a Queens Jubilee Poem & Picture Competition. The children can write a short poem OR draw a picture OR both. Age groups 4-7 yrs. 8-11 yrs. 12-13 yrs. 13-18 yrs. The winning entries will be published in a book and given as prizes with one copy to each school. Further copies will be available to buy.

Introduction

1. This report considers the recommendations of the Stone Heritage Centre Steering Group for the design and approach to contracting for works for the Heritage Centre and seeks approval from the Committee to proceed.

Background

2. Following agreement by the meeting of this Committee on 3rd August 2021, the lease for the former fire station at Crown Wharf has been signed and the Council has commenced a project to bring the property back into use as a Heritage Centre.
3. On 7th December 2021, the Committee considered potential options for the layout of the Centre and provided guidance to the Steering Committee accordingly. Subsequently, the Council's budget has been approved, which provides funding for the project as set out in the report to that meeting.
4. The Steering Group have therefore now considered the final design of the building and the potential approach to tendering the work. It is now seeking approval from this Committee to proceed.

Proposals

5. Attached as an appendix are plans of the building both as it is currently and as proposed for development by the Steering Group. In any project, decisions about minor changes need to be made quickly to avoid delays. It is therefore suggested that the Town Clerk is authorised to make minor changes to the design, in consultation with the Chairman of the Steering Group. Any major design changes would need to be brought back to this Committee for further consideration.
6. The Steering Group considered whether to let the contract as a single contract, or to break it down into a number of smaller contracts for specific works. It also considered whether it should let the contract on the basis of a strict, pre-agreed specification or whether it should allow potential contractors a degree of scope to propose their recommended approaches based on a set of standards established by the Council.
7. The Steering Group determined that its preferred approach would be to break the contract down, rather than letting a single contract, and to allow contractors some scope to recommend solutions. It was noted that this approach would require less work at the pre-contract stage, but needed a more thorough professional examination of tenders.

8. The tenders for works at the Heritage Centre would need to comply with the Public Procurement Regulations, which is a relatively complex set of requirements to which all public sector contracts must comply. It was recommended that Staffordshire County Council's purchasing department (Staffordshire Purchasing) be approached to support the Council in this exercise, thus ensuring full professional support and compliance with regulations. They would also be asked to review the proposed approach to tendering from their professional viewpoint and knowledge of the market.
9. It should be noted that the Council has already secured the services of a number of professionals to support the project, including architectural services, whose advice will be sought to determine the appropriate standards required for the building, for example in areas such as heating and lighting.

Conclusions

10. The Heritage Centre Steering Group has considered the design of the building and the works required to bring it into use. The next stage, following approval by the Committee, is to let the contracts for building, heating, electrical, mechanical and similar works to enable the shell of the building to be converted into a form that would provide the framework for the Centre. Once this has been done, the interior design in respect of displays, etc., can be considered in more detail and a further report brought back to the Committee.
11. In order to facilitate this, a number of recommendations have been made with respect to the approach to the project. These recommendations are summarised below.

Recommendations

12. The Committee is recommended to:
 - a. Support the design of the Heritage Centre as proposed by the Steering Group.
 - b. Support the approach to contracting proposed by the Steering Group.
 - c. Receive regular reports from the Steering Group regarding project progress and consider decisions on any matters of policy, or significant changes to the project.
 - d. Appoint contractors to undertake works on the Heritage Centre after considering the recommendations of the Steering Group.
 - e. Authorise the Town Clerk, in consultation with the Chairman of the Steering Group and within the budget established by the Council to:
 - i. Make minor design changes or any clarifications necessary to deliver the project.
 - ii. Appoint suitable professionals to support the contracting process.

- iii. Determine and tender suitable works contracts, based on the advice of the Steering Group, Staffordshire Purchasing and any other appropriate professionals.
- iv. Undertake the evaluation of tenders and make recommendations to the Steering Group regarding contractors to be appointed.
- v. Regularly report to and take advice from the Steering Group.

Stone Cafe & Heritage Centre



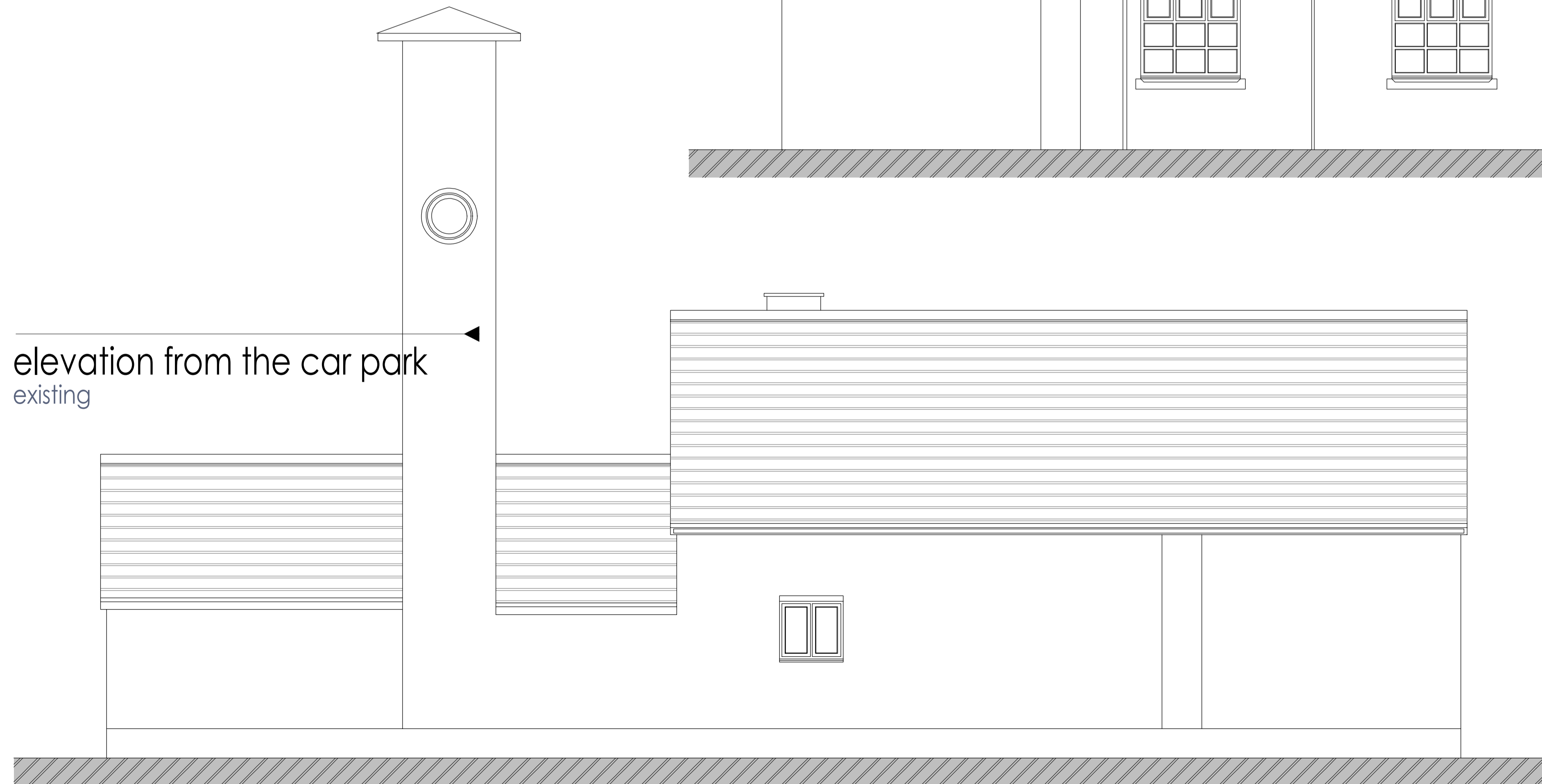
elevation from Joules
existing



elevation from Newcastle Street
existing



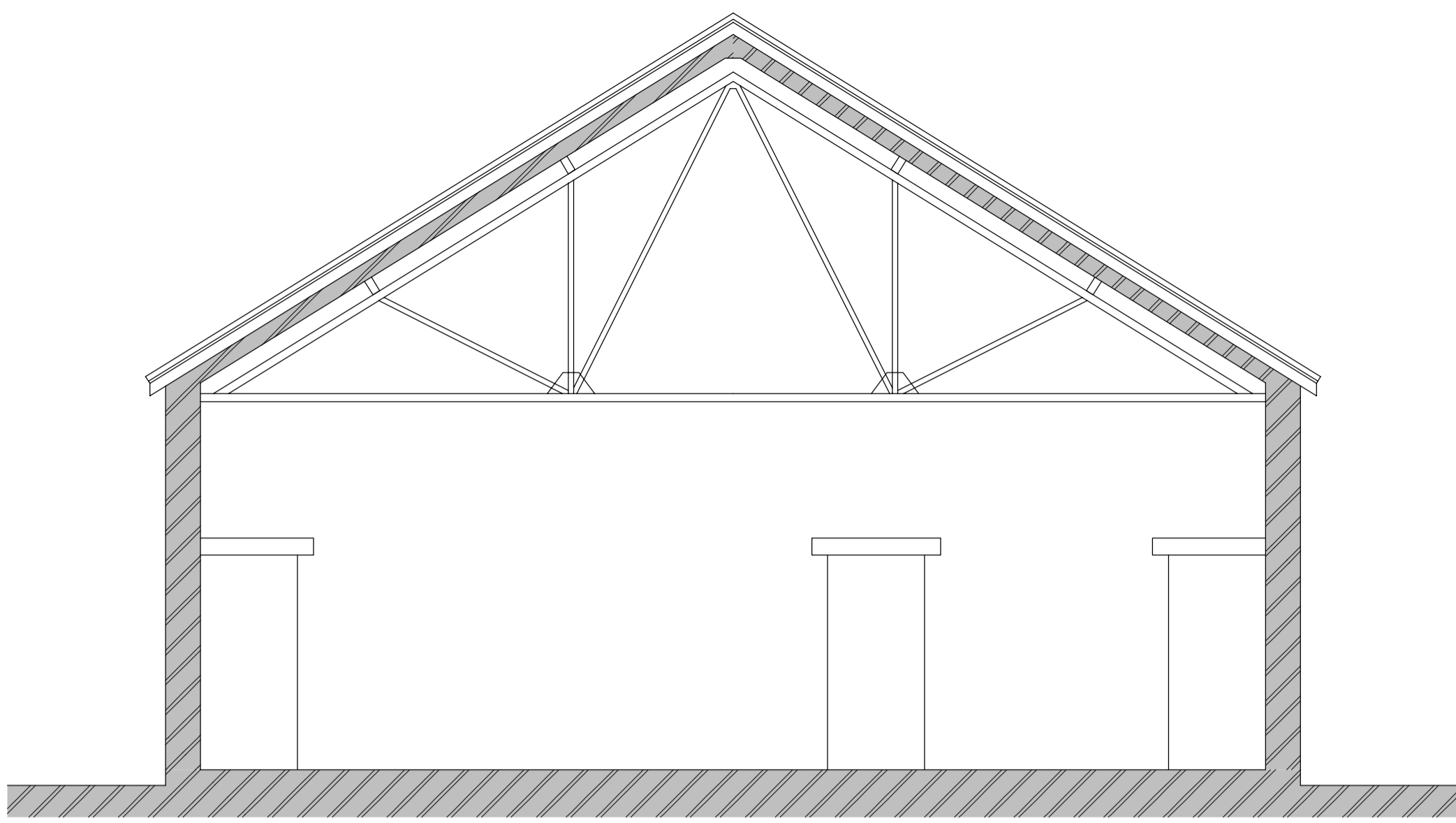
elevation from Joules Walk
existing



elevation from the car park
existing

AI

Client		Stone Town Council	
Contract			
Proposed internal alterations and refurbishment to Stone Cafe and Heritage Centre at Crown Wharf, Stone, Staffordshire			
Drawing Title			
Existing Conditions Elevations - External			
Date	September 2021	Status	Preliminary
Scale	1:50	Contract Number	5609
Dwg. No.	5609 - 002	Revision Suffix	
Revisions			



elevation 1A
existing

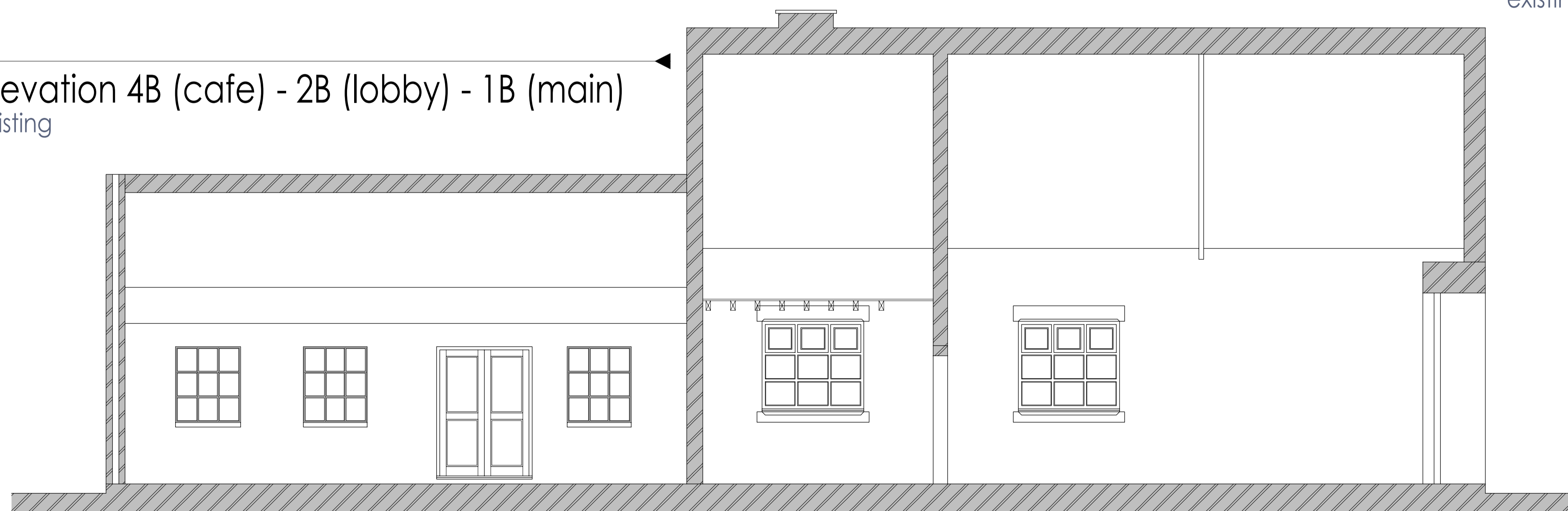


elevation 1C
existing



elevation 1D(main) - 2D (room 1) - 4D (cafe)
existing

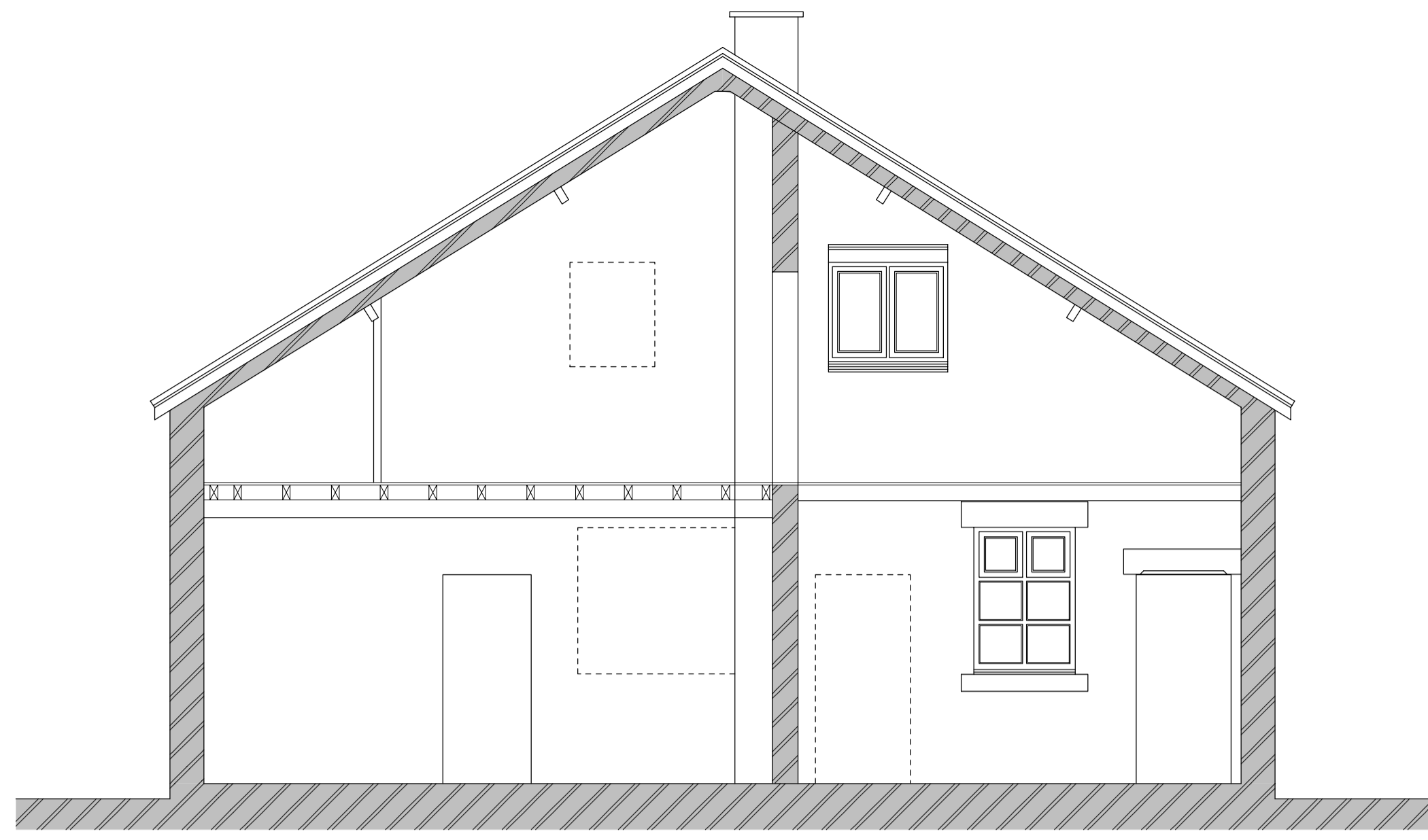
elevation 4B (cafe) - 2B (lobby) - 1B (main)
existing



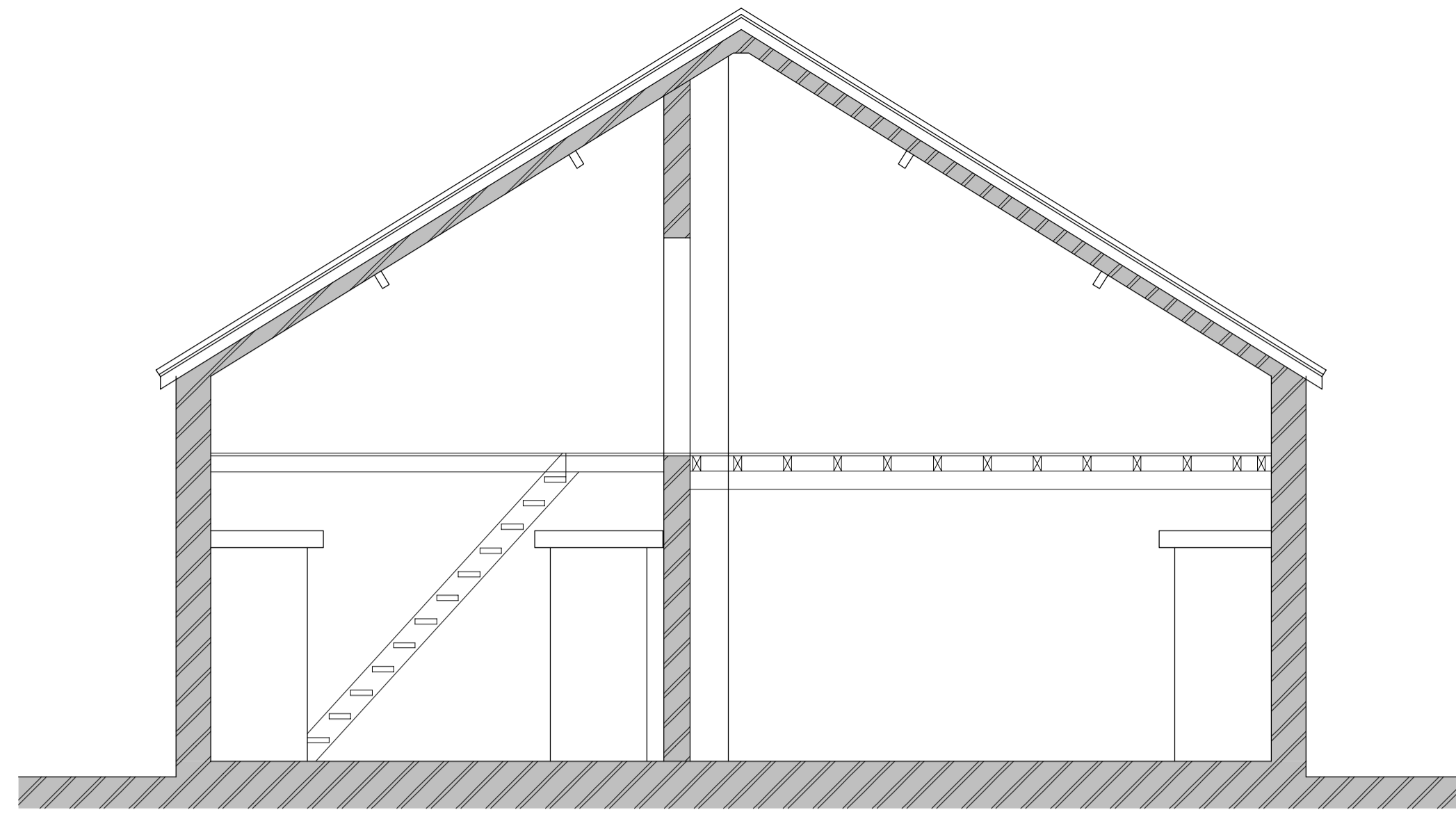
AI

Client		Stone Town Council	
Contract			
Proposed internal alterations and refurbishment to Stone Cafe and Heritage Centre at Crown Wharf, Stone, Staffordshire			
Drawing Title			
Existing Conditions Elevations - Internal One			
Date	September 2021	Status	Preliminary
Scale	1:50	Contract Number	5609
Drg. No.	5609 - 003	Revision Suffix	
Revisions			

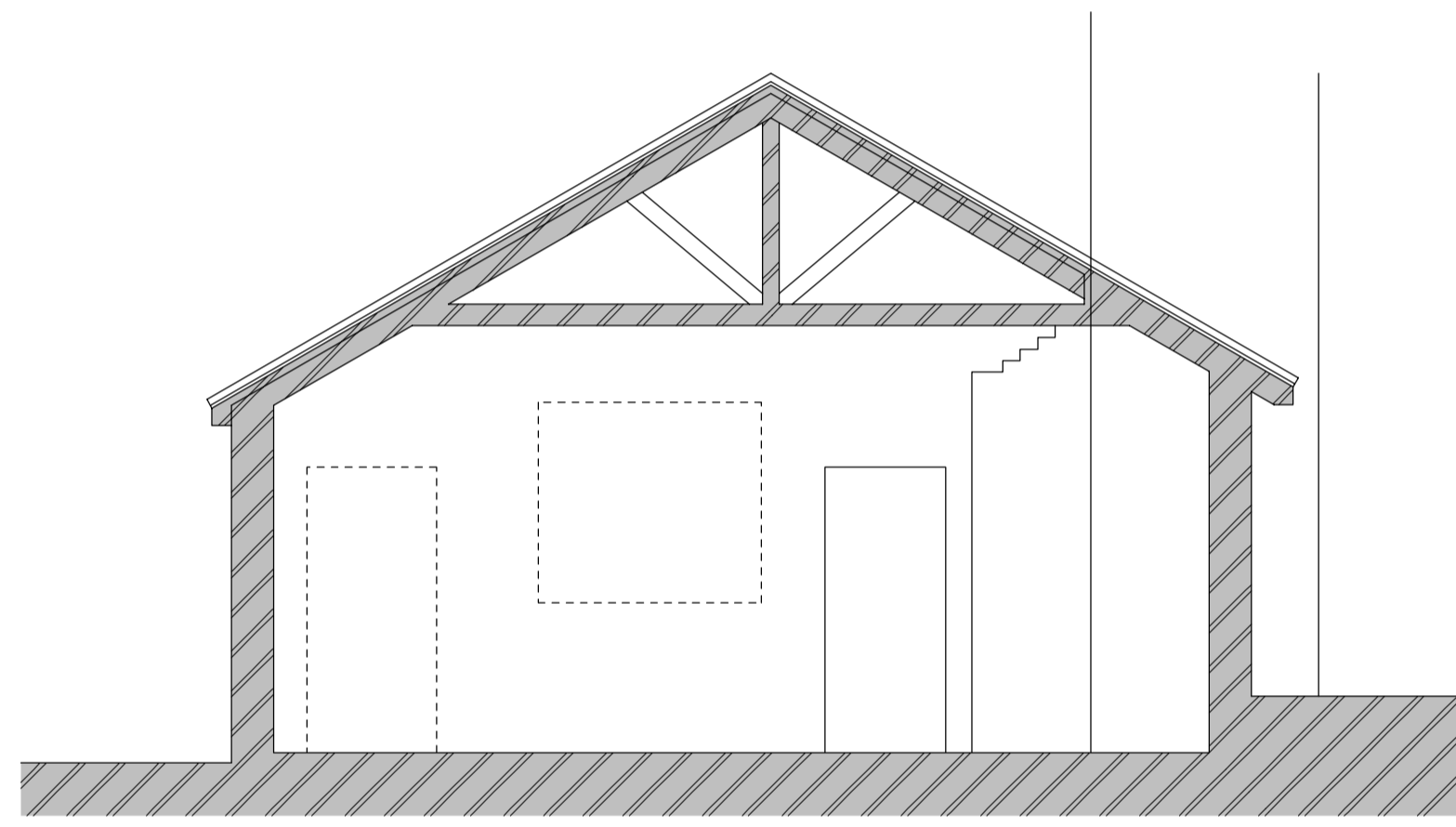
Stone Cafe & Heritage Centre



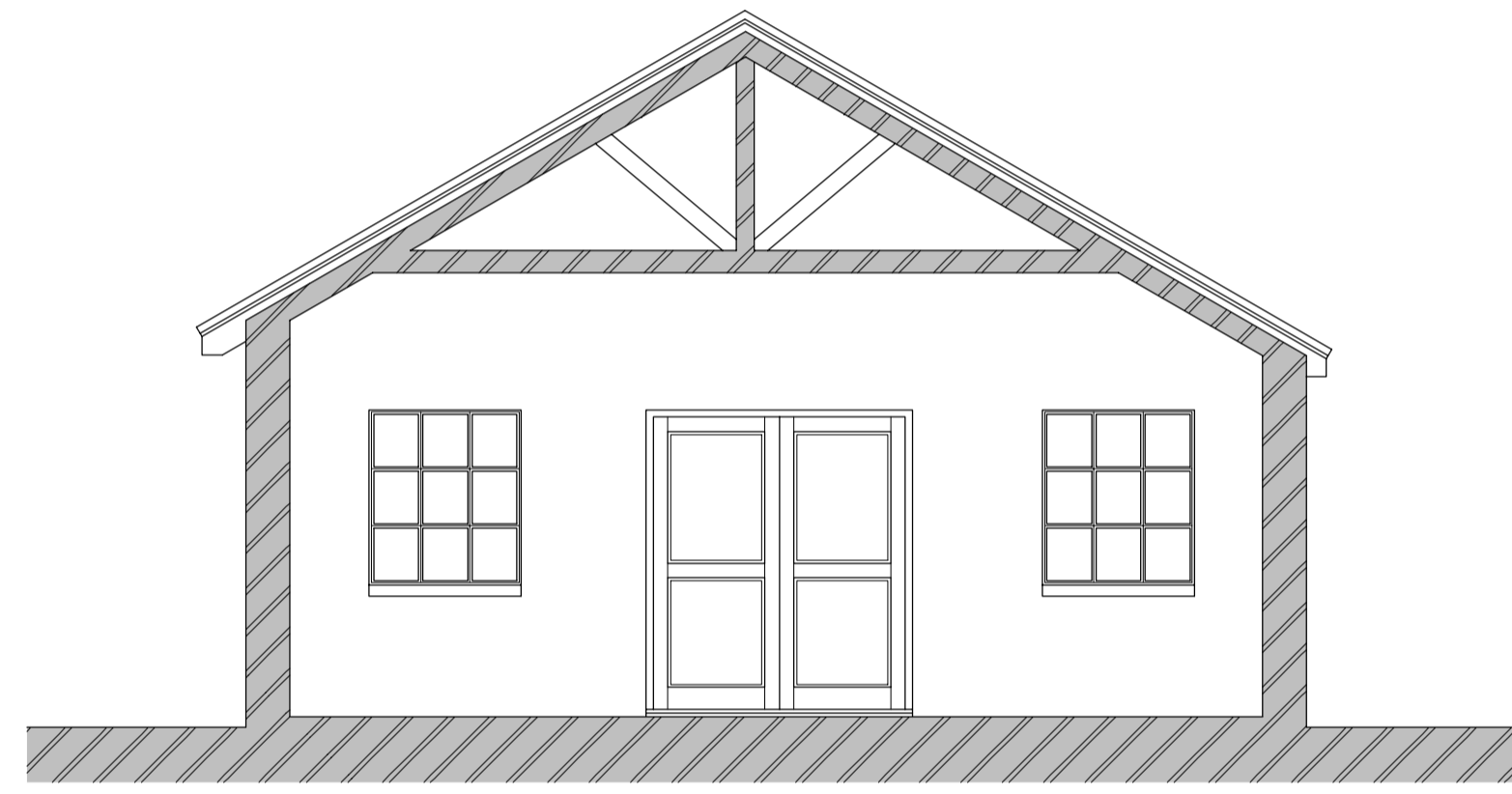
elevation 2A (room1) - 3A (lobby)
existing



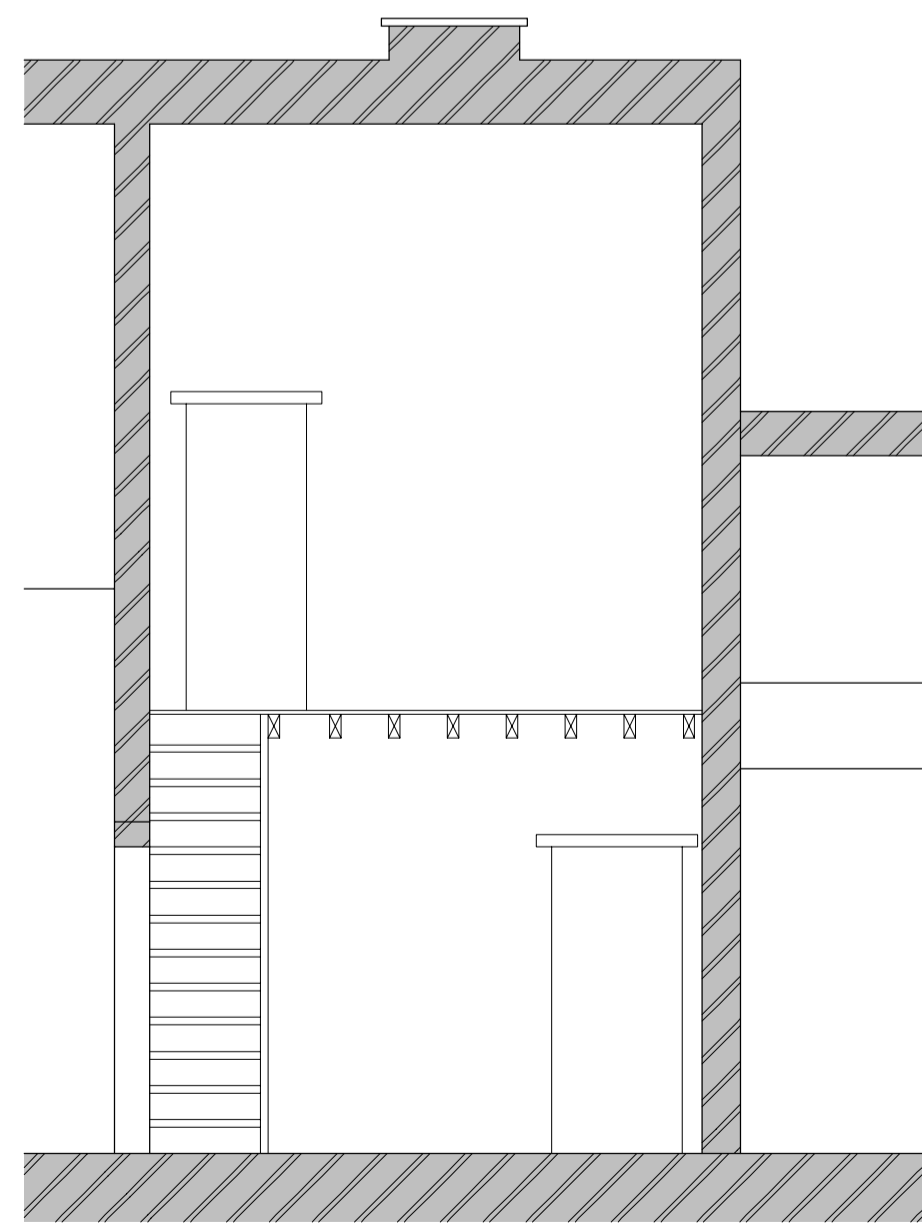
elevation 2C (lobby) - 3C (room1)
existing



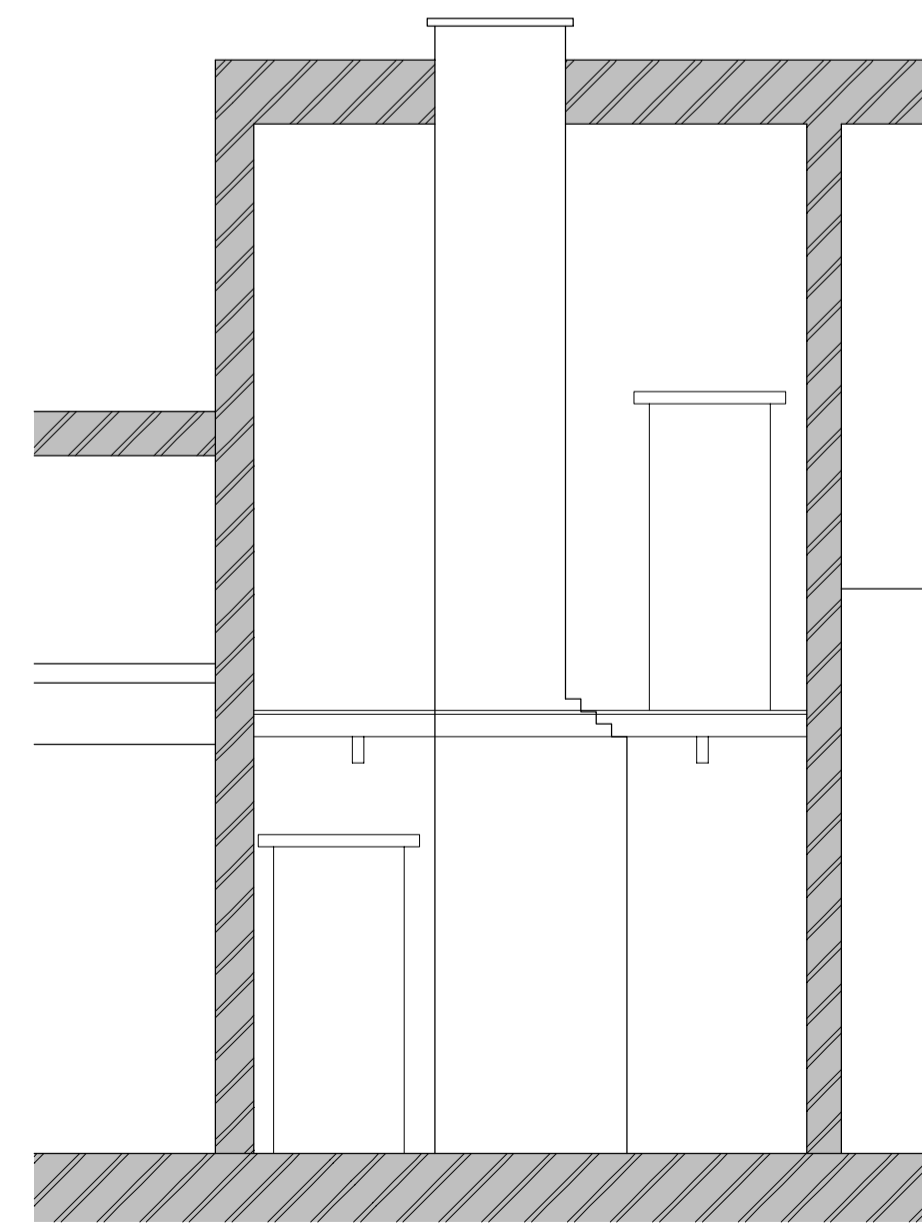
elevation 4C (cafe)
existing



elevation 4A (cafe)
existing



elevation 3D (lobby)
existing

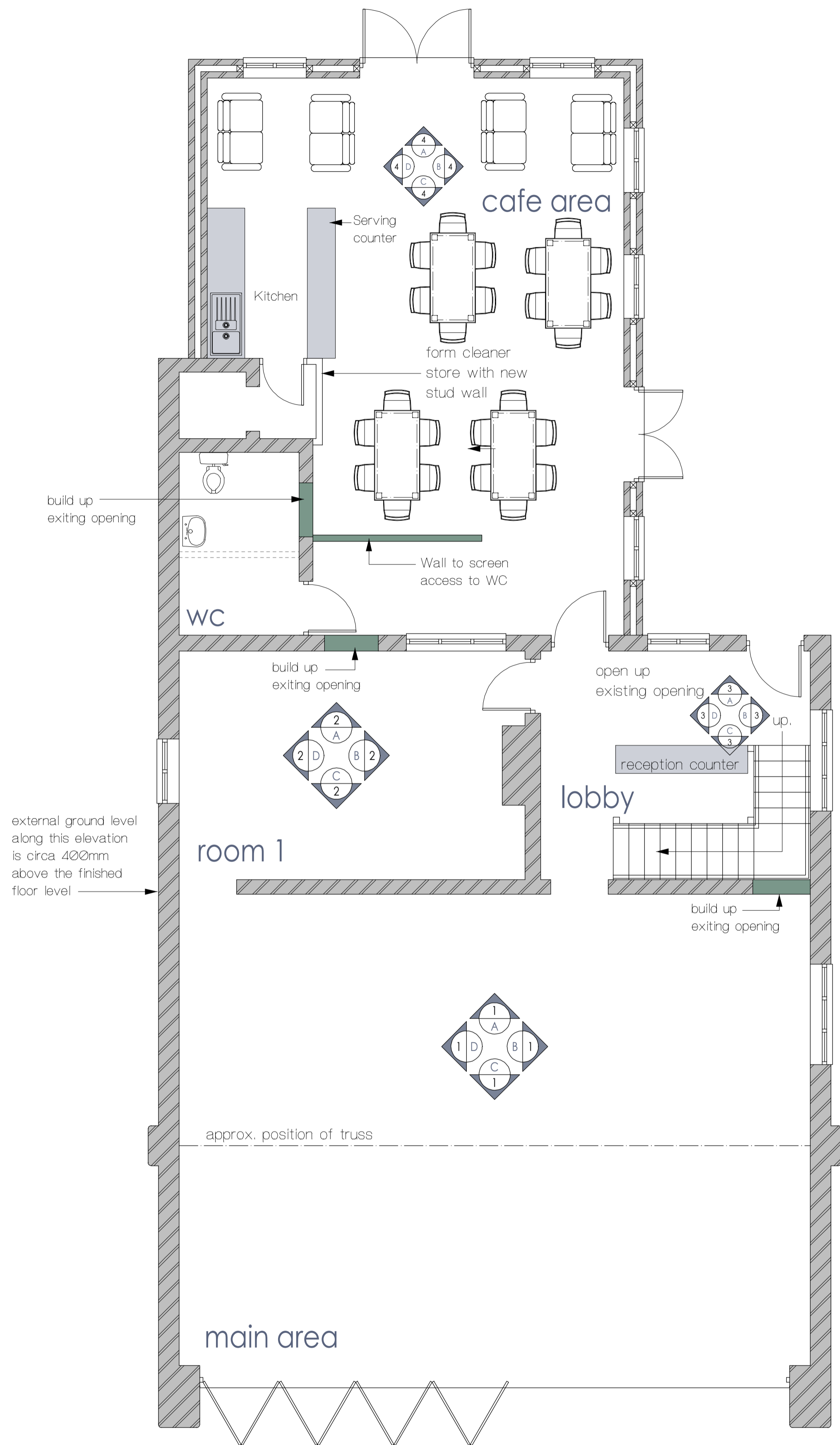


elevation 2B (room 1)
existing

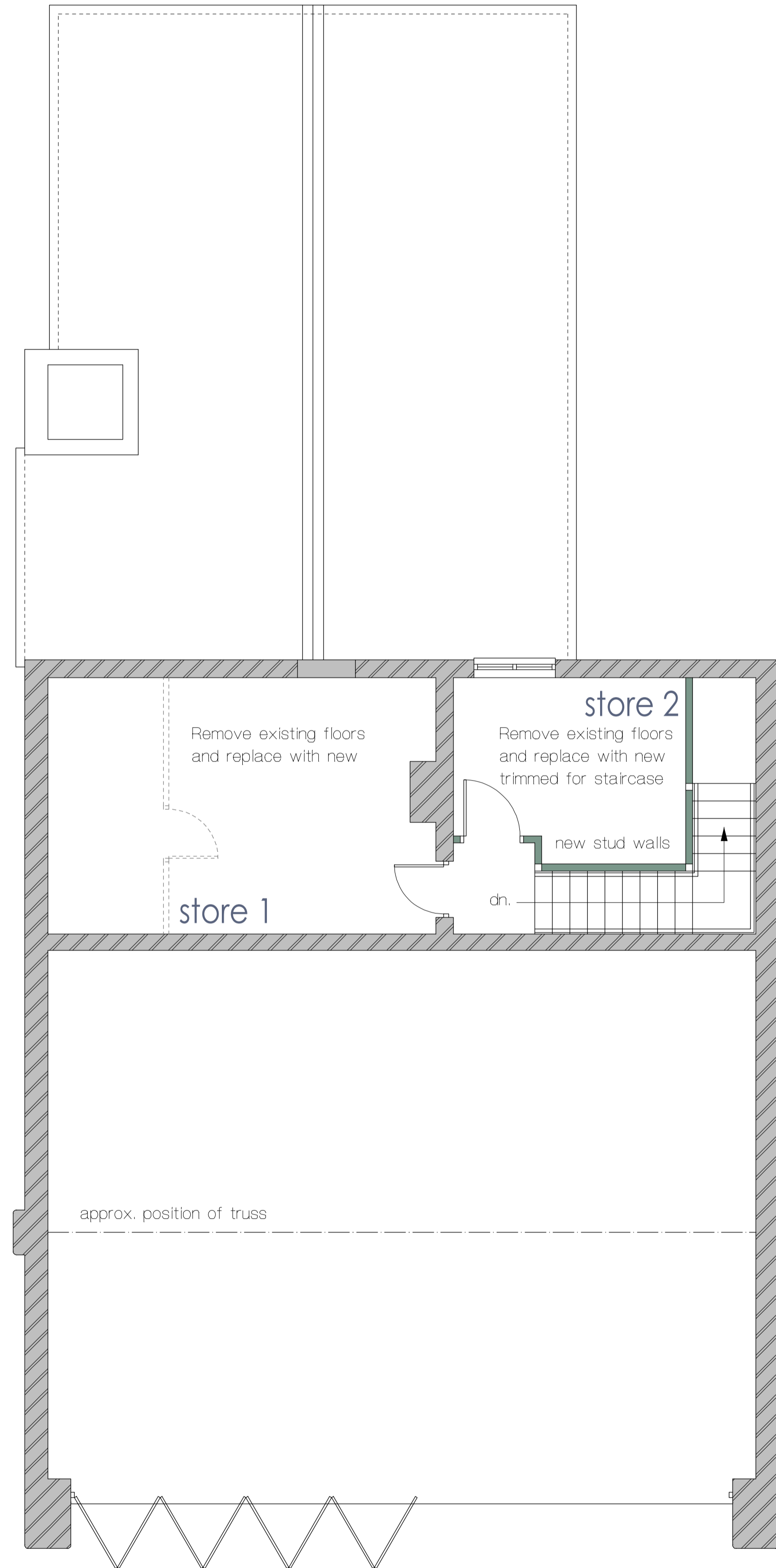
AI

Client		Stone Town Council	
Contract			
Proposed internal alterations and refurbishment to Stone Cafe and Heritage Centre at Crown Wharf, Stone, Staffordshire			
Drawing Title			
Existing Conditions Elevations - Internal Two			
Date	September 2021	Status	Preliminary
Scale	1:50	Contract Number	5609
Drg. No.	5609 - 004	Revision Suffix	
Revisions			

Stone Cafe & Heritage Centre



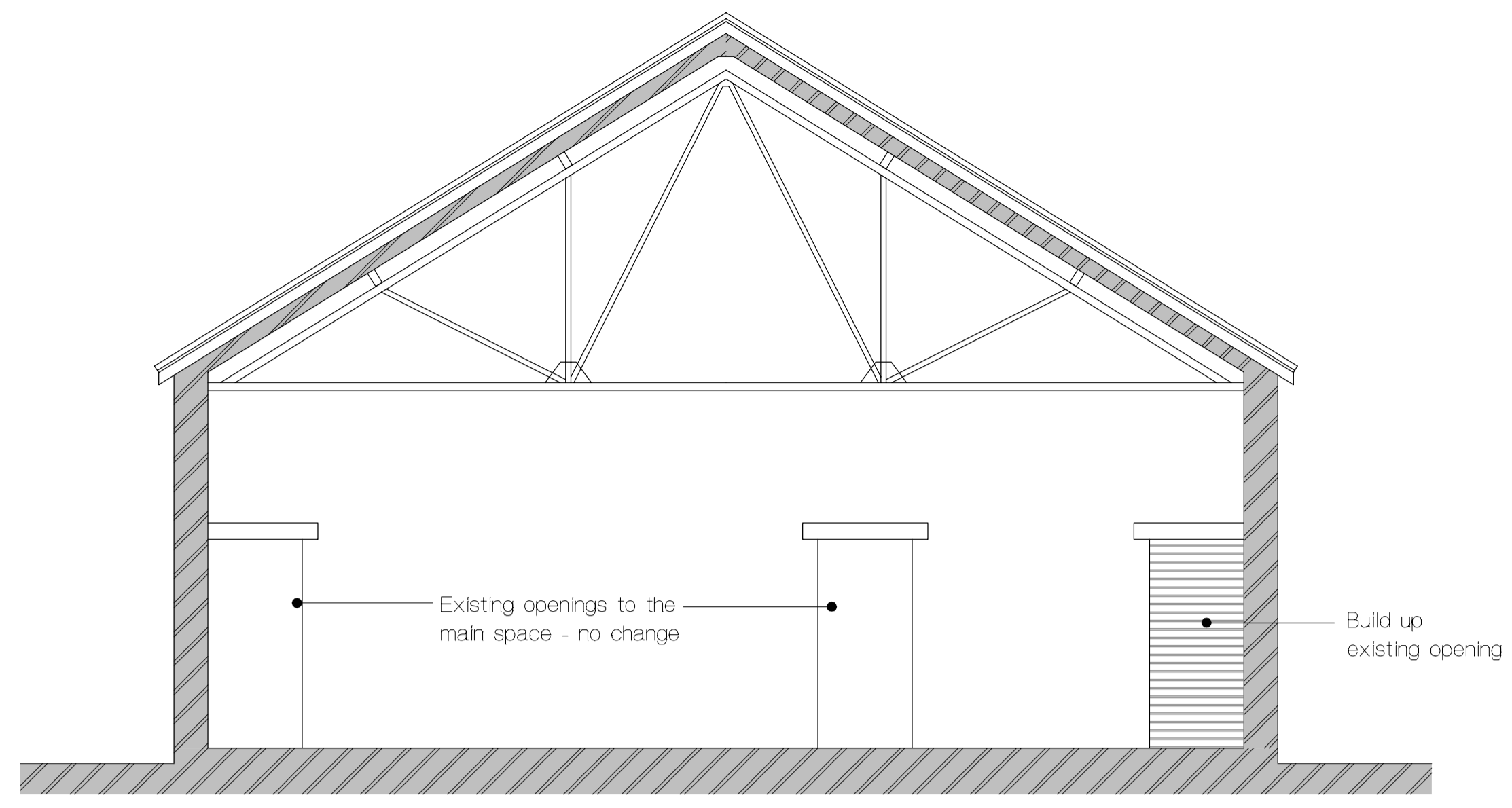
ground floor plan proposed



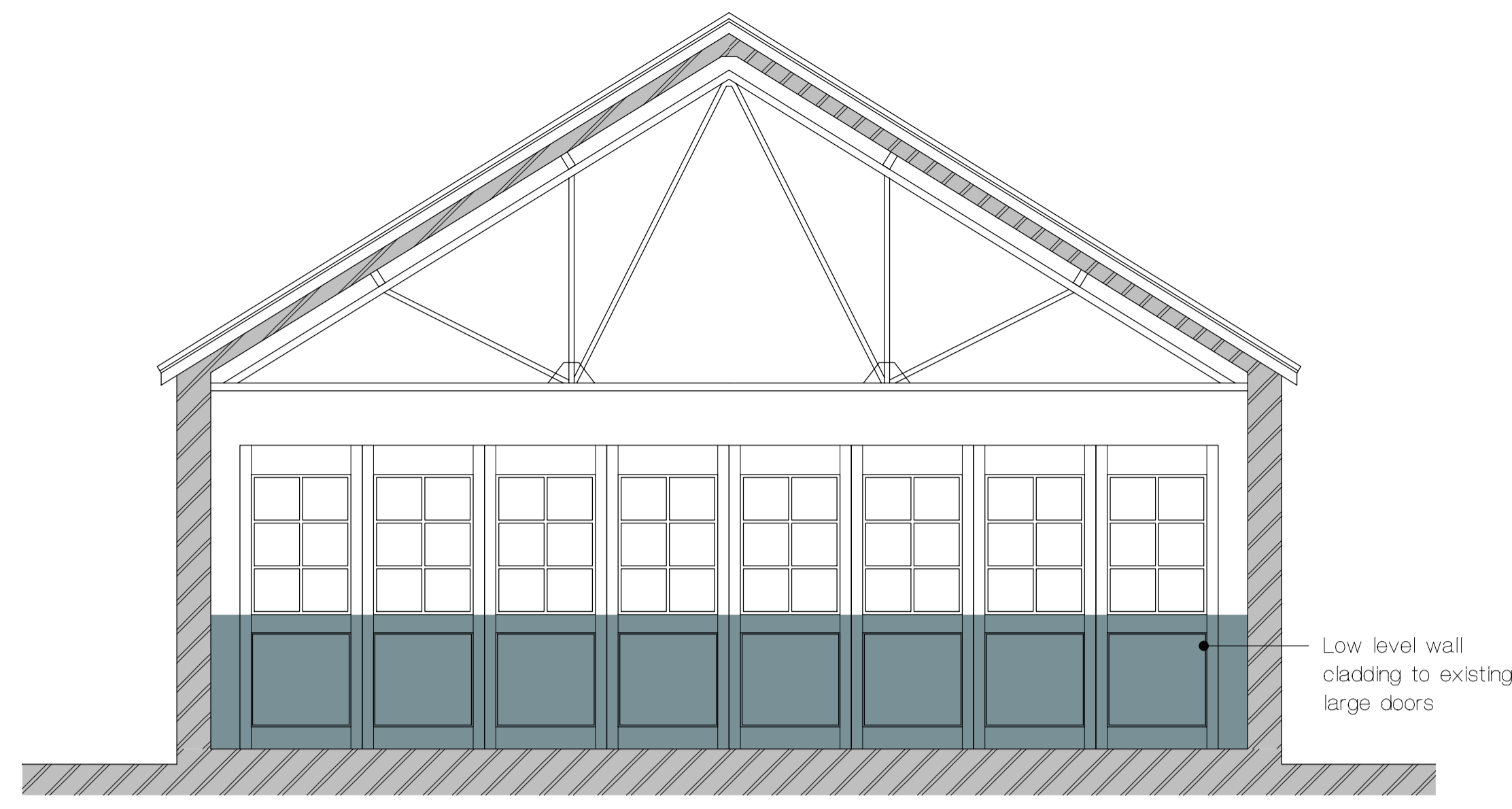
first floor plan proposed

AI

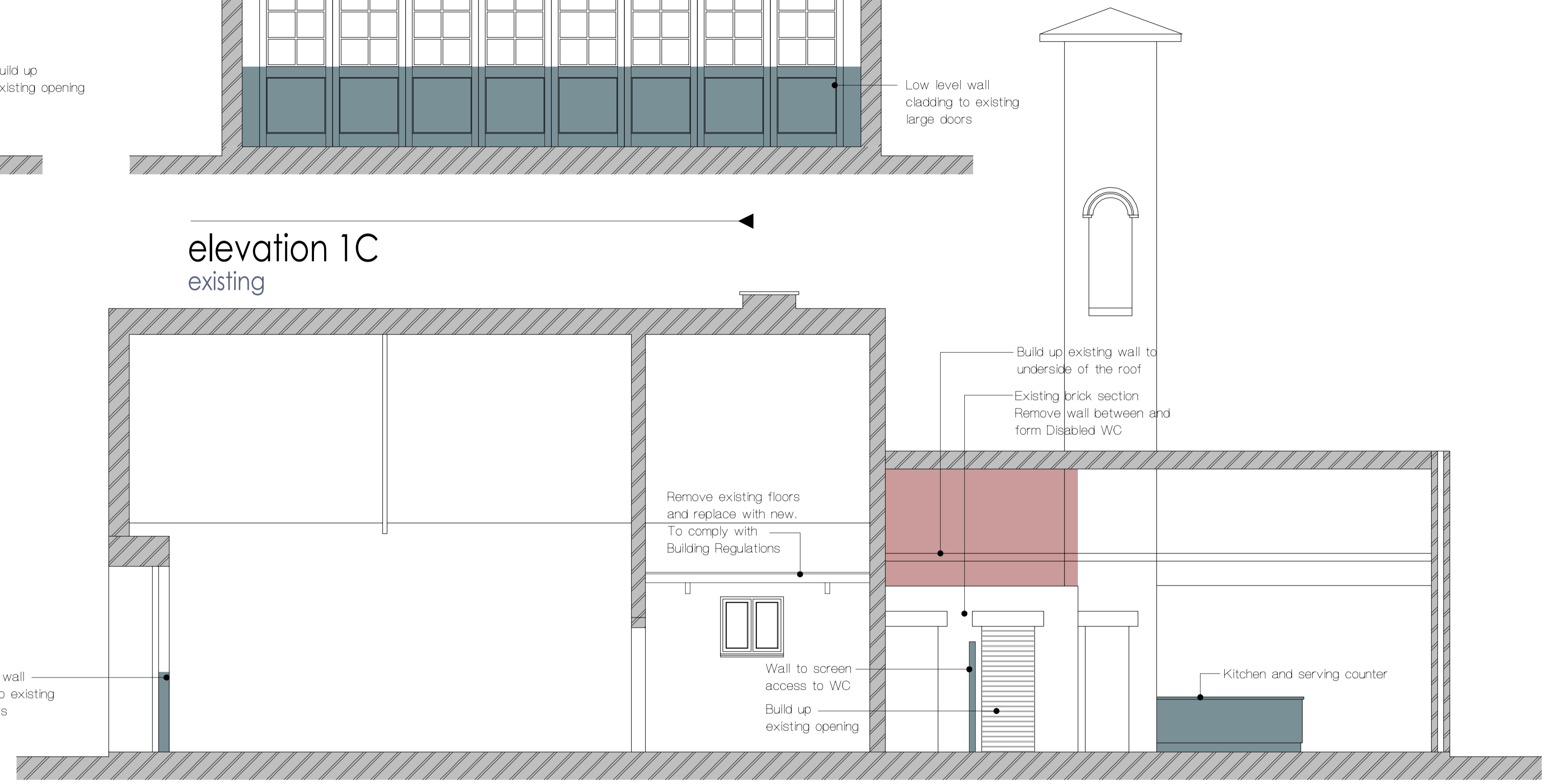
Client		Stone Town Council	
Contract		Proposed internal alterations and refurbishment to Stone Cafe and Heritage Centre at Crown Wharf, Stone, Staffordshire	
Drawing Title		Proposed Conditions - Scheme 4 Floor Plans	
Date	September 2021	Status	Preliminary
Scale	1:50	Contract Number	5609
Drg. No.	5609 - 014	Revision Suffix	
Revisions			



elevation 1A
existing

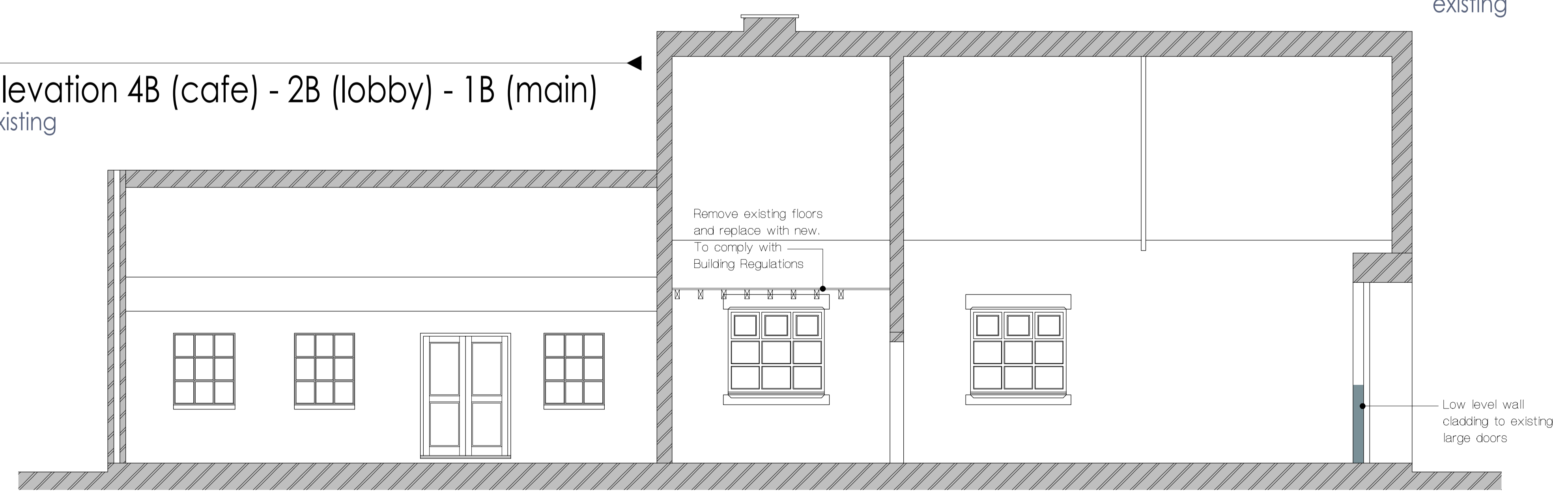


elevation 1C
existing



elevation 1D(main) - 2D (room 1) - 4D (cafe)
existing

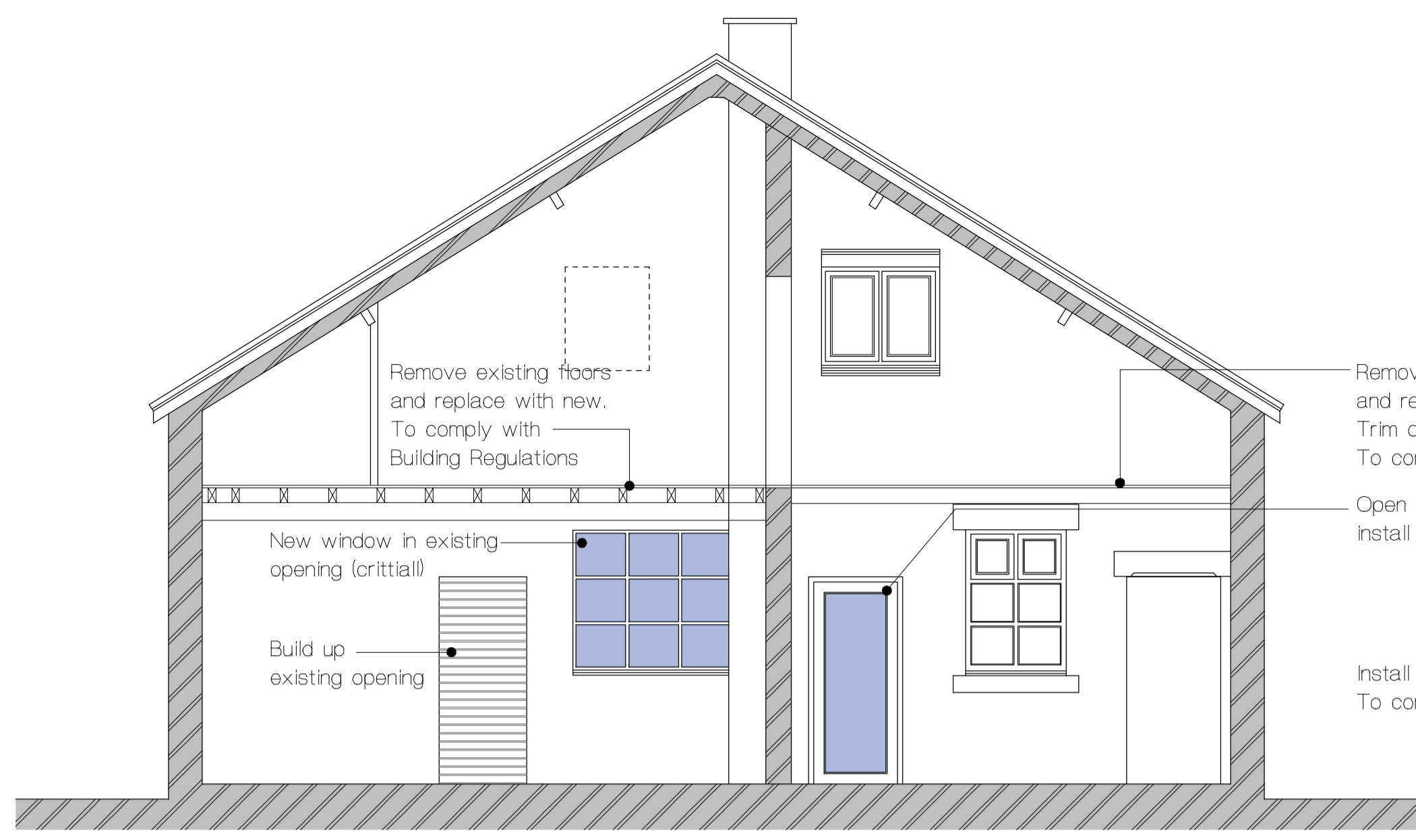
elevation 4B (cafe) - 2B (lobby) - 1B (main)
existing



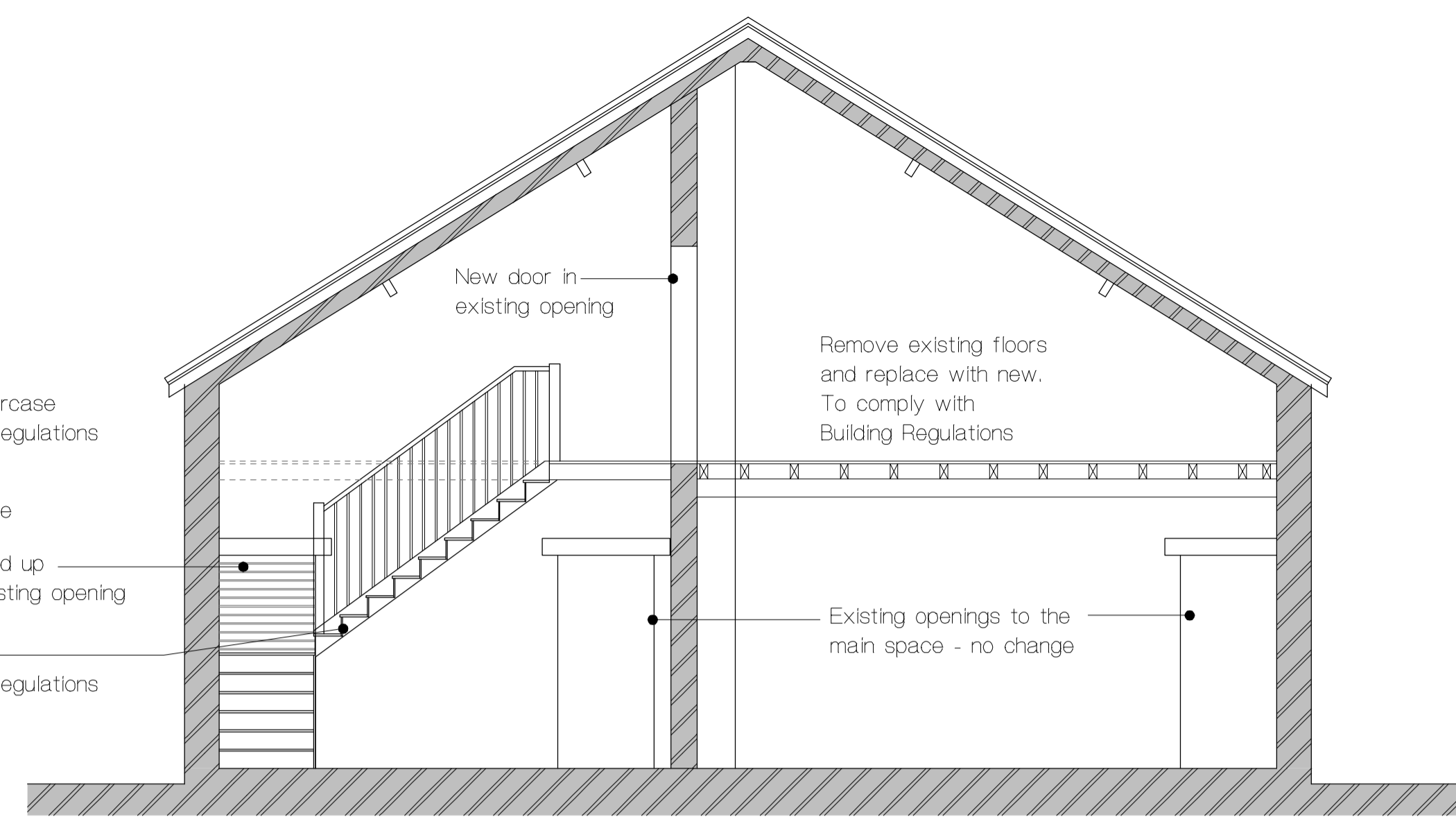
AI

Client		Stone Town Council	
Contract			
Proposed internal alterations and refurbishment to Stone Cafe and Heritage Centre at Crown Wharf, Stone, Staffordshire			
Drawing Title			
Proposed Conditions - Scheme 4 Elevations - Internal One			
Date	September 2021	Status	Preliminary
Scale	1:50	Contract Number	5609
Drg. No.	5609 - 024	Revision Suffix	
Revisions			

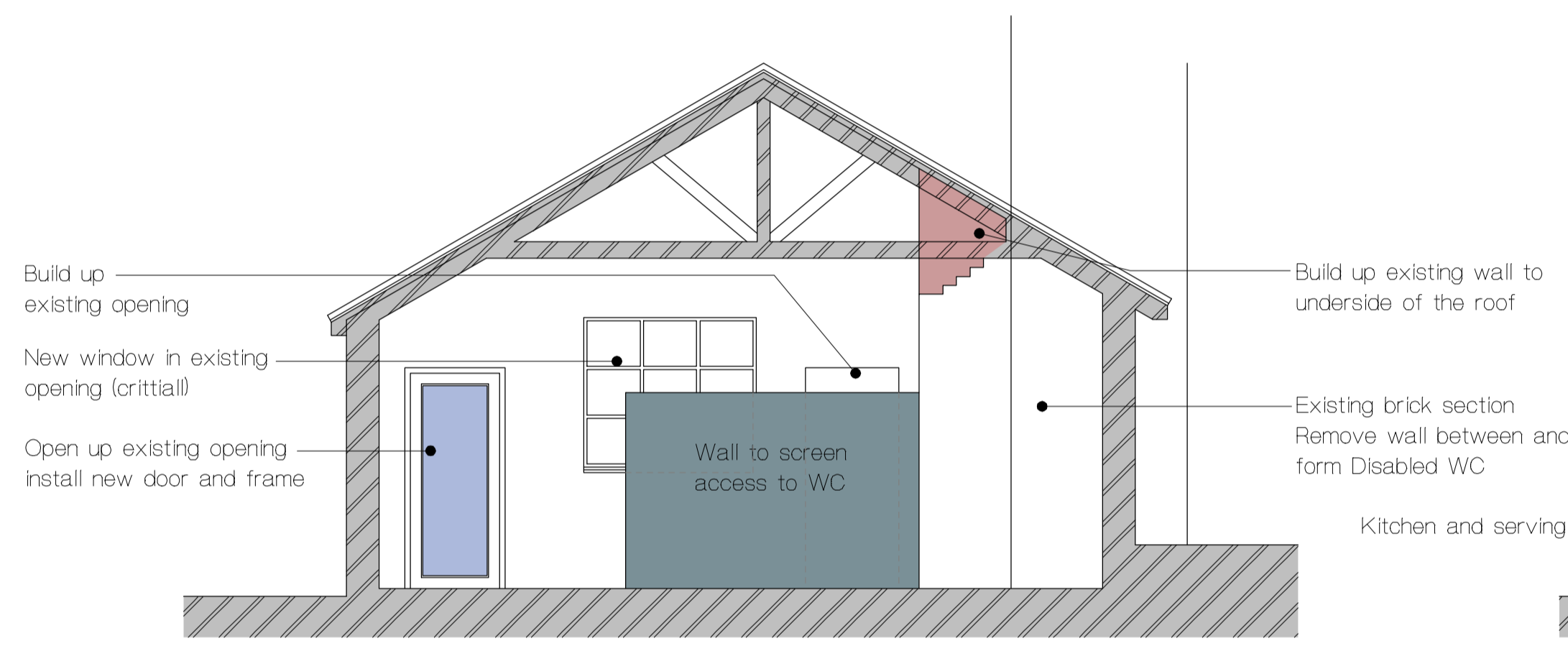
Stone Cafe & Heritage Centre



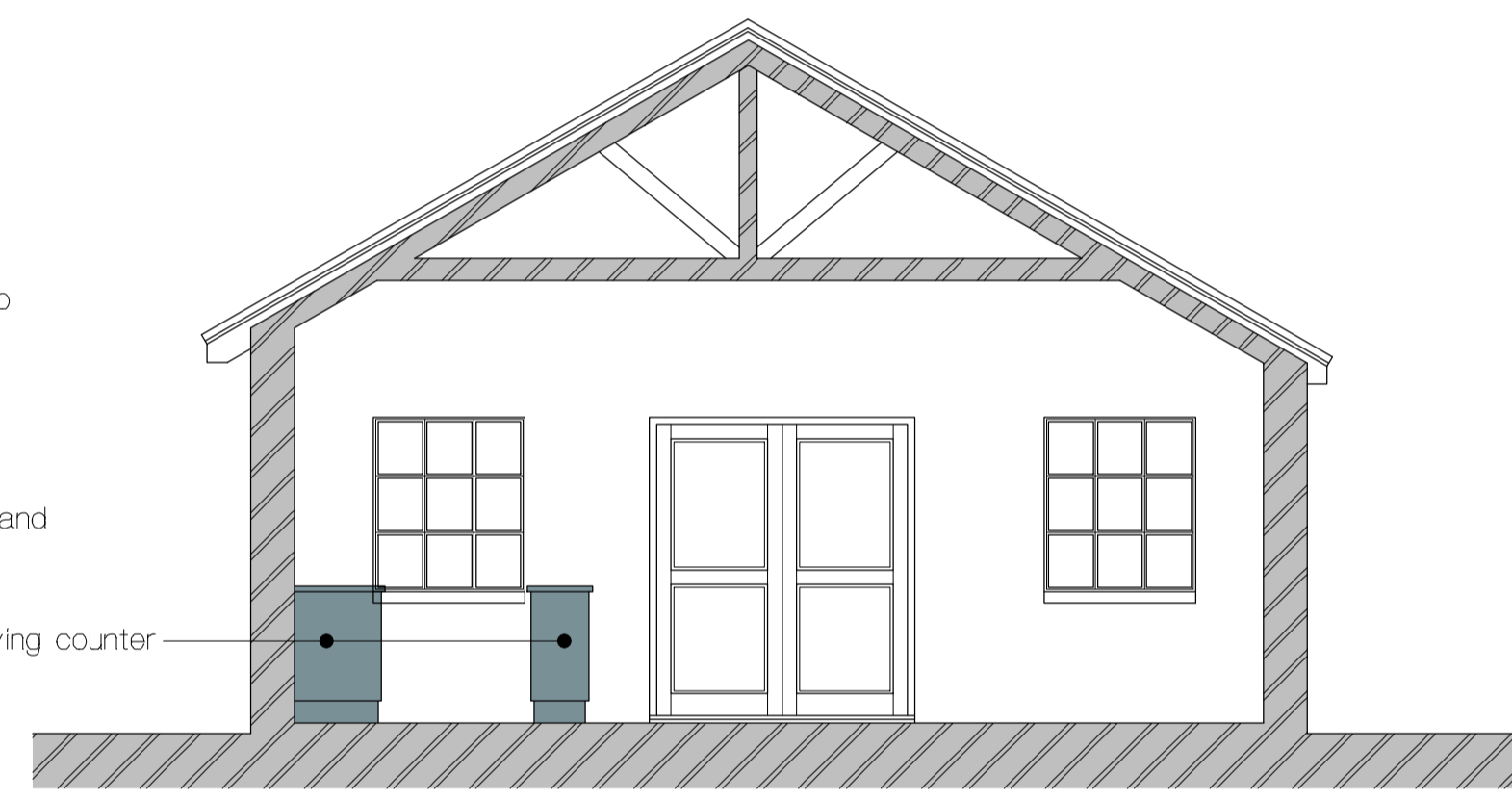
elevation 2A (room 1) - 3A (lobby)
existing



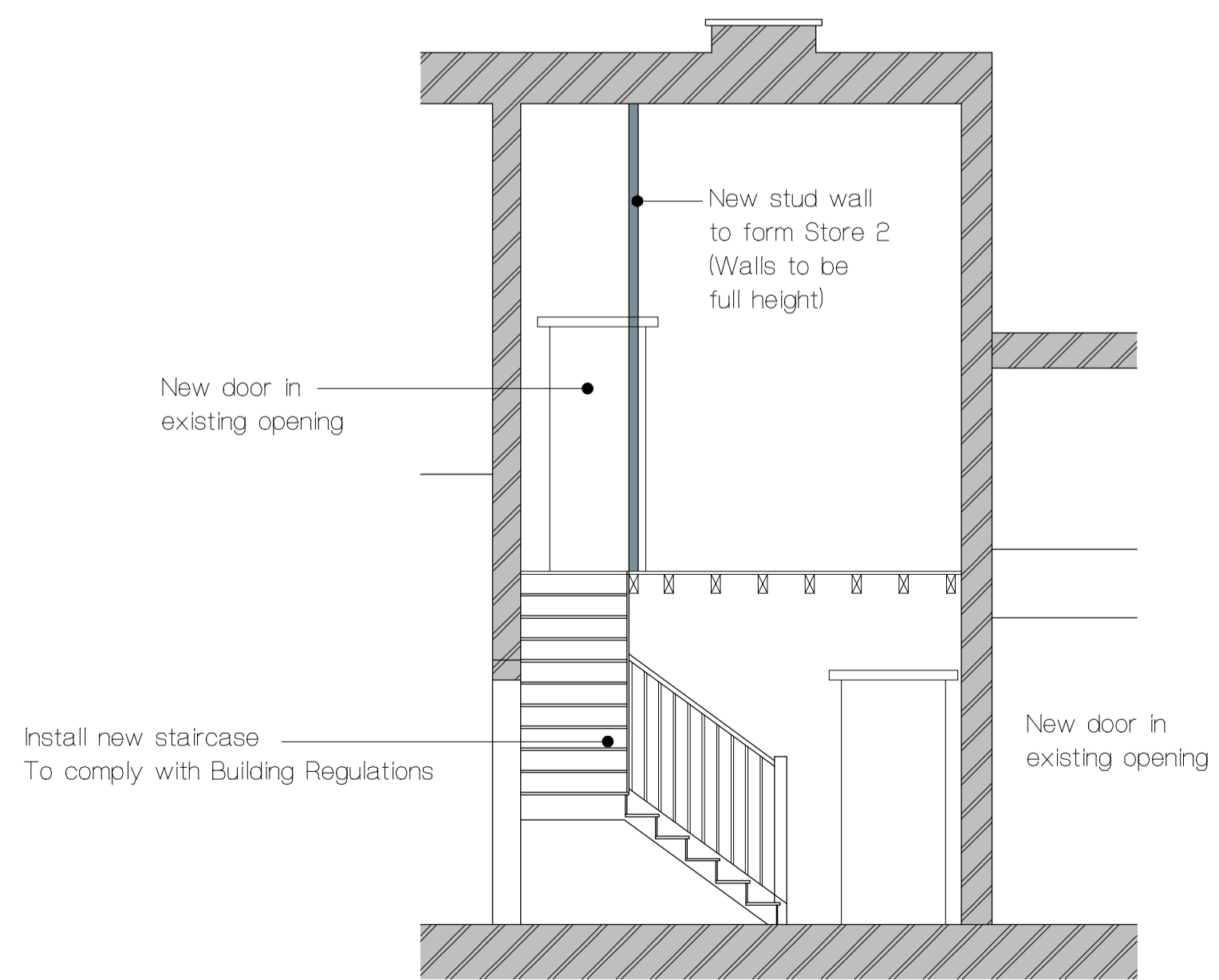
elevation 2C (lobby) - 3C (room 1)
existing



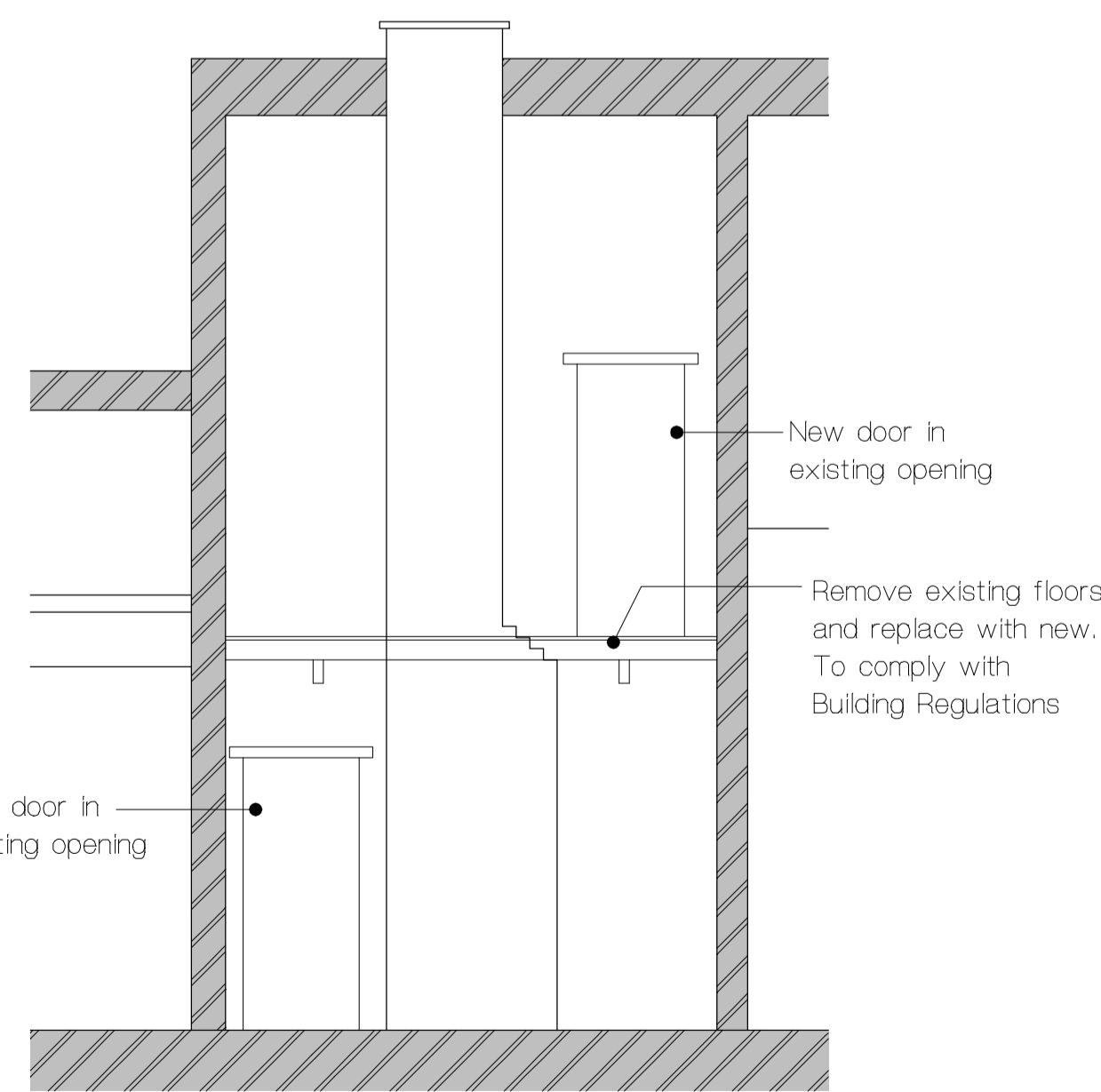
elevation 4C (cafe)
existing



elevation 4A (cafe)
existing



elevation 3D (lobby)
existing



elevation 2B (room 1)
existing

AI

Client		Stone Town Council	
Contract			
Proposed internal alterations and refurbishment to Stone Cafe and Heritage Centre at Crown Wharf, Stone, Staffordshire			
Drawing Title			
Proposed Conditions - Scheme 4 Elevations - Internal Two			
Date	September 2021	Status	Preliminary
Scale	1:50	Contract Number	5609
Drg. No.	5609 - 034	Revision Suffix	
Revisions			

Date: 21/02/2022

Time: 15:09:44

Stone Town Council - Payments

Page: 1

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 : 01/01/2022

Payment Date To : 31/01/2022

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
28/01/2022	23152	Stone Gazette Ltd	Advert in ST15 Directory 2022	360.00
28/01/2022	INV-0647	Current Electrical & Property Services	Marquees set up - Dec 21	490.00
28/01/2022	956822038	British Gas	Amphi Elec Supply - standing charge Dec 21	10.66
28/01/2022	SINV00539444	J G Fenn Ltd	A4 Cream Paper	54.40
28/01/2022	15258	Call Handling Services Ltd	Stone Helpline Charges Dec 21	7.23
28/01/2022	7070289285	Stafford Borough Council	SBC Election Charges - May 2021 Stonefield Contested	7,881.63
28/01/2022	SINV00537110	J G Fenn Ltd	A4 Paper, ink cartridges and replacement first aid kits	204.98
28/01/2022	6653669	Water Logic	Water Cooler - cancellation charges	44.00
28/01/2022	V01947243950	EE	Mobile Phone Charges	21.53
28/01/2022	V01947243950	EE	Mobile Phone Charges	21.53
28/01/2022	V01947243950	EE	Mobile Phone Charges	22.99
28/01/2022	152573	Prism Solutions	Prism IT Service Charge Jan 2022	1,207.60
28/01/2022	713412022140405	Pozitive Energy	STN Gas Usage Dec 21	386.00
28/01/2022	713382022140368	Pozitive Energy	FJC Elec Usage Dec 21	224.83
28/01/2022	INV-135772-45726	AutoEntry	AutoEntry Monthly Subscription - Jan 2021	9.00
28/01/2022	713392022142346	Pozitive Energy	STN Elec Usage - Dec 21	198.16
28/01/2022	INV127843472	Zoom Video Comm Inc	ZOOM Subscription Jan / Feb 22	47.96
04/01/2022	66815	Prism Solutions	PSTN Line Charges	46.69

Date: 21/02/2022

Time: 15:09:44

Stone Town Council - Payments

Page: 2

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
04/01/2022	66815	Prism Solutions	PSTN Line Charges	44.45
28/01/2022	1577152761	Adobe Systems Software	Adobe Acrobat Pro DC subscription extension for RM	24.48
28/01/2022	1010147945	Sage UK Ltd	Sage 50 Annual Payroll Licence to 17/01/23	281.00
28/01/2022	10012022	BMA Window Cleaner	Window Cleaning Jan 22	65.00
28/01/2022	10012022	BMA Window Cleaner	Window Cleaning Jan 22	25.00
28/01/2022	969701072	British Gas	Heritage Centre -Elec SC Dec 21	14.30
28/01/2022	743014903/001/01	Virgin Media Business	Broadband Usage 06/01/22 to 05/01/22	50.00
28/01/2022	713402022140405	Pozitive Energy	FJC Gas Usage Dec 21	521.50
28/01/2022	SI-159761	Mailing room	Franking Machine Rental Dec 21	60.00
28/01/2022	VEO1088073	Veolia ES (UK) Ltd	STN Waste Collection Dec 21	58.21
28/01/2022	VEO1088072	Veolia ES (UK) Ltd	FJC Waste Collection Dec 21	73.51
04/01/2022	Rates Jan 22	Stafford Borough Council	SBC Rates - Jan 2022	434.00
04/01/2022	Rates Jan 22	Stafford Borough Council	SBC Rates - Jan 2022	225.00
04/01/2022	Rates Jan 22	Stafford Borough Council	SBC Rates Mkt Sq - Jan 2022	35.00
28/01/2022	Expenses Claim	Trudy Williams	Refreshments for buffet Rem Sunday 2021	7.32
28/01/2022	Expenses Claim	Trudy Williams	Napkinsvand plates fior Mayor's Buffet 07/12/21	4.98
14/01/2022	Donation	Miscellaneous	Donation to P Smith for repair of gavel	10.00
19/01/2022	186590056	World Pay	Worldpay safer programmes fee Dec 21	15.00
26/01/2022	6643918v2	Water Logic	Office Water Cooler Rental - Dec 21	8.65
20/01/2022	7070289412	Stafford Borough Council	Office Rental Jan to Mar 2022	150.00
10/01/2022	2354485	British Gas	Elec charges Feeder Pillar 1 30 High St 21/11 to 21/12	8.52
13/01/2022	2361196	British Gas	Elec charges 61 High St to 27/12/21	19.44
				<u>13,374.55</u>