

Stone Town Council – Tourism & Town Promotion Sub-Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone,
on Tuesday 24 May 2022

PRESENT: Councillor Mrs J. Hood in the Chair and
Councillors: A. Best, J. Davies, R. Kenney, J. Powell, C. Thornicroft and S. Walley

Officers: L. Trigg and Mrs T. Williams

By Chairman's invitation: No Councillors

ABSENT: Councillors: Mrs K. Dawson and P. Leason

TTP23/001 Apologies

Councillors: Mrs K. Dawson and P. Leason

TTP23/002 Declarations of Interest and Requests for Dispensation

None received

TTP23/003 Representations from Members of the Public

None

TTP23/004 Minutes of Previous Meeting

The minutes of the Tourism & Town Promotion Sub-Committee meeting held on the 15 March 2022 (Minute Numbers TTP22/036 – TTP22/042), were approved as a correct record.

TTP23/005 Calendar of Events 2022

The Sub-Committee considered its plans for Town Council events in 2022 which included the arrangements for the following events:

- Queen's Big Lunch
The Chairman advised the Sub-Committee that plans to deliver an excellent fun filled Queen's Platinum Jubilee weekend for the people of Stone, were progressing very well.

A number of vendors had been secured for 'The Big Lunch' on Sunday 5 June, as well as entertainment for the children (including face painting and fair ground

* 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.

rides) and a good line up of live bands on stage. The event will begin with a performance from the Florence Brass Band and the Scout & Guide Marching Band will also be taking the stage.

The Chairman advised the Sub-Committee that every consideration had been given to public safety with appropriate risk assessments undertaken. A paramedic will be in attendance.

The public are invited to bring their picnics or purchase from local food vendors that will be in attendance at this free to enter event.

The Town Mayor has invited Ukrainian refugees living locally to attend and is awaiting to know their number.

The Chairman asked for volunteers to come forward to act as stewards on the day.

- Commonwealth Games Baton Route in Stone

The Chairman advised the Sub-Committee that a meeting had been held today about the Commonwealth Games Baton Relay which it had been confirmed will be coming to Stone on 19 July, beginning at 3:00pm (but the time could be up to half an hour earlier or one hour later):

The baton will be brought down the A34 onto the Fillybrooks, turning off at Walton Roundabout towards the Canoe Club where the entourage will rest and the baton carrier, who hasn't been confirmed, will paddle a canoe to the steps (before getting out again). They will then head up Crown Street, round on to Newcastle Street and down the High Street.

Banners will be produced, and bunting installed by the Town Council.

The Town Council will also let the local schools know.

The Chairman said that the latest information on the Relay will be fed back after another scheduled meeting has taken place.

The Chairman asked again for volunteers to come forward to act as stewards.

- Florence Brass Band Concert in Stonefield Park

The Chairman reminded the Sub-Committee that Florence Brass Band will be performing in a concert in Stonefield Park on 14 August 2022. She suggested that the concert be built around the Burma Star commemoration and that Councillor Leason be contacted for advice on the arrangements.

It is hoped that a cream tea can be served in the pavilion (subject to obtaining permission from Stafford Borough Council) and that an ice cream man will be in attendance.

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- Stone by the sea
The Town Clerk advised the Sub-Committee that it had been agreed that Stone by the Sea would be held from 17 to 20 August 2022 with the usual sand pit installed in Market Square. There will be new features this year with a Marvel Day (with Marvel characters) and another day with a dinosaur theme.
- Christmas Lights Switch-On
The Chairman advised the Sub-Committee that the Christmas Lights Switch-On would be held on 17 November 2022. Planning had not commenced yet but Christmas Lights Plus had the date in their diary.

A 'wash up' meeting for last year's event is still needing to be arranged.

TTP23/006 Hanging Baskets

The Chairman advised the Sub Committee that the hanging baskets were out in the town (with the exception of the railing boxes) but the displays needed to be distributed more evenly around the public areas.

TTP23/007 Reports from Working Groups

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

Remembrance Plaques Working Group

Councillor J. Davies advised the Sub-Committee that as far as the production of the plaques was concerned, the Working Group were waiting for Oak Tree Farm to get back up to speed following the Covid-19 pandemic.

Councillor Davies had spoken to the Town Clerk about any legal issues that needed to be covered in respect of installing plaques on properties.

One of the next tasks of the Working Group included visiting the properties identified to make judgement about whether they were suitable to receive a plaque.

Promotion of Stone Working Group

Some members of the Sub-Committee expressed the view that the Promotion of Stone Working Group was no longer needed post Covid-19 and it was agreed that the item be listed on the next agenda for consideration of its closure.

Councillor Walley reported on traders concerns about low footfall in the town and that the Promotion of Stone Working Group could consider this issue.

Market Strategy (Market Pricing & Strategy)

The Chairman advised the Sub-Committee that a very good and vibrant market was held last weekend which helped Stone to shine.

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Councillor Mrs Hood said that she hoped traders in the town had been pleased with the day.

Chairman

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Stone Town Council – Environment Sub-Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 24 May 2022

PRESENT: Councillor R. Townsend in the Chair and
Councillors: K. Argyle, T. Kelt, R. Kenney and J. Powell

Officers: L Trigg and Mrs T. Williams

By Chairman's Invitation: Councillors Mrs J. Hood and S. Walley

ABSENT: Councillors: Mrs A. Burgess, Mrs K. Dawson, M. Hatton and P. Leason

ENV23/001 Apologies

Councillors: Mrs K. Dawson and P. Leason

ENV23/002 Declarations of Interest and Requests for Dispensations

None received

ENV23/003 Representations from Members of the Public

None

ENV23/004 Minutes of Previous Meeting

- a) The minutes of the Environment Sub-Committee meeting held on the 15 March 2022 (Minute Numbers ENV22/031 – ENV22/038), were approved as a correct record.

ENV23/005 Covid-19 Commemoration

The Chairman advised the Sub-Committee that as a new chairman he was getting up to speed with issues affecting the Sub-committee and understood that Councillor Mrs Hood and Councillor Leason had met on site to discuss the location of the commemoration area.

The Chairman invited an update from Councillor Mrs Hood who confirmed that the Grounds Maintenance contractor had agreed with the location of the tree planting and that he envisaged creating a horseshoe shape. The variety of tree was to be revisited due to an issue with the height of the variety chosen originally, and consideration given to the flooding that often occurs in the area chosen in the winter.

The Chairman said that planting of the Covid-19 Commemoration was scheduled from September to November 2022 as this is the best time.

The Sub-Committee believed that a plaque would be installed as part of the commemoration, but the Town Clerk would check this point in the records.

ENV23/006 Crown Meadow Improvements

The Sub-Committee noted the update on the work being undertaken by the Council's Grounds Maintenance Contractor.

The Chairman confirmed that all seemed to be in order.

The Chairman advised the Sub-Committee that he would in future be involved in the regular update meetings held between the Deputy Town Clerk and the Grounds Maintenance Contractor.

ENV23/007 Environmental Issues Checklist

The Chairman suggested that the Environmental Issues Working Group should prepare a policy checklist to support committees and sub-committees when they are considering environmental issues and ensuring compliance with Council Policy.

The checklist could also be used by the Town Council when commissioning services and in ascertaining a supplier's environmental credentials.

The Sub-Committee suggested a form of checklist had been produced when the Environment policy document was taken forward and that this could be used as a starting point.

RESOLVED: That the Environmental Issues Working Group prepares an Environment Policy Checklist to support the work of the Town Council's Committees and Sub-Committees.

ENV23/008 Environmental Issues Working Group

- a) The Sub-Committee noted the resignation of co-opted Environmental Issues Working Group member, Tracy Lindop. The Chairman asked that the Sub-Committee's appreciation of her valuable contribution to the Working Group over the past two years be put on record and wished her well for the future.
- b) The Chairman asked the Sub-Committee to consider a proposal that all Environment Sub-Committee members become members of the Environmental Issues Working Group to eliminate past difficulties in bringing some of the issues to a conclusion and to be able to tackle new and complex issues with focus in the future.

The Chairman said he believed the Working Group should have specific

and defined rather than broad brush tasks which could be dealt with by circulation of information, communication by email and conversations, rather than just meetings.

The Sub-Committee suggested it was not always possible for people with limited financial resources to put the environment first as they had difficult choices to make and couldn't always afford the most environmentally friendly option.

RESOLVED: That all Environmental Sub-Committee Members become members of the Environmental Issues Working Group.

ENV23/009 Updates

- a) The Chairman invited the Town Clerk to provide an update on Energy audits at the Frank Jordan Community Centre and the Stone Station Community Centre.

The Town Clerk advised the Sub-Committee that the contract had been awarded some time ago, but the work hadn't yet been undertaken. After chasing the company, he had been told that the work would be done by next week.

- b) The Chairman invited the Town Clerk to provide an update on recycling and single use plastics audit at the Town Council office.

The Town Clerk advised on the following:

- Plastic pens and pencils – are difficult to replace as there is a limited range of non-plastic items. Whilst the item was difficult to deliver on, no new plastic pens had been purchased.
- Water cups in the office – eco cups have been purchased for the hot drinks machine and old stocks of plastic drinking cups were being used up. The eco cups are the only recyclable cups available and although not recycled by all authorities, had not been tested with Stafford Borough Council.
- Water bottles – three of the four water coolers had been eliminated leaving just the unit in the Town Council office which will stay until the contract ends.
- Ink Cartridges – no alternative was available at present. The Town Council is in the process of replacing the photocopier with a smaller refurbished/recycled model and there is a recycling program for ink cartridges.
- IT and telephony equipment – These have recently been replaced, but are not single use. The old equipment has not yet been disposed of.

ENV23/010 Reports of Working Groups

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

Environmental Issues Working Group

Councillor Kelt reminded the Sub-Committee that he had approached the Stone & Eccleshall Gazette about the publication of an environmental article for the purpose of promoting the topic of the environment, gauging the level of interest from the people of Stone and possibly facilitating the setting up of town groups.

An accompanying paper* and draft article* (produced by Councillor Kelt) had been attached to the agenda for the meeting.

Councillor Kelt proposed (after receiving approval from the Environmental Issues Working Group) that the Sub-Committee recommend the article for approval by the General Purposes Committee.

Councillor Argyle expressed his strong view that a number of points needed further discussion and proposed an amendment that additional work be undertaken before submission to the General Purposes Committee. The amendment was not supported.

The Sub-Committee congratulated Councillor Kelt on his informative document which was intended to be advisory and general in nature with the opportunity to add detail as further articles are produced.

RECOMMENDED: That the Environmental article is recommended to the General Purposes Committee for publication in the Stone & Eccleshall Gazette.

Chairman

Stone Town Council – Mayor’s Charity Sub-Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 24 May 2022

PRESENT: Councillor J. Powell in the Chair and
Councillors: A. Best, J. Davies, Mrs L. Davies, Mrs K. Dawson, Mrs J. Hood and
R. Kenney.

ABSENT: Councillor Mrs L. Davies and Mrs K. Dawson

MC23/001 Apologies

Councillor Mrs L. Davies and Mrs K. Dawson

MC23/002 Declarations of Interest

None

MC22/003 Minutes of Previous Meeting

The minutes of the Mayor’s Charity Sub-Committee meeting held on 6 July 2022, Minute Numbers MC23/001 – MC23/006, were approved as a correct record.

MC23/004 Mayor 2021-22 – Report of final amounts donated to the Mayor’s Charities

The Town Clerk reported that during the Mayoral year (which had been partly curtailed by the pandemic), a sum of £1,316.00 had been raised, to be allocated between the Town Mayor’s chosen charities which during 2021-22 were Stone Community Hub and Chuckle Productions.

The Town Mayor confirmed that he would like the monies raised to be apportioned equally between the two charities.

RESOLVED: That the total sum collected on behalf of the Mayor’s Charities for the year 2021-22 be apportioned equally between Stone Community Hub and Chuckle Productions.

MC23/005 Mayor 2022-23 – To confirm the charities for the year.

The Chairman, Councillor J. Powell, proposed that the Mayor’s chosen charities for the year 2022-23 should again be:

- Chuckle Productions
- Stone Community Hub

RESOLVED: To support the Mayor's choice of proposed charities.

Town Mayor

Introduction

1. In order to operate the town markets, the Council employs a contractor to erect, remove and store its marquees. With the exception of some minor changes to the minimum charge, and despite a change of contractor a few years ago, charges to the Council for this service have remained unchanged for at least ten years.
2. The Council's contractor has recently requested an increase from £25¹ per marquee per market to £30 per marquee, but is prepared to reduce the minimum charge per market day from £50 to £40 to partly offset this. There is no proposed change in the £5 cost for the use of a table.
3. This report considers the Council response to the proposed change.

Analysis

4. In respect of the requested increase, I recommend that the Council accept the proposal from the contractor. The prices have remained unchanged for a significant period of time, and the increases now being proposed look reasonable in that context. They have not, however, been budgeted for, so the Council needs to consider how it will deal with the financial impact of these increases.
5. During the last financial year, the total cost paid to the contractor for this service, including the provision of tables, was £9,600. Against this, income of around £12,000 was received from traders for the hire of tables and marquees. This leaves an annual operating surplus of just £2,400. Even when added to the income from market traders that do not use marquees of around £2,700 in the last financial year, this falls well short of covering the ongoing costs for the purchase and maintenance of marquees and the administration involved in organising the markets.
6. Once the proposed increase is applied, and assuming future trading levels continue broadly at their current levels, the annual operating surplus would reduce from £2,400 to just £500.

Proposals

7. There are three options open to the Council to deal with this issue:

¹ All prices in this report exclude VAT. No VAT is charged on market stall rentals.

- a. Do nothing, and cover the additional cost by approving a supplementary estimate from reserves.
 - b. Stop the provision of marquees, and only rent pitches to traders with their own facilities.
 - c. Increase the income received from market rentals to cover the cost of the contractor's increase.
8. These options are considered below.
9. **Supplementary estimate from reserves:** This is not recommended. Reserves are currently forecast to be at a particularly low level over the next few years due to the development of the Stone Heritage Centre, so any unnecessary use of reserves should be avoided, if possible.
10. **Stop the provision of marquees:** This is also not recommended. It is potentially the most financially beneficial to the Council, as income from the charge to the trader is virtually all used to pay for the marquee, leaving only a minimal amount that falls well short of covering the Council's other costs. Most of the Council's current traders, however, rely on the availability of a marquee and non-provision could result in a further reduction in trader numbers.
11. **Increase market rentals:** This is the recommended option. Generally, market rents are increased annually from 1st April as agreed in the Council's budget. This has been 3% per annum in recent years. The last full price review was undertaken by this Committee in November 2018, when the price for a stall with a marquee was reduced significantly from £42.60 to £30.60, with a 50% surcharge introduced on the new, reduced price for stalls on the same day as the Farmers' Market.
12. It is suggested that the Council should implement a mid-year price increase from 1st July 2022. The increased prices set out below would reinstate the operating surplus to around its current level, assuming that the number of stalls remains broadly the same:

	Current Charge	Proposed Charge
Stall with Marquee	£33.50	£39.00
Stall with Marquee – Farmers' Market Day	£50.50	£56.00

13. No change is recommended to charges for stalls without marquees.
14. In order to consider this in the context of charges made by other markets in the area, the prices at a number of local markets for similar, 4.5m x 3m stalls were investigated.
15. At Penkridge Market, pitches are charged at £3 per foot with no marquee provided. For a pitch the equivalent size of Stone's the charge to the trader would therefore be around £45 and they would also need to provide their own marquee. Lichfield Market outdoor stalls start at £19.70 for a pitch, again with no marquee, with higher prices at weekends. Stafford

Borough's Farmers' Market charges £88.60 for a full marquee with tables. The least expensive market locally appears to be in Leek, with a charge of £20 for a regular attendee at a weekday market including a 3m x 3m marquee.

Conclusions

16. This report has considered the price increase requested by the Council's marquee contractor and the actions that the Council should take into consideration as a result.
17. The Committee is asked to consider the options in this document and determine how it wishes to proceed.

Recommendations

18. The Committee is recommended to:
 - a. Agree to the request for increased prices received for the Council's marquee contractor.
 - b. Increase charges to market stall traders with effect from 1st July 2022, as set out in the report.

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Stone Town Council - Payments

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

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

Payment Date From : 01/04/2022

Payment Date To : 30/04/2022

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
26/04/2022	2131570683	Adobe Systems Software	Adobe Acrobat DC Pro x 3 18/3/22 to 18/3/23	515.52
01/04/2022	stw-INV05962503	Water Plus	Water Usage - Feb / Mar 22	68.25
09/04/2022	SI-169848	Mailing room	Franking Machine Rental 01/04/22 to 30/06/22	60.00
01/04/2022	stw-INV05961745	Water Plus	Water Usage - Mount Rd - Feb / Mar 22	32.39
25/04/2022	VE01092942	Veolia ES (UK) Ltd	Waste Collection - March 2022	98.51
01/04/2022	67225	Prism Solutions	Leased Line Rental	46.69
01/04/2022	67225	Prism Solutions	Leased Line Rental	44.45
11/04/2022	2711142	British Gas	Elec - Feeder Pillar 1 21/2/22 to 21/3/22	7.95
11/04/2022	2713112	British Gas	Elec - 61 High St - 21/2/22 to 21/3/22	3.04
25/04/2022	VE01092943	Veolia ES (UK) Ltd	Waste Collection - March 2022	86.51
08/04/2022	32	MJ Plant	Topping of Crown Meadow	324.00
08/04/2022	39	MJ Plant	Annual Tree Pruning 21/22	1,236.00
08/04/2022	36	MJ Plant	Power wash and clean bus shelters plus removal of	825.00
08/04/2022	35	MJ Plant	Hedge Cutting at Mount Road Allotments	178.00
08/04/2022	34	MJ Plant	Removal of bullrushes at Crown Meadow	500.00
08/04/2022	37	MJ Plant	Grounds Maint - Amphi, CM, MR Allot, Abbey St, Old	1,600.00
08/04/2022	276342	Hammond Hygiene Solutions Ltd	Toilet Rolls and hygiene materials - credit note due	86.25
06/04/2022	V01976186577	EE	Mobile phones	21.53

Date: 23/05/2022

Time: 17:53:31

Stone Town Council - Payments

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
06/04/2022	V01976186577	EE	Mobile phones	21.53
06/04/2022	V01976186577	EE	Mobile phones	22.99
25/04/2022	743014903/001/04	Virgin Media Business	Broadband Usage 06/03/22 to 05/03/22	50.00
18/04/2022	713412022168345	Pozitive Energy	Gas Usage STN Mar 2022	253.28
29/04/2022	SI-755	Staffordshire Parish Councils' Association	SPCA Annual Subscription 2022/23	1,088.90
28/04/2022	65447660	Fasthosts Internet Ltd	Domain name renewal www.stonetowncouncil.gov.uk	61.00
22/04/2022	SINV00553021	J G Fenn Ltd	Ink Cartridges x 4 and misc stationery	545.44
22/04/2022	INV-8659	EDG Security Limited	Security Camera Monitoring and Maint to 17/04/23	320.00
29/04/2022	444008	Virgin Media Business	Telephone Rental Charges / Call Cost 22/3/22 to	121.48
21/04/2022	INV143205175	Zoom Video Comm Inc	ZOOM Subscription Apr/May 2022	47.96
08/04/2022	480	Masquerade Costume Hire	Town Crier Costume Hire - Jubilee Event	132.40
22/04/2022	44034	Panda Press (Stone) Ltd	Civic Dinner Menu Cards	49.00
29/04/2022	INV-0697	Current Electrical & Property Services	St, George Event 23/04/22 - power supply and crowd	481.60
25/04/2022	1246742	Crown Gas & Power	Gas Supply Standing Charges - Heritage Centre 2/11/21	79.55
19/04/2022	INV-135772-50736	AutoEntry	AutoEntry Monthly Subscription - Apr 22	9.00
22/04/2022	15815	Call Handling Services Ltd	Stone Helpline Charges Mar 22	5.48
18/04/2022	713402022168345	Pozitive Energy	Gas Usage FJC March 2022	430.70
25/04/2022	713382022173292	Pozitive Energy	Elec Usage March 2022	224.85
22/04/2022	INV000127	Hearts Cross Medical	Medical Support at Lights Switch on 2021	100.00
18/04/2022	713392022168345	Pozitive Energy	Elec Usage March 2022	210.39
20/04/2022	984558803	British Gas	Amphi Elec Supply - standing charge Mar 22	11.02
25/04/2022	155847	Prism Solutions	Prism IT Service Charge April 2022	769.25
24/04/2022	FB026087	Stone House Hotel	Civic Dinner x 64	1,649.00
11/04/2022	INV-1216	IG Stage Hire	Stage and Lighting Hire 30% Deposit - Jubilee Event	457.50
22/04/2022	Civic Dinner 2022	Miscellaneous	Singer at Civic Dinner April 2022	250.00
20/04/2022	7070289968	Stafford Borough Council	Office Rental 20/04/22 to 19/07/22	150.00
				<u>13,276.41</u>