

**Town Clerk**  
Les Trigg

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STONE  
ST15 8JP

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31 May 2022

Dear Councillor,

A meeting of the **TOWN COUNCIL** will be held at the **Frank Jordan Centre, Lichfield Street, Stone**, on **TUESDAY 7 JUNE 2022 at 7:00pm** for consideration of the matters itemised in the following agenda.

Les Trigg  
Town Clerk

#### Agenda

1. **To receive apologies for absence**
2. **Declarations of Interest and Requests for Dispensations**
3. **Representations from Members of the Public**
4. **To confirm as a correct record the minutes of the Annual Meeting of the Town Council held on 10 May 2022, Minute Numbers C23/001 – C23/012 (attached)**
5. **To receive the draft minutes and decisions of the under mentioned Committees:**
  - a) General Purposes Committee meeting held on 17 May 2022, Minute Numbers GP23/001 – GP23/017 (attached)
  - b) Planning Consultative Committee meeting held on 17 May 2022, Minute Numbers PC23/001 – PC23/006 (attached)

**6. Internal Auditor's Report 2021-22**

The Council is required to consider an Internal Audit Report before approving the accounts for submission to the External Auditors. The following reports have been enclosed:

- a. Formal Internal Audit submission to the External Auditors
- b. Report from Internal Auditor

Members are asked to consider the reports.

**7. Annual Governance Statement 2021-22**

To consider the Annual Governance Statement for submission to the external auditor (attached).

**8. Council Accounts 2021-22**

To consider the report of the Town Clerk (attached) and the accounting statement for submission to the external auditor.

**9. Local government Transparency Code 2015  
Openness of Public Bodies Regulations 2014**

Information for Quarter ending 31 March 2022 (attached).

**10. To receive the forthcoming Civic Announcements (attached).**

**11. To receive the Town Mayor's and Deputy Town Mayor's Reports of Engagements (attached).**

Members of the public are welcome to attend the Town Council 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

## Minutes of the Annual Meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 10 May 2022

**PRESENT:** Councillor J. Powell in the Chair and  
Councillors: K. Argyle, A. Best, Mrs K. Dawson, I. Fordham, J. Hickling, Mrs J. Hood,  
T. Kelt, R. Kenney, P. Leason (from agenda item 2, Minute Number C23/002) and  
C. Thornicroft

Officers: L. Trigg & Mrs T. Williams

**ABSENT:** Councillors: Mrs A. Burgess, M. Green, M. Hatton, R. Townsend, J. Davies,  
Mrs L. Davies (after prayers) and S. Walley

Before the meeting began Councillor Mrs Lin Davies led prayers.

After prayers, Councillor Mrs Davies left the meeting.

### **C23/001 To appoint the Town Mayor for the ensuing year**

Councillor J. Powell invited nominations for Town Mayor for the ensuing year.

Councillor Mrs J. Hood nominated Councillor Jonathan Powell.

Councillor I. Fordham seconded the nomination. There were no further nominations and all members agreed.

**RESOLVED:** To re-appoint Councillor Jonathan Powell as Stone Town Mayor for the year 2022-23.

The Town Clerk invited Councillor Powell to sign the Declaration of Acceptance of Office. Councillor Powell retained the Chain of Office.

Councillor Powell announced that his wife, Mrs Nancy Powell, would be his Consort. Mrs Powell retained her Chain of Office.

Councillor Powell stated that Reverend Prebendary Ian Cardinal, Rector of St Michael and St Wulfad and Aston and St Saviour Churches, would be asked to continue as Mayor's Chaplain for the new mayoral year.

Councillor Powell addressed the Town Council.

Councillor Powell advised the Council that it had been a great honour to hold the office of Mayor over the previous twelve months, and that he and the Mayoress had again felt honoured that fellow Councillors believed them good enough to continue into a second term.

Councillor Powell said that local events and activities had been thin on the ground (as a result of the Covid-19 pandemic), although he and Mrs Powell had enjoyed the engagements they had attended. He hoped the new term would bring more normality and community interaction, allowing them the opportunity to represent, encourage and support the people of Stone.

**C23/002 To appoint the Deputy Town Mayor for the ensuing year**

Councillor Powell invited nominations for Deputy Town Mayor.

Councillor R. Kenney proposed Councillor A. Best as Deputy Town Mayor for the ensuing year. This was seconded by Councillor Mrs J. Hood. No further nominations were received, and all members agreed.

RESOLVED: To appoint Councillor Andrew Best as Deputy Town Mayor for the year 2022-23.

The Town Clerk invited Councillor Best to sign the Declaration of Office and he received his Badge of Office from Councillor Mrs Dawson, the outgoing Deputy Town Mayor.

Councillor Best thanked the Town Council for appointing him to the position of Deputy Mayor and announced that his wife, Mrs Roselyn Best, would be his Consort. Mrs Best accepted the Deputy Mayor's Consort badge of Office, away from the meeting.

**C23/003 To thank and record the Town Council's appreciation of the services of the retiring Town Mayor, Deputy Town Mayor and their Consorts**

Councillor Mrs Hood expressed her appreciation of Councillor and Mrs Powell's service as Mayor and Mayoress and the excellent job they have done over the previous term.

Councillor Powell thanked the outgoing Deputy Town Mayor, Councillor Mrs Kerry Dawson, who has stepped in to represent the Town Mayor on a number of occasions and had represented the Town in an exemplary way.

**C23/004 Apologies for Absence**

Apologies were received from Councillors Mrs A. Burgess, J. Davies, Mrs L. Davies, M. Green, R. Townsend and S. Walley.

**C23/005    Declarations of Interest and Requests for Dispensations Received**

None

**C23/006    Minutes**

RESOLVED:

- a) That the minutes of the Town Council Meeting held on the 5 April 2022 (Minute Numbers C22/088 – C22/095), be signed by the Chairman as a correct record.

**C23/007    Committee Minutes**

RESOLVED:

- a) The minutes of the General Purposes Committee Meeting held on the 5 April 2022 (Minute Numbers GP22/181 – GP22/197), were noted.
- b) The minutes of the Planning Consultative Committee Meeting held on the 5 April 2022 (Minute Numbers PC22/061 – PC22/066), were noted.

**C23/008    Committee Terms of Reference**

The Council considered the terms of reference for the Council’s General Purposes and Planning Committees.

RESOLVED: The terms of reference for the Council’s General Purposes and Planning Committees were approved without amendment.

**C23/009    To determine membership and elect the Chairman and Vice-Chairman of General Purposes Committee and Planning Committee for 2022-23**

It was proposed that all members be appointed to both the General Purposes Committee and Planning Committee.

RESOLVED: That all Members be appointed to the General Purposes Committee and Planning Committee.

**Chairman of the General Purposes Committee:**

RESOLVED: That Councillor R. Kenney be appointed as Chairman of the General Purposes Committee for the year 2022-23.

**Vice Chairman of the General Purposes Committee:**

RESOLVED: That Councillor I. Fordham be appointed as Vice Chairman of the General Purposes Committee for the year 2022-23.

**Chairman of the Planning Consultative Committee:**

RESOLVED: To appoint Councillor T. Kelt as Chairman of the Planning Consultative Committee for the year 2022-23.

**Vice Chairman of the Planning Consultative Committee:**

RESOLVED: To appoint Councillor J. Davies as Vice Chairman of the Planning Consultative Committee for the year 2022-23.

**C23/010 To defer other business under Standing Order 2, paragraph (j) to an appropriate meeting of the General Purposes Committee**

RESOLVED: That all other business under this Standing Order be deferred to the General Purposes Committee

**C23/011 To resolve, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the Public and Press be excluded from the meeting whilst the next item of business is discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate**

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

**C23/012 Confidential Committee Minutes**

RESOLVED:

The draft Confidential Minutes of the General Purposes Committee meeting held on 5 April 2022 (Minute Numbers GP22/181, GP22/196 and GP22/197), were noted.

**TOWN MAYOR**

# Stone Town Council – General Purposes Committee

## Minutes of the meeting held at the Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 17 May 2022

**PRESENT:** Councillor R. Kenney in the Chair, and  
Councillors: K. Argyle, A. Best, J. Davies, Mrs L. Davies, Mrs K. Dawson, I. Fordham,  
M. Green, Mrs J. Hood, T. Kelt, P. Leason (from Minute Number GP23/004),  
J. Powell, C. Thornicroft and S. Walley

Officers: L. Trigg and Mrs T. Williams

**ABSENT:** Councillors: Mrs A. Burgess, M. Hatton, J. Hickling and R. Townsend

The Chairman and Town Councillors welcomed Councillor Green back to the Council with a round of applause, following his period of absence due to ill health.

### **GP23/001 Apologies**

Apologies were received from Councillors Mrs A. Burgess and R. Townsend.

### **GP23/002 Declarations of Interests**

None

### **GP23/003 Requests for Dispensations**

None

### **GP23/004 To receive the report of the County Councillors**

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

The Chairman invited Councillor Mrs Hood to address the Committee.

#### **Church Street**

Councillor Mrs Hood advised the Committee that she would be visiting Church Street with Officers from the Highways Department on 23 May 2022 to look at whether double yellow lines could be extended at the top section (by the apartments). This follows residents' concerns that vehicles were being parked on both sides of the street, restricting and making access difficult (especially to emergency services).

#### **Recycling Facility**

Councillor Mrs Hood informed the Committee that Stone Traders were unhappy that the Stone Recycling Centre was turning them away when, due to the open borders policy, other users from the wider surrounding areas were successfully able to deposit their waste items at the facility.

\* 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.

Potholes

Councillor Mrs Hood informed the Committee that the Highways Department were doing a good job in filling potholes but were still working through them.

She asked that Councillors encourage residents to report their Highways issues/faults through the online 'Report It' system, and if they are not online, Councillors could easily undertake the task on their behalf.

Councillor Mrs Hood read an email from the Highways Department explaining the current position on outstanding repairs to Walton Roundabout. Officers are aware of its poor condition and have included it on the Forward Structural Maintenance Programme along with the two roundabouts at the junction with Newcastle Road and Whitebridge Lane. Walton roundabout has been identified as a high priority along with other locations but there is no specific funding for it in the 2022-23 programme. There is however £3.2m identified for structural maintenance in the County which will be spent on a decision led basis by Cabinet members.

Councillor Mrs Hood reassured Councillors that she will continue to pursue the matter but there are too few resources, and the job will be expensive with four roads needing to be closed and not just the one.

Councillor Mrs Hood said she will also be looking at the installation of yellow lines on Whitebridge Road and a couple of other areas.

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

Councillor Parry was not in attendance at the meeting.

Councillor Green requested to know the date when County Councillor Parry last attended a meeting of the Town Council.

#### **GP23/005 To receive the report of Borough Councillors**

The Chairman invited Councillor Fordham to address the Committee.

Councillor Fordham advised the Committee that Councillor Philip Leason had been installed as Mayor of Stafford Borough at the weekend which was a lovely occasion. A good Council meeting was followed by an excellent procession, an interesting multi faith service and most impressive march past. He said the day had reflected well on Philip and on the town.

Councillor Fordham and Committee Members wished Councillor Leason well for the next year.

The Chairman invited Councillor Leason to address the Committee.

Councillor Leason thanked Councillor Fordham for his report.

Councillor Leason advised the Committee that he would be inviting Councillors, Town Council staff and their partners to a reception in the Mayor's Parlour on the 23 June 2022 at 7:00pm. The details will be circulated shortly.

The Chairman invited Councillor Mrs Hood to address the Committee.



Councillor Mrs Hood informed the Committee that Stone Borough Councillors had been appointed to positions of responsibility at the Borough Council. She would be chairing the Community Wellbeing Scrutiny Committee.

Councillor Walley was appointed as the Walton Community Centre representative.

**GP23/006 Representations from Members of the Public**

None

**GP23/007 Minutes**

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on 5 April 2022 (Minute Numbers GP22/181 – GP22/197), be approved as a correct record.

**GP23/008 Minutes of Sub-Committees**

There were no sub-committee minutes for consideration.

**GP23/009 Sub-Committee Terms of Reference**

The Committee considered the terms of reference for the Council's Sub-Committees, a copy of which had been attached to the electronic version of the agenda for the meeting.

RESOLVED: That the terms of reference for Sub-Committees are accepted with the following wording replacing the current wording at paragraph 3.13:

To consider matters of Council policy related to environmental services. Whilst the scope of these services is likely to change from time to time, at the date of approval of these terms of reference this consisted of:

- a. Crown Meadow
- b. Grounds maintenance
- c. Allotments
- d. Environmental damage issues (e.g., climate change, waste control, pollution, biodiversity, green spaces)

**GP23/010 To appoint the Members, Chairmen and Vice Chairmen of the following Sub-Committees:**

RESOLVED: To appoint seven members to each Sub-Committee for the municipal year 2022-23.

RESOLVED: To appoint the following Chairmen, Vice Chairmen and Members to the Sub Committees for the municipal year 2022-23:

**Tourism & Town Promotion**

Chairman: Councillor Mrs J. Hood

Vice Chairman: Councillor C. Thornicroft

Members: Councillors: A. Best, J. Davies, Mrs K. Dawson, P. Leason and S. Walley

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### **Environment**

Chairman: Councillor R. Townsend

Vice Chairman: Councillor T. Kelt

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

### **Estates**

Chairman: Councillor A. Best

Vice Chairman: Councillor Mrs K. Dawson

Members: Councillors: I. Fordham, J. Davies, Mrs L. Davies, Mrs J. Hood and C. Thornicroft

### **Management**

Chairman: Councillor J. Davies

Vice Chairman: Councillor I. Fordham

Members: Councillors: K. Argyle, Mrs L. Davies, Mrs K. Dawson. T. Kelt and S. Walley

### **Neighbourhood Plan Steering Group**

Chairman: Councillor Mrs J. Hood

Members: Councillors: I. Fordham, J. Davies

Co-opted Members:

### **Mayor's Charity**

Chairman: Councillor J. Powell

Members: Councillors: A. Best. J. Davies, Mrs L. Davies, Mrs K. Dawson, Mrs J. Hood and R. Kenney

In addition, the Town Mayor and the Chairman of the General Purposes Committee are ex-officio members of all committees and sub-committees where they are not members in their own right, as set out in Standing Orders.

## **GP23/011 Appointment to Outside Bodies**

The Committee considered appointments as the Council's representatives on outside bodies:

RESOLVED: To make the following appointments of Council representatives on outside bodies:

**Stone ATC** (Mayor plus 1 member)

Councillors: Town Mayor and J. Davies

**Age Concern Stone & District** (2 members)

Councillors: J. Davies and C. Thornicroft

**Stafford & Stone Access Group** (1 Member)

Councillor T. Kelt

**Trustees of the Town Hall Charity** (all members)

All Councillors

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**Stone Community Hub Group**

Councillors: Mrs L. Davies, Mrs J. Hood and J. Powell

**Stone Area Parish Liaison Group**

Councillor J. Davies

NOTE: Current membership of the following bodies will continue until the stated dates, or until retirement by an individual member, even if the members cease to be members of the Council.

**Stone Common Plot Trustees** (four-year term)

Currently Mrs L. Davies, Mrs J. Hood, T. Kelt and R. Kenney (all members' terms run to May 2023)

**Richard Vernon Trust** (four-year term)

Currently J. Davies, Mrs L. Davies and J. Powell (all members' terms run to 2023)

**SPCA Executive Committee** (one member elected for a two-year term)

Councillor M. Green (to December 2023)

**GP23/012**    **Town Council Surgeries**

The Committee considered the report of the Town Clerk\* (which had been attached to the agenda for the meeting).

The General Purposes Committee had previously considered a Members Item and a follow-on report presented by Councillor Walley, asking the Committee to consider the introduction of Town Council surgeries or 'residents Engagement Events'.

The Committee resolved on 5 April 2022 that it wanted to have three once a month trial surgeries at the Frank Jordan Centre and Councillor Kenney, Councillor Walley and the Town Clerk had been charged with considering the detail for the engagement events and reporting back to the Committee.

The Town Clerk went through the report and the Committee discussed the advantages and disadvantages of the proposed model that had been presented.

RESOLVED:

The Committee resolved to:

- a. Support the proposals in the report for the surgery trial period.
- b. Ask Town Councillors to provide their names and availability to the Town Council office by 24 May 2022 in order that a rota can be drawn for three x once monthly trials, to be held at the Frank Jordan Centre.
- c. Authorise the Town Clerk in consultation with the Chairman of this Committee, to make any changes required to ensure the effective operation of the trial.

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**GP23/013 Town Council Payments**

RESOLVED: To note the list\* of Town Council payments made during the period 1 to 31 March 2022.

**GP23/014 Update from Working Groups:**

**Neighbourhood Plan Steering Group**

Councillor Mrs Hood reported that the Neighbourhood Plan Steering Group had not met.

**Stone Heritage Centre Steering Committee**

Councillor Kenney advised the Committee that the Heritage Centre Steering Committee had not met as tender documents were awaited with the hope of a draft copy being available next week.

**Engagement with Young People**

Councillor Mrs Dawson informed the Committee that no meeting had taken place.

**Queen's Platinum Jubilee Steering Group**

Councillor Mrs Hood informed the Committee that the Group was making excellent progress with its plans for The Big Lunch. Lots of fun and musical entertainment was planned with a number of bands, food stands and hopefully a bar. The event will be free at entry and opened by Florence Brass Band.

**GP23/015 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 a meeting had taken place on 27 April with a good selection of parishes represented. There continued to be some disillusionment with the Borough Council on various issues.

At the next meeting in July, the Liaison Group is hoping that a representative from the Safer Roads Partnership will be in attendance to give a presentation on Community Speed Watch.

**Stone ATC**

Councillor Davies advised the Committee that a very good meeting had taken place on 3 May 2022 with the Civilian Welfare Committee, consisting mainly of parents of existing cadets, who were doing an enthusiastic and competent job.

The Squadron is now back up to speed after the Covid-19 Pandemic. Their biggest issue currently is that their minibus has had to be scrapped and different sources of income are being investigated.

Councillor Davies advised that morale was high which was good to see.

**Age Concern Stone & District**

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

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### **Stafford & Stone Access Group**

Councillor Kelt advised the Committee that a meeting had taken place on 20 April and most of the discussion had been on how to spend the money that was going to Stafford and whether access details could be included in the way the town was developed. There was some discussion on the survey with regards to access at Stone Station Platform (which was currently underway).

### **Stone Common Plot Trustees**

Councillor Mrs Hood advised the Committee that the Stone Common Plot AGM had taken place on 27 April 2022 and a number of people had attended.

A number of new trustees were appointed to the board, and it was good to hear that only one farmer had brought his cattle to the Plot, cutting down the risk of tuberculosis. The only downside reported was that the footfall had increased to an enormous number of people during the pandemic, which didn't seem to be waning.

Councillor Green pointed out that there are access issues for disabled people when holding an AMG in the Council Chamber and suggested that this be considered in future years.

### **Stone Community Hub Liaison Group**

Councillor Mrs Hood advised the Committee that no meeting had been held.

### **SPCA Executive Committee**

Councillor Green had not been able to attend the meetings.

**The meeting was adjourned and then reconvened after the Planning Consultative Committee meeting had taken place.**

### **GP23/016 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.

### **GP23/017 Confidential Minutes**

RESOLVED:

That the Confidential Minutes of the General Purposes Committee meeting held on 5 April 2022, Minute Numbers GP22/181, GP22/196 and GP22/197 be approved.

**CHAIRMAN**

# Stone Town Council – Planning Consultative Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 17 May 2022

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

Officers: L. Trigg & Mrs T. Williams

**ABSENT:** Councillors: Mrs A. Burgess, M. Hatton, J. Hickling and R. Townsend

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**PC23/001**     **Apologies**

Apologies were received from Councillors: Mrs A. Burgess and R. Townsend

**PC23/002**     **Declarations of Interest and Requests for Dispensations**

Councillor Mrs Hood confirmed that, as a member of Stafford Borough Council's Planning Committee, she would not be commenting or voting on the planning applications listed on the agenda.

Councillor I. Fordham declared an interest in planning application 22/35606/FUL

**PC23/003**     **Representations from Members of the Public**

None received

**PC23/004**     **Minutes**

RESOLVED:

That the minutes of the Planning Consultative Committee meeting held on 5 April 2022 (Minute Numbers PC22/061 – PC22/066), be approved as a correct record.

**PC23/005**     **Planning Applications**

**Application Number** – 21/35412/HOU

**Applicant** – Mrs P. Sutherland

**Location** – 4 River Way, Stone

**Development** – Conversion of existing loft to habitable space, alterations to roof and landscaping works

**Observations:** No comments were made on this planning application.

**Application Number** – 22/35558/HOU

**Applicant** – Mr R. Sims

**Location** – 19 Beechwood Drive, Stone

**Development** – Single storey rear extension with alterations to existing garage

**Observations:** No objections

**Application Number** – 22/35589/HOU

**Applicant** – Mr & Mrs A. Clay

**Location** – 138 Newcastle Road, Stone

**Development** – Side and rear two and single storey extensions and alterations to a two-storey dwelling

**Observations:** The Town Council has no objections to the development proposal on the assumption that the objections of Cadent Ltd and recommendations of the Borough Council's Environmental Health Department are observed and complied with.

**PC23/006**

**To note the following items considered under delegated powers where no objections were forwarded to Stafford Borough Council due to no Member asking for the item to be considered by a special meeting of the Committee.**

**Application Number** – 21/35131/HOU

**Applicant** – Mr & Mrs D. Bell

**Location** – 38 St Chads Close, Stone

**Development** – alterations and extension

**Observations:** Due to the objections raised by the Highways Department and the Borough Planning Department, the Town Council also objects to this planning application.

**Application Number** – 21/35472/HOU

**Applicant** – Mr Lewis

**Location** – 7 Rowan Close, Stone

**Development** – Single storey front porch

**Observations:** No objections

**Application Number** – 22/35440/HOU

**Applicant** – Miss V. Lloyd

**Location** – 61 Mount Avenue, Stone

**Development** – Single storey rear and side extension, new porch to front elevation

**Observations:** No objections

**Application Number** – 21/35335/COU

**Applicant** – Mr D. Bott (Titanic Brewery Ltd)

**Location** – 40 High Street, Stone

**Development** – Change of Use of existing vacant bar & café (A3/Class E) to new Titanic Brewery B.O.D. Community Café Bar (A4-A3/Sui Generis)

**Observations:** No objections

**Application Number** – 22/35606/FUL (further amended plans)

**Applicant** – Dr G. Rhys

**Location** – 6 Mill Farm Barns, Mill Street, Stone

**Development** – Erection of 1.8m high black powder coated steel railings (part replacement of existing fence) and replacement of existing galvanised steel gates with timber gates and extended dropped kerb (to the 3m wide access gate)

**Amendments** – Erection of 1.6m high black powder coated steel railings (part replacement of existing fence) and new 1.6m high black powder coated steel gates with creation of access crossing

**Further Amendments** – Removal of proposed access crossing and gates

**Observations:** No objections

The Town Council asks that the applicant exercises expedience in completing the work as the fencing that remains in place is causing some issues.

**CHAIRMAN**



# Annual Internal Audit Report 2021/22

ENTRUSTED TO THE AUTHORITY Stone Town Council

www.stonetonecouncil.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
	A. Appropriate accounting records have been properly kept throughout the financial year.	✓	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. <b>NO PETTY CASH</b>			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Auditors Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).		✓	
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

See Internal Audit report

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 16/02/2022 17/05/2022 DD/MM/YYYY  
 Name of person who carried out the internal audit: S. MORRIS IACMA AUDITOR  
 Signature of person who carried out the internal audit: [REDACTED] REQUIRED  
 Date: 17/05/2022

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).  
 \*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



**Black Rose Solutions Limited**

74 Leacroft Road  
Penkridge  
Staffs  
ST19 5BU

0781 321 7576  
[sandie.morris@blackrosesolutions.co.uk](mailto:sandie.morris@blackrosesolutions.co.uk)

17<sup>th</sup> May 2022

Dear Les,

**Stone Town Council – Internal Audit 2021/22**

I confirm that I have carried out an examination of your accounts and procedures, in accordance with the requirements of the Accounts and Audit Regulations 2015.

I can state that I have no significant concerns about your internal control procedures (minor observations detailed in attached report) I found no material errors, omissions or irregularities in your financial records.

I would also confirm that I am totally independent of your Council and have no contact with any Member, employee or supplier.

Yours sincerely,

Mrs Sandra Morris ACMA

# Black Rose Solutions Ltd

## Internal Audit - Report

Name of Council

Stone Town Council

Date of Audit

17th May 2022 (and 16th February 2022)

### Annual Return - Internal Control Objectives

<b>A. Appropriate accounting records have been properly kept throughout the financial year.</b>	<b>YES</b>
Is the cashbook maintained and up to date? <span style="float: right;">yes</span>	
Is the cashbook arithmetic correct? <span style="float: right;">yes</span>	
Is the cashbook regularly balanced? <span style="float: right;">yes</span>	
<b>B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</b>	<b>YES</b>
Are payments supported by invoices? <span style="float: right;">yes</span>	
Is all expenditure approved? <span style="float: right;">yes</span>	
Is VAT appropriately accounted for? <span style="float: right;">yes</span>	
Does the Council hold Power of Competence? <span style="float: right;">yes</span>	
If not, does the council monitor s137 expenditure against limit? <span style="float: right;">n/a</span>	
<b>C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</b>	<b>YES</b>
Does a review of the minutes identify any unusual financial activity? <span style="float: right;">no</span>	
Do minutes record the council carrying out an annual risk assessment? <span style="float: right;">yes*</span>	
Is Insurance cover appropriate and adequate? <span style="float: right;">yes</span>	
Are internal financial controls documented and regularly reviewed? <span style="float: right;">yes</span>	
Date of review/update Financial Regs	05/10/2021
Date of review/update Standing Orders	05/10/2021
The council has comprehensive Risk Assessment procedures in place, however the annual, external H&S review is overdue (due to Covid and other scheduling issues). This delay is mitigated by regular review of risk assessments from individual events being submitted to the Event Safety Advisory Group.	

18/05/2022

<b>D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</b>	<b>YES</b>
<p>Has the council prepared an annual budget in support of its precept? <b>yes</b></p> <p>Is actual expenditure against the budget regularly reported to the council? <b>yes</b></p> <p>Are there any significant unexplained variances from budget? <b>no</b></p> <p>Are reserves appropriate? <b>yes</b></p> <p>There are £121,798 of earmarked reserves, leaving £311,662 of general reserves. This is approximately 9 months of expenditure/income. The 3 year budget shows general reserves of between 3 and 5 months. Current advice is that councils with income over £200k, should be tending towards the lower end of the recommended range of 3 to 12 months of NRE (Net revenue expenditure). (Practitioners Guide 5.34).</p>	

<b>E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</b>	<b>YES</b>
<p>Is income properly recorded and promptly banked? <b>yes</b></p> <p>Does the precept recorded agree to the Council Tax authority's notification? <b>yes</b></p> <p>Are security controls over cash and near-cash adequate and effective? <b>yes</b></p> <p>Is the council VAT registered? <b>yes</b></p> <p>Are returns submitted in a timely manner. <b>yes</b></p> <p>Is VAT reclaimed on exempt business activities reviewed and considered insignificant? <b>yes</b></p> <p>Are receipts for business activities within the registration threshold? <b>n/a</b></p>	

<b>F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</b>	<b>N/a</b>
<p>Is all petty cash spent recorded and supported by VAT invoices/receipts?</p> <p>Is petty cash expenditure reported to each council meeting?</p> <p>Is petty cash reimbursement carried out regularly?</p> <p>No petty cash is held</p>	

<b>G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.</b>	<b>YES</b>
Do all employees have contracts or employment with clear terms and conditions?	yes
Do salaries paid agree with those approved by the council?	yes
Are other payments to employees reasonable and approved by the council?	yes
Have PAYE/NIC been properly operated by the council as an employer?	yes
Does line 4 include only Salary, NI & Pension	yes

<b>H. Asset and investments registers were complete and accurate and properly maintained.</b>	<b>YES</b>
Does the council maintain a register of all material assets owned or in its care?	yes
Are the assets and investments registers up to date?	yes
Do asset insurance valuations agree with those in the asset register?	yes

<b>I. Periodic and year-end bank account reconciliations were properly carried out.</b>	<b>YES</b>
Is there a bank reconciliation for each account?	yes
Is a bank reconciliation carried out regularly and in a timely fashion and approved by council?	yes*
Are there any unexplained balancing entries in any reconciliation?	no
Is the value of investments held summarised on the reconciliation?	n/a
The council's investment policy states that no more than £75k will be held with any one bank in line with FSCS limits. However this has not been actioned, and reserves are held with a single bank. The council should consider updating the policy to reflect current practices.	note
The bank is reconciled and the cashbook regularly balanced by the Deputy Town Clerk, however the documentation to evidence this had on occasion been produced in bulk a few months later. Bank reconciliations had all been reviewed by two councillors and signed off on 8/2/22. At the time of audit the February and March bank reconciliations had not been signed off. It is suggested that in times when such delays are unavoidable, a summary/brief review (bank statement to cash book) is performed and evidenced on a regular basis by the Town Clerk.	rec

<b>J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.</b>	<b>YES</b>
Are year end accounts prepared on the correct accounting basis (receipts and payments or income and expenditure) ?	I&E
Are debtors and creditors properly recorded?	yes
Do accounts agree with the cashbook?	yes
Is there an audit trail from underlying financial records to the accounts?	yes

<b>K. If the authority certified itself as exempt from a limited assurance review, it met the exemption criteria and correctly certified itself exempt</b>	<b>N/a</b>

<b>L. The authority publishes information on a website/webpage up to date at the time of the internal audit in accordance with any relevant Transparency Code requirements</b>	<b>YES</b>
<b>Transparency Code for Larger Authorities (income/expenditure &gt;£200k)</b>	
<b>Quarterly:-</b>	
All items of expenditure above £500	yes
Government Procurement Card transactions	n/a
Procurement information (initiations to tender > £5k)	yes
<b>Annually:-</b>	
local authority land	yes
social housing assets	n/a
grants to voluntary, community and social enterprise organisations	yes
organisation chart	yes
trade union facility time	n/a
parking account	n/a
parking spaces	n/a
senior salaries (>£50k)	n/a
constitution (standing orders)	yes
pay multiple	n/a
social housing fraud	n/a
<b>One off:-</b>	
Waste contracts	n/a
The council falls into large authority thresholds for Transparency requirements, so the code details what should be published.	

<b>M. The authority has demonstrated that during summer 2021 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations. (Evidenced by website or minutes)</b>	<b>NO*</b>
Publication Date	09/07/2021
Date from	12/07/2021
Date to	20/08/2021
Due to a Coronavirus Outbreak it was not possible for the council to comply with the requirement to provide Electors with a period of 30 days including the first 10 days of July. However, the council sought and followed the advice given by the External Auditors.	

<b>N. The authority has complied with the publication requirements for 2020/21 AGAR.</b>	<b>YES</b>
Notice of Period for Exercise of Electors Rights	yes
Section 1 Annual Governance Statement	yes
Section 2 Accounting Statements	yes
Notice of Conclusion of Audit	yes
Section 3 External Audit Report & Certificate	yes
Internal Audit Report	yes

<b>O. Trust funds (including charitable) – The council met its responsibilities as a trustee.</b>	<b>YES</b>
The council is trustee of two charities	
Town Hall Charity	505718
Richard Vernon Trust	236666
	Sole Trustee 3 councillors appointed.
Filings for both are up to date on the charity commission website. Both have minuted meetings separate from council business and separate bank accounts.	

## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Stone Town Council

### Section 1 – Annual Governance Statement 2021/22

**Explanation of “No” answer to assertion 4 on the Annual Governance Statement 2020-21: “We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.”**

---

The external audit of the 2020-21 accounts pointed out that:

*The Council acknowledged in its Annual Governance Statement that in 2021 the Council did not meet the requirements of the 2015 Accounts and Audit Regulations to provide electors with a period of 30 working days including the first 10 working days of July to inspect the accounts. Due to a coronavirus outbreak the meeting to approve the AGAR was postponed until 8 July 2021, making compliance with the regulations infeasible. The Council should ensure that in 2021/22 they comply with the Regulations and respond no again to assertion 4 in its Annual Governance Statement as this assertion will look back on the 2021 public rights period.*

In accordance with the recommendation above, assertion 4 has been answered as “No”.

## **Introduction**

1. This report sets out the Council's accounts for 2021-22. It compares the final outturn figures with the original budget for the year and the forecast produced as part of the budget process.
2. The proposed financial submission to the Council's external auditors is also attached for approval.

## **Background**

3. The Council's financial year runs from 1 April to 31 March. It is required to keep its accounts for that period in accordance with legal requirements, to report them for approval by the Council within three months of the year end, and to submit an annual return to its external auditors to a similar timescale.
4. The Council is also required to employ the services of an internal auditor, who examines the accounts, reviews the Council's internal control, completes the internal audit section of the annual return, and may produce a report identifying any areas of concern to Members. This internal audit has been performed by Sandie Morris, who will be reporting independently to the Council, as required.
5. Subject to certain limited requirements, councils which turn-over less than £6.5 million per annum are not expected to comply with the accounting standards required of larger local authorities and have more freedom to determine their own form of accounts, subject to national recommendations on proper practices.

## **Accounts 2021-22**

6. The Council's net revenue spending for 2021-22 was £352,359. This can be seen in detail in the Income and Expenditure Account set out at Appendix 1. The resulting effect on the Council's balance sheet can be seen at Appendix 2.
7. This net spending of £352,359 compares with £278,341 in the previous year, an approved budget of £597,752 and a forecast made at the time the 2022-23 budget was prepared of £479,672. This is set out in more detail in Appendix 3.
8. Explanations of the major variations between the original budget and the forecast were included in a series of budget reports to this Committee and its Sub-Committees during

December 2021 and January 2022. Details of the major variations from the forecast that was made at the time the 2022-23 budget was prepared are set out later in the report.

9. In a number of cases identified below, spending was originally anticipated and provided for in 2021-22, but that expenditure has been delayed until the current year. In such cases I have recommended that the budgets be rolled forward to the new financial year to meet the costs when they are incurred. A figure of £112,790 has been contributed to the Rollover Reserve to allow this transfer between years to happen. The details of the makeup of this reserve are set out in the explanation of variances below.

### **Explanation of Variances from Forecast**

10. Appendix 3 shows that the Council's net expenditure for 2021-22 was £127,313 less than forecast at the time the budget was prepared in January. Of this, £112,790 relates to budgets rolled over into the current financial year, leaving a true variance of £14,523 underspent.
11. Details of the more significant variances from forecast and proposals for rollover are set out below:
12. **Frank Jordan Centre (net £5,001 underspent)** – Income was almost £3,000 more than expected, with a reduction in expenditure of just over £2,000.
13. **Stone Station (net £1,669 underspent)** – Income was £700 more than expected, with a reduction in expenditure of just under £1,000.
14. **Town Market (net £1,617 overspent)** - Income was around £1,800 less than expected, with a reduction in expenditure of around £200.
15. **Bus Shelters and Street Furniture (£2,979 underspent)** – Some recurring maintenance tasks were not undertaken in the year. A sum of £1,500 from the underspending has been rolled forward due to work not yet undertaken in respect of Oulton Road bus shelter (£700), Christchurch Way bus shelter (£400) and installation of the new noticeboard (£400).
16. **Grounds Maintenance (£1,575 overspent)** – One more monthly maintenance bill was received in 2021-22 than anticipated.
17. **Crown Meadow Improvements (£5,370 underspent)** - A sum of £4,875 from the underspending has been rolled forward due to work not yet undertaken in respect of scrape 1 (£2,200) tree replanting (£1,250) and the Amphitheatre path (£1,425).
18. **Allotments (£637 underspent)** – Works to clear overgrown plots has been delayed. An amount of £400 has been rolled forward via the rollover reserve to meet this cost.
19. **Environmental Initiatives (£5,750 underspent)** – Spending under this budget has been delayed. The unspent £5,750 has been rolled forward into 2022-23 via the rollover reserve.

20. **Tourism and Town Promotion (£8,358 underspent)** – There has been a significant underspending from this budget as events have not taken place due to the pandemic.
21. **Grants to Outside Bodies (£3,144 overspent)** – The overspending is mainly due to two grant payments that were not expected when the budget was prepared and a notional payment from this budget to the Frank Jordan Centre and Station income budgets to cover free use granted to the Stone Scouts.
22. **Salaries and Employment Costs (£2,955 underspent)** – This is due to the 2021-22 pay award not being agreed until 2022-23.
23. **Administration (£10,927 overspent)** – The overspend is mainly due to the four yearly office IT refresh, for which a sum of £8,000 has been rolled forward to reduce budgets in future years in anticipation of savings. It also relates to the ongoing impact of higher than expected initial costs of providing iPads for Councillors in 2019, the replacement of the Council Chamber coffee machine and a higher than anticipated cost of training.
24. **Town Council Elections (£1,118 underspent)** – The cost of the by-election was £7,882 compared with the estimate of £9,000.
25. **Stone Heritage Centre Capital (£108,268 underspent)** – The main contract has not yet been let. An amount of £108,265 has been rolled forward to 2022-23 to meet these costs in that year.

#### **Audit Submission**

26. The completed financial statement to be submitted to the Council's external auditors is attached at Appendix 4 and the summary year-end bank reconciliation which will accompany it is at Appendix 5. It should be noted that the net expenditure shown in the audit return is £740 different than set out in other parts of this report. This is because the Mayor's Charity Fund is required to be included within the accounts for external reporting purposes, but it is excluded from internal income and expenditure reports for the sake of clarity.

#### **Recommendations**

27. The Council are recommended to:
  - a. Approve the Council's Accounts for 2021-22 as set out in this document, including the use of the rollover reserve to allow the transfer of budgets between financial years and its proposed use in 2022-23.
  - b. Note the variances between the forecast outturn for 2021-22 and the actual outturn, and the reasons identified for the major variances.
  - c. Approve the financial statement for submission to the Council's external auditors.

# Stone Town Council

## Income and Expenditure Account 2021-22

2020-21			2021-22	
£	£		£	£
<b>Income</b>				
9,125		Frank Jordan Centre	20,157	
3,635		Stone Station	7,902	
7,103		Town Market	16,479	
-		Crown Meadow Improvements	500	
3,843		Allotments	3,847	
-		Tourism & Town Promotion	500	
1,116		Salaries & Employment Costs	3,558	
-120		Civic Dinner & Hospitality	-173	
4,921		Miscellaneous	-	
308		Interest	51	
	<b>29,932</b>	<b>Total Income</b>		<b>52,821</b>
<b>Expenditure</b>				
18,552		Frank Jordan Centre	18,055	
16,338		Stone Station	15,934	
4,630		Town Market	10,096	
4,782		Car Parking	-	
1,594		Bus Shelters & Street Furniture	6,071	
771		Street Lighting	607	
740		Dog & Litter Bins	740	
-		Joules Clock	-	
257		Town Electricity Supply	342	
17,349		Grounds Maintenance	21,135	
3,683		Crown Meadow Improvements	-	
1,118		Allotments	1,730	
-		Environmental Initiatives	-	
21,268		Christmas Lights	21,884	
360		Advertising	-	
8,605		Tourism & Town Promotion	14,742	
3,980		Grants to Outside Bodies	5,729	
162,679		Salaries & Employment Costs	150,604	
4,768		Accommodation	5,393	
6,184		Insurances	6,342	
21,288		Administration	35,969	
975		Audit & Legal Fees	1,044	
-		Town Council Elections	7,882	
2,534		Allowances - Mayor & Deputy Mayor	2,604	
381		Regalia & Presentations	307	
90		Civic Dinner & Hospitality	2,065	
987		Remembrance Sunday & War Memorials	1,623	
4,357		Miscellaneous	2,027	
-		Neighbourhood Plan	525	
-		Stone Heritage Centre (Setup)	71,732	
	<b>308,273</b>	<b>Total Expenditure</b>		<b>405,179</b>
	<b>278,341</b>	<b>Total Net Expenditure</b>		<b>352,359</b>
<b>Financing</b>				
310,649		Precept	328,803	
18,399		Council Tax Support Grant	20,509	
11,461		Concurrent Functions Allowance	11,461	
-18,377		Transfer from (to) Earmarked Reserves	46,987	
	<b>322,132</b>	<b>Total Financing</b>		<b>407,760</b>
	<b>43,791</b>	<b>Net Surplus for Year</b>		<b>55,401</b>

# Stone Town Council

## Balance Sheet as at 31 March 2022

2020-21			2021-22	
£	£		£	£
		<b>Current Assets</b>		
1,220		Debtors	1,489	
2,303		Payments in Advance	2,353	
6,612		VAT Recoverable	2,012	
436,756		Cash at Bank and In Hand	449,485	
	<b>446,891</b>	<b>Total Current Assets</b>		<b>455,338</b>
		<b>Current Liabilities</b>		
15,596		Creditors	14,968	
198		Receipts in Advance	1,838	
5,312		Payroll Taxation	5,072	
	<b>21,106</b>	<b>Total Current Liabilities</b>		<b>21,878</b>
	<u><b>425,785</b></u>	<b>Total Net Assets</b>		<u><b>433,460</b></u>
		<b>Represented by</b>		
256,260		General Fund Balances	311,662	
167,357		Earmarked Reserves	120,370	
2,168		Mayor's Charity Fund	1,428	
	<u><b>425,785</b></u>	<b>Total Reserves and Balances</b>		<u><b>433,460</b></u>

# Stone Town Council

## Comparison of Actual 2021-22 with Budget and Forecast

Actual 2020-21 £	Actual 2021-22 £	Actual Compared With Approved Budget		Actual Compared With Forecast Outturn			Report Paragraph
		Budget 2021-22 £	Variance 2021-22 £	Forecast 2021-22 £	Variance 2021-22 £		
9,427	-2,101	4,900	-7,001	2,900	-5,001	12	
12,703	8,031	12,900	-4,869	9,700	-1,669	13	
-	-	20,250	-20,250	-	-	-	
-2,473	-6,383	-10,300	+3,917	-8,000	+1,617	14	
4,782	-	-	-	-	-	-	
1,594	6,071	9,100	-3,029	9,050	-2,979	15	
771	607	800	-193	700	-93	-	
740	740	1,150	-410	1,090	-350	-	
-	-	300	-300	300	-300	-	
257	342	400	-58	340	+2	-	
-	-	29,700	-29,700	-	-	-	
17,349	21,135	17,700	+3,435	19,560	+1,575	16	
3,683	-500	4,825	-5,325	4,870	-5,370	17	
-2,725	-2,117	450	-2,567	-1,480	-637	18	
-	-	5,750	-5,750	5,750	-5,750	19	
21,268	21,884	23,100	-1,216	21,200	+684	-	
360	-	-	-	-	-	-	
8,605	14,242	20,000	-5,758	17,600	-3,358	20	
3,980	5,729	14,585	-8,856	2,585	+3,144	21	
161,563	147,045	162,300	-15,255	150,000	-2,955	22	
4,768	5,393	5,100	+293	5,350	+43	-	
6,184	6,342	6,400	-58	6,350	-8	-	
21,288	35,969	25,042	+10,927	25,042	+10,927	23	
975	1,044	2,000	-957	1,090	-47	-	
-	7,882	9,000	-1,118	9,000	-1,118	24	
2,534	2,604	3,300	-696	3,100	-496	-	
381	307	500	-193	300	+7	-	
210	2,238	2,300	-62	2,800	-562	-	
987	1,623	7,000	-5,377	2,000	-377	-	
-564	2,027	6,000	-3,973	3,000	-973	-	
-308	-51	-400	+349	-50	-1	-	
-	525	7,900	-7,375	525	-	-	
-	71,732	180,000	-108,268	180,000	-108,268	25	
-	-	10,700	-10,700	-	-	-	
-	-	5,000	-5,000	5,000	-5,000	20	
-	-	10,000	-10,000	-	-	-	
<b>278,341</b>	<b>352,359</b>	<b>597,752</b>	<b>-245,393</b>	<b>479,672</b>	<b>-127,313</b>		

## Section 2 – Accounting Statements 2021/22 for

ENTIRE FINANCIAL STATEMENTS  
Stone Town Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>	
1. Balances brought forward	363,484	425,785	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>	
2. (+) Precept or Rates and Levies	310,649	328,803	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts	59,792	84,791	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	162,679	150,604	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>	
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments	145,461	255,315	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	425,785	433,460	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	436,756	449,485	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>	
9. Total fixed assets plus long term investments and assets	307,062	308,166	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>	
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	✓			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

07/06/2022

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



# Stone Town Council

## Summary Bank Reconciliation as at 31st March 2022

**BANK RECONCILIATION****Balance per bank statements as at 31 March 2022:**

	£	£
Current Account	1,500.00	
Business Reserve	434,676.42	
National Savings	13,308.96	
		449,485.38

**Less: unpresented cheques at 31 March 2022**

None		0.00
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**Add: unbanked cash at 31 March 2022:**

Overbanking	-0.50	-0.50
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**Net balances as at 31 March 2022****449,484.88****CASH BOOK**

<b>Opening Balance 1 April 2021</b>		436,755.59
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Add: Receipts in the year	450,378.67	
Less: Payments in the year	437,649.38	
		12,729.29

**Closing balance per cash book as at 31 March 2022****449,484.88**

# Stone Town Council

## Local Government Transparency Code 2015

Information for Period Ended 31st March 2022

### Expenditure Exceeding £250

Date	Reference	Supplier	Description	Amount	Month
04/01/2022	Rates Jan 22	Stafford Borough Council	SBC Rates - Jan 2022	£434.00	Jan-22
10/01/2022	INV-0647	Current Electrical & Property Services	Marquees set up - Dec 21	£490.00	Jan-22
10/01/2022	7134020221404050	Pozitive Energy	FJC Gas Usage Dec 21	£521.50	Jan-22
10/01/2022	7134120221404051	Pozitive Energy	STN Gas Usage Dec 21	£386.00	Jan-22
10/01/2022	1010147945	Sage UK Ltd	Sage 50 Annual Payroll Licence to 17/01/23	£281.00	Jan-22
11/01/2022	23152	Stone Gazette Ltd	Advert in ST15 Directory 2022	£360.00	Jan-22
22/01/2022	444008-001	Virgin Media Business	Telephone Rental Charges / Call Cost 19/10/21 to 21/1/22	£416.46	Jan-22
25/01/2022	152573	Prism Solutions	Prism IT Service Charge Jan 2022	£1,207.60	Jan-22
27/01/2022	12568	Crown Highways	Walton Shops Christmas Lights - post installation works	£1,605.44	Jan-22
30/01/2022	INV-1310	IG Stage Hire	Stage Hire 30% Deposit - Jubilee Event 05/06/22	£396.00	Jan-22
31/01/2022	034870	MEB Total Ltd	Annual Boiler Service FJC and STN	£385.00	Jan-22
31/01/2022	INV-0657	Current Electrical & Property Services	Marquees set up - Jan 22	£400.00	Jan-22
02/02/2022	436333	KSV Vending	Vending Machine and drinks	£1,044.15	Feb-22
07/02/2022	4584	Christmas Plus	Dismantle Festive Display for 2021	£1,705.50	Feb-22
10/02/2022	7134020221507939	Pozitive Energy	Gas Usage FJC Jan 2022	£570.16	Feb-22
10/02/2022	7134120221507938	Pozitive Energy	Gas Usage STN Jan 2022	£466.28	Feb-22
14/02/2022	111706	B Hygienic Ltd	Annual hire of baby change unit, hand sanit, disposal unit a	£754.00	Feb-22
16/02/2022	5813476/CE/240825	The Arch Rent Collectors	Stone Station Rent 25/03/22 to 23/06/22	£1,184.25	Feb-22
18/02/2022	Grant Payment	Stone & District Stroke Club	Stone Stroke Club Grant	£500.00	Feb-22
18/02/2022	Grant Payment	Stone & District Swim Club	Stone Swim Club Grant Award	£500.00	Feb-22
25/02/2022	153074	Prism Solutions	Prism IT Service Charge Feb 2022	£1,004.13	Feb-22
28/02/2022	2202063	Crown Highways	Part 3 Installation of posts for canopy of lights at Walton	£749.75	Feb-22
28/02/2022	INV-0673	Current Electrical & Property Services	Marquees set up - Feb 22	£400.00	Feb-22
08/03/2022	7134120221576344	Pozitive Energy	Gas Usage Feb 2022	£345.31	Mar-22
08/03/2022	7134020221576576	Pozitive Energy	Gas Usage FJC Feb 2022	£441.70	Mar-22

17/03/2022	7070289751	Stafford Borough Council	Install & removal of High Street bollards Jan to Mar 2022	£398.61	Mar-22
19/03/2022	2131570683	Adobe Systems Software	Adobe Acrobat DC Pro x 3 18/3/22 to 18/3/23	£515.52	Mar-22
25/03/2022	155399	Prism Solutions	Prism IT Service Charge Mar 2022	£922.57	Mar-22
29/03/2022	36	MJ Plant	Power wash and clean bus shelters plus removal of broken gla	£825.00	Mar-22
29/03/2022	32	MJ Plant	Topping of Crown Meadow	£324.00	Mar-22
29/03/2022	39	MJ Plant	Annual Tree Pruning 21/22	£1,236.00	Mar-22
29/03/2022	34	MJ Plant	Removal of bullrushes at Crown Meadow	£500.00	Mar-22
29/03/2022	37	MJ Plant	Grounds Maint - Amphi, CM, MR Allot, Abbey St, Old Bridge	£1,600.00	Mar-22
31/03/2022	INV-0688	Current Electrical & Property Services	Marquees set up - March 22	£690.00	Mar-22
31/03/2022	035562	MEB Total Ltd	FJC Boiler service and burner replacement	£497.91	Mar-22

NOTE: The table above excludes salary and related payments, payments from the Mayor's Charity, and transfers between the Council's bank accounts.

# Stone Town Council

## Local Government Transparency Code 2015

Information for Period Ended 31st March 2022

### Procurement Information

**1. Invitations to Tender for Contracts Exceeding £5,000**

None

**2. Contracted Agreements Exceeding £5,000**

None

# Stone Town Council

## Openness of Public Bodies Regulations 2014

Information for Period Ended 31st March 2022

Decisions that would otherwise have been taken by the Town Council or one of its Committees that have been delegated to an officer:

1. Under a specific express authorisation; or
2. Under a general authorisation to officers to take such decisions and, the effect of the decision is to:
  - a. grant a permission or licence;
  - b. affect the rights of an individual; or
  - c. award a contract or incur expenditure which, in either case, materially affects the Town Council's financial position.

None

**STONE TOWN COUNCIL MEETING**

**7 JUNE 2022**

**CIVIC ANNOUNCEMENTS**

**Town Mayor**

Wednesday 8 June	Kibblestone District Scout Council's Annual General Meeting
Saturday 11 June	Festival Event – Teddy Bears Picnic in Market Square and Library
Saturday 11 June	Church at the Crossing – Queen's Platinum Jubilee Event
Monday 13 June	Festival Event – Dog Derby & Steeplechase Event in Westbridge Park
Tuesday 14 June	Festival Event – Two Wheel Tuesday in the High Street
Wednesday 15 June	Festival Event – Limestone Darts Competition
Wednesday 15 June	Festival Event – Freemasons Open Evening at Freemasons Hall
Thursday 16 June	Festival Event – Historical Talk at Stone Station Community Centre
Friday 17 June	Festival Event – Crown Wharf Comedy Night
Saturday 18 June	Stone Carnival and Parade
Sunday 19 June	Festival Quiz at Granville's Bar & Restaurant
Thursday 23 June	Invitation to Stafford Borough Mayor's Parlour
Saturday 25 June	Festival Event – Oulton Water Colour Society
Saturday 25 June	Stone Rocks Festival at Christ Church Academy
Saturday 25 June	2352 (Stone) Squadron Dining In and Awards Presentation
Sunday 26 June	St Michael's 10K Road Race
Sunday 26 June	Biddulph Town Mayor's Civic Service
Friday 1 to Sunday 3 July	HMS Collingwood Open Day

**Deputy Mayor**

No engagements currently

**TOWN MAYOR**

## **TOWN MAYOR'S REPORT – to 29<sup>th</sup> May 2022**

### **Friday 8<sup>th</sup> April – The Poste of Stone, Wetherspoon's 20<sup>th</sup> Anniversary**

The Mayoress and I joined Staff at the Post of Stone to help celebrate their 20<sup>th</sup> anniversary. It was a good afternoon talking to the manager and area manager and hearing how successful the venue has been over the years. Offering a much used service to the community.

### **Saturday 9<sup>th</sup> April – Stone Choral Society's performance of Mozart's Requiem.**

I had a lovely evening joining many guests from the community to enjoy the Choral Society's performance of Mozart's Requiem at Christchurch. It is always a joy to see the great talent that the people of Stone have and to be part of the rich community.

### **Thursday 14<sup>th</sup> April – Stone Outward Division Girlguiding 'A handful of songs'**

The Mayoress and I joined a full audience at the Stoke on Trent Repertory Theatre to enjoy an evening of songs and performance by the Girl Guides. Their ability and joy as they performed was outstanding. The hard work that they had put in was very visible as the show was perfect. I smiled and had many tears on my eyes as they sang songs from film and stage with amazing dance, costumes and staging. A night to remember. Well done to all involved.

### **Saturday 16<sup>th</sup> April – Opening of the Artisan & Boutique Kitchen, Stone High Street**

We were honoured to be asked to officially open the Artisan and Boutique Kitchen in the old Barclays Bank in Stone. We were shown round the building by its proprietor, Mrs Susan Hughes, and were intrigued by the variety of small areas offering things from home furnishings, Antiques, local artwork and all with the opportunity to enjoy home made teas, coffees and food.

### **Friday 22<sup>nd</sup> April – Pre-Launch Evening at the BOD, Stone High Street**

We joined a large group enjoying a pre-opening of the BOD and met the owners and staff. It was great to see and hear the history of the Titanic Brewery and to see the renovations of the property, enjoy the food and drink offering and to see how popular the venue will be.

### **Saturday 23<sup>rd</sup> April – St George's Day Celebrations**

The Mayoress and I joined St George and his knights in the Market square to celebrate St George's Day. The crowd's participation and engagement was great. Watching the knights battle for the freedom of all. I was called on to help St George defeat the black knight and his men for another year. Long live St George and England!



### **Saturday 23<sup>rd</sup> April – Mayor’s Civic Dinner, Stone House Hotel**

I and the Mayoress hosted our civic dinner, welcoming guests to a very enjoyable evening. The dinner was very enjoyable, and the guest speaker, Mr Neale Chandler, recounted his journey from Eccleshall to Ukraine to take much needed supplies to the displaced refugees of the war with Russia. We then enjoyed music from Sarah Raymond with some dancing.

### **Sunday 24<sup>th</sup> April – Stone District Scouts St George’s Parade and Church Service, Stone High Street and St Michael’s & St Wulfad**

I joined the scouts, Scouts President, Trevor Mardling, Scouts Chairman, Philip Leason, and the Chief Exec., Tim Clegg, to participate in the Scouts St George’s Day celebrations. We enjoyed the parade led by a combined marching band and a service at St Michael’s and St Wulfad. Again, it was great to see all the children and young people enjoying the day.

### **Saturday 30<sup>th</sup> April – Leek Town Mayor’s Civic Dinner**

The Mayoress and I joined local civic guests in Leek to enjoy an evening with the Mayor of Leek, Mrs Lyn Swindlehurst. It was a good evening with good company, food and music. Getting to talk to a good range of differing attendees.

### **Saturday 7<sup>th</sup> May – Town Mayor’s Street Collection**

I was honoured to be joined by councillors, members of the Lions and members of the Scouts Marching Band. It was a very sunny day and a good amount of money was raised.

### **Saturday 14<sup>th</sup> May – Stafford Borough Council Annual Meeting and Mayor Making**

The Mayoress and I joined a number of civic dignitaries and guest to witness the annual meeting and Mayor making at the Stafford Borough Council. We enjoyed seeing Cllr Philip Leason becoming Mayor and the service at St Margaret’s Church. A sunny day with a nice parade through Stafford and reception after.

### **Saturday 14 May – Walton Community Centre Open Day**

We attended the open day of Walton Community Centre organised by the centres committee. We met the Stone Flower Club, the U3A, the Slimmers’ World ladies and Mumbles Nursery. Enjoying music, Greek food, a pop up bar from Isaac Walton Brewery and an ice cream. Lots of local members of the community were there and great to see everyone enjoying the day.

### **Thursday 19<sup>th</sup> May – Stafford Samaritans AGM, White Eagle Club, Stafford**

We were honoured to attend the Stafford Samaritans AGM and hear how they have strengthened over the last year. Their numbers have increased, and they are in a strong position to continue to

offer the vital service they do. We heard from their guest speaker from House of Bread how they offer a venue for members of the community who find themselves in a low and vulnerable point, a place to get a meal and talk to someone.

#### **Friday 20<sup>th</sup> May – A Talk by the Venerable Ray Pentland on the Queen’s Platinum Jubilee**

I attended a very interesting talk by the Venerable Ray Pentland at Christ Church on his experience as the Senior Chaplain to the RAF, during the Queen’s last Jubilee. It was a very interesting insight into the activities behind the scenes of such a prestigious event.

#### **Saturday 21<sup>st</sup> May – Chuckle Productions Visit**

The Mayoress and I were extremely honoured to visit Chuckle House, to meet staff, children and young people that make Chuckle Productions such a vibrant place. We were welcomed so warmly by all the children and young people and made to feel very at home. We heard how they benefit from the work that is done there and then entertained with jokes, song and dance which made it necessary to use out handkerchiefs more than once. The friendship and love shown us was overwhelming and very humbling. A visit we shall never forget.

#### **Thursday 26<sup>th</sup> May – Stone Flower club’s Jubilee Celebrations**

Our first Jubilee celebration of the year. The welcome was very warm, and the room looked lovely with flowers, Union Jacks and the tables laid out for high tea. We met some lovely members and then settled down to watch 5 flower arranging displays. We were amazed at the creativity of the members, who produced such lovely flower arrangements so quickly. The evening was rounded off with the National Anthem and both the Mayoress and I fully in the Jubilee mood.

#### **DEPUTY TOWN MAYOR’S REPORT – to 29 May 2022**

No report for this period