



Town Clerk

Les Trigg

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15 Station Road
STONE
ST15 8JP

29 June 2022

Dear Councillor,

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held at the **Frank Jordan Centre, Lichfield Street, Stone**, on **TUESDAY 5 JULY 2022 at 7:05pm**, or on the rising of the Council meeting, if later.

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

Les Trigg
Town Clerk

AGENDA

1. **To receive apologies for absence**
2. **Declarations of Interest**
3. **Requests for Dispensations Received**
4. **To receive a report from County Councillors representing Stone Town**
 - County Councillor Mrs J. Hood
 - County Councillor I. Parry
5. **To receive a report from Borough Councillors representing Stone Town**
6. **Representations from Members of the Public**

To consider representations from members of the public on items to be considered at this meeting, in accordance with the Council's scheme of public participation.

7. **Minutes of Previous Meetings**

To confirm as a correct record the minutes of the meeting of the General Purposes Committee held on 7 June 2022, Minute No's GP23/018 – GP23/030 (attached).

8. **Minutes of Sub-Committees**

There are no minutes for consideration.

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

- **Stone Scout & Guide Band**
- **Royal British Legion**
- **Oak Tree Farm Rural Project**
- **Stone Alzheimer's Drop In Club**
- **15Square**

Please note that this is the first meeting at which the updated grant criteria will be used. A copy of this revised criteria is enclosed with the agenda.

10. **Code of Conduct Review**

To consider the updated Councillor Code of Conduct (attached to the electronic version of the agenda). Changes have been made at paragraphs 17, 18 and 19.

11. **Press and Media Protocol Review**

To consider the updated Press and Media Protocol (attached). Paragraph 1.5 has been updated for clarity.

12. **Town Council Payments**

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

13. **Update from Working Groups:**

- a) Neighbourhood Plan Steering Group
- b) Stone Heritage Centre Steering Group
- c) Engagement with Young People
- d) Queen's Platinum Jubilee Steering Group

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

Stone Area Parish Liaison Group – J. Davies

Stone ATC – Town Mayor & J. Davies

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

Stafford & Stone Access Group – Cllr T. Kelt

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

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

SPCA Executive Committee – Cllr M. Green

15. **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.

16. **Stone Heritage Centre**

To consider issues related to tendering of the building contract for the Heritage Centre arising from the Stone Heritage Centre Steering Group.

A report of the Town Clerk is attached to the electronic version of the agenda.

Members of the public are welcome to attend the General Purposes Committee meeting as observers and/or to make representations to the committee in accordance with the Council's scheme of public participation. Details of the scheme are displayed in the Council's notice boards and website.

Stone Town Council – General Purposes Committee

Minutes of the meeting held at the Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 7 June 2022

PRESENT: Councillor I. Fordham in the Chair, and
Councillors: A. Best, J. Davies, Mrs K. Dawson, M. Green, M. Hatton, Mrs J. Hood,
T. Kelt, J. Powell, C. Thornicroft, R. Townsend and S. Walley

Officers: R. Mincher and Mrs T. Williams

ABSENT: Councillors: K. Argyle, Mrs A. Burgess, Mrs L. Davies, J. Hickling, R. Kenney and
P. Leason

GP23/018 Apologies

Apologies were received from Councillors Mrs A. Burgess, Mrs L. Davies, J. Hickling,
R. Kenney and P. Leason

The Town Clerk also apologised for being unable to attend the meeting.

GP23/019 Declarations of Interests

None

GP23/020 Requests for Dispensations

None

GP23/021 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 had visited Church Street
with Councillor Walley following his concerns about extending the double yellow
lines. The yellow lines had been a suggested solution to residents' concerns about
the restricted vehicular access in Church Street, caused by on street parking.

Both Councillor Walley and the Highways Officer at the County were happy with
the proposal which has been confirmed will be going ahead.

Tilling Drive

Councillor Mrs Hood advised the Committee that, following a site visit to Tilling
Drive with the Highways Officer, it had been agreed that double yellow lines would
be installed on both corners of Friars Avenue (which is extremely congested at
school times with cars parked up on the pavements).

* 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.

Double yellow lines will also be installed on Whitebridge Lane (on the bend, near to Come Into Play).

Walton Roundabout

Councillor Mrs Hood was pleased to advise the Committee that the County Highways Department had allocated specific funding for repair work at Walton Roundabout. The work should be done by the end of the year.

County Councillor I. Parry

Councillor Parry was not in attendance at the meeting.

At the last meeting of the General Purposes Committee, Councillor Green had requested to know the date when County Councillor Parry had last attended a meeting of the Town Council.

Councillor Green asked that it be noted that the last meeting attended by Councillor Parry was on Tuesday 7 November 2017.

GP23/022 To receive the report of Borough Councillors

There were no reports from Borough Councillors on this occasion.

GP23/023 Representations from Members of the Public

None

GP23/024 Minutes

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on 17 May 2022 (Minute Numbers GP23/001 – GP23/017), be approved as a correct record.

GP23/025 Minutes of Sub-Committees

- a) Tourism & Town Promotion Sub-Committee held on 24 May 2022 (Minute Numbers TTP23/001 – TTP23/007), that the draft minutes be noted.
- b) Environment Sub-Committee held on 24 May 2022 (Minute Numbers ENV23/001 – ENV23/010), that the draft minutes be noted, and the recommendations of the Sub-Committee contained in Minute Number ENV23/010 be adopted.
- c) Mayor's Charity Sub-Committee held on 24 May 2022 (Minute Numbers MC23/001 – MC23/005), that the draft minutes and the resolutions of the Sub-Committee contained in Minute Numbers MC23/004 and MC23/005 be noted.

* 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.

GP23/026 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 Common Plot Trustees (four-year term)

Councillor C. Thornicroft (for a four-year term ending in May 2026)

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

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

GP23/027 Town Market Charges

The Committee considered the report of the Town Clerk (which had been enclosed with the agenda for the meeting) exploring the Council's options for responding to an increase in charges made by the contractor employed by the Town Council to erect, remove and store its marquees.

The Town Clerk had identified three options to deal with the issue:

- 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.

The Committee considered the three options and discounted option b. as the Town Council's own marquees were smart visually and provided a branded presence in the High Street.

The Committee expressed a mixture of views about whether a price increase should be applied by the Town Council and whether the price increase could be phased.

The Committee acknowledged that good contractors were hard to find and that there had been no price increase by the marquee contractor for ten years and the increase in charges represented a 20% increase over that period.

The Committee expressed the importance of communicating to market stall holders that the price increases were the result of a contractor price increase and not a Town Council decision to increase the profit margin.

RESOLVED: The Committee agreed to the request for increased prices received from the Council's marquee contractor.

* 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.

RESOLVED: The Committee agreed to increase the charges to market stall traders with effect from 1 July 2022, and as set out in the Town Clerk's report (with the prices listed below):

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

GP23/028 Town Council Payments

RESOLVED: To note the list* of Town Council payments made during the period 1 to 30 April 2022.

The Committee commented on the ongoing costs of removing bullrushes and asked for clarification on the work undertaken.

The Committee requested further clarification and justification for the Staffordshire Parish Councils' Association annual subscription and the value it brought the Town Council.

The Committee commented on the good value obtained from the hired Town Crier costume as Councillor Davies had performed the Town Crier role splendidly during the Queen's Platinum Jubilee Proclamation/celebrations.

GP23/029 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 Group

Councillor Mrs Hood advised the Committee that the Heritage Centre Steering Group had not met.

Engagement with Young People

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

Queen's Platinum Jubilee Steering Group

Councillor Green thanked the Steering Group for the work it had undertaken in organising a number of celebratory events to mark the Queen's Platinum Jubilee bank holiday weekend from Thursday 2 and Sunday 5 June 2022.

GP23/030 To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council

Stone Area Parish Liaison Group

Councillor Davies advised the Committee that the next meeting would be held in July when a representative from the Safer Roads Partnership would be in attendance to talk about Community Speed Watch.

* 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.

Councillor Davies said that he would like to explore with other local councils their processes for dealing with grant aid, at the next meeting.

Stone ATC

Councillor Davies advised the Committee that a meeting of Stone ATC was taking place on this evening (7 June 2022) and a report would be given at the next meeting.

Age Concern Stone & District

Councillor Thornicroft advised the Committee that no meeting of Age Concern Stone & District had taken place.

Stafford & Stone Access Group

Councillor Kelt advised the Committee that no meeting of Stafford & Stone Access Group had taken place.

Stone Common Plot Trustees

Councillor Mrs Hood advised the Committee that no meeting of the Stone Common Plot Trustees had taken place.

Stone Community Hub Liaison Group

Councillor Powell advised the Committee that no meeting had been held by Stone Community Hub Liaison Group.

SPCA Executive Committee

Councillor Green had not been able to attend SPCA Executive Committee meetings (due to ill health).

CHAIRMAN

Notes for Grant Applications

Stone Town Council has a sum of money which is available for local organisations to bid against for grant aid. In order to ensure that these funds are distributed as fairly and effectively as possible, the Council has determined a set of guidelines against which applications will be considered. These guidelines are set out below.

Qualifying Criteria

To be considered for a grant, an organisation must be properly constituted and meet the following additional criteria:

- Non-commercial and not predominantly funded via taxation,
- Not a political or primarily a lobbying organisation,
- Provide a service or services which benefit the residents of the Town Council's area,
- Be Stone based, or a Stone branch of a larger organisation (though applications may be considered from organisations outside the area undertaking a project which predominantly benefits Stone and who undertake to use any funding provided by the Council exclusively in Stone).

Limits on the Level of Grants Available

In order to consider competing demands fairly, the Council will expect to award grants only at the July and February meetings of its General Purposes Committee, though it may be prepared to vary this in exceptional circumstances.

Grants will normally be awarded:

- Up to a maximum of £500 per organisation in any financial year.
- To organisations with an annual turnover less than £100,000 who hold less than 12 months' net expenditure (excluding grants) in reserves. Reserves in this case excludes those which are legally earmarked to specific spending and cannot be used to support the proposals for which grant aid has been sought.

Where an application would exceed these limits, organisations are still invited to apply to the Council, but will need to explain in the "exceptional request" section of the application form why the Council should treat it as an exception. Similarly, any applications for meetings other than July and February should complete this section to explain why the request could not wait until the following meeting.

Application Process

In order to be considered at the July or February meetings, fully completed applications will need to be received at the Council's offices at 15 Station Road, Stone, ST15 8JP by the advertised deadline – usually around three weeks in advance of the published date of the meeting.

Organisations must have fully completed the Council's standard application form and include with the application:

- The most up to date set of accounts for the organisation available at the date of the application deadline,
- Details of how any grants provided to the organisation in previous years have been spent.
- Where the Council appoints a member to the organisation's management committee or similar body, a statement of support from that member in relation to the grant application.

Applications can also be emailed to clerk@stonetowncouncil.gov.uk in Microsoft Word or Adobe Acrobat (.pdf) format. Copies of the form in either format are available on request to this address, and can be downloaded from the Council's website at www.stonetowncouncil.gov.uk.

For further help and information please contact the Town Council at the above address, or telephone 01785 619740.

Grant recipients should note that whilst they are encouraged to acknowledge any grant from the Town Council, the payment of a grant does not create a partnership and the organisation still retains full responsibility for their activities.

Application for Grant Aid



Name of organisation:

Stone Scout and Guide Band

Purpose of organisation:

To provide opportunities to local young people to play music, learn new skills and make new friends. Young people can access the Band free of charge and the Band provides all equipment and uniform to enable young people to take part. The Band also provides exciting opportunities for young people to work with other bands and professional musicians, for example in September 2019, 20 members and leaders had the opportunity to take part in workshops with the Royal Marines Band Service at Whale Island in Portsmouth, which the Town Council kindly donated some money towards. We were able to fund this trip in its entirety due to generous donations from local funds and organisations.

Amount of grant requested:

£500

Total cost of project (if appropriate):

Approx. £2,000

Reason for grant request:

During lockdown the Band reduced in size and we have decided to take this opportunity to expand the instruments offered to encourage new members. Real terms funding for music and the arts has been cut drastically over the past several years, and parents have taken a hit on their wages due to the pandemic, either through job loss or being put on furlough, so access to music for young people, especially those from low-income families, has reduced dramatically. We believe that learning an instrument is an important skill, and during lockdown we have set out to find a fantastic team to help tutor and coach the young people on their chosen instruments. Indeed, several studies have shown that the effects on health and well-being for young people are numerous and include improving fine motor skills, reducing stress and anxiety and promoting creativity.

The funding will go towards purchasing and maintenance of clarinets, saxophones, cornets, euphoniums and associated accessories, which will allow us to provide a greater range of instruments for local young people to learn, and increase our ability to play music from other genres outside of military marching songs.

If we are successful, we will also be looking at adding another practice night to our schedule to ensure that each member receives good quality coaching on their chosen instrument.

Benefits to Stone residents:

Stone Scout and Guide Band will provide a safe, inclusive space for young people to learn new skills, and to represent Stone as a whole at various parades and events both in the town, and nationally.

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

We have been awarded £1000 towards this project by Stafford Borough Council Small Grants. Other sources are currently being explored although no applications have been completed as yet. We are looking at Stafford Together, Tesco, HS2 and others.

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

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

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

£310 towards insurance costs, awarded in October 2020

£500 towards the cost of a weekend in Portsmouth to train with the Royal Marines and perform in a competition in 2019

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

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

Stone Scout and Guide Band Financial Statement 2019 / 2020

	Expenditure £	Income £
Cash at Bank as at 31st March 2019		2089.02
Transactions		
Membership subs		40.00
Portsmouth donations (TRM)		1000.00
Portsmouth donations (LIONS)		500.00
Portsmouth donations (STC)		500.00
Brereton Carnival		200.00
Portsmouth donations (Rotary)		200.00
Portsmouth donations (St Gregory's)		800.00
Portsmouth donation (R & J Green)		10.00
Stone Festival		200.00
Halesowen Scout Band	35.00	
Kerry Dawson – Trophies	46.20	
Marie Shaw – Costume	21.76	
OYM	19.00	
Insurance	308.72	
Coach – Portsmouth	1600.00	
Portsmouth Scout Council	100.00	
Kerry Dawson – Uniform	467.26	
Pizza Lunch Band	116.45	
Kerry Dawson – Portsmouth	333.67	
Hayley Callwood-Kelsall	134.029	
TYMBA 2020	40.00	
Kerry Dawson – Instruments & Kit	311.50	
1 st Stone Scouts – Rent	600.00	
Total	4133.85	3450.00
Current Account Balance 31 March 2020	1405.17	
	5539.02	5539.02

Application for Grant Aid



Name of organisation:

STONE BRANCH OF THE ROYAL BRITISH LEGION

Purpose of organisation:

TO PROVIDE LIFELONG SUPPORT FOR THE ARMED FORCES COMMUNITY

Amount of grant requested:

£500

Total cost of project (if appropriate):

£685 + VAT and Delivery

Reason for grant request:

TO PURCHASE A NEW BRANCH STANDARD. THE OLD STANDARD IS NEARLY 50 YEARS OLD AND HAS WATER MOULD DAMAGE, FADING ETC. AND IS BEYOND REPAIR.

Benefits to Stone residents:

AS THE STANDARD BEARS THE NAME OF STONE THE STATE OF THE PRESENT STANDARD DOES NOT REFLECT WELL 9ON THE TOWN. A NEW STANDARD WOULD PROPECT A BETTER IMAGE.

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

NONE

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

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

NONE

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

THE TOWN MAYOR IS A MEMEMBE4R OF THE BRANCH

A COPY OF THE BRANCH ACCOUNTS WILL FOLLOW

SIGNED

BRANCH CHAIRMAN

Small Return

Section 2 - Summary of Assets

As at 30 June 2021

Branch Code:

BR 3161

			Opening Balance 1 July 2020	Closing Balance 30 June 2021
			(Currency) GBP	GBP
Bank accounts (fill in details below)				
	<i>Bank name</i>	<i>Sort Code</i>	<i>Account No.</i>	
1	National Westminster			
2			2,140.02	2,159.49
3	Branch Funds Initiative (BFI)			
4	Petty cash (should not exceed £50)		121.92	-
5	TOTAL BRANCH FUNDS HELD (add lines 1 to 4)		2,261.94	2,159.49
6	INCREASE/DECREASE IN FUNDS (should equal line 45)			- 102.45

Small Return

Section 3 - Summary of Income and Expenditure

For the year ended 30 June 2021

Branch Code:

BR 3161

Income		(Currency)	GBP	Expenditure		(Currency)	GBP
Membership fees				Membership fees			
7	RBL membership fees collected			20	RBL membership fees paid to Novacraft (should equal line 7)		
8	Branch subs from head office						
Poppy Appeal events				Poppy Appeal events			
9	Poppy Appeal events income			21	Poppy Appeal event expenditure		
				22	Net amount paid to Poppy Appeal (should equal line 9 less line 19)		
10	Fundraising event income			23	Fundraising event expenditure		
Legacies				24	Ceremonial expenditure (non-BCS)		36.00
11	Legacies drawn down from head office			25	Welfare Expenditure (BCS Only)		
12	Legacies received locally		100.00	26	Branch Crisis Grant		
13	Donations		20.00				
Interest and investment income				Management and administration			
14	Bank interest			27	Conferences and meetings (inc travel expenses)		
15	BFI interest			28	Hire of premises for meetings (non-branch properties ONLY)		30.00
				29	Bank charges		
Income from other parts of RBL				30	Training and development costs and expenses		
16				31	Recruitment expenditure		
				32	Printing, stationery and postage		72.17
Other income (please specify)				33	Purchase of equipment		
17	Money for mailing information		3.72	34	Centenary Event Expenditure		
18				Payments to other parts of RBL			
				Donations to RBL County or District (please specify name)			
				35			
				36			
				Donations to RBL care home or break centre (please specify name)			
				37			
				38			
				39	Donations to Poppy Appeal from branch funds		88.00
				40	Donations to NMA		
				Other payments to other parts of RBL (please specify)			
				41			
Other expenditure (please specify)				42			
				43			
19	TOTAL INCOME (add lines 7 to 18)		123.72	44	TOTAL EXPENDITURE (add lines 20 to 43)		226.17
				45	NET MOVEMENT IN CASH (line 19 less line 44)		102.45

Application for Grant Aid



Name of organisation:

OAK TREE FARM RURAL PROJECT (Charity number 1138396)

Purpose of organisation:

Oak Tree Farm (OTF) provides training and supported occupation for adults with learning disabilities (Team Members), in a rural setting. The project gives opportunity, support and encouragement for people to learn and improve their skills. It gives purposeful occupation to Team Members and can pave the way into sheltered employment for some people. The Oak Leaf Tea Room, which opened in 2011 and which gives catering experience to Team Members, is open to the public and has become a firm favourite with local residents in Stone and surrounds.

Amount of grant requested:

£500

Total cost of project (if appropriate):

£1,629.73 (inc VAT)

Reason for grant request:

As for most local organisations, the last 2 years of lockdowns and COVID restrictions, has proved very challenging for the charity, particularly as the Team Members are classified as clinically severely vulnerable. This meant that the farm had to close its doors, in April 2020, both to Team Members and to the public, which resulted a dramatic loss of income, particularly from the tea room, plant sales and donations. No staff were furloughed and the Team Members continued to receive a supportive and learning service, delivered remotely (e.g. Zoom calls, welfare calls, Facebook groups, craft activities delivered to their homes etc.). Following COVID guidelines and the health and safety advice from the County and Borough Councils, Team Members returned to the Farm from July 2020, albeit with further lockdown closures meaning some people did not return until early 2022. To ensure the safety of the Team Members, the tea room and other areas of the farm (plant and pottery sales, for example) have only just opened again in very recent weeks.

This closure has had a dramatic effect on the farms income which is bolstered by the tea room income, plus sales of plants, pottery and other fundraising efforts. Just prior to the first lockdown, the charity was in the fortunate position of receiving a large bequest, boosting its reserves. This was ring fenced for specific projects on the farm, the building of new toilets and office and the replacement of the thirty year old tractor. This pressure on income meant that the monies had to be used to cover the cost of the monthly deficit which has amounted to around £90,000.

Out of the blue last week, the farm management were advised that there was a problem with the wastewater plant, which needs urgent attention, the biodisc needs a new shaft and bearings at a cost of £1,629. This will obviously impact negatively on the farms ability to recoup some of the losses experienced, and further delays the planned developments.

Benefits to Stone residents:

Oak Tree Farm, founded some 30 years ago, is a well known and respected organisation in Stone and surrounds, with Stone residents enjoying the opportunity to purchase handmade items and farm grown plants and to have access to a delightful cafe and homemade food in a unique setting. Local residents advise that they value being able to support the Farm's ethos of providing the best opportunities for the team members and the ethos of social inclusion.

Additionally, a large percentage of the Team Members live in Stone and surrounds, either still at home with their parents or living in supported housing within the town, where they are very much part of the community, participating in local events and seasonal activities such as the Advent windows. They support local shops and cafes, where they are warmly welcomed.

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

Because of the urgency of the repairs needed, no other funds have yet been identified or explored, so the difference will have to be met from Farm reserves.

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

No

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

N/A

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

N/A

Oak Tree Farm Rural Project

For the Year Ended 31st December 2021

2020	Income	2021
160,725	Fees charged for team members	156,987
27,975	Sales of produce and goods	14,457
2,930	Gardening Services	4,970
28,025	Donations	35,627
4,269	Fund raising activities	1,878
1,514	Interest received	592
<u>225,438</u>	Total Income	<u>214,511</u>
	Expenditure	
216,945	Wages and salaries	198,287
17,293	Plants, goods and services purchased	11,040
4,000	Rent	4,000
14,256	Electricity, gas and water	7,817
6,492	Insurances	6,666
12,586	Building, Vehicle and plant maintenance	13,658
5,584	Postage, stationery, telephone and office expenses	3,635
8,993	Miscellaneous expenses	3,450
<u>286,149</u>	Total Expenditure	<u>248,553</u>
<u>(60,711)</u>	Excess of Expenditure over Income for the year	<u>(34,042)</u>

Capital Statement

184,154	Buildings and Equipment	179,713
27,303	Stocks and amounts due	27,501
285,055	Bank Accounts	238,392
<u>496,512</u>	Total Assets	<u>445,606</u>
(2,450)	Amounts owing	(3,336)
<u>494,062</u>	Total Value of Fund	<u>442,270</u>

Application for Grant Aid



Name of organisation: **Stone Alzheimers Drop-in Club**

Purpose of organisation:

The **Stone Alzheimers Drop-in Club** has been helping sufferers of Alzheimers and dementia along with their carers in the community of Stone for over fifteen years. The Club is run by hard working volunteers who provide a great deal of support on a very limited budget.

The need for the Club has grown considerably since its foundation in 2007, it meets fifty times a year on a Thursday 10am to 12 noon at Christ Church Centre, Stone.

Coping with Alzheimers is never easy either for the individual or carer. Relationships often change when someone has dementia and they can easily become isolated or avoided by those around them. It will always be challenging, difficult to deal with for all concerned and can be a very lonely time. Social prescribing by doctors locally for Alzheimers and dementia patient's wellbeing has created a number of new regular members.

Drop-in clubs like ours play a vital role within the community by providing a perfect opportunity for people to meet and talk about living with Alzheimers and dementia in a safe, caring and relaxing environment. In this way, they know they are not alone and, through the Club, can better understand and share experiences so that they will be better able to cope and for longer. They are welcome to join us for coffee, tea and biscuits along with a range of group activities such as singing with a singer/entertainer, cards, dominos and bingo in an informal social environment. We have been honoured with the Queen's Award for Voluntary Service for our outstanding contribution in Staffordshire.

Amount of grant requested: £500

Total cost of project (if appropriate): £500 - £700

Reason for grant request:

The **Stone Alzheimers Drop-in Club** provides valued and much needed support for Alzheimers and dementia in the community and we really need the Town Council's help and support to continue to operate.

We are requesting your support with this grant to contribute towards the funding of our annual Christmas party. If our grant application is successful it would allow us to hold a Christmas party for the club.

Room Hire	£ 60 . 00
Catering	£400 . 00
Entertainment Costs	£150 . 00
Table and room decorations	£ 40 . 00
Small Christmas gifts	<u>£ 50 . 00</u>
Total	<u>£700 . 00</u>

This will mean that we can hold a major social event for all our members just before we close for our annual two-week Christmas to New Year break which is a time when loneliness and isolation can be a major problem. Doing a Christmas celebration will greatly benefit all who attend.

The support for this event will aid in the continued running of the Club for at least another twelve months and to allow us to do even more for them during the coming year.

The club already runs 50 weeks a year (only closing for two weeks over Christmas and New Year) and a grant from the Council will provide funding to help towards securing this and allow us to expand what we already provide and, in doing so, improve the lives and experiences of all who come to the Club.

Because we feel that it is important to ensure the wellbeing of the carers and the people with Alzheimers, attendance at the club is free and whilst many organisations can rely on their members for financial support, we cannot do this because the carers have a full-time caring role. We operate the club with a very small annual budget and provide all of this for between £4,000 and £6,500 per annum.

Standard Weekly Expenditure :-

Room Hire: £40.00

Refreshments: £10.00

Entertainers: £60.00 - £150.00

Although singing is a really important therapeutic activity, due to cost, we are not able to have one each week and generally have one bi-weekly.

Benefits to Stone residents:

A vital resource in the community: The Stone Alzheimers Drop-in Club is unique and is the only dedicated meeting place for sufferers of Alzheimers, Dementia and their carers in the community and, as such, plays an important role in their ongoing wellbeing. It is well used and popular.

Social prescribing: Local doctors have referred people to the club and they, in turn, have become regular members which is a benefit but also increases our running costs.

Supportive: The Club is a safe and secure environment where people can feel relaxed and talk to other people who understand their issues and problems.

Free: We do not charge membership or a fee to attend.

A change of environment: Those who come to the Club have an opportunity to leave the confines of their homes and go somewhere different where they are made welcome. Many say how they are more relaxed after a visit which, again, makes caring easier. It's possibly one of the few places that sufferers and carers can go together and this can also give carers a much-needed break.

Support networks: By meeting others and sharing experiences, informal support networks are often formed which, in turn, can ease the pressure on hard-pressed medical services in the town.

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

Stone Inner Wheel: £150.00 donation received 16th May 2022

The Stone and District Rotary Club have purchased an electronic Bingo machine and materials for the Club

We are doing all we can to fund raise ourselves and have just starting to run a monthly raffle.

We are exploring funding from Stone Lions, Stone Festival and Stone Round table.

Is this an "exceptional" request (see notes)? If so, please explain why the Council should treat it as an exception:
NO

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

We have not applied for grants in the last two years.

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

Stone Alzheimers Drop In Club

Accounts 1st April 2021 - 31st March 2022

Opening Balance 01/04/2021	£	7,461.75
Total Income	£	1,410.00
Total Expenditure	-£	2,463.08
Closing Balance 31/03/2022	£	6,408.67

Income

Stown Town Bowling Club	£	600.00
Stone Rotary Club	£	50.00
J & D Davis	£	50.00
MS R Easter	£	10.00
Mr A Winsor	£	300.00
Mr & Mrs Vella	£	400.00
Total Income	£	1,410.00

Expenditure

Christ Church Centre Room Rent	£	576.00
Green Bus	£	290.66
Singers/Entertainers	£	1,040.00
Equipment	£	39.95
Catering	£	404.74
Sundries	£	111.73
Total Expenditure	£	2,463.08

Notes:

- 1) The Club was unable to operate for the full year due to COVID restrictions.
Apr 2021 - Aug 2021 Closed (due to Covid restrictions)
Sep 2021 - Dec 2021 Open (Rent £18 per hour)
Jan 2022 - Mar 2022 Closed (due to Omicron variant)
- 2) The club has been operating as normal since the start of April 2022.
Rent of Christ Church Centre increased to £20 per hour from Jan 2022.
Current Balance (after two and a half months) is £5711.79

RECEIVED

JUN 2022



Application for Grant Aid

Stone
Town Council

Name of organisation:

15Square

Registered Charity No. 1072831

Purpose of organisation:

We are a charity whose HQ is in Stone. Our offices are on the High Street. We are a medical educational charity helping men traumatised by circumcision and those who want to avoid it. Our main income is donations from those we have helped and legacies.

Amount of grant requested:

£500.00

Total cost of project (if appropriate):

£800.00

Reason for grant request:

We need a new office based computer following the failure of a processor early in 2022. We are currently using an ancient very slow Windows xp 64edition item.

Also, we need an upgrade of existing technology (laptop and tablet) to improve improve digital service delivery for presentations and other service delivery including remote working online presentations.

Benefits to Stone residents:

Our office in the High Street has a community room where we host occasional events and is also available to other organisations. Our events attract visitors both from the UK and abroad. Philip Leason has been a guest speaker and knows our charity well. We also have student placements from Keele University, volunteers, interns and work experience students. Visitors contribute to the Stone economy with overnight accommodation, catering and parking. With improved technology our community room will have greater scope for use as a community facility.

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

We are currently applying to national foundations who are sympathetic to our cause but we principally rely on member fees and donations and the occasional legacy which in truth are unknowable.

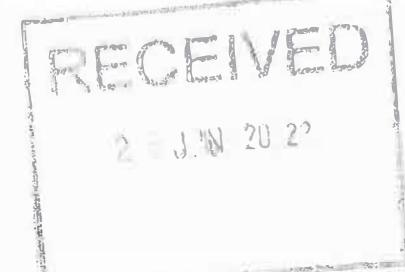
Is this an "exceptional" request (see notes)? If so, please explain why the Council should treat it as an exception:

We have not applied to you before so this is an exceptional request of its own. The funding is required for one-off items which do not normally form part of a project type funding application.

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

None.

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



155SQUARE Annual Financial Statement for period ending 31st March 2022

INCOME & EXPENDITURE

<u>Income</u>	<u>31.3.2020</u>	<u>31.3.2021</u>	<u>31.3.2022</u>
Legacies	26008	60000	27517
Donations	25249	7750	6823
Memberships	2984	4298	4259
Keele Interns	1044		5776
Gift Aid	8203	1766	1582
Grant - Clothworkers			1000
Future Choices	6041	3384	819
Charitable Activities	506		
AGM Income	300		
Rental Income			1200
Bank Interest	44	22	11
Other Income	11		
Total Income	70390	77220	48987

<u>Expenditure</u>	<u>31.3.2020</u>	<u>31.3.2021</u>	<u>31.3.2022</u>
Salaries	26536	30285	31231
Professional Fees	100	24140	24220
Office Rent	3600	3600	5100
Employers Pension		943	1468
Electric Heating			975
Repair & Renewals			889
Office Software	719	817	794
Insurance	393	303	629
Internet			515
Training	253	192	425
Office Equipment		150	319
Bank Charges	144	254	289
Sundry	123	160	233
Stationery	306	152	163
Website	126	123	162
Depreciation	140	142	142
Landline	88	95	95
Postage	43	24	28
Travel	2187		
Total Expenditure	34758	61380	67677

RES BALANCE SHEET

	<u>31.3.2020</u>	<u>31.3.2021</u>	<u>31.3.2022</u>
Reserves b/f	23860	58850	74872
Surplus/-Exp Excess	37379	15840	-18690
Reserves c/f	58850	74872	56182

Duncan Marshall – Hon. Treasurer. Alison Horton FCCA. 6/2022

Stone

Town Council



Councillor Code of Conduct

July 2022

Contents

1	Introduction	3
2	Definitions	3
3	Purpose of the Code of Conduct	4
4	General principles of councillor conduct	4
5	Application of the Code of Conduct	5
6	Standards of councillor conduct	5
7	Respect	6
8	Bullying, harassment and discrimination	6
9	Impartiality of officers of the council	7
10	Confidentiality and access to information	7
11	Disrepute	8
12	Use of position	9
13	Use of local authority resources and facilities	9
14	Complying with the Code of Conduct	10
15	Interests	10
16	Gifts and hospitality	11
17	Dealing with Members of the Public	11
18	Additional Policies/Protocols	12
19	Sanctions	12
	Appendix A: The Seven Principles of Public Life	13
	Appendix B: Registering interests	14
	Table 1: Disclosable Pecuniary Interests	16
	Table 2: Personal Interests	17

1 INTRODUCTION

- 1.1 The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.
- 1.2 As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.
- 1.3 Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.
- 1.4 This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government. The document is based on the Model Councillor Code of Conduct developed by the Local Government Association (LGA).
- 1.5 All councils are required to have a local Councillor Code of Conduct.

2 DEFINITIONS

- 2.1 For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who:
 - a. is a member of any committee or sub-committee of the authority, or;
 - b. is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".
- 2.2 For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

3 PURPOSE OF THE CODE OF CONDUCT

- 3.1 The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

4 GENERAL PRINCIPLES OF COUNCILLOR CONDUCT

- 4.1 Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.
- 4.2 Building on these principles, the following general principles have been developed specifically for the role of councillor.
- 4.3 In accordance with the public trust placed in me, on all occasions:
- I act with integrity and honesty
 - I act lawfully
 - I treat all persons fairly and with respect; and
 - I lead by example and act in a way that secures public confidence in the role of councillor.
- 4.4 In undertaking my role:
- I impartially exercise my responsibilities in the interests of the local community
 - I do not improperly seek to confer an advantage, or disadvantage, on any person
 - I avoid conflicts of interest
 - I exercise reasonable care and diligence; and
 - I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

5 APPLICATION OF THE CODE OF CONDUCT

- 5.1 This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.
- 5.2 This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:
- you misuse your position as a councillor
 - Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;
- 5.3 The Code applies to all forms of communication and interaction, including:
- at face-to-face meetings
 - at online or telephone meetings
 - in written communication
 - in verbal communication
 - in non-verbal communication
 - in electronic and social media communication, posts, statements and comments.
- 5.4 You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.
- 5.5 Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

6 STANDARDS OF COUNCILLOR CONDUCT

- 6.1 This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.
- 6.2 Guidance is included to help explain the reasons for the obligations and how they should be followed.

7 RESPECT

7.1 As a councillor:

- I treat other councillors and members of the public with respect.
- I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

7.2 Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

7.3 In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

7.4 In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor officer protocol.

8 BULLYING, HARASSMENT AND DISCRIMINATION

8.1 As a councillor:

- I do not bully any person.
- I do not harass any person.
- I promote equalities and do not discriminate unlawfully against any person.

8.2 The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

8.3 The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such

conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

- 8.4 Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 8.5 The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

9 IMPARTIALITY OF OFFICERS OF THE COUNCIL

- 9.1 As a councillor:
- I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.
- 9.2 Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

10 CONFIDENTIALITY AND ACCESS TO INFORMATION

- 10.1 As a councillor:
- I do not disclose information:
 - i. given to me in confidence by anyone
 - ii. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless:
 - I have received the consent of a person authorised to give it;
 - I am required by law to do so;
 - the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the

third party agrees not to disclose the information to any other person; or

▪ the disclosure is:

- reasonable and in the public interest; and
- made in good faith and in compliance with the reasonable requirements of the local authority; and
- I have consulted the Monitoring Officer prior to its release.

- I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.
- I do not prevent anyone from getting information that they are entitled to by law.

10.2 Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

11 DISREPUTE

11.1 As a councillor:

- I do not bring my role or local authority into disrepute.

11.2 As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

11.3 You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

12 USE OF POSITION

12.1 As a councillor:

- I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

12.2 Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

13 USE OF LOCAL AUTHORITY RESOURCES AND FACILITIES

13.1 As a councillor:

- I do not misuse council resources.
- I will, when using the resources of the local or authorising their use by others:
 - i. act in accordance with the local authority's requirements; and
 - ii. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

13.2 You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

13.3 Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

13.4 These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

14 COMPLYING WITH THE CODE OF CONDUCT

14.1 As a Councillor:

- I undertake Code of Conduct training provided by my local authority.
- I cooperate with any Code of Conduct investigation and/or determination.
- I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.
- I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

14.2 It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

15 INTERESTS

15.1 As a councillor:

- I register and disclose my interests.

15.2 Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

15.3 You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

15.4 You should note that failure to register or disclose a disclosable pecuniary interest as setout in Table 1, is a criminal offence under the Localism Act 2011.

15.5 Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek appropriate advice.

16 GIFTS AND HOSPITALITY

16.1 As a councillor:

- I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.
- I register with the Monitoring Officer (Clerk in respect of a town or parish council) any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.
- I register with the Monitoring Officer (Clerk in respect of a town or parish council) any significant gift or hospitality that I have been offered but have refused to accept.

16.2 In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer (Clerk in respect of a town or parish council) for guidance.

17 DEALING WITH MEMBERS OF THE PUBLIC

17.1 As a councillor:

- I ensure at that when dealing with members of the public¹ that they are clear at all times when I am acting on behalf of the Council and when I am acting in a personal capacity.
- I remember that as a councillor I am part of a body corporate and only have decision making authority in specified meetings as part of that body. I will not seek to suggest to any member of the public that I have any specific influence on decision making within that body.

¹ A member of the public, in this context, means anyone other than a Stone Town Council member or officer.

- I will not use the designation “Councillor” where it has the potential to suggest that I am acting on behalf of the Council, unless authorised by the Council to so act.

- 17.2 It must be remembered that very few members of the public understand Council procedures and protocols and may find it difficult to differentiate between when an individual is acting in an official capacity and when they are acting as a private individual. It is therefore incumbent upon the councillor to ensure that Council protocols are followed at all times unless it is very clear that they are acting in a personal capacity.
- 17.3 This includes always acting within established Council lines of communication and through existing Council Committees, Sub-Committees and Steering/Working Groups where they exist, and not operating outside them.
- 17.4 Nothing in this section is intended to restrict the role of a councillor in acting as an advocate for a resident, providing that they are operating within Council protocols.

18 ADDITIONAL POLICIES/PROTOCOLS

- 18.1 As a councillor:
- I will abide by agreed Council procedures and protocols and understand that items specifically specified within this paragraph will be considered to be an integral part of this Code of Conduct.
- 18.2 The following items will be considered to be part of this Code of Conduct:
- a. The Press and Media Protocol

19 SANCTIONS

- 19.1 As a councillor:
- I agree to abide by any sanctions imposed by the Standards Committee following investigation by the Monitoring Officer and subsequent decision of that Committee.
- 19.2 Following a complaint to the Monitoring Officer and subsequent investigation and consideration, the Standards Committee may consider it appropriate that sanctions are applied to a councillor who is considered to be in breach of this code. Such sanctions may include, for example, suspension from one or more Council committees. Other sanctions may also be considered appropriate depending on the nature of the breach.

APPENDIX A: THE SEVEN PRINCIPLES OF PUBLIC LIFE

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

APPENDIX B: REGISTERING INTERESTS

1. Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in Table 2 (Personal Interests).
2. "Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.
3. "Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.
 - a. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer (Clerk in respect of a town or parish council, who will then notify the Monitoring Officer).
 - b. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
 - c. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of Disclosable Pecuniary Interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Table 1, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Disclosure of Personal Interests

5. Where a matter arises at a meeting which directly relates to one of your Personal Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

6. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
7. Where a matter arises at a meeting which affects –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative, close associate; or
 - c. a body included in those you need to disclose under Other Registerable Interests as set out in Table 2

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

8. Where a matter affects your financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

TABLE 1: DISCLOSABLE PECUNIARY INTERESTS

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the member or between his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a body in which such a person is a partner in a firm, a director of an incorporated body or holds the beneficial interest in securities ²) and the Council: <ul style="list-style-type: none"> (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the Council.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to the member's knowledge): <ul style="list-style-type: none"> (a) the landlord is the Council; and (b) the tenant is a body in which the member, or his/her spouse or civil partner/ the person with whom the member is living as if they were spouses/civil partners has a beneficial interest.
Securities	Any beneficial interest in securities of a body where: <ul style="list-style-type: none"> (a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and (b) either: <ul style="list-style-type: none"> (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

² 'Securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

TABLE 2: PERSONAL INTERESTS

You have a personal interest in any business of your authority which relates to or is likely to affect:

1. Any body of which the member is in a position of general control or management and to which he/she has not been appointed or officially nominated by the Council;
2. Any body:
 - a. exercising functions of a public nature;
 - b. directed to charitable purposes; or
 - c. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union).

Stone

Town Council



Press and Media Protocol

July 2022

Contents

1. Introduction	3
2. Handling Media Enquiries	3
3. News or Press Releases.....	4
4. Interviews.....	5
5. Media Activity Ahead of and During Meetings.....	6
6. Publicity in Election Periods.....	6
7. Non-Council Related Media Activity	6
8. Correcting Inaccurate Reporting.....	7
9. Use of the Internet and Social Media	7

1 INTRODUCTION

- 1.1 Stone Town Council regularly receives enquiries from the media, both to the office and to Councillors and in some circumstances the Council, or Councillors personally, will instigate media contact. In addition, staff and Councillors may have their own social media sites, such as on Facebook or Twitter, and/or post to social media sites owned by others.
- 1.2 The purpose of this protocol is to clarify the roles and responsibilities of the Town Clerk, all officers and Members involved in dealing with any aspect of the media, including social media, and to provide guidance on how to handle media enquiries.
- 1.3 The Council recognises the need for openness and this should be reflected in how media communication is dealt with.
- 1.4 This protocol aims to ensure that the Council, its members and its officers are seen to communicate in a professional and objective manner in any circumstance where it could be perceived by the reader that they are acting in an official capacity. In all cases, the Council's approach to the media should be:
 - open and honest
 - proactive
 - responsive and timely
- 1.5 It must be remembered at all times that most members of the public, and even some members of the media, don't understand Council procedures and protocols and may find it difficult to differentiate between when an individual is acting in an official capacity and when they are acting as a private individual. It is therefore incumbent upon the councillor/officer to ensure that all of their communications are clear in this respect and follow the guidance for official communications unless it is very clear that they are acting in a personal capacity.
- 1.6 In any event, even in a personal capacity, no councillor or officer should enter into any communication which could unreasonably bring the Council into disrepute.

2 HANDLING MEDIA ENQUIRIES

- 2.1 The Town Clerk will co-ordinate all media enquiries made to the Council Offices and reply directly where the enquiry is a question of fact. In other circumstances it may be more appropriate for the Town Mayor, the Chair of a Committee, or another Councillor specifically involved in an issue to respond to the enquiry, in which case the Town Clerk will contact them as appropriate.
- 2.2 Other officers who are directly approached by a member of the media should normally refer all enquiries to the Town Clerk, rather than attempting to answer

questions direct, other than for simple, factual queries (e.g. what time is Tuesday's meeting).

- 2.3 Councillors who are directly approached by a member of the media should always respond in accordance with the guidance contained in this protocol.
- 2.4 The Council, individual councillors and staff should not pass comment on leaks, anonymous allegations or allegations about individual staff and Members.
- 2.5 The Council has a responsibility to act in an open and accountable way, and should always explain if there is a reason why it cannot answer a specific enquiry.

3 NEWS, PRESS RELEASES AND WEBSITE/SOCIAL MEDIA POSTINGS

- 3.1 News/press releases and Website/Social Media/YouTube postings are key techniques for publicising Council activities, decisions and achievements. All of these types of activity, and any other related activity which involves dissemination of information or opinion to the public, are referred to as "releases" within this document. Where used, this term relates to any and all information streams available unless specifically identified otherwise.
- 3.2 There are two main types of releases – official Council releases and Councillor releases.
- 3.3 **Official Council Releases** – The Town Clerk is authorised to issue official releases and to talk to the media on behalf of the Council as a whole. Such releases will be non-party political and will accurately reflect the corporate view of the Council.
- 3.4 Where appropriate, official media releases will include a quote from the relevant Councillor(s). This would usually be the Town Mayor or a Committee Chairman. Such quotes would be agreed between the Councillor quoted and the Town Clerk.
- 3.5 Releases will not seek to promote the views of specific political groups, publicise the activities of individual Councillors (other than official Mayoral activities), identify a Member's political party or persuade the general public to hold a particular view.
- 3.6 **Councillor Releases** - Councillor releases are personal and are written and issued by the Councillor responsible. Such releases:
 - a. May or may not be political, other than in the case of the Town Mayor, where they should never be political.
 - b. Should not include the name of any officer, use the Council crest/logo or use the Council telephone number as a point of contact.
 - c. Should not refer to any position held by the author within the Council (e.g. Chairmanship of a Committee), unless agreed in advance with the Town Clerk for items of a non-political nature.

- d. Should be factually accurate in respect of the Council's corporate view, situation, actions and decisions made or not made. (Advice can be sought from the Town Clerk if a Member is in any doubt.)
 - e. Should always be clear that the views contained are personal to the author and not necessarily the Council's view.
- 3.7 As outlined in paragraph 1.5 above, care must be taken to avoid misleading the public as to the source of, and support for, information or opinion released. In particular:
 - a. All releases where it may be possible for a member of the public to perceive that the information has come from, or has the support of, the Council should be treated as an official Council release.
 - b. All other releases which may be perceived as relating to Council business should be treated as Councillor releases.
 - c. Authors should not refer to themselves as "Councillor" in any release does not relate to Council business, in order to prevent any possibility of confusion by members of the public.

4 INTERVIEWS

- 4.1 Any Member contacted by a journalist or similar requesting an interview or a comment should ascertain whether that person is seeking a Council view or the view of the Member as an individual. If the former, the guidance set out below for officers contacted by journalists should be followed in the same way. If an individual view is being sought, the guidance for releases above should be followed.
- 4.2 The requirements in paragraph 4.1 above also relates to non-journalist or self-generated interviews or presentations of the kind most often seen on websites, social media and YouTube.
- 4.3 Any officer contacted by a journalist requesting an interview or a comment should refer the journalist to the Town Clerk, the Town Mayor or the appropriate Committee Chair. The person put forward for interview will depend on the situation and the information required by the journalist.
- 4.4 In any event, officers should never give their opinion on specific Council policy but must keep to the corporate line and key messages. Their role is to provide expertise and factual knowledge only, in support of the Council's approved and agreed policies.

5 MEDIA ACTIVITY AHEAD OF AND DURING MEETINGS

- 5.1 The media pick up many stories from agendas and reports ahead of meetings. All Council and Committee agendas are automatically sent to the local media, displayed on town notice boards and published on the Town Council website.
- 5.2 Members of the media are welcome to attend and regularly do attend Council and Committee meetings. During meetings Members should be mindful that any comments and messages are put across in a manner which gives the journalist an accurate picture, rather than relying on the journalist's interpretation of what can be a complex issue or report.

6 PUBLICITY IN ELECTION PERIODS

- 6.1 The rules governing publicity change when an election has been announced. In the period between the notice of an election and the election itself (Purdah) all proactive publicity about candidates or other politicians is halted. This applies to local, national or European elections.
- 6.2 During this period council publicity should not deal with controversial issues or report views, proposals or recommendations in a way that identifies them with individual Members or groups of Members. This is to make sure that no individual Councillor or political party gains an unfair advantage by appearing in corporate publicity.
- 6.3 In these circumstances quotes in press releases will be avoided wherever possible. Where a quote is required, however, that quote will be from the Town Clerk in accordance with the guidelines in this protocol.

7 NON-COUNCIL RELATED MEDIA ACTIVITY

- 7.1 Officers and Members of the Council who have contact with the media or make releases in a personal capacity or as members of non-Council related organisations must not describe themselves as a councillor nor refer to their Council posts and must make it clear to the journalist concerned that they are speaking in a personal capacity or on behalf of the non-Council related organisation.

8 CORRECTING INACCURATE REPORTING

- 8.1 Should the media, social media, a website or similar publish/broadcast something inaccurate about the Council, a decision needs to be taken on any action necessary to correct it.
- 8.2 The issue should be discussed with the Town Clerk as soon as possible to allow him to determine an appropriate action and who is the most appropriate person to take that action. This could be, for example, a letter or news release, a conversation with the journalist concerned, a personal letter to the editor or legal advice. Where a news release is to be issued, the Clerk will consult with appropriate Committee Chairman and, where appropriate, with the Member who has issued the incorrect information.
- 8.3 It should be noted that in the case of minor inaccuracies which have little or no impact on the message being conveyed, it can sometimes be counterproductive to complain.
- 8.4 Each case must be judged individually.
- 8.5 Occasionally the Council will get something wrong. In these cases damage limitation is the key – this can usually be achieved by holding hands up, apologising, and stating how we are going to learn from the error or put it right.

9 USE OF THE INTERNET AND SOCIAL MEDIA

- 9.1 Internet use covers all websites, networking sites such as Facebook, Twitter etc., forums and blogs which may be used by both officers and Councillors.
- 9.2 If the above are used in an official capacity or on Council related business, the guidance in this protocol must be adhered to in the same way as for any other media contact and they must be used in a responsible and appropriate manner.
- 9.3 For example, whilst acting in an official Stone Town Council capacity Members and officers should not:
 - a. Undertake any action that may result in actions for libel, defamation or other claims for damages
 - b. Process personal data other than for the purpose stated at the time of capture
 - c. Promote any political party or undertake any campaigning
 - d. Promote personal financial interests or commercial activities
 - e. Be used in an abusive, hateful or disrespectful manner

- 9.4 If social media and the internet are used in an unofficial capacity, Members and Officers should restrain from anything that could be construed as bringing the Council into disrepute.

August 2021

Date: 15/06/2022

Time: 12:25:28

Stone Town Council - Payments

Page: 1

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

The table includes payments by cheque, direct debit, PayPal, payment card, 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. All amounts exclude VAT.

Payment Date From : 01/05/2022

Payment Date To : 31/05/2022

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
02/05/2022	67366	Prism Solutions	Leased Lines	91.14
03/05/2022	SBC Rates	Stafford Borough Council	FJC Rates	434.00
03/05/2022	SBC Rates	Stafford Borough Council	Market Square Rates	35.00
03/05/2022	7070289962	Stafford Borough Council	SBC Road Closure St Georges Day Event 23/4/22	121.23
03/05/2022	SBC Rates	Stafford Borough Council	Station Rates	225.00
03/05/2022	6861687	Water Logic	Water Cooler Rental - Office Mar 22	29.12
04/05/2022	stw-INV06088485	Water Plus	Water Usage - Mount Rd - Mar / Apr 22	35.43
04/05/2022	stw-INV06087848	Water Plus	Water Usage STN 16/03/22 to 16/04/22	78.88
06/05/2022	280422	Equine Stunt Productions	Fighting Knights St Georges Day Event	800.00
09/05/2022	V01985825277	EE	Mobile phones	25.12
09/05/2022	V01985825277	EE	Mobile phones	23.53
09/05/2022	V01985825277	EE	Mobile phones	23.53
10/05/2022	2835687	British Gas	Elec - Feeder Pillar 1 Mar/Apr 22	8.80
11/05/2022	992508737	British Gas	Heritage Centre -Elec SC Mar/Apl 22	20.08
12/05/2022	St George Event	Martin Robinson	Photography at St George's Day Event 2022	100.00
13/05/2022	INV-0707	Current Electrical & Property Services	Various feet and bracket repairs	255.00
13/05/2022	INV-0707	Current Electrical & Property Services	Marquees set up -April 2022	600.00
13/05/2022	15983	Call Handling Services Ltd	Stone Helpline Charges Apr 22	3.22

Date: 15/06/2022

Time: 12:25:28

Stone Town Council - Payments

Page: 2

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
13/05/2022	SINV034060	Ellis Whittam	H&S Support and E Learning 2022/23	2,464.10
13/05/2022	2844322	British Gas	Town Elec Usage 61 High St Apr 2022	14.05
14/05/2022	INV148113000	Zoom Video Comm Inc	ZOOM Subscription May/Jun 2022	47.96
15/05/2022	stw-INV06217918	Water Plus	Water Usage - NR Allots 23/01/22 to 14/05/22	30.44
16/05/2022	INV14544396	Sage UK Ltd	Sage 50 Accounts Annual Licence 22/23	1,266.00
16/05/2022	SINV034216	Ellis Whittam	H&S Insurance and Admin Fee	55.00
16/05/2022	SINV034216	Ellis Whittam	H&S Insurance and Admin Fee	24.50
16/05/2022	201615202218117	Pozitive Energy	Gas Standing Charges 091221 to 310322	57.70
16/05/2022	SBC TEN	Stafford Borough Council	Temp Events Notice 14/8/22 - Florence BB at Stonefiled	21.00
17/05/2022	962821298	British Gas	Amphi Elec Supply - standing charge Apr 22	12.06
18/05/2022	201615202218117	Pozitive Energy	Gas Standing Charges 010422 to 090522	19.86
19/05/2022	713382022180713	Pozitive Energy	FJC Elec Usage April 2022	188.66
19/05/2022	713402022180713	Pozitive Energy	FJC Gas Usage April 2022	269.99
19/05/2022	713412022180713	Pozitive Energy	Gas Usage STN April 2022	159.16
19/05/2022	219539	Green Magic	Poster clamps and joiners for Jubilee photograph	159.84
20/05/2022	41	MJ Plant	Grounds Maint amphi, CM, MR, Abbey St, old bridge	1,600.00
20/05/2022	42	MJ Plant	Provide skip and labour for MR clearance	270.00
20/05/2022	43	MJ Plant	Clear & rotavate NR plots 15,16 and 9	400.00
20/05/2022	44	MJ Plant	Repair gate post and fence in Angler's Car Park	95.00
20/05/2022	3308	BEA Fire Safety Ltd	Fire Safety Risk Assessment 2022	225.00
20/05/2022	3308	BEA Fire Safety Ltd	Fire Safety Risk Assessment 2022	225.00
20/05/2022	3308	BEA Fire Safety Ltd	Fire Safety Risk Assessment 2022	225.00
24/05/2022	743014903/001/05	Virgin Media Business	Broadband Usage May/Jun 2022	50.00
24/05/2022	INV-135772-52716	AutoEntry	AutoEntry Monthly Subscription - May 22	9.00
25/05/2022	157216	Prism Solutions	Prism IT Service Charge May 2022	840.93

Date: 15/06/2022

Time: 12:25:28

Stone Town Council - Payments

Page: 3

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
26/05/2022	CD-223023789	Water Logic	Waterlogic GB Ltd	9.32
27/05/2022	444008-005	Virgin Media Business	Telephone Rental Charges / Call Cost May/June 22	88.58
27/05/2022	160522	JB Window Cleaner	Window Cleaning	65.00
27/05/2022	160522	JB Window Cleaner	Window Cleaning	25.00
27/05/2022	1536369	SUN LEISURE	24 Pairs of steel weights	1,452.38
28/05/2022	Stw-INV06202848	Water Plus	Water Supply April / May 2022	170.75
30/05/2022	stw-INV06217918	Water Plus	Water Usage - NR Allots 23/01/22 to 14/05/22	30.44
30/05/2022	VEO1094161	Veolia ES (UK) Ltd	Waste Collection - April 2022	72.38
30/05/2022	VEO1094162	Veolia ES (UK) Ltd	Waste Collection - April 2022	60.38
30/05/2022	INV-1349	IG Stage Hire	50% Mobile Trailer and Lighting - Jubilee Event	660.00
				<u>14,273.56</u>