



Town Clerk

Les Trigg

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15 Station Road
STONE
ST15 8JP

31 August 2022

Dear Councillor,

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held at the **Frank Jordan Centre, Lichfield Street, Stone**, on **TUESDAY 6 SEPTEMBER 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 2 August 2022, Minute No's GP23/047 – GP23/063 (attached).

8. **Minutes of Sub-Committees**

- a) Tourism & Town Promotion Sub-Committee held on 16 August 2022, Minute Numbers TTP23/008 – TTP23/016 (attached)
 - i. To consider the draft minutes
 - ii. To consider the Recommendations contained in Minute Numbers TTP23/014
- b) Environment Sub-Committee held on 16 August 2022, Minute Numbers ENV23/011 – ENV23/019 (attached)
 - i. To consider the draft minutes
 - ii. To consider the Recommendations contained in Minute Numbers ENV23/017

9. **Grants to Local Organisations – Free Use of Community Centres**

To consider the report of the Town Clerk (attached)

10. **Grants to Local Organisations**

To consider the following requests for grants from local organisations which do not meet the criteria within the Council's grants policy:

NOTE: These applications are included here for completeness and transparency. They do not meet the Council's approved grants criteria, so will not be considered unless a motion is moved and seconded for each application individually that the criteria is waived and the application approved:

- a. **Organisation:** Stone (Staffs) & District U3A
Amount Requested: £400
Reason: Replacement of IT equipment used for classes
Criteria Not Met: Level of reserves
- b. **Organisation:** Stafford and Stone Canoe Club
Amount Requested: £477.56
Reason: Equipment for junior paddlers
Criteria Not Met: Level of reserves
- c. **Organisation:** 1st Stone Scout Group
Amount Requested: Free use of FJC (approx. £4,000 pa)
Reason: Pump House not available. Previously granted for 12 months.
Criteria Not Met: Level of reserves and request over £500

11. **External Auditor Appointment Arrangements**

To consider correspondence received from Smaller Authorities' Audit Appointments (SAAA) inviting the Town Council to consider the option to opt out of the SAAA central external auditor appointment arrangements.

The next round of 5-year audit appointments runs from 2022-23 until 2026-27.

An email from SAAA is attached.

12. Members' Motion under Standing Order 4

Councillor Steve Walley

"Whilst attending the Norbury Canal Festival, I was introduced to the coordinator of the Roving Canal Traders Association. One of the key aims of the RCTA is to hold waterside events that provide opportunities for roving canal traders. The RCTA were holding such an event at the Norbury festival which featured a number of barges operating a floating market, selling a selection of products, many of which were locally produced. The coordinator of the event was interested in exploring the possibility of holding such an event at Stone canal side. Holding these events requires coordination with other regional RCTA events in addition to the logistics of getting all the barges to the town. The RCTA require the blessing of town/parish councils before they will enter into any formal discussions or carry out site visits to assess the practicalities of holding an event. Holding a floating market at Stone canal side would be a great way to make more of the towns canal heritage, encourage more local residents to get onto the canal and attract new visitors to the town.

I would ask the Council to request that the Town Clerk approaches the RTCA to explore the possibility of holding a floating market at Stone canal side during 2023"

13. Stone Heritage Centre Steering Group

- a) To note the resignation of Councillor Mrs Lin Davies from the Stone Heritage Centre Steering Group.
- b) To appoint a replacement Member to the Steering Group.

14. Town Council Payments

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

15. Update from Working Groups:

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

16. 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

17. **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.

18. **Confidential Minutes**

To approve the Confidential Minutes of the General Purposes Committee held on 2 August 2022, Minute Numbers GP23/047, GP23/062 and GP23/063 (attached).

19. **Heritage Centre**

To consider the outcome of the Stone Heritage Centre tendering process and appoint a main contractor for the next stage of the project.

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 2 August 2022

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

Officers: L. Trigg and Mrs T. Williams

ABSENT: Councillors: K. Argyle, Mrs A. Burgess, Mrs L. Davies, M. Hatton, J. Hickling, T. Kelt
and R. Townsend

GP23/047 Apologies

Apologies were received from Councillors: K. Argyle, Mrs L. Davies, J. Hickling,
T. Kelt and R. Townsend

GP23/048 Declarations of Interests

None

GP23/049 Requests for Dispensations

None

GP23/050 To receive the report of the County Councillors

County Councillor Mrs J. Hood

The Chairman invited Councillor Mrs Hood to address the Committee.

Stone Scout & Guide Band

Councillor Mrs Hood advised the Committee that she had been delighted to attend the Stone Scout and Guide Band's Annual General Meeting on 23 July where the young people were shining examples of local talent. They had demonstrated a growing confidence in playing their instruments and in chatting afterwards which was lovely to see and highlighted fine steerage from Councillor Kerry Dawson who was an excellent Bandmaster.

Disruptive Group of Youngsters

Councillor Mrs Hood advised the Committee that she had been disappointed to receive many calls from residents concerned about the behaviour of a group of unruly youngsters in the town. Their antics had included dodging traffic on Christchurch Way and climbing on to the roof at the back of Specsavers. She has contacted the Chief Inspector with people's concerns and asked that any new incidents be reported to the Police.

* 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.

Flooded Subway

Councillor Mrs Hood informed the Committee that Walton subway was flooded and causing difficulties for residents who depend on it for a safe crossing over the A34. A jammed manhole cover was the cause of the build-up and arrangements had been made for the water to be pumped away (with the aid of a generator).

Councillor Mrs Hood advised the Committee that the Highways Department were working hard to resolve the problem and were planning to clear other drains/grids on local roads (excluding A and B roads). She asked that Councillors report to her, as quickly as possible, any that are known to be blocked.

Concern was expressed about the Eccleshall Road where construction work was creating silt on the surface which may result in blockages in the future.

County Councillor I. Parry

Councillor Parry was not in attendance at the meeting.

GP23/051 To receive the report of Borough Councillors

The Chairman invited Borough Councillors to address the Committee.

Councillor Mrs Hood advised the Committee that she and the Town Clerk had worked hard on the arrangements for the Commonwealth Games Baton Relay in Stone and their input had resulted in an offer of tickets to the Rehearsal of the Commonwealth Games Opening Ceremony.

Councillor Mrs Hood attended the occasion at the Alexander Stadium and the experience was remarkable and amazing. She thanked Stafford Borough Council for their generosity.

GP23/052 Representations from Members of the Public

None

GP23/053 Minutes

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on 5 July 2022 (Minute Numbers GP23/031 – GP23/046), be approved as a correct record.

GP23/054 Minutes of Sub-Committees

- a) Estates Sub-Committee meeting held on 12 July 2022, Minute Numbers EST23/001 – EST23/009.

RESOLVED:

- i. To note the draft minutes
- ii. To approve the recommendations contained in Minute numbers EST23/005 and EST23/006.

* 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.

Minute number EST23/009 was considered as part of confidential section of the agenda (item 17 and Minute Reference GP23/063).

GP23/055 Budget Monitoring Report – June 2022

The report* of the Town Clerk was noted.

GP23/056 Mayoral Facebook Site

The Committee considered the report of the Town Clerk* (which had been attached to the agenda for the meeting) detailing a proposal from the Town Mayor, Councillor Jonathan Powell, to set up a Facebook or other social media site related solely to Mayoral activities.

The Town Clerk advised the Committee that the Press and Media Protocol had prevented the Town Mayor from setting up his own social media arrangements as it could put Councillor Powell in breach of the Code of Conduct. He said the Town Council if in agreement would need to give specific permissions to use the Mayoral designation, council logo etc.

The Chairman invited the Committee to consider whether the Council would like a Mayoral Facebook site in the short term – which the Mayor has offered to personally host and maintain – prior to the appointment of a new member of staff to handle social media for the whole Council.

The Committee discussed the positives and negatives of a Mayor's personal Facebook site and there were a number of supporting and opposing views.

The Councillors showing support believed that social media would be a successful, wide ranging and cost-effective way of promoting local organisations and the events and activities of the Mayor. They pointed out that the content would not be lost when the Council's site was set up as it could easily be transferred.

The Councillors against the proposal expressed the view that Facebook was by nature interactive and if the comments feature was switched off there would be little advantage over posting the information on the website.

They were concerned about trolling, maintaining political neutrality and management of the content which if interactive should be under the guidance of the Town Clerk.

Councillors expressed the view that Councillors Powell's existing personal Facebook page was excellent and that another short-term site with the Town Council's banner (prior to the setting up of social media for the whole council) was un-necessary.

RESOLVED:

That the Town Council do not wish to operate a separate Mayoral Facebook site, and that the objective was to operate a Council site, including Mayoral activities, when the new Heritage Centre Manager/Events and Marketing Officer had been appointed.

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GP23/057 Staffordshire Parish Councils' Association

The Charman invited the Town Clerk to provide a verbal response to the question raised at minute GP23/028: 'The Committee requested further clarification and justification for the Staffordshire Parish Councils' Association annual subscription and the value it brought the Town Council'.

The Town Clerk advised the Committee that the annual subscription was £1,088.90 for 2022-23 which also included membership of the National Association of Local Councils (NALC).

He said that although the subscription had gone up this year (by a greater value than in previous years), his view was that the cost still represented good value for money. A new Welcome Pack (an extract of which had been enclosed with the agenda for the meeting) demonstrated the services Staffordshire Parish Councils' Association (SPCA) and NALC provided. These included a wide range of training courses which Town Council officers and councillors make good use of, Legal Topic Notes from NALC which provide invaluable guidance on the legal position with everything happening in the sector, weekly Bulletins, helpful telephone advice when needed and as a larger council Stone has direct access to many NALC services.

The Town Clerk confirmed that although some of these services were available elsewhere, they were far less comprehensive.

RESOLVED: That the services offered by Staffordshire Parish Councils' Association are valuable and worthwhile and that the Town Council continues its membership.

GP23/058 Town Council Payments

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

GP23/059 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 Kenney advised the Committee that no meeting had taken place.

Engagement with Young People

Councillor Mrs Dawson informed the Committee that meetings had taken place both last week and this evening with Councillor Powell. She said that a plan had been devised and the Town Clerk will after a discussion, prepare a note for the General Purposes Committee.

Queen's Platinum Jubilee Steering Group

This group has now been disbanded

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GP23/060 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 Liaison Group had met virtually on Zoom on 27 July 2022. The environment article produced by Councillor Kelt was shared for information, but the main part of the meeting consisted of a presentation by Michelle Shaker of the Safer Roads Partnership.

Other topics discussed included HS2 and mention was also given to the cadet organisations and the Scout and Guide Band as surrounding parishes may not have these groups locally and promoting them was beneficial.

Councillor Davies said the meetings continued to be very useful and the next one would be held in October.

Stone ATC

Councillor Davies advised the Committee that he had attended a Welfare Committee Meeting on 19 July, and it was good to see there were even more enthusiastic people joining the Committee which was good for the ongoing success of 2352 (Stone) Squadron ATC.

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 was not available to give a report on this occasion.

Stone Common Plot Trustees

Councillor Mrs Hood advised the Committee that there was a Plot walkabout arranged for 14th but no meetings had taken place.

Stone Community Hub Liaison Group

Councillor Mrs Hood advised the Committee that no meeting of Stone Community Hub Liaison Group had taken place.

SPCA Executive Committee

Councillor Green advised the Committee that he had no report.

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

GP23/061 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

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GP23/062 Confidential Minutes

RESOLVED:

That the Confidential Minutes of the General Purposes Committee meeting held on 5 July 2022, Minute Numbers GP23/031 and GP23/046 be approved.

GP23/063 Confidential Minutes and Recommendations of Sub-Committees

- a) Estates Sub-Committee Meeting held on 12 July 2022, Minute Numbers EST23/001, EST23/008 and EST23/009.

The Town Clerk provided additional supporting information to allow further consideration by the Committee of the items referred to in minute number EST23/009.

RESOLVED:

- i. To note the draft minutes
- ii. To approve the recommendations contained in Minute Number EST23/009
- iii. To obtain appropriate legal advice
- iv. To proceed with repairs to the Station Roof
- v. To approve a supplementary estimate of £2,000

CHAIRMAN

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Stone Town Council – Tourism & Town Promotion Sub-Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 16 August 2022

PRESENT: Councillor Mrs J. Hood in the Chair and
Councillors: A. Best, J. Davies, R. Kenney, P. Leason and J. Powell

Officers: L. Trigg and Mrs T. Williams

By Chairman's invitation: No Councillors

ABSENT: Councillors: Mrs K. Dawson, C. Thornicroft and S. Walley

TTP23/008 Apologies

Councillors: Mrs K. Dawson, C. Thornicroft and S. Walley

TTP23/009 Declarations of Interest and Requests for Dispensation

None received

TTP23/010 Representations from Members of the Public

None

TTP23/011 Minutes of Previous Meeting

The minutes of the Tourism & Town Promotion Sub-Committee meeting held on the 24 May 2022 (Minute Numbers TTP23/001 – TTP23/007), were approved as a correct record.

TTP23/012 HS2

The Chairman welcomed Mr Trevor Parkin of the Stone Railhead Crisis Group to the meeting and invited him to provide an update on the current position with HS2 as it affects the Stone area.

Mr Parkin expressed the Crisis Group's appreciation of the Town Council's support over the previous six years. He said the group had gone quiet of late because it was working behind the scenes trying to influence the Government on its decision.

Mr Parkin delivered his presentation (using an overhead projector), which included details of HS2 Ltd's plans to build a railhead in Yarnfield and Stone Railhead Crisis

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Group's proposal to move its location to Aldersey's Rough.

Mr Parkin explained the reasons, in the opinion of Stone Railhead Crisis Group, that the Railhead was not a feasible proposition in Stone from an engineering, economic, transport and logistics perspective.

He talked about the many risk factors of the Yarnfield site and presented his views on the advantages of Aldersey's Rough which included cost savings, utility advantages, construction on ground that was sound, hidden from view (no visual impact) and away from neighbouring homes. He also suggested that this site would allow delivery by rail much more quickly, relieving pressure on the road network.

Mr Parkin put forward Stone Railhead Crisis Group's suggestions for making the rail network more beneficial to the area and beyond (with or without HS2 Phase 2a and 2b going ahead) as he believed there were no service advantages from the HS2 railway for local people.

After Councillors had taken the opportunity to ask questions, the Chairman thanked Mr Parkin for his attendance, on behalf of members of the Sub-Committee.

Mr Parkin left the meeting after his item had concluded.

TTP23/013 Calendar of Events 2022

The Chairman invited the Town Clerk to provide an update on the calendar of event noticeboard displays in the town for 2022.

The Town Clerk advised the Sub-Committee that as part of a town noticeboard review the calendar of events and business directory would be updated. He said he was awaiting final approval for the artwork which will now incorporate Crown Wharf and the Leisure Centre area.

The Sub-Committee considered past and future Town Council events in 2022 which included the arrangements for the following:

- **Florence Brass Band Concert in Stonefield Park**

The Chairman advised the Sub-Committee that the Florence Brass Band Concert, held on Sunday 14 August, had been a resounding success and appeared to have been enjoyed by all who attended. Councillor Mrs Hood said that she hoped the event would be held again next year and included in the calendar (discussed above).

The Concert was a big team effort with the Town Council providing cream teas and the Marquee Contractor, Grounds Maintenance Contractor and the new Park Ranger delivering their services on the day. The Band had enjoyed playing and the Town Mayor and Chairman of the General Purposes Committee had also offered their support to the occasion.

A Burma Star commemoration took place during the concert and the attendance

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of the Army Cadets was greatly appreciated.

- Stone by the Sea

The Chairman advised the Sub-Committee that Warwick's Funfair was currently bringing the sandpit and rides into the town in preparation for the event to open tomorrow (Wednesday 17th to Saturday 20th August).

The Chairman pointed out that the event will be free for families to enjoy and will hopefully benefit businesses in the town as well if greater numbers of people make a visit.

- Christmas Lights Switch-On

The Chairman advised the Sub-Committee that a meeting had been held with Christmas Lights Plus to discuss the Christmas Lights Switch-On event on Thursday 17th November.

Councillor Mrs Hood said the staging will be installed at the top of the town as there is a long line of sight down the High Street providing a better view to more people than would be the case if the stage was positioned in Market Square.

- Any other suggested events

The Chairman invited the Sub-Committee to offer suggestions for future events.

Councillor Leason made the point that next year (on 13 March) would be the 200th anniversary of the death of the Earl of St. Vincent and that the Borough Council was looking at having a service on 12 March in consultation with HMS Collingwood.

Councillor Leason suggested that the Town Council consider holding an event in Stone, perhaps on Saturday 11 March, in conjunction with St Michael & St Wulfad's Church.

The Sub-Committee agreed that a commemorative event should be held, particularly as the Earl of St. Vincent was a strong-minded Stone person who had wanted to be buried in the town.

The Sub-Committee suggested the Town Council work with HMS St. Vincent Association and contact its members as soon as possible.

TTP23/014 Town Clock

The Sub-Committee considered the current situation with the timekeeping of the High Street Clock which has not been accurate for a considerable period despite a sizable sum of money being spent on repairs over a number of years.

The Sub-Committee noted that although included on the agenda due to the clock's impact on the appearance of the town, the budget for its upkeep was the responsibility of the Estates Sub-Committee.

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The Chairman informed the Sub-Committee that the Joules clock (which had been restored after removal from another location and a long period of storage) was held very dear by the people of Stone as it was an important part of the town's heritage.

RECOMMENDED: That the Estates Sub-Committee is asked to consider the future of the town clock.

TTP23/015 Promotion of Stone Working Group

The Committee considered whether the Promotion of Stone Working Group should be disbanded, after a suggestion was made at the last meeting that the working group was no longer needed.

The Town Clerk advised the Sub-Committee that the Promotion of Stone Working Group had been set up during the Covid-19 pandemic in 2020 to look at getting the High Street up and running again after the first lockdown. There had been several meetings held followed by proposed actions and a budget created for the year 2021-22.

However, no bids were put forward for the funding and once the town was up and running again no further meetings of the working group took place.

RESOLVED: That the Promotion of Stone Working Group is disbanded.

TTP23/016 Reports from Working Groups

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

Remembrance Plaques Working Group

Councillor J. Davies advised the Sub-Committee that Oak Tree Farm was starting to open up again but was currently refurbishing the pottery workshop which needed to be complete before the production of an example plaque.

Councillor Davies advised on his plans to visit the properties identified as homes of WW2 soldiers to make judgement about whether they would be suitable to receive a plaque.

Promotion of Stone Working Group

This working group has now closed (see Minute Number TTP23/007 above).

Market Strategy (Market Pricing & Strategy)

The Chairman reminded the Sub-Committee that the Craft Market signs were in very poor condition and needed to be replaced as soon as possible.

The Chairman advised the Sub-Committee that through social media the craft market had been promoted and there has been a number of new stands. She said the craft market was the ideal opportunity for new businesses to test how their products are

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received.

Chairman

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Stone Town Council – Environment Sub-Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 16 August 2022

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

Officers: L Trigg and Mrs T. Williams

By Chairman's Invitation: A. Best, J. Davies and Mrs J. Hood

ABSENT: Councillors: Mrs A. Burgess, Mrs K. Dawson, M. Hatton and R. Townsend

ENV23/011 Apologies

Councillors: Mrs K. Dawson and R. Townend

ENV23/012 Declarations of Interest and Requests for Dispensations

None received

ENV23/013 Representations from Members of the Public

None

ENV23/014 Minutes of Previous Meeting

- a) The minutes of the Environment Sub-Committee meeting held on the 24 May 2022 (Minute Numbers ENV23/001 – ENV23/010), were approved as a correct record.

ENV23/015 Covid-19 Commemoration

The Chairman updated the Sub-Committee on the Covid-19 Commemoration project.

Councillor Kelt advised the Sub-Committee that the budget was £1,800 with the costs estimated to be £700 for the purchase of the trees and between £350 and £1,000 for the bench. The Grounds Maintenance Contractor, Mr Plant, has very kindly offered to plant the trees and install the bench at no cost to the Council. He suggested doing this as his contribution to the project.

The cost of the plaque can be met from any remaining funds within the £1,800. The wording will need to be agreed by the Sub-Committee.

The planting of the trees is planned for September as the Ground's Maintenance Contractor considers this to be the best time. He will be meeting with Town Councillors before then to progress the item.

The Sub-Committee expressed their thanks and gratitude to Mr Plant for his generosity in providing his labour for the project free of charge.

ENV23/016 Crown Meadow Improvements

The Sub-Committee noted the update (which had been enclosed with the agenda for the meeting) on the work being undertaken by the Council's Grounds Maintenance Contractor.

It was confirmed that the overgrown allotment plots were in Mount Road and would be relet following their clearance.

ENV23/017 Energy and Carbon Review

The Sub-Committee considered the content of the Energy and Carbon Review & Action Plans for the Stone Station and Frank Jordan Community Centres (which had been enclosed with the agenda for the meeting).

The Chairman invited the Town Clerk to comment on the two reviews.

The Town Clerk advised the Sub-Committee that he was awaiting a response to several queries on the reports which recommended the same course of action at both centres, to change the heating systems for heat exchange pumps and to install solar panelling (in conjunction) to reduce the costs.

The complete and full costings had not been provided for the installations and the solar panels required additional considerations as both buildings are in the conservation area and Stone Station is a listed building.

The Sub-Committee discussed the reports and suggested it would be beneficial to obtain quotations for heat pumps and solar panels at both community centres which would provide additional insight from the specialists who undertake the installations. The information received could then be considered by the Sub-Committee.

The Sub-Committee expressed some concern about the reliability of solar panels and queried other additional considerations that might be necessary (but not mentioned in the report) such as the suitability of the roofs and the need for insulation.

RECOMMENDED: That quotations are obtained in line with the recommendations of the Energy and Carbon Review & Action Plans for heat exchange pumps and solar panelling at Stone Station and the Frank Jordan Centre.

ENV23/018 Speaker on Environmental Matters

The Sub-Committee considered the paper from Councillor T. Kelt (which had been attached to the agenda for the meeting).

RESOLVED: That in the absence of Councillor Walley this item be deferred to the next meeting of the Sub-Committee.

ENV23/019 Reports of Working Groups

Environmental Issues Working Group

Councillor Kelt advised the Sub-Committee that the article on environmental matters had been published in the Stone & Eccleshall Gazette.

He said there had been two responses to the article with more awaited in the hope they can be co-ordinated into active town groups. The Stafford Panel have noted and are supportive of the actions of the Town Council on environmental issues.

Councillor Kelt informed the Sub-Committee that the working group was planning to set up a stall on a market day to nudge people into registering an interest in environmental matters, but its management needed to be thought through.

The working group was investigating ways of collecting the more difficult to recycle items which can't be collected in the blue bins. There are rules about the items that can be put into the four types of collection the Borough Council deal with and failure to adhere to the rules can lead to failure to recycle due to contamination.

Councillor Kelt advised the Sub-Committee that some retailers such as Morrisons and Marks and Spencer accepted non-recyclable items like soft plastic bags and food packaging/wrapping and people needed to be made aware of this. Other shops have expressed an interest in collecting the waste they have generated.

The Borough Council has offered additional bins to be deployed in the town but the process of collection and delivery needs thinking through to determine whether feasible and how it can be implemented.

Councillor Kelt pointed out that there are some teracycle points in Stone for items such as used pens and crisp packets, but these are not convenient for most of the community and the working group is looking at ways to improve this facility.

There is a need to look at what is normally put in green bins to see what else could be collected separately for reuse and how the process could be handled. There is also a need for education generally as to how waste can be processed more effectively.

The working group is following up on a Borough Council invitation to visit waste

management sites run by Veolia to see the process in operation. The preference is for a group of between five and ten participants. No date has been set.

The Sub-Committee suggested that a date in October be put out to Councillors.

Councillor Kelt advised the Sub-Committee that he was contributing to the Stafford Borough Panel on environment matters.

Councillor Kelt had attended three meeting and the Panel had been spilt into four work streams: waste management, raising awareness, food production and agriculture and biodiversity.

Stafford Borough has offered to visit Stone with its carbon footprint balloon, used to generate an interest in environmental matters and to encourage people to measure their carbon footprint.

Councillor Kelt was currently in discussion with the Town Clerk and an officer at the Borough (who was liaising with the County) on the arrangements for a visit. Market Square on a Farmers' Market date would be his preference but there might be issues related to the layout of market stalls blocking access to the Market Square.

Chairman

Introduction

1. There has recently been an increase in requests for free use of the Council's community centres for ongoing or extended periods. These requests are normally routed via the Council's Grant Aid process to ensure they are subject to proper examination.
2. The Council does not have a specific policy against which to consider such requests.

Community Centres – Current Position and Charges

3. The Frank Jordan Centre has recovered well following the pandemic and, whilst there are still a significant number of unfilled booking slots, it is operating at the highest level that it has for some time and demand is increasing. Current charges are £17.40 per hour for the St Michael's Suite and £14.50 for the Christchurch Suite, both of which are VAT exempt.
4. The Stone Station Community Centre, on the other hand, has very few bookings and is underutilised. This is exacerbated by the limitations on parking as a result of the upturn in use of the station for rail travel. Current charges are £17.40 per hour including VAT.
5. It should also be noted that a discount is offered to users who undertake regular bookings at either venue and that the Town Clerk has discretion to vary the charges, though this discretion is rarely used.
6. Where free use is agreed by the Committee, the rental costs for the use of the building are charged by the community centre to the Grants budget.

Grants Policy

7. The current Grants policy has a limit of £500 per organisation in any financial year. This can be easily exceeded when free use is granted – for example the "cost" of granting free use of community centres while the Pump House is out of action has been around £4,000 per annum, though this only represents a real cost to the Council if a potential user of the community centre has been turned away as a result. If the room would otherwise have been unused, the costs incurred would be limited to cleaning, caretaking and energy, with perhaps some additional wear and tear on the building and some small administration costs.
8. This raises the question of why the Council would grant free use of the Frank Jordan Centre on an ongoing basis at all, due to the potential demand for bookings, when there is significant spare capacity at the Stone Station that is not currently in demand.
9. The Committee is asked to consider whether the granting of ongoing free or significantly discounted use of the Council's community centres should be limited to the Stone Station

only, where the Council would only incur the limited costs identified above, as opposed to the real possibility of turning potential users away at the Frank Jordan Centre.

Conclusions

10. This report has identified an increase in requests for free use of the Council's community centres via the Grant Aid process, which is not fully covered within the Grants policy.
11. Where such requests exceed a notional cost of £500¹, which is likely due to their ongoing nature, they will automatically fail to meet the Council's grants criteria.
12. The actual costs incurred by the Council of granting free use of the Frank Jordan Centre are likely to be much higher than granting free use of the Stone Station due to the significantly higher possibility of having to turn a paying user away in order to accommodate the free booking.
13. It is therefore suggested that the granting of ongoing free or significantly discounted use of community centres be limited to the Stone Station only, and that the £500¹ limit in the grants policy not apply to such requests.

Recommendations

14. It is recommended that:
 - a. The granting of ongoing free or significantly discounted use of the Council's community centres via the Grant Aid process be limited to the Stone Station only,
 - b. The limit of £500 within the grants policy should not apply to free or significantly discounted use of the Station Community Centre, and,
 - c. The grants policy be updated accordingly.

¹ Based on the cost of the rentals that would otherwise have been incurred.

Application for Grant Aid



Name of organisation:

Stone (Staffs) & District U3A

Purpose of organisation:

To encourage and enable people who have retired or are not in full time employment to help each other to share knowledge, skills, interests and experiences.

Amount of grant requested:

£400

Total cost of project (if appropriate):

£1200 (estimated)

Reason for grant request:

The U3A Computer Group has been running classes for more than 10 years at Hilderstone Village Hall and more recently at Oulton Village Hall.

The existing Laptop, iPad and Samsung Tablet are not upto date with current versions of software, and are not compatable with the devices that members bring to the classes as they have more recent equipment. Purchased Laptop 2013 and Tablets 2016.

New classes are planned to start in September 2022, and we are in need to replace existing equipment before then.

Benefits to Stone residents:

The courses run from September to April with a class of 10 members each time. Each course is of 6 weeks duration, and comprises of a Workshop for all devices, then a specific course for Laptops, and Tablets. Courses are not run in the Summer because members have other interests.

Many members who attend are of mature age who have come to computer technology in later life, either due to bereavement or family wanting them to communicate regularly, or they want to Bank or shop on line safely.

Members attending are from Stone or surrounding villages.

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

We do have an application in with Stafford County Council for £600. In the past they have supported these classes with a small amount of funding.

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

If we are successful in being granted some funding, we would be most grateful if it could be awarded before our courses start in September.

As all new equipment has to be set up prior to the first course starting 14th September we would have to setup the devices in the first week of September.

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

No applications has been made to Stone Town Council before.

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

This application came following a brief discussion with Councillor Jim Davies, who suggested I should put an application in for consideration.

Stone & District U3A

Statement of Accounts: all accounts

Printed 26th August 2022 13:01

Income & Expenditure, 1st November - 31st October

Start year	2020		2019	
Category	In	Out	In	Out
-Account Transfers	£20,078.60	£20,078.60		
Audit fees		£575.00		
Beacon Licence		£813.00		
Committee expenses		£540.57		
Consumables		£4.38		
Donations	£6,898.60			
Facility Hire		£1,706.53		
Group Equipment		£621.53		
Membership	£13,040.00	£20.00	£80.00	£80.00
Miscellaneous		£88.94		
Opening Balance			£43,805.94	
Receipts from linked u3a	£87.00			
Room Hire		£1,474.50		
Storage		£325.00		
TAM Magazine		£1,015.56		
Zoom		£1,191.20		
Sub-totals	£40,104.20	£28,454.81	£43,885.94	£80.00
Brought forward	£43,805.94			
Total		£55,455.33		£43,805.94

Balance Sheet

Current	£55,455.33	£43,805.94
Membership		
Total	£55,455.33	£43,805.94

Application for Grant Aid



Name of organisation:

Stafford and Stone Canoe Club

Purpose of organisation:

To support local juniors to experience and succeed in the sport of Canoe Slalom.

Amount of grant requested:

£477.56

Total cost of project (if appropriate):

Reason for grant request:

Stafford and Stone CC are applying for a grant for equipment for Junior paddlers.

The equipment required would be 2 x Canoe Slalom C1 adjustable paddles.

The paddles are more expensive as they come with the adjustable function.

We have chosen these paddles as they are fully adjustable which means they can be used by the maximum age range of Junior Paddlers.

C1 is the category which Adam Burgess competes in, and as you can imagine has become very popular since Adam competed in Tokyo 2020 Olympic Games. To support this we have introduced specific beginners classes in this category and expanded our C1 tuition to further encourage interest in this category from within our current junior membership, across all ages and abilities.

Our plan is to ensure we offer access to all canoe slalom disciplines to all children, across all ages, thus supporting interest in sport, healthy engagement in sport, healthy active lifestyles for children from all backgrounds and abilities.

As a successful local sports club who actively encourage children to be healthy and active, encourage sportsmanship and successfully continue to produce local sporting talent, we request that our local town council consider us for a grant for the equipment.

As we are coming up to the 50th anniversary of our club in 2023 we plan to continue to offer tuition and ongoing support to local juniors, and lay the foundations for the club to continue to support local paddlers, both Junior and adult, and to produce many more Canoe Slalom athletes for another 50 years and beyond.

<p>Benefits to Stone residents:</p> <p>To support the engagement in sport for local children and their families. We aim to encourage not only healthy lifestyles but the sense of sportsmanship and achievement in all paddlers. This in turn can support a child's well being and mental health.</p> <p>By having quality equipment at the club we can support children from all ages and backgrounds to take part in all areas of the sport, despite their families ability to acquire the required equipment needed to train and compete to their best.</p>
<p>Other sources of funding secured or being explored (with amounts where known):</p> <p>None currently.</p>
<p>Is this an "exceptional" request (see notes)? If so, please explain why the Council should treat it as an exception:</p> <p>I understand your next consideration for applications is in February 2023, however as we head towards the end of the season and we intensify our training and coaching provision over the winter, it would be much appreciated if you could make an exception in this case and look at our application as soon as possible. We have also just recruited a new beginners group of Junior Paddlers from the local area and this would help us to offer further support and training to them over the autumn/winter.</p>
<p>Grants awarded by the Council in the last two years, and the uses made of the funding:</p> <p>None</p>
<p>Statement of support from Council appointed representative (if applicable):</p>



Honorary Treasurer

P. Appleton

STAFFORD & STONE CANOE CLUB **FINANCIAL STATEMENTS** **YEAR ENDED 31 AUGUST 2021**

INCOME & EXPENDITURE ACCOUNT

	Year ended 31 Aug 2021	Year ended 31 Aug 2020
	£	£
<u>Income</u>		
Subscriptions - Senior with coach 15: Senior no coach 26 (26): J with coach 47 (33): coach 5 (9): Total J 52 (42): AA 40 (45): AB 17 (15): L 28 (26)	J no 7,653	5,558
Canoe storage - 79 (52)	3,850	2,608
Junior beginners income 19	6,433	1,388
Adult taster sessions	850	30
Equipment Hire (Use of club boats)	890	300
<u>COMPETITIONS</u>		
HPP Paul McConkey Memorial Slalom May	500	8
Stone Div 3/4 Slalom (October)	0	-216
Mini Slalom Series	0	1,476
Stone Div 3/4 Slalom (March)	0	1,212
Stone Div 3/4 Slalom (June)	1,404	0
Club championships	0	54
Refreshments Events (less expenses)	196	367
<u>EVENTS</u>		
Coaching income	0	0
Pool Sessions	0	3
Xmas + Spring Fayre	0	34
Family Summer BBQ	0	0
<u>DONATIONS</u>		
Photos	0	6
Personal Donations	1,181	-12
AED fundraising unit cost £700	0	0
Grants (Arts & Sports Trust £10k, BC TCP £2.5k, BC coach training £1,110)	13,610	10,000
Stone Festival Committee	0	0
Social Events	-57	-244
Sundry Donations & Use of Site	257	236
Stone Lions	0	0
Joe Clarke donations	0	0
Bag Packs	0	534
Catering Donation	214	633
Bucket Donation	14	0
CASC donation	20	40
Pharma Medico Ltd	0	0
Inland Revenue CASC Refund	192	395
Raffles	0	224
<u>Total income</u>	37,208	24,636

Expenditure

	Year ended 31 Aug 2021	Year ended 31 Aug 2020
Canoe Slalom UK (Affiliation and Insurance)	357	366
<u>COACHING EXPENDITURE</u>		
Junior Beginners Coaching	2,923	0
All other Coaching	2,838	645
Coaches Travel Expenses	0	509
Grants for Courses	3,672	295
<u>CLUBHOUSE EXPENDITURE:</u>		
Insurance	1,966	1,870
Lease premium (£1,500 per year for 10 years. Last payment Oct 2019)	0	1,500
Electricity	3,616	3,518
Water Rates & Charges	122	160
Phone line rental + Broadband	297	326
Cleaning materials	362	188
Contract cleaners	529	867
Trees & Land	0	0
Locks Keys & Security & Barrier	225	362
Fire Alarm, Extinguishers & First Aid	47	0
Clubhouse maintenance	803	789
Clubhouse improvements	24	84
<u>CANOEING / SLALOM EQUIPMENT</u>		
Slalom Canoes	1,915	2,060
River bed & bank	128	43
Paddles Buoyancy Aids etc	618	2,053
Pa & Timing Equipment & Timing Software	0	54
Training Gates etc	1,446	38
Fitness equipment	0	0
Hoodies & T-Shirts	551	-100
<u>OTHER</u>		
Interclubs	0	600
Bank Charges	84	60
Secretary's Expenses	0	0
Treasurer's Expenses	3	2
Newsletter Expenses	0	0
Fund Raising Costs	0	0
IT Costs	171	75
Miscellaneous Items	0	102
<u>Total expenditure</u>	22,699	16,466
<u>Operating surplus / (deficit)</u>	14,509	8,170
Amortisation of club house	3,838	3,712
Interest on Total Amortisation	2,887	1,954
<u>Investment income</u>		
INTEREST: Santander Deposit Account	1	23
Investment value change on year	11,695	7,657
<u>Total investment income</u>	11,696	7,680
<u>Net surplus / (deficit)</u>	19,479	10,184

BALANCE SHEET AS AT 31 AUGUST 2021

	Note	As at 31 Aug 2021 £	As at 31 Aug 2020 £
<u>Fixed assets</u>			
Land		4,805	4,805
Club house development	2	548,462	555,188
<u>Current assets</u>			
Payments in Advance		0	0
Investments			
Resp sterling bond Total Invested To Date £	45,000		45,000
CAF Responsible sterling bond fund Value of Fund		52,976	51,996
Resp global equities Total Invested to Date £	25,000		25,000
CAF Responsible global equities Value of Fund		55,525	44,811
Cash at Bank - Santander Current Account		4,914	3,524
CAF Current Account		14,804	17,262
- Santander Business Direct Saver Account		20,653	4,652
Cash in Hand - Treasurer		-161	-209
- Cleaning		30	30
Total cash at bank and hand		40,241	25,259
		702,009	682,059
<u>Current liabilities</u>			
Debitors Sums owing to Club		0	0
Creditors Sums owing by the Club (kayaks £11315, maint £60.99, gates £138.81, river £11.99, cleaner £260, cleaning materials £17.49, drysuit use £125)		1,929	1,567
Key Deposits - Refundable		3,460	3,350
<u>Total net assets</u>		696,620	677,141
<u>General account</u>			
	3	143,352	117,148
<u>Club development fund</u>			
	4	553,268	559,993
		696,620	677,141

NOTES TO ACCOUNTS

1. Accounting policies

There were no significant known items of expenditure or income not taken into account.
The accounts are prepared on a cash basis with the exception of the club house development where provisions are made for amounts owing in relation to retentions and professional fees.

Expenditure on assets (equipment, stationary, unsold small items, badges, publications etc.) except sweat shirts are written off in the year in which the expenditure occurred.

Club assets, including substantial stocks of canoes and equipment, are also held at no value as far as these accounts are concerned.

All calculations are actually calculated to 2 dec places but are shown rounded to 0 dec places ie totals on sheet are correct but manually adding columns may produce a very small apparent error.
Amortisation of the club house is calculated so as to write off the cost over the period of the 99 year lease less an estimated residual value of £295,000.

Interest on the Investment Account is brought into these accounts in the year the interest is credited to the account.

2. Club house expenditure

	31 Aug 2021	31 Aug 2020
	£	£
Expenditure incurred as at 31 Aug 2020	591,906	591,906
Additions - Expenditure incurred in the period	0	0
Expenditure incurred as at 31 Aug 2021	591,906	591,906
Amortisation as at 31 Aug 2020	36,718	31,052
Charge for the year incl interest on total.	6,726	5,666
Total Amortisation as at 31 Aug 2021	43,444	36,718
Net book value as at 31 August 2021	548,462	555,188

3. General account

	31 Aug 2021	31 Aug 2020
	£	£
Surplus brought forward	117,148	101,298
Surplus for the year	19,479	10,184
Transfer to Club development fund	6,726	5,666
Surplus carry forward	143,352	117,148

4. Club development fund

	31 Aug 2021	31 Aug 2020
	£	£
Surplus brought forward	559,993	565,659
Trans from General account - Amortisation charge	-6,726	-5,666
Trans from General account - Donations & grants	0	0
Trans from General account - Adjustment relating to the final build costs	0	0
Surplus carry forward	553,268	559,993

CERTIFIED CORRECT and that subject to the above notes all Club Funds have been taken into account.

Honorary Treasurer

AUDIT REPORT

I have examined the above accounts with the books and records kept by the Club and in my opinion, subject to the above notes, they correctly exhibit the state of the Clubs affairs.

Honorary Auditor

Application for Grant Aid



Name of organisation:

1st Stone Scout Group

Purpose of organisation:

To provide Scouting opportunities for young people in Stone District.

Amount of grant requested:

Click or tap here to enter text.

Total cost of project (if appropriate):

Click or tap here to enter text.

Reason for grant request:

We submitted an application last year to support the users of our meeting place, The Pump House, after it developed a hole in the floor during renovations. Unfortunately, it has been difficult to identify an appropriate contractor and, therefore, have the work costed appropriately. Stafford Borough Council has recently informed me that the cost is in the region of £48,000 to £55,000 and they have applied for grant funding for this purpose. We do not have a completion date at present. This means that we are still unable to use the main hall and have been continuing with Scouting activities outside.

We are approaching the time of year where the weather starts drawing in and we have approached the Town Council to see if we can use the Frank Jordan Centre and/or Station for our meetings instead. This grant is to respectfully ask the Town Council to continue to cover the hire fees for Beavers, Cubs, Scouts and the Scout and Guide Band until we have access to a dedicated meeting space again.

Benefits to Stone residents:

1st Stone Scout Group has given local young people the opportunity to learn new skills and face new challenges, which will help them in their adult lives, for almost 100 years. We hope to continue this for many years to come and, with your help, we can avoid a winter shut down so our members can continue accessing Scouting activities.

The Pump House is also the home of Stone Scout & Guide Band and houses instruments for Stone Town Band, as well as acts as a meeting space for the wider Scouting community in Stone.

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

Unknown amount applied for by Stafford Borough Council from the Levelling Up fund specifically to replace the floor. 1st Stone Scout Group does not have access to this information.

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

This is an exceptional request as it would be open-ended with no definitive end date. As this is time sensitive with winter just around the corner, we respectfully ask that the Council considers this application at the earliest opportunity.

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

One year’s funding to cover rental for use of Council buildings for Beavers, Cubs, Scouts and Stone Scout & Guide Band.

Statement of support from Council appointed representative (if applicable): Click or tap here to enter text.

ACCOUNTS

1st Stone Scouts P&L 2018-19

Income	2018-2019	Prv Year	Notes
Subscriptions	6297.00	4850.00	
Gift Aid	1127.62	888.89	
Fund Raising	100.00	0.00	
Income for Events	0.00	285.00	Note 1
Hire of HQ	1325.00	1350.00	Note 2
Grants & Donations	1223.88	708.00	
Transfer from Roof Repair Reserve	0.00	21427.46	
Miscellaneous Income	0.00	0.00	
	10,073.50	29,509.35	
Expenditure			
Programme Activities	614.06	473.31	
Badges & Uniform	291.22	307.96	
Capitation	1955.70	1902.70	
Event Costs	0.00	286.00	
HQ Costs	1971.64	983.96	Note 3
Equipment Purchase & Maintenance	4.99	0.00	
Management & Administration	179.61	117.45	
Roof Repairs	0.00	30874.50	
Miscellaneous Costs	109.35	0.00	

Surplus/(Deficit) **5,126.57** **34,945.88**

Notes **4,946.93** **-5,436.53**

1 HQ Income: Town Band £300, Scout Band £400, District £300, Bonfire etc £325

2 Grants from Staffs CC, Copper Jar, Bonfire & £400 from Stone Rotary for Water Heaters

HQ Expenses: Gas £740, Electric £300, Repairs etc £930

1st Stone Scouts Balance Sheet 2018-19

	2018-2019	Prv Year	
Assets			
Cash in Bank	5185.13	6760.54	
Floats & Cash/Chqs in Hand	2390.92	707.99	
Gas Oil Stock			
700.00 Other Assets		700.00	
0.00		0.00	
Debtors	1547.42	888.25	Gift Aid & Rotary Donation
	9823.47	9056.78	
Liabilities			
Creditors	953.48	5083.72	Owed for Water Heaters & Gas Delivery
	953.48	5083.72	
Total Assets less Liabilities	<u>8869.99</u>	<u>3973.06</u>	
Capital & Reserves			
Roof Repair Reserve	0.00	0.00	
Other Reserved Capital	170.63	220.63	Cubs Nights away & OSM donation
Unreserved Capital	3752.43	9188.96	
P&L Account	4946.93	-5436.53	
	<u>8869.99</u>	<u>3973.06</u>	

Notes:

2018-19 Section Breakdown

	Costs	Receipts
SUBSCRIPTIONS		
Subscriptions - Beavers		2,105.00
Subscriptions - Cubs		2,370.00
Subscriptions - Scouts		1,822.00
GIFT AID		
Gift Aid - Beavers		356.25
Gift Aid - Cubs		532.12
Gift Aid - Scouts		239.25
Fund Raising		100.00
EVENTS (CAMPS ETC)		
Event Income - Beavers		
Event Income - Cubs		
Event Income - Scouts		
Hire of HQ		1,325.00
Grants & Donations		1,223.88
Credit Charges (Late Payments)		
Miscellaneous Income		
PROGRAMME ACTIVITIES		
Programme Activities - Beavers	307.39	
Programme Activities - Cubs	301.62	
Programme Activities - Scouts	5.05	
BADGES & UNIFORM		
Badges & Uniform - Beavers	119.55	
Badges & Uniform - Cubs	131.55	
Badges & Uniform - Scouts	40.12	
CAPITATION		
Capitation - Beavers	590.40	
Capitation - Cubs	664.20	
Capitation - Scouts	701.10	
EVENTS (CAMPS ETC)		
Event Expenses - Beavers		
Event Expenses - Cubs		
Event Expenses - Scouts		
HQ COSTS		
Gas Oil Used	744.03	
Electricity	294.00	
Water		
Repairs, Renewals & Maintenance	933.61	
Building Repairs (Major)		
Equipment Purchase & Maintenance (Owned)	4.99	
Management & Administration	179.61	
Miscellaneous Costs	109.35	

From: admin@saaa.co.uk
To: [Les Trigg](#); [Town Clerk](#)
Subject: SAAA 2022 Opt-out Communication
Date: 10 August 2022 17:38:46
Attachments: [PNG image](#)

Option to opt out of the SAAA central external auditor appointment arrangements

Dear Clerk/RFO/Chairman, Stone Town Council,

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

All authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.**

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via e mail to admin@saaa.co.uk.

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

-

Opting-out

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at www.saaa.co.uk

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor **must** be a registered auditor as defined by the Companies Act

and a member of Institute of Chartered Accountants (England and Wales).

- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**

Regards,
admin@saaa.co.uk



www.saaa.co.uk • SAAA Ltd, 77 Mansell Street, London E1 8AN

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Date: 23/08/2022

Time: 17:19:01

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 : 01/07/2022

Payment Date To : 31/07/2022

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
01/07/2022	67632	Prism Solutions	Line Rental	44.45
01/07/2022	67632	Prism Solutions	Line Rental	46.69
04/07/2022	stw-INV06376634	Water Plus	Water Usage STN May/Jun 2022	130.01
04/07/2022	Rates July 22	Stafford Borough Council	STN Rates - July 22	225.00
04/07/2022	Rates July 22	Stafford Borough Council	FJC Rates - July 22	434.00
04/07/2022	Rates July 22	Stafford Borough Council	Mkt Sq Rates - July 22	35.00
05/07/2022	2	J & S Security Services	Security for Jubilee Event	540.00
05/07/2022	7070290496	Stafford Borough Council	Apr to Jun 22 Charge for Litterbin Emptying - Canal	142.70
06/07/2022	INV7867	Hampshire Flags	Commonwealth Flag	168.94
07/07/2022	969756350	British Gas	Elec Standing Charges May / Jun 22	20.08
07/07/2022	V02005064532	EE	Mobile Phone Charges July 22	23.53
07/07/2022	INV-0729	Current Electrical & Property Services	Marquees set up - june 22	1,190.00
07/07/2022	V02005064532	EE	Mobile Phone Charges July 22	25.12
07/07/2022	V02005064532	EE	Mobile Phone Charges July 22	23.53
08/07/2022	ICO	Information Commissioner's Office	ICO Annual Charge 2022/23	35.00
08/07/2022	44516	Panda Press (Stone) Ltd	Order of Service - Civic Dinner 10/07/22	254.00
11/07/2022	109167525	Steve's Sound Systems	Supply public address system	100.00
11/07/2022	Inv1236	The Secret Kitchen	Additional Finger Buffet x 6	48.00

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
11/07/2022	3101829	British Gas	Elec Supply 61 High St 21/01522 to 21/06/22	5.98
11/07/2022	Inv1231	The Secret Kitchen	Civic Sunday Catering 10/7/22 x 90 buffet and 2 staff	790.00
11/07/2022	3101598	British Gas	Elec - Feeder Pillar 1 21/5/22 to 21/6/22	8.80
15/07/2022	SI-174639	Mailing room	Franking Machine Rental 01/07/22 to 30/09/22	60.00
15/07/2022	16365	Call Handling Services Ltd	Stone Helpline Charges June 22	4.25
15/07/2022	48	MJ Plant	Mount Road Allots Hedge cutting	90.00
15/07/2022	49	MJ Plant	Fitting of new noticeboard including underground	569.41
15/07/2022	47	MJ Plant	Supply of tree for Jubilee event - planted around	57.00
15/07/2022	45	MJ Plant	Grounds Maint amphi, CM, MR, Abbey St, old bridge	1,600.00
15/07/2022	46	MJ Plant	Grounds Maint amphi, CM, MR, Abbey St, old bridge	1,600.00
15/07/2022	7070290495	Stafford Borough Council	Qtr Charge for Litterbin Emptying - Amphi Apr to Jun 22	47.94
15/07/2022	7070290581	Stafford Borough Council	Install & removal of High Street bollards Apr to Jun 2022	406.88
18/07/2022	201615202219702	Pozitive Energy	Heritage Centre Gas Supply - June 2022	9.78
18/07/2022	955899186	British Gas	Elec Supply - Amphitheatre June 22	12.93
18/07/2022	Grant July 22	Oak Tree Farm Rural Project	Grant to Oak Tree Farm Rural Project	500.00
18/07/2022	Grant July 22	Royal British Legion	Grant to RBL	500.00
18/07/2022	Grant July 22	Stone Scouts & Guides Brass Band	Grant to Stone Scouts & Guides Brass Band	500.00
19/07/2022	INV-135772-56089	AutoEntry	AutoEntry Monthly Subscription - July 22	11.00
19/07/2022	Manual Invoice	Zoom Video Comm Inc	Zoom Subn July/Aug 22 - No invoice, paypal receipt	47.96
20/07/2022	7070290618	Stafford Borough Council	SBC Qtr Office Rent 20/7/22 to 19/10/22	150.00
22/07/2022	114278	B Hygienic Ltd	Air Sanizer Rental Jul 22 to Jun 23	286.00
25/07/2022	743014903/001/07	Virgin Media Business	Broadband Usage Jul/Aug 2022	50.00
25/07/2022	SI-796	Net and Cover Services	Replace velcro fastenings on 7 x rear marquee panels	312.00
25/07/2022	809353	Cllr Jill Hood	Deposit for Cream Tea at Stonefield Park	20.00
25/07/2022	160032	Prism Solutions	Prism IT Service Charge August 2022	851.73

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
25/07/2022	stw-INV06487561	Water Plus	Water Usage FJC Jun / Jul 2022	71.61
25/07/2022	109170584	Trudy Williams	Plates, napkins and cups for Platinum Jubilee party	11.87
25/07/2022	35741	Trudy Williams	WD40 to loosen padlocks on elec boxes	3.58
25/07/2022	2-304547	Trudy Williams	Postal charge for returning Town Crier Costume	16.45
25/07/2022	825264	Trudy Williams	TW Expenses - Civic Sunday stationery	13.30
26/07/2022	7070290611	Stafford Borough Council	Temp Road Closure - Civic Sunday 10/07/22	121.23
26/07/2022	713402022204487	Pozitive Energy	FJC Gas Usage June 2022	144.43
26/07/2022	713382022204487	Pozitive Energy	FJC Elec Usage June 2022	143.49
26/07/2022	713412022204487	Pozitive Energy	Gas Usage STN June 2022	63.41
26/07/2022	11424	Canal Cruising Co Ltd	Gas for lighting of the Jubilee Beacon	122.86
26/07/2022	Grant July 22	Alzheimers Club	Grant to Alzheimers Club	300.00
26/07/2022	713392022204487	Pozitive Energy	Elec Usage June 2022	161.65
26/07/2022	CD-223111764	Water Logic	Water dispenser rental and service - June 22	35.62
27/07/2022	Civic Sunday	Stone Scouts & Guides Brass Band	Stone S&G Band - fee for Civic Sunday Parade	200.00
28/07/2022	VEO1096609	Veolia ES (UK) Ltd	Waste Collection June - 2022	72.38
28/07/2022	VEO1096611	Veolia ES (UK) Ltd	Delivery and removal of waste bins at Westbridge Park -	420.00
28/07/2022	VEO1096610	Veolia ES (UK) Ltd	Waste Collection June - 2022	60.38
29/07/2022	444008-007	Virgin Media Business	Office Telephone System June / July 2022	89.33
29/07/2022	4687	Christmas Plus	Support fixing - Waving Santa Motif	60.00
29/07/2022	13329	All Print Equipment Ltd	Ricoh MPC3003 Copier, Document Feeder and Full Size	900.00
				<u>14,989.30</u>