



Stone

Town Council

Town Clerk

Les Trigg

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Email: clerk@stonetowncouncil.gov.uk

15 Station Road
STONE
ST15 8JP

28 September 2022

Dear Councillor,

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held at the **Frank Jordan Centre, Lichfield Street, Stone**, on **TUESDAY 4 OCTOBER 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 6 September 2022, Minute No's GP23/064 – GP23/082 (attached).

8. **Minutes of Sub-Committees**

There are no Sub-Committee minutes.

9. **Co-option to Sub-Committee**

To consider the co-option of Jon Cook to the Tourism & Town Promotion Sub-Committee.

10. **Resident Engagement Events**

To receive a verbal report from Councillor S Walley on the outcome of the Resident Engagement Event trial period.

11. **Nominations for SPCA Executive and AGM arrangements**

To consider nominations for election of representatives to the SPCA Executive at the Association's AGM on the evening of Monday 5th December 2022. Nominations should reach the SPCA office by no later than Friday, 14 October. A copy of the nomination form is attached.

Member Councils are also invited to put forward motions for debate at the AGM which will be held at Staffordshire Place One, Tipping Street, Stafford. The proposal form for submitting motions is attached.

The calling papers for the 83rd AGM, together with copies of the Association's Annual Report, will be made available in due course.

12. **Town Council Payments**

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

13. **Update from Working Groups:**

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

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. **Confidential Minutes**

To approve the Confidential Minutes of the General Purposes Committee held on 6 September 2022, Minute Numbers GP23/064, GP23/081 and GP23/082 (attached).

17. **Heritage Centre**

To consider an update on the Stone Heritage Centre building works tendering process and the appointment of a main contractor for this work.

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 6 September 2022

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

Officers: L. Trigg and R. Mincher

ABSENT: Councillors: Mrs A. Burgess, I. Fordham, M. Green, M. Hatton, J. Hickling, P. Leason
and R. Townsend

GP23/064 **Apologies**

Apologies were received from Councillors: M. Green, J. Hickling and R. Townsend

GP23/065 **Declarations of Interests**

Councillor Mrs K Dawson declared a personal interest in minutes GP23/072 and
GP23/056 (c)

Councillor J Davies declared a personal interest in minute GP23/073 (c)

GP23/066 **Requests for Dispensations**

None

GP23/067 **To receive the report of the County Councillors**

County Councillor Mrs J. Hood

The Chairman invited Councillor Mrs Hood to address the Committee.

Councillor Hood thanked Councillor Walley for his comprehensive list of blocked
gullies following her request for information at the last meeting of this Committee.
She also informed the Committee that a list had been received from Councillor
Fordham. This information will be passed to the Highways Department for them
to act upon.

County Councillor I. Parry

Councillor Parry was not in attendance at the meeting.

GP23/068 **To receive the report of Borough Councillors**

There was no report on this occasion.

GP23/069 **Representations from Members of the Public**

None

GP23/070 **Minutes**

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on 2 August 2022 (Minute Numbers GP23/047 – GP23/063), be approved as a correct record.

GP23/071 **Minutes of Sub-Committees**

- a) Tourism & Town Promotion Sub-Committee meeting held on 16 August 2022, Minute Numbers TTP23/008 – TTP23/016.

RESOLVED:

- i. To note the draft minutes
 - ii. To approve the recommendations contained in Minute number TTP23/014.
- b) Environment Sub-Committee meeting held on 16 August 2022, Minute Numbers ENV23/011 – ENV23/019.

RESOLVED:

- i. To note the draft minutes
- ii. To approve the recommendations contained in Minute number ENV23/017.

GP23/072 **Grants to Local Organisations – Free Use of Community Centres**

The Committee considered the Town Clerk's report*, which recommended limiting the granting of ongoing or extended periods of free use of community centres to the Stone Station only.

A question was raised about whether any application for the use of the community centres as "warm hubs" in the future would be subject to this policy, if agreed. It was confirmed that it would apply, but that any such application would be brought to the Committee for consideration.

It was further clarified that approval of this policy would not mean that the Station was now available for free use. Normal charging policies would continue to apply at the Station as set out in the Clerk's report unless a request for ongoing free or reduced charges was approved by the Committee under the grant aid process.

RESOLVED:

- a) The granting of free or significantly discounted use of the Council's community centres via the Grant Aid process is limited to the Station Community Centre only.

* 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.

- b) The limit of £500 within the grants policy should not apply to free or significantly discounted use of the Station Community Centre.
- c) The grants policy should be updated accordingly.

GP23/073 Grants to Local Organisations

Grant applications had been received from three organisations, but none of them met the Council's criteria for the reasons set out on the agenda:

- a) **Stone (Staffs) & District U3A – Replacement of IT equipment used for classes.**
A proposal to waive the criteria related to the level of reserves in this case was not seconded, so the application was not considered further.
- b) **Stafford and Stone Canoe Club – Equipment for Junior Paddlers.**
RESOLVED: To waive the criteria related to the level of reserves and award a grant of £477.56.
- c) **1st Stone Scout Group – Free use of FJC (approx. £4,000 pa).**
RESOLVED: To waive the criteria related to the level of reserves and agree to the free use of the Stone Station Community Centre for a period of 12 months.

GP23/074 External Auditor Appointment

The Committee considered the correspondence from Smaller Authorities Audit Appointments (SAAA)* attached to the agenda asking the Council whether it wished to continue to be included within the SAAA central auditor appointment arrangements for the next five year period from the current financial year to 2026-27.

The Town Clerk strongly recommended that the Council should continue with these arrangements.

RESOLVED:

To continue with the SAAA central auditor appointment arrangements for the next five year period to 2026-27.

GP23/075 Members' Motion under Standing Order 4

Councillor Steve Walley proposed that:

“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,

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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”

The exploration of this proposal was supported by the Committee, but a number of issues were discussed that would need to be resolved before such a market could be held. This included the level of activity currently on the canal and the number of independent and reserved moorings in the area. It was suggested that a discussion be held with the holiday let business in the area.

RESOLVED:

To support the exploration of this proposal, and ask the Town Clerk to report back to the Tourism and Town Promotion Sub-Committee.

GP23/076 Stone Heritage Steering Group

- a) The resignation of Councillor Mrs L Davies from the Steering Group was noted.
- b) RESOLVED: To appoint Councillor J Davies to the Steering Group vacancy.

GP23/077 Town Council Payments

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

GP23/078 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 the group had not met.

GP23/079 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 next meeting of the Liaison Group would be on 26th October 2022.

Stone ATC

Councillor Davies informed the Committee the next meeting was due on 13th September 2022.

Age Concern Stone & District

Councillor Thornicroft advised the Committee that a meeting of Age Concern Stone & District had taken place on 2nd September 2022, which had included

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consideration of the accounts, the introduction of new volunteers, and the work involved with requests for assistance.

Stafford & Stone Access Group

Councillor Kelt reported that the next meeting was planned for 26th September 2022.

Stone Common Plot Trustees

Councillors Mrs Hood, Kelt and Kenney reported that a Plot walkabout had taken place on a very hot 14th August 2022, but that there had been no meeting since the last report.

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 was not present at the meeting to give a report.

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

GP23/080 Exclusion of the Press and Public

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

RESOLVED: to exclude the Press and Public from the next items of business

GP23/081 Confidential Minutes

RESOLVED:

That the Confidential Minutes of the General Purposes Committee meeting held on 2 August 2022, Minute Numbers GP23/047, GP23/062 and GP23/043 be approved.

GP23/082 Heritage Centre

The Committee Chairman and the Town Clerk reported on progress with regard to the letting of the contract for works at the Heritage Centre. It was expected that a further report would be presented to the next meeting of this Committee.

CHAIRMAN

Executive Members whose term will end in 2022

Cllr	Michael	Ackroyd	Branston Parish Council	East Staffordshire	2022
Cllr/VP	Michael	Allen	Haughton Parish Council	Stafford	2022
Cllr/VP	Pat	Ansell	Cannock Wood Parish Council	Cannock	2022
Mr/President	Ian	Ashbolt	President	Newcastle	2022
Cllr	Ken	England	Tutbury Parish Council	East Staffordshire	2022
Cllr	Victor	Kelly	Penkridge Parish Council	South Staffordshire	2022
Cllr	Richard	Painter	Swindon Parish Council	South Staffordshire	2022
Cllr	Graham	Payne	Gnosall Parish Council	Stafford	2022
Mr	Alan	Toplis	Hon Auditor	Auditor Staffordshire	2022
Cllr	Peter	Turner	Brown Edge Parish Council	Moorlands	2022
Cllr	Keith	Vernon	Mavesyn Ridware	Lichfield	2022

Representation per District	No of vacancies for nomination		
Cannock Chase	2	Cannock Chase	1
East Staffordshire	5	East Staffordshire	2
Lichfield	3	Lichfield	2
South Staffordshire	4	South Staffordshire	2
Stafford	5	Stafford	2
Staffs Moorlands	4	Staffs Moorlands	2
Newcastle	2	Newcastle	2
Honorary Auditor	1		1
Clerks	2		2

Your Role as a member of the Executive Committee

- The Executive meets quarterly and oversees the management of the Association. It agrees the annual budget and sets the subscription level.
- As a member of the Executive your role is to attend meetings and to ensure that the Committee sets the strategic direction of SPCA and provides effective oversight of the operation and administration of the Association.
- When making decisions on the strategic path of the association it is key that the whole of the membership of the Association is considered.
- Members are expected to work closely and communicate well with the Chief Executive and support team at SPCA.
- Another key aspect of the role is communicating issues from the Parish and Town Councils in your District for consideration by the Executive and to communicate the work of the Association to the Councils in your District.

STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION

83rd Annual General Meeting – 5th December 2022 at 7.00pm

To be held at Staffordshire Place One, Tipping Street, Stafford

Motions for Debate

To be emailed to Staffordshire Parish Councils' Association,
at spca.parish@staffordshire.gov.uk no later than 4th November 2022.

If your **Council** wishes any motion(s) to be put forward, then please complete the details below giving the name of the person/member/clerk, who will move the motion(s).

Please note that they will be expected to 'attend' the AGM and speak.

.....Parish/Town Council wishes to propose the following motion(s) for debate at the Annual General Meeting of the Association on 5th December 2022 at 7.00pm

Motion:

Proposer **Date**.....

Your Council should find a council willing to second the motion and may wish to seek the support of the other Parish Councils in its District.

Seconded (Parish/Town or Area Committee)

..... **Date**.....

..... **Parish Council**

Date: 09/09/2022

Time: 11:43:53

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 : 01/08/2022

Payment Date To : 31/08/2022

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
01/08/2022	INV15098269	Sage UK Ltd	Sage Payroll Subscription extended to August 2022	399.52
01/08/2022	67762	Prism Solutions	Telephone Line Rental July 2022	91.14
02/08/2022	STW-INV06525882	Water Plus	Water Usage STN 16/06/22 to 16/07/22	81.00
03/08/2022	SBC Rates	Stafford Borough Council	Mkt Sq Rates - Aug 22	35.00
03/08/2022	SBC Rates	Stafford Borough Council	STN Rates - Aug 22	225.00
03/08/2022	SBC Rates	Stafford Borough Council	FJC Rates Aug 2022	434.00
05/08/2022	5475	Byatt Oliver Associates	Prep of preliminary docs for tender submission and	1,180.00
08/08/2022	V02015194994	EE	Mobile Phone Charges - August 2022	72.18
09/08/2022	STW-INV06560666	Water Plus	Water Usage - Newcastle Rd Allotments - 14/05/22 to	28.39
09/08/2022	3238957	British Gas	Elec Supply Feeder Pillar 1 21/06/22 to 21/07/22	8.52
10/08/2022	INV-1383	IG Stage Hire	30% Deposit - Stage / Face Light - Christmas Lights 2022	225.00
10/08/2022	05082022	JB Window Cleaner	Window Cleaning Aug 22	90.00
11/08/2022	965821155	British Gas	Electricity Supply - Heritage Centre June/July 2022	19.43
12/08/2022	201615202220746	Pozitive Energy	Heritage Centre Gas Supply - Aug 2022	15.96
16/08/2022	978644821	British Gas	Elec Supply - Amphitheatre July 22	12.50
16/08/2022	Brass Band Event	WM Morrisons Supermarket Ltd	Food for Concert in Stonefield Park 14/08/22	299.00
16/08/2022	SI-176947	Mailing room	Franking Machine Maint Contract 26/09/22 to 25/09/23	185.22
16/08/2022	Brass Band Event	WM Morrisons Supermarket Ltd	Refreshments for Stonefield Park Concert 14/08/22	26.42

Date: 09/09/2022

Time: 11:43:53

Stone Town Council - Payments

Page: 2

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
16/08/2022	C010689267	Sage UK Ltd	Sage Payroll Subscription - credit note	-151.31
17/08/2022	INV162059169	Zoom Video Comm Inc	ZOOM Subscription Aug/Sep 2022	47.96
24/08/2022	743014903/001/08	Virgin Media Business	Broadband Usage Aug/Sep 2022	50.00
24/08/2022	STW-INV06649784	Water Plus	Water Usage - FJC - 08/07/22 to 08/08/22	76.08
25/08/2022	161519	Prism Solutions	Prism IT Support Augg 2022	861.74
25/08/2022	25082022	Stone Shoe Repairs Ltd	Allotment Competition 2022 - Shield Engraving	32.00
26/08/2022	CD-223158121	Water Logic	Water dispenser rental and service - July 22	17.32
30/08/2022	VE01097807	Veolia ES (UK) Ltd	Waste Collection - fuel surcharge - June 22	0.88
30/08/2022	VE01098853	Veolia ES (UK) Ltd	Waste Collection Aug - 2022	61.41
30/08/2022	VE01097806	Veolia ES (UK) Ltd	Waste Collection - fuel surcharge - June 22	0.88
30/08/2022	VE01098852	Veolia ES (UK) Ltd	Waste Collection Aug - 2022	73.41
30/08/2022	713392022215559	Pozitive Energy	Elec Usage STN July 2022	180.50
30/08/2022	713412022215559	Pozitive Energy	Gas Usage STN July 2022	53.70
30/08/2022	713382022215559	Pozitive Energy	Elec Usage FJC July 2022	145.44
30/08/2022	713402022215559	Pozitive Energy	Gas Usage FJC July 2022	38.33
31/08/2022	INV-0746	Current Electrical & Property Services	Marquees set up July 2022	1,040.00
				<u>5,956.62</u>