

Town Clerk

Les Trigg

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15 Station Road

STONE

ST15 8JP

26 October 2022

Dear Councillor,

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held at the **Frank Jordan Centre, Lichfield Street, Stone**, on **TUESDAY 1 NOVEMBER 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 4 October 2022, Minute No's GP23/083 – GP23/099 (attached).

8. Minutes of Sub-Committees

- a) Estates Sub-Committee held on 27 September 2022, Minute Numbers EST23/010 – EST23/019 (attached)
 - i. To consider the draft minutes
 - ii. To consider the Recommendations contained in Minute Numbers EST23/014, EST23/015, EST23/016
- b) Tourism & Town Promotion Sub-Committee held on 25 October 2022, Minute Numbers TTP23/017 – TTP23/026 (attached)
 - i. To consider the draft minutes
 - ii. To consider the Recommendations contained in Minute Number TTP23/025
 - iii. Subject to the acceptance of Minute Number TTP23/025 (B) the Committee is asked to appoint a group of members to attend Stone Traders Group Director's Meetings on a rotated basis.
- c) Management Sub-Committee held on 25 October 2022, Minute Numbers MAN23/001 – MAN23/008 (attached)
 - i. To consider the draft minutes
 - ii. To consider the Recommendations contained in Minute Numbers MAN23/005 and MAN23/008

9. 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:** Walton Community Centre
Amount Requested: £500
Reason: Timed sensors and flushing units for the Centre urinals
Criteria Not Met: Level of reserves
- b. **Organisation:** St Michael's Community Hall
Amount Requested: £500
Reason: To provide a venue for the people of Stone and environs to carry out their legal activities
Criteria Not Met: Level of reserves

10. Budget Monitoring Report – September 2022

To receive the report of the Town Clerk (attached).

11. Market Square

To consider placing removable bollards around the Market Square to support the initiative to reduce traffic movements in Stone High Street.

12. HS2 Liaison Meetings

HS2 have suggested holding quarterly, joint liaison meetings with Stone Town Council, Chebsey Parish Council and Yarnfield & Cold Meece Parish Council. If the Council agrees to take part, there would be a need to identify Councillors to represent Stone, as a meeting with all 32 Councillors over the three Councils would be likely to be impractical. The Committee are therefore asked to consider:

- a. Does it want this Council to take part in these joint meetings?
- b. If so, who should represent the Council?

13. Stafford Borough Council Local Plan 2020-2040

Stafford borough are consulting on their new Local Plan 2020-2040 from Monday 24 October 2022 until 12 noon on Monday 12 December 2022. They have published a Preferred Options document, which includes:

- New levels of housing and employment land requirements, and how these will be distributed across the Borough through a new settlement hierarchy;
- Proposed development allocations including Stafford Station Gateway and a new garden community at Meecebrook, which is adjacent to Cold Meece and near to Yarnfield and Eccleshall.
- A range of draft planning policies on topics such as climate change, economic development, housing provision, transport and the environment

As part of the consultation, the Borough Council are running an online event and a number of drop-in exhibitions across the Borough for all interested parties to attend in order to discuss the Local Plan and to ask questions. These are:

Wednesday 9 November 2022 - 7.30pm-8.30pm - Online consultation event.

Thursday 10 November 2022 - 4pm-8pm - Jubilee Room, Eccleshall Community Centre

Monday 14 November 2022 - 4pm-8pm - Grosvenor Centre, Gnosall

Tuesday 15 November 2022 - 4pm-8pm - Westbridge Room, Christchurch, Stone

Saturday 19 November 2022 - 11am-3.45pm - Stafford, Central Library

Due to its size, a copy of the Preferred Options document has been distributed to all Councillors direct in advance of the meeting, rather than being attached to this agenda. Copies of this and other related documents can be found on the Stafford Borough website at <https://www.staffordbc.gov.uk/local-plan>.

It is recommended that this is considered at a special meeting of the Committee on 15 November 2022 in order to determine the Council's response to the Local Plan consultation.

14. Town Council Payments

To receive a list of payments made by the Council during the period 1 to 30 September 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 (Notes attached)

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, R. Kenney and C. Thornicroft

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 4 October 2022, Minute Numbers GP23/083, GP23/098 and GP23/099 (attached).

19. To consider the Confidential Minutes and recommendations of the undermentioned Sub-Committees:

- a) Estates Sub-Committee Meeting held on 27 September 2022, Minute Numbers: EST23/010, EST23/018 and EST23/019 (attached)
 - i. To consider the Minutes
- b) Management Sub-Committee Meeting held on 25 October 2022, Minute Numbers: MAN23/001 and MAN23/008 (attached)
 - ii. To consider the Minutes
 - iii. To consider the Recommendations contained in Minute Number MAN23/008

20. 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 4 October 2022

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

Officers: L. Trigg and Mrs T. Williams

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

GP23/083 Apologies

Apologies were received from Councillors: K. Argyle, Mrs L. Davies, Mrs K. Dawson,
M. Green, J. Hickling, R. Kenney and P. Leason

GP23/084 Declarations of Interests

None

GP23/085 Requests for Dispensations

None

GP23/086 To receive the report of the County Councillors

County Councillor Mrs J. Hood

The Chairman invited Councillor Mrs Hood to address the Committee.

Councillor Mrs Hood informed the Committee that she had succeeded in getting the graffiti removed from the crossroads at Aston Lodge which encompassed a message requesting a repair to a pothole. She asked that residents refrain from drawing attention to road defects in this way.

County Councillor I. Parry

Councillor Parry was not in attendance at the meeting.

GP23/087 To receive the report of Borough Councillors

The Chairman advised the Committee that Councillor Kenney was absent from the meeting (this evening) as he was attending a meeting of the Borough Council's Scrutiny Committee which was considering the Local Plan. He anticipated that Councillor Kenney would report back on its content in due course.

* 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.

GP23/088 Representations from Members of the Public

None

GP23/089 Minutes

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on 6 September 2022 (Minute Numbers GP23/064 – GP23/082), be approved as a correct record.

GP23/090 Minutes of Sub-Committees

There were no Minutes of Sub-Committees

GP23/091 Co-option to Sub-Committee

The Committee considered the co-option of Jon Cook to the Tourism & Town Promotion Sub-Committee.

Mr Cook runs 'A Little Bit of Stone' which is considered Stone's leading social media outlet, providing valuable knowledge, experience and insights into the views of residents and businesses locally.

The Chairman confirmed that Mr Cook if appointed, would attend meetings and speak as a Member of the Sub-Committee but would not have a vote (and would therefore not form part of a quorum). He would be bound by the Town Council's Code of Conduct.

RESOLVED: To appoint Mr Jon Cook as a co-opted member of the Tourism & Town Promotion Sub-Committee.

GP23/092 Resident Engagement Events

The Chairman invited Councillor Walley to provide a verbal report on the outcome of the Resident Engagement Event trial period.

Councillor Walley advised the Committee that he had worked with the Town Clerk and Chairman of the General Purposes Committee to develop the format for the engagement events, and it had been agreed that two events would be held, one during the weekend and one midweek.

He reported that the events had not been very well attended by residents with three attending the midweek session and no one attending the weekend one.

Councillor Walley informed the Committee that the conclusion had been drawn that arranging a third event would not be a good use of Councillors' time; although Councillors had connected with a group of residents to identify some issues that were currently being worked through.

Councillor Walley thanked Councillors for their support with the trial initiative.

GP23/093 Nominations for SPCA Executive and AGM arrangements

The Committee considered an invitation to nominate a representative to stand for election to Staffordshire Parish Councils Association's Executive. It was noted that the election will take place at the Association's AGM on the evening of 5 December 2022.

As Councillor Mark Green was a current representative of the SPCA Executive the Committee did not wish to make any new nominations.

GP23/094 Town Council Payments

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

GP23/095 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 no meeting had taken place.

Engagement with Young People

Councillor Mrs Dawson and Councillor Mrs Davies were not available to give a report.

GP23/096 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 of the Liaison Group would be on 26th October 2022. He invited Councillors to put forward items they might like the Group to discuss and extended an invitation to attend the meeting.

Stone ATC

Councillor Davies informed the Committee that a meeting had taken place on Tuesday 20 September 2022, and all was going well. The ATC Committee is expanding and working hard with a focus on recruitment.

Age Concern Stone & District

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

Stafford & Stone Access Group

Councillor Kelt reported that a meeting had taken place on 26 September 2022, but he was away on holiday and hadn't yet had the opportunity to read the minutes.

Stone Common Plot Trustees

Councillor Kelt reported that no meeting had taken place.

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Stone Community Hub Liaison Group

Councillor Mrs Hood advised the Committee that no meeting of the 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 Planning Consultative Committee meeting and the closed session of the Town Council meeting had taken place.

GP23/097 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

GP23/098 Confidential Minutes

RESOLVED:

That the Confidential Minutes of the General Purposes Committee meeting held on 6 September 2022, Minute Numbers GP23/064, GP23/081 and GP23/082 be approved.

GP23/099 Heritage Centre

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

CHAIRMAN

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Stone Town Council – Estates Sub-Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 27 September 2022

PRESENT: Councillor A. Best in the Chair and
Councillors: J. Davies, C. Thornicroft

Officers: L. Trigg and R. Mincher

By Chairman's invitation:

ABSENT: Councillors: Mrs L. Davies, Mrs K. Dawson, I. Fordham, Mrs J. Hood, R Kenney and
J. Powell

EST23/010 Apologies

Councillors: Mrs L. Davies, Mrs K Dawson, I. Fordham, Mrs J. Hood and J. Powell

EST23/011 Declarations of Interest and Requests for Dispensations

None received

EST23/012 Representations from Members of the Public

None received

EST23/013 Minutes of Previous Meeting

That the minutes of the Estates Sub-Committee meeting held on the 12 July 2022 (Minute Numbers EST23/001 – EST23/009), be approved as a correct record.

EST23/014 Town Clock

To consider the future of the Town Clock.

NOTE: This item has been referred to the Estates Sub-Committee by the Tourism & Town Promotion Sub-Committee (Reference: Minute Number TTP23/014 (Meeting on 16 August 2022))

The Town Clerk presented three options regarding the upkeep of the Town Clock: leave as it is, set the time to one position and the clock becomes ornamental, or call out a specialist supplier to establish the work and related

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costs of repair.

RECOMMENDED: The Town Clerk is to contact a supplier to examine the clock and report back to the sub-committee the works required and the potential cost to return the clock to fully working order.

EST23/015 Maintenance of Cenotaph Garden

The Town Clerk reported that he had discussed the ongoing upkeep of the cenotaph garden with the Chairman of Stone in Bloom.

Following those discussions, the Grounds Maintenance Contactor has offered to absorb the upkeep of the garden within the Town borders workload at no additional cost.

RECOMMENDED: To accept the offer of the Grounds Maintenance Contractor for the ongoing maintenance of the garden.

EST23/016 Stone Station

To consider a request from Futures2gether for access to the station building to support a pop-up café.*

The Town Clerk advised that the pop-up shop is not permissible under the terms of our lease.

RECOMMENDED: the Town Clerk is to approach the lessor to discuss the amendment of current lease terms to enable the expansion of community and commercial use of the Station.

EST23/017 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 item of business.

EST23/018 Confidential Minutes

RESOLVED:

That the Confidential minutes of the Estates Sub-Committee meeting held on the 12 July 2022 (Minute Numbers EST23/001, EST23/008 and EST23/009), be approved as a correct record.

* 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.

EST23/019 Update on Stone Station

The Town Clerk update the Sub-Committee on the current position on Stone Station Community Centre

Chairman

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Stone Town Council – Tourism & Town Promotion Sub-Committee

**Minutes of the meeting held in St Michael's Suite at the Frank Jordan Centre,
Lichfield Street, Stone, on Tuesday 25 October 2022**

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

Officers: L. Trigg and Mrs T. Williams

By Chairman's invitation: I. Fordham and T. Kelt

ABSENT: Councillors: A. Best and P. Leason
Co-opted Member: J. Cook

TTP23/017 Apologies

Councillors: A. Best and P. Leason
Co-opted Member: J. Cook

TTP23/018 Declarations of Interest and Requests for Dispensation

None received

TTP23/019 Representations from Members of the Public

None

TTP23/020 Minutes of Previous Meeting

The minutes of the Tourism & Town Promotion Sub-Committee meeting held on the 16 August 2022 (Minute Numbers TTP23/008 – TTP23/016), were approved as a correct record.

TTP23/021 Calendar of Events 2022-23

The Sub-Committee considered past and future Town Council events in 2022-23 which included the arrangements for the following:

- Stone by the Sea
The Chairman advised the Sub-Committee that Stone by the Sea was a successful event for families and always resulted in lots of positive feedback.

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With the cost-of-living crisis it was good to offer a variety of free events for families as well as attracting people into town to use the shops and support local eateries.

- Christmas Lights Switch-On

The Chairman advised the Sub-Committee that the Christmas Lights Switch-On event would be taking place on 17 November 2022 and this year have a 'Matilda' theme.

Rooftop Studios and a good number of local school choirs had signed up to perform a variety of songs with Sam Lloyd taking on the role of compere once again.

Councillor Mrs Hood asked Town Councillors to volunteer as stewards for the evening if they were available.

- Anniversary of the death of the Earl St Vincent Commemoration

Councillor Mrs Hood advised the Sub-Committee that the Earl St Vincent had been a local hero in Stone and had chosen to be buried in St Michael & St Wulfad's Church yard rather than in London's St Pauls Cathedral.

The Sub-Committee agreed that a working group should be set up to consider the arrangements for a commemoration event in March 2023 to mark the anniversary of his death and honour his life.

It was agreed that the working group's membership would consist of Councillors: Mrs J. Hood, J. Powell, Mrs K. Dawson, R. Kenney and T. Kelt.

- Classic Car Event

The Chairman advised the Sub-Committee that the organiser of the Classic Car Show was keen to hold an event this year and a firm date in mid-September was awaited.

- Puppet Festival

The Chairman advised the Sub-Committee that David Leech of Pelham Puppets was keen to bring his show to Stone but needed to first establish how it would work.

- St George's Day

The Chairman advised the Sub-Committee that the St George's Day Re-enactment was another popular free event for families and the Knights had been booked to perform again in 2023, on the nearest Saturday to 23 April.

As St George is also the Patron Saint of Scouts, the Scout and Guide Band had expressed a wish to have some involvement in the event next year. The Knights will be consulted to see what they think and how the Band could be worked into the programme.

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- King Charles III Coronation

Councillor Mrs Hood advised the Sub-Committee that the date for King Charles III's Coronation had been confirmed to be taking place on Saturday 6 May 2023. She said the occasion would be celebrated locally in Stone High Street (due to Westbridge Park being unavailable) and it had been suggested that it be combined with the Council's annual Music Festival. This will be another free event in the town and the Town Council has the support of Stafford Borough Council.

The Sub-Committee agreed that a working group be set up to consider the arrangements for a King Charles III Coronation Day event in Stone on the weekend of Saturday 6 May and that its membership should consist of Councillors: J. Davies, Mrs K. Dawson, Mrs J. Hood R. Kenney J. Powell and S. Walley.

The Sub-Committee noted that 6 May 2023 was also a Farmers' Market Day and a decision had been taken to bring the market forward by one week.

- Any other suggested events

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

Councillor Davies suggested that the 80th anniversary of the death of Flight Lieutenant Stubbs (who died in 1943) could be recognised in February 2023 with a small ceremony and the flying of the Ensign Flag. People could also be given the story of his life and bravery.

Councillor Davies suggested that the raising of the Texas State Flag marking Texas' independence from Mexico in 1836, be made a higher profile event in 2023. The occasion takes place on the first Saturday in March.

Councillor Walley suggested holding a crafts day for families and their children between the ages of 3 and 10 where they could bake biscuits/cookies and take part in colouring and other activities. Such an event could perhaps be held on a quarterly basis and provide the opportunity for parents to go for a coffee and do some shopping.

Although other groups and organisations provide these types of activities for young families the Sub-Committee suggested that Councillor Walley develop the proposal for a free event that will tie in with Tourism and Town Promotion.

The Chairman advised the Sub-Committee that there would be no fireworks display this year as the Chairman of the Bonfire Committee had taken the decision not to hold the event due to the unavailability of Westbridge Park. She suggested that Councillors let residents know, if asked, that the event is not connected with the Town Council.

The Sub-Committee concluded that it was good to be planning events in 2023 as some other towns had been noted to be cutting back, particularly in respect of Christmas Lights and related events.

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TTP23/022 Market Signage

The Chairman invited the Town Clerk to provide the Sub-Committee with an update on the replacement of the Town Council's four roadside market signs on the outskirts of town.

The Town Clerk advised that he had initially approached a school with a view to them inviting students to produce a design, but this had proved unsuccessful so the Town Council was now looking to produce the new signage itself.

The Town Clerk advised the Sub-Committee that the only brief given to the designer was not to use white and for the sign to be eye catching when driving by in a car.

A draft new design was handed out to Councillors who considered the signs to look a little outdated with the Town Council's corporate colours not used.

The Sub-Committee concluded that the signs could look more eye catching and asked the Town Clerk to request some alternative designs using the Town Council's colours.

The Sub-Committee also suggested investigating having one joint sign with Stafford Borough Council rather than two separate signs (one for each Council's event).

TTP23/023 Waterside Events

The Chairman invited the Town Clerk to update the Sub-Committee in response to Councillor Walley's proposal to explore the possibility of holding a floating market at Stone canal side during 2023.

Councillor Walley's Members Motion had been referred to the Tourism & Town Promotion Sub-Committee by the General Purposes Committee on 6 September 2022 (Reference: Minute Number GP23/075).

The Town Clerk advised the Sub-Committee that the floating market organiser had been contacted and that they have agreed to examine the possibility of setting up a market in Stone once a new member of staff was in post early in the new year.

Initially, the possibility of a floating market in Stone would be put to their members and, if agreed as a potential location, they would visit to see whether the idea to hold a market event would be practical.

TTP23/024 Refurbishment of Rebekah

The Sub-Committee considered an email from Joe Fuller* (issued with the agenda for the meeting), whose father donated the boat 'Rebekah' for use by Stone in Bloom.

The Town Clerk advised the Sub-Committee that he had spoken to Joe Fuller who had confirmed that he was interested in being involved in the refurbishment of Rebekah but would get back to him when he was in a position to commit time to the project.

* 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 Mrs Hood shared co-opted Member Mr J. Cook's comment that he would like to see Rebekah refurbished.

TTP23/025 Stone Traders Group

The Committee considered the following proposal and invitation from Stone Traders Group:

- a) A proposal from the Stone Traders Group along with Stone Food & Drink Festival for a programme of events in 2023. A draft proposal had been enclosed with the agenda for the meeting.

The Sub-Committee considered a written proposal by Councillor Thornicroft which was circulated at the meeting and is attached as an appendix to these minutes.

Councillor Thornicroft's proposal was supported by the Sub-Committee, and both he and Stone Traders Group were thanked for the work they had done.

RECOMMENDED: That the General Purposes Committee be asked to approve Councillor Thornicroft's proposal.

- b) An invitation that one member of Stone Town Council is invited to attend the Stone Trader's Group Director's Meeting, held every four to six weeks (email attached*).

RECOMMENDED: That the invitation is welcomed, and should be accepted, but that a number of interested Councillors are put forward to attend on a rotating basis to allow relationships to be developed with more than one Councillor. If this recommendation is supported, the General Purposes Committee are asked to determine the group of Councillors to be involved, so that it is not restricted to members of the Tourism and Town Promotion Sub-Committee only.

TTP23/026 Reports from Working Groups

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

Remembrance Plaques Working Group

Councillor Davies advised the Sub-Committee that although there had been no new progress with the project just yet, he had been considering the timing for installation of the plaques which would be in the New Year.

He said the plan was first to produce a prototype plaque for consideration by the Sub-Committee. All the research had been done on the background and locations of the properties.

* 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.

Market Strategy (Market Pricing & Strategy)

The Chairman informed the Sub-Committee that no meeting of the Market Strategy (Market Pricing & Strategy) Working Group had taken place.

Chairman

* 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.

RESPONSE TO STG EVENT PROPOSALS

The Council has received **the proposals** submitted by Stone Traders Group and acknowledges the time and effort put into their development.

We will deal with the proposals in turn.

Monthly Markets

The Stone **Farmers Market** runs on the first Saturday of each month between February and December and is a successful venture that does much to promote footfall in the Town. Over time, it has begun to offer a wider range of products and now includes a number of stalls selling craft goods.

The proposal to run **Christmas and German Markets** in November and December is supported as it is considered to be successful elsewhere, has had some previous success in Stone and can complement the Farmers Market.

Any proposal to introduce a **second monthly food-related market** between February and October must be considered carefully as to its impact on the established Farmers Market. Any new market must successfully differentiate its products and/or reach a different consumer demographic – so as not to dilute/weaken the Farmers Market. Therefore, any such proposal requires **further discussion**.

Thursday Street Food Events

The **Street Food** events have in the past proved successful in bringing increased footfall to the town centre. The proposal is to hold them more frequently: monthly on the 3rd Thursday of each month between April and October.

The Council **supports the proposal** but must confirm through its officers that the current town centre eating establishments are supportive of the increased event frequency.

Monthly Themed Weekend Events

As STG is aware, the Council runs a number of **‘free attendance events’** during the year, usually on weekends when markets are not taking place and leading to increased town centre footfall. (For example, St George’s Day / The Classic Car Show). The same approach is being taken for 2023.

The Council is open to STG proposing **additional weekend events (Saturday or Sunday)** which can be considered on an individual basis based on the planned calendar in order to ensure a fuller programme and further promotion of the town centre as a destination.

The events, should be ‘free attendance’/non-food related events (e.g Antiques as proposed) to **avoid dilution** of the Saturday Markets and Street Food. This acknowledges that disposable incomes are finite and that established events should not be damaged.

Annual Music Festival

The Council will continue to provide an **Annual Music Festival**. The 2023 Festival will form a part of the celebration of the Coronation of H.M. The King. The timing of this is very close to the date proposed for the music event in the STG proposal, so it is suggested that further discussions should take place.

Process

Should STG wish to pursue the opportunities further, it will be necessary to establish a simple and effective method of **communicating proposals and responses** and implementing agreements. Principal points of contact should be between the Town Clerk and a nominated STG representative.

25/10/2022

Stone Town Council – Management Sub-Committee

Minutes of the meeting held in St Michael's Suite at the Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 25 October 2022

PRESENT: Councillor J. Davies in the Chair and
Councillors: K. Argyle, Mrs K. Dawson, I. Fordham T. Kelt, R. Kenney, J Powell
and S. Walley

Officers: L. Trigg

By Chairman's invitation: Councillors: Mrs J. Hood and C. Thornicroft

ABSENT: Councillor: Mrs L. Davies

MAN23/001 **Apologies**

Councillor: Mrs L. Davies

MAN23/002 **Declarations of Interest and Requests for Dispensations**

None received

MAN23/003 **Representations from Members of the Public**

None received

MAN23/004 **Minutes**

That the Minutes of the Management Sub-Committee Meeting held on the 4 January 2022, (Minute Numbers MAN22/024 – MAN22/030), be approved as a correct record.

MAN23/005 **Grant Aid – Eligibility Criteria**

The newly adopted grant aid eligibility criteria states that grants will normally only be paid 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."

This has resulted in virtually all applications falling outside the Council's criteria. It was suggested by the Town Clerk that this is changed to

* 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.

“Organisations with an annual turnover less than £100,000 who hold less than 12 months’ expenditure 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, and expenditure excludes spending from such reserves.”

During discussions it was clarified that applications which failed to meet the criteria would still be brought forward to the General Purposes Committee for consideration, but it would not be discussed unless a Committee member moved a resolution, which was also seconded, to waive the criteria and approve a grant in the specific case of that application.

RECOMMENDED: That the suggested change to the criteria is adopted.

MAN23/006 Updates

The Chairman invited the Town Clerk to provide updates on the following:

a. Website/Facebook

The Town Clerk advised the Sub-Committee that an interactive map had been added to the Council’s website, which would allow users to access information such as the location of the conservation areas and details of the town’s listed buildings, as well as ward boundaries and other local information.

He further advised that a Council social media presence and a major redevelopment of the website would be tasks for the Events and Marketing Officer, once that post has been agreed to be filled.

b. Service Continuity Plan

The Town Clerk advised that significant steps had been taken to improve service continuity with the implementation of the new IT and telephone systems, but that there was not yet a fully documented plan.

The Chairman suggested that he discuss this with the Clerk, with a view to producing a documented plan.

The Sub-Committee also discussed the recent successful implementation of its “Operation Headstone” plan and noted that the plan will now be reviewed and updated to take into account lessons learned.

* 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.

MAN23/007 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.

MAN23/008 Staffing Issues

The Sub-Committee considered the report of the Town Clerk, setting out a number of staffing issues that had arisen and recommendations for resolving them.

RECOMMENDED: The recommendations in the report were agreed for recommendation to the General Purposes Committee.

Chairman

* 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.

Application for Grant Aid



Name of organisation:

Walton Community Association

Purpose of organisation:

Community Centre our purpose is
to provide rooms and activities for all.

Amount of grant requested:

£500

Total cost of project (if appropriate):

£1100

Reason for grant request:

Grant is required to install two
sensors / timed flushing units to the
urinals. These are needed to reduce
our use of water. They are currently
flushing all the time that is why we
need to have motion sensors fitted as
quickly as possible.

Benefits to Stone residents:

We need to reduce our utilities as much as possible, by doing this we are able to keep our rents as low as possible for residents to hire the halls.

There are many remaining areas in drought status to help the situation we all need to conserve water.

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

We have applied to the Festival Committee for a grant towards the installation

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

Due to Covid 19 our income has been reduced over the period however our outgoings have still had to be covered. Some of the groups have still not returned. We maintain a reserve towards replacing our asbestos roof

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):

REGISTERED NUMBER: 03638526 (England and Wales)

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021
FOR
WALTON COMMUNITY ASSOCIATION
(STONE) LIMITED
CHARITY NUMBER 1079053

**WALTON COMMUNITY ASSOCIATION
(STONE) LIMITED (REGISTERED NUMBER: 03638526)
CHARITY NUMBER 1079053**

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

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**WALTON COMMUNITY ASSOCIATION
(STONE) LIMITED
CHARITY NUMBER 1079053**

**COMPANY INFORMATION
FOR THE YEAR ENDED 31 DECEMBER 2021**

DIRECTORS:

Miss A E Walker
Mr G Canning
Mrs J Wood
Mr S Cashmore
Mr M Williamson

SECRETARY:

REGISTERED OFFICE:

Whitemill Lane
Walton
Stone
Staffordshire
ST15 0EQ

REGISTERED NUMBER:

03638526 (England and Wales)

ACCOUNTANTS:

Wynniatt-Husey Ltd
Chartered Accountants
The Old Coach House
Horsefair
Rugeley
Staffordshire
WS15 2EL

**WALTON COMMUNITY ASSOCIATION
(STONE) LIMITED
CHARITY NUMBER 1079053**

**DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2021**

31/12/20			31/12/21	
£	£		£	£
		Incoming Resources		
32,389		Rents received	34,491	
310		Car boot income	-	
496		Membership fees	-	
104		Fund raising	-	
	33,299			34,491
		Direct Costs		
38		Fund raising expenses	-	
72	110	Advertising of car boot sale	-	
	33,189	GROSS SURPLUS		34,491
		Other income		
9,620		Furlough payments received	-	
-		Co-Op Community Fund Grant	12,000	
28,650		Government grants	12,500	
	38,270			24,500
	71,459			58,991
		Expenditure		
20,209		Centre manager's salary	11,537	
-		Pensions	34	
899		Telephone	410	
74		Post and stationery	182	
100		Cleaner	-	
		Cleaning materials and		
2,761		window cleaning	3,069	
1,120		PRS, TV and other licences	1,121	
506		Bottled water	540	
16,918		Repairs and renewals	29,943	
-		Donations made	100	
3,325		Insurance	3,382	
55		Sundry expenses	95	
1,285		Gardening	2,064	
7,331		Gas and electric	5,569	
1,412		Water	1,272	
3,993		Secretarial and bookkeeping	1,792	
582		Accountancy	420	
833		Lease of equipment	833	
	61,403			62,363
	10,056	NET (DEFICIT)/SURPLUS		(3,372)

This page does not form part of the statutory financial statements

Profit & Loss A/c

Application for Grant Aid



Name of organisation:

St Michael's Community Hall

Purpose of organisation:

To provide a venue for the people of Stone and environs to carry out their legal activities

Amount of grant requested:

500

Total cost of project (if appropriate):

Reason for grant request:

We are supporting, pro bono, English classes for Ukranian refugees and seek a grant to help defray the costs of gas, electricity and water which will be incurred over the winter months.

The classes are held three times per week. During the summer months, heating and lighting costs were minimal and the hall was able to absorb these costs. However, during Autumn and Winter, these costs will be much higher and we are seeking support. The group we are supporting have no income, and is run by volunteers.

Benefits to Stone residents:

Extract from the business plan formulated by the group's leader.

These lessons provide a number of benefits to both the students attending the classes and the Stone community as a whole.

1) By improving the refugees' English skills, we are helping them to enter the job market. We offer basic classes that will help them navigate interviews and understand work instructions. We are also helping the more advanced students to improve their English to match the work skills they already possess, enhancing their ability to find employment that matches their qualifications and skills. We aim to offer IELTS-type classes for the higher ability students. As well as helping individuals find employment, this benefits local businesses by adding potential employees to the job market. In addition, employment removes their reliance on social support and increases their disposable income, allowing them to spend more money at local businesses. Employment also improves their access to the rental housing market.

2) By teaching the younger refugees and those with better English skills, we are helping them to access education and, hopefully, improving their education experience.

3) Improved English skills make it easier for the refugees to access essential services, such as local

government, doctors, dentists, job centres, and pharmacies. They also help the refugees comply with local laws and regulations, which may be very different to those that exist in the countries they have left.

4) Improved English skills make it easier for the refugees to develop relationships with other members of the Stone community. They increase the likelihood of social interaction and participation in community events. They also allow them to share aspects of their culture, enriching the community. They also allow them to learn more about local and national culture.

5) We are also providing valuable volunteering opportunities for non-refugees. Our volunteers include the newly-qualified, working, unemployed, and retired. The classes allow them to contribute to their local community and gain teaching experience.

6) The group also helps the refugees with other aspects of their lives in Stone. We have raised money to provide them with work wear, computers, and phones. We have had items (such as bikes and clothing) donated, which we have distributed. We have assisted them with accessing services, such as emergency housing, and we have arranged social events for them. All of these actions are helping them to settle here in Stone, feel welcome, and are encouraging them to engage with the rest of the community.

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

I have secured £250 from the Stafford Together fund, a part of The Community Foundation.

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

I would like this application to be treated as an exceptional request, please, as we are unsure as to what the exact cost of gas, electricity and water will be over the winter period. If this application is successful, the grant will be ring fenced to ensure its use for utility bills.

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

Statement of support from Council appointed representative (if applicable)

Saint Michaels Hall - CHARITY NUMBER 503206

Accounts to 31st March 2022

INCOME	2022	2021	EXPENDITURE	2022	2021
Revellers	2,037.50	220.50	Total Gas	666.61	305.96
Keep Fit Class	303.50	0.00	Water Plus	163.63	242.96
Revellation Choir	288.00	126.00	PRS for Music	91.80	0.00
Casual Hire	288.00	72.00	Total Electric	526.15	602.45
Drop In Lunch	101.00	0.00	Repairs and Maintenance	3,627.87	392.00
Historic Society	200.00	0.00	Insurance	1,051.90	1,446.16
Donations	1,621.58	0.00	Vax	0.00	0.00
Fund Raising	748.50	0.00	Cleaning and Consumables	122.08	44.68
Grants	0.00	6,906.68	Fund Raising	0.00	0.00
Little Roo's	0.00	0.00	Microwave	0.00	0.00
RMP	0.00	0.00	Accountancy	188.70	188.70
SSE Refund	0.00	0.00	B Hygenic	1,078.80	238.15
D Abbott overpaid cheque 100190, repaid September 2020	0.00	10.00	D Abbott overpaid cheque 100190, repaid September 2020	0.00	0.00
	5,588.08	7,335.18		7,517.54	3,461.06

BALANCE SHEET

	2022	2021		2022	2021
Opening Bank Balance 01/04/21	6,675.29	2,801.17	Bank Expenditure	7,517.54	3,461.06
Opening Cash Balance 01/04/21	10.46	10.46	Cash Expenditure	0.00	0.00
Bank Income	5,588.08	7,335.18	Closing Bank Balance 31/03/22	3,764.83	6,675.29
Cash Income	0.00	0.00	Closing Cash Balance 31/03/22	10.46	10.46
			Debtors	981.00	0.00
	12,273.83	10,146.81		12,273.83	10,146.81

Prepared By:

R. A. Knight & Company - Accountants

ST15 8XG

11th May 2022

Purpose of Report

1. To inform the Committee of the Council's current financial position compared with its budget for the year, and to recommend action in any areas of concern.

Background

2. The Council's budget was approved in February 2022. Good financial management requires the Council to:
 - a. Keep the amount of the budget that it requires under review,
 - b. Monitor spending and income against budget projections, and,
 - c. Take appropriate action to ensure that the Council's financial stability is maintained.
3. This one of a series of regular reports which are presented to the General Purposes Committee on a broadly quarterly basis. The reports consider the Council's financial position at the end of the most recent month available at the time the report is written. On this occasion, the report considers the position as at the end of September 2022.
4. The report will first look at any adjustments proposed to the budget for 2022-23. It will then highlight any areas where net spending differs from that planned in the budget and focus on the income received from the Council's major income generating activities.

Adjustments to 2022-23 Budget

5. The meeting of the Council on 28th June 2022 considered the final accounts for 2021-22 and approved a number of unspent budgets to be rolled over into the current year. These rollovers have now been added to the approved budget of the Council. In addition a small number of adjustments have been made to the Stone Station budget.
6. Appendix A sets out the agreed budget adjustments and the consequent changes to the current approved budget.

Comparison of Budget with Actual Spending and Income

7. Appendix B sets out a comparison of the budget to date with spending up to the end of September 2022. The budget to date has been estimated with reference to spending patterns in previous years and other available information, but is a fairly broad estimate with

a significant margin for error in most areas of the budget. Nevertheless it is a good starting point for identification of potential problems.

8. Members should note that positive numbers in the table reflect expenditure or an adverse variance (overspend), whereas negative numbers represent income or a favourable variance (underspend).
9. Overall, at the end of September 2022, net spending was £139,056 compared with a budget up to that time of £161,161 – a net underspending to date of £22,105. Significant variations are identified below.
10. Significant adverse variances are:
 - a. Markets (£3,626): Although markets income is less than budgeted, this is partly compensated for by reduced setup costs. £2,200 of the adverse variance, however, relates to maintenance of the the market stalls, including the purchase of additional weights, replacing Velcro fastenings and various feet and bracket repairs.
 - b. Administration (£2,878): This budget is expected to overspend this year due to the spreading of the cost of last year's office IT refresh over four years via the rollover reserve. The current adverse variance is within the anticipated amount.
11. Significant favourable variances are:
 - a. Frank Jordan Centre (£2,336): Income is over budget by £839, with expenditure £1,497 below budget.
 - b. Bus Shelters and Street Furniture (£3,067): There has been only £823 spent so far this year against this budget, relating to the installation and removal of the High Street bollards. This is a combination of work not yet done and invoices not yet received. Spending is expected to increase during the coming months.
 - c. Grounds Maintenance (£2,523): This underspending is largely due to a monthly invoice from the Council's contractor not being received yet and some planned work not yet being undertaken.
 - d. Crown Meadow Improvements (£6,943): So far this year the only spending against this budget is for the supply of the tree for the Platinum Jubilee event. This is due to a combination of work not done and invoices not received. The Chairman of Environment Sub-Committee and the Deputy Town Clerk have met with the grounds maintenance contractor, and this situation is being monitored.
 - e. Environmental Initiatives (£2,875): The invoice for energy audit work at the two community centres has not yet been paid, and no further spending has yet been planned.
 - f. Grants to Outside Bodies (£1,922): The number of requests for grant has been less than anticipated. Further spending is anticipated when grants are considered again in February, and a notional amount will also be charged to this budget for subsidised use of the Community Centres awarded under the grants scheme.

- g. Salaries & Employment Costs (£5,185): This is due to the delay in appointment to the Heritage Centre Manager post, and the late agreement of the 2022-23 local government salary award.
12. It can thus be seen at this stage that costs are generally under control, though actual net spending varies from the estimated approved budget to date in some areas.

Income from Major Income Generating Activities

13. Income from the Frank Jordan Centre, Stone Station and the Town Market together represents almost 10% of the Council's total income. Virtually all of the remaining income is fixed in advance of the year (Precept/Concurrent Functions Allowance), but this 10% can vary within the year in accordance with the Council's success with letting its community centres and market stalls.
14. With this in mind, Members need to closely monitor these income items to ensure that its budget remains in balance.
15. Attached at Appendix C are a set of graphs showing a comparison of income received to date with the level anticipated for each month. Whilst it must be remembered that the way the income has been profiled is still quite crude, the graphs are showing a position where income is above target for the Frank Jordan Centre and but below target for Stone Station and the Town Market.

Recommendations

16. The Committee is recommended to:
- a. Note the approved adjustments to the Council's budget set out at Appendix A.
 - b. Note the Council's performance against budget at the end of September 2022.
 - c. Consider any action it wishes to take in the light of the information within this report.

Stone Town Council

Budget Adjustments 2022-23

	Contribution to (from) Reserves £	Bus Shelters & Street Furniture £	Crown Meadow Imp'ments £	Allotments £	Env'mentl Initiatives £	Admin £	Stone Heritage Centre (Capital) £	Stone Station £
Council 28th June 2022								
Rollover re Bus Shelters & Street Furniture	-1,500	1,500						
Rollover re Crown Meadow Improvements	-4,875		4,875					
Rollover re Allotments	-400			400				
Rollover re Environmental Initiatives	-5,750				5,750			
Rollover re Administration	8,000					-8,000		
Rollover re Stone Heritage Centre (Capital)	-108,265						108,265	
General Purposes Committee 2nd August 2022								
Station Roof	-2,000							2,000
Station Lease	-4,000							4,000
TOTAL	-118,790	1,500	4,875	400	5,750	-8,000	108,265	6,000
Original Budget	-161,038	6,280	8,540	-1,870	0	26,900	155,000	37,200
Current Budget	-279,828	7,780	13,415	-1,470	5,750	18,900	263,265	43,200

Stone Town Council

Budget Monitoring Statement 2022-23

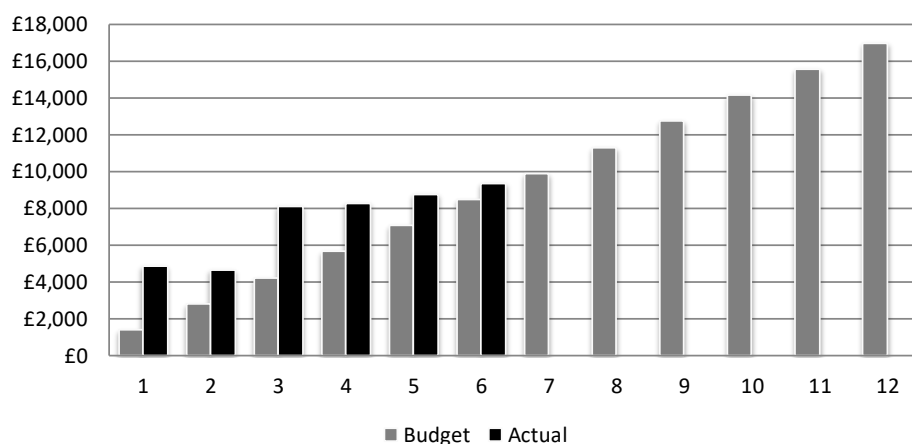
Appendix B

Revenue Account to End of Period 6

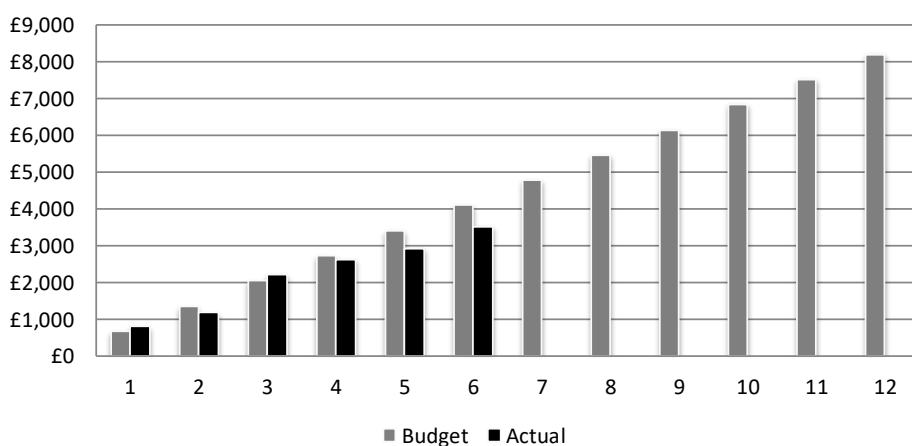
Sep-22

	Original Budget £	Current Budget £	Budget to Date £	Actual to Date £	Variance to Date £	Budget Remaining £
Major Income Generating Activities						
Frank Jordan Centre						
Income	-17,000	-17,000	-8,500	-9,339	-839	-7,661
Expenditure	20,700	20,700	10,350	8,853	-1,497	11,847
Net	3,700	3,700	1,850	-486	-2,336	4,186
Stone Station						
Income	-8,200	-8,200	-4,100	-3,529	571	-4,671
Expenditure	45,400	51,400	8,700	7,225	-1,475	44,175
Net	37,200	43,200	4,600	3,696	-904	39,504
Town Market						
Income	-20,700	-20,700	-10,800	-9,081	1,719	-11,619
Expenditure	10,300	10,300	5,100	7,007	1,907	3,293
Net	-10,400	-10,400	-5,700	-2,074	3,626	-8,326
Other Activities						
Stone Heritage Centre	20,000	20,000	0	0	0	20,000
Bus Shelters & Street Furniture	6,280	7,780	3,890	823	-3,067	6,957
Street Lighting	700	700	0	0	0	700
Dog & Litter Bins	1,020	1,020	510	381	-129	639
Joules Clock	300	300	0	0	0	300
Town Electricity Supply	400	400	200	231	31	169
Building Maintenance	9,700	9,700	0	0	0	9,700
Grounds Maintenance	20,140	20,140	11,600	9,077	-2,523	11,063
Crown Meadow Improvements	8,540	13,415	7,000	57	-6,943	13,358
Allotments	-1,870	-1,470	-1,200	-985	215	-485
Environmental Initiatives	0	5,750	2,875	0	-2,875	5,750
Christmas Lights	26,650	26,650	0	-387	-387	27,037
Tourism & Town Promotion	28,250	28,250	13,000	12,465	-535	15,785
Grants to Outside Bodies	8,300	8,300	4,200	2,278	-1,922	6,022
Salaries & Employment Costs	183,000	183,000	87,141	81,956	-5,185	101,044
Accommodation	5,510	5,510	320	235	-85	5,275
Insurances	7,040	7,040	8,140	7,732	-408	-692
Administration	26,900	18,900	11,700	14,578	2,878	4,322
Audit & Legal Fees	1,240	1,240	-800	140	940	1,100
Town Council Elections	0	0	0	0	0	0
Allowances - Mayor & Deputy Mayor	3,190	3,190	1,595	1,338	-257	1,852
Regalia & Presentations	500	500	250	199	-51	301
Civic Activities	3,500	3,500	1,700	1,515	-185	1,985
Remembrance Sunday & War Memorials	2,060	2,060	515	0	-515	2,060
Miscellaneous	3,000	3,000	2,400	2,159	-241	841
Interest	-50	-50	-25	-274	-249	224
Neighbourhood Plan	0	0	0	0	0	0
Stone Heritage Centre (Capital)	155,000	263,265	5,400	4,402	-998	258,863
Coronavirus Contingency	0	0	0	0	0	0
Town Promotion	0	0	0	0	0	0
General Contingency	0	0	0	0	0	0
Total	549,800	668,590	161,161	139,056	-22,105	529,534
Precept & Financing	388,762	388,762	194,381	194,362	-19	
Contribution from (to) Reserves	161,038	279,828	-33,220	-55,306	-22,086	

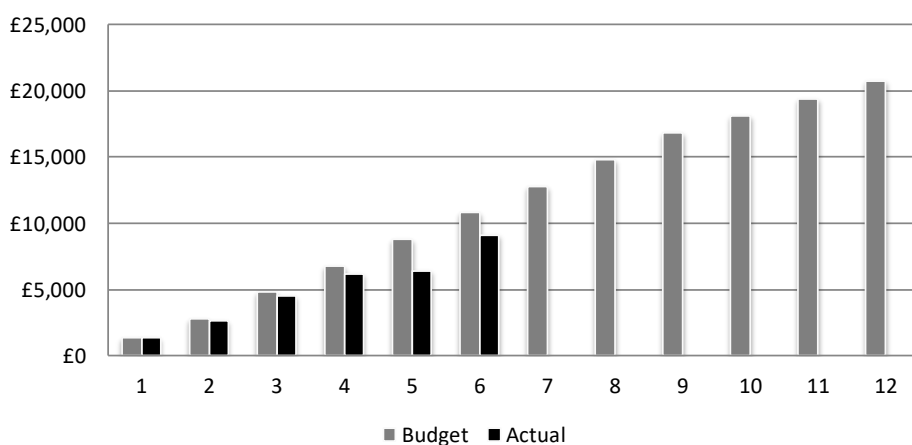
Frank Jordan Centre Income 2022-23



Stone Station Income 2022-23



Town Market Income 2022-23



Date: 19/10/2022

Time: 10:17:19

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 : 01/09/2022

Payment Date To : 30/09/2022

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
01/09/2022	STW-INV06680777	Water Plus	Water Usage STN July / Aug 2022	84.73
01/09/2022	68029	Prism Solutions	Line Rental	44.45
01/09/2022	68029	Prism Solutions	Line Rental	46.69
01/09/2022	53	MJ Plant	Supply and fit new door and locks to old Fire Station	206.00
01/09/2022	stw-INV06680446	Water Plus	Water Usage - Mount Rd - Jul / Aug 22	28.11
01/09/2022	52	MJ Plant	Repair Mount Road Allotments gate	120.00
01/09/2022	55	MJ Plant	Cleaning and maint of benches - amphitheatre	406.00
01/09/2022	56	MJ Plant	Supply and fit 3 x locks to electrical boxes in Town	67.00
01/09/2022	54	MJ Plant	Clean and maint of benches - Crown Meadow	486.00
05/09/2022	SI-813	Net and Cover Services	Replace velcro fastenings on 5 x rear marquee panels	180.00
05/09/2022	SBC Rates	Stafford Borough Council	SBC Rates STN Sep 2022	225.00
05/09/2022	SBC Rates	Stafford Borough Council	SBC Rates FJC Sep 2022	434.00
05/09/2022	SBC Rates	Stafford Borough Council	SBC Rates Mkt Sq Sep 2022	35.00
06/09/2022	4159	CommuniCorp	Clerks and Councils Direct Subscription 2022/23	100.00
06/09/2022	INV-0750	Current Electrical & Property Services	Marquees set up - Aug 22	1,020.00
06/09/2022	V02024974987	EE	Mobile phones	4.38
06/09/2022	V02024974987	EE	Mobile phones	5.31
06/09/2022	11036	CAM-TEC LTD	FJC CCTV Maint Contract 20/9/22 to 19/9/23	380.00

Date: 19/10/2022

Time: 10:17:19

Stone Town Council - Payments

Page: 2

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
06/09/2022	V02024974987	EE	Mobile phones	9.11
07/09/2022	988561827	British Gas	Elec Supply Heritage Centre July/Aug 2022	20.08
08/09/2022	STW-INV06708619	Water Plus	Water Supply NR Allotments July / Aug 2022	11.68
08/09/2022	16565	Call Handling Services Ltd	Community Helpline July 212	2.14
08/09/2022	3378893	British Gas	Elec Supply 61 High St to 26/07/22	18.10
09/09/2022	115252	B Hygienic Ltd	FJC Hygiene Service Contract Sep 22 to Aug 23	854.50
09/09/2022	444008-008	Virgin Media Business	Telephone Rental Charges / Call Cost 22/7/22 to	87.87
09/09/2022	7070290890	Stafford Borough Council	Temp Road Closure - Stone by the Sea Aug 2022	121.23
09/09/2022	3382676	British Gas	Elec Supply Feeder Pillar 1 July / Aug 2022	11.50
09/09/2022	13500	All Print Equipment Ltd	Photocopier Usage - Aug 2022	7.22
12/09/2022	12092022	Petals & Cakes	White wreath for HRH Queen Elizabeth II	60.00
12/09/2022	14082022	Florence Brass	Florence Brass Band - Stonefield Park Event	200.00
13/09/2022	16736	Call Handling Services Ltd	Community Helpline Aug 22	1.84
16/09/2022	71340202222829	Pozitive Energy	FJC Gas Usage Aug 2022	30.88
16/09/2022	71338202222829	Pozitive Energy	FJC Elec Usage Aug 2022	126.76
16/09/2022	71341202222829	Pozitive Energy	STN Gas Usage Aug 22	53.70
16/09/2022	71339202222829	Pozitive Energy	STN Elec Usage - Aug 22	174.65
16/09/2022	520655331	British Gas	Elec Supply - Amphitheatre Aug 2022	14.22
20/09/2022	50and51	MJ Plant	July & Aug Ground Maint amphi, CM, MR Allot, Abbey	3,200.00
20/09/2022	INV166598999	Zoom Video Comm Inc	ZOOM Subscription Sep/Oct 2022	47.96
20/09/2022	6222	Wash Tub	Laundry - table cloths for civic events	91.80
23/09/2022	7070291015	Stafford Borough Council	Amphi Litter Bin 01/07/22 to 30/09/22	47.94
23/09/2022	23092022	Stone Shoe Repairs Ltd	2 x Keys cut plus fobs for allotments	8.00
23/09/2022	5486	Byatt Oliver Associates	6 x Site visits with tendering contractors	600.00
26/09/2022	162885	Prism Solutions	IT Support Services - Sep 2022	867.08

Date: 19/10/2022

Time: 10:17:19

Stone Town Council - Payments

Page: 3

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
26/09/2022	INV06798186	Water Plus	Water Usage FJC Aug / Sep 2022	76.08
26/09/2022	766318ALTO	Altodigital Networks Ltd	Final Usage Bill - old photocopier as at 18/07/22	5.95
26/09/2022	743014903/001/09	Virgin Media Business	Broadband Usage Sep/Oct 2022	50.00
27/09/2022	115426	B Hygienic Ltd	FJC Hans Sanitiser Service Sep 22 to Aug 23	156.00
27/09/2022	7070291016	Stafford Borough Council	Empty 6 bins along canal - Jul to Sep 22	142.70
27/09/2022	7070291021	Stafford Borough Council	Install / remove bollards 01/7/22 to 30/9/22	416.32
29/09/2022	2073033	Mazars LLP	Fee for Limited Assurance Review 2021/22	1,000.00
29/09/2022	5813476/CE/30810	The Arch Rent Collectors	Station Rental 29/09/22 to 24/12/22	1,184.25
29/09/2022	444008-009	Virgin Media Business	Telephone Rental Charges / Call Cost 22/8/22 to	87.56
29/09/2022	7907	Origin Studios (SOT) Ltd	Update Town Map artwork and print new maps, events	1,307.00
30/09/2022	VEO1100095	Veolia ES (UK) Ltd	FJC Waste Collection Aug 2022	73.31
30/09/2022	VEO1100096	Veolia ES (UK) Ltd	STN Waste Collection Aug - 2022	61.31
				<u>15,101.41</u>

Stone Area Parish Liaison Group

Notes of the meeting held Virtually (on Zoom) on Wednesday 27 July 2022

PRESENT: Councillors: J. Davies (Stone Town Council & Hilderstone Parish Council) in the Chair and
B. Eyre (Yarnfield & Cold Meece Parish Council), M. Beeston (Yarnfield & Cold Meece Parish Council)

Also:

L. Trigg (Town Clerk to Stone Town Council)

Mrs S. Stokes (Clerk to Chebsey Parish Council)

Mrs T. Williams (Assistant Clerk to Stone Town Council)

L23/012 Apologies

Apologies were received from Councillor B. Fletcher (Stone Rural Parish Council), P. Jones (Eccleshall Parish Council), S. Amison (Swynnerton Parish Council), Mrs S. Parkin (Yarnfield & Cold Meece Parish Council), Mrs G. Wyatt & Members (Sandon & Burston Parish Council)

Also:

Mr D. Croxford (Parish Clerk to Salt & Enson Parish Council)

L23/013 Declarations of Interest

None received.

L23/014 Notes of the previous meeting

The notes of the meeting held on 27 April 2022 were agreed as a correct record.

L23/015 Community Speed Watch

The Chairman welcomed Michelle Shaker (Community Engagement Coordinator at Staffordshire Police), who had kindly agreed to talk to the Liaison Group about Community Speed Watch.

Michelle advised the Liaison Group that she worked for Staffordshire Safer Roads Partnership, on the Policing (educational) side of the partnership and looked after the Community Speed Watch service for the County.

She provided an overview of Community Speed Watch which worked to issue warning letters to drivers travelling over the speed limit with an escalation process involving further warnings and targeted enforcement towards repeat offenders. The scheme focuses on education and engagement where possible (rather than enforcement) although it uses information/data captured by volunteers as intelligence.

The data informs the Safer Roads Partnership Enforcement Strategy incorporating safety camera vans, highways/roads policing, local policing, and the Special Constabulary.

Michelle advised the Liaison Group that she is currently managing 71 active groups covering about 89 different towns, villages, and wards within the County. There are also another 15 groups on the way.

Whilst Michelle has been asked to grow and develop the Speed Watch initiative, she would like to improve the process before encouraging more groups to come on board. She is working closely with the PCC Office and new Chief Constable on identifying improvements and is reviewing areas such as technology and how to better support volunteers. At present volunteers stand at the side of the road with pen and paper to record details which can be challenging when vehicles are travelling at 40mph or more.

They are currently looking at how technology can assist and are considering tablets to replace handwritten records. They are also looking at their carbon footprint which could be improved significantly if volunteers were able to send their recordings electronically. If 50% of volunteers (of which there are currently 500) were able to do this a saving of around £5,000 would be made over one year. These savings could pay for cameras in areas not benefiting from Community Speed Watch Schemes or temporary cameras to cover holiday periods.

The Liaison Group agreed that there had been a big improvement in the relationships between the Police and Speed Watch volunteers over recent years as there was much more interaction from the Police who were engaging with volunteers and offering better support. The volunteers in turn were also much more committed to the scheme.

It was considered important to cement in the public eye that Speed Watch belonged to Staffordshire Police and simple actions such as issuing lanyards as a form of ID (to Staffordshire Police) was a way of achieving this.

So far this year over 10,000 speeding offences had been recorded and the scheme was on target to send out the biggest number of notices ever issued. An increase in motoring following the Covid-19 pandemic was expected to return to normal.

The Yarnfield representatives reported that the Speed Watch Group had been reintroduced in the village and everyone taking part was committed to reducing the dangers caused by speeding traffic. Some very good results had been achieved and police officers had attended sessions with volunteers to stop motorists who were breaking the speed limit. The benefits had been noted to have continued beyond the Speed Watch sessions themselves.

Michelle advised the Liaison Group that parish councils could take the lead with the setting up of new Speed Watch groups, but didn't have to as members of the community could also run them. It was however important to have the backing of parish councils who could offer support and publicity in the community.

The Liaison Group asked Michelle a series of questions:

Are Speed Indicator Devices (SIDs) useful in identifying areas that need to have some special attention from Speed Watch?

When the Police had control of Speed Indicator Devices, they placed them where the data was needed. However, now that it has gone to localism, parish councils are working with Staffordshire County Council directly on where to site them and they are not always positioned in the best place.

The intelligence obtained from SIDs is for various reasons (relating to their positioning and variations in ranges of different devices) not considered accurate enough for the Police to use as intelligence.

They are useful in making motorists aware that their speed is too high but beyond that they are not accurate enough and are complimentary to Speed Watch Schemes.

Can photographs be taken of speeding vehicles to capture their details?

Michelle advised the Liaison Group that taking photographs/video footage was not currently part of Speed Watch practice. It was not illegal but created issues with conflict management and added risk that motorists would stop to demand the footage.

There has been a lot of discussion with volunteers and is under review. One of the positive reasons for taking photographs was to improve accuracy rates as slightly less than a quarter of offences recorded result in no further action because the registration number is missing, or inaccurate details noted.

The Liaison Group agreed that taking photographs and video could cause more conflict than merely holding a speed gun and recording the details on paper. Drivers already give verbal abuse which has the potential to escalate and the matter has to be carefully considered.

Tablets provided by Staffordshire Police would potentially alleviate some of these issues as they would be multi-functional devices used for recording information as well as taking photos/video.

The Speed Watch Group in Yarnfield has found that working with two people makes information difficult to capture but working with three was very successful.

The Liaison Group agreed that sharing Community Speed Watch best practice was most valuable.

Is there an information pack available to assist new Community Speed Watch groups in getting started?

Staffordshire Police and Safer Road Partnerships have websites and general information. See: [Home | Staffordshire Police](#) and [Staffordshire Safer Roads Partnership – Reducing road casualties in Staffordshire and Stoke-on-Trent \(staffssaferroads.co.uk\)](#)

There is a leaflet which can be distributed electronically (but not a complete information pack as this was found to be costly).

Michelle's email address is: csw@staffordshire.police.uk .
Direct telephone number: 01785 232702.

Michelle suggested people contact a local Speed Watch team near them and to go out on site to see what is involved.

The minimum number of volunteers required for the setting up of a team is five, and the volunteers needed to fill in a sign-up sheet and include their availability for training. The training could be done locally in a village hall and afterwards site assessments undertaken on suggested hotspots.

The current cost of equipment needed is £430.00.

Are we going to be able to police 20mph zones with Community Speed Watch teams?

Yarnfield Park has a 20mph speed limit, but cars travel at 30mph and higher past the school.

The Parish Clerk to Yarnfield has spoken to Helen Fisher, Deputy Commissioner for Police, Fire & Rescue and Crime, about this and was advised that there were legal complexities around enforcement and a lack of opportunity to generate enforcement visits.

Michelle advised the Liaison Group that the current process did not involve any monitoring or enforcement of 20mph zones, but some other counties are beginning to look at it. The Cabinet member for Highways, Councillor David Williams, has announced the County was not looking to reduce the limits and the Partnership as a result would follow Police enforcement speeds.

Michelle said that there was no 20mph enforcement strategy for Staffordshire Police currently and enforcement would not therefore be possible on the small number of roads with a 20mph speed limit. This point was however under review.

Even where the Partnership considered enforcement in a 20-zone prioritisation would be an important consideration. Motorists hitting a pedestrian at 30mph were more likely to walk away than 40mph. At 20mph serious injuries were less likely still. The scheme was about saving lives and limiting serious injuries so 30mph would be the minimum workable speed.

Michelle advised Yarnfield that if a proposal was put forward for 20mph monitoring the Yarnfield Community Speed Watch Scheme would be the first to be considered as a pilot. Any changes to policy are led by Staffordshire County Council and if speed limits are reduced the Police would respond. She said that if it could be proven there was an issue in Yarnfield it might prompt the PCC to respond.

Michelle said the Stone Community Speed Watch team were doing a good job in Stone. Four or five new people had signed up since she attended a Town

council meeting earlier in the year to talk about the Scheme.

Michelle informed the Group that she would welcome suggestions for improvement which could be fed back into the review.

At the end of the item and before leaving the meeting, Michelle was thanked by the Chairman for her time. He said the session had been very useful in enabling the sharing of information and assisting everyone's collective goal in improving road safety.

L23/016 Environmental Issues

The Chairman invited the Liaison Group to share updates on environmental work/activity.

He advised the Group that the purpose of the agenda item was to share a paper written by Town Councillor Tom Kelt (which had been issued with the agenda for the meeting) providing a useful overview on environmental matters and the actions the Town Council was taking. The article had been written for publication in the Stone & Eccleshall Gazette.

Councillor Davies invited everyone to use the document for their own work and information.

L23/017 School Transport for over 16s

The Chairman advised the Liaison Group that he had hoped to receive some feedback from parish councils on any responses they may have had after writing to the County Council with objections to its decision to suspend the school transport vacant seat scheme for the over 16s.

No County responses were available for sharing on this occasion.

The contact at Staffordshire County Council for raising concerns about school transport was thought to be Councillor Jonathan Price.

L23/018 Heritage Centre

The Chairman invited the Town Clerk to update the Liaison Group on the development of Stone Heritage Centre.

The Town Clerk advised the Liaison Group that work to bring the old Fire Station building back into use was out to tender currently. The tender was expected to close in the middle of August and after an evaluation period the Town Council was expected to approve the appropriate tenderer at the beginning of September.

The contract work would start around four to six weeks after that process, but the timeframe was in the hands of the tenderer (and was likely to be the latter part of the year). The work would encompass the building structure, heating and electrical work to provide a useable shell with upstairs rooms. Upon completion the space would be ready to receive the fittings such as display cabinets and equipment which will form a separate contract.

The exciting work for the Heritage Centre Steering Group will be thinking about the exhibits and how they are going to be displayed which will include an opportunity to make sure the Town Council looks at the wider community of surrounding parishes and its history as the Heritage Centre will not be restricted only to Stone town.

The advances in technology will mean more interactive possibilities for imparting information. A lot can be done electronically and will not just consist of display boards, books and pamphlets.

The Town Council is looking forward to the openings of the Heritage Centre and Theatre which will provide valued community facilities and a focal point of activity for the benefit of Stone residents and those of the surrounding villages.

L23/019 Platinum Jubilee Events - Feedback

The Chairman invited feedback on the Queen's Platinum Jubilee celebrations:

In Chebsey – Cream teas were enjoyed and £202 was raised for the Alzheimer's Society. The village also lit a beacon and planted five trees with accompanying plaques.

In Hilderstone – Cream teas were again enjoyed with a Queen's Platinum Jubilee tree planting project. A picture was taken with local children to illustrate what was going on.

In Stone – On Thursday 2 June there was a Queen's Platinum Jubilee Proclamation in Market Square, delivered by Town Crier, Councillor Davies. Following this the Town Mayor planted a tree in Crown Meadow (under the Queen's Green Canopy tree planting initiative). The Beacon was lit at St Michael & St Wulfad's Church on the evening of Thursday 2 June, with the Choral Society singing the Jubilee Song. A Big Lunch/Party in the Park took place in Westbridge Park on Sunday 5 June.

In Yarnfield – 'A Picnic on the Green' was enjoyed by villagers.

L23/020 Grant Aid to Local Charities

The Chairman advised the Liaison Group that the reason for this agenda item was to share experiences of best practice when awarding grant aid to local groups and charities.

The Chairman informed the Group that the Town Council had recently considered its policy on the award of grants to larger organisations (after identifying unintentional ambiguity) and had revised its criteria for the Council's grant aid program which was designed to focus on local charitable organisations that benefited the Stone area. The Council did not wish to offer grants to large regional or national charities if they didn't offer something specific for the community.

The criteria/guidelines adopted by the Town Council consist of:

Organisation (that the applicant organisation/group was properly

constituted, non-commercial and not predominantly funded via taxation, nonpolitical and providing a service to benefit the residents in the area); **Geographic** (that the applicant organisation/group was based in Stone, a Stone branch or larger organisation undertaking a project which predominantly benefits Stone) and **Financial** (the applicant organisation/group has an annual turnover that is less than £100,000, available reserves no greater than 12 months turnover and grant maximum of £500 per annum).

The Town Clerk advised the Liaison Group that the last meeting of the Council was the first time the adjusted policy had been in place and three of the five applicants had failed to qualify although two of those were still awarded grants. The Council has never allowed commercial and political groups to apply, and the main points usually picked up were on the financial side with some applicants being significantly larger than the Town Council.

The Town Council's policy was now much tighter which would hopefully mean that applicants are the groups the Town Council is seeking to support – small local organisations who would otherwise struggle for funding.

The Liaison Group compared notes on their policies and the Chairman offered the Town Council's support if required.

L23/021 Cadet Organisations in the Stone Area

The Chairman advised the Liaison Group that he had included this item with the Air, Army and St John Cadets in mind. The Scouts and Guides movement had many units spread throughout the parishes.

The Chairman said that it was important to make sure that local parish councils were aware that these useful, recommendable organisations were there for the youth in the area and would be commencing their recruitment drives at the beginning of the new school term.

The promotion of this information would be welcomed by the Cadet Organisations and benefit young people individually who will gain a great deal from their membership.

The Chairman said that he is Chairman of the Stone Scout & Guide Band who recruit from around the area and are looking for new members to join their number.

L23/022 Ongoing Items of Interest

a. Planning including Neighbourhood Plans

The Chairman invited the Liaison Group to share updates on planning issues and neighbourhood plans:

Yarnfield & Cold Meece – the development of their Neighbourhood plan was progressing and ongoing.

The Liaison Group agreed that parish councils should be aware of the timings for the Borough Council's new Local Plan.

b. HS2

The Chairman invited updates on HS2:

Councillor Eyre advised the Liaison Group that a lot was going on behind the scenes, but he wasn't able to say too much at present.

The HS2 Minister, Andrew Stevenson MP, was planning to meet with the Stone Railhead Crisis Group's Technical Team in Yarnfield but has since been promoted to the Cabinet. It is not known who is going to take his place, but the Crisis Group hope his replacement will pick up where Mr Stevenson left off.

Councillor Eyre advised the Liaison Group that Stone Railhead Crisis Group hoped to hold a public meeting in September.

The Liaison Group acknowledged that Stone Railhead Crisis Group had done an excellent job and the community were fortunate in having such knowledgeable people on the group.

c. Highways, Traffic and Parking

The Chairman invited updates on highways, traffic, and parking matters:

The Liaison Group raised the point that it understood JCB and Staffordshire County Council were in talks about the newly supplied pothole machine which hadn't performed to specification.

The Chairman advised the Group that he needed to write to County Councillor Parry as Amey had left a quantity of road signs in Hilderstone which were six months out of date and confusing drivers.

d. Policing

The Chairman invited updates on Policing matters.

The Town Clerk advised the Liaison Group that there were no issues of major concern in the Town. The Police liaise with the Town Council sometimes (they share the same building) particularly when they ask to use the Town Council's CCTV system.

e. Leisure and Recreation

The Chairman invited updates on matters relating to leisure and recreation:

The Chairman said that he was delighted to note there may be progress following the Westbridge Park Public Consultation. The Borough Council was going out to tender although timescales and the available budget were unknown.

It was hoped a better experience would be offered to surrounding parishes when events are held in Westbridge Park.

f. Commercial and Retail Activity

The Chairman invited updates on matters relating to leisure and recreation:

The Town Clerk reported that the town was generally good. There were a few empty shops in Stone but nothing as bad as in some other towns.

The town is lucky to have services such as those provided by Specsavers and Scrivens, and there seemed to be no end to the number of cafes which all seemed to be doing ok.

The Chairman said that he was looking forward to the developments at Crown Wharf which should bring additional business into Stone when the facilities are open. The pub was doing well.

He also said that although we can't directly impact the commercial development, we can try to make the town as attractive as possible to draw people's attention to the great places that can be visited and enjoyed.

g. Future Governance

The Chairman advised the Liaison Group that he awaited with interest any further developments in the structure of local government.

He said this item was a catch all to consider and be ready to discuss any changes to the way local government is organised.

The Group could also look at the outcomes of neighbourhood plans, the community perceptions they reveal, and the impact of housing development on boundaries. It has been noted with interest how Stafford seems to be creeping further north along the A34, edging towards Whitgreave.

L23/023 Joint Calendar of Events

The Chairman asked parish council representatives to share the dates of their events to enable them to be added to the Joint calendar.

A Big Village Party will be taking place in Hilderstone on Saturday (30 July 2022) which will include lots of activities.

The Chairman said it was beneficial to make sure the Group knows what is going on in our areas.

L23/024 Date of Next Meeting

The date of the next meeting will be Wednesday 26 October 2022 at 3pm, via

Zoom.

The Chairman thanked everyone for their attendance before closing the meeting.