

Town Clerk
Les Trigg

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15 Station Road
STONE
ST15 8JP

7 December 2022

Dear Councillor,

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held at the **Frank Jordan Centre, Lichfield Street, Stone**, on **TUESDAY 13 DECEMBER 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**

- a) To confirm as a correct record the minutes of the meeting of the General Purposes Committee held on 1 November 2022, Minute No's GP23/100 – GP23/119 (attached).
- b) To confirm as a correct record the minutes of the meeting of the General Purposes Committee held on 15 November 2022, Minute Numbers GP23/120 – GP23/127 (attached)

8. **Minutes of Sub-Committees**

- a) Estates Sub-Committee held on 15 November 2022, Minute Numbers EST23/020 – EST23/027 (attached)
 - i. To consider the draft minutes
 - ii. To consider the Recommendations contained in Minute Numbers EST23/027
- b) Environment Sub-Committee held on 15 November 2022, Minute Numbers ENV23/020 – ENV23/028 (attached)
 - i. To consider the draft minutes
 - ii. To consider the Recommendations contained in Minute Numbers ENV23/026 and ENV23/027

9. **Budget 2023-24 – 2025-26 – Overview**

To consider the report of the Town Clerk (attached)

10. **Members Items**

Councillor Jim Davies

"At the Tourism and Town Promotion Sub-Committee meeting on 25 October 2022 (TTP23/021) I suggested as a future event in February 2023 the recognition of the 80th anniversary of the death of Flight Lieutenant R N Stubbs DFC DFM RAFVR. On 15 November 2022 I met with Rev Paul Kingman of Christ Church and Air Vice-Marshal Ray Pentland (a local resident). We agreed to hold a service of commemoration on Sunday 26 February 2023 at Christ Church. The event would be arranged by the Stone & District Branch of the Royal Air Forces Association in conjunction with Christ Church. Stone Town Council would be asked to recognise and support the event. I ask the Town Council to resolve to give its official recognition to this commemoration of one of the Town's most decorated heroes of World War 2 and to provide assistance and support where possible."

11. **Grants to Local Organisations**

To consider the following requests for grants from local organisations which meet the criteria within the Council's grants policy:

- a. **Organisation: RAFA**
Amount Requested: £500
Reason: To provide support for the commemoration of the 80th anniversary of the life and sacrifice of Flight Lieutenant R N Stubbs DFC DFM RAFVR

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

NOTE: This application does 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:

- b. **Organisation:** Walton Community Centre
Amount Requested: £500
Reason: Timed sensors and flushing units for the Centre urinals
Criteria Not Met: Level of reserves

12. **Floating Market**

To consider the location and suggested dates for a floating market in Stone.

Emails from the Chairman of the Roving Canal Traders Association and a map showing the proposed location are attached.

13. **National Pay Award 2022-23**

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

14. **Town Council Payments**

To receive a list of payments made by the Council during the period 1 to 31 October 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

Stone Traders' Group Directors Meeting – J. Davies, I. Fordham, Mrs J. Hood, T. Kelt, J. Powell, C. Thornicroft and S. Walley (Councillors attend on a rotating basis)

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 1 November 2022, Minute Numbers GP23/100, GP23/117, GP23/118 and GP23/119 (attached).

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

- a) Estates Sub-Committee Meeting held on 15 November 2022, Minute Numbers: EST23/020, EST23/026 and EST23/027 (attached)
 - i. To consider the Minutes
 - ii. To consider the Recommendations contained in Minute Numbers ENV23/027

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 1 November 2022

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

Officers: L. Trigg and Mrs T. Williams

ABSENT: Councillors: Mrs A. Burgess, Mrs L. Davies, M. Hatton and R. Townsend

GP23/100 Apologies

Apologies were received from Councillors: Mrs L. Davies and R. Townsend

GP23/101 Declarations of Interests

Councillor Walley declared a personal interest in agenda item 9 – Grants to Local Organisations: Walton Community Centre (Minute Reference: GP23/108 (a)).

Councillor Mrs Hood declared a personal interest in agenda item 9 – Grants to Local Organisations: St Michael's Hall (Minute Reference: GP23/108 (b)).

Councillor Kenney declared a personal interest in agenda item 9 – Grants to Local Organisations: St Michael's Hall (Minute Reference: GP23/108 (b)).

Councillor Leason declared a personal interest in agenda item 9 – Grants to Local Organisations: St Michael's Hall (Minute Reference: GP23/108 (b)).

GP23/102 Requests for Dispensations

None

GP23/103 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 advised the Committee that she had no report on this occasion.

County Councillor I. Parry

Councillor Parry was not in attendance at the meeting.

GP23/104 To receive the report of Borough Councillors

The Chairman invited Councillor Fordham to address the Committee.

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Councillor Fordham reminded the Committee about the ongoing Stafford Borough Council Local Plan 2020-2040 Consultation which provided an opportunity for residents to view the Preferred Options for the future allocation and development of housing at an exhibition to be held at Christchurch on Tuesday 15 November 2022.

Councillor Fordham encouraged residents to take part in the consultation as it was important for the future of the town.

Councillor Fordham advised the Committee that the St Michael's and Stonefield Ward Councillors had agreed to represent residents when the outline application for a major development of up to 130 new homes at the Stonefield Works site on Oulton Road comes before Planning Committee.

GP23/105 Representations from Members of the Public

None

GP23/106 Minutes

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on 4 October 2022 (Minute Numbers GP23/083 – GP23/099), be approved as a correct record.

GP23/107 Minutes of Sub-Committees

- a) Estates Sub-Committee held on 27 September 2022 (Minute Numbers EST23/010 – EST23/019), that the draft minutes be noted, and the recommendations of the Sub-Committee contained in Minute Numbers EST23/014, EST23/015 and EST23/016 be adopted.
- b) Tourism & Town Promotion Sub-Committee held on 25 October 2022 (Minute Numbers TTP23/017 – TTP23/026), that the draft minutes be noted, and the recommendations of the Sub-Committee contained in Minute Number TTP23/025 be adopted.

After acceptance in principle of the recommendations in Minute Number TTP23/025 (b), the Committee appointed the following members to attend Stone Traders' Group Directors Meeting on a rotating basis:

Councillors: J. Davies, I. Fordham, Mrs J. Hood, T. Kelt, J. Powell, C. Thornicroft and S. Walley

The Town Clerk advised the Committee that each representative would in turn be expected to report back on the Traders' Group meetings attended. As Town Council representatives they would not need to declare an interest in being part of the group.

- c) Management Sub-Committee held on 25 October 2022 (Minute Numbers MAN23/001 – MAN23/008), that the draft minutes be noted, and the

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recommendations of the Sub-Committee contained in Minute Numbers MAN23/005 and MAN23/008 be adopted.

GP23/108 Grants to Local Organisations

The Committee considered requests for grant aid from two local organisations which at the time of the agenda's issue had not met the Council's grant policy eligibility criteria. The policy required that a motion be moved and seconded for each application to enable the criteria to be waived and grants to be approved.

The Town Clerk advised the Committee that following adoption of Management Sub-Committee Minute Number MAN23/005 (above) St Michael's Hall now meets the revised eligibility criteria under the grants policy. The status of Walton Community Centre is unchanged in that it continues not to meet the revised criteria.

- a. **Organisation:** Walton Community Centre
Amount Requested: £500
Reason: Timed sensors and flushing units for the Centre urinals
Criteria Not Met: Level of reserves

RESOLVED: That the eligibility criteria under the grant policy are waived to enable the grant application submitted by Walton Community Centre to be discussed by the Committee.

RESOLVED: That Walton Community Centre is asked to clarify the value of reserves earmarked for the repair of the roof to enable an accurate assessment of the effective level of reserves held.

- 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 met grant policy criteria after adoption of MAN23/005 on 25 October 2022)

As the Chairman had declared an interest in this item, the Vice Chairman, Councillor Fordham, took the Chair.

RESOLVED: To award a grant of £500 to St Michael's Hall.

The Chairman took back the Chair for the remainder of the meeting.

GP23/109 Budget Monitoring Report – September 2022

The report* of the Town Clerk was noted.

The Town Clerk advised the Committee that the rise in energy prices was a future issue that would need to be considered in the budget for the year 2023-24.

GP23/110 Market Square

The Committee considered the installation of removable bollards around the Market Square to support the initiative to reduce traffic movements in Stone High

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Street and to prevent Market Square from being used as a car park by patrons of High Street venues.

The Chairman reminded the Committee that the Town Council was supportive of traffic controls in the High Street and the work of Staffordshire Police in responding to motorists' unauthorised use of the High Street.

The Committee discussed the proposal and expressed views that were both in favour and against the installation of bollards. Those against the proposal suggested their installation and ongoing costs of taking them out and putting them in would be expensive and ineffective in reducing traffic in the High Street. Some Town Councillors considered that the parking issues would shift to the High Street and potentially be more dangerous.

The Committee made the alternative suggestion that an Automatic Number Plate Recognition system (ANPR) would be more effective, and it was suggested that Stafford Borough Council was considering this possibility which would capture all traffic entering the High Street. ANPR would also be a revenue generator and pay for itself over time.

The Committee suggested that other requirements also needed to be taken account of such as access to the High Street for making donations to charity shops.

The use of tree planting was also suggested as a potential solution although this option may compromise use of Market Square in the long term.

The Committee concluded that the Town Council should investigate the costs of installing bollards alongside urging Stafford Borough Council to progress its investigation into the installation of an ANPR system for Stone High Street. The Committee considered it prudent to inform businesses around Market Square of the Council's enquiries.

RESOLVED: That the Town Clerk is asked to obtain costings for the installation of an appropriate number of suitable bollards around Market Square and the ongoing costs of managing their use (removal and installation) when access was needed.

RESOLVED: That the Town Clerk contact Stafford Borough Council to ask for an update on its investigations into the potential installation of APNR in the High Street and information on costings.

GP23/111 HS2 Liaison Meetings

The Committee considered the suggestion by HS2 to hold quarterly joint liaison meetings with Stone Town Council, Chebsey Parish Council and Yarnfield & Cold Meece Parish Council.

The Town Clerk advised the Committee that If the Council agreed to take part, the Committee would need to identify Councillors to represent Stone, as a meeting with all 32 Councillors over the three Councils would be likely to be impractical.

RESOLVED: That the Town Council agree to participate in joint liaison meetings with HS2 Ltd and Chebsey Parish Council and Yarnfield and Cold Meece Parish Council.

RESOLVED: That Councillor Mrs Hood and Councillor Kelt be nominated as HS2 Liaison Group representatives with Councillor Kenney acting as a deputy representative.

GP23/112 Stafford Borough Council Local Plan 2020-2040

The Committee considered Stafford Borough Council's new Local Plan 2020-2040 consultation which runs from Monday 24 October 2022 to Monday 12 December 2022 with enclosed 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 had arranged an online event and a number of drop-in exhibitions across the Borough for interested parties to discuss the Local Plan and to ask questions. The Borough Council had also arranged an additional consultation event date on 8 November 2022.

Due to the large size of the Preferred Options document a link had been provided to the document which had been distributed to all Councillors in advance of the meeting.

RESOLVED: That Town Councillors individually put forward their ideas to the Town Clerk who would in consultation with the Chairman and the Vice Chairman of the General Purposes Committee, the Chairman of Neighbourhood Planning, and the Chairman of the Planning Consultative Committee, prepare a draft response for consideration by the Committee on 15 November 2022.

GP23/113 Town Council Payments

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

The need for replacement bollards in the High Street following damage and the required maintenance to benches following mindless graffiti were highlighted.

GP23/114 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 although there had been no meeting there was a confidential item to be discussed at the end of the agenda.

Engagement with Young People

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

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GP23/115 To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council

Stone Area Parish Liaison Group

Councillor Davies advised the Committee that the Liaison Group had had a very good meeting last week where a range of topics had been discussed. In particular the Meecebrook Garden Community which will affect parishes to the west of Stone was listed on the agenda. The Group had been disappointed that the withdrawal of school transport for the over 16s by Staffordshire County Council had not been resolved.

Stone ATC

Councillor Davies informed the Committee that the Air Cadets had hosted an Open Day last week and will be having an Annual General Meeting on 22 November 2022. No meeting had taken place since the last meeting of the General Purposes Committee.

Age Concern Stone & District

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

Stafford & Stone Access Group

Councillor Kelt reported that no meeting had taken place.

Stone Common Plot Trustees

Councillor Kenney reported that no meeting had taken place.

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 advised the Committee that he had no 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.

GP23/116 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

GP23/117 Confidential Minutes

RESOLVED:

That the Confidential Minutes of the General Purposes Committee meeting held on 4 October 2022, Minute Numbers GP23/083, GP23/098 and GP23/099 be approved.

* 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.

GP23/118 Confidential Minutes and Recommendations of Sub-Committees

- a) Estates Sub-Committee Meeting held on 27 September 2022, Minute Numbers: EST23/010, EST23/018 and EST23/019.

RESOLVED: To note the minutes

- b) Management Sub-Committee Meeting held on 25 October 2022, Minute Numbers: MAN23/001 and MAN23/008.

RESOLVED: To note the minutes and approve the recommendations contained in Minute Number MAN23/008

GP23/119 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.

RESOLVED:

To delegate to the Town Clerk, in consultation with the Committee Chairman, authority to accept a suitable tender for the Heritage Centre building works.

CHAIRMAN

Stone Town Council – General Purposes Committee

Minutes of the meeting held at the Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 15 November 2022

PRESENT: Councillor I. Fordham in the Chair, and
Councillors: K. Argyle, A. Best, J. Davies, Mrs K. Dawson (from Minute Number GP23/124), Mrs J. Hood, T. Kelt, and R. Townsend

Officers: L. Trigg and Mrs T. Williams

ABSENT: Councillors: Mrs A. Burgess, Mrs L. Davies, M. Green, M. Hatton, J. Hickling, P. Leason, R. Kenney, J. Powell (Mayoral Engagement), C. Thornicroft and S. Walley

GP23/120 Apologies

Apologies were received from Councillors: Mrs L. Davies, M. Green, J. Hickling, R. Kenney, J. Powell (Mayoral Engagement), C. Thornicroft and S. Walley.

GP23/121 Declarations of Interests

None

GP23/122 Requests for Dispensations

None

GP23/123 Representations from Members of the Public

None

GP23/124 Stafford Borough Council Local Plan 2020-2040

The Committee considered Stafford Borough Council's new Local Plan 2020-2040 consultation which runs from Monday 24 October 2022 to Monday 12 December 2022 with enclosed 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 had arranged an online event and a number of drop-in exhibitions across the Borough for interested parties to discuss the Local Plan and to ask questions.

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Rather than being attached to the agenda, due to its size, a copy of the Preferred Options document was distributed to all Councillors electronically in advance of the meeting.

The Chairman asked the Committee to consider the Town Council's response to the Local Plan Consultation for submission to Stafford Borough Council.

As a starting point for this consideration the Committee received a hardcopy of a draft response produced by the Chairman and Vice Chairman of the General Purposes Committee, the Chairman of Neighbourhood Planning and the Chairman of the Planning Consultative Committee. The document had also been previously circulated electronically to all Councillors.

The Chairman paused while the Committee read over the representation* and the following points were agreed as additions:

Housing and Distribution

- Point 1: Insert 'Doctors, Dentists, **roads**, schools plus other vital services
- Point 1: Insert the requirement for definitive improvements to infrastructure. When are we going to improve the infrastructure? Stone doesn't have the capacity to service the growing population and would like to see the promise of an allocation of infrastructure.
- Point 2: insert 'overexpansion with no accompanying increase in services'.
- Points 2 and 3: Insert the request for a formal Transport Assessment which should look at the traffic travelling along Marlborough Road, Pirehill Lane and Eccleshall Road. This has to be financed by the developer but carried out by an independent organisation.
- HS2 Transport Feasibility Reports should be reviewed as part of the process as the development off Marlborough Road should not be considered in isolation.
- Point 3: In the last sentence (where it states, 'mitigation measures are considerable') add 'and costly (£225,000)'.
- Traffic movements between Pirehill Lane and the new development which could take place over a five-year period.
- HS2 traffic up and down Pirehill Lane. A development could give the residents of the area dreadful problems.
- Point 4: Land off Lichfield Road has been approved for the development of 21 houses and 5 shops with pedestrian crossing on the Lichfield Road further adding to the stalling of traffic. This development does not appear in the Local Plan and the pedestrianised crossing will not mitigate the additional traffic and delays that regularly occur at the level crossing.
- There is no mitigation to address traffic congestion. The mitigation will be a new surface on the crossings and cameras.
- Meecebrook Garden Development will bring more traffic through Walton. A map of the development does not show roads in or out of the development and the Town Council would like to know how this will work.
- Flood risk and alleviation (such as at Oakleigh Court) is not detailed.
- Air Quality in Walton will deteriorate as a result of the additional proposed development. There appears to be no Green Plan and the environment will be decimated by congested traffic.
- The proposal includes development of agricultural/farmland that has been farmed for generations. This is against Government Policy when brownfield sites are available.

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Policies

This section of the report was accepted by the Committee without amendment.

RESOLVED: That the Committee accept the report with the addition of the amendments detailed above for submission to Stafford Borough Council.

GP23/125 Boundary Commission for England Review

The Committee considered the Boundary Commission for England's Revised Proposals in its final public consultation which runs from Tuesday 8 November to Monday 5 December 2022.

The Committee noted that all news will be published on the Boundary Commission for England's website and the consultation website which provides a platform to view interactive maps of the proposals and submit representations directly.

Paper copies of the Boundary Commission's proposals were available to view at the Council's offices and it was noted that the Commission's proposals for Stone remained unchanged from the previous version.

The Chairman advised the Committee that, what appeared to be an artificial new constituency had been created with a lot of drawbacks that would result in Stone being cut off from its local surrounding communities and the loss of a logical geographical boundary to reflect the interests of Stone in all aspects.

Despite a formal presentation being made by Councillor Fordham (as representative of the Town Council) which was supported by many people including the south, no notable changes had resulted in the revised boundary proposals for the Stone and Great Wyrley Constituency apart from a small area around Lichfield.

Councillor Fordham was congratulated for the presentation he delivered to the Boundary Commission and the Committee decided that it did not wish to commit any further time to the issue.

RESOLVED: That no further representations are made by the Town Council in response to the Boundary Commission for England's Review.

The meeting was adjourned and then reconvened after the Estates and the Environment Sub-Committee meetings had taken place.

GP23/126 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

* 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.

GP23/127 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. He advised the Committee that he was currently awaiting the report from the Council's mechanical and electrical engineering consultant.

CHAIRMAN

Stone Town Council – Estates Sub-Committee

Minutes of the meeting held in St Michael's Suite at the Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 15 November 2022

PRESENT: Councillor A. Best in the Chair and
Councillors: J. Davies, Mrs K. Dawson, I. Fordham and Mrs J. Hood

Officers: L. Trigg and Mrs T. Williams

By Chairman's invitation: T. Kelt

ABSENT: Councillors: Mrs L. Davies, R Kenney, J. Powell (Mayoral Engagement) and
C. Thornicroft

EST23/020 Apologies

Councillors: Mrs L. Davies, R. Kenney, J. Powell (Mayoral Engagement) and
C. Thornicroft

EST23/021 Declarations of Interest and Requests for Dispensations

None received

EST23/022 Representations from Members of the Public

None received

EST23/023 Minutes of Previous Meeting

That the minutes of the Estates Sub-Committee meeting held on the 27
September 2022 (Minute Numbers EST23/010 – EST23/019), be approved as a
correct record.

EST23/024 Reports from Working Groups

The Chairman advised the Sub-Committee that the Estates Working Group had
not met.

**The meeting was adjourned and then reconvened after the Environment Sub-
Committee meeting and the closed session of the General Purposes Committee
meeting had taken place.**

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They are attached as an appendix to the signed copy of the Council minutes.

EST23/025 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.

EST23/026 Confidential Minutes

RESOLVED:

That the Confidential minutes of the Estates Sub-Committee meeting held on the 27 September 2022 (Minute Numbers EST23/010, EST23/018 and EST23/019), be approved as a correct record.

EST23/027 Update on Stone Station

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

RECOMMENDED: That the Town Clerk is asked to approach the landlords of Stone Station with enquires about the terms of the lease.

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.

Stone Town Council – Environment Sub-Committee

Minutes of the meeting held in St Michael's Suite at the Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 15 November 2022

PRESENT: Councillor R. Townsend in the Chair and
Councillors: K. Argyle and Mrs K. Dawson and T. Kelt

Officers: L Trigg and Mrs T. Williams

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

ABSENT: Councillors: Mrs A. Burgess, M. Hatton, R. Kenney, P. Leason and J. Powell
(Mayoral Engagement),

ENV23/020 Apologies

Councillors: R. Kenney and J. Powell (Mayoral Engagement)

ENV23/021 Declarations of Interest and Requests for Dispensations

None received

ENV23/022 Representations from Members of the Public

None

ENV23/023 Minutes of Previous Meeting

- a) The minutes of the Environment Sub-Committee meeting held on the 16 August 2022 (Minute Numbers ENV23/011 – ENV23/019), were approved as a correct record.

ENV23/024 Covid-19 Commemoration

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

The Chairman advised the Sub-Committee that he and the Deputy Town Clerk had attended a site visit with the Grounds Maintenance Contractor who had confirmed that he was planning to source a species of tree that required minimum maintenance and didn't grow too big. The cherry trees that had originally been suggested were thought not to be the most suitable variety.

It had been proposed that approximately six to eight trees (depending on the size and type chosen) are planted in a semi-circle shape on ground located to the right

of the peace pole.

The Chairman reported that a quotation was also awaited for the refurbishment of the vintage bench. He said that once the costings were clear the budget would be evaluated to see whether a surplus of funds would cover the cost of a commemorative plaque.

The suggested orientation for the commemoration was that the bench and plaque face outwards towards Crown Meadow.

ENV23/025 Crown Meadow Improvements

The Chairman informed the Sub-Committee that Crown Meadow was regularly discussed at the monthly review meetings with the Grounds Maintenance Contractor. At the last meeting it was reported by the contractor that he had had a number of issues with machinery and other matters which had caused delays to the progress of work. Assurances were given that the work on Crown Meadow would be completed over the winter period and certainly by the end of the financial year.

The Chairman referred the Sub-Committee to the Crown Meadow Improvements report which had been enclosed with the agenda for the meeting.

He advised the Sub-Committee that a quotation for a new path and replacement steps in the area of Workhorse bridge had not included a ramp which was needed to make the area completely accessible. An estimate for work that included a ramp had now been requested.

The Sub-Committee suggested that consideration be given to the installation of bollards to prevent vehicular access. It was also suggested that the ramp may be used inappropriately and not the purpose intended leading the Sub-Committee to agree that this point required consideration.

The Chairman suggested the proposal to install a new information board on the Crown Meadow side of the river Trent be postponed due to the additional cost of the ramp.

It was also suggested that the installation of signage relating to the Westbridge Park development linking to Crown Meadow be delayed pending the Borough Council's renovation work on Westbridge Park.

The Chairman suggested that a quotation be obtained for moving two benches on Crown Meadow which due to ground erosion were getting ever closer to the river, with a significant drop close by.

ENV23/026 Members' Motion Under Standing Order 4

Councillor Andrew Best proposed that:

“Salary sacrifice schemes can offer benefits to both employees and employers by allowing the purchase of certain Government approved items by reduction to salary, rather than the employee meeting the cost from their net income. In these cases, the employee saves the income tax, National Insurance and pension contributions that they would otherwise have paid on the salary sacrificed (though pension and some other benefits are also correspondingly reduced) and the employer saves their contributions to National Insurance and pensions.

Once such scheme is the Bike to Work Scheme, details of which are available at <https://www.bike2workscheme.co.uk>. I feel this scheme would help some but not all Council employees and it’s a great “Green” incentive that helps the environment.

I recommend that the Sub-Committee asks the Town Clerk to consult with staff to ascertain if there would be any interest in such a scheme and, if so, bring back a full report to the Sub-Committee setting out the implications for the Council.”

The Town Clerk confirmed that there would be no cost implications in respect of the Council adopting the Bike to Work Scheme other than administration, and there were small potential savings. Under the Staffordshire County Council pension scheme pension contributions would continue to be payable at the same rate by employer and employee. The employee taking part in the scheme would however make savings on income tax and national insurance, and the Town Council would save employer national insurance contributions.

RECOMMENDED: That a Bike to Work Scheme be supported by the Town Council and offered to employees interested in signing up.

ENV23/027 Speaker on Environmental Matters

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

The Town Clerk reminded the Sub-Committee that the item had been brought forward from the previous meeting as Councillor Walley had not been available.

The Chairman invited Councillor Kelt to address the Council.

Councillor Kelt advised the Sub-Committee that rather than deferring the item again (as Councillor Walley hadn’t been able to attend the meeting) he would speak on Councillor Walley’s behalf.

Councillor Kelt advised the Sub-Committee that Councillor Walley had connections with an expert on environment and biodiversity who was willing to run environmental events for invited guests, and the Crown Wharf had indicated it would be willing for their conference facility to be used with no charge. The event could be advertised by ALBOS although other means of publicity could be used.

Councillor Kelt proposed the Sub-Committee asks Councillor Walley to approach

his contact to confirm their willingness to deliver the events and obtain costings for potential venues to take the matter to the next stage.

Some Councillors stated that they did not support the proposal as environmental matters was a bigger issue than the Council could tackle, and more progress would be achieved by working with the County and Borough Councils than by this Council going its own way.

County Councillor Mrs Hood advised the Sub-Committee that she would be pleased to arrange a meeting with County officers on the issue.

RECOMMENDED: That the Town Council does not support the progression of environmental talks with the expert proposed by Councillor Walley.

ENV23/028 Reports of Working Groups

Environmental Issues Working Group

Councillor Townsend advised the Sub-Committee that the Environmental Issues Working Group had not met.

Councillor Townsend invited Councillor Kelt to update the Sub-Committee on some of the work he had been involved in.

Councillor Kelt reported that he had attended meetings of the Stafford Panel under environmental matters and raising awareness groups.

The activities and work going on include:

- The use of plastics on allotments
- Biodiversity workshops, of which there have been a number
- Repair cafés in Stafford – these are organised events where residents can bring items that can be repaired and reused. They are well attended by repairers and residents with different items being presented and most repairs successful.

There is a need to recruit volunteer repairers with the required skills and volunteer helpers to deal with the administration. They also need a suitable venue, insurance, advertising and access to equipment that repairers may need.

- Veolia visits – which would be better done through the Borough Council's Waste Management Group, inviting attendants from the Town Council when there are suitable dates.
- Non-recyclable items and what to do with them – going through item by item and publicising the information to the community.

The group has separately been looking at Stafford Borough Council's Local Plan 2020-2040 consultation.

Councillor Kelt suggested the Town Council consider the setting up of a Repair Café in Stone and it was agreed that the idea be explored by the Environmental Issues Working Group.

Councillor Kelt has also followed up on the Carbon Balloon but is awaiting a response from the County via the Borough Council.

Chairman

Introduction

1. This report sets out the prospects for the Council's 2023-24 to 2025-26 budget. It considers the overall position of the Council, the context in which the budget needs to be set and the standstill budget, which is the starting point for the determination of the 2023-24 precept.

Background

2. Before addressing the figures relating to the budget, it is first necessary to consider the context in which the budget needs to be set.
3. For a number of years, the Council has received payments of around £30,000 from Stafford Borough Council in addition to the precept. For 2023-24 this includes £21,419 to compensate for a previous reduction in this Council's Taxbase due to benefit changes and £11,461 for the cost of concurrent functions. Neither of these payments are a legal requirement, and, at the time of writing this report, have not been finally confirmed though they're based on provisional figures provided by Stafford Borough. The figures in this report assume that these payments will continue into the foreseeable future at the same cash level as estimated for 2023-24.
4. The Secretary of State has the power to require a referendum of local people before the Council Tax can be put up by more than a specified percentage. Currently, parish councils are exempt from this requirement, though this may change if Council Tax increases in the sector become excessive.
5. This year's budget is also being prepared in the context of major inflationary pressures, particularly with respect to energy. For this reason, the three-year budget has been calculated without taking into account the effects of inflation beyond 31st March 2023. A separate estimate of inflation beyond this date has been made across the whole budget and added in as part of the General Purposes Committee figures below. This figure will continue to be reviewed in order that the most up to date estimates can be used when the Council finalises its budget in February 2023.
6. The figures below, therefore, assume that all Council services will continue at broadly their current level, adjusted for any known variations within existing Council policy.

Standstill Budget

7. The table at Appendix A sets out the Council's current and forecast position for each budget. It is also summarised below by Sub-Committee:

Actual		Budget	Forecast	Budget	Budget	Budget
2021-22		2022-23	2022-23	2023-24	2024-25	2025-26
£		£	£	£	£	£
13,690	Estates	62,800	60,210	30,340	30,340	30,340
18,518	Environment	37,835	40,340	21,840	21,840	21,840
29,743	Tourism & Town Promotion	44,500	36,160	39,780	38,230	38,230
218,151	Management	240,190	229,500	300,460	266,260	264,660
525	Neighbourhood Plan	-	-	-	-	-
60,271	General Purposes	271,765	266,800	64,190	86,600	82,270
-46,987	Earmarked Reserves	-112,790	-112,790	-	-	-
293,911	TOTAL	544,300	520,220	456,610	443,270	437,340

8. The figures above and in Appendix A are based on the following:
- Known and forecast expenditure for the remainder of the current financial year.
 - Forecast expenditure for the next three years, based on a standstill position. These figures therefore assume that current services will continue with no growth or cutbacks other than those which are already been committed by previous decisions of the Council.
 - A provisional estimate of the impact of inflation, totalling £50,690 for 2023-24, £58,100 for 2024-25 and £53,770 for 2025-26.
9. In addition, most budgets which are actually under the control of the General Purposes Committee have been included within the Management Sub-Committee above, to ensure that budgets can be examined at the sub-committee level before reporting back to General Purposes for decision.
10. It can be seen from the above table that the current budget is forecast to underspend by around £24,080, after providing for a number of budget adjustments agreed by the Committee during the year. This is largely due to a revised opening date for the new Heritage Centre.

Standstill Budget 2023-24

11. The standstill budget for 2023-24, at £456,610, is £50,960 more than the forecast made when the 2022-23 budget was approved in February 2022. The main reasons for this difference are the increase in the amount needed to be provided for the cost of inflation, partly offset by the revised opening date for the Heritage Centre.

The Budget Process

12. The standstill budget is, however, just the starting point for the budget process. Members will want to review the amounts provisionally included. In addition, there are likely to be other areas where members may want to undertake new developments, or stop/change the things that the Council is doing now.
13. Budgets have been allocated to each of the sub-committees, and over the next few weeks they will need to consider these budgets in detail to determine the best pattern of spending to meet the Council's objectives and obligations. The results of those deliberations will then be reported to the next meeting of this Committee to enable it to determine the budget recommendations to Council.

Recommendations

14. That the Committee notes the standstill budget position for 2023-24, 2024-25 and 2025-26 and the issues related to setting the precept, and:
 - a. Asks each sub-committee to consider its financial needs for the next three years and report back to the next meeting of the General Purposes Committee on with its budget proposals,
 - b. Considers whether it wishes to give any specific instructions to these bodies which they would need to have regard to while preparing their proposed budgets.

Stone Town Council

Standstill Budget 2023-24 to 2025-26

Actual 2021-22		Budget 2022-23	Forecast 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26
£		£	£	£	£	£
-2,102	Frank Jordan Centre	3,700	550	550	550	550
8,032	Stone Station	39,200	41,320	11,320	11,320	11,320
-	Stone Heritage Centre (Running)	20,000	-	25,000	40,000	40,000
-6,383	Town Market	-10,400	-5,630	-6,630	-6,630	-6,630
6,071	Bus Shelters & Street Furniture	7,780	5,460	5,460	5,460	5,460
607	Street Lighting	700	960	960	960	960
740	Dog & Litter Bins	1,020	760	760	760	760
-	Joules Clock	300	500	500	500	500
342	Town Electricity Supply	400	660	790	790	790
-	Building Maintenance	9,700	10,000	10,000	10,000	10,000
21,135	Grounds Maintenance	20,140	24,950	23,610	23,610	23,610
-500	Crown Meadow Improvements	13,415	10,960	-	-	-
-2,117	Allotments	-1,470	-1,320	-1,770	-1,770	-1,770
-	Environmental Initiatives	5,750	5,750	-	-	-
21,884	Christmas Lights	26,650	18,600	21,660	20,110	20,110
14,242	Tourism & Town Promotion	28,250	23,190	24,750	24,750	24,750
5,729	Grants	8,300	8,300	8,300	8,300	8,300
147,045	Salaries & Employment Costs	183,000	169,800	199,700	204,500	202,900
5,393	Accommodation	5,510	5,470	5,470	5,470	5,470
6,342	Insurances	7,040	6,620	7,000	7,000	7,000
35,969	Administration	18,900	20,250	38,250	28,250	28,250
1,044	Audit & Legal Fees	5,240	5,550	1,550	1,550	1,550
7,882	Town Council Elections	-	-	30,000	-	-
2,604	Allowances - Mayor & Deputy Mayor	3,190	3,190	3,190	3,190	3,190
307	Regalia & Presentations	500	3,100	500	500	500
2,238	Civic Dinner & Hospitality	3,500	3,300	3,300	3,300	3,300
1,623	Remembrance Sunday & War Memorials	2,060	2,000	1,800	1,800	1,800
2,027	Miscellaneous	3,000	2,900	2,900	2,900	2,900
-51	Interest	-50	-980	-1,500	-500	-500
525	Neighbourhood Plan	-	-	-	-	-
71,732	Stone Heritage Centre (Setup)	263,265	278,300	-	-	-
-	General Contingency	-	-	-	-	-
-	Inflation Contingency	-	-	50,690	58,100	53,770
-11,461	Concurrent Functions Allowance	-11,500	-11,500	-11,500	-11,500	-11,500
-46,462	Rollover Reserve	-112,790	-112,790	-	-	-
-525	Neighbourhood Plan Reserve	-	-	-	-	-
293,911	TOTAL	544,300	520,220	456,610	443,270	437,340

Application for Grant Aid



Name of organisation:

Royal Air Forces Association, Stone & District Branch (No 1016)

Purpose of organisation:

Comradeship and welfare for present and past members of the Royal Air Force and the air forces of the commonwealth in Stone and the surrounding area.

Amount of grant requested:

£500

Total cost of project (if appropriate):

£500.00 (estimated)

Reason for grant request:

To provide support for the commemoration of the 80th anniversary of the life and sacrifice of Flight Lieutenant R N Stubbs DFC DFM RAFVR of Stone and Oulton who completed over 60 operational missions as a bomber pilot in World War 2 and who died in a flying accident while instructing a new crew in the techniques of evading German fighters. He was 22 years of age.

There will be a service of commemoration in Christ Church on Sunday 26 February 2023 including a display of relevant historical items and a small reception afterwards for official guests. The Service is being arranged by RAFA in association with Rev Paul Kingman of Christ Church with the assistance of Air Vice-Marshal Ray Pentland (a local resident)

The Branch does not have the funds to support this event. In the attached copy of the accounts it should be noted that, exceptionally, the branch rebates for both 2019 and 2020 were received in the same year, the £133.16 is 'Wings' appeal money to be remitted to RAFA HQ and the balance in the Welfare Account is exclusively for Welfare-related expenditure. Moreover, £1,000 is reserved to replace the existing Branch Standard, the £250 donation is reserved for the forthcoming Christmas Meeting, and the expenditure for 2021 was significantly lower than usual because of the ongoing effects of Covid-19.

Benefits to Stone residents:

To remember and celebrate the bravery of one of the Town's most decorated heroes of World War 2. A source of great pride for the townspeople and a wonderful example of devotion to duty, fully in accordance with the fine traditions and example of John Jervis of Meaford, Admiral of the Fleet the Earl of St Vincent.

This event would be an effective 'curtain raider' to a year in Stone which should see the opening not only of the Crown Wharf Theatre but also the Heritage Centre.

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

No other sources have yet been identified.

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

Yes, because the event follows too closely after the next routine date for the consideration of requests by the Town Council.

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):

ROYAL AIR FORCES ASSOCIATION

STONE & DISTRICT BRANCH (1016)

ACCOUNTS FOR YEAR ENDING 31st DECEMBER 2021

GENERAL ACCOUNT

EXPENDITURE

Stationary	36.30
Stone market pitch charge	24.40
Wreaths; Battle of Britain	25.00
Remembrance Sunday	37.00
December open evening	134.40

Totals: 257.10

INCOME

Membership rebate 2019	172.00
Membership rebate 2020.	183.00
Wings Appeal	133.16

Donation to Branch 250.00

738.16

257.10

Income over expenditure 481.06

BALANCE SHEET

Cash in Bank 31.12.2020 1978.16 Cash in Bank 31.12.2021 2459.22

Chairman J.Davies..

Hon Treasurer P.Cothey.....

NOTE: Branch Deposit Account as at 31/12/2021: £1025.29 Statement attached

ROYAL AIR FORCES ASSOCIATION
STONE & DISTRICT BRANCH (1016)
ACCOUNTS FOR YEAR ENDING 31st DECEMBER 2021

WELFARE ACCOUNT

EXPENDITURE

HWO Expenses

336.00

INCOME

Nil

BALANCE SHEET

Cash in Bank 31.12.2020

1030.65

Cash in Bank 31.12.2021

694.65

Chairman

J.Davies

Hon Treasurer

P.Cothey.....

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		Advertising of car boot sale	-	
	110			-
	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	-	
2,761		Cleaning materials and 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

**WALTON COMMUNITY ASSOCIATION
(STONE) LIMITED (REGISTERED NUMBER 00563526)
CHARITY NUMBER 1079653**

**BALANCE SHEET
31 DECEMBER 2021**

31/12/20 £		Notes	31/12/21 £
54,633	FIXED ASSETS		
	Tangible assets	44	54,633
120	CURRENT ASSETS		
65	Stocks	55	120
86,467	Debtors	66	1,672
86,652	Cash at bank and in hand		792,198
			<u>80,990</u>
(116,239)	CREDITORS		
70,413	Amounts falling due within one year	77	(113,940)
125,046	NET CURRENT ASSETS		<u>67,041</u>
	TOTAL ASSETS LESS CURRENT LIABILITIES		<u>121,674</u>
125,046	RESERVES		
125,046	Income and expenditure account		121,674
			<u>121,674</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2021 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

**WALTON COMMUNITY ASSOCIATION
(STONE) LIMITED (REGISTERED NUMBER: 00168526)
CHARITY NUMBER 1079653**

**BALANCE SHEET -- continued
31 DECEMBER 2021**

The financial statements have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies regime.

In accordance with Section 444 of the Companies Act 2006, the Income Statement has not been delivered.

The financial statements were approved by the Board of Directors and authorised for issue on 21 January 2022 and were signed on its behalf by:

Miss A E Walker - Director

Mr M Williamson - Director

Mrs J Wood - Director

Mr G Canning - Director

Mr S Eashmore - Director

This notes form part of these financial statements

From: [Rob Mincher](#)
To: [Trudy Williams](#)
Subject: FW: Stone Town Council - Floating Market Enquiry
Date: 05 December 2022 14:55:27
Attachments: [Proposed location for Floating Market.jpeg](#)

Approval is required for the location and the suggested dates around the May Bank Holiday Sat 27th, Sun 28th, Mon 29th May. Location map attached.

Rob

From: Roving Canal Traders Association
Sent: 23 November 2022 17:05
To: Rob Mincher <rob.mincher@stonetowncouncil.gov.uk>
Subject: Re: Stone Town Council - Floating Market Enquiry

Hi Rob,

We decide on the various venues in December our members book over a period of weeks in Jan/Feb (Ind markets get released at different times). In January we do a bulk set of applications to CRT, never had a venue declined in 6yrs of applications at the same time appropriate councils are notified of the intended market & any required documents supplied ie: insurance, site plans, RA's, traders food certificates etc.

CRT issue the final license once we have the "go ahead" in writing from the council, not the other way around!

One of our trusted members has sent me a detailed site assessment & photo last weekend.

We follow the same procedure every year for every event. If your council did turn us down, which is unlikely we would just refund the traders & cancel the event we'll in advance.

I hope that helps,
Kind regards

Sent from [Outlook for iOS](#)

From: Rob Mincher <rob.mincher@stonetowncouncil.gov.uk>
Sent: Wednesday, November 23, 2022 3:06:26 PM
To: Roving Canal Traders Association
Subject: RE: Stone Town Council - Floating Market Enquiry

Hi

Thanks for that.

Has the RCTA got the go ahead from the Canals & Rivers Trust for that area of the canal?
Councillors would need to be assured that proper due diligence has been carried out.

The main issue is the timeframe to get back to you. The appropriate Council meetings to approve the Market will not be until February of next year.

Does the whole of next years roving markets get decided in December or is there an opportunity for later in 2023?

Regards

Rob

From: Roving Canal Traders Association

Sent: 23 November 2022 14:48

To: Rob Mincher <rob.mincher@stonetowncouncil.gov.uk>;

Cc: Les Trigg <les.trigg@stonetowncouncil.gov.uk>; Steve Walley
<steve.walley@stonetowncouncil.gov.uk>

Subject: Re: Stone Town Council - Floating Market Enquiry

Hi Rob,

Sorry for the late reply, unfortunately Nici will no longer be taking over the Market Coordinator role for RCTA, however I will be training & working alongside one of our members called Mandy Clayton, so it will be either myself or Mandy that will liaise with you.

After giving it some investigation, we think the area marked on the attached map will be the most suitable for a Floating Market at Stone & we have a suitable window available on the late May Bank Holiday 27/28/29th May 2023.

If you could get back to me with your thoughts that would be great as we start planning our events from now until the end of December.

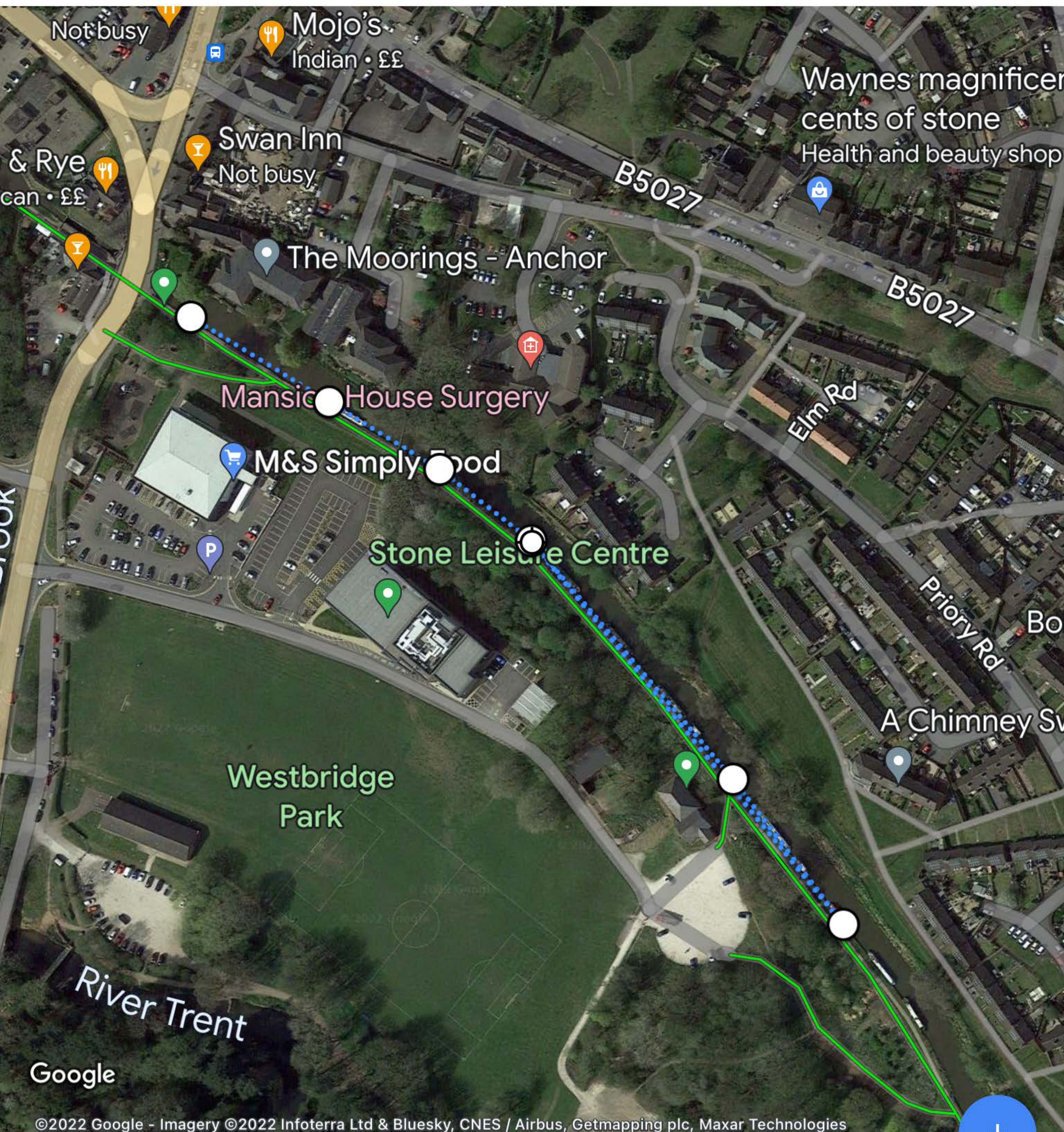
Kind regards

RCTA Chair/Market Coordinator

Sent from [Outlook for iOS](#)

Measure distance

Drag the map and tap "Add point".



550 m

Add point

Purpose of Report

1. To inform the Committee of the outcome of the 2022-23 national pay award negotiations for local government staff and its impact on the Council.

Background

2. Pay for local government staff is negotiated nationally. Although the parish council sector is not represented on the negotiating body, salaries at local councils are normally based on the national local government scales, and this is reflected in contracts of employment for most of the Council's employees.
3. The Council has been informed that the 2022-23 pay negotiations have now been completed. They have resulted in agreement to a flat rate increase of £1,925 on all salary points (pro-rata for part time employees) backdated to 1st April 2022. In addition, from 1st April 2023, annual leave has been increased by one day (again, pro-rata for part time employees), and national spinal column point one (SCP1) has been removed from the scale.
4. The National Association of Local Councils (NALC) has recommended the adoption of the outcome of these negotiations to local councils. The NALC briefing setting out the new pay scales for from 1st April 2022 is attached as an appendix to this report.

Employee Pay Scales

5. Some of the Council's current staff are paid on the National Living Wage, rather than the national pay scales. The revised hourly rate for 2022-23 is already in place for these staff.

Implications for the Council

6. The Council's budget for the current year anticipated a pay increase of 2%. This increase is equivalent to approximately 6% on average for the Council's staff - an increased cost of around £7,500 in the current year. Due to the current vacancy, this year's salary costs should still outturn well below the approved budget.

Recommendations

7. The Committee is recommended to adopt the new 2022-23 salary levels for staff on national pay scales, as set out in this report.

2 November 2022

E02-22 | 2022-23 NATIONAL SALARY AWARD

The LGA has notified us they have come to an agreement on the new pay scales for 2022-23 to be implemented from 1 April 2022. Employers are encouraged to implement this pay award as swiftly as possible.

“Pay

Agreement has been reached on rates of pay applicable from 1 April 2022.

Employers are encouraged to implement this pay award as swiftly as possible.

Backpay for employees who have left employment since 1 April 2022

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2022 to the employee's last day of employment.

When salary arrears are paid to ex-employees who were in the Local Government Pension Scheme (LGPS), the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in [section 15 of the HR guide](#) which is available on the [employer resources section](#) of www.lgpsregs.org

The attached Annex lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These calculations are based on the changes agreed by the NJC. These should be retrospectively applied from 1 April 2022.

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ANNEX 1

	1 April 2021		1 April 2022		Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
1	£18,333	£9.53	£20,258	£10.53	Below LC Scale (for staff other than clerks)
2	£18,516	£9.62	£20,441	£10.62	
3	£18,887	£9.82	£20,812	£10.82	
4	£19,264	£10.01	£21,189	£11.01	
5	£19,650	£10.21	£21,575	£11.21	LC1 (5-6) (below substantive range)
6	£20,043	£10.42	£21,968	£11.42	
7	£20,444	£10.63	£22,369	£11.63	LC1 (7-12) (substantive benchmark range)
8	£20,852	£10.84	£22,777	£11.84	
9	£21,269	£11.05	£23,194	£12.06	
10	£21,695	£11.28	£23,620	£12.28	
11	£22,129	£11.50	£24,054	£12.50	
12	£22,571	£11.73	£24,496	£12.73	
13	£23,023	£11.97	£24,948	£12.97	LC1 (13-17) (above substantive range)
14	£23,484	£12.21	£25,409	£13.21	
15	£23,953	£12.45	£25,878	£13.45	
16	£24,432	£12.70	£26,357	£13.70	
17	£24,920	£12.95	£26,845	£13.95	
18	£25,419	£13.21	£27,344	£14.21	LC2 (18-23) (below substantive range)
19	£25,927	£13.48	£27,852	£14.48	
20	£26,446	£13.75	£28,371	£14.75	
21	£26,975	£14.02	£28,900	£15.02	
22	£27,514	£14.30	£29,439	£15.30	
23	£28,226	£14.67	£30,151	£15.67	

	1 April 2021		1 April 2022		Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
24	£29,174	£15.16	£31,099	£16.16	LC2 (24-28) (substantive benchmark range)
25	£30,095	£15.64	£32,020	£16.64	
26	£30,984	£16.10	£32,909	£17.10	
27	£31,895	£16.58	£33,820	£17.58	
28	£32,798	£17.05	£34,723	£18.05	
29	£33,486	£17.40	£35,411	£18.40	LC2 (29-32) (above substantive benchmark range)
30	£34,373	£17.87	£36,298	£18.87	
31	£35,336	£18.37	£37,261	£19.37	
32	£36,371	£18.90	£38,296	£19.90	
33	£37,568	£19.53	£39,493	£20.53	LC3 (33-36) (below substantive range)
34	£38,553	£20.04	£40,478	£21.04	
35	£39,571	£20.57	£41,496	£21.57	
36	£40,578	£21.09	£42,503	£22.09	
37	£41,591	£21.62	£43,516	£22.62	LC3 (37-41) (substantive benchmark range)
38	£42,614	£22.15	£44,539	£23.15	
39	£43,570	£22.65	£45,495	£23.65	
40	£44,624	£23.19	£46,549	£24.19	
41	£45,648	£23.73	£47,573	£24.73	
42	£46,662	£24.25	£48,587	£25.25	LC3 (42-45) (above substantive benchmark range)
43	£47,665	£24.77	£49,590	£25.77	
44	£48,857	£25.39	£50,782	£26.39	
45	£50,074	£26.03	£51,999	£27.03	
46	£51,334	£26.68	£53,259	£27.68	LC4 (46-49) (below substantive range)
47	£52,607	£27.34	£54,532	£28.34	
48	£53,768	£27.95	£55,693	£28.95	
49	£55,274	£28.73	£57,199	£29.73	

	1 April 2021		1 April 2022		Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
50	£56,658	£29.45	£58,583	£30.45	LC4 (50-54) (substantive benchmark range)
51	£58,070	£30.18	£59,995	£31.18	
52	£60,007	£31.19	£61,932	£32.19	
53	£61,938	£32.19	£63,863	£33.19	
54	£63,878	£33.20	£65,803	£34.20	
55	£65,831	£34.22	£67,756	£35.22	LC4 (55-62) (above substantive benchmark range)
56	£67,759	£35.22	£69,684	£36.22	
57	£69,712	£36.23	£71,637	£37.23	
58	£71,626	£37.23	£73,551	£38.23	
59	£73,441	£38.17	£75,366	£39.17	
60	£75,295	£39.13	£77,220	£40.14	
61	£77,193	£40.12	£79,118	£41.12	
62	£79,144	£41.14	£81,069	£42.14	

* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours. Please note that these hourly rates differ from those published by NJC for Principal Authorities as the calculation basis differs. Please also note that NJC have resolved to delete SCP 1 w.e.f. 1st April 2023

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Stone Town Council - Payments

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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 : 01/10/2022

Payment Date To : 31/10/2022

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
03/10/2022	201615202221983	Pozitive Energy	Gas charges in dispute	241.75
03/10/2022	68162	Prism Solutions	Leased Lines	46.69
03/10/2022	Rates	Stafford Borough Council	MKt Sq Rates Oct 2022	35.00
03/10/2022	68162	Prism Solutions	Leased Lines	44.45
03/10/2022	Rates	Stafford Borough Council	FJC Rates Oct 22	434.00
03/10/2022	INV06829721	Water Plus	Water Usage - Mount Rd - Aug/Sep 22	28.11
03/10/2022	BP1037	Walton Community Centre	Mayor's Quiz - hire of Walton Community Centre	100.00
03/10/2022	stw-INV06829867	Water Plus	Water Usage Aug/Sep 2022	84.73
03/10/2022	24092022	Home & Colour	Paint, cable ties, toilet brush	23.65
03/10/2022	Rates	Stafford Borough Council	STN Rates Oct 22	225.00
04/10/2022	INV-0761	Current Electrical & Property Services	Marquees set up - Sep 22	695.00
06/10/2022	88822	Stafford Borough Council	Premises Licence - Market Square - 2022/23 Ref 88822	70.00
07/10/2022	V02034623162	EE	EE phone	12.00
07/10/2022	965839424	British Gas	Elec Standing Charges Aug/ Sep 22	20.08
07/10/2022	01782344020	J G Fenn Ltd	A4 Paper, diaries, planners	78.31
07/10/2022	9545944	Chubb Fire	Annual Servicing of Fire Extinguishers FJC	230.42
07/10/2022	9545925	Chubb Fire	STN Annual Fire Extinguisher Service	178.82
07/10/2022	V02034623162	EE	EE phone	12.00

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Stone Town Council - Payments

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
07/10/2022	037484	MEB Total Ltd	Boiler Call Out - pressurisation unit failed	83.88
07/10/2022	10154	Robert Mincher	Cutlery set for FJC	7.00
10/10/2022	stw-INV06859620	Water Plus	Water Usage Newcastle Rd Aug/Sep 22	11.68
10/10/2022	SI-179477	Mailing room	Franking Machine Rental Oct to Dec 2022	60.00
10/10/2022	3525461	British Gas	Town Elec Pillar 1 30 High St Aug/Sep 22	8.81
13/10/2022	Expense Claim RM	Stone Shoe Repairs Ltd	2 x Keys Cut for Newcastle Road Allotments	7.50
14/10/2022	3538628	British Gas	Elec - 61 High St - to 21/8/22	10.60
14/10/2022	INV171107832	Zoom Video Comm Inc	ZOOM Subscription Sep/Oct 2022	47.96
18/10/2022	995535542	British Gas	Elec Supply - Amphitheatre Sep 22	12.50
20/10/2022	7070291172	Stafford Borough Council	SBC Qtr Office Rent 20/10/22 to 19/01/23	150.00
21/10/2022	16920	Call Handling Services Ltd	Stone Helpline Charges Sep 22	1.60
21/10/2022	7070291115	Stafford Borough Council	SBC Hanging Baskets x 105	5,250.00
21/10/2022	13594	All Print Equipment Ltd	Copier charges Sep 2022	24.24
24/10/2022	743014903/001/10	Virgin Media Business	Broadband Usage Oct/Nov 2022to 05/01/22	50.00
24/10/2022	713412022236464	Pozitive Energy	STN Gas Usage Sep 22	75.51
24/10/2022	241022	Stone Shoe Repairs Ltd	2 x keys cut for elec boxes at 30 and 61 High St	7.50
24/10/2022	713382022236464	Pozitive Energy	FJC Elec Usage Sep 2022	140.75
24/10/2022	713402022236464	Pozitive Energy	FJC Gas Usage Sep 2022	79.71
25/10/2022	164407	Prism Solutions	Prism IT Service Charge Oct 2022	867.96
25/10/2022	wpINV00027688	Water Plus	Water Usage Sep / Oct 2022	71.61
27/10/2022	SINV00575873	J G Fenn Ltd	Replace Duplex Assembly Unit in main office printer	74.23
28/10/2022	713392022239376	Pozitive Energy	STN Elec Usage - Sep 22	165.42
28/10/2022	SI-180387	Mailing room	Franking Machine - replace print head	158.00
28/10/2022	VEO1101445	Veolia ES (UK) Ltd	Waste Collection Sep - 2022	60.96
28/10/2022	VEO1101444	Veolia ES (UK) Ltd	Waste Collection - Sep 2022	99.09

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Stone Town Council - Payments

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
28/10/2022	4730	Christmas Plus	Hire of festive display and Festoon Crown 2022/23	7,702.75
28/10/2022	444008-010	Virgin Media Business	Telephone Rental Charges Oct / Nov 22	87.67
28/10/2022	037712	MEB Total Ltd	FJC Fire Alarm Testing Aug 2022	56.81
28/10/2022	I270767	Fattorini	Repairs to Mayor's Chain, presentation box and past	372.78
28/10/2022	41UG031-0006	Geosphere TA Parish Online	Parish Online Digital Mapping subscription 22/23	600.00
31/10/2022	63	MJ Plant	Bus shelters clean and weed control x 2 visits pa	541.00
31/10/2022	57	MJ Plant	Grounds Maint amphi, CM, MR, Abbey St, old bridge	1,600.00
31/10/2022	62	MJ Plant	Crown Meadow Weed Control and surrounding areas	309.00
31/10/2022	60	MJ Plant	Newcastle Rd Allots - supply new lock and weld to chain	45.00
31/10/2022	61	MJ Plant	FJC Weed control / odd jobs	309.00
31/10/2022	INV-9028	EDG Security Limited	STN Fire Alarm Service - 6 monthly	75.00
31/10/2022	64	MJ Plant	Maint of Town Borders & Walton Roundabout	4,248.00
31/10/2022	58	MJ Plant	Grounds Maint amphi, CM, MR, Abbey St, old bridge	1,600.00
31/10/2022	59	MJ Plant	Mount Rd Allots hedge cutting	95.00
				<u>27,728.53</u>