



**Town Clerk**

Les Trigg

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15 Station Road  
STONE  
ST15 8JP

29 March 2023

Dear Councillor,

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held in St Michael's Suite at the **Frank Jordan Centre, Lichfield Street, Stone**, on **TUESDAY 4 APRIL 2023 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. Apologies for Absence**

To receive apologies for absence, and to consider the approval of any reasons given for absence under Section 85(1) of the Local Government Act 1972.

**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**

(NOTE: Due to this meeting taking place in the pre-election period for Borough Council elections, this item will not be considered).

**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.

(NOTE: Due to this meeting taking place in the pre-election period for Town Council elections, this item will not be considered).

**7. Minutes of Previous Meetings**

- a) To confirm as a correct record the minutes of the meeting of the General Purposes Committee held on 7 March 2023, Minute No's GP23/172 – GP23/192 (attached).

**8. Minutes of Sub-Committees**

- a) Environment Sub-Committee held on 21 March 2023, Minute Numbers ENV23/029 – ENV23/037 (attached)
  - i. To consider the draft minutes
  - ii. To consider the Recommendations contained in Minute Numbers ENV23/035 and ENV23/036
- b) Tourism & Town Promotion Sub-Committee held on 28 March 2023, Minutes Numbers TTP23/037 – TTP23/042 (attached)
  - i. To consider the draft minutes

**9. Mayor Elect**

To consider the appointment of a Town Mayor and Deputy Town Mayor Elect.

**10. Heritage Centre**

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

**11. Annual Review of Risk Management**

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

**12. Covid-19 Commemorative Orchard**

To consider the wording of the Plaque in the commemorative orchard.

**13. Cycle to Work Scheme**

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

**14. Members' Motions**

(NOTE: Due to this meeting taking place in the pre-election period for Town Council elections, no Members' Motions will be considered).

**15. Town Council Payments**

To receive a list of payments made by the Council during the period 1 to 28 February 2023 (attached).

**16. Update from Working Groups:**

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

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

Stone Area Parish Liaison Group – J. Davies

Stone ATC – Town Mayor & J. Davies

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

Stafford & Stone Access Group – Cllr T. Kelt

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

**18. 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.**

**19. Confidential Minutes**

To approve the Confidential Minutes of the General Purposes Committee held on 7 March 2023, Minute Numbers GP23/172, GP23/190, GP23/191 and GP23/192 (attached).

**20. Frank Jordan Centre**

To consider a report by the Town Clerk (attached).

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 in St Michael's Suite at the Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 7 March 2023

**PRESENT:** Councillor R. Kenney in the Chair, and  
Councillors: J. Davies, J. Hickling, Mrs J. Hood, T. Kelt, J. Powell, C. Thornicroft and R. Townsend

Officers: L. Trigg and Mrs T. Williams

**ABSENT:** Councillors: A. Best, K. Argyle, Mrs A. Burgess, Mrs L. Davies, Mrs K. Dawson, I. Fordham, M. Green, M. Hatton, P. Leason and S. Walley

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### **GP23/172     Apologies**

Apologies were received from Councillors: A. Best, K. Argyle, Mrs L. Davies (illness), Mrs K. Dawson, I. Fordham, M. Green (illness) and S. Walley.

Where a reason for absence is given, this reason was approved for purposes of Section 85(1) of the Local Government Act 1972.

### **GP23/173     Declarations of Interests**

None

### **GP23/174     Requests for Dispensations**

None

### **GP23/175     To receive the report of the County Councillors**

#### **County Councillor Mrs J. Hood**

The Chairman invited Councillor Mrs Hood to address the Committee.

#### Highway Maintenance

Councillor Mrs Hood advised the Committee that she had received notification from the County Highways Department that structural maintenance work would begin on 24 April 2023 to improve/renew the road surface around Walton Roundabout, incorporating drainage, curb stones and carriageway.

The Highways team have been working on drains at the top end of town, attending to those in need of maintenance but needing to return to Victor Street to repair three lid jams including their jet cleaning.

#### HS2 Meeting

Councillor Mrs Hood advised the Committee that she had attended a meeting (on 7 March) with County Highways officers, County Councillors and representatives from Keir and Balfour Beatty.

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\* 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.

She said the meeting had been fruitful but its content was mostly confidential at this stage.

**County Councillor I. Parry**

Councillor Parry was not in attendance at the meeting.

**GP23/176     To receive the report of Borough Councillors**

**County Councillor Mrs J. Hood**

The Chairman invited Councillor Mrs Hood to address the Committee.

Councillor Mrs Hood advised the Committee that Councillor Andy Cooper had been elected as Borough Mayor Designate for the year 2023-24.

**GP23/177     Representations from Members of the Public**

None

**GP23/178     Minutes**

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on 7 February 2023 (Minute Numbers GP23/148 – GP23/171, be approved as a correct record.

**GP23/179     Minutes of Sub-Committees**

There were no Sub-Committee Minutes for consideration.

**GP23/180     Review of Standing Orders**

The Committee undertook to review the Council's Standing Orders\* which had been presented at the last meeting of the Committee and circulated electronically with the agenda for this meeting. The document had been reviewed by the Town Clerk who did not propose any changes.

RESOLVED: That no changes were required to the Town Council's Standing Orders.

**GP23/181     Review of Financial Regulations**

The Committee undertook to review the Council's Financial Regulations\* which had been presented at the last meeting of the Committee and circulated electronically with the agenda for this meeting. The document had been reviewed by the Town Clerk who did not propose any changes.

RESOLVED: That no changes were required to the Town Council's Financial Regulations.

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**GP23/182      Police and Fire Commissioner**

The Committee considered inviting the Staffordshire Police and Fire Commissioner, Ben Adams, to a meeting of the Town Council.

The Chairman advised the Committee that it might be beneficial to invite Mr Adams after completing two years in post as there was plenty to discuss with an increase in sporadic anti-social behaviour and some crime issues in Stone. The opportunity could also be used to talk about police resources.

RESOLVED: That the Staffordshire Police and Fire Commissioner be invited to a future meeting of the General Purposes Committee.

**GP23/183      Review of Staffordshire County Council Divisions**

The Committee considered a Boundary Commission for England review of division boundaries for Staffordshire County Council.

A link to the Review documentation had been provided with the agenda for the meeting and the Committee noted that the closing date for consultation responses was 20 March 2023.

The Town Clerk reminded the Committee that the Review of Staffordshire County Divisions had been brought forward from the previous meeting to allow time for the Committee to consider how it could respond. He said the Review did not contain a proposal but explained the current arrangements and invited consultees to make observations.

The Committee expressed the view that a single County Councillor should represent the whole of the Town Council boundary rather than the County Councillor for Stone Rural representing Walton North and the County Councillor for Stone Urban representing the remainder of the town.

It was suggested that Stone Rural and Walton North were contrasting areas that did not align well when grouped together for the sake of the numbers.

The Committee pointed out that Walton North residents naturally considered themselves to be part of Stone town (not seeing themselves as living in a particularly rural area) and preferred to be represented by the County Councillor for Stone Town who was already working for them and offering support on County issues.

RESOLVED: That the Town Council's response to the Boundary Commission for England's Review of Staffordshire County Divisions be prepared by the Town Clerk in consultation with the Chairman of the General Purposes Committee and that the observations made by the Committee are incorporated.

**GP23/184      Members' Motion under Standing Order 4**

**Councillor Jill Hood**

*'I am aware that Stone Town Council has neither made nor been invited to make representation regarding Schedule 17 applications submitted to the Staffordshire County Council in late January, regarding HS2 lorry routes along the entire length*

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*of HS2 Phase 2a within Staffordshire. The CA3 area specifically will impact the Stone Town Council area.*

*I propose that the Council asks Councillors, on behalf of our residents in every ward, to question the proposed routes with a view to minimising disruption to our town, and to submit their comments to the Town Clerk to put to the consultation.'*

The Committee expressed concern that the Town Council was not being consulted on such an important issue affecting the town.

The Committee expressed strong concerns about the plan by HS2 to use Walton as a route for HGVs to transport heavy loads from the railhead to the Yarlet Satellite Compound via Pirehill Lane. The proposal for up to 42 LGV movements per day on this route would have a huge impact on the area, especially in respect of the local schools, nurseries and shopping area. There will also be serious environmental impacts and economic impacts for businesses.

The Committee agreed that the route would be unsuitable for frequent daily LGV movements, putting local people at risk and affecting residents' health and their quality of life.

The Town Clerk advised the Committee that the Town Council (along with other parish councils) were not formal consultees and should therefore submit an informal response to the County Council in the hope that County officers would take the matter up with HS2 directly and urge alternative routes be considered.

The Town Clerk suggested that Committee Members submit any individual comments they would like to make by first thing on Wednesday 8 March in order to be included in a Town Council representation.

RESOLVED: That the Town Clerk is asked to write to Staffordshire County Council in consultation with Councillor Mrs Hood, incorporating the concerns given by the Committee on HS2's planned use of Pirehill Lane as a route serving the HS2 Phase 2a railhead works.

#### **GP23/185      Members' Motion under Standing Order 4**

##### **Councillor Steve Walley**

*'I've been contacted by a resident of Trent Close in Stone who has witnessed a number of near misses when bikes and other canal users leave the towpath at Trentside clinic and filter onto Trent Close. There is a lack of visibility of motorists who are coming from Trent Close and it has been reported to me that the bikes often leave the towpath very quickly. This area gets quite busy and is also included on the national cyclists route, so I believe its only a matter of time before someone is injured or worse. There is already a very small sign in the grass but I would propose that we need a bigger sign to make sure we have done everything in our power to warn cyclists of the danger'.*

*Proposal: 'That the Town Council determines responsibility for the current sign and encourages the owners to install a larger one, which would be more visible to cyclists'.*

Councillor Walley was not available to address the Committee.

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**GP23/186      Town Council Payments**

RESOLVED: To note the lists\* of Town Council payments made during the period 1 to 30 November 2022 and 1 to 31 January 2023.

**GP23/187      Update from Working Groups:**

**Neighbourhood Plan Steering Group**

Councillor Mrs Hood reported that the Neighbourhood Plan Steering Group had not met.

**Stone Heritage Centre Steering Group**

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

**Engagement with Young People**

Councillor Mrs Dawson was not available to provide an update.

**GP23/188      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 take place after the parish elections in May 2023.

**Stone ATC**

Councillor Davies informed the Committee that a meeting of the Air Cadets Welfare Committee was taking place this evening (7 March 2023).

**Age Concern Stone & District**

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

**Stafford & Stone Access Group**

Councillor Kelt advised the Committee that a well-attended meeting of the Stafford & Stone Access Group had taken place two months ago. Discussions had included different forms of road crossing, EV charging points (mainly in Stafford and Staffordshire generally), safety of access to the Gatehouse Theatre and on station access, which impacts Stone.

The Access Group had applied through North Staffordshire Access Group to be considered as part of 'Access for All' which gives monies to various stations to improve access. Councillor Kelt said that it was disappointing that several hundred stations had been included in the Plan but none of them were local to Stone. It was hoped that future tranches of local stations could be put forward for improvement.

Councillor Kelt also advised the Committee that a new member of the Access Group (an IT expert) was taking on responsibility for the website.

**Stone Common Plot Trustees**

Councillor Thornicroft advised the Committee that he had attended a meeting of the Common Plot Trustees on Friday 3 March 2023 which was well attended.

The Treasurer had reported that the Plot finances were in good order.

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The Chairman had given an update on discussions with Staffordshire Police following the theft of wood and it was suggested that notices be displayed advising people not to remove wood from the Plot.

A plan was going to be produced on how to deal with the lower woodland path which was sliding down the bank in places. Repairs to the woodland steps had been completed and some work was ongoing. The hay meadow fencing had also been completed.

The Treasurer reported that several trees had been planted and registered under the Queen's Green Canopy Scheme. The Ash Die Back on the Plot would continue to be monitored and Trustees kept informed.

#### **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 available to provide a report.

#### **Stone Traders Group Directors' Meeting**

The Town Clerk advised the Committee that a meeting of Stone Traders Group Directors' Meeting had taken place, but notification of its date was given very late, and no one was able to attend. The next meeting will take place in about a months' time.

The Committee suggested the Town Clerk circulated new future meeting dates to nominated Councillors (when made available) and requests feedback on who might attend.

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

#### **GP23/189      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.

#### **GP23/190      Confidential Minutes**

RESOLVED:

That the Confidential Minutes of the General Purposes Committee meeting held on 7 February 2023, Minute Numbers GP23/148, GP23/169, GP23/170 and GP23/171 be approved.

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**GP23/191      Heritage Centre**

The Town Clerk reported on the current position with respect to the Heritage Centre building works tender.

RESOLVED: That the Town Clerk is authorised to sign the contract to appoint the main contractor to the Heritage Centre building project.

RESOLVED: That once the contract had been signed the requirement for confidentiality is removed.

**GP23/192      Frank Jordan Centre**

The Town Clerk reported on discussions with Stone Community Hub.

**CHAIRMAN**

# Stone Town Council – Environment Sub-Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 21 March 2023

**PRESENT:** Councillor R. Townsend in the Chair and  
Councillors: Mrs K. Dawson (from Minute Number ENV23/36), T. Kelt, P. Leason  
and J. Powell

Officers: L Trigg and Mrs T. Williams

By Chairman's Invitation: No Councillors

**ABSENT:** Councillors: K. Argyle, Mrs A. Burgess, M. Hatton and R. Kenney.

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### **ENV23/029 Apologies**

Councillors: Mrs K. Dawson (to Minute Number ENV23/035) and R. Kenney

### **ENV23/030 Declarations of Interest and Requests for Dispensations**

None received.

### **ENV23/031 Representations from Members of the Public**

None

### **ENV23/032 Minutes of Previous Meeting**

- a) The minutes of the Environment Sub-Committee meeting held on the 15 November 2022 (Minute Numbers ENV23/020 – ENV23/028), were approved as a correct record.

### **ENV23/033 Covid-19 Commemoration**

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

The Chairman advised the Sub-Committee that the trees for the commemorative orchard had been chosen and a site meeting arranged (on 22 March 2023) to have a final look at the planting position. He said the trees were a variety of Cherry approved by the Borough Council's Arboriculture Officer. They were considered suitable for the conditions on Crown Meadow, will look good in a group of 6 or 7, not grow too big so they remain manageable in the future.

The Chairman advised the Sub-Committee that the bench was undergoing refurbishment and would be ready very soon.

The Sub-Committee agreed that the wording on the plaque (a purchase that was within budget and affordable) should be considered by the General Purposes Committee at its meeting on Tuesday 4 April 2023. The Chairman confirmed that he would circulate some suggestions for words ahead of the meeting which could be considered by the Committee or used as a starting point for discussion.

**ENV23/034 Crown Meadow Improvements**

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

The Chairman informed the Sub-Committee that the report was up to date, with some of the jobs that had been awaiting completion, now done. The new pathway across the amphitheatre hadn't yet been started and a meeting with the Ground Maintenance Contractor was arranged for an update on progress.

**ENV23/035 Crown Meadow Volunteer Group**

The Sub-Committee considered the establishment of a Crown Meadow Volunteer Group and the arrangements that would need to be made to do this.

The Chairman had circulated a document\* containing his proposal prior to the meeting.

He explained that it was difficult for the Grounds Maintenance Contractor to maintain the two scrapes to the desired standard on his own and within the budget available.

The Chairman suggested the Sub-Committee consider forming a Crown Meadow Volunteer Group (that would be tightly managed and by invitation only) to assist the Grounds Maintenance Contractor in undertaking some of the more routine and time-consuming jobs such as pulling up Willow saplings (of which there were thousands).

The Chairman advised the Sub-Committee that the work of the group would take place under the stewardship of the Grounds Maintenance Contractor but free his time to allow him to concentrate on items that required greater expertise and abilities. The smaller jobs needed hours of manpower, and the volunteers could make a huge difference to this aspect of work.

The work would predominantly be undertaken by Town Councillors or people that had been handpicked for their experience. There would be very little equipment needed other than wellies and gloves (no power tools used by volunteers). The volunteers would always follow the Grounds Maintenance Contractor's instructions and only carry out clearly defined tasks in accordance with predetermined work times.

The Chairman suggested the Volunteer Group be trialled and reviewed to see if it would work.

The Town Clerk advised the Sub-Committee that there were a number of points needing consideration including the costs, use of staff time and indemnity insurance.

He said that the Town Council's insurance would cover Town Councillors who were not classed as volunteers but would only cover a limited number of volunteers. The Town Clerk said that he had anticipated the quota of cover provided in the current insurance policy for volunteers would be used for volunteers at the Heritage Centre. Having two volunteer schemes in force might mean that extra insurance cover is needed depending on whether the total number of volunteers goes over the limits. The Town Clerk said there would be no volunteers required at the Heritage Centre until its opening date (apart from training) and there should be plenty of time to set up and evaluate the effectiveness of a Crown Meadow Volunteer Group before any additional insurance needed to be purchased.

The Town Clerk advised the Sub-Committee that a Volunteer Agreement would be drawn up setting out the volunteers' relationship with the Town Council and the guidelines that needed to be followed.

The Sub-Committee expressed its support for the setting up of a voluntary group suggesting it would provide continuity going forward with any work on Crown Meadow and possibly beyond. The importance of how the group was set up and managed was acknowledged, in view of issues with volunteer groups that had operated previously.

RECOMMENDED: That the General Purposes Committee supports the Chairman's proposal to set up a Crown Meadow Volunteer Group to assist the Grounds Maintenance Contractor with his work on Crown Meadow.

#### **ENV23/036 Crown Meadow Hedgerow**

The Sub-Committee considered extending the hedgerow at Crown Meadow following a proposal submitted by Councillor Kelt.

The Chairman advised the Sub-Committee that the Grounds Maintenance Contractor had recently completed the planting of a 50-metre hedgerow along the fence line perimeter of Crown Meadow. It was now recommended that the hedgerow be extended further along the fence line on the eastern side to the Angler's car park.

He said that from an environment and biodiversity point of view the thick grass on this side of Crown Meadow supported very little habitat and a mixed species of hedgerow would make a positive improvement in providing a habitat and food source. A hedgerow was also a very good carbon storer.

The Chairman advised the Sub-Committee that the costs of extending the hedgerow (by an approximate 80 metres plus) would be £1,040 for the hedgerow plants and £520 for preparation of ground and planting (with savings on this sum if volunteers were able to help).

RECOMMENDED: That the Town Council approves the extension of the newly planted hedgerow on the eastern side of Crown Meadow to the Angler's Car Park, paid for from the Environmental Issues Budget.

## **ENV23/037   Reports of Working Groups**

### **Environmental Issues Working Group**

Councillor Townsend advised the Sub-Committee that the last meeting of the Environmental Issues Working Group had resulted in the proposals discussed above. He said he would like to invite all members of the Environment Sub-Committee to the Environmental Issues Digital Working Group.

Councillor Townsend invited Councillor Kelt to address the Sub-Committee.

Councillor Kelt advised the Sub-Committee that the Stafford Panel was continuing to meet and had last met in February. He said there was little to report on the Recycling Waste and Information Sharing Sub-Groups at present (of which he was a member), but there was a lot of activity in the other groups including the Farming and Biodiversity and Information Sharing Groups.

Councillor Kelt said the arrangements for a visit to the Veolia Four Ashes Materials Recovery Facility were still awaited, as was information from the Borough Council on the hard to recycle items, which once known could be considered locally.

He said they were also looking at Best Allotment practices in particular 'no dig' methodology (considered good) and use of black plastic sheeting (considered bad) to control weeds. The only thing on local allotments was not to use carpets and black plastic was likely to be used as an alternative.

Councillor Kelt informed the Sub-Committee about his visit to the Globe Foundation in Uttoxeter which was a great example of what could be done given the drive, money and support. They have a dedicated building and work on activities with various types of waste collection, preparing waste for Teracycle to pick up. They have a shop that sells unpackaged goods and equipment to process and repurpose waste plastic. They also educate.

Councillor Kelt advised the Sub-Committee that they have a meeting to discuss the terms of reference for the panel and whether they are fulfilling the needs of the attendees. The non climate change work doesn't currently appear in the terms of reference.

Councillor Leason informed the Sub-Group about the work undertaken by a group

of prisoners at Stafford Prison who were making blankets for the homeless out of used crisp packets.

**Chairman**

# Stone Town Council – Tourism & Town Promotion Sub-Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 28 March 2023

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

Co-opted Member: J. Cook

Officers: L. Trigg

By Chairman's invitation: No Councillors

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

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### **TTP23/037   Apologies**

Councillors: Mrs K. Dawson and C. Thornicroft

### **TTP23/038   Declarations of Interest and Requests for Dispensation**

None

### **TTP23/039   Representations from Members of the Public**

None

### **TTP23/040   Minutes of Previous Meeting**

The minutes of the Tourism & Town Promotion Sub-Committee meeting held on 17 January 2023 (Minute Numbers TTP23/027 – TTP23/036), were approved as a correct record.

### **TTP23/041   Calendar of Events 2023**

The Chairman invited members of the Sub-Committee to make comments on the past and future events listed on the agenda, and identify any other potential events:

- Commemoration of the Death of Flight Lieutenant Stubbs  
Councillor Davies thanked the Sub-Committee for their support with this event, which was a Church Service commemorating the 80<sup>th</sup> anniversary of the death of Flight Lieutenant Richard Noel Stubbs DFC DFM RAFVR. Councillors reported

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back on an incredible service, and the contact that had been made with Flight Lieutenant Stubbs great niece.

- Texas Flag Raising, marking Texas State's independence from Mexico  
Councillor Davies reported back on a successful event that had attracted interest within the town.
- St George's Day Re-enactment  
The Chairman and Town Clerk updated the Sub-Committee on the publicity arrangements for this event.
- King Charles III Coronation  
The Chairman advised the Sub-Committee that the preparations for this event were progressing, and that a further meeting of the Working Group would be held next week.

The event will take place in the High Street on Sunday 7 May 2023 (the day after the King's Coronation in London).

- Florence Brass Band Concert & Burma Star Commemoration  
The Chairman advised the Sub-Committee that the Council was responsible for organising the Florence Brass Band Concert, but not the Burma Star Commemoration.
- Stone by the Sea  
The Town Clerk reported that, following discussions with Warwick Funfairs, the event would now take place between Wednesday 9 and Saturday 12 August, not a week later as had previously been reported.
- Classic Car Event  
The Chairman advised the Sub-Committee that the Classic Car event had now been confirmed for 23<sup>rd</sup> September 2023. She also reported that a proposal to hold a scooter event had also been received for the following day, which was being followed up on by herself and the Town Clerk.
- Christmas Lights Switch-On  
Councillor Powell reported on a switch-on event that he had attended in Cheadle as Mayor, at which the High Street was filled with small stalls. He asked if the Council should consider this change in approach. The Sub-Committee did not support this proposal, preferring to continue with the current arrangements.

It was also proposed by the Chairman that the red box used for the switch-on should be replaced. Councillor Powell reported that he had undertaken some refurbishment of the box prior to last year's event, and the Town Clerk undertook to investigate how the box could be further improved or whether it should be replaced.

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- Puppet Festival  
The Chairman advised the Sub-Committee that arrangements were now being finalised for the 2023 Puppet Festival, and that a number of workshops had been arranged with schools.
- Any other suggested new events for 2023  
Councillor Davies reported on the Music Festival being organised by Stone Traders’.

## **TTP23/042 Reports from Working Groups**

The Chairman invited representatives from each Working Group to address the Sub-Committee:

### **Remembrance Plaques Working Group**

Councillor Davies advised the Sub-Committee that the project was currently on hold pending the appointment of a new pottery manager at Oak Tree Farm.

### **Market Strategy (Market Pricing & Strategy)**

The Town Clerk reported on a meeting which had taken place earlier in the day.

The meeting had been to discuss a new contract for the erection, removal and storage of the Council’s marquees for markets and other events, as the current contractor had given notice which would expire at the end of April.

Following the receipt of a number of quotations it was agreed to offer the contract to the lowest priced proposal, which would still represent a small increase on current costs. This decision will be implemented by the Clerk under delegated powers.

### **Earl St Vincent Commemoration Working Group**

The Sub-Committee agreed that this group was no longer required and that it would be disbanded.

### **King Charles III Coronation Working Group**

The Chairman informed the Sub-Committee that the King Charles III Working Group will be meeting next week to continue to progress plans for the event. She also said that more Stewards were needed for the event, and Town Councillors were asked to be involved.

The Town Clerk reminded Councillors that, although the event would take place after the elections, they would still be Councillors on the day of the event whether they were re-elected or not.

**Chairman**

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\* 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.

### **Purpose of Report**

1. To undertake an annual review of the Council's Risk Management Policy, Strategy and Risk Register.

### **Background**

2. Attached to this report is the Town Council's:
  - a. Risk Management Policy
  - b. Risk Management Strategy
  - c. Risk Register
3. Members are asked to consider the documents and make comments or updates as appropriate.

### **Recommendations**

4. The Committee is recommended to consider and review the Council's Risk Management Policy, Strategy and Risk Register.

# Stone Town Council

## Risk Management Policy

### Introduction

1. Stone Town Council recognises that it has a responsibility to manage risks, both internal and external, and is therefore committed to the implementation of a risk management strategy to protect the Council from avoidable losses.

### Responsibilities

2. This Policy places a responsibility on all Members and Officers to have regard for risk in carrying out their duties. Its purpose is to enable the Council to manage its risks through anticipation and control.

### Definition

3. The Audit Commission (2001) defined “risk” as an event or action which will adversely affect an organisation’s ability to achieve its objectives, project plans and processes and to successfully execute its strategies. Therefore “risk management” is the process by which risks are **identified, evaluated and controlled**.
4. It is good business practice that risk management processes should be supportive rather than restrictive, and should be embedded in the culture of the Council and embraced by all staff and Members.

### Aims

5. The Council’s aims with respect to risk management are as follows:
  - a. To integrate risk management into the culture of the Council.
  - b. To raise awareness of the scope of risk management including business risk, the identification of opportunities as well as threats and that the process supports innovation.
  - c. To manage risk in accordance with best practice.
  - d. To minimise losses, injury and damage and reduce the cost of risk.
  - e. To ensure appropriate actions are taken to address identified risks.
  - f. To ensure that risks are monitored and that an appropriate reporting mechanism exists to support the annual assurance statement on the effectiveness of the Councils’ system of internal control.
  - g. To ensure appropriate actions are taken to identify and pursue opportunities.

6. These aims will be achieved through the Council's risk management strategy which details the roles, responsibilities and actions necessary for successful implementation.
7. The co-operation of all Members and officers is essential to ensure the Council's resources and service provision are not adversely affected by uncontrolled risk, to ensure the Council does not fail to seize opportunities which benefit the community.

**Relevant Legislation**

8. Stone Town Council will implement its Risk Management Policy in accordance with the current legislation governing local authorities and the associated codes of practice.

# Stone Town Council

## Risk Management Strategy

### Introduction

1. This strategy sets out the framework on which risk management processes at Stone Town Council are based. This framework ensures a consistent approach is taken across the Council and provides for an element of independent oversight by Council Officers.

### Objectives

2. The objectives of this strategy are:
  - a. To clearly identify roles and responsibilities for managing risk,
  - b. To follow a structured framework for the identification, assessment and evaluation of risks,
  - c. To ensure a corporate approach is adopted across the Council which facilitates the prioritisation of risks and avoids duplication of mitigating action,
  - d. To ensure risk management principles are embedded in all systems and processes to help demonstrate openness, integrity and accountability in all the Council's activities,
  - e. To ensure the risk management process contributes to the development of a more robust internal control framework, providing assurance to senior officers and Members that appropriate levels of control exist, and
  - f. To provide a framework for ensuring actions are proportionate to identified risks thereby efficiently and effectively utilising resources and maintaining a balance between risks and controls.

### Definitions

3. Key definitions within this strategy are:
  - a. **Risk:** an event or action which will adversely affect an organisation's ability to achieve its objectives, projects, plans or processes and thus to successfully execute its strategies.
  - b. **Risk Management:** the process by which risks are identified, evaluated and controlled, which includes the following approaches:
    - i. **Treat the Risk** - Improve the controls to reduce the probability or impact to acceptable limits
    - ii. **Transfer the Risk** - Insure against risk / outsource / design & build option for contracts
    - iii. **Tolerate the Risk** - Live with it, the risk is acceptable and additional controls would not be cost-effective

- iv. **Terminate the Risk** - Do not pursue the course of action, the risk is unacceptable and cannot be economically mitigated to an acceptable level

### **Categories of Risk**

4. The risks facing the organisation can be split into two main categories:
- Strategic** - Risks which may threaten the achievement of the Council's objectives, and,
  - Operational** - Risks which members and staff may encounter in the daily course of their work.
5. These categories can also be further analysed to identify the types of risk that would be included under each as follows:

STRATEGIC	OPERATIONAL
<p><b><u>Political:</u></b></p> <p>failure to deliver key objectives or policies of other levels of Government</p> <p><b><u>Economic:</u></b></p> <p>the Council's ability to meet its financial commitments</p> <p><b><u>Social:</u></b></p> <p>the effects in changes in demographic, residential or socio-economic trends on the Council's ability to deliver its objectives</p> <p><b><u>Technological:</u></b></p> <p>the Council's capacity to deal with technological change or its ability to use technology to meet changing demands</p> <p><b><u>Legislative:</u></b></p> <p>current or potential changes in national or European law.</p>	<p><b><u>Professional:</u></b></p> <p>professional competences of staff</p> <p><b><u>Financial:</u></b></p> <p>financial planning and control and the adequacy of insurance cover</p> <p><b><u>Legal:</u></b></p> <p>possible breaches of legislation</p> <p><b><u>Physical:</u></b></p> <p>fire, security, accident prevention and health &amp; safety</p> <p><b><u>Contractual:</u></b></p> <p>the failure of contractors to deliver services or goods to agreed costs and specifications</p>

STRATEGIC	OPERATIONAL
<p><b><u>Environmental:</u></b></p> <p>the environmental consequences of service delivery ( in terms of energy efficiency, pollution, re-cycling, landfill needs, emissions etc.)</p> <p><b><u>Competitive:</u></b></p> <p>the competitiveness of the service/ the ability to deliver best value.</p> <p><b><u>Customer:</u></b></p> <p>failure to recognise the changing needs and expectations of the community</p>	<p><b><u>Technological:</u></b></p> <p>reliance on operational equipment (IT systems or equipment and machinery)</p> <p><b><u>Environmental:</u></b></p> <p>pollution, noise or energy efficiency of on-going service operation.</p>

### **Processes**

6. In line with best practice, the Council has adopted a seven-step process to support the implementation of risk management and help maintain impetus.

	Steps	Actions
1	Identifying risk	Risks will be identified during the service delivery planning process and cross-referenced, where possible, to key tasks and to the achievement of corporate objectives.
2	Analysing risk	Risks will be assessed against likelihood and impact of the identified risks using the Council's approved evaluation criteria to give a risk score.
3	Profiling risk	The evaluation exercise will result in a risk score from which significant risks can be established.
4	Prioritising action	Risks will be entered in the risk register detailing the inherent risk score, existing controls and residual risk score.
5	Determining action	Further actions required to reduce the threat of the risk occurring or minimise its impact will be stated in the risk register. Target dates and assignment of responsibility will also be stated.
6	Controlling risk	The specified actions will be carried out as stated in the risk register.



7	Monitoring	The Town Clerk will keep the risk register under review and progress against actions identified will be regularly monitored. The register will be updated as actions are achieved and risk scores amended as appropriate. The identification of risks is a continual process and risks emerging throughout the year will be evaluated and, where necessary, added to the register.
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### Risk Management Matrix

- The risk management matrix set out below categorises risks using colour ratings to focus the Council's attention in the right place. A red risk indicates an area where the Council should focus its attention, with that level of attention descending through amber, yellow, and through to green, where it is likely that no action could be justified.
- Each risk is allocated a risk score by multiplying the likelihood of the identified situation occurring by the impact that its occurrence would have on the Council.
- This assessment is undertaken twice. Firstly to assess the gross risk, which is the raw risk if no controls were in place, then secondly to assess the net risk, which is the residual level of risk after taking the existing controls into account. Only the net risk is shown in the register.
- As identified in paragraph 3.b above, the Council will need to determine whether it wishes to treat, transfer, tolerate or terminate the risk, and the actions required, if any, to achieve that outcome.

### Stone Town Council – Risk Matrix

Impact	Major				
	Significant				
	Serious				
	Minor				
		Unlikely	Possible	Likely	Almost Certain
		Likelihood			

# Stone Town Council

## Strategic Risk Register – January 2021

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required
			Likelihood	Impact	Total	
Failure to comply with legislation, regulations or Codes of Practice	Possible legal action against Council or individuals.	Access to legal bulletins, advice and information via NALC, SLCC and Borough Council.	1	4	4	
Failure to maintain a robust and legal decision making process	Challenge to decisions, possible legal action.	Up to date standing orders, code of practice etc. reflecting current legal practices. Access to legal bulletins, advice and information via NALC, SLCC and Borough Council.	1	4	4	
Failure of financial processes and reporting	Decisions taken without full information, Members and officers not properly informed on financial resource matters, potential threat to council resources, reserves and/or reputation.	Annual financial statements prepared by responsible financial officer and, checked by internal and external auditors. Budget monitoring reports provided regularly to Members. Budget consideration annually with forward plan and information on reserves. Town Clerk is qualified and experienced accountant.	1	3	3	
Failure of internal controls	Potential for fraud/theft, procedures not followed leading to possibility of higher costs /need for additional other resources.	Insurance cover - subject to certain requirements being met, internal audit, systems and division of responsibilities. Some limitation due to small number of staff.	1	3	3	
Failure to comply with safety rules related to a pandemic or other similar public risks.	Potential for spreading of virus etc., plus exposure of Council to fines and severe reputational damage.	Regular review of rules and commitment to their implementation.	2	4	8	

## Stone Town Council

### Operational Risk Register (Resource Management) – January 2022

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required
			Likelihood	Impact	Total	
Planning applications and other consultations not responded to within timescale	Views of the Council not taken into consideration resulting in developments/projects etc. not being amended/refused as requested for the benefit of residents.	Planning Committee meets monthly. Timetables negotiated with Borough Council if necessary. Delegated arrangements in place for emergency decisions.	1	2	2	
Breach of confidentiality	Confidential documents in the public domain. Possible third party claims/loss of public faith in the Council.	Staff and Members clear about need for confidentiality. Private items clearly indicated on agendas. Media protocol adopted.	1	2	2	
Legal proceedings against the Council	Reputation of the Council put at risk, officers / Members personally accountable, possible significant resource implication.	Access to legal advice through NALC, SLCC, Borough Council and independent solicitors. Insurance cover gives some financial protection. Council protocols and procedures designed to prevent actions outside the law.	2	3	6	
Insufficient available resources to meet the Council's needs and priorities	Aims and objectives unable to be met. Interruption or termination of services	Budget prepared over three forward years. Regular budget monitoring by members and officers. Reserves at adequate level.	2	3	6	Risk increased due to reduced reserves, high inflation levels and large Heritage Centre project.
Major budget overspend	Interruption or termination of services, including services not subject of overspend.	Financial assessment of new developments as part of reporting to Members. Regular budget monitoring by members and officers. Reserves at adequate level. Internal controls re ordering and payments.	2	2	4	Risk increased due to reduced reserves, high inflation levels and large Heritage Centre project.

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required
			Likelihood	Impact	Total	
Loss of trading income	Increase in net costs. Interruption or termination of services, including services not subject of income loss. Longer term threat to service where income has fallen.	Planned budget, prudent estimates for income, regular monitoring by officers and Members allows review of costs or opportunity to expand income to reduce impact where possible.	2	2	4	
Failure of IT systems	Unable to carry out day to day administrative and financial work. Unable to prepare minutes, reports or agendas. Unable to respond to queries from Members or the public.	Professional IT support under contract to provide support to the Council. All key IT equipment replaced in 2021. Full review of security systems recently undertaken as part of IT refresh. Planned updating of IT hardware and software to maintain currency, compatibility and reliability.	1	4	4	IT support contract operating successfully.
Serious breach of IT security	Confidential data compromised throughout system. Possible data corruption/destruction. Failure of IT systems.	Limited personal and confidential data held. Domain level network security control. Separate guest access to internet with no access to STC data. Security of network, data, etc. reviewed as part of IT support contract. Improvements to security implemented as part of IT refresh.	1	4	4	
Loss of key staff skills for significant period (e.g. illness or resignation)	Reduced performance or reliability in some or all aspects of the Council's work.	Some posts within the organisation can be covered to provide basic service continuation but due mainly to the small size it is not possible for full crossover of skills and knowledge. A small staff base also means there is not the capacity to significantly increase workload without increasing staffing.	2	3	6	Insurance cover increased from June 2019 to cover accidents to key staff outside work (accidents to staff in work already covered)
Major failure related to health and safety legislation	Injury to or death of a member of staff, Councillor or member of the public. Possibility of legal action by Health and Safety Executive.	Appointed external consultants to support Council's health and safety work. Up to date health and safety policy and strategy. Risk assessments for Council premises and activities. Staff properly trained. NOTE: Some of these controls are not fully in place due to catch-up required following lockdown period. This is currently in progress.	1	4	4	Undertake full set of risk assessments Continue programme of staff training

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required
			Likelihood	Impact	Total	
Major staffing issue resulting in industrial tribunal or legal action.	Resource implications, poor press, impact on workforce and council during tribunal	Existing HR experience. Access to Borough or County HR/Legal staff for support (at a cost). Members of West Midlands Employers' Organization.	1	3	3	
Fraud/Theft	Resource implications, poor press, loss of Council assets, impact on Council reputation.	Internal controls, internal audit, fidelity insurance cover. The effectiveness of internal control is, however, severely restricted in a small organisation with limited scope for separation of duties.	1	3	3	
Economic impact of any future pandemic or other similar occurrence on the Council's activities.	Loss of income from trading activities. Potential additional demands due to impact on community. Reduced spending on public events etc..	There is a degree of self balancing, with event expenditure reducing to partially compensate for lost income and additional demands.	2	2	4	Continue to monitor

## Stone Town Council

### Operational Risk Register (Service Delivery) – January 2022

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required
			Likelihood	Impact	Total	
Failure to review and/or collect charges	Reduced income to the Council and non-competitive charges.	Charges reviewed annually as part of budget process. Income levels compared to budget by month as part of budget monitoring processes. Casual hirers pay in advance, regular bookings invoices. Market traders pay in cash on day of market. Booked traders who do not turn up are expected to pay on their next visit	1	1	1	
Lack of adequate insurances	Claims against the Council would could result in expenditure in excess of the budget.	Regular review of insurances. Use of insurer's tool to determine level of insurance required. . Requirement for market traders to have their own indemnity insurance, which is checked before a stall is allocated.	1	3	3	
Vandalism	Loss of bookings, additional expenditure, poor image.	Users, caretaker or cleaner report any problems to DTC, who takes action accordingly. Terms and conditions of hire for FJC and Station updated to make responsibilities or hirer re damage to premises or equipment clear.	2	3	6	
Inadequate budget provision	Routine and essential maintenance not undertaken or equipment not replaced resulting in reduced bookings and health and safety issues. Deterioration in leased buildings which would need to be reinstated under lease. Open spaces may become unsafe.	Budgets reviewed yearly. Condition of buildings, equipment and open spaces regularly reviewed.	1	4	4	

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required
			Likelihood	Impact	Total	
Inappropriate terms for leased buildings	Council unable to meet obligations under lease, or restrictions prevent Council from making optimum use of asset.	Legal advice sought for new leases, and financial and other implications reported to Members before signing.	2	3	6	
Buildings and equipment not maintained	Fabric of building deteriorates, resulting in less attractive building for hirers and failure to meet lease obligations.	Building maintenance budget in place for planned and reactive work. Periodic building inspections.	2	3	6	Regular buildings inspections (DTC) Planned preventative maintenance programme (TC)
Lack of Security	Theft and damage resulting in possible loss of assets, cancelled bookings, reduced income and higher insurance premiums.	Regular banking, insurance, buildings alarmed, on-site caretaker at Stone Station, key codes at civic office, and office space shared with police. CCTV installed at Frank Jordan Centre.	1	3	3	
Availability of sufficient marquees for market	Market traders turned away	Council has stock of marquees, which are regularly maintained. Access is available to additional marquees for hire. Refresh of Council marquees undertaken in March 2019.	1	2	2	
Allotment tenancy agreements not in place	Lack of control of tenancies and income. Tenants not clear on terms of their agreement	Signed tenancy agreements in place with all allotment holders.	1	2	2	
Japanese Knotweed at allotments	Allotment revenue lost, Damage to reputation if spreads.	Regular monitoring and prompt treatment of any Knotweed presence. NOTE: Previous treatment of Knotweed completed.	3	2	6	
Fly tipping at open spaces or car parks	Unsanitary and possibly hazardous resulting in increased expenditure to remove and possible claims against the Council.	Rubbish removed as and when required.	2	2	4	
Illegal encampment	Unsanitary, unable to gain access for maintenance, health and safety issue resulting in complaints and poor image.	Access partially restricted by gates and fences. Police to be informed as soon as illegal encampment is identified and dealt with by them.	1	3	3	

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required
			Likelihood	Impact	Total	
Litter/dog mess in open spaces	Unightly, health and safety issue resulting in complaints and poor image.	Dog bins provided, areas litter-picked regularly.	2	2	4	
Unable to provide services due to restrictions related to any future pandemic or other similar occurrence..	Resource impact (see above). Loss of service to residents. Loss of town centre activity (events and markets). Possible closure of offices.	Plans in place to facilitate remote working if office closed. Regular review of regulations to ensure service provision is maximised within legal requirements.	2	2	4	



### **Introduction**

1. At the meeting of the Environment Sub-Committee on 15<sup>th</sup> November 2022, it was recommended that “A Bike to Work Scheme be supported by the Town Council and offered to employees interested in signing up” (minute ENV23/027). This recommendation was subsequently supported at the General Purposes Committee on 13<sup>th</sup> December 2022 (minute GP23/135).
2. Since that time, work has progressed on investigating alternative bike to work schemes and examining the implications for the Council and employees. This report sets out the proposed scheme to the Council, asks for decisions on the optional elements of the scheme, and seek approval for the Town Clerk to embody the Committee’s decisions in a formal Council Bike to Work scheme.

### **Operation of a Bike to Work Scheme**

3. A bike to work scheme operates on a salary sacrifice basis. This means that instead of purchasing a bike themselves, the Council makes the purchase via an HMRC approved scheme and the employee repays the Council over a period of time by a reduction in their salary.
4. The advantage to an employee of this approach is typically that by repaying the Council through a reduced salary, they effectively have an interest free loan from the Council and avoid income tax, national insurance and pension payments on the repayments to the Council, though this does not apply to pension payments in respect of the Local Government Pension Scheme (LGPS).
5. For employers, the advantages are a reduction in employers’ national insurance and pension payments, where they are payable, in respect of an employee (only national insurance where the employee is a member of the LGPS). This has to be set against the loss of interest on the sum paid out by the Council and the staff time taken up in administering the scheme. As with any loan, there is also the risk of non-repayment, but there are some safeguards built into the scheme in this respect.

### **Proposal**

6. In order to implement the Council decision regarding a bike to work scheme, it has been necessary to identify a suitable scheme provider and consider how the scheme would operate in practice.
7. In this respect, it is proposed that Green Commute Initiative (GCI) be used at the scheme provider.

8. Much of the way the scheme operates is dictated by the HMRC requirements for the scheme to qualify for the tax reliefs identified above. In order for the Town Clerk to be able to draw up an operational scheme, however, there is a need for the Council to determine its policy on the discretionary policy elements of the scheme.
9. These items relate to the amount that the Council is prepared to “loan” an employee for the purchase of a cycle, and the period over which that amount will need to be repaid. One of the scheme requirements is that salaries must not drop below minimum wage even after they have been reduced to make the repayments to the Council, so the level of these figures could particularly impact on lower paid employees.
10. My recommendation is that the maximum “loan” be set at £3,000, and the maximum repayment period set at 36 months, with the Town Clerk being given discretion to reduce these figures if they are not considered appropriate in individual cases. It is further recommended that staff would only become eligible to join the scheme once they have successfully completed their probationary period.
11. An agreement will need to be drawn up between the employee and the Council in respect of any salary sacrifice agreement made. This can be prepared by the Town Clerk once agreement has been reached on the discretionary aspects of the scheme.

### **Conclusion**

12. This report has set out the steps required to implement the Committee’s decision to offer employees access to a Bike to Work scheme.
13. It recommends a suitable supplier, and makes recommendations to the Committee regarding the optional elements of the scheme.
14. Once these items have been agreed, the Town Clerk will be able to draw up suitable agreements regarding salary sacrifice and the scheme itself in accordance with the Committee’s wishes.

### **Recommendations**

15. Following the Committee’s decision to offer a Bike to Work scheme to employees, it is further recommended to:
  - a. Adopt the following optional elements within the scheme:
    - i. Green Commute Initiative (GCI) should be the Council’s supplier.
    - ii. The level of loan offered by the Council should be capped at £3,000.
    - iii. The maximum repayment period should be 36 months.
    - iv. Eligibility would be limited to staff who have successfully completed their probationary employment period.
  - b. Authorise the Town Clerk to:
    - i. Draw up the Bike to Work salary sacrifice agreement and related documentation for the scheme on the basis set out in this report.
    - ii. Enter into Bike to Work agreements with staff.
    - iii. Reduce the maximum loan and/or monthly payment limit below the specified sums if considered appropriate in individual cases.

Date: 15/03/2023

Time: 17:17:00

## 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 : 01/02/2023

Payment Date To : 28/02/2023

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
01/02/2023	68674	Prism Solutions	Line Rental	46.69
01/02/2023	1417	Glawton Ltd TA XSEvents	Stage & Lighting Hire - Kings Coronation Event 07/05/23	1,550.00
01/02/2023	68674	Prism Solutions	Line Rental	44.45
01/02/2023	wp-INV00958907	Water Plus	Water Usage STN Dec 22 / Jan 23	87.56
01/02/2023	wp-INV00959720	Water Plus	Water Usage Mount Rd Dec 22 / Jan 23	44.54
01/02/2023	CJB-46950	Warble Entertainment Agency Ltd	Abba Tribute - Bjorn UK deposit paid	186.67
03/02/2023	INV-0821	Current Electrical & Property Services	Marquees set up - Jan 23	260.00
03/02/2023	INV-1435	IG Stage Hire	Stage & Lighting Deposit 20% Xmas Lights Event 2023	150.00
03/02/2023	24012023	JB Window Cleaner	Window Cleaning Jan 23	65.00
03/02/2023	SIA209108	Reach Publishing	Recruitment Ads for Mktg and Events Organiser	500.00
03/02/2023	025383	R Mountfords	Sealant for FJC	18.75
03/02/2023	24012023	JB Window Cleaner	Window Cleaning Jan 23	25.00
06/02/2023	V02073004797	EE	EE Mobile	12.00
06/02/2023	V02073004797	EE	EE Mobile	12.00
08/02/2023	wp-INV01026834	Water Plus	Water Usage NR Dec 22/ Jan 23	19.89
08/02/2023	27012023	Heard Catering	Catering for Mayor's Pig Race 50 @ £7.00	350.00
09/02/2023	65	MJ Plant	Maint of War Memorial, wooden stand and removal of	501.00
13/02/2023	13977	All Print Equipment Ltd	Photocopier Usage - Jan 2023	8.53

Date: 15/03/2023

Time: 17:17:00

## Stone Town Council - Payments

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
14/02/2023	70	MJ Plant	Removal of split tree from Amphitheatre	640.00
14/02/2023	68	MJ Plant	Removal of willows and bull rushes from CM scrapes	500.00
14/02/2023	66	MJ Plant	Annual tree pruning: amphi, CM, Trent Cl, Stafford Rd,	1,273.00
14/02/2023	72	MJ Plant	Clearance of allotments 10 and 8a at Mount Road	467.00
14/02/2023	71	MJ Plant	Supply and assist in filling of skip for Newcastle Rd allotm	270.00
14/02/2023	69	MJ Plant	Hedge Cutting at Canoe Club	300.00
15/02/2023	713392023284070	Pozitive Energy	Elec Usage STN Jan 2023	184.35
15/02/2023	713412023282864	Pozitive Energy	Gas Usage STN Jan 2023	426.87
15/02/2023	713402023282864	Pozitive Energy	Gas Usage FJC Jan 2023	505.85
15/02/2023	713382023283634	Pozitive Energy	Elec Usage FJC Jan 2023	161.50
16/02/2023	978693053	British Gas	Amhpi Elec Standing Charges Jan 23	13.35
17/02/2023	INV188665238	Zoom Video Comm Inc	ZOOM Subscription Feb / Mar 23	47.96
23/02/2023	164251	Currys Group Ltd	Ethernet Cable 10m	16.66
24/02/2023	039394	MEB Total Ltd	Quarterly Fire Alarm Test 1/4	62.25
24/02/2023	039384	MEB Total Ltd	Emergency Lighting Repairs	173.15
24/02/2023	5714	RYAL Media Group Ltd	Today's Recruitment Ad - Marketing and Events	148.00
24/02/2023	117995	B Hygienic Ltd	Annual Service / Rental - Station Toilet Air Fresheners x	336.00
24/02/2023	SINV00591149	J G Fenn Ltd	Blue A4 Paper x 1	12.11
24/02/2023	wp-INV01195048	Water Plus	Water Usage FJC Jan 2023	70.43
24/02/2023	444008-014	Virgin Media Business	Telephone Rental Charges Jan/Feb 2023	87.40
24/02/2023	743014903/001/02	Virgin Media Business	Broadband Usage 06/02/23 to 05/03/23	50.00
24/02/2023	SINV00588753	J G Fenn Ltd	A4 white paper 2x5, A4 Green Paper x 1	58.25
27/02/2023	171201	Prism Solutions	Prism IT Managed Service March 2023	877.00
27/02/2023	7070291832	Stafford Borough Council	Craft Mkt Road Closures Jan to Dec 2023	127.00
28/02/2023	VEO1108304	Veolia ES (UK) Ltd	Waste Collection - Jan 2023	96.35

Date: 15/03/2023  
Time: 17:17:00

## Stone Town Council - Payments

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
28/02/2023	4156468	British Gas	Elec Standing Charge HC Jan / Feb 23	12.40
28/02/2023	VEO1108305	Veolia ES (UK) Ltd	Waste Collection - Jan 2023	68.87
28/02/2023	SI-186548	Mailing room	2 x inks for franking machine	112.90
				<u>10,980.73</u>