

Town Clerk
Les Trigg

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STONE
ST15 8JP

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31 May 2023

Dear Councillor,

A meeting of the **TOWN COUNCIL** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 6 JUNE 2023 at 7:00pm** for consideration of the matters itemised in the following agenda.

Les Trigg
Town Clerk

Agenda

1. **To receive apologies for absence**
2. **Declarations of Interest and Requests for Dispensations**
3. **Acceptance of Office**

To acknowledge receipt of the Deputy Town Mayor's signed Declaration of Acceptance of Office.

4. **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.

5. **To confirm as a correct record the minutes of the Annual Meeting of the Town Council held on 16 May 2023, Minute Numbers C24/001 – C24/015 (attached)**

6. To receive the draft minutes and decisions of the under mentioned Committees:

- a) General Purposes Committee meeting held on 23 May 2023, Minute Numbers GP24/001 – GP24/019 (attached)
- b) Planning Consultative Committee meeting held on 23 May 2023, Minute Numbers PC24/001 – PC24/006 (attached)

7. Internal Auditor's Report 2022-23

The Council is required to consider an Internal Audit Report before approving the accounts for submission to the External Auditors. The following reports have been enclosed:

- a. Formal Internal Audit submission to the External Auditors
- b. Report from Internal Auditor

Members are asked to consider the reports.

8. Annual Governance Statement 2022-23

To consider the Annual Governance Statement for submission to the external auditor (attached).

9. Council Accounts 2022-23

To consider the report of the Town Clerk (attached) and the accounting statement for submission to the external auditor.

**10. Local government Transparency Code 2015
Openness of Public Bodies Regulations 2014**

Information for Quarter ending 31 March 2023 (attached).

11. To receive the forthcoming Civic Announcements (attached).

12. To receive the Town Mayor's and Deputy Town Mayor's Reports of Engagements (attached).

Members of the public are welcome to attend the Town Council 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

Minutes of the Annual Meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 16 May 2023

PRESENT: Councillor J. Powell in the Chair for Minute Number C24/001
Councillor J. Davies in the Chair thereafter and
Councillors: J. Battrick, A. Best, A. Burgess, L. Davies, K. Dawson, I. Fordham,
J. Hood, T. Kelt, B. Kenney, P. Leason, J. Metters, A. Mottershead, N. Powell and
C. Thornicroft

Officers: L. Trigg & T. Williams

ABSENT: Councillors: R. Kenney and R. Townsend

Before the meeting began Reverend Prebendary Cardinal led prayers.

Councillor Powell thanked Reverend Prebendary Cardinal for being his Chaplain during his two-year mayoral term of office and presented him with a gift.

Councillor Powell, on behalf of the Town Council, expressed his warmest good wishes to Reverend Prebendary Cardinal for a happy retirement, which was due to commence in the early summer.

C24/001 To appoint the Town Mayor for the ensuing year

Councillor J. Powell invited nominations for Town Mayor for the ensuing year.

Councillor T. Kelt nominated Councillor Jim Davies.

Councillor K. Dawson seconded the nomination. There were no further nominations and all members agreed.

RESOLVED: To appoint Councillor Jim Davies as Stone Town Mayor for the year 2023-24.

The Town Clerk invited Councillor Davies to sign the Declaration of Acceptance of Office. Councillor Davies then received the Chain of Office.

Councillor Davies announced that his wife, Councillor Lin Davies, would be his Consort.

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Councillor Davies advised the Council that Reverend Jim Cartlidge of St Michael and St Wulfad's Church had been asked to take on the role of Mayor's Chaplain, which he had accepted.

Councillor Davies addressed the Town Council, first advising Councillors that his chosen Mayor's Charities for the year 2023-24 would be Age Concern Stone and District and Oak Tree Farm Rural Project.

He thanked the Council for their support in electing him Town Mayor. He acknowledged the responsibility that lay before him and pledged to work hard for the town. He said he looked forward to representing Stone around the County and beyond.

Councillor Davies informed the Council that he was proud of the town's progress since his previous term as Town Mayor in 2017-18 with the development of Crown Wharf Tap, Crown Wharf Theatre, the Heritage Centre currently under construction, and the organisation of many public events in the town by a number of local organisations. He stated that following the recent elections Councillors must build on the good work already done over the new four year term and repay people's confidence in electing them.

C24/002 To appoint the Deputy Town Mayor for the ensuing year

Councillor Davies invited nominations for Deputy Town Mayor.

Councillor P. Leason proposed Councillor R. Townsend as Deputy Town Mayor for the ensuing year. This was seconded by Councillor C. Thornicroft. No further nominations were received, and all members agreed.

RESOLVED: To appoint Councillor Robert Townsend as Deputy Town Mayor for the year 2023-24.

The Town Mayor advised the Council that Councillor Townsend had been unable to attend the meeting. The Town Clerk said that Councillor Townsend's signing of his Declaration of Acceptance of Office would be confirmed at the next meeting of the Council.

The Town Mayor informed the Council that Mrs Helen Townsend would be Councillor Townsend's Consort.

C24/003 To thank and record the Town Council's appreciation of the services of the retiring Town Mayor, Deputy Town Mayor and their Consorts

The Town Mayor invited Councillor Hood to address the Council.

Councillor Hood expressed her appreciation for Councillor Jon and Nancy Powell's service as Mayor and Mayoress which was a big responsibility and a job they had excelled at over their two-year term of office.

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She said that Councillor and Mrs Powell's charities – Chuckle Productions and Stone Community Hub – had been worthy recipients of their hard work and successful fundraising.

Councillor Hood referenced how incredibly hard they had both worked, taking the lead on the civic ceremonies and community activities to further the interests of the town. She said they were a beautiful couple that had stood out at many of the functions they had attended including those at the Borough and County. She acknowledged that Jon and Nancy had left their mark and seeing the job done with such enthusiasm and commitment had been lovely to witness.

Councillor Hood concluded her address with a vote of thanks for Jon and Nancy's exemplary service as Mayor and Mayoress of Stone.

Councillor Davies expressed his support for Councillor Hood's report and referenced the challenges presented by Covid-19 during their first year in office. Jon and Nancy had fully embraced the opportunities presented when life had returned to normal.

Councillor Davies welcomed Nancy to the Town Council and congratulated Jon on his appointment to the Borough Council, wishing them both well.

Councillor Davies thanked the outgoing Deputy Town Mayor, Councillor Andrew Best and his Consort, Mrs Rosalind Best, for their good service through the year.

C24/004 Apologies for Absence

Apologies were received from Councillors: R. Kenney and R. Townsend.

C24/005 Declarations of Acceptance of Office

The Council noted receipt by the Town Clerk of Declarations of Acceptance of Office from all Town Councillors.

C24/006 Dispensations

RESOLVED:

To grant dispensations under the Council's Code of Conduct for the period up to the Council's Annual General Meeting in May 2027 to:

- a) All Town Councillors who live within the Town Council boundary in respect of the Council's budget and precept process.
- b) All Town Councillors who are also Staffordshire County Councillors and/or Stafford Borough Councillors in respect of matters related to the business of those Councils.

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C24/007 Declarations of Interest and Requests for Dispensations

None received.

C24/008 Minutes

RESOLVED:

- a) That the minutes of the meeting of the Town Council held on 4 April 2023 (Minute Numbers C23/105 – C23/113), be approved as a correct record.

C24/009 Committee Minutes

RESOLVED:

- a) The minutes of the General Purposes Committee meeting held on 4 April 2023 (Minute Numbers GP23/193 – GP23/212), were noted.
- b) The minutes of the Planning Consultative Committee meeting held on 4 April 2023 (Minute Numbers PC23/067 – PC23/072), were noted.

C24/010 Committee Terms of Reference

The Council considered the terms of reference for the Council's General Purposes and Planning Committees.

RESOLVED: The terms of reference for the Council's General Purposes and Planning Committees were approved without amendment.

C24/011 To determine membership and elect the Chairman and Vice-Chairman of General Purposes Committee and Planning Committee for 2023-24

Membership of the General Purposes Committee

RESOLVED: That all Members be appointed to the General Purposes Committee for the year 2023-24.

Chairman of the General Purposes Committee:

RESOLVED: That Councillor R. Kenney be appointed as Chairman of the General Purposes Committee for the year 2023-24.

Vice Chairman of the General Purposes Committee:

RESOLVED: That Councillor I. Fordham be appointed as Vice Chairman of the General Purposes Committee for the year 2023-24.

* 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.

Membership of the Planning Consultative Committee:

RESOLVED: That all Members be appointed to the Planning Consultative Committee for the year 2023-24.

Chairman of the Planning Consultative Committee:

RESOLVED: That Councillor T. Kelt be appointed as Chairman of the Planning Consultative Committee for the year 2023-24.

Vice Chairman of the Planning Consultative Committee:

RESOLVED: That Councillor C. Thornicroft be appointed as Vice Chairman of the Planning Consultative Committee for the year 2023-24.

C24/012 General Power of Competence

The Council considered whether to readopt the General Power of Competence.

RESOLVED: To adopt the General Power of Competence until the next relevant meeting of the Council in 2027, having met the conditions of eligibility as defined in the Localism act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

C24/013 To defer other business under Standing Order 2, paragraph (j) to an appropriate meeting of the General Purposes Committee

RESOLVED: That all other business under this Standing Order be deferred to the General Purposes Committee

C24/014 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.

C24/015 Confidential Committee Minutes

- a) The draft Confidential Minutes of the General Purposes Committee meeting held on 4 April 2023, (Minute Numbers GP23/193, GP23/211 and GP23/212), were noted.

TOWN MAYOR

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Stone Town Council – General Purposes Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 23 May 2023

PRESENT: Councillor R. Kenney in the Chair, and
Councillors: J. Battrick, A. Best, A Burgess, J. Davies, L. Davies, K. Dawson,
I. Fordham, J. Hood, T. Kelt, B. Kenney, J. Metters, J. Powell and C. Thornicroft

Officers: L. Trigg & T. Williams

ABSENT: Councillors: P. Leason, A. Mottershead, N. Powell and R. Townsend

Before the meeting began the Chairman invited the Town Mayor to update the Committee on an occurrence of flooding in Stone's Friendship Twinning town of Bagnacavallo, Italy.

Councillor Davies read a letter he had received from Gabriella Foschini, President of the Twinning Association, sent in reply to a note of support he had sent her. Madam Foschini said the situation was terrible but thankfully no loss of life, with surface water flooding from heavy rainfall affecting Bagnacavallo as well as a number of surrounding villages/settlements. Councillor Davies said that he would send a good wishes message to the Mayor of Bagnacavallo.

GP24/001 Apologies

Apologies were received from Councillors: P. Leason, A. Mottershead, N. Powell and R. Townsend.

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

GP24/002 Declarations of Interests

None

GP24/003 Requests for Dispensations

None

GP24/004 To receive the report of the County Councillors

County Councillor Jill Hood

The Chairman invited Councillor Hood to address the Committee.

Potholes

Councillor Hood advised the Committee that the County Highways Department had invited County Councillors to put forward five potholes in their areas for a fast-tracked residual repair. She said she was disappointed to be limited to five – making it a difficult decision – but had chosen: Valley Road, Newcastle Road, High

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Street, Trent Road, Millennium Way and Church Street. The deep pothole on the Uttoxeter Road would be filled as an addition to this list.

King's Coronation Event

Councillor Hood advised the Committee that she had given a report to the County Council on the Town Council King's Coronation celebration in Stone on Sunday 7 May, which had been a fantastic day and a great success.

The celebration had included a live concert which had been very well attended by local people and those from further afield with businesses enjoying very swift trade.

HS2

Councillor Hood advised the Committee that she had received confirmation that Pirehill Lane would not be considered as a haul road for HS2 construction traffic. She said there were issues with the route that had not been resolved and this was very good news for the people of Walton.

County Councillor I. Parry

Councillor Parry was not in attendance at the meeting.

GP24/005 To receive the report of Borough Councillors

Councillor Fordham advised the Committee that Councillor Aiden Godfrey had been elected as Stafford Borough Council's Leader and he had formed a Cabinet of eight including three Stone Councillors. Councillor Kenney has been appointed Deputy Leader, Councillor Hood had been appointed Portfolio Holder for Communities and Councillor Fordham appointed Portfolio Holder for the Environment.

Councillor Fordham said that although their brief was borough wide, it was noteworthy that Stone town now had a stronger representation at borough level than had been the case for a number of years.

GP24/006 Representations from Members of the Public

None

GP24/007 Minutes

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on 4 April 2023 (Minute Numbers GP23/193 – GP23/212), be approved as a correct record.

GP24/008 Minutes of Sub-Committees

There were no Sub-Committee Minutes.

* 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.

GP24/009 Sub-Committee Terms of Reference

The Committee considered the terms of reference for the Council's Sub-Committees, a copy of which had been attached to the electronic version of the agenda for the meeting.

The Chairman advised the Committee that the Management Sub-Committee could be dissolved and its responsibilities largely absorbed within the General Purposes Committee to reduce the number of sub-committee meetings and possibly enable all sub-committee meetings to take place on the same evening.

RESOLVED: That the Sub-Committee terms of reference circulated with the agenda are approved, with the exception of the Management Sub-Committee, which should be removed and, wherever possible, its responsibilities absorbed into those of the General Purposes Committee.

RESOLVED: That the Town Clerk report to the next meeting of this Committee on 6th June 2023 setting out proposals for any elements of the Management Sub-Committee's responsibilities that cannot be absorbed by the General Purposes Committee and proposing a new meeting timetable to take account of the change.

GP24/010 Appointment of Members, Chairmen and Vice Chairmen to the following Sub-Committees:

RESOLVED: To appoint the following Chairmen, Vice Chairmen and Members to the Sub Committees for the municipal year 2023-24:

Tourism & Town Promotion

Chairman: Councillor J. Hood

Vice Chairman: Councillor A. Mottershead

Members: Councillors: A. Best, A. Burgess, K. Dawson, B. Kenney, P. Leason, J. Powell and C. Thornicroft

Co-opted Member: J. Cook

Environment

Chairman: Councillor R. Townsend

Vice Chairman: Councillor T. Kelt

Members: Councillors: J. Battrick, A. Burgess, K. Dawson, B. Kenney, J. Metters, J. Powell and N. Powell

Estates

Chairman: Councillor J. Powell

Vice Chairman: Councillor A. Best

Members: Councillors: J. Battrick, L. Davies, I. Fordham, J. Hood, P. Leason, A. Mottershead, N. Powell and C. Thornicroft

Mayor's Charity

Chairman: Councillor J. Davies

Vice Chairman: Councillor R. Townsend

Members: Councillors: L. Davies, I. Fordham, T. Kelt, R. Kenney, J. Metters and J. Powell

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In addition, the Town Mayor and the Chairman of the General Purposes Committee are ex-officio members of all committees and sub-committees where they are not members in their own right, as set out in Standing Orders.

GP24/011 Appointment to Steering/Working Groups:

RESOLVED: To make the following appointments to Town Council Steering and Working Groups for the municipal year 2023-24:

Neighbourhood Plan Steering Group

No appointments were made to the Neighbourhood Plan Steering Group.

Stone Heritage Centre Steering Group

Members: Councillors: J. Davies, J. Hood, R. Kenney and P. Leason

Co-opted Members: S. Nuttall, S. Booth, T. Cockin and H. Frost

Engagement with Young People

Members: Councillors: J. Battrick, A. Best, K. Dawson and J. Powell

GP24/012 Appointment to Outside Bodies

RESOLVED: To make the following appointments of Council representatives on outside bodies:

Stone ATC (Mayor plus 1 member)

Councillors: Town Mayor with one post remaining vacant

Age Concern Stone & District (2 members)

Councillors: J. Davies and C. Thornicroft

Stafford & Stone Access Group (1 member)

Councillor T. Kelt

Trustees of the Town Hall Charity (all members)

All Councillors

Stone Community Hub Group (3 members)

Councillors: J. Battrick, J. Hood and J. Powell

Stone Area Parish Liaison Group (1 member)

Councillor J. Davies

Stone Traders Group Directors' Meeting (Councillors attend on a rotating basis)

Councillors: A. Burgess, I. Fordham, J. Hood and T. Kelt

NOTE: Current membership of the following bodies will continue until the stated dates, or until retirement by an individual member, even if the members cease to be members of the Council.

Stone Common Plot Trustees (5 members for a four-year term)

Councillor C. Thornicroft (term runs to May 2026)

Councillors: A. Burgess, J. Hood, T. Kelt and R. Townsend (all members' terms run to May 2027)

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Richard Vernon Trust (3 members for a four-year term)

Councillors: J. Davies, P. Leason and J. Powell (all members' terms run to 2027)

SPCA Executive Committee (one member elected for a two-year term)

Member: M. Green (new appointment to be made in December 2023)

GP24/013 Covid-19 Reflection Orchard

The Committee considered the wording of the Plaque in the Reflection Orchard which was an item carried forward from the previous meeting of the Committee (Reference Minute Number: GP23/204).

A copy of the suggested wording prepared by Councillor Townsend had been attached to the agenda for the meeting.

It was also suggested that a secondary plaque be placed on the bench to indicate when the orchard was opened, and that it was funded by Stone Town Council.

RESOLVED: That the following wording prepared by Councillor Townsend be installed on the plaque in the Reflection Orchard on Crown Meadow:

'You are invited to take a moment of rest and reflection to remember the people of Stone affected by the Covid-19 pandemic. These cherry trees and bench are dedicated to those who lost their lives and to those who worked tirelessly for others'.

RESOLVED: That a secondary plaque be placed on the bench to indicate when the orchard was opened, and that it was funded by Stone Town Council.

GP24/014 Heritage Centre

The Committee considered an update on Stone Heritage Centre following the appointment of a main contractor for the building works.

The Town Clerk advised the Committee that the builders were on site and working. He was aware that they had installed the new stairs and had prepared the window openings for secondary glazing to be installed.

GP24/015 Town Council Payments

RESOLVED: To note the list* of Town Council payments made during the period 1 March to 30 April 2023.

GP24/016 Update from Working Groups:

Neighbourhood Plan Steering Group

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

Stone Heritage Centre Steering Group

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

Engagement with Young People

Councillor Dawson confirmed that no meeting had taken place.

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GP24/017 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 no meeting had taken place but a new date would soon be arranged.

Stone ATC

Councillor Davies informed the Committee that no meeting had taken place.

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 no meeting had taken place.

Stone Common Plot Trustees

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

Stone Community Hub Liaison Group

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

SPCA Executive Committee

M. Green was not available to give a report.

Stone Traders Group Directors' Meeting

The Town Clerk advised the Committee that he had a date for the next meeting of the Stone Traders Group Directors' which would be circulated.

The meeting was adjourned and then reconvened after the Planning Consultative Committee meeting had taken place.

GP24/018 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.

GP24/019 Confidential Minutes

RESOLVED:

That the Confidential Minutes of the General Purposes Committee meeting held on 4 April 2023, Minute Numbers GP23/193, GP23/211 and GP23/212 be approved.

CHAIRMAN

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Stone Town Council – Planning Consultative Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 23 May 2023

PRESENT: Councillor T. Kelt in the Chair, and
Councillors: J. Battrick, A. Best, A. Burgess, J. Davies, L. Davies, K. Dawson,
I. Fordham, J. Hood, B. Kenney, R. Kenney, J. Metters, J. Powell and C. Thornicroft

Officers: L. Trigg and T. Williams

ABSENT: Councillors: P. Leason, A. Mottershead, N. Powell and R. Townsend

PC24/001 Apologies

Apologies were received from Councillors: P. Leason, A. Mottershead, N. Powell and R. Townsend

PC24/002 Declarations of Interest and Requests for Dispensations

Councillor Fordham confirmed that, as a substitute member of Stafford Borough Council's Planning Committee, he would not speak or vote on the planning applications listed on the agenda.

Councillor Kenney advised the Committee that as a member of Stafford Borough Council's Planning Committee, he would not speak or vote on the planning applications listed on the agenda.

PC24/003 Representations from Members of the Public

None

PC24/004 Minutes

RESOLVED:

That the minutes of the Planning Consultative Committee meeting held on 4 April 2023 (Minute Numbers PC23/067 – PC23/072), be approved as a correct record.

PC24/005 Planning Applications

Application Number – 23/37348/POTH

Applicant – Mr S. Tellwright (Capula Limited)

Location – Orion House, Unit 10 Walton Industrial Estate, Beacon Road, Stone

Development – Prior Approval – Installation of rooftop solar PV system

Observations: No objections

Application Number – 22/36851/HOU

Applicant – Mr J. Battersby

Location – 1 Uttoxeter Road, Stone

Development – Retrospective erection of a boundary wall running alongside Uttoxeter Road

Observations: No objections

Application Number – 23/37269/FUL

Applicant – Mr S. Pirta

Location – Stone House Hotel, Stafford Road, Stone

Development – Construction of a twenty-bedroom block with link corridor to main hotel complete with drainage. External works and extension to the existing car park creating 32 additional spaces.

Observations: The Town Council has no objections to the development proposal but asks the Borough Council to give consideration to the following:

- That planning conditions are included in the planning approval to protect the residential amenity of neighbouring homes (Brooms Park) in relation to construction work and deliveries. No construction work or deliveries to the site should be undertaken outside the hours of 8:00am and 5:00pm on weekdays and 1:00pm on Saturdays with no work permitted on Sundays or Bank Holidays.
- That the recommendations of GeoSmart's Sustainable Drainage Assessment and the representation of Staffordshire Fire & Rescue Service are investigated and addressed.
- That clarification is sought on whether any of the existing trees will be put at risk as this information is not stated in the planning documents.

Application Number – 23/37355/COU (amended)

Applicant – Tilling Drive Allotments Association

Location – Allotments, Tilling Drive, Stone

Development – Installation of solar panels and change of use from existing store for the sale and storage of compost fertilisers, bamboo canes and other gardening items, upgrade paths in limestone hardcore.

Amendments – The applicant is no longer proposing to surface the paths. The applicant is proposing a new metal fence across the front boundary in front of the hedge.

Observations: No objections

Application Number – 23/37215/COU

Applicant – Mr M. Jamshidi (Jams Properties Limited)

Location – 42-44 High Street, Stone

Development – Change of use from Sui Generis (betting shop) to Use Class E. No internal or external changes to be made under this application.

Observations: The Town Council is concerned about the breadth of Use Class E (which covers a multitude of different uses) and asks the Borough Council to request that a specific and detailed planning application is submitted by the applicant.

PC24/006

To note the following items considered under delegated powers where no objections were forwarded to Stafford Borough Council due to no Member asking for the item to be considered by a special meeting of the Committee.

Application Number – 23/37286/HOU

Applicant – Mr & Mrs J. Figgett

Location – 18 Oldfield Drive, Stone

Development – First floor side extension

Observations: No objections

Application Number – 23/37355/COU

Applicant – Tilling Drive Allotments Association

Location – Allotments, Tilling Drive, Stone

Development – Installation of solar panels and change of use from existing store for the sale and storage of compost fertilisers, bamboo canes and other gardening items, upgrade paths in limestone hardcore.

Observations: No objections

CHAIRMAN

Annual Internal Audit Report 2022/23

Stone Town Council

<https://www.stonetowncouncil.gov.uk/> AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

15/03/2023 17/05/2023 DD/MM/YYYY

S. MORRIS INT. ACMA AUDITOR

Signature of person who carried out the internal audit



Date

17/05/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



Black Rose Solutions Limited

74 Leacroft Road
Penkridge
Staffs
ST19 5BU

0781 321 7576
sandie.morris@blackrosesolutions.co.uk

19th May 2023

Dear Les,

Stone Town Council – Internal Audit 2022/23

I confirm that I have carried out an examination of your accounts and procedures, in line with the Practitioners Guide 2022 and in accordance with the requirements of the Accounts and Audit Regulations 2015.

I can state that I found no material errors, omissions or irregularities in your financial records and I have no significant concerns about your internal control procedures.

Please refer to the enclosed report for further details of the audit work covered.
Comments marked "Rec" denote an issue recommended for action as it may affect the Internal Audit response on the AGAR (Annual Governance and Accounting Return).
Comments marked "note" are included for reference or information.

I would also confirm that I am totally independent of your Council and have no contact with any Member or employee.

Yours sincerely,

S Morris

Mrs Sandra Morris ACMA

Black Rose Solutions Ltd

Internal Audit - Report

Name of Council - **Stone Town Council**

Date of Audit - **17th May 2023 (and 15th March 2023)**

Annual Return - Internal Control Objectives

A. Appropriate accounting records have been properly kept throughout the financial year.		YES
Is the cashbook maintained and up to date?	yes	
Is the cashbook arithmetic correct?	yes	
Is the cashbook regularly balanced?	yes	
The council uses the Sage accounting system, no errors or omissions were noted		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.		YES
Are payments supported by invoices?	yes	
Is all expenditure approved?	yes	
Is VAT appropriately accounted for?	yes	
Does the Council hold Power of Competence?	yes	
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		YES
Does a review of the minutes identify any unusual financial activity?	no	
Do minutes record the council carrying out an annual risk assessment?	yes	
Is Insurance cover appropriate and adequate?	yes	
Are internal financial controls documented and regularly reviewed?	yes	
		Review
Risk Assessment		Apr-23
Financial Regulations		Mar-23
Standing Orders		Mar-23

D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.		YES
Has the council prepared an annual budget in support of its precept?	yes	
Is actual expenditure against the budget regularly reported to the council?	yes	
Are there any significant unexplained variances from budget?	no	
Are reserves appropriate?	yes	
Earmarked Reserves	313,144	
General Reserves	210,157	
Months of Income	6	
Months of expenditure	7	
The council is within guidance thresholds for General Reserves (cash flow and contingency) of 3 to 12 months of Net Revenue Expenditure		

E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.		YES
Is income properly recorded and promptly banked?	yes	
Does the precept recorded agree to the Council Tax authority's notification?	yes	
Are security controls over cash and near-cash adequate and effective?	yes	
Is the council VAT registered?	yes	
Are returns submitted in a timely manner.	yes	
Is VAT reclaimed on exempt business activities reviewed and considered insignificant?	yes	

F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.		N/a
The council holds no petty cash		

G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.		YES
Do all employees have contracts or employment with clear terms and conditions?	yes	
Do salaries paid agree with those approved by the council?	yes	
Are other payments to employees reasonable and approved by the council?	yes	
Have PAYE/NIC been properly operated by the council as an employer?	yes	
Does line 4 include only Salary, NI & Pension	yes	

H. Asset and investments registers were complete and accurate and properly maintained.		YES
Does the council maintain a register of all material assets owned or in its care?	yes	
Are the assets and investments registers up to date?	yes	
Do asset insurance valuations agree with those in the asset register?	yes	

I. Periodic and year-end bank account reconciliations were properly carried out.		YES
Is there a bank reconciliation for each account?	yes	
Is a bank reconciliation carried out regularly and in a timely fashion and approved by council?	yes	
Are there any unexplained balancing entries in any reconciliation?	no	
Is the value of investments held summarised on the reconciliation?	n/a	
The council makes BACS payments on the sole authorisation of the deputy clerk (within budgeted approvals, and all retrospectively approved by a meeting). There is no longer a requirement for dual approval of payments on condition that robust alternative measures are in place. A timely review of bank reconciliations by a person independent of their creation is an important safeguard that error or fraud would be detected in a timely manner.	note	
The council's investment policy states that no more than £75k will be held with any one bank in line with FSCS limits. This has not been actioned, and significant reserves are held with a single bank. However, a large part of the funds are being held regarding a single project which will be completed imminently, bringing balances back in line.	note	
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.		YES
Are year end accounts prepared on the correct accounting basis (receipts and payments or income and expenditure) ?	I&E	
Are debtors and creditors properly recorded?	yes	
Do accounts agree with the cashbook?	yes	
Is there an audit trail from underlying financial records to the accounts?	yes	
K. If the authority certified itself as exempt from a limited assurance review, it met the exemption criteria and correctly certified itself exempt		N/a
The council did not certify itself exempt		

L. The authority publishes information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.		YES
All councils - Accounts and Audit Regulations 2015 Accounts remain pulished for 5 years	yes	
Transparency Code for Larger Authorities (income/expenditure >£200k) Quarterly:- All items of expenditure above £500 Government Procurement Card transactions Procurement information (initiations to tender > £5k)	yes n/a yes	
Annually:- local authority land social housing assets grants to voluntary, community and social enterprise organisations organisation chart trade union facility time parking account parking spaces senior salaries (>£50k) constitution (standing orders) pay multiple social housing fraud	yes n/a yes yes n/a n/a n/a n/a yes n/a n/a	
One off:- Waste contracts	n/a	
The council falls into large authority thresholds for Transparency requirements, so the code details what should be published.		
M. The authority has demonstrated that during summer 2022 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations. (Evidenced by website or minutes)		YES

N. The authority has complied with the publication requirements for 2021/22 AGAR.		YES
Notice of Period for Exercise of Electors Rights	yes	
Section 1 Annual Governance Statement	yes	
Section 2 Accounting Statements	yes	
Notice of Conclusion of Audit	yes	
Section 3 External Audit Report & Certificate	yes	
Internal Audit Report	yes	

O. Trust funds (including charitable) – The council met its responsibilities as a trustee.		YES
The council is trustee of two charities Town Hall Charity (505718) - Sole Trustee Richard Vernon Trust (236666) - 3 councillors appointed Filings for both are up to date, finances and meetings ate separate from the council.		

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Introduction

1. This report sets out the Council's accounts for 2022-23. It compares the final outturn figures with the original budget for the year and the forecast produced as part of the budget process.
2. The proposed financial submission to the Council's external auditors is also attached for approval.

Background

3. The Council's financial year runs from 1 April to 31 March. It is required to keep its accounts for that period in accordance with legal requirements, to report them for approval by the Council within three months of the year end, and to submit an annual return to its external auditors to a similar timescale.
4. The Council is also required to employ the services of an internal auditor, who examines the accounts, reviews the Council's internal control, completes the internal audit section of the annual return, and may produce a report identifying any areas of concern to Members. This internal audit has been performed by Sandie Morris, who will be reporting independently to the Council, as required.
5. Subject to certain limited requirements, councils which turn-over less than £6.5 million per annum are not expected to comply with the accounting standards required of larger local authorities and have more freedom to determine their own form of accounts, subject to national recommendations on proper practices.

Accounts 2022-23

6. The Council's net revenue spending for 2022-23 was £300,248. This can be seen in detail in the Income and Expenditure Account set out at Appendix 1. The resulting effect on the Council's balance sheet can be seen at Appendix 2.
7. This net spending of £300,248 compares with £352,359 in the previous year, an approved budget of £668,590 and a forecast made at the time the 2023-24 budget was prepared of £622,410. This is set out in more detail in Appendix 3.
8. Explanations of the major variations between the original budget and the forecast were included in a series of budget reports to this Committee and its Sub-Committees during

December 2022 and January 2023. Details of the major variations from the forecast that was made at the time the 2023-24 budget was prepared are set out later in the report.

9. In a number of cases identified below, spending was originally anticipated and provided for in 2022-23, but that expenditure has been delayed until the current year. In such cases I have recommended that the budgets be rolled forward to the new financial year to meet the costs when they are incurred. A figure of £305,564 has been contributed to the Rollover Reserve to allow this transfer between years to happen. The details of the makeup of this reserve are set out in the explanation of variances below.

Explanation of Variances from Forecast

10. Appendix 3 shows that the Council's net expenditure for 2021-22 was £322,162 less than forecast at the time the budget was prepared in January. Of this, £305,564 relates to budgets rolled over into the current financial year, leaving a true variance of £16,568 underspent.
11. Details of the more significant variances from forecast and proposals for rollover are set out below:
12. **Frank Jordan Centre (net £6,371 underspent)** – Income was almost £5,000 more than expected, with a reduction in expenditure of around £1,500.
13. **Stone Station (net £31,822 underspent)** – This is largely due to the Council being planned work on roof repairs not taking place. The budget to undertake these repairs has been rolled forward into 2023-23.
14. **Town Market (net £1,486 overspent)** - Income was around £1,100 less than expected, with an increase in expenditure of around £350.
15. **Bus Shelters and Street Furniture (£2,694 underspent)** – Some recurring maintenance tasks were not undertaken in the year, including painting and glass replacement. This will be undertaken this year with the cost met from this year's budget. There does not appear to be a need to carry any provision forward via rollover.
16. **Grounds Maintenance (£3,477 underspent)** – This is due to anticipated work not being undertaken. £2,600 has been rolled forward into the 2023-24 budget to cover the cost of one-off items delayed to that year.
17. **Crown Meadow Improvements (£1,739 underspent)** – A number of project costs were less than anticipated. A sum of £525 from the underspending has been rolled forward due to work not yet undertaken on bridge cleaning.
18. **Environmental Initiatives (£2,750 underspent)** – Spending under this budget has been delayed. The unspent £2,750 has been rolled forward into 2022-23 via the rollover reserve.

19. **Tourism and Town Promotion (£1,316 overspent)** – This overspending is due to costs for the King’s Coronation event being incurred in 2022-23, whilst the event budget is held in 2023-24. As a result, 2023-24 spending would be expected to be reduced correspondingly.
20. **Administration (£5,749 overspent)** – The overspend was anticipated and is mainly due to spreading the cost of the four yearly office IT refresh in 2021, for which a sum of £4,000 has been rolled forward to reduce budgets in future years in anticipation of savings. It also relates to the £1,500 recruitment costs for the Marketing and Events Organiser post.
21. **Audit and Legal Fees (£4,111 underspent)** – This mainly relates to an unused provision of £4,000 for a lease review.
22. **Miscellaneous (£1,223 underspent)** – This budget provides an element of contingency which was not required on this occasion.
23. **Interest (£1,535 underspent)** – The underspend is due to higher than anticipated bank balances and increased interest rates.
24. **Stone Heritage Centre Capital (£273,689 underspent)** – The main contract has recently been let, so the anticipated expenditure will now take place in 2023-24. The unspent budget has been rolled forward to meet these costs in that year.

Audit Submission

25. The completed financial statement to be submitted to the Council’s external auditors is attached at Appendix 4 and the summary year-end bank reconciliation which will accompany it is at Appendix 5. It should be noted that the net expenditure shown in the audit return is £1,365 different than set out in other parts of this report. This is because the Mayor’s Charity Fund is required to be included within the accounts for external reporting purposes, but it is excluded from internal income and expenditure reports for the sake of clarity.

Recommendations

26. The Council are recommended to:
- a. Approve the Council’s Accounts for 2022-23 as set out in this document, including the use of the rollover reserve to allow the transfer of budgets between financial years and the proposed use of those budgets in 2023-24.
 - b. Note the variances between the forecast outturn for 2022-23 and the actual outturn, and the reasons identified for the major variances.
 - c. Approve the financial statement for submission to the Council’s external auditors.

Stone Town Council

Income and Expenditure Account 2022-23

2021-22		2022-23	
£	£	£	£
Income			
20,157		22,883	
7,902		7,164	
16,479		16,603	
500		-	
3,847		4,049	
500		1,019	
3,558		-	
3,559		374	
-173		2,122	
-		1	
51		2,515	
52,821		56,731	
Expenditure			
18,055		17,063	
15,934		16,662	
10,096		12,459	
-		-	
6,071		2,766	
607		962	
740		763	
-		-	
342		590	
21,135		21,473	
-		5,521	
1,730		2,871	
-		-	
21,884		17,785	
-		-	
14,742		25,525	
5,729		4,655	
150,604		169,183	
5,393		5,496	
6,342		6,620	
35,969		26,373	
1,044		1,440	
7,882		-	
2,604		2,682	
307		3,359	
2,065		3,735	
1,623		2,708	
2,027		1,678	
525		-	
71,732		4,611	
405,179		356,978	
352,359	Total Net Expenditure	300,248	
Financing			
328,803		355,843	
20,509		21,419	
11,461		11,461	
46,987		-192,774	
407,760	Total Financing	195,949	
55,401	Net Surplus for Year	-104,298	

Stone Town Council

Balance Sheet as at 31 March 2023

2021-22			2022-23	
£	£		£	£
Current Assets				
1,489		Debtors	8,498	
2,353		Payments in Advance	2,296	
2,012		VAT Recoverable	2,083	
449,485		Cash at Bank and In Hand	540,268	
	455,338	Total Current Assets		553,145
Current Liabilities				
14,968		Creditors	17,640	
1,838		Receipts in Advance	6,007	
5,072		Payroll Taxation	6,197	
	21,878	Total Current Liabilities		29,844
	<u>433,460</u>	Total Net Assets		<u>523,302</u>
Represented by				
311,662		General Fund Balances	207,364	
120,370		Earmarked Reserves	313,144	
1,428		Mayor's Charity Fund	2,794	
	<u>433,460</u>	Total Reserves and Balances		<u>523,302</u>

Stone Town Council

Comparison of Actual 2022-23 with Budget and Forecast

Actual 2021-22	Actual 2022-23	Actual Compared With Approved Budget		Actual Compared With Forecast Outturn			Report Paragraph
		Budget 2022-23	Variance	Forecast 2022-23	Variance	Report	
		£	£	£	£	Paragraph	
-2,101	-5,821	3,700	-9,521	550	-6,371	12	
8,031	9,498	39,200	-29,702	41,320	-31,822	13	
-	-	20,000	-20,000	-	-		
-6,383	-4,144	-10,400	+6,256	-5,630	+1,486	14	
6,071	2,766	7,780	-5,014	5,460	-2,694	15	
607	962	700	+262	960	+2		
740	763	1,020	-257	760	+3		
-	-	300	-300	-	-		
342	590	400	+190	660	-70		
-	-	9,700	-9,700	-	-		
21,135	21,473	20,140	+1,333	24,950	-3,477	16	
-500	5,521	13,415	-7,894	7,260	-1,739	17	
-2,117	-1,178	-1,470	+292	-1,320	+142		
-	-	5,750	-5,750	2,750	-2,750	18	
21,884	17,785	26,650	-8,865	18,600	-815		
14,242	24,506	28,250	-3,744	23,190	+1,316	19	
5,729	4,655	8,300	-3,645	5,300	-645		
147,045	169,183	183,000	-13,817	168,400	+783		
5,393	5,496	5,510	-14	5,470	+26		
6,342	6,620	7,040	-420	6,620	-0		
35,969	25,999	18,900	+7,099	20,250	+5,749	20	
1,044	1,440	5,240	-3,801	5,550	-4,111	21	
7,882	-	-	-	-	-		
2,604	2,682	3,190	-508	3,190	-508		
307	3,359	500	+2,859	3,900	-541		
2,238	1,613	3,500	-1,887	2,000	-387		
1,623	2,708	2,060	+648	2,000	+708		
2,027	1,677	3,000	-1,323	2,900	-1,223	22	
-51	-2,515	-50	-2,465	-980	-1,535	23	
525	-	-	-	0	-		
71,732	4,611	263,265	-258,654	278,300	-273,689	24	
352,359	300,248	668,590	-368,342	622,410	-322,162		

Section 2 – Accounting Statements 2022/23 for

ENT Stone Town Council RITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	425,785	433,460	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	328,803	355,843	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	84,791	90,976	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	150,604	169,183	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	255,315	187,795	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	433,460	523,301	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	449,485	540,268	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	308,166	288,868	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date 17/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Stone Town Council

Summary Bank Reconciliation as at 31st March 2023

BANK RECONCILIATION

Balance per bank statements as at 31 March 2023:

	£	£
Current Account	1,500.00	
Business Reserve	525,446.31	
National Savings	<u>13,321.35</u>	
		540,267.66

Less: unpresented cheques at 31 March 2023

None	<u> </u>	0.00
------	-----------------------------	------

Add: unbanked cash at 31 March 2023:

None	<u> </u>	0.00
------	-----------------------------	------

Net balances as at 31 March 2023 **540,267.66**

CASH BOOK

Opening Balance 1 April 2022 **449,484.88**

Add: Receipts in the year	464,629.10	
Less: Payments in the year	<u>373,846.32</u>	
		90,782.78

Closing balance per cash book as at 31 March 2023 **540,267.66**

Local Government Transparency Code 2015

Procurement Information

1. Invitations to Tender for Contracts Exceeding £5,000

None

2. Contracted Agreements Exceeding £5,000

Contract for building works at the Former Fire Station, Stone, to bring it back into use as a Heritage Centre.

Payment Information

The attached appendix sets out all Council payments for the period over £250, excluding salary and related payments, payments from the Mayor's Charity and transfers between the Council's bank accounts.

Openness of Local Government Bodies Regulations 2014

Decisions that would otherwise have been taken by the Town Council or one of its Committees that have been delegated to an officer:

1. Under a specific express authorisation; or
2. Under a general authorisation to officers to take such decisions and, the effect of the decision is to:
 - a. grant a permission or licence;
 - b. affect the rights of an individual; or
 - c. award a contract or incur expenditure which, in either case, materially affects the Town Council's financial position.

Town Clerk authorised to sign the contract for building works at the Former Fire Station, Stone, to bring it back into use as a Heritage Centre.

Date: 22/05/2023
Time: 17:03:42

Stone Town Council - Payments over £250

Page: 1

The table below lists payments over £250 made by the Council in the period identified.

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 : 01/01/2023

Payment Date To : 31/03/2023

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
03/01/2023	SBC Rates	Stafford Borough Council	SBC Rates FJC Jan 2023	434.00
06/01/2023	038639	MEB Total Ltd	Annual Gas Fired Service STN and FJC	385.00
09/01/2023	038638	MEB Total Ltd	Replaced Mikrofil on Station boiler	1,870.81
17/01/2023	126360	E On	Highways Lighting Maint & Energy 22/23	961.51
19/01/2023	713412023269915	Pozitive Energy	Gas Usage STN Dec 2022	431.89
19/01/2023	713402023271175	Pozitive Energy	Gas Usage FJC - Dec 2022	514.70
25/01/2023	169229	Prism Solutions	Prism IT Managed Service Feb 2023	834.78
25/01/2023	4796	Christmas Plus	Dismantle Festive Display for 2022	1,705.50
30/01/2023	24066	Stone Gazette Ltd	Two page Ad in ST15 2023 Edition	360.00
01/02/2023	1417	Glawton Ltd TA XSEvents	Stage & Lighting Hire - Kings Coronation Event 07/05/23	1,550.00
03/02/2023	Cancel	Reach Publishing	Recruitment Ads for Mktg and Events Organiser	500.00
03/02/2023	INV-0821	Current Electrical & Property Services	Marquees set up - Jan 23	260.00
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
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	71	MJ Plant	Supply and assist in filling of skip for Newcastle Rd allotm	270.00

Date: 22/05/2023

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Stone Town Council - Payments over £250

Page: 2

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
14/02/2023	69	MJ Plant	Hedge Cutting at Canoe Club	300.00
14/02/2023	72	MJ Plant	Clearance of allotments 10 and 8a at Mount Road	467.00
15/02/2023	713402023282864	Pozitive Energy	Gas Usage FJC Jan 2023	505.85
15/02/2023	713412023282864	Pozitive Energy	Gas Usage STN Jan 2023	426.87
24/02/2023	117995	B Hygienic Ltd	Annual Service / Rental - Station Toilet Air Fresheners x	336.00
27/02/2023	171201	Prism Solutions	Prism IT Managed Service March 2023	877.00
03/03/2023	INV-0830	Current Electrical & Property Services	Marquees for Feb 2023	730.00
09/03/2023		Lee Walker Family Butcher	Payment for elec to walton Xmas Lights 2020, 21, 22	300.00
10/03/2023	2302049	Crown Highways	Remove and store poles for Walton Xmas Lights	749.75
10/03/2023	STC/DL09032023	The Puppet Tree	Deposit for Puppet Event 08/07/23	1,000.00
17/03/2023	I274687	Fattorini	Purchase 10 badges for past mayors and deputies	2,575.94
17/03/2023	118486	B Hygienic Ltd	Supply & install baby changing unit at FJC	294.00
24/03/2023	2406817173	Adobe Systems Software	Adobe Acrobat Pro Subscription x 3	727.92
24/03/2023	7070292082	Stafford Borough Council	High Street bollards Jan to Mar 2023	416.32
24/03/2023	5813476/CE/38130	The Arch Rent Collectors	STN Rent 25/03/23 to 23/06/23	1,184.25
24/03/2023	713402023301867	Pozitive Energy	Gas Usage FJC Feb 2023	424.16
27/03/2023	172745	Prism Solutions	Prism IT Managed Service April 2023	879.25
				<u>25,536.50</u>

STONE TOWN COUNCIL MEETING

6 June 2023

CIVIC ANNOUNCEMENTS

Town Mayor

Tuesday 6 June 2023	Stone Festival Event - Two Wheel Tuesday
Friday 9 June 2023	Stone Festival Event – Golf Taster Session at Stone Golf Club
Saturday 10 June 2023	Walking Carnival Parade
Friday 16 June 2023	HMS Collingwood Ceremonial Divisions
Sunday 18 June 2023	Newcastle under Lyme Mayor's Civic Sunday
Saturday 24 June 2023	Armed Forces Day Parade in Newcastle Under Lyme
Sunday 25 June 2023	10K Road Race – Mayor to start the race
Sunday 25 June 2023	Reverend Prebendary Cardinal's Farewell Church Service
Saturday 1 July 2023	HMS Collingwood Open Day & Royal Marines Charity Field gun Competition

Deputy Mayor

Wednesday 7 June 2023	Kibblestone District Scout Council Annual General Meeting
Saturday 10 June 2023	Stone Festival Event – Crown Wharf Theatre Open Day
Sunday 25 June 2023	10K Road Race

TOWN MAYOR

MAYOR'S REPORT – to 30 May 2023

Thursday 18 May – Stafford Samaritan's Annual General Meeting

As their first engagement of the new mayoral year the Mayor and Mayoress attended the AGM of Stafford Samaritans in the White Eagle Club, Stafford. The meeting was also attended by the new Mayor of Stafford Borough, Councillor Andy Cooper. The service to the community provided by the Samaritans is admirable and the support of the people of Stone for that work was much appreciated.

DEPUTY TOWN MAYOR'S REPORT – to 30 May 2023

Wednesday 24 May – Stone & District Scout Council Annual General Meeting

The Deputy Mayor's first event of the mayoral year was to attend the Stone and District Scout Council AGM. Troop numbers were reported as good and growing with a waiting list to join some troops. The Lead Volunteers delivered a presentation about improving the Scouting Volunteer Experience and the need to recruit 12000 volunteers nationwide. It was interesting to be reminded of the strength of the Scouting movement in Stone, its benefit to our younger residents and the large number of volunteers who give time to make Scouting successful in Stone.