



**Town Clerk**

Les Trigg

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15 Station Road  
STONE  
ST15 8JP

28 June 2023

Dear Councillor,

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 4 JULY 2023 at 7:05pm**, or on the rising of the Council meeting, if later.

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**

**6. Representations from Members of the Public**

To consider representations from members of the public on items to be considered at this meeting, in accordance with the Council's scheme of public participation.

## 7. Minutes of Previous Meetings

- a) To confirm as a correct record the minutes of the meeting of the General Purposes Committee held on 6 June 2023, Minute No's GP24/020 – GP24/033 (attached).

## 8. Minutes of Sub-Committees

- a) Tourism & Town Promotion Sub-Committee held on 20 June 2023, Minute Numbers TTP24/001 – TTP24/008 (attached)
  - i. To consider the draft minutes
  - ii. To consider the Recommendations contained in Minute Number TTP24/005 (see agenda item 19, which will be considered if this recommendation is accepted)
- b) Environment Sub-Committee held on 20 June 2023, Minutes Numbers ENV24/001 – ENV24/011 (attached)
  - i. To consider the draft minutes
  - ii. To consider the recommendations contained in Minute Number ENV24/009 (see also agenda item 15, which relates to Minute Number ENV24/005)
- c) Estates Sub-Committee held on 20 June 2023, Minutes Numbers EST24/001 – EST24/007 (attached)
  - i. To consider the draft minutes
- d) Mayor's Charity Sub-Committee held on 20 June 2023, Minutes Numbers MC24/001 – MC24/006 (attached)
  - i. To consider the draft minutes

## 9. Grants to Local Organisations

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

- a. **Organisation: St Michael's Community Hall**  
**Amount Requested:** £500  
**Reason:** To contribute towards the costs of replacing the roof. This is a long-term project, and any grant will be ring fenced for this specific project. The project is in its very early stages, as guidance is needed from the Conservation office at Stafford Borough Council.

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

NOTE: These applications do not meet the Council's approved grants criteria, so will not be considered unless a motion is moved and seconded for each application individually that the criteria is waived, and the application approved:

- b. **Organisation: Stone Community First Responders**  
**Amount Requested:** £500  
**Reason:** To contribute toward the purchase of a new compact multi-function patient monitor.
  - i. Level of reserves. (Note: The reserves are expected to be needed to replace the First Responders' vehicle.)

- c. **Organisation: Stone Community Speed Watch Group**  
**Amount Requested:** £1,350  
**Reason:** To purchase and install small, permanent, metal Community Speed Watch signs on existing signs on every road into Stone to educate drivers that the town is a Community Speed Watch area, that volunteers may be present and that speed limits should be adhered to.
  - i. Request over £500
  - ii. No accounts available due to nature of organisation
  
- d. **Organisation: Stone Dominoes Football Club**  
**Amount Requested:** £500  
**Reason:** To support the funding of the revived Stone dominoes men's first team which has been set up and will be running from this season. This will include items such as new home kit, new away kit, training kits, matchday t-shirts, jackets and coats, league fees and referee fees etc.
  - i. No accounts are available as the proposal relates to a new team.
  
- e. **Organisation: Futures2gether**  
**Amount Requested:** £470  
**Reason:** To support the costs of offering clients the opportunity to take part in multi sports sessions provided by Coaches from Stoke City Football Club.
  - i. Level of reserves

10. **Complaints Procedure**

To consider the updated complaints procedure (attached).

11. **Grievance Procedure**

To consider the updated grievance procedure (attached).

12. **Disciplinary Procedure**

To consider the updated disciplinary procedure (attached).

13. **Past Consort Badges**

To consider new designs for 'Past Consort' and 'Past Deputy Consort' badges.

This item had been brought forward from the General Purposes Committee Meetings on 7 February 2023 (Minute Reference: GP23/163 attached).

14. **Heritage Centre**

To consider an update on the Heritage Centre.

15. **Covid-19 Reflection Orchard**

To consider the plaque for the Covid-19 Reflection Orchard.  
(Referred from Environment Sub-Committee)

16. **Town Mayor's Charity**

To consider the use of unallocated funds in the Town Mayor's Charity account.

(Referred from the Town Mayor's Charity Sub-Committee)

**17. Sex Establishment Policy**

To consider a Stafford Borough Council consultation on Sex Establishment Policy.

A letter from the Licensing Manager is attached to the agenda.

A copy of the draft Sex Establishment Venue Licensing Policy 2023 is attached to the electronic version of the agenda.

**18. Town Council Payments**

To receive a list of payments made by the Council during the period 1 to 31 May 2023 (attached).

**19. 50<sup>th</sup> Anniversary of Stone Town Council**

To consider the setting up of a working group to mark the occasion.  
(Referred from the Tourism & Town Promotion Sub-Committee)

**20. Update from Working Groups:**

- a) Stone Heritage Centre Steering Group
- b) Engagement with Young People Working Group

**21. 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 & one vacancy – J. Davies

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

Stafford & Stone Access Group – Cllr T. Kelt

Stone Common Plot Trustees – Cllrs: A. Burgess, J. Hood, T. Kelt, C. Thornicroft and R. Townsend

Stone Community Hub Liaison Group – Cllrs: J. Battrick, J. Hood and J. Powell

SPCA Executive Committee – M. Green

Stone Traders' Group Directors Meeting – Cllrs: A. Burgess, I. Fordham, J. Hood and T. Kelt  
(Councillors attend on a rotating basis)

**22. 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.**

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

- a) Estates Sub-Committee Meeting held on 20 June 2023, Minute Numbers: EST24/001, EST24/006 and EST24/007 (attached)
  - i. To consider the Minutes

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.

Please access the Council Chamber from the rear of the building.

# Stone Town Council – General Purposes Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 6 June 2023

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

Officers: L. Trigg & T. Williams

**ABSENT:** Councillors: A. Best, J. Davies (Mayoral Duty), L. Davies (Mayoral Duty) and  
P. Leason

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### **GP24/020    Apologies**

Apologies were received from Councillors: A. Best, J. Davies (Mayoral Duty)  
L. Davies (Mayoral Duty), and P. Leason.

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

### **GP24/021    Declarations of Interests**

None

### **GP24/022    Requests for Dispensations**

None

### **GP24/023    To receive the report of the County Councillors**

#### **County Councillor Jill Hood**

The Chairman invited Councillor Hood to address the Committee.

#### Walton Island

Councillor Hood advised the Committee that the resurfacing works and collapsed  
drain repairs on Walton Island would be starting tomorrow (7 June 2023), taking  
13 weeks to complete. She said that local businesses had expressed concern about  
the effects on their trade and she had asked highways officers for answers to the  
questions that had been asked of her.

Councillor Hood advised the Committee that officers had been vague about the  
diversion routes but assured her they would forward them when available.

#### HS2

Councillor Hood advised the Committee that there was currently a lot of  
uncertainty with HS2. After being told HS2 had been suspended for two years, civil  
works had continued. After being told Pirehill Lane would not be considered as a

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haul road for HS2 construction traffic she now learns from the HS2 Press Office that Pirehill Lane may still be included in the Schedule 17 routes.

Councillor Hood has written to Staffordshire County Council and the Leader of the Council, Councillor Alan White, and must now wait to see what develops. She said it was worrying that on Friday 9 June the Schedule 17 routes were due to be heard by the County Council.

Councillor Mrs Hood advised the Committee that she was hoping Pirehill Lane would not be listed.

**County Councillor I. Parry**

Councillor Parry was not in attendance at the meeting.

**GP24/024    To receive the report of Borough Councillors**

Councillor Fordham advised the Committee that due to the close proximity of the last General Purposes Committee meeting, there was nothing new to report.

**GP24/025    Representations from Members of the Public**

None

**GP24/026    Minutes**

RESOLVED: That the minutes of the General Purposes Committee meeting held on 23 May 2023 (Minute Numbers GP24/001 – GP24/019), be approved as a correct record.

**GP24/027    Minutes of Sub-Committees**

There were no Sub-Committee Minutes.

**GP24/028    Police & Fire Commissioner**

The Chairman extended a warm welcome to Staffordshire Police and Fire Commissioner, Mr Ben Adams, and invited him to talk about the services provided by Staffordshire Police, and specifically about anti-social behaviour and crime in the town.

Mr Adams thanked the Committee for inviting him to attend the meeting.

He informed the Committee that the world had changed since he came into office two years ago. He has twelve months left of a three-year term which was reduced by one year due to the Covid-19 pandemic. He said that a lot of positive things were going on with the Police and Fire Services and he was anxious to see these continue.

He informed the Committee that Staffordshire boasted low crime rates overall, but the situation with anti-social behaviour wasn't quite as commendable and remained a priority area for him. He disclosed that there had been a shift in the demographic exhibiting this behaviour with a notable 30% decrease among young people in public places contrasted by an increase in the 25–40-year age bracket

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where the incidents generally involved noise, dogs and neighbour disputes. The trend could relate to more people working from home or an increased awareness of their surroundings.

Mr Adams highlighted the encouraging news that crime in Stone had reduced by 13% in the last twelve months (over the previous 12) which was positive when considering the nationwide increase in crime following the pandemic.

Mr Adams advised the Committee that the four key points in his plan (made two years ago) mirroring public feedback on the changes needed in Staffordshire are:

- To tackle anti-social behaviour
- The need for more police officers to be out in the community
- Quicker responses to incidents when reported
- For phones to be answered more quickly

The improvements he believed had been made so far include:

- Improved responses to 999 calls
- Introduction of a triage system for 101 calls where most calls are answered within a few minutes and callers who are required to stay on the line might expect to wait around 20 minutes. Around a third of all calls are not police related and the triage system enables these to be addressed thereby freeing up the queue for those in genuine need of the service.
- Live Chat incident reporting which is working well as individuals can leave messages and receive responses via the website. This system provides a means for the public to report valuable information to the police.
- By May next year Staffordshire Police Force will employ 2,000 officers. A significant number are part of the nationwide government funded initiative to recruit 20,000 new officers, and an additional 100 officers (approximate) are financed by local taxpayers. Many of these officers are stationed within Local Policing Teams.
- Local Policing Teams now independently manage their response units, as opposed to units being despatched from Cannock, Stoke on Trent and Burton on Trent. Each Local Policing Team is led by a Chief Inspector who oversees locally set policing activities.

Mr Adams advised the Committee that Tim Norbury the Deputy Commander had asked him to convey the increase in patrols during the weekends. There was now a dedicated 'Safer Nights' operation in place, which is significantly benefiting Stone's nighttime economy. This has led to a decrease in the number of incidents occurring in the town centre. Colleagues in the Licensing Department have reported fewer incidents and are considering the potential appointment of a dedicated town centre officer to maintain order from Monday to Friday.

Mr Adams discussed the surge in 'protest' related policing, a topic that has gained national prominence and has subsequently increased the demand on Staffordshire police services. He drew attention to issues in Cannock following the housing of asylum seekers in local hotels, and an industrial protest around a factory with sites in Lichfield and Tamworth.

Mr Adams remarked on the surprising prevalence of crime in relationship contexts – domestic violence and crimes involving acquaintances. Additionally, he highlighted concerns regarding young and vulnerable individuals being an 'easy

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target' to be lured into criminal activities.

He said that annually, he has committed approximately £8million towards supporting victims (especially those of domestic abuse), diversification activities for the young, services for children who go missing, children at risk of sexual or criminal exploitation, and measures to prevent or limit demands on the police by supporting ex-offenders to reduce reoffending.

Mr Adams clarified his role, which is external to the police service. He is responsible for recruiting the Chief Constable and Chief Fire Officer. He oversees the budget and seeks funding through the precept. Last year less financial support was requested than any other area in the country, although he still sees the sum (£12.50) as being substantial in the current economic climate.

£6million has been allocated towards addressing high harm crime which includes children's services handling online child abuse. The teams involved in this area comprise forensic experts, IT personnel and specialist staff. He said the Force were balancing high visibility policing with high-risk services, which, fortunately, impacted only a small proportion of the community.

Mr Adams said that Staffordshire's current situation was not ideal. Things went awry during the Covid-19 crisis, but the Chief Constable is steering the services back towards the level of excellence that should be expected. The police have undergone a special programme that focuses on identifying vulnerability and prioritising risky cases. There have been issues with the time available for proper investigations due to a response model that necessitated police rushing around the county under emergency conditions.

Mr Adams is hopeful that based on the feedback so far, Staffordshire might be the first service to emerge from this process, with confirmation expected in the autumn. Regardless, he emphasised that they are now a completely different police force, one where local leaders make decisions for local interests and specialists deal with high harm crimes.

Road safety remains a priority, with a surge in motorbike incidents being a cause for concern. More investment is being channelled towards speed cameras and efforts to tackle uninsured, intoxicated, and drug influenced drivers.

Mr Adams advised the Committee that the Fire Service was doing fine, keeping fire stations open and firefighter numbers up. They have expanded their role to responding to calls from people who have suffered falls. The ambulance service is facing its own challenges with slow response times putting people at risk of hypothermia, dehydration, and in serious need of hospitalisation. In such instances, the fire service has been stepping in to handle some of the calls initially meant for the ambulance service.

Generally, they provide an excellent service, often arriving on site within half an hour. With the use of specialist equipment, they can help individuals back into their beds or chairs, hopefully preventing a hospital admission. During these visits, they also carry out a fire safety check of the premises. Looking ahead there is a clear need for more of this integrated approach.

The fire service is a highly capable professional body that not only fulfils its primary role admirably but also has the capacity to assist other organisations. There is

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anticipation for a government White Paper that will enable expansion of these collaborative efforts over the coming years. This is pioneering work, and it is an area to watch closely.

At the end of Mr Adams presentation he invited the Committee to ask questions:

### **Questions**

#### High Street

There is longstanding local concern about unauthorised vehicles accessing the High Street and the resulting risk of serious accident, potentially endangering school children who often converge there when a high volume of traffic is present. This is a worrying situation that requires immediate attention, given the dangerous situations that have been witnessed.

How might the Police and Crime Commissioner assist the Town Council in dealing with this situation via access controls or improving levels of enforcement?

### **Answer**

Mr Adams questioned whether direct intervention by the Police would represent a good use of resources. PCSOs don't have the power of enforcement and manning a gate wasn't an option.

The police are currently considering the Automatic Number Plate Recognition (ANPR) system, which may enable management of the situation.

He acknowledged this was a complex issue worsened by food businesses with takeaway delivery drivers and customers parking on the High Street close to their destination.

Mr Adams said he was fully committed to staying engaged in discussions to find an effective solution. While the police are aware of the issue, their capabilities are stretched when dealing with higher-priority responsibilities.

He said the town's patrolling officer might have some capacity, but issuing fines, while possibly changing some people's attitudes, is unlikely to eradicate the problem entirely. Implementing a solution like ANPR may be more promising.

The Town Council acknowledged the local police efforts in conducting occasional operations. However, a sustainable solution requires some form of funding or an amplified voice on behalf of the Town Council to influence decision-makers.

Mr Adams said as Police and Fire Commissioner, he was committed to advocating for resolution as it could prevent potential harm.

He said contacting the County Councillor is an essential step in reaching out to the Highways Authority. Still, the solution should be a collaborative effort, in which the Police will play a part.

The Committee informed him that Stone has one of the best groups of police officers and were sorry to be losing one of its longer standing officers who was very highly thought of.

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### Perception of the Police

We appreciate the hard work of our police officers in Stone and their increased efforts in communication is acknowledged and appreciated.

The move towards embracing digital and social media channels and productive interactions with PCSOs represent positive changes.

However, there is still a perception among many residents that policing is low level, lacking in visibility, unresponsive, and that the absence of a physical police station is a disadvantage. How can you combat this public perception?

#### **Answer**

Mr Adams advised the Committee that the feeling of safety was intrinsically linked to perceptions of one's local area. While most people are unlikely to experience serious crime, the stories we hear can lead to fears about becoming the next victim. Thus, addressing the perception of crime is very important.

He said that a recent initiative, a telephone survey conducted (nine months ago) in collaboration with the Chief Constable, was an attempt to gauge public sentiment on police visibility, public confidence, and the perception of fair treatment. The mixed responses provided valuable insights and a benchmark for comparison with other national regions. Regrettably, many of these responses were negative.

However, upon repeating the survey four months later, after the introduction of the Local Policing model, a significant shift in public sentiment was noted. A 9% increase in people feeling better informed and reassured demonstrates the power of increased visibility and localised messaging.

Mr Adams reaffirmed the commitment to doing a better job and was eagerly awaiting the additional officers (upon completion their training) and them becoming an active presence on our streets. However, he said that it was important to note that a visible police presence may mean different things to different people. For some, an absence of the police signified a peaceful area, while others may associate a visible presence with safety. Balancing these perceptions can be challenging, given the vast area to cover and prioritising more pressing issues.

However, he foresees an enhancement in police visibility which many residents may have already noticed, and the police are keen to hear reflections on this improvement. Also, improving the experience with their contact hub was a priority. If someone takes the time to report a concern, they must ensure a prompt response, contributing to a positive overall experience.

He said that feedback and engagement were vital as they make improvements and must continue the discussion to ensure expectations of residents are met.

### Recording of Statistics

Are the statistics based on crimes reported or inbound calls to 101?

#### **Answer**

The statistics are based on legitimate crimes reported, excluding those calls that

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are not related to police matters (as identified by the triage system).

Crime recording has seen an increase since the lifting of the Covid-19 lockdown measures although general crime levels hadn't exceeded pre-Covid levels until recently. The nature of the crimes has shifted somewhat towards violent crimes, especially those related to domestic situations.

Domestic abuse in Staffordshire during the pandemic, despite national concerns, was lower. However, it's now apparent that individuals previously trapped in troubled relationships, unable to seek aid or refuge at that time, are now reaching out for assistance.

They have dedicated £5million to bolster domestic abuse support services and are seeing shifts in how certain incidents are classified. For example, neighbourhood incidents previously classified as anti-social behaviour are now often recorded as harassment, which is a crime. Changes like this can affect the overall balance of crime statistics, but generally crime figures are comparable.

They are aware the delay in response times for the 101 line can be a source of frustration and concern for residents. Mr Adams reassured the Committee that the matter was being taken seriously and was in discussion with the Chief Constable about adding another 60 staff to the contact centre to secure improvement.

Mr Adams said he understood the hesitation to use the 999 line for non-emergency incidents, and aimed to make the 101 service better and more efficient for those non-emergency calls. Mugging, while distressing and serious, falls under this category if there's no immediate danger or threat to life. They want to ensure that victims of such incidents can report them without undue delay.

#### Police Post/Station

People see a yellow box (intercom) with a sign indicating police assistance and they expect a response. It is disconcerting when they're left pressing the button, in all weathers, without any response.

#### **Answer**

Mr Adams advised the Committee that this was not the service the Police Force aimed for, especially if the signage implied accessibility.

However, they want resources focused on active-duty officers, not maintaining old, unsuitable and expensive buildings. Their aim is to have officers out in the communities, responding to crimes, and being present where they are needed most. Stone, being a significant area, warrants a base for officers to operate from but the option to report incidents at a police station is no longer feasible.

He said that if someone is pressing the emergency button, it demanded immediate attention, similar to a 999 call, even if it needs to be passed on afterwards. Mr Adams said he would ensure the issue was addressed and will find a means to report back on progress.

Mr Adams advised the Committee that he will not support further investment in building estates for police use as investment is now directed towards shared estates where police and fire services can collaborate, like Stone Fire Station. This

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strategy is being implemented all over the county. Investing in a more traditional town centre presence isn't beneficial, considering the high costs per visit. They're looking forward to creating efficient and cost-effective ways to serve communities.

Mr Adams advised the Committee that the primary focus should be on investing in personnel and ensuring they are in the right place, rather than on physical estates. Nevertheless, the idea of a police station still holds significant meaning for many residents, and this is something they need to address in their communication and branding within the town.

While they are planning to invest in vital infrastructure, the concept of having police stations in every town is deemed outdated. However, they do understand that the older generation often feel more secure with a tangible police presence, and that this transition must be carefully managed.

Mr Adams reminded the Committee that any issues or concerns can be sent directly to him and his deputy by writing to: [Councillor@staffordshire-pfcc.gov.uk](mailto:Councillor@staffordshire-pfcc.gov.uk) providing an opportunity for him to listen and work on the Town Council's behalf.

At the end of the item the Chairman thanked Mr Adams for his update and insights. He said that it had been really helpful to have the information and discussion.

#### **GP24/029     Dissolution of the Management Committee**

The Committee considered the report\* of the Town Clerk (which had been attached to the agenda for the meeting) dealing with the actions needed to dissolve the Management Sub-Committee and absorb its responsibilities into the General Purposes Committee.

The decision had been taken on 23 May 2023 by the General Purposes Committee to dissolve the Management Sub-Committee.

RESOLVED:

The Committee agreed that:

- a. Appeals under the disciplinary and grievance procedures are made to the Chairman of the General Purposes Committee, and that the appeals panels under both procedures are made up of the Chairmen and Vice-Chairmen of the General Purposes and Planning Consultative Committees.
- b. The Complaints Sub-Committee is changed to an ex-officio group made up from the six Chairmen of Committees and Sub-Committees plus the Vice-Chairman of the General Purposes Committee. These could be substituted by Vice-Chairmen should any conflict of interest arise in respect of a specific complaint.
- c. The programme of meetings for 2023-24\* is updated.

#### **GP24/030     Heritage Centre**

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

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The Town Clerk advised the Committee that the work was progressing, and that the Chairman and Town Clerk would be meeting for a tour of the building on Friday 9 June 2023.

**GP24/031     Town Council Payments**

The list of payments for May will be reported to the next meeting of the Committee.

**GP24/032     Update from Working Groups:**

**Stone Heritage Centre Steering Group**

The Chairman advised the Committee that there was no report.

**Engagement with Young People**

Councillor Dawson confirmed that the Working Group were in the process of arranging a meeting.

**GP24/033     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 was not available to give a report.

**Stone ATC**

Councillor Davies was not available to give a report.

**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 Powell advised the Committee that no meeting had taken place.

**SPCA Executive Committee**

Mr M. Green was not available to give a report.

**Stone Traders Group Directors' Meeting**

The Town Clerk advised the Committee that Councillor Hood would be attending the next meeting of Stone Traders Group Directors'.

**CHAIRMAN**

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

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 20 June 2023

**PRESENT:** Councillor J. Hood in the Chair and  
Councillors: A. Mottershead, A. Best, A. Burgess, K. Dawson, J. Powell and C. Thornicroft

Co-opted Member: J. Cook

Officers: L. Trigg and T. Williams

By Chairman's invitation: No Councillors

**ABSENT:** Councillors: B. Kenney, R. Kenney and P. Leason

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### **TTP24/001   Apologies**

Councillors: B. Kenney, R. Kenney and P. Leason

### **TTP24/002   Declarations of Interest and Requests for Dispensation**

None

### **TTP24/003   Representations from Members of the Public**

None

### **TTP24/004   Minutes of Previous Meeting**

The minutes of the Tourism & Town Promotion Sub-Committee meeting held on 25 March 2023 (Minute Numbers TTP23/037 – TTP23/042), were approved as a correct record.

### **TTP24/005   Calendar of Events 2023**

The Committee considered the Town Council's Calendar of Events for 2023-24 and gave updates on events that had already taken place:

- St George's Day Re-enactment (Saturday 22 April 2023)  
The Chairman advised the Sub-Committee that the St George's Day Re-enactment had been very successful and enjoyed by all who had attended. The only criticism received was that it didn't go on for long enough, but the costumes are heavy and the routines physically taxing for the re-enactment

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team.

The audience participation was a new addition to the format this year which enhanced the show. The Sub-Committee agreed that if held next year, there should be no first prize for fancy-dress as a parade and big cheer from the crowd would recognise all children as winners.

Mr Cook advised the Committee that ALBOS live streamed the event enabling people who couldn't attend in person to enjoy the performance. People coming into town made comment that there was nothing like this where they lived.

The Chairman thanked Town Councillors who volunteered on the day.

The Sub-Committee concluded that the St George's Day Re-enactment should be included in the events programme next year.

- King Charles III Coronation (Sunday 7 May 2023)

The Chairman advised the Sub-Committee that the event had been very successful and ran like clockwork. Attendances had been wonderful giving a big boost to trade in the town. Kath Stanway had been an excellent compere and the acts had been first class.

The Sub-Committee suggested the Town Council could consider improving signage to direct people on foot from the railway station to the town.

The Committee concluded that Stone could be proud of the part it played in the coronation celebrations, both in honour of King Charles and for the benefits brought to the town.

- Floating Market/Waterside Events (Saturday 27, Sunday 28 and Monday 29 May 2023)

Councillor Davies advised the Sub-Committee that the floating market had been very attractive with canal boats setting up their stalls. A lot of families were there enjoying themselves and stallholders were delighted with the turnout. They expressed hope the market would return to Stone next year.

Reports were given that the day represented an average Saturday in the town centre as people hadn't made their way over to the High Street. The suggestion was made that stalls could be set up on the amphitheatre on that day.

The Sub-Committee concluded that it would like to see the waterside event returning again in 2024.

- Christmas Lights Planning

The Chairman reported on a meeting between the Town Clerk and a representative from the Christmas lighting contractor to consider the options for the lighting display in December 2023. This exercise was part of a three-year refresh.

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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.



Councillor Hood suggested extending the lights along Adies Alley (a main thoroughfare from the car parks) as well as the alleyway at the side of the Crown Hotel. She asked whether the Walton tree on the island could be restrung and additional large baubles put on the Plane tree.

She said that feedback received from members of the public on the Walton lights had been pleasing.

The Chairman advised the Sub-Committee that several options were available to enhance the Christmas lights in 2023. The Town Council could keep the same displays or add new ones.

The Town Clerk issued a paper to Sub-Committee members with three options for enhanced displays. Option 1 would cost £700 more than the baseline cost of the existing lights, Option 2 would cost £1,400 more than the baseline and Option 3, £2,500 more.

The Town Clerk advised the Sub-Committee that there was scope in the budget for some new lights (which are hired now rather than purchased) but the baseline cost of standing still was not clear and further clarification was needed.

Mr Cook advised the Sub-Committee that he had received no bad feedback about the lights and the baseline measure was considered good quality.

The Chairman asked Councillors to let her know if there were any options that Councillors particularly liked or strongly disliked. A preference was expressed for new displays to be brightly coloured and twinkling.

She said that someone had expressed a preference for having a Christmas tree in Market Square but there were concerns about safety and misuse/damage when the town already had a beautiful, illuminated Plane tree and thirty plus small Christmas trees fitted to the walls of High Street buildings.

The Town Clerk advised the Sub-Committee that he would bring back a fully costed report when all the information he needed was available.

- Puppet Festival (Saturday 8 July)

The Chairman reported that Mr Leech had been working very hard to arrange the exciting Puppet Tree Jamboree on Saturday 8 July, which was supported by the Council.

He would be holding workshops with school children, Stone Scout & Guide Band would be leading the parade, the Town Mayor will be in attendance and lots of children joining in.

The Chairman said she would be grateful for volunteers to assist on the day.

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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.

- Florence Brass Band Concert & Burma Star Commemoration Sunday 13 August 2023)

The Chairman advised the Sub-Committee that arrangements were in place but asked whether an ice cream van could be sourced.

She said the band would be playing a medley of tunes and the Burma Star commemoration would take place. The arrangements for this latter event were being made independently from the Town Council. The grounds maintenance contractor would be asked to take seats to the park, and she hoped to have a budget for cream teas.

- Stone by the Sea (Wednesday 9 to Saturday 12 August 2023)

The Chairman advised the Sub-Committee that Stone by the Sea was a popular and free event for children which would be taking place in Market Square over three days in August.

- Classic Car Event (23 September 2023)

The Town Clerk advised the Sub-Committee that he was having some difficulty in communicating with the County about waiving the car parking restrictions in the town centre on 23 September. He has also been following up with Stafford Borough Council on issues relating to the Public Spaces Protection Order. The way the High Street works on a day-to-day basis doesn't lend itself easily to the Classic Car event.

A proposal to hold a scooter event on the following day was continuing to be followed up.

- Christmas Lights Switch-On (Thursday 23 November 2023)

The Sub-Committee agreed that Kath Stanway should be asked to compere the Christmas Lights Switch-On.

The Christmas Card Competition would take place once again and someone would be invited to switch on the lights with the Town Mayor.

The Chairman invited new ideas to be put forward and a request was made for a virtual production with the return of the drone. A number of residents with mobility issues had requested a video for people to watch from home. It was acknowledged that a preference for this option would require speedy action.

- Texas Flag Raising (Friday 29 December 2023)

The Chairman invited Councillor Davies to explain the reasons for raising the Texas State Flag which in December is a minor event to mark the Anniversary of Texas joining the Union in 1845. The main event on the first Saturday in March (to coincide with the Farmers' Market) marks the anniversary of Texas gaining independence from Mexico in 1836.

He said the event could start to be built up again after Covid-19 with the Florence Brass Band and Stone Choral Society invited to attend.

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The Sub-Committee suggested considering a rodeo bull in town and inviting Harley-Davidson groups to attend.

- Any other suggested new events for 2023-24  
Town Council's 50<sup>th</sup> Anniversary on 1 April 2024

Councillor Davies advised the Sub-Committee that a commemoration to mark the Town Council's 50<sup>th</sup> anniversary would provide an opportunity to learn what was happening in 1974, what Stone was doing at that time and to reflect on whether the town had improved since losing local powers of governance. It also provided the opportunity to celebrate the achievements of the Town Council over the last 50 years.

Councillor Davies said that he intended to ask Stone Area Parish Liaison group representatives what their councils were doing to mark the occasion.

The Sub-Committee agreed that a working group should be set up to consider the detail and ask the Historical Society to share research on how things were in 1974, what the issues were and the process by which Stone town, Stone Rural and Stafford rural areas were consumed into the larger Stafford Borough Council.

RECOMMENDED: The Sub-Committee agreed that membership of the working group should be determined by the General Purposes Committee.

Councillor Davies informed the Sub-Committee that the Trafalgar Dinner would be held at the Mill on Saturday 28 October 2023, providing an opportunity to link John Jervis of St Vincent and what he did leading up to the battle of Trafalgar.

#### **TTP24/006   Rebekah Refurbishment**

The Chairman advised the Sub-Committee that Tony Panter had been doing a remarkable job on the refurbishment of Rebekah, and a local lady would be doing the artwork. She said that Canal Cruising had donated the specialist paint and Peter had built the framework. The boat was now safe but still required a welding job to restore her to her former glory.

It was suggested that the Council pay for the boats planting (the costs of the compost were covered). Stone in Bloom would then consider taking on Rebekah's longer-term maintenance.

The Chairman asked whether the grounds maintenance contractor could restore the low railings which needed to be fixed to the side so the boat was properly railed off.

The Sub-Committee agreed that Rebekah was important to local people and a great entrance to the town when maintained. The Sub-Committee expressed its grateful thanks to all involved in this wonderful community effort to get the refurbishment work underway.

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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.

**TTP24/007    Membership of Working Groups**

RESOLVED: To appoint the following Members to working groups:

**Remembrance Plaques Working Group**

Councillors: J. Davies, L. Davies and P. Leason.

**Market Strategy Working Group**

Councillors: J. Davies, J. Hood, R. Kenney, A. Mottershead and C. Thornicroft.

Also: J. Cook

**TTP24/008    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 Remembrance Plaques Working Group had experienced delays for several reasons but there was now a pottery manager at Oak Tree Farm and the project should begin to progress.

**Market Strategy Working Group**

The Chairman reported that an informal meeting had taken place where most of the working group had attended. Some very good ideas were put forward which will be developed and reported on in due course.

**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.

# Stone Town Council – Environment Sub-Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 20 June 2023

**PRESENT:** Councillor R. Townsend in the Chair and  
Councillors: T. Kelt, J. Battrick, A. Burgess, K. Dawson, B. Kenney, J. Powell and  
N. Powell

Officers: L. Trigg and T. Williams

By Chairman's Invitation: J. Hood

**ABSENT:** Councillors: B. Kenney, R. Kenney and J. Metters

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### ENV24/001 Apologies

Councillors: B. Kenney, R. Kenney and J. Metters

### ENV24/002 Declarations of Interest and Requests for Dispensations

None received.

### ENV24/003 Representations from Members of the Public

None

### ENV24/004 Minutes of Previous Meeting

The minutes of the Environment Sub-Committee meeting held on the 21 March 2023 (Minute Numbers ENV23/029 – ENV23/037), were approved as a correct record.

### ENV24/005 Covid-19 Reflection Orchard

The Chairman updated the Sub-Committee on the Covid-19 Reflection Orchard.

The Chairman advised the Sub-Committee that the trees were now planted, the vintage bench was refurbished and the wording for the plaque had been approved by the General Purposes Committee (on 23 May 2023).

He said the Town Council now had sight of some suitable brass plaques with embossed lettering that will sustain the demands of an outdoor and public environment. The next step was for the General Purposes Committee to consider these and their costings at its meeting on 4 July 2023.

The Chairman advised the Sub-Committee that a small plaque would also be fitted to the bench to say how the Reflection Orchard came about and that it was funded by Stone Town Council.

**ENV24/006    Environmental Sub-Committee Budget and Works Review**

The Chairman advised the Sub-Committee that at the beginning of a new term of office he would for the benefit of new Sub-Committee Members go through the parameters of responsibility and budget.

The Chairman referred the Sub-Committee to the reports on 'Grounds Maintenance Works 2022-23' and 'Environment Report - Work in Progress' which had been enclosed with the agenda for the meeting.

The Grounds Maintenance Works 2022-23 was a comprehensive list of everything the Sub-Committee achieved and budgeted for in the last financial year, providing an oversight of the work that was done.

The first section of the report is the grounds contract illustrating the wide range of environmental tasks undertaken by the grounds maintenance contractor during the year. The work is continually under review to identify efficiencies and new requirements.

'Grounds Non-Contract' items are surprise/unexpected maintenance work that arises and the third section 'Crown Meadow improvements' includes planned and budgeted items (as long ago as two years).

The Sub-Committee were referred to the two allotments sites where there is a degree of contract work for maintenance and non-contract work for unexpected issues that arise.

The second report 'Environment Report - Work in Progress' contains a mixture of special projects that have a budget but are not contract related.

The Sub-Committee agreed that installation of the lock gate and replanting of Walton Roundabout should be delayed until the roadworks had been completed.

The Sub-Committee questioned whether the tree on Walton Roundabout was protected as it is a valuable asset.

The Chairman suggested looking at the town borders to establish what is planted and needs to be planted, taking account of environmental changes to climate and the weather.

The Chairman gave information about the hedgerow on the eastern part of Crown Meadow to the Angler's Car Park and invited new ideas for environmental initiatives for next year 2024-25.

The Sub-Committee discussed its work on environmental issues generally (climate, waste management and recycling) and acknowledged that the process was not easy with the enormity of the topic and the Town Council's remit/budget. An action plan for the Town Council office had been devised and mostly fulfilled but reaching out to schools hadn't generated the responses hoped for.

**ENV24/007 Crown Meadow and Allotments**

The Chairman advised the Sub-Committee that it would be helpful to organise a visit to Crown Meadow and the allotment sites so that Members could see first-hand what the Sub-Committee was responsible for.

RESOLVED: That the Chairman identify some suitable dates for a site visit to Crown Meadow and the allotment sites.

**ENV24/008 Crown Meadow Volunteer Group**

The Sub-Committee considered the steps that were needed to progress the work of Crown Meadow Volunteer Group (following approval at the last meeting) and it was agreed that some dates needed to be obtained from the grounds maintenance contractor.

The Chairman gave an overview of the purpose of the Volunteer Group for the benefit of new Councillors whose sole aim was to assist the grounds maintenance contractor in removing willow saplings on the scrapes and other areas of Crown Meadow that are becoming overwhelmed.

**ENV24/009 Commemorative Bench**

The Sub-Committee considered a request from a member of the public to site a commemorative bench at Crown Meadow.

The Town Clerk advised the Sub-Committee that the individual had requested permission to have a memorial bench placed on 'the Meadow' (at their cost) in memory of a young relative who had committed suicide. The person loved animals and the enquirer thought it would be a lovely spot for people to enjoy the views surrounding the reserve. They would also like to inscribe the bench with some positive mental health messages given the number of young people who suffer mental health problems.

The Sub-Committee raised a question about whether the location was Crown Meadow, managed by Stone Town Council, or The Meadow, managed by Stafford Borough Council.

The Sub-Committee acknowledged that the only benches on Crown Meadow were owned by Stone Town Council and a decision to allow a privately funded one would need to be considered carefully as it would set a precedent and lead to further demand.

It was suggested that given the limited space, the locations for a set number of benches should be agreed and limited. However, in this case the bench would not only help the family but also other people seeking solace on Crown Meadow.

RECOMMENDED: That the matter be deferred to a future meeting to enable additional information to be obtained from the applicant and the parameters for the Town Council to be explored.

**ENV24/010    Membership of Working Groups**

RESOLVED: To appoint the following members to working groups and to change the name of the previous Environmental Issues Working Group:

**Environmental Working Group**

Councillors: All Sub-Committee Members.

**ENV24/011    Reports of Working Groups**

Environmental Issues Working Group

The Chairman invited Councillor Kelt to address the Sub-Committee.

Councillor Kelt provided an update on the Stafford Climate Panel which is intended to link to the Stafford Borough Council Climate Change and Green Recovery Strategy.

He said the group discusses a lot of the topics the Sub-Committee discusses but, on a borough wide basis. A meeting took place last Monday and one of the reasons they met was to discuss the way forward in the light of two Borough Councillors leaving the group and a change of Cabinet following the local elections.

The original project streams looked at were recycling and waste, food and farming, biodiversity and information sharing which are specific project streams.

The latest project streams that have been suggested are allotments, solar and windfarm fact finding, 'Bee Friendly' status for various towns and council engagement specifically Stafford Borough Council.

Councillor Kelt advised the Sub-Committee that there was no news on the Veolia visit or Carbon Balloon Roadshow.

He said that he had received a list of recycling locations for harder recycling items within the Borough which he will issue to Sub-Committee members.

**Chairman**



# Stone Town Council – Estates Sub-Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 20 June 2023

**PRESENT:** Councillor J. Powell in the Chair and  
Councillors: A. Best, J. Battrick, J. Hood, A. Mottershead, N. Powell and  
C. Thornicroft

Officers: L. Trigg and T. Williams

By Chairman's invitation: No Councillors

**ABSENT:** Councillors: L. Davies, I. Fordham, R. Kenney and P. Leason

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**EST24/001     Apologies**

Councillors: L. Davies, I. Fordham, R. Kenney and P. Leason

**EST24/002     Declarations of Interest and Requests for Dispensations**

None received

**EST24/003     Representations from Members of the Public**

None received

**EST24/004     Minutes of Previous Meeting**

That the minutes of the Estates Sub-Committee meeting held on the 17 January 2023 (Minute Numbers EST23/028 – EST23/035), be approved as a correct record.

**EST24/005     Exclusion of the Press and Public**

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

RESOLVED: To exclude the Press and Public from the next item of business.

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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.

**EST24/006      Confidential Minutes**

RESOLVED:

That the Confidential minutes of the Estates Sub-Committee meeting held on the 17 January 2023 (Minute Numbers EST23/028, EST23/034 and EST23/035), be approved as a correct record.

**EST24/007      Update on Stone Station**

The Town Clerk gave an update on Stone Station including a brief overview of its background for the benefit of new members of the Sub-Committee.

**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.

# Stone Town Council – Mayor’s Charity Sub-Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 20 June 2023

**PRESENT:** Councillor J. Davies in the Chair and  
Councillors: R. Townsend and J. Powell

Officers: L. Trigg and T. Williams

**ABSENT:** Councillor: L. Davies, I. Fordham, T. Kelt, R. Kenney and J. Metters

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**MC24/001    Apologies**

Apologies were received from Councillors: L. Davies, I. Fordham, T. Kelt, R. Kenney and J. Metters

**MC24/002    Declarations of Interest and Requests for Dispensations**

None

**MC24/003    Representations from Members of the Public**

None

**MC24/004    Minutes of previous meeting**

The minutes of the Mayor’s Charity Sub-Committee meeting held on 24 May 2022, Minute Numbers MC23/001 – MC23/005 were approved as a correct record.

**MC24/005    Mayor 2022-23 – Report of final amounts donated to the Mayor’s Charities**

The Town Clerk reported that during the Mayoral year a sum of £2,400 had been raised, to be allocated between the Town Mayor’s chosen charities which during 2022-23 were Stone Community Hub and Chuckle Productions.

The former Town Mayor, Councillor J. Powell, expressed his delight at the sum raised and thanked everyone who assisted in raising it.

The Chairman congratulated Councillor Powell for his achievement over his two terms of office and the excellent fund-raising result.

The Town Clerk advised the Sub-Committee that a sum of around £1,000 was sitting in the Mayor’s Charity account but its origins were unexplained. It was agreed that the General Purposes Committee should be asked to consider how the money is used.

RESOLVED: That the total sum collected on behalf of the Mayor’s Charities for the year 2022-23 be apportioned equally between Stone Community Hub and Chuckle Productions.

RESOLVED: To refer the use of the unallocated funds in the Mayor's Charity account to the General Purposes Committee.

**MC24/006     Mayor 2023-24 – To confirm the charities for the year**

The Chairman, Councillor J. Davies, proposed that the Mayor's chosen charities for the year 2023-24 should be:

- Age Concern Stone & District
- Oak Tree Farm Rural Project

The Chairman advised the Sub-Committee that he would like the monies raised to be apportioned equally between both.

RESOLVED: To support the Mayor's choice of proposed charities.

# Application for Grant Aid



Name of organisation:

St Michael's Community Hall

Purpose of organisation:

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

Amount of grant requested:

£500

Total cost of project (if appropriate):

Not yet ascertained

Reason for grant request:

To replace the roof at the above premises. This will be a long term project and any grant will be ring fenced for this specific project. The project is in its very early stages, as we need to seek guidance from the Conservation office at Stafford Borough Council.

We will need to obtain quotations for the work from reputable companies as we will be doing this job once only.

Benefits to Stone residents:

To enable them to continue in a safe, dry environment their various activities.

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

Various amount are being sought from a number of organisations which I have yet to explore. I have submitted this application as the deadline was fast approaching.

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

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

2022: £500 to help with the heating of the hall to enable the lessons in English being given to Ukrainian refugees to continue. St Michael’s Community Hall is hosting the classes pro bono.

Statement of support from Council appointed representative (if applicable):

# **Saint Michaels Hall - CHARITY NUMBER 503206**

## **Accounts to 31st March 2022**

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

## **BALANCE SHEET**

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

Prepared By:

R. A. Knight & Company - Accountants

ST15 8XG

11th May 2022

# Application for Grant Aid



Name of organisation:

**STONE COMMUNITY FIRST RESPONDERS**

Purpose of organisation:

To deliver emergency medical aid to residents within the Stone area of Staffordshire in accordance with instructions and guidance from West Midlands Ambulance Service (WMAS)

Amount of grant requested:

**£500**

Total cost of project (if appropriate):

**£1100**

Reason for grant request:

STONE CFR SCHEME RELY ENTIRELY ON DONATIONS FOR OUR MEDICAL EQUIPEMENT, UNIFORMS, SCHEME CAR AND ASSOCIATED RUNNING COSTS. OUR FUNDRAISING HAS BEEN LACKING FOR SEVERAL YEARS DUE TO THE LOSS OF VOLUNTEERS DURING COVID AND FOCUS HAS BEEN ENTIRELY ON MAINTAINING THE ACTUAL MEDICAL SERVICE PROVIDED BY THE RESPONDERS.

WE NOW HAVE A NEW COMMITTEE AND ARE PASSIONATE AND POSITIVE ABOUT MAINTAINING AND TAKING STONE COMMUNITY FIRST RESPONDERS FORWARD.

THE CURRENT FUNDS IN OUR BANK ACCOUNT ARE RING FENCED FOR THE ONGOING RUNNING COSTS AND THE PURCHASE OF A NEW RESPONSE VEHICLE IN THE NEXT TWO YEARS AS THE CURRENT VEHICLE IS NOW 10 YEARS OLD .

THE EMERGENCY EQUIPMENT WE CARRY IS ALSO DATED AND SOON WILL NOT BE FIT FOR PURPOSE. THEREFORE WE ARE LOOKING TO PURCHASE A NEW COMPACT MULTI-FUNCTION PATIENT MONITOR. THIS WILL ENABLE US TO MONITOR AND RECORD THE PATIENTS VITAL FUNCTIONS SIMULTANEOUSLY, ACCURATELY AND WITH THE MINIMUM INCONVENIENCE TO THE PATIENT THE PARAMETERS WE RECORD ARE OF VITAL IMPORTANCE TO THE WMAS PARAMEDICS IN THEIR ASSESSMENT OF THE PATIENTS ONGOING CONDITION. THE TOTAL COST OF THE EQUIPMENT AND ANCILLARIES IS £1100

THE MONITOR IS A MEDICALLY APPROVED DEVICE CURRENTLY USED BY BOTH HOSPITALS AND EMS SERVICES AND IS REGULARLY CALIBRATED ENSURING ITS ACCURACY AND GIVING REASSURANCE TO BOTH USERS AND PATIENTS



Benefits to Stone residents:

STONE RESIDENTS WILL CONTINUED TO BE SERVED BY A COMMITTED GROUP OF VOLUNTEERS WHO WILL BE EQUIPED WITH PURPOSE MADE MEDICAL DEVICES, FIT FOR PURPOSE. PATIENTS VITAL SIGNS WILL BE MONITORED AND RECORDED QUICKLY, ACCURATELY AND ANY DETERIORATION IN THE PATIENT'S CONDITION RECOGNISED AND APPROPRIATE ACTION TAKEN.

THE FIRST RESPONDERS AND PARAMEDICS WILL BE CONFIDENT THAT THE INFORMATION THEY ARE RECORDING AND RESPONDING TO WILL BE ACCURATE.

COMMUNITY FIRST RESPONDERS ARE OFTEN FIRST ON SCENE AND AS WELL AS CARRYING OUT VITAL INITIAL MEDICAL ASSESSMENT ,REASSURING BOTH THE PATIENT AND RELATIVES. BEHAVIOUR, APPEARANCE AND COMPETANCE ARE PARAMOUNT AND HAVING APPROPRIATE MODERN EQUIPEMENT PROMOTES PROFESSIONALISM OF THE TEAM.

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

NONE AT PRESENT BUT WORKING ON IT AS THIS IS A VITAL PURCHASE

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

ITS A ONE OFF - IT WILL LAST 5 YEARS PLUS  
WILL BE PROFESIONALLY CALIBRATED AND SERVICED ANNUALLY

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

NONE

Statement of support from Council appointed representative (if applicable):

WE DONT KNOW ONE BUT ARE HAPPY TO LIAISE TO SUPPORT THIS APPLICATION



# Stone Community First Responders

Stone Community First Responders						
Statement of Financial Position		As at				
<u>Assets</u>			25/04/2023		01/04/2022	
HSBC Account 1			16109.72		13026.5	
HSBC Account 2			7071.69		7038.36	
Lloyds Acct			351		0	
Petty Cash			124.33		30.38	
car			4947		5500	
		Total	28603.74		25595.24	
<u>Liabilities</u>						
Car Insurance			781.17		779.21	
Stationery			29.76			
keys			56			
Hill & swift			220.8			
Keys			12.5			
Charger			36.99			
uniform			259.2			
County show			33.4			
storage bags			9.9			
Clipboard			6.21			
keysafe			25			
battery			226.14			
v5			25			
DVLA			20			
		Total	1742.07		779.21	
		Net		26861.67		24816.03



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# Application for Grant Aid



Name of organisation:

**Stone Community Speed Watch**

Purpose of organisation:

Group objectives:

To improve safety of pedestrians and road users in Stone by engaging with motorists to raise awareness of speeding.

To record details of speeders so that the Police can educate offenders.

To record overall data on vehicle numbers and speeders to inform whether further speed reduction measures should be considered.

To facilitate enforcement based on evidence.

To improve the air quality in and around Stone through the reduction of excessive vehicle speed.

Amount of grant requested:

**Approx £1350**

Total cost of project (if appropriate):

**Approx £1350**

Reason for grant request:

I am writing on behalf of Stone Community Speed Watch (CSW) who presented to the Town Council in March 2022. The group is passionate about improving road safety in Stone and having a positive impact on speeding drivers' behaviour. As a group, we feel that we have had an impact on most drivers' speeds whilst we have been on roadside duty but we are keen to try to implement measures when we are not present.

The next step is to fall in line with other local settlements by installing small, permanent, metal CSW signs on existing signs on every road into Stone (forming a 'ring of steel') to educate drivers that this town is a CSW area, that volunteers may be present and that speed limits should be adhered to. This will also eliminate the need for the CSW group to display the temporary signs near the zone where the volunteers are operating. In our experience on the roadside, drivers often slow down to 30mph when they see our temporary signs. If the experience of other CSW groups in the County with permanent signs is replicated, the number of vehicles logged as speeding will increase, producing more warning letters from Staffs Police and causing more drivers to be made aware that they are speeding on our roads. This letter often has a positive effect in itself and changes drivers' behaviour for the better. Several such letters for repeat offenders will result in a serious legal sanction. In our opinion, being without the temporary signs gives the volunteers a clearer indication of drivers' normal habits in the 30mph zone.

The County approved signs are available to purchase from Staffordshire police at a cost of £19.98 + VAT.

The group and Police have identified the need for 16 such signs on roads leading into Stone and Oulton.

However, the difficulty lies in the cost of installing them. Using Amey, they could cost about £100 per sign.

Other Highways approved contractors may be used but the group have been unable to obtain a list of such contractors. The group know of the installation of Speed Indicator Devices (the ultimate dream of the group!) in the Uttoxeter area which have been installed by such a firm so perhaps we can source their costs and contractors with the help of the Town Council.

Since January 2022, the group has made a lot of progress in key areas including:

Completed over 100 roadside sessions with nearly 64,000 vehicles passing through the sites.

Logged over 1730 speeding vehicles and sent details to Staffordshire Police for action.

The % of vehicles speeding had dropped until the group recently added two new sites.

Clocked up nearly 200 hours of volunteers' time.

Increased awareness and publicity of our activities and results through local media and Facebook.

Attracted new volunteers and lots of support from residents.

Increased the number of sites in response to residents' concerns.

Support from the town's PCSOs and several Town Councillors who have visited the group at the roadside.

Benefits to Stone residents:

This initiative would help achieve our group objectives as listed in the first section of this proforma. Volunteers receive many complaints about speeding vehicles from residents when we are on duty and supportive comments from them in person and also through social media such as the group's Facebook page. We all believe that speeding vehicles is a major local issue. In response to such comments, the group now volunteer at two new sites - Longton Road and Eccleshall Road near Udall Grange and we have gained new volunteers currently awaiting training (though we are always on the look-out for more!) The data collected at these new sites is shocking and further education of drivers here is much needed as well as continuing to operate at our longer-established sites. The permanent signs have a part to play with this in addition to the roadside sessions with the speed gun to log speeding vehicles for further action by the Police. The signs are in every ward around Stone and the costs could potentially be spread amongst the Councillors accordingly, benefitting the whole town. Many other local councils in the area have supporting these CSW signs and Stone is lacking in comparison to local communities. We can be keen to publicise any support in the local media.

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

The group have attempted to gain funding via the Staffordshire Police Safer Routes scheme but we have been told that there is no funding available. Similarly, the group researched local environmental grants but did not meet the criteria.

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

Yes since the total cost is above £500 but as outlined above, the costs could be shared amongst the different wards of Stone.

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

None

Statement of support from Council appointed representative (if applicable):

# Application for Grant Aid



Name of organisation:

Stone Dominoes FC Men's Team

Purpose of organisation:

To provide local football to the area. As well as being the end of a footballing pathway for our grassroots junior teams to move up through the ages, starting at under 7's and hopefully ending with them players stepping into the first team. Allowing them to see the progression that is possible at the club.

Amount of grant requested:

£500

Total cost of project (if appropriate):

£4525

Reason for grant request:

We require the grant to help us fund the revived Stone Dominoes men's first team which we have set up and will be running from this season.

We have already been accepted into the Staffordshire County Senior league Division 2 South for the upcoming 2023/24 season.

However, there are a various number of costs involved, especially with a new team such as ourselves. These costs include;

Purchasing a new home kit, new away kit, and training kits. Matchday t shirts, jackets and coats. League fee's and referee fees. Ground hire and maintenance fee's. Winter training costs.

Most local non league teams will help to fund this (in part) by using the money generated by the youth teams/set up to contribute to the men's team. We however feel this is morally a wrong way of funding the team. Therefore, we are trying to acquire funding through sponsorships and grants.

A lot of these local set up's also pay their players, adding a further cost into the mix. However, we feel, at least initially we don't want to pursue this avenue, as we want our players playing for the club for the right reasons, and not just because the club pays the most. This will help us to create the right kind of atmosphere, team spirit and mentality within our players.

#### Benefits to Stone residents:

1. **Community Spirit:** Stone Dominoes (like most non-league football teams) will have a strong connection to the local community. We will foster a sense of pride and unity among residents, providing a focal point for people to come together and support a shared cause.
2. **Entertainment and Recreation:** The team's matches offer affordable and accessible entertainment for local residents, compared to the extortionate prices being charged at local professional clubs such as Stoke City and Port Vale, which can often lead to, especially youngsters and families being priced out of being able to attend live football games. We think everyone should have that experience. These matches provide an opportunity for people of all ages to enjoy live sports, cheer for their local team, and socialize with fellow supporters.
3. **Social Cohesion:** Stone Dominoes will engage with the local community beyond match days. Such as organizing events, fundraisers, and activities that promote social cohesion, bringing people from different backgrounds together and creating a sense of belonging.
4. **Volunteer and Employment Opportunities:** Non league football clubs require a range of support services, including coaching, administration, maintenance, and event management. We can offer volunteer opportunities for residents, contributing to the local economy and skill development, as well as giving people a focus and purpose to drive them.
5. **Health and Well-being:** Football promotes physical activity and encourages people to lead healthier lifestyles. We want Stone Dominoes to inspire individuals, particularly young people, to engage in sports and adopt an active lifestyle, which has positive implications for their overall health and well-being.
6. **Youth Development:** We have an incredibly successful youth development program that provides opportunities for local children and teenagers to participate in organized sports. This helps develop their skills, instil discipline, and provide positive role models, contributing to their personal growth and future prospects. The Stone Dominoes men's team shows these youngsters that there is a clear pathway from junior football all the way to senior football.
7. **Economic Impact:** Our matches will attract visitors from outside the local area, who will spend money on tickets, food, merchandise, and other local services. This influx of visitors can benefit local businesses, including restaurants, pubs, shops, and accommodation providers, thereby stimulating the local economy.
8. **Pride and Identity:** A successful non-league football team can generate a sense of pride and identity for the local community. The team's achievements and positive representation can boost community morale and create a positive image of the area.
9. **Inspiring Aspirations:** We hope to inspire young players and fans to dream big and pursue their own football aspirations. By providing a tangible example of players who have progressed from junior football into senior non-league and hopefully to higher levels, encouraging local talent to strive for their goals.
10. **Charity and Community Work:** We want to use our platform to raise awareness and support local causes, making a positive impact on social issues and demonstrating their commitment to the community's well-being.
11. **Stone Dominoes TV** - We have launched our very own YouTube channel, dedicated to Stone Dominoes. It will provide full match footage as well as highlights of every home and away Stone Dominoes game, as well as interviews with players, managers, coaches, and even local fans. Giving everyone a chance at their 15 minutes of fame and hopefully allowing us to highlight to a wider audience the many great aspects of the stone area.

These benefits highlight the significant role 's that a local non-league, Stone Dominoes Men's football team would play in the lives of Stone residents and the broader community. We would contribute to social, cultural, and economic aspects while fostering a sense of pride, unity, and well-being.

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

We are engaging with local businesses to raise sponsorship funds

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

No

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

None

Statement of support from Council appointed representative (if applicable):



# Application for Grant Aid



Name of organisation:

**Futures2gether**

Purpose of organisation:

To provide support and opportunities for Adults with learning difficulties and Autism.

Amount of grant requested:

**£470**

Total cost of project (if appropriate):

Reason for grant request:

We would like to be able to offer our clients the opportunity to take part in multi sports sessions provided by Coaches from Stoke City Football Club.

The sessions are specifically aimed at individuals with learning difficulties and physical impairments and help to build skills such as hand/eye coordination, balance and core strength and gross motor skills.

The sessions also provide opprotunites for clients to play sports as part of a team and develop firendships and social skills.

The cost for 6 sessions at £45 per session = £270.00

We would also like to request some funding to offer a gless making workshop to our clients in ordert for them to produce items for their community enterprise shop. Clients work throughout the week on various craft projects to produce items that they sell in their small pop up shop during our community cafe. By participating in a glass making workshop would allow clients to expand their craft skills and finer motor skills as well as expanding the items we have on offer at the shop.

Glass making work shop inc. materials and firing of items - £200.

Benefits to Stone residents:

The Clients who attend our services would benefit greatly from the activities above. Both in terms of improving their skill base but also improving their social skills and confidence.

In terms of the glass making workshop the clients would benefit from a great sense of achievement that the items they had created were being sold to local residents and supporters.

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

Is this an "exceptional" request (see notes)? If so, please explain why the Council should treat it as an exception: Although the turnover of Futures2gether is over £100,000 a year the majority of our expenditure goes on providing the staff to support clients to access the activities we offer. Our clients need significant support to access activities and to support them with their social and emotional needs. This can mean that there isn't enough money to provide quality activities especially ones that may cost more.

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

None

Statement of support from Council appointed representative (if applicable):

Company Registration No. 11663503 (England and Wales)

**FUTURES2GETHER C.I.C**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

# FUTURES2GETHER C.I.C

## COMPANY INFORMATION

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<b>Directors</b>	Mrs. K Morton Mrs. A Lloyd
<b>Company number</b>	11663503
<b>Registered office</b>	17 Lichfield Street Stone Staffordshire ST15 8NA
<b>Accountants</b>	Plant & Co Limited 17 Lichfield Street Stone Staffordshire ST15 8NA
<b>Business address</b>	The Crossings Centre Station Approach Stone ST15 8ER

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# FUTURES2GETHER C.I.C

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# FUTURES2GETHER C.I.C

## DIRECTORS' REPORT

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

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The directors present their annual report and financial statements for the year ended 31 December 2021.

### **Directors**

The directors who held office during the year and up to the date of signature of the financial statements were as follows:

Mrs. K Morton

Mrs. A Lloyd

### **Small companies exemption**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

On behalf of the board

.....  
Mrs. K Morton

**Director**

.....  
Mrs. A Lloyd

**Director**

Date: .....

# **FUTURES2GETHER C.I.C**

## **CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON THE PREPARATION OF THE UNAUDITED STATUTORY FINANCIAL STATEMENTS OF FUTURES2GETHER C.I.C FOR THE YEAR ENDED 31 DECEMBER 2021**

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In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Futures2Gether C.I.C for the year ended 31 December 2021 which comprise the income and expenditure account, the statement of financial position and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/members/regulations-standards-and-guidance>.

This report is made solely to the Board of Directors of Futures2Gether C.I.C, as a body, in accordance with the terms of our engagement letter dated ..... Our work has been undertaken solely to prepare for your approval the financial statements of Futures2Gether C.I.C and state those matters that we have agreed to state to the Board of Directors of Futures2Gether C.I.C, as a body, in this report in accordance with ICAEW Technical Release 07/16 AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Futures2Gether C.I.C and its Board of Directors as a body, for our work or for this report.

It is your duty to ensure that Futures2Gether C.I.C has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and surplus of Futures2Gether C.I.C. You consider that Futures2Gether C.I.C is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of Futures2Gether C.I.C. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

**Plant & Co Limited**

.....

**Chartered Accountants**

17 Lichfield Street  
Stone  
Staffordshire  
ST15 8NA

# FUTURES2GETHER C.I.C

## INCOME STATEMENT

**FOR THE YEAR ENDED 31 DECEMBER 2021**

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	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Gross surplus</b>	217,998	148,977
Administrative expenses	(203,652)	(146,379)
	<hr/>	<hr/>
<b>Surplus before taxation</b>	14,346	2,598
Tax on surplus	(2,606)	(508)
	<hr/>	<hr/>
<b>Surplus for the financial year</b>	<u>11,740</u>	<u>2,090</u>



# FUTURES2GETHER C.I.C

## STATEMENT OF FINANCIAL POSITION

AS AT 31 DECEMBER 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	4		869		75
<b>Current assets</b>					
Cash at bank and in hand		28,305		14,841	
<b>Creditors: amounts falling due within one year</b>		(13,171)		(10,653)	
<b>Net current assets</b>			15,134		4,188
<b>Net assets</b>			16,003		4,263
<b>Reserves</b>					
Income and expenditure account			16,003		4,263
<b>Members' funds</b>			16,003		4,263

In accordance with section 444 of the Companies Act 2006 all of the members of the company have consented to the preparation of abridged financial statements pursuant to paragraph 1A of Schedule 1 to the Small Companies and Groups (Accounts and Directors' Report) Regulations (S.I. 2008/409)(b).

For the financial year ended 31 December 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the board of directors and authorised for issue on ..... and are signed on its behalf by:

.....  
Mrs. K Morton  
Director

.....  
Mrs. A Lloyd  
Director

Company Registration No. 11663503

# FUTURES2GETHER C.I.C

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2021

---

#### 1 Accounting policies

##### Company information

Futures2Gether C.I.C is a private company limited by guarantee incorporated in England and Wales. The registered office is 17 Lichfield Street, Stone, Staffordshire, ST15 8NA. The principal place of business is The Crossings Centre, Station Approach, Stone, ST15 8ER.

##### 1.1 Accounting convention

These financial statements have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the requirements of the Companies Act 2006 as applicable to companies subject to the small companies regime. The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

##### 1.2 Turnover

Turnover is recognised at the fair value of the consideration received or receivable for goods and services provided in the normal course of business, and is shown net of VAT and other sales related taxes. The fair value of consideration takes into account trade discounts, settlement discounts and volume rebates.

When cash inflows are deferred and represent a financing arrangement, the fair value of the consideration is the present value of the future receipts. The difference between the fair value of the consideration and the nominal amount received is recognised as interest income.

Revenue from contracts for the provision of professional services is recognised by reference to the stage of completion when the stage of completion, costs incurred and costs to complete can be estimated reliably. The stage of completion is calculated by comparing costs incurred, mainly in relation to contractual hourly staff rates and materials, as a proportion of total costs. Where the outcome cannot be estimated reliably, revenue is recognised only to the extent of the expenses recognised that it is probable will be recovered.

##### 1.3 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computers	3 years straight line
-----------	-----------------------

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to surplus or deficit.

# FUTURES2GETHER C.I.C

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2021

---

#### 1 Accounting policies

(Continued)

##### 1.4 Impairment of fixed assets

At each reporting period end date, the company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where it is not possible to estimate the recoverable amount of an individual asset, the company estimates the recoverable amount of the cash-generating unit to which the asset belongs.

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset (or cash-generating unit) is estimated to be less than its carrying amount, the carrying amount of the asset (or cash-generating unit) is reduced to its recoverable amount. An impairment loss is recognised immediately in surplus or deficit, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset (or cash-generating unit) is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset (or cash-generating unit) in prior years. A reversal of an impairment loss is recognised immediately in surplus or deficit, unless the relevant asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

##### 1.5 Cash and cash equivalents

Cash and cash equivalents are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

##### 1.6 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's statement of financial position when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Classification of financial liabilities**

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

# FUTURES2GETHER C.I.C

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

---

### 1 Accounting policies

(Continued)

#### **Basic financial liabilities**

Basic financial liabilities, including creditors, bank loans, loans from fellow group companies and preference shares that are classified as debt, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

### 1.7 Taxation

The tax expense represents the sum of the tax currently payable and deferred tax.

#### **Current tax**

The tax currently payable is based on taxable profit for the year. Taxable profit differs from net profit as reported in the income statement because it excludes items of income or expense that are taxable or deductible in other years and it further excludes items that are never taxable or deductible. The company's liability for current tax is calculated using tax rates that have been enacted or substantively enacted by the reporting end date.

#### **Deferred tax**

Deferred tax liabilities are generally recognised for all timing differences and deferred tax assets are recognised to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits. Such assets and liabilities are not recognised if the timing difference arises from goodwill or from the initial recognition of other assets and liabilities in a transaction that affects neither the tax profit nor the accounting profit.

The carrying amount of deferred tax assets is reviewed at each reporting end date and reduced to the extent that it is no longer probable that sufficient taxable profits will be available to allow all or part of the asset to be recovered. Deferred tax is calculated at the tax rates that are expected to apply in the period when the liability is settled or the asset is realised. Deferred tax is charged or credited in the income statement, except when it relates to items charged or credited directly to equity, in which case the deferred tax is also dealt with in equity. Deferred tax assets and liabilities are offset when the company has a legally enforceable right to offset current tax assets and liabilities and the deferred tax assets and liabilities relate to taxes levied by the same tax authority.

### 1.8 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 1.9 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

# FUTURES2GETHER C.I.C

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

### 1 Accounting policies

(Continued)

#### 1.10 Government grants

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable. A grant received before the recognition criteria are satisfied is recognised as a liability.

#### 1.11 Operating Surplus

The company made an post-tax operating surplus of £14,346 during the period. This surplus is carried forward to be used in the future provision of the social services that it was incorporated to provide.

### 2 Judgements and key sources of estimation uncertainty

In the application of the company's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Employees

The average monthly number of persons (including directors) employed by the company during the year was:

	2021 Number	2020 Number
Total	15	12

# FUTURES2GETHER C.I.C

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

### 4 Tangible fixed assets

	<b>Total £</b>
<b>Cost</b>	
At 1 January 2021	223
Additions	1,229
	<hr/>
At 31 December 2021	1,452
	<hr/>
<b>Depreciation and impairment</b>	
At 1 January 2021	148
Depreciation charged in the year	435
	<hr/>
At 31 December 2021	583
	<hr/>
<b>Carrying amount</b>	
At 31 December 2021	869
	<hr/>
At 31 December 2020	75
	<hr/>

### 5 Members' liability

The company is limited by guarantee, not having a share capital and consequently the liability of members is limited, subject to an undertaking by each member to contribute to the net assets or liabilities of the company on winding up such amounts as may be required not exceeding £1.

**FUTURES2GETHER C.I.C**  
**MANAGEMENT INFORMATION**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

# FUTURES2GETHER C.I.C

## DETAILED TRADING AND PROFIT AND LOSS ACCOUNT

*FOR THE YEAR ENDED 31 DECEMBER 2021*

---

		2021		2020
	£	£	£	£
<b>Turnover</b>				
Fundraising receipts		3,013		5,385
Day opportunities		68,368		62,675
Performing arts		2,245		855
Supported living		135,617		78,342
Residential income		2,960		249
Mileage, refreshments and other		1,684		961
		<hr/>		<hr/>
		213,887		148,467
<b>Cost of sales</b>				
Purchases	3,777		2,492	
	<hr/>		<hr/>	
Total cost of sales		(3,777)		(2,492)
		<hr/>		<hr/>
<b>Gross surplus</b>		210,110		145,975
<b>Other operating income</b>				
Coronavirus job retention scheme grant	1,814		2,002	
PPE Fund	6,074		1,000	
	<hr/>		<hr/>	
		7,888		3,002

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# FUTURES2GETHER C.I.C

## DETAILED TRADING AND PROFIT AND LOSS ACCOUNT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

---

	£	2021 £	£	2020 £
<b>Administrative expenses</b>				
Wages and salaries	126,685		83,504	
Staff recruitment costs	675		-	
Staff training	1,302		625	
Directors' remuneration	47,492		39,836	
Directors' pension costs - defined contribution scheme	2,528		1,581	
Rent	7,760		6,920	
Insurance	2,990		2,504	
Motor running expenses	1,075		603	
Accommodation and subsistence	2,604		-	
Accountancy	3,162		4,404	
Bank charges	-		(25)	
Printing and stationery	403		258	
Christmas expenses and party	315		158	
Website costs	88		-	
Other office supplies	215		180	
Sundry expenses	1,371		1,120	
Groceries and food contribution	1,495		1,228	
Cash for client activities(paid by bacs)	153		75	
Refunds	-		26	
Activity equipment or Resources	531		282	
Savings Transfer	265		1,879	
Staff reward and recognition	917		328	
Celebration client event	198		15	
Office Expenses	993		804	
Depreciation	435		74	
		(203,652)		(146,379)
<b>Operating surplus</b>		<u>14,346</u>		<u>2,598</u>

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# Stone

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## Town Council



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## Complaints Procedure

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July 2023

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# 1 INTRODUCTION

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- 1.1 This document sets out the procedures to be used when dealing with complaints by members of the public against the Council.
- 1.2 In accordance with the advice in the National Association of Local Councils (NALC) Legal Topic note 9, it does not cover all complaints that may be made by the public.
- 1.3 Any complaint by a member of the public should initially be communicated to the Town Clerk to allow for an informal resolution of the issue, if possible and appropriate, or to the Town Mayor if the complaint relates to the Clerk.
- 1.4 There are, however, a number of circumstances where the use of the process set out in this document would be inappropriate. These are:
  - a. **Financial irregularity** – where a local elector may wish to exercise their rights to object to the accounts, or where the Council may wish to consult their auditors before taking further action.
  - b. **Criminal activity** – which should be referred to the police by the Clerk (or the Town Mayor if it relates to the Clerk).
  - c. **Member conduct** – if a complaint refers to a Member’s failure to comply with the Council’s Code of Conduct, then it should be referred by the Clerk to the Monitoring Officer at Stafford Borough Council.
  - d. **Employee conduct** – which should be dealt with under the Council’s disciplinary procedures.
- 1.5 The process below should therefore be used for complaints by members of the public against the Council which have not been resolved informally in accordance with paragraph 1.3 above, and do not fall into the categories set out in paragraph 1.4 above.

# 2 COMPLAINTS SUB-COMMITTEE

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- 2.1 Complaints by members of the public will be heard by the Complaints Sub-Committee, made up of the Chairmen of Committees and Sub-Committees plus the Vice-Chairman of the General Purposes Committee.
- 2.2 Any member of the Complaints Sub-Committee who is unavailable to attend the hearing, or who has a conflict of interest related to the complaint, should declare this to the Clerk at least 72 hours before the start of the meeting, and indicate that they will not be attending. Should this result in the number of eligible members of the Sub-Committee able to attend falling below five (including ex-officio members) the Clerk will ask the Chairman and Vice-Chairman of the General Purposes

Committee to nominate one or more eligible substitutes to the Sub-Committee so that there are no less than five eligible members available for the meeting. Wherever possible, these substitutes should be nominated from amongst the Committee and Sub-Committee Vice-Chairmen.

- 2.3 There may be occasions where it would be inappropriate for the Clerk to both present the Council's case and advise the Sub-Committee. In advance of the meeting the Clerk, in consultation with the councillor expected to Chair the Sub-Committee meeting, will determine if this is the case and, if so, who will undertake these separate roles. In some cases, it may be appropriate that an independent advisor is secured for the meeting.
- 2.4 Throughout the procedure below, reference is made to the Clerk presenting the case for the Council. This should be read instead as the nominated person as determined in accordance with paragraph 2.3 above, if it has been determined that the Clerk would not be presenting the case on this occasion.
- 2.5 The press and public will be excluded from meetings of the Complaints Sub-Committee, but public minutes will be produced and reported to the General Purposes Committee stating the nature of the complaint and the decision made by the Sub-Committee.

### 3 BEFORE THE MEETING

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- 3.1 The complainant will be asked to put the complaint about the Council's procedures or administration in writing to the Clerk, or to the Town Mayor if the complaint relates to the Clerk. If this later situation occurs, the Town Mayor should determine whether the complaint:
  - a. Is the result of potential misconduct by the Clerk, in which case the disciplinary procedures should be used rather than these procedures, and the complainant advised accordingly, or,
  - b. Relates to the Clerk as a representative of the Council, in which case the Town Mayor should refer the matter back to the Clerk, who should then continue to follow these procedures.
- 3.2 The Clerk will acknowledge receipt of the complaint and advise the complainant when the matter will be considered by the Complaints Sub-Committee. The complainant will be advised that the press and public will be excluded from meeting, but public minutes will be produced and reported to the General Purposes Committee stating the nature of the complaint and the decision made by the Sub-Committee.
- 3.3 The complainant will be invited to attend the meeting and to bring with them a representative if they wish.

- 3.4 Seven clear working days prior to the meeting, the complainant will be expected to provide the Council with copies of any documentation or other evidence relied on. The Council will then provide the complainant with copies of any documentation upon which they wish to rely at the meeting and shall do so promptly, allowing the complainant the opportunity to read the material in good time for the meeting.

## 4 AT THE MEETING

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- 4.1 The chairman should introduce everyone and explain the procedure.
- 4.2 The complainant (or representative) should outline the grounds for complaint and, thereafter, questions may be asked by the Clerk<sup>1</sup>, then members of the Sub-Committee.
- 4.3 The Clerk will have an opportunity to explain the Council's position and questions may then be asked by the complainant and members of the Sub-Committee.
- 4.4 The Clerk and then the complainant should be offered the opportunity to summarise their position.
- 4.5 The Complainant (and their representative, if any) should then be asked to leave the room, leaving just Members and their advisor. The Clerk will also be asked to leave if not acting in the capacity of advisor at the meeting. Members will then decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both the Clerk (if not already present) and the complainant shall be invited back.
- 4.6 The Complainant should be given the opportunity to wait for the decision but if the decision is unlikely to be finalised on that day they should be advised when the decision is likely to be made and when it is likely to be communicated to them.

## 5 AFTER THE MEETING

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- 5.1 The Clerk should confirm the decision of the Sub-Committee in writing within seven working days together with details of any action to be taken.

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<sup>1</sup> As stated in paragraph 2.4, all references to the Clerk in this section of the procedure should be read as the "nominated person to present the Council's case" if the Clerk is instead acting as advisor to the Sub-Committee.

# Stone

Town Council



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## Grievance Procedure

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July 2023

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# 1 INTRODUCTION

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- 1.1 Anybody working within Stone Town Council may, at some time, have problems or concerns about their work, working conditions or relationships with colleagues that they wish to talk about. They will want their grievance to be addressed and, if possible resolved.
- 1.2 Issues that may cause grievances include:
- a. equal opportunities
  - b. bullying and harassment
  - c. work relations
  - d. new working practices
  - e. organisational change
  - f. working environment
  - g. health and safety
  - h. terms and conditions of employment
- 1.3 Grievances may occur at any level and apply equally to all employees.
- 1.4 The best method of resolving any general staff complaints is by informal discussion with the employee's immediate Line Manager. Dealing with problems in such a way will usually lead to speedy resolutions. However, when problems cannot be resolved, formal procedures should be followed.
- 1.5 The option of using a mediator, where appropriate, as an independent third party will be considered. The third party could be an internal mediator as long as they are not involved in the issue, or in some cases an external mediator may be more appropriate. This option will be on a voluntary basis and will only be used if both parties agree to it.
- 1.6 The purpose of these Grievance Procedures is to ensure that there is a system in place whereby employees can raise a grievance matter formally. It should be used when employees have problems or concerns about their work, working environment or working relationships that they wish to raise and have addressed, and which have not been resolved on an informal basis. These procedures allow for any grievance to be dealt with fairly and speedily before it develops into a major problem.

## 2 STAGE 1 - STATEMENT OF GRIEVANCE

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- 2.1 The employee must set out the grievance in writing, together with their proposed solution for addressing it, and send a copy to the Town Clerk<sup>1</sup>.
- 2.2 If the grievance is not contested and easily resolvable, the Town Clerk should respond in writing to the grievance within five working days. If it is not possible to respond within five working days, the employee should be given an explanation for the delay and advised when a response can be expected.

## 3 STAGE 2 - MEETING

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- 3.1 If the grievance is more complicated and/or contested, the Town Clerk must invite the employee to attend at least one meeting to discuss the grievance. The Town Clerk will be accompanied by an officer not involved in the grievance or, if this is not possible or appropriate, an independent third party<sup>2</sup>.
- 3.2 The meeting must not take place unless:
  - a. The employee has informed the Town Clerk what the basis for the grievance was when he or she made the statement as referred to in 2.1 above; and
  - b. The other party involved in the grievance has had a reasonable opportunity (at least three working days) to consider his/her response; and
  - c. The employee has been advised that he or she may be accompanied and assisted by another employee or a trade union representative of his or her choice<sup>3</sup>.
- 3.3 The employee must take all reasonable steps to attend the meeting.
- 3.4 Depending on the nature of the grievance, it might be necessary for the Town Clerk to undertake an investigation and this will be discussed with the employee at the meeting.
- 3.5 Following the meeting, the Town Clerk must inform the employee in writing of his/her decision as to his/her response to the grievance, where possible, within five working days after the meeting. The employee must also be informed of his/her right to appeal.

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<sup>1</sup> References to the Town Clerk in this document should be changed to the Town Mayor if the Town Clerk is the subject of the grievance or the person making the grievance.

<sup>2</sup> Where the meeting is being held with the Town Mayor, due to the grievance involving the Town Clerk, another Councillor who is not involved in the grievance may undertake this role if appropriately independent.

<sup>3</sup> If no suitable member of staff or trade union representative is available, the Town Clerk may agree to an independent third party such as a family member attending in their place.

If it is not possible to respond within five working days, the employee should be given an explanation for the delay and advised when a response can be expected.

## 4 STAGE 3 - APPEAL

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- 4.1 If the matter is not resolved at Stage 2, the employee has the right to appeal.
- 4.2 The appeal must be made in writing, stating the full grounds for appeal, to the Chairman of the General Purposes Committee within five working days of the date on which they were informed of the decision.
- 4.3 An employee will be given written notice of the date, time and place of the appeal hearing. If no new matters are raised, this will normally be within fourteen days of the written notification to the Chairman of the General Purposes Committee.
- 4.4 If any new matters are raised in the appeal, it may be necessary to carry out further investigation.
- 4.5 The appeal hearing may be a complete re-hearing of the matter or it may be a review of the fairness of the original decision in the light of the procedure that was followed and any new information that may have come to light. This will be at the discretion of the Appeals Panel depending on the circumstances of the case. In any event the appeal will be dealt with as impartially as possible.
- 4.6 The appeal hearing will be conducted by an Appeals Panel made up of the Chairman and Vice-Chairman of the General Purposes Committee and the Chairman and Vice-Chairman of the Planning Consultative Committee. Where any of these has previously been involved in the case, is unavailable, has a conflict of interest, or otherwise cannot or should not be involved, their place(s) will be taken by (an) impartial Councillor(s) appointed by the General Purposes Committee.
- 4.7 A companion may be brought to the appeal hearing (see paragraph 3.2c above).
- 4.8 Following the appeal hearing the Panel may:
  - a. confirm the original decision;
  - b. revoke the original decision; or
  - c. substitute a different decision.
- 4.9 The employee will be informed in writing of the Appeals Panel's final decision as soon as possible, usually within five working days of the appeal hearing. There will be no further right of appeal.

## 5 EXTERNAL ADVICE

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- 5.1 If mutually agreed, where the grievance is against the Clerk or a Councillor, it may be helpful to seek external advice and assistance during the grievance procedure. An external facilitator might be able to help resolve the problem.

## 6 GRIEVANCE PROCEDURE DURING DISCIPLINARY ACTION

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- 6.1 Should an employee raise a grievance about the behaviour of his/her Line Manager during the course of the organisation's Disciplinary Procedure, it may be appropriate to suspend the disciplinary procedure for a short period until the grievance can be properly considered. The Town Council may consider seeking external advice as appropriate.

## 7 RECORDS

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- 7.1 Full records should be kept including the statement of grievance, the response from the Town Clerk/Town Mayor/Appeals Panel, and any action taken together with the reasons for it. These records will be kept confidential and retained in accordance with the Data Protection Act. Copies of any formal minutes of the meetings held will be given to the employee.

# Stone

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## Town Council



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### Disciplinary Policy & Procedures

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July 2023

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# 1 POLICY STATEMENT

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- 1.1 The aims of this Disciplinary Procedure are to set out the standards of conduct expected of all staff and to provide a framework within which the Council can work with employees to maintain satisfactory standards of conduct and to encourage improvement where necessary.
- 1.2 It is the Council's policy to ensure that any disciplinary matter is dealt with fairly and that steps are taken to establish the facts and to give employees the opportunity to respond before taking any formal action.
- 1.3 This procedure does not form part of any employee's contract of employment and it may be amended at any time. The Council may also vary this procedure, including any time limits, as appropriate in any case.

# 2 WHO IS COVERED BY THE PROCEDURE?

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- 2.1 The procedure applies to all employees regardless of length of service. It does not apply to agency workers or self-employed contractors.

# 3 WHAT IS COVERED BY THE PROCEDURE?

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- 3.1 This procedure is used to deal with misconduct. It does not apply to cases involving genuine sickness absence, proposed redundancies, or poor performance. In those cases reference should be made to the appropriate policy or procedure.
- 3.2 Minor issues can often be resolved informally with the Town Clerk<sup>1</sup> without recourse to these procedures, and this is encouraged wherever possible. These discussions should be held in private and without undue delay whenever there is cause for concern. Where appropriate, a note of any such informal discussions may be placed on your personnel file but will be ignored for the purposes of any future disciplinary hearings. In some cases an informal verbal warning may be given, which will not form part of your disciplinary records. Formal steps will be taken under this procedure if the matter is not resolved, or if informal discussion is not appropriate (for example, because of the seriousness of the allegation).

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<sup>1</sup> References to the Town Clerk in this document should be changed to the Town Mayor if the Town Clerk is the subject of the potential disciplinary action.

- 3.3 An employee would not normally be dismissed for a first act of misconduct, other than for an act of gross misconduct or if the employee has not yet completed their probationary period.
- 3.4 Any employee who believes that they would have difficulty at any stage of the procedure because of sickness, a disability or language, should discuss the situation with the Town Clerk as soon as possible.

## 4 CONFIDENTIALITY

---

- 4.1 The Council's aim is to deal with disciplinary matters sensitively and with due respect for the privacy of any individuals involved. All employees must treat as confidential any information communicated to them in connection with an investigation or disciplinary matter.
- 4.2 Electronic or other recordings must not be made by any party involved in meetings or hearings conducted under this procedure.
- 4.3 An employee will normally be told the names of any witnesses whose evidence is relevant to disciplinary proceedings against them, unless the Town Clerk believes that a witness's identity should remain confidential.

## 5 INVESTIGATIONS

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- 5.1 Investigations will be undertaken by the Town Clerk or by an independent investigator dependent upon the circumstances of the case, though an independent investigator should be used in any case that, if upheld, could reasonably be expected to lead to a dismissal. The independent investigator will be appointed by the Town Clerk and will be totally independent of the Town Council and not connected to the case in any way.
- 5.2 The purpose of an investigation is to establish a fair and balanced view of the facts relating to any disciplinary allegations, before deciding whether to proceed with a disciplinary hearing. The amount of investigation required will depend on the nature of the allegations and will vary from case to case. It may involve interviewing and taking statements from the employee involved and any witnesses, and/or reviewing relevant documents.
- 5.3 If an investigative interview is held, this will be solely for the purpose of fact-finding and no decision on disciplinary action will be taken until after a disciplinary hearing has been held.



- 5.4 There is no right to bring a companion to an investigative interview. The Town Clerk has discretion, however, to allow an appropriate companion if necessary to enable the employee to partake fully in the interview, such as in cases of sickness, disability or any difficulty in understanding English.
- 5.5 Employees must co-operate fully and promptly in any investigation. This will include informing the Town Clerk of the names of any relevant witnesses, disclosing any relevant documents and attending investigative interviews if required.

## 6 CRIMINAL CHARGES

---

- 6.1 Where an employee's conduct is the subject of a criminal investigation, charge or conviction the Town Clerk will investigate the facts before deciding whether to take formal disciplinary action.
- 6.2 The Town Clerk will not usually wait for the outcome of any prosecution before deciding what action, if any, to take. Where an employee is unable or has been advised not to attend a disciplinary hearing or say anything about a pending criminal matter, a decision may have to be made based on the available evidence.
- 6.3 A criminal investigation, charge or conviction relating to conduct outside work may be treated as a disciplinary matter if the Town Clerk considers that it is relevant to your employment.

## 7 SUSPENSION

---

- 7.1 In some circumstances it may be necessary for the Town Clerk to suspend an employee from work during investigation of a potential disciplinary matter. The suspension will be for no longer than is necessary to investigate the allegations and the arrangements will be confirmed in writing. A suspended employee should not visit any Council premises or contact any Councillors, clients, customers, suppliers, contractors or staff, unless authorised to do so in writing by the Town Clerk.
- 7.2 Suspension of this kind is not a disciplinary penalty and does not imply that any decision has already been made about the allegations. Salary and any benefits will continue to be paid during the period of suspension.

## 8 NOTIFICATION OF A HEARING

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- 8.1 If the Town Clerk considers that there are grounds for disciplinary action, the employee will be required to attend a disciplinary hearing.
- 8.2 Prior to the hearing, the employee will be informed in writing of the allegations against them, the basis for those allegations, and what the likely range of consequences would be if it is decided after the hearing that the allegations are true. The following will also be provided where appropriate:
- a. a summary of relevant information gathered during the investigation;
  - b. a copy of any relevant documents which will be used at the disciplinary hearing; and
  - c. a copy of any relevant witness statements, except where a witness's identity is to be kept confidential, in which case as much information as possible will be provided while maintaining confidentiality.
- 8.3 Written notice will be given of the date, time and place of the disciplinary hearing. The hearing will be held as soon as reasonably practicable, but a reasonable amount of time will be given to prepare a case based on the information that has been provided.

## 9 THE RIGHT TO BE ACCOMPANIED

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- 9.1 An employee may bring a companion to any disciplinary hearing or appeal hearing under this procedure. The companion may be either a trade union representative or a colleague. The Town Clerk must be informed who this companion will be in good time before the hearing.
- 9.2 A companion who is a colleague is allowed reasonable time off from duties without loss of pay but no-one is obliged to act as a companion if they do not wish to do so.
- 9.3 If the choice of companion is unreasonable someone else may need to be chosen, for example:
- a. If, in the opinion of the Town Clerk, your companion may have a conflict of interest or may prejudice the meeting; or
  - b. if the companion is unavailable at the time a meeting is scheduled and will not be available for more than five working days afterwards.

- 9.4 The employee may, at the Town Clerk's discretion, be allowed to bring a companion who is not a colleague or union representative (for example, a family member) if there is no trade union representative or colleague able to undertake the role or if it will help overcome, for example, a disability, or difficulty understanding English.

## 10 PROCEDURE AT DISCIPLINARY HEARINGS

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- 10.1 An employee must make every effort to attend a hearing, and failure to attend without good reason may be treated as misconduct in itself. An alternative date and/or time will, however, normally be arranged on request to the Town Clerk. Failure to attend without good reason, or a persistent inability to attend (for example for health reasons), may result in a decision being taken based on the available evidence without the employee being present.
- 10.2 The case will be heard by the Town Clerk.
- 10.3 The disciplinary hearing will commence by going through the allegations being made and the evidence that has been gathered. The employee will then be able to respond and present any evidence of their own. A companion may make representations and ask questions, but should not answer questions on behalf of the employee. A private conversation may be held with a companion at any time during the hearing.
- 10.4 The disciplinary hearing may be adjourned if there is a need to carry out any further investigations such as re-interviewing witnesses in the light of any new points raised at the hearing. A reasonable opportunity will be given to consider any new information obtained before the hearing is reconvened.
- 10.5 The decision and the reasons for it will be conveyed in writing, usually within 14 days of the disciplinary hearing. Where possible this information will also be explained in person.

## 11 DISCIPLINARY PENALTIES

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- 11.1 The usual penalties for misconduct are set out below. No penalty will be imposed without a hearing. The Council aims to treat all employees fairly and consistently, and a penalty imposed on another employee for similar misconduct will usually be taken into account but should not be treated as a precedent. Each case will be assessed on its own merits.

11.2 **Stage 1 - First written warning.** A first written warning will usually be appropriate for a first act of misconduct where there are no other active written warnings on a disciplinary record. Some examples of misconduct are:

- a. unauthorised absence
- b. poor timekeeping
- c. misuse of the Council's resources and facilities including telephone, email and internet
- d. inappropriate behaviour
- e. refusal to follow reasonable instructions
- f. breach of health and safety rules.

11.3 **Stage 2 - Final written warning.** A final written warning will usually be appropriate for:

- a. misconduct where there is already an active written warning on the record; or
- b. misconduct that is considered sufficiently serious to warrant a final written warning even though there are no other active warnings on the record.

11.4 **Stage 3 - Dismissal.** Dismissal will usually only be appropriate for:

- a. any misconduct during a probationary period;
- b. further misconduct where there is an active final written warning on the record; or
- c. any gross misconduct regardless of whether there are active warnings on the record. Gross misconduct will usually result in immediate dismissal without notice or payment in lieu of notice (summary dismissal). Examples of gross misconduct are:
  - i Theft, or unauthorised removal of Council property or the property of a colleague, contractor, customer or member of the public; fraud, forgery or other dishonesty, including fabrication of expense claims and time sheets;
  - ii Actual or threatened violence, or behaviour which provokes violence, bullying;

- iii Deliberate damage to the Council's buildings, fittings, property or equipment, or the property of a colleague, contractor, customer or member of the public;
- iv Serious misuse of the Council's property or name;
- v Repeated or serious failure to obey instructions, or any other serious act of insubordination;
- vi Unlawful discrimination or harassment;
- vii Action that does bring or is capable of bringing the Council into serious disrepute;
- viii Serious incapability at work brought on by alcohol or illegal drugs;
- ix Causing loss, damage or injury through serious negligence;
- x Serious or repeated breach of health and safety rules or serious misuse of safety equipment;
- xi Serious breach of confidence or unauthorised use or disclosure of confidential information or failure to ensure that confidential information in your possession is kept secure;
- xii Accepting or offering a bribe or other secret payment
- xiii Conviction for a criminal offence that in the Town Clerk's opinion may affect the Council's reputation or relationships with our staff, customers or the public, or otherwise affects an employee's suitability to continue to work for the Council;
- xiv Possession, use, supply or attempted supply of illegal drugs;
- xv Serious neglect of duties, or a serious or deliberate breach of your contract or operating procedures;
- xvi Knowing breach of statutory rules affecting your work;
- xvii Unauthorised use, processing or disclosure of personal data contrary to our Data Protection Policy;

- xviii Refusal to disclose any of the information required by your employment or any other information that may have a bearing on the performance of your duties;
- xix Giving false information as to qualifications or entitlement to work (including immigration status);
- xx Knowingly taking parental, paternity or adoption leave when not eligible to do so or for a purpose other than supporting a child;
- xxi Serious misuse of the Council's information technology systems (including misuse of developed or licensed software, use of unauthorised software and misuse of e-mail and the internet, including accessing internet sites containing pornographic, offensive or obscene material);

This list is intended as a guide and is not exhaustive.

**11.5 Alternatives to dismissal.** In some cases alternatives to dismissal may be considered. This will usually be accompanied by a final written warning. Examples include:

- a. Demotion.
- b. Transfer to another job.
- c. A period of suspension without pay.
- d. Reduction in pay.
- e. Loss of future pay increments.

## 12 THE EFFECT OF A WARNING

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- 12.1 Written warnings will set out the nature of the misconduct, the change in behaviour required, the period for which the warning will remain active, and the likely consequences of further misconduct in that active period.
- 12.2 A first written warning will usually remain active for six months and a final written warning will usually remain active for 12 months. In exceptional cases such as where an issue verges on gross misconduct or where warranted by specific misconduct such as a dangerous breach of health and safety, a final written warning may state that it will remain active indefinitely. Conduct may be reviewed at the end of a warning's active period and if it has not improved sufficiently the active period may be extended.

- 12.3 After the active period, the warning will remain permanently on the personnel file but will be disregarded in deciding the outcome of future disciplinary proceedings.

## 13 APPEALS AGAINST DISCIPLINARY ACTION

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- 13.1 If an employee feels that disciplinary action taken against them is wrong or unjust they should appeal in writing, stating their full grounds for appeal, to the Chairman of the General Purposes Committee within five working days of the date on which they were informed of the decision.
- 13.2 If the appeal is against dismissal, the date on which dismissal takes effect will not be delayed pending the outcome of the appeal. However, if the appeal is successful the employee will be reinstated with no loss of continuity or pay.
- 13.3 If any new matters are raised in the appeal, it may be necessary to carry out further investigation. If any new information comes to light the employee will be provided with a summary including, where appropriate, copies of additional relevant documents and witness statements. A reasonable opportunity will be given to consider this information before the hearing.
- 13.4 An employee will be given written notice of the date, time and place of the appeal hearing. If no new matters are raised, this will normally be within fourteen days of the written notification to the Chairman of the General Purposes Committee.
- 13.5 The appeal hearing may be a complete re-hearing of the matter or it may be a review of the fairness of the original decision in the light of the procedure that was followed and any new information that may have come to light. This will be at the discretion of the Appeals Panel depending on the circumstances of the case. In any event the appeal will be dealt with as impartially as possible.
- 13.6 The appeal hearing will be conducted by an Appeals Panel made up of the Chairman and Vice Chairman of the General Purposes Committee and the Chairman and Vice Chairman of the Planning Consultative Committee. Where any of these has previously been involved in the case, is unavailable, has a conflict of interest, or otherwise cannot or should not be involved, their place(s) will be taken by (an) impartial Councillor(s) appointed by the General Purposes Committee.
- 13.7 A companion may be brought to the appeal hearing (see section 9 above).
- 13.8 The appeal hearing may be adjourned if any further investigations need to be carried out in the light of any new points raised at the hearing. A reasonable

opportunity will be given to consider any new information obtained before the hearing is reconvened.

13.9 Following the appeal hearing the Panel may:

- a. confirm the original decision;
- b. revoke the original decision; or
- c. substitute a different penalty.

13.10 The employee will be informed in writing of the Appeals Panel's final decision as soon as possible, usually within five working days of the appeal hearing. Where possible this will also be explained in person. There will be no further right of appeal.



**GP23/163      Past Consort Badges**

The Committee considered the report of the Town Clerk\*, which had been attached to the agenda for the meeting, considering whether outgoing Mayor and Deputy Mayor's Consorts should be presented with 'Past Consort' and 'Past Deputy Consort' badges at the end of their term of office.

The Town Clerk circulated a sample Past Consort badge design for Councillors to consider which had been costed at round £80 when purchasing a minimum quantity of five of each design. He said that if supported, an additional budget of £800 would be needed in the current year for the purchase of an initial stock of badges, which had been provided for in the budget recommendations to Council considered earlier in the meeting.

RESOLVED: That the Town Council should purchase and present 'Past Consort' and 'Past Deputy Consort' badges annually to commemorate their year in office but that alternative designs, considered more suitable for wearing by ladies and men, are brought back to the Committee for consideration.

Dear Consultee,

### **Sex Establishment Policy 2023**

I write with reference to the above and to advise you that Stafford Borough Council has published a draft copy of their Sex Establishment Policy 2023.

The Council would be grateful if you could take the time to review the draft Policy and make comment upon it during the **6-week** consultation period which runs between **14 June and 26 July 2023**.

Also, I would appreciate it if you would forward the draft Policy to any relevant colleague or other appropriate organisation who you think might have an interest in commenting upon it. Our aim is to put in place a comprehensive and practical Policy so all comments are welcome (including clarifications, suggested refinements/additions, omissions and errors).

The draft Policy is available online, the link to the consultation page is:  
[www.staffordbc.gov.uk/sex-establishment-policy-consultation](http://www.staffordbc.gov.uk/sex-establishment-policy-consultation)

In addition I have attached a copy for your convenience.

If you would like to respond your comments should be made by no later than **midnight on Wednesday 26 July 2023** by email to: [ehlicensing@staffordbc.gov.uk](mailto:ehlicensing@staffordbc.gov.uk)

Your comments can also be sent, to arrive by no later than the said date, by letter to:

The Licensing Manager  
Stafford Borough Council  
Civic Centre  
Riverside  
Stafford  
ST16 3AQ

Yours Sincerely,

Julie Wallace  
Licensing Manager

Respondents are asked to note that the Council may publish, in reports, on its website, or in the media, some or all of the comments received in response to this consultation. This might include respondent's names and addresses. Please let us know if there is a particular reason why you do not wish your comments, or identity to be published or disclosed. Although your wishes in this respect may not override any statutory requirement to disclose, they will be taken into account in so far as it possible. If you reply by email, the above overrides any confidentiality disclaimer generated by your IT system

# **Sex Establishment Venue Licensing Policy 2023**

**Schedule 3 Local Government  
(Miscellaneous Provisions Act 1982), as  
amended by Section 27 Policing and Crime  
Act 2009**

**Draft**

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# 1 Introduction

- 1.1 This Policy sets out the Authority's requirements for premises to be licensed as Sex establishments within the meaning of Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 ("1982 Act") as amended by Section 27 of the Policing and Crime Act 2009.
- 1.2 Adoption of Schedule 3 enables Stafford Borough Council, 'the Authority', to set terms and conditions and fees for the grant, variation, renewal and transfer of such licences and the number of premises to be licensed in an area (which may be nil).
- 1.3 The Authority adopted the original provisions of Schedule 3 of the 1982 Act for Sex Cinemas and Sex Shops in 1995 and the new provisions for sex establishments under the amendments of the Policing and Crime Act 2009, in 2011.
- 1.4 The aforementioned amendments provide local authorities and communities greater power in determining whether sex establishments are permitted in their locality and increase the controls available to be imposed on them. The policy reflects the view of the Authority that local citizens and businesses should be able to determine whether sex establishments should be permitted in any particular area, whilst allowing flexibility to consider the potentially conflicting needs of commercial interests, patrons, employees, residents and communities.
- 1.5 A six-week public consultation to seek the views of Stafford Borough Citizens, elected SBC Members, bodies determined by the Authority to be 'responsible authorities' (Licensing Authority, Staffordshire Police, Fire Authority, Public Health, Environmental Health, Trading Standards, Planning), relevant night-time economy bodies and current sex establishment licence holders, will be undertaken to inform this policy.
- 1.6 This policy statement sets out the Authority's guidance, application procedure, terms and conditions relating to the regulation of sex establishments and will guide current licence holders, potential licence holders, the public and the Authority when considering applications for sex establishments.
- 1.7 This policy statement applies to every type of sex establishment (as defined in the Act) unless an exemption applies.
- 1.8 Whilst each application will be considered on its individual merits, this policy statement is intended to give prospective applicants an early indication of whether their specific application is likely to be successful and the material facts that will be taken into consideration when

determining any such application. This policy statement also sets out the expectations of the Authority on the applicant when receiving an application.

**1.9** Applications for grant or variation and opposed applications to renew and/or transfer, will be determined by the Authority's Licensing Committee or a sub-Committee appointed for the purpose. Unopposed applications to renew and/or transfer will be determined by the relevant Head of Service in accordance with the Authority's constitution and scheme of delegation.

**1.10** The Local Government (Miscellaneous Provisions) Act 1982 (the Act), as amended by the Policing and Crime Act 2009, makes provision for the control of sex establishments through the Council's Licensing function. The provisions allow the Authority to take into account a broader range of considerations than the Licensing Act 2003 permits before making decisions about licences. It also gives local people a greater say over the regulation of lap dancing clubs and similar venues in their area.

**1.11** This Policy sets out the Authority's approach for the benefit of applicants and operators. It also aims to guide and inform the public and other public authorities and aims to ensure transparency and consistency in decision making. Where the decision-making powers of the Authority are engaged, each application will be considered on its own merits.

In formulating this Policy, consideration has been given to the relevant legislation and guidance issued by the Home Office.

**1.12** Consultation on this policy will be carried out for a six-week period between 14 June 2023 and 26 July 2023 (or such other dates as may be determined by Cabinet).

Consultation will take place with:

- The Chief Officer for Staffordshire Police.
- Persons who appear to the authority to represent the interests of persons carrying or proposing to carry on the business of a sex establishment in the Authority's area.
- Persons who appear to the Authority to represent the interests of persons to be employed either as performers or otherwise in the business of a sex establishment.
- Persons who appear to the Authority to represent the interests of persons who are likely to be affected by or otherwise have an interest in the Policy. These include regulatory authorities such as

Staffordshire Police, the Fire Authority, Ward members and Parish Councils as considered necessary.

- Resident associations and trade associations and others as considered appropriate.
- Local people who live or work within the Stafford Borough area.

**1.13** A list of those to be consulted is attached at **APPENDIX 3**.

**1.14** The draft Policy will be published on the Authority's website and interested parties will be invited to respond using the following link:  
[www.staffordbc.gov.uk/sex-establishment-policy-consultation](http://www.staffordbc.gov.uk/sex-establishment-policy-consultation)

Hard copies are available upon request from the Authority's Licensing Section, Stafford Borough Council, Civic Centre, Riverside, Stafford ST16 3AQ.

## **2 Definitions**

### **2.1 The Act**

This refers to Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982, as amended by section 27 of the Policing and Crime Act 2009.

### **2.2 The Policy Statement**

This refers to this Policy.

### **2.3 Sex Shop**

A sex shop is any premises, vehicle, vessel, or stall used for a business which consists to a significant degree of selling, hiring, exchanging, lending, displaying or demonstrating:

- (a) sex articles
- (b) other things intended for use in connection with or for stimulating or encouraging: -
  - (i) sexual activity;
  - (ii) acts of force or restraint which are associated with sexual activity.

## **2.4 Sex Articles**

A sex article is anything for use in connection with or for stimulating or encouraging:

- (a) sexual activity;
- (b) acts of force or restraint which are associated with sexual activity;
- (c) anything: -
  - (i) containing or embodying matter to be read or looked at or anything intended to be used, either alone or as one of a set, for the reproduction or manufacture of any such article; and
  - (ii) to any recording of vision or sound, which:
- (d) is concerned primarily with the portrayal of, or primarily deals with or relates to, or is intended to stimulate or encourage, sexual activity or acts of force or restraint which are associated with sexual activity; or
- (e) is concerned primarily with the portrayal of, or primarily deals with or relates to, genital organs, or urinary or excretory functions.

## **2.5 Sexual Entertainment Venues**

Further to amendments provided by section 27 Policing and Crime Act 2009, a Sexual Entertainment Venue is defined as “any premises at which relevant entertainment is provided before a live audience for the financial gain of the organiser or the entertainer unless an exemption applies”. The exemptions are defined fully in the legislation.

This includes any vessel, vehicle, or stall but not a private dwelling to which the public are not permitted.

## **2.6 Relevant Entertainment**

Relevant entertainment is “any live performance or live display of nudity which is of such a nature that, ignoring financial gain, it must reasonably be assumed to be provided solely or principally for the purpose of sexually stimulating any member of an audience (whether by verbal or other means)”. An audience can consist of just one person (e.g., where the entertainment takes place in private booths).

Relevant entertainment includes, but is not limited to:

- lap dancing,



- pole dancing,
- table dancing,
- strip shows,
- Peep shows,
- live sex shows
- topless bars

**2.7** Although this list is not exhaustive, it is the relevant entertainment itself and not the name that defines the activity. For example, a fitness class, based upon the actions of pole dancing would not normally be considered a relevant entertainment requiring a sex establishment licence.

**2.8** A display of nudity would not automatically be provided solely or principally for the purpose of sexually stimulating any member of the audience. If a display of nudity forms part of a drama or dance performance in a theatre, then it would be unlikely to be classified as relevant entertainment. Such displays would be considered on a case-by-case basis.

## **2.9 Sex Cinema**

A sex cinema is defined as premises used to a significant degree for the exhibition of moving pictures concerned with relevant images:

- (a) Relevant images are defined as images which deal with or relate to or are intended:
  - i. to stimulate or encourage sexual activity or acts of force or restraint which are associated with sexual activity.
  - ii. are concerned primarily with the portrayal of, or primarily deal with or relate to genital organ or urinary or excretory functions.
- (b) Whether premises provide a significant degree of relevant images is determined quite simple in that any premises showing British Board of Film Classification R18 film (a legally restricted classification primarily for the explicit works of consenting sex or strong fetish material involving adults) images to a public audience will require a sex cinema licence.

## **2.10 The Organiser**

This is any person who is responsible for the organisation or management operation of the relevant entertainment or the premises.

In most cases this will refer to the manager of the premises concerned but on occasion it may also refer to someone who organises the relevant entertainment on behalf of those who are responsible for the management of the premises.

## **2.11 Display of Nudity**

This means:

- in the case of a woman: exposure of her nipples, pubic area, genitals or anus; and
- in the case of a man: exposure of his pubic area, genitals or anus.

## **2.12 Relevant Locality**

This is the locality where premises are situated or where the vehicle, vessel or stall is going to be used as a sex establishment.

## **2.13 Character of the Relevant Locality**

The character of the Relevant Locality, where the premises is situated will be instrumental in determining whether the grant of a licence will be appropriate. This is a proper matter for the Authority to consider based on local knowledge, factors, and circumstances.

## **2.14 Permitted Hours**

These are the hours of activity and operation that have been authorised under a sex establishment licence. These may vary from premises to premises and will be considered on individual circumstances.

## **2.15 Authority**

Means Stafford Borough Council.

# **3 Policy Considerations and Relevant Locality**

- ### **3.1**
- The locality and the area that this covers, is a matter for the Authority to decide at the time it considers an application for the grant, renewal or transfer of a sex establishment licence. The decision will be based upon the principle of reasonableness but may not be a clearly defined area or have precise boundaries.

- 3.2** In accordance with Section 17 of the Crime and Disorder Act 1998, the Authority is under a duty to exercise its functions with due regard to the likely effects on crime and disorder. It aims to do all it can to prevent crime and disorder in its area. The possible impact of crime and disorder are clearly relevant factors in the consideration of all applications. In giving due regard to these possible implications, Members will consider all the information available to them and any representations made by Staffordshire Police, the applicant, and any objectors.

## **4 Waivers**

- 4.1** The Authority will not normally grant a waiver for a sex establishment licence but will consider applications on their individual merits. Applicants will be expected to demonstrate exceptional circumstances in justifying why the licensing requirement should be waived.
- 4.2** Waiver applications will be considered by the Licensing and Appeals Committee, or delegated sub-committee thereof, and reasons shall be given of the decision taken.

## **5 The Application process**

- 5.1** An application for the grant, variation, renewal or transfer of a sex establishment licence must be made in writing on the relevant application form to the Authority in accordance with the requirements set out below.
- 5.2** The address at which the Authority will accept applications and notices is:
- (a) By post/personal service to: Licensing Section, Stafford Borough Council, Civic Centre, Riverside, Stafford, ST16 3AQ.
  - (b) By email to [ehlicensing@staffordbc.gov.uk](mailto:ehlicensing@staffordbc.gov.uk).
- 5.3** For all enquiries you can contact the Licensing team on 01785 619745.

## **6 Application for the Grant of a Licence**

- 6.1** The Authority may grant to any applicant a licence for the use of premises as a sex establishment on such terms and conditions as specified by the Authority.
- 6.2** A licence will only be granted for a maximum of one year at a time.
- 6.3** The Authority may grant a shorter licence if it thinks fit. A shorter period may be granted for example where a licensee wants a licence for a limited period for a trade exhibition or a show.

**6.4** To apply for the grant of a sex establishment licence an applicant must submit:

- (a) A completed application form;
- (b) The Rules and Code of Conduct relating to both customers and performers;
- (c) The relevant fee (please note that there is a fee payable upon application and a further fee payable should the licence be granted);
- (d) A site plan (scale 1:1250 or 1:500) showing the whole curtilage of the premises (edged in black) (see Section 7 below);
- (e) A layout plan (scale 1:50 or 1:100) of the premises to which the application relates (see Section 7 below);
- (f) Plans or drawings (scale 1:50 or 1:100) showing the public-facing elevations of the Premises as existing and as proposed (see Section 7 below);
- (g) Display a notice on or near the premises (see section 8 below);
- (h) Advertise the application in a local newspaper no later than 7 days after the date of the application; and
- (i) Send a copy of the application and plan to the Chief Officer of Police for the area within 7 days of making the application to the Authority.

**6.5** Application forms, sample advertisements and site notices are available on request from the Licensing Section at [ehlicensing@staffordbc.gov.uk](mailto:ehlicensing@staffordbc.gov.uk)

**Note:** Applications may take 8-12 weeks to determine.

## **7 Plans**

**7.1** Any Application for a Licence to operate a Sex Establishment Venue must be accompanied by the following plans, unless agreed in writing beforehand:

- 1 A site plan, drawn at a scale of 1:1250 or 1:500 showing:
  - (a) The whole curtilage of the Premises (edged in black) in the context of its setting; and

- (b) The proposed sex establishment in relation to other premises within 100 metres of any part of the Premises' curtilage.
- 2 A layout plan of each floor of the Premises, drawn at a scale of 1:50 or 1:100, including a legend through which the matters mentioned below are sufficiently illustrated using symbols on the plan, showing:
- (a) The area(s) to be licensed must be clearly identified by outlining these areas in red.
  - (b) All external and internal walls of the building and, if different, the perimeter of the Premises;
  - (c) The location of points of access to and exits from the premises, any parts used in common with any other building and indicating how the premises lie in relation to the street;
  - (d) If different from paragraph (2)(b), the location of escape routes from the Premises;
  - (e) In a case where the premises is used for more than one existing activity, the area within the Premises used for each activity.
  - (f) Fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment;
  - (g) In a case where the Premises includes a stage or raised area, the location and height of each stage or area, relative to the finished floor level of each floor of the building or Premises;
  - (h) In a case where the premises includes any steps, stairs, elevators, or lifts, the location of the steps, stairs, elevators, or lifts;
  - (i) The dressing room(s) of performers;
  - (j) The designated area(s) where performances take place;
  - (k) Any private screened area where performances may take place;

- (l) In a case where the premises includes any room or rooms containing public conveniences, the location of such room or rooms;
  - (m) Any areas designated for staff use only including offices, storage, and toilets;
  - (n) The location and type of any fire safety and any other safety equipment; and
  - (o) The location of any kitchen or food preparation areas on the premises.
- 3 Elevation plans or drawings (scale 1:50 or 1:100) of the Premises, showing all public-facing elevations of the Premises as existing and as proposed. Such plans shall be amplified by larger scale plans or drawings, as necessary, to show any proposals for window displays or marketing / promotional information relating to the proposed use of the Premises.

## **8 Public Notices**

- 8.1** A notice, must be displayed at or on the premises to which the Application relates for a period of no less than 28 consecutive days beginning with the date of the application, where it can be easily and conveniently read from the exterior of the premises by any passing member of the public.
- 8.2** Where the premises cover an area of more than 50 square metres, a further identical notice must be displayed every 50 metres along the external perimeter of the premises abutting any highway.
- 8.3** The notice must be on pale blue paper sized A4 or larger and printed legibly in black ink or typed in black in a font size equal to or larger than 16.
- 8.4** The notice must state:
- (a) the details of the application and activities that it is proposed will be carried on or from the premises;
  - (b) the full name of the applicant;
  - (c) the postal address of the premises, or in the case where there is no postal address, a description of the premises sufficient to enable the location and extent of the premises to be identified;

- (d) the date, being 28 days after that on which the application is given to the Authority, by which objections may be made to the Authority and making clear that any such objections should be made in writing;
- (e) that it is an offence to knowingly or recklessly make a false statement in connection with an application and the maximum fine (£20,000) for which a person is liable on summary conviction for the offence.

**8.5** A similar notice must be published in a local newspaper circulating in the area within 7 days of giving the application to the authority **(proofs of this must be supplied to the authority as part of the bundle of Application documents).**

**8.6** A copy of the notice must also be served on the Chief Officer of Police at Police Licensing Unit, Ground Floor, Block 9, Staffordshire Police Headquarters, Weston Road, Stafford, ST18 0YY.

[licensinghq@staffordshire.pnn.police.uk](mailto:licensinghq@staffordshire.pnn.police.uk)

## **9 Variation of a Licence**

**9.1** The holder of a sex establishment licence may apply at any time for any variation of the terms, conditions, or restrictions on or subject to which the licence is held.

**9.2** The process of applying for a variation is the same as that for applying for an initial grant except that a plan of the Premises is not required unless the application involves structural alterations to the Premises or changes to its layout or external appearance.

**9.3** Dependant on the scope of the variation, public advertisement may, or may not, be required. Applicants should check the advertisement requirement by contacting [ehlicensing@staffordbc.gov.uk](mailto:ehlicensing@staffordbc.gov.uk)

## **10 Renewal of a Licence**

**10.1** The holder of a sex establishment licence may apply for renewal of the licence. In order for the licence to continue to have effect during the renewal process, a valid application form together with the appropriate fee must be submitted before the current licence expires.

**10.2** A licence will only be granted for a maximum of one year at a time.

- 10.3** The process of applying for the renewal of a licence is the same as that for applying for an initial grant except that a plan of the premises is not required unless the application involves structural alterations to the Premises or changes to its layout or external appearance.
- 10.4** The authority will not accept applications for the renewal of a sex establishment licence more than 3 months in advance of the renewal date.
- 10.5** The authority will determine renewal applications on their individual merits taking into account the facts of the application and any objections received. Opposed applications will be referred to the Authority's licensing committee for determination. Applicants should note that the Courts have confirmed that Authorities are entitled to look afresh at renewal applications and, accordingly, it is open to the Authority to refuse to renew a licence even where there has been no change in the character of the relevant locality, or in the use to which any Premises in the locality are put.

## **11 Transfer of Licence**

- 11.1** A person may apply for the transfer of a licence at any time.
- 11.2** The process of applying for the transfer of a licence is the same as that for applying for an initial grant except that a plan of the premises is not required provided that there have been no changes to the layout or external appearance of the Premises since the granting of the Licence.

## **12 Determination**

### **12.1 Mandatory Grounds for Refusal**

Under schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982, an application must not be granted:

- (a) to any person under the age of 18 years.
- (b) to any person who is for the time being disqualified due to the person having had a previous licence revoked in the appropriate authority within the last 12 months.
- (c) to any person, other than a body corporate, who is not resident in the United Kingdom or a European Economic Area (EEA) State; or was not so resident throughout the period of six months immediately preceding the date when the application was made; or



- (d) to a corporate body which is not incorporated in the United Kingdom or an EEA State; or
- (e) to any person who has, within a period of 12 months immediately preceding the date when the application was made, been refused the grant or renewal of a licence for the premises, vehicle, vessel or stall in respect of which the application is made unless the refusal has been reversed on appeal.

## **12.2 Discretionary Grounds for Refusal**

### **12.2.1** The Authority may also refuse a licence where:

- (a) The applicant is unsuitable to hold the licence by reason of having been convicted of an offence or for any other reason.
- (b) If the licence were to be granted, renewed or transferred, the business to which it relates would be managed by or carried on for the benefit of another person, other than the applicant, who would be refused the grant, renewal or transfer of such a licence if he/she made the application him/herself;
- (c) The number of sex establishments in the relevant locality at the time the application is made is equal to or exceeds the number which the Authority considers to be appropriate for that locality (nil may be an appropriate number for these purposes);
- (d) The grant or renewal of the licence would be inappropriate, having regard:
  - to the character and/or nature of the relevant locality; and/or
  - to the use to which any premises in the vicinity are put; and/or
  - to the layout, character or condition of the premises, vehicle, vessel or stall in respect of which the application is made.

### **12.2.2** Applications for the transfer of an issued sex establishment licence may only be refused on grounds (a) and (b) above.

### **12.2.3** Any decision to refuse a licence must be relevant to one or more of the above grounds.

### **12.3** In circumstances such as those given in 12.2.1 (b) above, where the application for a licence to be granted, renewed or transferred and the business to which it relates would be managed or carried on for the benefit of a person other than the applicant and that person would have

been refused a licence if they had applied themselves, the Local Authority will take into account representations from the applicant, any person objecting and the Chief Officer of Police. Each application will be considered on its own merits and the Authority shall normally consider:

- comments/observations of the Police and the Authority's personnel, including compliance with licensing conditions, relevant history (including noise complaints) together with details of previous convictions/prosecutions pending.
- the suitability and fitness of an applicant/operator to hold a licence.
- the determination of the business benefit is a matter for the Local Authority to decide at the time the application is made.

**12.4** In 12.2.1 (d) above, the character and/or nature of the relevant locality will be determined in accordance with where the premises are situated or where the vehicle, vessel or stall is going to be used. The area and extent of the relevant locality is a matter for the Authority to decide at the time the application is made. Each application will be considered on its own merits, and it should be noted that some localities may be considered as suitable for sex shops but not for sexual entertainment venues and vice versa or, furthermore, none at all.

**12.5** In determining the character and/or nature of the relevant locality and the appropriate number of sex establishments in that relevant locality, the Authority will take into account, but not limit its determination to:

- (a) the use to which any premises in the vicinity are put;
- (b) the number of existing sex establishments both in total and in respect of each type (i.e., sex shops, sexual entertainment venues and sex cinemas);
- (c) the number of existing premises engaged in and or offering entertainment of an adult or sexual nature or entertainment or associated with an adult or sexual nature;
- (d) the proximity of residents to the premises. In particular, any sheltered housing or accommodation for vulnerable persons;
- (e) the proximity of educational establishments to the premises;
- (f) the proximity of places of worship to the premises, or any other religious establishment;

- (g) access routes to and from schools, play areas, nurseries, children's centres or similar premises;
- (h) the proximity to shopping centres;
- (i) the proximity to community facilities/halls and public facilities such as swimming pools, leisure centres, public parks, youth centres/clubs;
- (j) the potential impact of the licensed activity on crime and disorder and public nuisance;
- (k) the potential cumulative impact of licensed premises in the area taking into account the days and hours of operation of the activity and the character of the locality where the premises are situated.
- (l) a Conservation Area within the meaning of the Town and Country Planning Acts and any associated legislation;
- (m) the nature and concerns of any objections received from residents/establishments objecting to the licence application;
- (n) any evidence of complaints about noise and/or disturbance caused by activities undertaken at the Premises;
- (o) any current planning permission (including any relevant conditions) or Lawful Development Certificate relating to the authorised use of the premises;
- (p) any relevant local or national planning policy considerations; and/or
- (q) any current permissions relating to other nearby premises in respect of licensable activities and operating hours etc.

**12.6** When determining an application for the grant of a sex establishment licence, the Authority shall have regard to the policy statement, the relevant guidance issued by the Home Office and provisions set out above, but subject to the overriding principle that each application will be determined on its own merits.

The Authority will take into account:

- previous demonstrable knowledge and experience of the applicant and their managerial competence;
- any evidence of the operation of any existing/previous licence held by the applicant, including any licence held in any other administrative area of the British Isles;

- any report about the applicant and management of the premises received from objectors or the Police and any criminal convictions or cautions of the applicant;
- that the operator is proposing a management structure which will deliver compliance with operating conditions, and policies detailing the training of staff and welfare of performers as well as means to protect the public; and
- any other relevant reason.

**12.7** Applications in respect of premises must state the full address of the premises.

**12.8** Applications in respect of a vehicle, vessel or stall must state where it is to be used as a sex establishment.

**12.9** The Authority would normally expect that applications for licences for permanent commercial premises would be supported by evidence of the lawful use of the Premises by either having the appropriate Planning Permission or Lawful Development Certificate for the property concerned.

## **13 Granting a Licence**

**13.1** All applications for the grant of a new sex establishment licence will be referred to the Authority's Licensing Committee or relevant sub-committee for determination.

**13.2** In determining the application, the said Committee will have regard to this policy statement, any limitation on the number of permitted sex establishments, the merits of the application and any objections, if any, that have been made.

**13.3** Any licence approved does not constitute any approval under any other Acts such as the Town and Country Planning Act 1990 (as amended), or Byelaws. The applicant should note that sex establishments fall within a particular Planning land use category and that they must ensure that all necessary permissions and approvals are obtained prior to bringing any licensed activity into operation.

## **14 Representations/Objections**

- 14.1** When considering an application for the grant, renewal, variation or transfer of a sex establishment licence the authority will have regard to any observations submitted to it by the Chief Officer of Police and any objections/representations that have been received from anyone else within the statutory consultation period.
- 14.2** Any person can object to an application provided that the objection is relevant to the discretionary grounds for refusal of a licence.
- 14.3** Objections must not be frivolous, vexatious or malicious and should not be based on moral grounds or values but must be on those grounds which the Authority may properly consider. These grounds are outlined at paragraphs 12.1 and 12.2. of this document.
- 14.4** Objectors must give notice of their representations in writing, stating the general terms of the objection and any specific or detailed points of concern. Valid representations must be made within 28 days of the application being submitted. Representations made, up to 3 months, before the Application is submitted can be considered.
- 14.5** Where the authority receives notice of any objection it will, before considering the application, give notice in writing of the general terms of the objection to the applicant. However, the Authority shall not, without the consent of the person making the objection, reveal the name or address of the objector to the applicant.

## **15 Hearings**

- 15.1** Where applications are referred to a Licensing Committee, the hearing will take place within 20 working days of the end of the period in which objections may be made, or such other timescale that shall have been agreed in writing with the applicant.
- 15.2** Where a Hearing is required to determine an application, it is the Policy of this Authority to disclose the names and addresses of objectors unless there are clear reasons to depart from the Policy, since this supports the objective of transparency in decision making. The Head of Regulatory Services (or other appropriate Chief Officer) will make the final decision on whether details of objectors are to be disclosed.
- 15.3** The Hearing provides all parties to the application, including those making objections, the opportunity to air their views openly and those views will be considered by the Licensing Committee.

- 15.4** Upon refusal of an application on one or more grounds, the Licensing Committee will provide the applicant with reasons for the refusal in writing within 7 days.

## **16 Appeals**

- 16.1** There is no right of appeal:

- (a) Against the mandatory grounds for refusal as detailed in section 12.1.1 (a), (b), (c), (d), and (e) above, unless the applicant can prove that the ground of refusal does not apply to them, and
- (b) Against the grounds as detailed in Section 12.2.1 (c) and (d) which can only be challenged by the applicant by way of judicial review.

- 16.2** All relevant grounds for appeal, other than these detailed at point (a) and (b) above can be made to the Magistrates Court within 21 days from the date on which the person is notified of the decision.

- 16.3** There is no right of appeal for objectors.

## **17 Fees**

- 17.1** The fees set are deemed to be reasonable to cover the cost of administration, enforcement in relation to licensed operators, inspections, and any hearings and are not refundable. The fees are set annually and are published in the Authority's Table of Fees and Charges.

## **18 Standard Conditions**

- 18.1** The Standard Conditions for Sexual Entertainment Venues are attached at **APPENDIX 1**.

## **19 Specific Conditions**

- 19.1** Under schedule 3(8) of the Local Government (Miscellaneous Provisions) Act 1982 the Authority may grant to an applicant, and from time to time renew, a licence for a sex establishment on such terms and conditions and subject to any restrictions as may be specified. These specific terms and conditions will be tailored for each individual premises and each type of sex establishment licence.

## **20 Duration of Licence**

- 20.1** Unless there are exceptional circumstances for doing otherwise, the Authority shall grant a licence for the maximum duration of one year at a time, to provide certainty to those persons operating businesses.

## **21 Exempt Sexual Entertainment Code of Practice**

- 21.1** The Government has seen fit to exempt infrequent sexual entertainment from requiring a licence. Whilst the Authority recognises and accepts this, it is also acutely aware that unless it is properly managed there are risks to public protection and safety, an increased likelihood of associated crime and disorder and an inability of regulatory bodies to respond accordingly.
- 21.2** Whilst the authority cannot legitimately impose restrictions on infrequent sexual entertainment, it has formulated an Exempt Sexual Entertainment Code of Practice. The intention of the Code of Practice is to promote responsible and properly managed exempt sexual entertainment. The Authority expects any Premises wishing to offer infrequent sexual entertainment to adhere to the code of practice.
- 21.3** A copy of the Code of Practice is attached at **APPENDIX 2** of this policy statement.

## **22 Enforcement**

- 22.1** In general, action will only be taken in accordance with agreed enforcement procedures and principles in line with the Authority's own enforcement policy. To this end, the key principles of consistency, transparency and proportionality will be maintained.
- 22.2** Other Authorities and/or Regulatory Bodies who consider enforcement appropriate remain operationally independent and will act as they deem necessary.

NOTE: No conditions will be attached to a licence that duplicates primary legislation such as Health and Safety or Fire Regulations. It is expected that there will be compliance with primary legislation, always, and failure to do so will result in enforcement action.

## **23      Licensing Act 2003**

- 23.1**      The provision of dancing and associated background live/recorded music which is integral to the provision of relevant entertainment, such as lap dancing will not require a license under the Licensing Act 2003, providing an authorisation under this policy is in force.
- 23.2**      If the premises wishes to provide other licensable activities such as sale of alcohol, late night refreshment or the provision of music to allow members of the audience to dance, then a Premises Licence under the Licensing Act 2003 will be required.

## **24      Immigration Act 2016**

- 24.1**      Under the Immigration Act 2016, the Home Office granted new duties for local authorities to deal with illegal workers and those who employ them. Anyone employing illegal workers, (those without the right to be working in the UK) can be fined up to £20,000 per illegal worker. The wages of the illegal workers can also be seized as proceeds of crime. Licence holders and applicants are required to check the residency status and right to work of anyone who is employed to trade under a sex establishment licence. For more information on the Immigration Act 2016, and the duties of employers to check the rights of their employees to work, please review the Home Office guidance. Any licence holder found to allow an illegal worker to work as part of their activities is likely to have their licence reconsidered at renewal.

## **25      Policy Review**

- 25.1**      This policy statement will be reviewed periodically and at any time when significant legislative changes occur. Any significant amendments will be subject to public consultation and endorsed by the Authority's Executive.
- 25.2**      Any minor amendments or textual changes to this Policy, which do not alter the substantive content, may be authorised by the Head of Service responsible for Licensing and undertaken in accordance with the Authority's Constitution.
- 25.3**      The Standard Conditions appended to this policy (**APPENDIX 1**) do not form part of the policy document, although may be referred to within the policy. These Standard Conditions could be subject to change during the duration of this policy, but such amendment may not result in review of this policy.



### Standard Conditions Regarding Sexual Entertainment Venues

In these conditions:

‘Relevant Entertainment’ means any live performance or any live display of nudity which is of such a nature that, ignoring financial gain, it must reasonably be assumed to be provided solely or principally for the purpose of sexually stimulating any member of the audience (whether by verbal or other means).

‘Authority’ means Stafford Borough Council.

‘Borough’ or ‘Town’ means the administrative area of Stafford Borough Council in its entirety, including the towns of Stafford, Stone and Eccleshall.

‘Premises’ means any vessel, vehicle, stall, building, forecourt yard, place of storage or any part of any of these where Relevant Entertainment takes place and is the subject of a licence.

‘Plans’ means any or all of the Plans or Drawings as defined in section 7 of the Policy.

In the event of a conflict between the prescribed conditions and special conditions contained in a SEV licence the special conditions shall prevail.

#### General Conditions:

- 1 The premises shall only permit adult entertainment between the hours stated on the licence as determined by the Authority.
- 2 Only activities which have previously been agreed in writing by the Authority shall take place.
- 3 The agreed activities shall take place only in designated areas approved by the Authority.
- 4 There shall not be displayed outside the premises, in the immediate vicinity, or elsewhere within the Borough any advertisements, photographs or images that indicate or suggest that striptease-type dancing takes place on the premises.
- 5 Rules shall be produced by the licensee for customers indicating conduct that is deemed acceptable. These rules shall be prominently displayed at all tables and at other appropriate locations within the Premises.

- 6 No person(s), providing they are of relevant age, should be excluded from entering the Premises on the grounds of gender, race, disability or sexual orientation.
- 7 A copy of the licence is to be displayed prominently at the Premises at all times.

### **Advertisements, solicitation and displays**

- 8 There shall not be displayed outside the premises, in the immediate vicinity, or elsewhere within the respective Town or overall Borough, advertisements that indicate or suggest that any form of Relevant Entertainment takes place on the Premises. This includes the display of any advertisement, word, letter, model, sign, light, placard, board, notice, device, representation, drawing, writing or any matter or thing (where illuminated or not) including in any of the following ways:
- (a) by means of personal solicitation in the locality of the licensed premises;
  - (b) by means of leafleting in the locality;
  - (c) by means of externally displayed advertisement (such as on billboards or posters) in any part of the Authority's administrative area; and/or
  - (d) by means of cruising vehicles or use of any other form of solicitation to invite people into the premises.

### **Premises**

- 9 Alterations or additions, either internal or external and whether permanent or temporary, to the structures, lighting or layout of the premises as shown on the Plans, including any change in the permitted signs on display shall not be made except with the prior approval of the Authority.
- 10 A clear Notice shall be displayed inside the entrance to the premises in the following terms:
- “Striptease-style entertainment takes place on these premises. No persons under 18 shall be permitted in the premises.”
- 11 Any Relevant Entertainment or performance carried out at the Premises must not be visible from adjacent or nearby public places (e.g. highways), and any person who can be observed from the outside of the premises must be properly and decently dressed. Scantily-clad individuals employed in the premises must not be present in the entrance area or in the vicinity of the premises.

- 12** When the premises are open for Relevant Entertainment no person under the age of 18 shall be permitted to be on the premises. Anyone appearing to be under the age of 25 years shall be asked to produce valid photographic identification. If this is not produced the individual shall be refused access.

### **Management and Licensee**

- 13** Where the licensee is a body corporate or an unincorporated body, any change of director, company secretary or other person responsible for the management of the body is to be notified in writing to the Authority within 14 days of such change.
- 14** The premises shall maintain a refusals log whereby on any occasion a person is refused entry it shall be recorded, and such a log made available upon request by the Police or an authorised officer of the Authority.

### **Conditions regarding performers**

- 15** Relevant Entertainment may only take place in 'designated areas' that are marked on the Plans of the Premises.
- 16** The customers and/or members of the audience must, at all times, remain fully clothed.
- 17** Performers shall be aged not less than 18 years and the licence holder (or his nominated deputy who is authorised in writing) shall satisfy him/herself that this is the case by requesting valid photographic ID, if necessary, prior to the performance.
- 18** A 'Signing-in' Register shall be kept at the Premises that records the time that the performer starts and finishes at the Premises. This shall be made available for immediate inspection by a Police Officer or authorised officers of the Authority.
- 19** During any performance there must be no physical contact between the performer and any customer or member of the viewing public.
- 20** Any bodily contact between entertainers or performers or any movement that indicates sexual activity or simulated sex between entertainers or performers is strictly forbidden.
- 21** No performances shall include any sexual act with objects.
- 22** No performances shall include animals.
- 23** There shall be no nudity by performers in public areas of the premises, unless the Authority has agreed in writing that the area may be used for performances of Relevant Entertainment.

- 24** At the completion of the Relevant Entertainment the performers shall dress themselves immediately and leave the designated performance area. Performers not engaged in performing shall not remain in any public area of the Premises in a state of undress.
- 25** Performers are not to solicit, exchange addresses, telephone numbers or social media contact details with customers, liaise with customers of the premises, or incite customers to purchase alcoholic drinks.
- 26** An appropriate room(s) shall be set aside to provide a changing and rest area for performers. Access to this room(s) shall be restricted to performers only, whilst the performers are on the Premises and shall be marked on the Plans of the Premises.
- 27** There shall be prominently and legibly displayed a comprehensive tariff of all charges and prices in respect of Relevant Entertainment, including any charge for the company of any person working at the premises, which shall be placed in such a position that it can, always, be easily and conveniently read by persons inside the Premises.
- 28** Literature and contact details of organisations that provide advice and counselling on matters relating to:
- (a) Modern slavery;
  - (a) Domestic abuse;
  - (b) Coercive control; and
  - (c) Rape and sexual assault,
- shall be made available to performers free of charge in their designated changing room / area.

### **Briefing**

- 29** Prior to performers carrying out any Relevant Entertainment on the Premises, they shall be briefed (verbally or in writing) by the licence holder or his nominated deputy who is authorised in writing as to the conditions that pertain to these particular premises, including the fact that their activities will be recorded on CCTV. The performer(s) shall sign in the Register that they have been briefed.

### **Door-Supervisors**

- 30** Subject to a minimum of two, SIA-registered door-supervisors shall be employed at a minimum ratio of 1:50 customers on the Premises whilst Relevant Entertainment is taking place.

- 31** The licence holder, or his nominated deputy who is authorised in writing, or door- supervisors, shall carry out regular monitoring of all areas of the Premises to which the public have access, and shall intervene promptly, if necessary, to ensure compliance with licence conditions by customers and performers.
- 32** Door-supervisors shall regularly monitor the area immediately outside the Premises for a distance of 30 metres in all directions and shall take steps to deal with (by alerting the Police if appropriate) any unsavoury activity that may be attracted to the vicinity due to the nature of the business.
- 33** A dedicated SIA-registered door supervisor shall remain, at all times, in any 'private' performance area where performers are performing nude, and shall intervene promptly, if necessary, to ensure compliance with the Licence conditions.
- 34** When performers leave the Premises they are to be escorted to their cars or taxi by a door- supervisor or member of staff.

### **CCTV System**

- 35** A digital CCTV system shall be installed and be maintained in good working order, shall record, at all times, the Premises are open, and recordings shall be kept for 28 days. The CCTV system is to be installed in all areas as recommended by the Staffordshire Police Licensing team.
- 36** The CCTV recording device, controls and recordings shall be kept under suitable security to prevent unauthorised access/tampering. Access shall be restricted to the licence holder or his nominated deputy who will be authorised in writing and no more than two designated persons.
- 37** Unaltered CCTV recordings shall be provided on request (as soon as possible and in any event within 24 hours) to the Police or authorised Officers of the Authority (who will carry identification).
- 38** No CCTV footage is to be copied, given away or sold (except as required by Police/Authority for investigation/enforcement purposes).
- 39** Except in accordance with the requirements for CCTV as described above, no photographs, films or video recordings shall be taken of the performances. Nor shall electronic transmissions of performances take place.
- 40** Notices shall be displayed informing customers of the presence of CCTV.

## **Goods available in Sex Establishments**

- 41** Neither Sex Articles nor other things intended for use in connection with, or for the purpose of stimulating or encouraging, sexual activity or acts of force or restraint which are associated with sexual activity shall be displayed, sold, hired, exchanged, loaned, or demonstrated in a Sex Cinema or Sexual Entertainment Venue.
- 42** All printed matter offered for sale, hire, exchange, or loan shall be available for inspection prior to purchase and a notice to this effect is to be prominently displayed within the Sex Establishment Venue.
- 43** No film or video film shall be exhibited, sold, or supplied unless it has been passed by the British Board of Film Censors and bears a certificate to that effect and is a reproduction authorised by the owner of the copyright of the film or video film so certified.

### **Sexual Entertainment Code of Practice.**

- 1** Operators/licensees will notify the Authority and Police Licensing Sections of events where sexual entertainment is due to take place.
- 2** All sexual entertainment should only take place in one designated area inside the Premises, and this shall not be visible from any public place (e.g. highway) outside of the Premises.
- 3** Private performances should only take place inside screened-off private booths. However, the front of these booths must not be covered or obstructed, so that managers and SIA door- supervisors are able to monitor activity inside the booths.
- 4** A clear notice should be displayed inside the entrance to the designated area stating:

“Sexual entertainment takes place on these premises. No persons under 18 shall be admitted.”
- 5** Scantily clad individuals performing in the premises must not be present in the entrance to or in the vicinity of the Premises and individuals not performing shall not remain in any area of the Premises in a state of undress.
- 6** Customers must, at all times, remain fully clothed.
- 7** During any performance there must be no physical contact between the performer and any member of the viewing public/private customer.
- 8** No performance shall include any sexual act with other performers, customers or viewing public.
- 9** An appropriate room(s) shall be set aside to provide a changing and rest area for performers. Access to this room(s) shall be restricted to performers only.
- 10** A minimum of one SIA registered door supervisor shall be employed in the designated area where sexual entertainment is taking place and they shall intervene promptly to ensure compliance with these rules.
- 11** The area in which sexual entertainment is to take place shall be covered by CCTV from which footage shall be stored for a minimum of 28 days and produced to Police or Authority officers on request.
- 12** A list of all performers shall be available on the premises for immediate production if requested by Police or Authority officers. This list shall contain full names, dates of birth and contact details (address or telephone number).

- 13** Rules 2, 3, 5,7,8,9 and 10 shall be drawn to the attention of all performers and promoters prior to activity commencing.

Rules 6, 7 and 8 shall be prominently displayed to customers at appropriate locations within the premises.



### **Consultees**

#### **Staffordshire Police Licensing**

Police Licensing Unit  
Ground Floor, Block 9  
Staffordshire Police Headquarters  
Weston Road  
Stafford  
ST18 0YY

[licensinghq@staffordshire.pnn.police.uk](mailto:licensinghq@staffordshire.pnn.police.uk)

#### **Fire Safety Officer - Licensing Application**

Western Service Delivery Group  
Staffordshire Fire and Rescue Service  
Cannock Community Fire Station  
Old Hednesford Road  
Cannock  
WS11 6LD

[wsdg.firesafety@staffordshirefire.gov.uk](mailto:wsdg.firesafety@staffordshirefire.gov.uk)

#### **Chief Officer of Police**

Police Licensing Unit  
Ground Floor, Block 9  
Staffordshire Police Headquarters  
Weston Road  
Stafford  
ST18 0YY

[licensinghq@staffordshire.pnn.police.uk](mailto:licensinghq@staffordshire.pnn.police.uk)

#### **Licensing Authority**

##### **Julie Wallace - Licensing Manager**

Regulatory Services  
Stafford Borough Council  
Civic Centre, Riverside  
Stafford  
ST16 3AQ

[jwallace@staffordbc.gov.uk](mailto:jwallace@staffordbc.gov.uk)

**The Officer in Charge**

Children and Lifelong Learning  
The Walton Building  
Martin Street  
Stafford  
ST16 2LH  
Health and Safety

**Regulatory Services Manager**

Regulatory Services  
Stafford Borough Council  
Civic Centre, Riverside  
Stafford  
ST16 3AQ

[ehtechsupport@staffordbc.gov.uk](mailto:ehtechsupport@staffordbc.gov.uk)

**Richard Harling****Director of Public Health at Staffordshire County Council**

Number 1, Staffordshire Place,  
Stafford  
ST16 2LP

[richard.harling@staffordshire.gov.uk](mailto:richard.harling@staffordshire.gov.uk)

**Economic Development and Planning**

Stafford Borough Council  
Civic Centre  
Riverside  
Stafford  
ST16 3AQ

[planning@staffordbc.gov.uk](mailto:planning@staffordbc.gov.uk)

## **Staffordshire Trading Standards**

First Floor, Staffordshire Place 1  
Stafford  
ST16 2DH

[licensing@staffordshire.gov.uk](mailto:licensing@staffordshire.gov.uk)

Local businesses, licensed premises and residents will also be informed.

- Stafford Borough Council's responsible authorities
- Representatives of local businesses, including the Chamber of Commerce
- Local residents and their representatives
- Local town and parish councils, plus surrounding local authorities
- Local Member of Parliament
- Local Community Safety Partnership
- Elected members and departments of the Council



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## Stone Town Council - Payments

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The table below lists payments made by the Council in the period identified, for the Committee's information.

The table includes payments by cheque, direct debit, PayPal, payment card, telephone banking and online banking. It excludes salary and related payments, payments from the Mayor's Charity, and transfers between the Council's bank accounts. All amounts exclude VAT.

Payment Date From : 01/05/2023

Payment Date To : 31/05/2023

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
02/05/2023	69034	Prism Solutions	Line Rental Apr 23	44.45
02/05/2023	69034	Prism Solutions	Line Rental Apr 23	46.69
03/05/2023	SBC Rates	Stafford Borough Council	SBC Rates Mkt Sq May 2023	21.00
03/05/2023	SBC Rates	Stafford Borough Council	SBC Rates FJC May 2023	279.00
03/05/2023	SBC Rates	Stafford Borough Council	SBC Rates STN May 2023	180.00
03/05/2023	wp-INV01891437	Water Plus	Water Usage STN Masr/ Apr 23	91.56
03/05/2023	wp-INV01893673	Water Plus	Water Usage Mount Rd Mar / Apr 2023	47.34
05/05/2023	IN06707231	NPower Ltd	Elec consumption 2022/23	1,999.88
05/05/2023	wp-INV02068330	Water Plus	Water Usage FJC Feb / Mar 2023	105.46
05/05/2023	wp-INV02068330	Water Plus	Water Usage FJC Feb / Mar 2023	105.46
05/05/2023	24273	Stone Gazette Ltd	Coronation Event Ad - Stone Gazette	350.00
05/05/2023	7070292350	Stafford Borough Council	SBC Road Closure St Georges Day Event 22/4/23	127.00
05/05/2023	INV-0853	Current Electrical & Property Services	Marquees set up - Apr23	1,155.00
08/05/2023	23	J & S Security Services	Security Guards for Coronation Event 06/05/23	812.00
09/05/2023	V02103044704	EE	EE Mobiles	13.72
09/05/2023	V02103044704	EE	EE Mobiles	13.72
09/05/2023	CD-223483272	Water Logic	Water Cooler Rental - Feb 2023	19.05
09/05/2023	CD-223530114	Water Logic	Water Cooler Rental - Office - March 2023	19.05

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## Stone Town Council - Payments

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
09/05/2023	CD-223437618	Water Logic	Water Cooler - Office - Jan 2023	35.90
09/05/2023	09052023	Kath Stanway	K Stanway - Compere at Coronation Event 07/05/23	350.00
09/05/2023	STC01-023	Murphy's Marbles	Murphy's Marbles Performance at Coronation Event	600.00
10/05/2023	520	Hazzard Promotions	Sound System at Coronation Event 07/05/23	500.00
10/05/2023	wp-INV02110265	Water Plus	Water Usage FJC Apr/May 2023	69.73
10/05/2023	4603184	British Gas	Elec Supply Pillar 1 30 High St Apr 2023	9.53
11/05/2023	LOC145	Love Junkies / Head Over Heels / LOC	Head Over Heels Band at Coronation Event 07/05/23	400.00
11/05/2023	SINV044951	Worknest	WorkNest H&S Year 4 Subscription	2,576.56
11/05/2023	4615138	British Gas	Elec Supply 61 High St to 27/04/23	26.49
11/05/2023	18274996	PC World Business	Apple Smart Folio Caser x 20, Logitech Crayon Stylus x 2	1,432.66
11/05/2023	BK048613	Pitney Bowes	Pitney Bowes postage credit	200.00
12/05/2023	110523/1	Face ina Crowd	Face Painting - Coronation Event 07/05/23	300.00
12/05/2023	INV-0854	Current Electrical & Property Services	Purchase of 10 x Tables	300.00
12/05/2023	28642A	G Evans Services Ltd	Payment 1 - Prelim 2 weeks, strip out 100%, first fix elec	4,588.21
12/05/2023	INV-0862	Current Electrical & Property Services	Hire 60m of cowl barriers	366.60
12/05/2023	INV-0862	Current Electrical & Property Services	Hire and install temp power supply to stage	330.00
13/05/2023	18275872	PC World Business	ipad air x 20	9,816.60
15/05/2023	INV202051511	Zoom Video Comm Inc	ZOOM Subscription May/Jun 2023	25.98
16/05/2023	SINV045125	Worknest	H&S Insurance and Admin fee 23/24	55.00
16/05/2023	SINV045125	Worknest	H&S Insurance and Admin fee 23/24	24.50
16/05/2023	INV16772595	Sage UK Ltd	Sage 50 Accounts Annual Licence 23/24	1,354.50
17/05/2023	06642	Miscellaneous	Screen Wipes	6.99
18/05/2023	4929	Christmas Plus	Anchor Point Testing 02/04/23	1,345.00
18/05/2023	4929	Christmas Plus	Bunting Installation 2023	1,695.00
18/05/2023	INV000163	Hearts Cross Medical	Medical Support at Coronation Event 06/05/23	200.00

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## Stone Town Council - Payments

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
19/05/2023	14278	All Print Equipment Ltd	Copier charges April 2023	2.42
19/05/2023	7070292399	Stafford Borough Council	Annual Office Service Charge 2022/23	5,260.99
19/05/2023	713412023335748	Pozitive Energy	Gas Usage STN Apr 2023	264.40
19/05/2023	CD-223629600	Culligan	Water Cooler Rental May 2023	19.05
19/05/2023	444008-016	Virgin Media Business	Telephone Rental Charges / Call Cost Mar / Apr 23	87.62
19/05/2023	713402023335748	Pozitive Energy	FJC Gas Usage Apr 2023	312.83
19/05/2023		Equine Stunt Productions	St George's Event - Knights in High Street	800.00
19/05/2023	14180	All Print Equipment Ltd	Copier charges March 2023	8.12
19/05/2023	713382023335748	Pozitive Energy	Elec Usage FJC - April 2023	132.94
19/05/2023	713392023335748	Pozitive Energy	STN Elec Usage - Apr 2023	162.37
24/05/2023	743014903/001/05	Virgin Media Business	Broadband Usage 06/05/23 to 05/06/23	50.00
24/05/2023	wp-INV02110265	Water Plus	Water Usage FJC Apr/May 2023	69.73
25/05/2023	175824	Prism Solutions	Prism IT Managed Service May 2023	839.84
26/05/2023	210526	Black Rose Solutions Ltd	Internal Audit Fee 2022/23	183.25
26/05/2023	523730274	Zurich Municipal	Annual Insurance Cover 2023/24	6,937.40
26/05/2023	SIN2368123	PPL PRS Music Rights	PPL PRS Music Licencing 20232/24	1,183.87
26/05/2023	SI-411	AIM Environmental	Asbestos Works Heritage Centre	850.00
30/05/2023	4714755	British Gas	Elec Supply Apr / May 23	19.31
30/05/2023	VEO1112077	Veolia ES (UK) Ltd	Waste Collection FJC - April 2023	82.34
30/05/2023	VEO1112078	Veolia ES (UK) Ltd	Waste Collection - April 2023	68.54
				<u>49,374.65</u>