



**Town Clerk**

Les Trigg

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15 Station Road  
STONE  
ST15 8JP

30 January 2024

Dear Councillor,

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 6 FEBRUARY 2024 at 7:00pm**, for consideration of the matters itemised in the following agenda.

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 and Declarations under Section 106 of the Local Government Finance Act 1992.**

**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 5 December 2023, Minute No's GP24/135 – GP24/150 (attached).

**8. Minutes of Sub-Committees**

- a) Tourism & Town Promotion Sub-Committee held on 16 January 2024, Minute Numbers TTP24/026 – TTP24/036 (attached)
  - i. To consider the draft minutes
  - ii. To consider the Recommendations contained in Minute Numbers TTP24/031 and TTP24/032 (NOTE: the recommendations in Minute Number TTP24/033 will be considered as part of agenda item 10)
- b) Environment Sub-Committee held on 16 January 2024, Minute Numbers ENV24/030 – ENV24/036 (attached)
  - i. To consider the draft minutes (NOTE: the recommendations in Minute Number ENV24/035 will be considered as part of agenda item 10)
- c) Estates Sub-Committee held on 16 January 2024, Minute Numbers EST24/023 – EST24/030 (attached)
  - i. To consider the draft minutes (NOTE: the recommendations in Minute Number EST24/027 will be considered as part of agenda item 10)

**9. General Purposes Sub-Committee – Budget 2024-25 to 2026-27**

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

**10. To Determine the 2024-25 to 2026-27 Budget for recommendation to the Council**

To consider the report of the Town Clerk (attached) and budget recommendations related to Sub-Committees.

**11. Grants to Local Organisations**

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

- a. **Organisation: 1<sup>st</sup> Oulton Scout Group**  
**Amount Requested: £300**  
**Reason:** To purchase an outdoor cooking shelter, a stainless-steel table and a couple of electric cookers to enable cooking on camp.
- b. **Organisation: Alleyne's Academy**  
**Amount Requested: £390**  
**Reason:** To purchase a gazebo for the girls' go-kart team.
- c. **Organisation: Stone Lions Club**  
**Amount Requested: £500**  
**Reason:** Prostate screening

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:

- d. **Organisation: De Caversmill Theatre Company**  
**Amount Requested:** £500  
**Reason:** To support the costs involved in entering the local 'One Act Play Festival' which gives cast members the opportunity to experience Competition Acting.
  - i. Level of reserves
  - ii. Not Stone based or predominantly benefiting Stone residents.
- e. **Organisation: Christ Church First School**  
**Amount Requested:** £240  
**Reason:** To purchase portable halogen hobs for an extra-curricular cookery club
  - i. Turnover is over £100,000
  - ii. Predominantly funded from taxation

## 12. **Review of Standing Orders**

To undertake a review of the Council's Standing Orders.

By convention, consideration of the attached Standing Orders document will be deferred until the next meeting of this Committee. The document circulated has already been reviewed by the Clerk, who is not proposing any changes.

A copy of the Town Council's Standing Orders is attached to the electronic version of this agenda.

## 13. **Review of Financial Regulations**

To undertake a review of the Council's Financial Regulations.

By convention, consideration of the attached Financial Regulations document will be deferred until the next meeting of this Committee. The document circulated has already been reviewed by the Clerk, who is not proposing any changes.

A copy of the Town Council's Financial Regulations is attached to the electronic version of this agenda.

## 14. **Stone Heritage Centre - Rural England Prosperity Fund Grant**

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

## 15. **Town Council Payments**

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

**16. Update from Working Groups:**

- a) Stone Heritage Centre Steering Group
- b) Engagement with Young People Working Group
- c) 50<sup>th</sup> Anniversary of Stone Town Council

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

Stone Area Parish Liaison Group – J. Davies

Stone ATC – Town Mayor & 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 – Cllr T. Kelt

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

**18. Exclusion of the Press and Public**

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

**19. Confidential Minutes**

To approve the Confidential Minutes of the General Purposes Committee held on 5 December 2023, Minute Numbers GP24/135 and GP24/150 (attached).

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

- a) Tourism & Town Promotion Sub-Committee Meeting held on 16 January 2024, Minute Numbers: TTP24/026 and TTP24/036 (attached)
  - i. To consider the Minutes
  - ii. To consider the provision of Christmas Trees for 2024, as set out in Confidential Minute TTP24/036. Committee Members are referred to the Confidential report of the Town Clerk circulated to all Councillors with the agenda for the Sub-Committee meeting on 16 January 2024.

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 5 December 2023

**PRESENT:** Councillor R. Kenney in the Chair, and  
Councillors: A. Best, J. Battrick, L. Davies, J. Davies, I. Fordham, J. Hood, T. Kelt,  
B. Kenney, P. Leason, J. Metters, J. Powell, N. Powell, R. Townend and  
C. Thornicroft

Officers: L. Trigg and T. Williams

**ABSENT:** Councillors: A. Burgess, K. Dawson and A. Mottershead

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### **GP24/135    Apologies**

Apologies were received from Councillors: A. Burgess, K. Dawson and  
A. Mottershead

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

### **GP24/136    Declarations of Interests**

None

### **GP24/137    Requests for Dispensations**

None

### **GP24/138    To receive the report of the County Councillors**

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

The Chairman invited Councillor Hood to address the Committee.

#### High Street Signage

Councillor Hood asked Town Councillors whether they had noticed the huge 'No  
Entry' sign at the top of the High Street which had been installed following a High  
Street walkabout with Officers from the Highways Department.

#### Newcastle Road

Councillor Hood advised the Committee that Newcastle Road was now pothole  
free as the Highways Department had repaired all defects in the road's surface.

#### **County Councillor I. Parry**

Councillor Parry was not in attendance at the meeting.

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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.

**GP24/139     To receive the report of Borough Councillors**

The Chairman invited Borough Councillors to address the Committee.

Councillor Leason advised the Committee that he had attended a recent meeting of the Community and Wellbeing Committee where a report had been given by the people who empty bins. He said that everything was satisfactory and offered to make available the related statistics.

Councillor Leason said a meeting had taken place with the Fire Brigade who gave a report on the types of incidents attended in Stone from 23 April to the end of October. He informed the Committee that there had been 26 false alarm callouts caused by equipment and 11 false alarms caused by people ringing in. None were malicious. 8 special service calls had been made as the fire brigade now assist uninjured people who have falls. No road traffic accidents had been attended in Stone.

Councillor Fordham advised the Committee that the statistics (referred to by Councillor Leason above) included Veolia making 4.2 million collections across the Borough (in the year ending March 2023) with 99.95% of these successfully completed. There was an improvement plan to try to reach 100%. The collections constituted 37,000 tonnes of waste material.

Councillor Fordham said that air quality had been discussed with the 28 monitoring points across the Borough indicating that levels were within the Government's guidelines for particulates and nitrous dioxide.

Councillor Hood advised the Committee that she and Councillor Fordham had been contacted by a County Officer who explained how the Community Change Fund could be used. The fund comes directly from crime (such as speeding and parking fines) and groups and organisations can apply if their project has a connection with anti-social behaviour.

Councillor Hood made a call to Town Councillors for toys and in particular footballs to be donated for Afghani children (of all ages) who are staying at Swynnerton.

The Chairman advised the Committee that Cabinet on Thursday evening (7 December) were considering the acquisition of the Guild Hall Shopping Centre.

**GP24/140     Representations from Members of the Public**

None

**GP24/141     Minutes**

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on 7 November 2023 (Minute No's GP24/118 – GP24/134), be approved as a correct record.

**GP24/142     Minutes of Sub-Committees**

There were no sub-committee minutes.

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**GP24/143     Budget 2024-25 to 2025-26**

The Committee considered the report of the Town Clerk\* (which had been enclosed with the agenda for the meeting) commencing the process of examining the budget and precept level for the financial year 2024-25 for recommendation to the Council.

The Town Clerk reminded the Committee of the budget process which begins with the Committee's consideration of the overall position of the Council followed by each sub-committee considering the details of their budgets and any changes they might want to make. The budget details for all sub-committees would then be brought back together at the next meeting of the General Purposes Committee for determination of the budget recommendation to the Council.

The Council in February will determine the budget and precept to be requested from Stafford Borough Council.

The Town Clerk advised the Committee that the figures in the report set the scene for the budget preparation. They were based on a standstill position and represented the continuation of the Council's existing activity and policies.

The Town Clerk drew the Committee's attention to the major budget issue of high inflation, particularly energy, which he said was well contained within the provision that had been made in the budget last year. He said there was an unspent forecast for the current year (of around £27,000) but this could change as the current financial year progressed.

The Town Clerk said that he had identified a few things that the Council was considering in the service elements relating to benches in the Market Square and Christmas trees in the town. He had allocated the inflation contingency but needed approval for this as well as needing specific guidance to the sub-committees in respect of considering their budgets.

RESOLVED:

That the Committee notes the standstill budget position for 2024-25, 2025-26 and 2026-27 and the issues related to setting the precept, and:

- a. Authorises the reallocation of the inflation contingency, in accordance with the figures in the Town Clerk's report.
- b. Asks each sub-committee to consider its financial needs for the next three years and report back to the next meeting of the General Purposes Committee with its budget proposals.
- c. Agrees to consider its own budgets at the next meeting of this Committee.
- d. Did not give any specific instructions to sub-committees to which they would need to have regard while preparing their proposed budgets.

**GP24/144     National Pay Award 2023-24**

The Committee considered the report\* of the Town Clerk (which had been

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circulated with the agenda for the meeting) on the outcome of the 2023-24 national pay award negotiations for local government staff and its impact on the Council.

RESOLVED: That the Town Council accepts the recommendations of the Town Clerk and adopts the new salary levels for staff for 2023-24, as set out in the report.

**GP24/145     Heritage Centre**

The Committee considered an update from the Town Clerk on the Heritage Centre project.

The Town Clerk advised the Committee that he had been informed verbally that the grant application for the Heritage Centre, administered by Stafford Borough Council on behalf of the Government, had been approved and was currently awaiting the formal agreement to sign. The award was worth £40,000 and would allow improved facilities and displays to be installed.

He said that a condition had been placed on the grant that required at least 500 visitors to visit the Heritage Centre before the end of 2024.

**GP24/146     Town Council Payments**

RESOLVED: To note the list\* of Town Council payments made during the period 1 to 31 October 2023.

**GP24/147     Update from Working Groups:**

**Stone Heritage Centre Steering Group**

Councillor Leason advised the Committee that there had been no meeting.

**Engagement with Young People**

Councillor Dawson was not available to provide a report.

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

Councillor Davies informed the Committee that he had been discussing the anniversary with the Heritage Centre Manager with a view to bringing the opening of the Heritage Centre and anniversary together. He said one of the exhibitions could be a retrospect of Stone Town Council.

**GP24/148     To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council**

**Stone Area Parish Liaison Group**

Councillor Davies advised the Committee that the next meeting will take place in January 2024.

**Stone ATC**

Councillor Davies advised the Committee that a welfare meeting of Stone ATC had taken place on 14 November where he learned that the Squadron continued to have excellent numbers with a waiting list of young people wishing to join. He said that the financing of the various projects seemed to be going well and the turnout of the Air Cadets, Army Cadets, Scouts, Guides etc on Remembrance Sunday was

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extremely good and they were all a credit to the town.

**Age Concern Stone & District**

Councillor Thornicroft advised the Committee that Age Concern Stone & District had not met.

**Stafford & Stone Access Group**

Councillor Kelt informed the Committee that a meeting would be taking place next week.

**Stone Common Plot Trustees**

Councillor Hood advised the Committee that the Trustees had not met.

**Stone Community Hub Liaison Group**

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

**SPCA Executive Committee**

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

**Stone Traders Group Directors' Meeting**

Councillor Hood advised the Committee that there had been no meeting.

**The meeting was temporarily suspended and then reconvened after the Planning Consultative Committee meeting had taken place.**

**GP24/149      Exclusion of the Press and Public**

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

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

**GP24/150      Staffing Matters**

The Committee considered the confidential report\* of the Town Clerk (which had been enclosed with the agenda for the meeting).

RESOLVED: To approve the recommendations of the Town Clerk as detailed in the report.

**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 16 January 2024

**PRESENT:** Councillor J. Hood in the Chair and  
Councillors: A. Best, J. Davies, B. Kenney, R. Kenney and C. Thornicroft

Co-opted Member: J. Cook

Officers: L. Trigg and T. Williams

By Chairman's invitation: No Councillors

**ABSENT:** Councillors: A. Burgess, K. Dawson, P. Leason, A. Mottershead and J. Powell

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**TTP24/026** **Apologies**

Councillors: K. Dawson, P. Leason, A. Mottershead and J. Powell

**TTP24/027** **Declarations of Interest, Declarations under Section 106 of the Local Government Finance Act 1992, and Requests for Dispensations**

None

**TTP24/028** **Representations from Members of the Public**

None

**TTP24/029** **Minutes of Previous Meeting**

The minutes of the Tourism & Town Promotion Sub-Committee meeting held on 17 October 2023 (Minute Numbers TTP24/017– TTP24/025), were approved as a correct record.

**TTP24/030** **Calendar of Events**

The Committee considered the Town Council's Calendar of Events for 2024-25 and gave updates on events that had taken place (in 2023):

**2023 – Events that have taken place**

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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.

- Remembrance Commemorations (Saturday 11 & Sunday 12 November 2023)  
The Chairman informed the Sub-Committee that Remembrance Sunday was an occasion that brought much pride to the residents of Stone and gratitude to the servicemen and women, and their relatives.
- Christmas Lights Switch-On (Thursday 23 November 2023)  
The Chairman advised the Sub-Committee that a lot of work had gone into the preparations for the Christmas Lights Switch-On which had produced a successful occasion once again. She said that a lot of positive feedback had been received about the Christmas lights and the Walton lights were stunning.

The Chairman thanked the contractors for coming to Stone during their busiest period to deal with a few Christmas lighting issues. As some of these were a repeat faults (having occurred in previous years), she suggested the contractors be asked to install the lights at least three weeks before the Switch On event in 2024.

- Texas Flag Raising (Friday 29 December 2023)  
Councillor Davies advised the Sub-Committee that the event was enthusiastically supported, although not in large number.

#### **2024 – Upcoming/To be agreed**

- Texas Flag Raising, marking of Texas State's independence from Mexico (Saturday 2 March 2024)
- The Town Council's 50th Anniversary (Monday 1 April 2024)  
Councillor Davies advised the Sub-Committee that he didn't think a standalone 50<sup>th</sup> Anniversary of Stone Town Council event was necessary and that the occasion could be marked with a theme at the Heritage Centre and incorporated into the Heritage Centre's launch.
- St George's Day Re-enactment (Saturday 20 April 2024)  
The St George's Day Re-enactment team had earmarked the date in their diaries to deliver their jousting performance in Stone.
- Floating Market (provisionally 25, 26, 27 May 2024)  
The Chairman said the Floating Market was a good event that brought people into town and didn't cost the Town Council anything.
- 80th Anniversary of the D-Day Landings (Thursday 6 June 2024)  
Councillor Davies advised the Sub-Committee that a commemorative service was an appropriate way to mark the occasion and preparations were commencing.
- Puppet Tree Jamboree (July 2024)  
The Chairman advised the Sub-Committee that the Puppet Tree Jamboree organiser would like to run the event on the 29 June 2024.

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- Music Festival (August 2024)

The Town Clerk advised the Sub-Committee that the Traders had suggested holding a music festival in August but had since agreed to swap the date to May to allow the Town Council to arrange an event in August. 31<sup>st</sup> August was agreed as a suitable date.

The Sub-Committee suggested adopting the same format as the Coronation event in 2023, and that the festival could hopefully incorporate the opportunity to celebrate Olympic successes of local athletes.

- Florence Brass Band Concert & Burma Star Commemoration (August 2024)

The Chairman advised the Sub-Committee that the occasion was the Town Council's celebration, and a suitable programme would be produced.

- Classic Car Event (September 2024)

It is hoped to be able to hold a Classic Car event in September 2024.

- Remembrance Commemorations (10 and 11 November 2024)

The Sub-Committee suggested following the same format in 2024 and not going back to Market Square after the Church Service, which streamlined the programme.

The Chairman said she was saddened to see people waiting outside the Frank Jordan Centre for their children when they could have been invited inside. She asked that checks be made at the next event to see if anyone is waiting and invite them in.

The Chairman said that some people who would normally attend the occasion were absent, and that the invitation list should be checked for completeness.

- Christmas Lights Switch-On (Thursday 21 November 2024)

The proposed date for the event was accepted.

- Texas Flag Raising, marking the anniversary of Texas joining the Union on 29 December 1845 (Sunday 29 December 2024)

- Consideration of an alternative free event to Stone by the Sea

The Chairman invited Sub-Committee members to put forward ideas for an alternative event for young children.

- Any other suggested new events for 2024 and 2025

The Town Clerk advised the Sub-Committee that he had been contacted by someone who wanted to organise a Bike Race event in the High Street and a meeting to discuss its potential was planned.

Councillor Fordham suggested the new Westbridge Park and Skate Park might serve as an ideal venue for hosting a Stone Town Council skating/skateboard competition or a team competition.

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The Chairman informed the Sub-Committee that the Borough Council Chief Executive had recommended an expert be asked to guide local children on how to use the skatepark alongside other users – involving moving in the same direction and giving way appropriately etc.

The Chairman advised the Sub-Committee that she and the Town Clerk had met with two residents who were keen to organise a regular antiques market on Sundays in the High Street. The residents said they would give the points of discussion consideration with a view to coming back with a firm proposal.

#### **TTP24/031    Council Facebook**

The Sub-Committee considered the report of the Town Clerk\* on the setting up of a Town Council Facebook Page which had been attached to the agenda for the meeting.

The Chairman invited Lindsay Fleetwood, the Town Council's Marketing and Events Organiser, to address the Sub-Committee.

Lindsay delivered a Power Point presentation, exploring a number of points and questions about setting up a Facebook Page including: What is a Facebook Page?, Why should Stone Town Council have a Facebook Page?, the purpose, scope and aims of a Town Council Facebook Page, effective control of the Facebook Page, dealing with comments, how the Facebook Page will be run, planning prior to the launch, the look and feel of the page, building up a follower base and ensuring the page is effective.

The slides in her presentation were made available in hard copy and distributed at the meeting.

Lindsay and the Town Clerk noted the Sub-Committee's observations and answered questions about managing comments, scheduling, cost and impact on officer time (given Facebook's snowball tendencies).

The Sub-Committee discussed the management of abusive comments and agreed that a 'no response' policy was best.

Lindsay projected a mock-up of what the Town Council's Facebook page would look like to include sections about the Council and its services, its assets (such as the Heritage Centre and Crown Meadow), Town Council meeting information and events to include a mixture of pre-event publicity and after event feedback with photographs.

To attract followers, Lindsay proposed raising awareness of the page and proactively driving traffic towards it through the establishment of links with other Facebook pages, asking local community groups, schools etc. to post about the Town Council going live, asking that posts are shared, liked, and to put out a press release.

Lindsay will review the page at key intervals to assess how effective it is in respect of follower numbers, engagement, people sharing posts, liking posts and any feedback received from Councillors and members of the public.

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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.

Jon Cook informed the Sub-Committee that a Town Council Facebook presence was a good idea but was not without its pitfalls. He suggested taking an opportunity to learn from other councils' experiences of its use. He asked the Council to give the press an opportunity to report on Council press releases prior to their inclusion within the Facebook site.

The Chairman thanked Lindsay for her work in producing an informative presentation.

RECOMMENDED: That the proposals in the Town Clerk's report are supported and the General Purposes Committee agree to the establishment of a Facebook site along the lines of the proposal outlined.

**TTP24/032    Stone Traders' Group**

The Sub-Committee considered a proposed High Street Events Schedule for 2024, for Stone Traders Group & Stone Food & Drink Festival.

The Town Clerk advised the Sub-Committee that the events schedule (enclosed with the agenda for the meeting) was the original version, with a Stone Traders Music Festival listed in August. It had since been agreed that this should be changed to the late May bank holiday to allow the Council to hold its own music event in August.

This would result in the Traders' music festival being on the same weekend as the floating market, but this wasn't seen as an issue by the Traders' Group and may be complimentary.

The Sub-Committee raised the point that some scheduled events were cancelled last year which didn't give a positive impression of the town and gave cause for concern when people didn't know who the organiser was.

The Sub-Committee expressed the firm view that publicity should clearly state the organiser of an event.

RECOMMENDED: That the dates circulated for Stone Traders Group are supported by the Town Council, subject to the agreed change of the Music Festival from August to the late May bank holiday.

**TTP24/033    Budget 2024-25 – 2026-27**

The Sub-Committee received a report of the Town Clerk\* (issued with the agenda for the meeting) which considered the level of budget that the Sub-Committee may wish to recommend to the General Purposes Committee at its meeting on 6 February 2024 for the services under its control.

The Sub-Committee reviewed the standstill budget and the amounts included for each service. It also considered potential costs and savings when setting the budget for 2024-25 and future years.

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The Town Clerk advised the Sub-Committee that there was an item in the confidential section of the agenda that, depending on the decision made, may have an impact on the budget. Any recommendation from this item would be reported to the General Purposes Committee separately, and would be in addition to the recommendations below.

He also advised the Sub-Committee that if the music event was significant in size there wouldn't be enough money in the budget to cover the costs.

The Sub-Committee suggested that an additional £5,000 be added to the Town Promotion budget in case it was needed for the music event.

RECOMMENDED: That the budget figures included in the Clerks report are accepted by the General Purposes Committee with the additional provision of £5,000 in 2024-25 for the cost of a music event.

**TTP24/034    Reports from Working Groups**

No reports were presented.

**TTP24/035    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.

**TTP24/036    Christmas Lights and Christmas Trees**

The Sub-Committee considered Christmas lights and Christmas tree provision for the 2024 festive season.

RESOLVED: That the outcome of a discussion with the grounds maintenance contractor is reported to the General Purposes Committee on 6 February 2024, to provide additional information for the Committee to determine the provision and budget for 2024.

**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 16 January 2024

**PRESENT:** Councillor R. Townsend in the Chair and  
Councillors: J. Battrick, J. Davies, T. Kelt, B. Kenney, R. Kenney and J. Metters

Officers: L. Trigg and T. Williams

By Chairman's Invitation: I. Fordham

**ABSENT:** Councillors: A. Burgess, K. Dawson, J. Powell and N. Powell

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### ENV24/030 Apologies

Councillors: K. Dawson, J. Powell and N. Powell

### ENV24/031 Declarations of Interest, Declarations under Section 106 of the Local Government Finance Act 1992, and Requests for Dispensations

None received.

### ENV24/032 Representations from Members of the Public

None

### ENV24/033 Minutes of Previous Meeting

The minutes of the Environment Sub-Committee meeting held on the 24 October 2023 (Minute Numbers ENV24/021 – ENV24/029), were approved as a correct record.

### ENV24/034 Environmental Sub-Committee Works Update

The Chairman drew the Sub-Committees attention to the Works Update (which had been enclosed with the agenda for the meeting) and provided an update on the following item:

#### Willow Removal

A huge number of Willow saplings have been removed from Scrape One by the grounds maintenance contractor, with help from the Staffordshire Wildlife Trust volunteer team.



The Willows have been replanted in a bogland area further along the river Trent.

#### **ENV24/035 Budget 2024-25 – 2026-27**

The Sub-Committee received a report of the Town Clerk\* (issued with the agenda for the meeting) which considered the level of budget that the Sub-Committee may wish to recommend to the General Purposes Committee at its meeting on 6 February 2024 for the services under its control.

The Sub-Committee reviewed the standstill budget (initially considered by the General Purposes Committee on 5 December 2023) and the amounts included for each service. It also considered other areas of growth or savings to be taken into account when setting the budget for 2024-25 and future years.

The Sub-Committee considered whether it wished to recommend to the General Purposes Committee additional sums for inclusion in the budget.

The Chairman referred the Sub-Committee to his written report\* (circulated to Members ahead of the meeting) which included several detailed proposals to address the following areas:

Anglers' Car Park – The condition of this well-used car park is poor and carries safety concerns for its users and their motor vehicles. Restoration of broken and collapsed fencing, resurfacing of the car park and repairs to the embankment on the amphitheatre side (which is encroaching onto to the car park) are needed along with the slight widening of the carpark entrance (achievable by moving the fence line) to make its shape rectangular and its access easier to use.

The Chairman advised the Sub-Committee that a quotation of £2,860 has been received for the whole works and a budget of £3,100 would allow some adjustment on the increasing cost of materials. Regular maintenance would thereafter be needed from 2025-26 and onwards.

Scrape Two – Willow saplings are overwhelming the scrape and require removal to prevent loss of function, purpose, biodiversity and climate advantage. A restoration job is needed followed by regular maintenance from 2025-26 to keep it in good condition.

The Chairman suggested that £2,800 would make possible a major excavation job (as a one-off cost) with ongoing maintenance of £500 per annum for 2025-26 and 2026-27. He said the work was supported by the Biodiversity & Ecology Officer at Stafford Borough Council.

The Sub-Committee expressed the view that Crown Meadow should be promoted through digital technology such as a Town Council's Facebook page. The onsite signage is poor and the information boards old and tired.

Allotments – The cost of holding an allotment should increase by 10% this year rather than the standard 5% per annum to bring them in line with other allotment providers and to reflect their value in terms of what it means to be an allotment holder. The additional income would also generate more funds for ongoing maintenance and improvements.

Environmental Initiatives – The Chairman confirmed that an unspent sum of £1,190 (after spending on a hedge and an energy audit during the current year) will be carried forward from 2023-24 to 2024-25 and proposed that a further £2,000 be added to this sum on the basis that an environmental initiative could arise that the Council may wish to address in the coming year.

The Sub-Committee supported all budget proposals and their recommendation to the General Purposes Committee.

RECOMMENDED: That the budget figures included in the Clerks Report for the years 2024-25 and 2025-26 are accepted by the General Purposes Committee with the following additional budgetary provision:

- Restoration of the Anglers' Carpark (to the standards set out in the Chairman's report) with a budget of £3,100, an additional budget of £250 for proposed signage to deter long term parking, and ongoing maintenance costs of £500 to be included for 2025-26 and 2026-27.
- Restoration of Scrape Two (as set out in the Chairman's report) with a budget of £2,800 and annual maintenance of £500 per annum for 2025-26 and 2026-27.
- An allotment annual price increase of 10%.
- An Environment Initiatives budget of £2,000 to add to the carried forward sum of £1,190.

## **ENV24/036 Reports of Working Groups**

### **Environmental Working Group**

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

Councillor Kelt advised the Sub-Committee that the Environmental Working Group had not met but a meeting had been scheduled to take place in two weeks' time.

**Chairman**

# Stone Town Council – Estates Sub-Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 16 January 2024

**PRESENT:** Councillor A. Best in the Chair and  
Councillors: J. Battrick, J. Davies, I. Fordham, J. Hood, R. Kenney and  
C. Thornicroft

Officers: L. Trigg and T. Williams

By Chairman's invitation: No Councillors

**ABSENT:** Councillors: L. Davies, P. Leason, A. Mottershead, J. Powell and N. Powell

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**EST24/023     Apologies**

Councillor: L. Davies, P. Leason, Mottershead, J. Powell and N. Powell

**EST24/024     Declarations of Interest, Declarations under Section 106 of the Local  
Government Finance Act 1992, and Requests for Dispensations**

None received.

**EST24/025     Representations from Members of the Public**

None received.

**EST24/026     Minutes of Previous Meeting**

That the minutes of the Estates Sub-Committee meeting held on the 17 October 2023, Minute Numbers EST24/015 – EST24/022, be approved as a correct record.

**EST24/027     Budget 2024-25 – 2026-27**

The Sub-Committee received a report of the Town Clerk\* which considered the level of budget that the Sub-Committee may wish to recommend to the General Purposes Committee at its meeting on 6 February 2024 for the services under its control.

The Sub-Committee reviewed the standstill budget and the amounts included for each service. It also considered other costs and savings to be taken into account when setting the budget for 2024-25 and future years.

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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.

RECOMMENDED: That the budget figures included in the Clerk's report are accepted by the General Purposes Committee (with no additions or amendments).

**EST24/028      Exclusion of the Press and Public**

**RESOLVED: 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.

**EST24/029      Confidential Minutes**

RESOLVED:

That the Confidential minutes of the Estates Sub-Committee meeting held on the 17 October 2023 (Minute Numbers EST24/015, EST24/021 and EST24/022), be approved as a correct record.

**EST24/030      Update on Stone Station**

The Town Clerk provided an update on Stone Station in respect of roof repairs and extended use of the lease.

**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.

### **Introduction**

1. Following the removal of the Management Sub-Committee, budgets previously considered by that Sub-Committee now fall to the General Purposes Committee. The purpose of this report is to determine the level of budget for the specific services below that the Committee wishes to recommend for consideration as part of the Council's overall budget alongside the Sub-Committee recommendations later on today's agenda.

### **Background**

2. The Committee, on 5<sup>th</sup> December 2023, considered the standstill budget for 2024-25 and indicative figures for the next two years based on a number of assumptions contained within the report.
3. The standstill budget was prepared on the basis that all Council services will continue at broadly their current level. Inflation has not, however, been included in individual budgets beyond 2023-24. A separate estimate of inflation beyond this date has been made across the whole of the Council and will be considered as part of the overall budget report later on today's agenda.
4. The figures for this Sub-Committee on the above basis are set out at the top of the next page.
5. In respect of these figures, Committee members should note:
  - a. The Stone Heritage Centre (Setup) budget includes running costs incurred prior to the opening of the Centre and a contingency for any further setup costs.
  - b. The Heritage Centre (Running Costs) budget includes the costs of running the Centre from 1<sup>st</sup> April 2024. This is currently a very broad estimate, as the centre is a new establishment with no cost history.
  - c. The Grants budget is currently has an underspent balance of £1,530. Any sum remaining unspent at the end of the financial year will be rolled-over and added to the budget for spending in 2024-25.
  - d. The Salaries and Employment Costs budget is forecast to underspend in the current year due vacant posts. The budget for 2024-25 and subsequent years includes the full-year cost of the new Heritage Centre Manager

<b>Actual 2022-23 £</b>		<b>Budget 2023-24 £</b>	<b>Forecast 2023-24 £</b>	<b>Budget 2024-25 £</b>	<b>Budget 2025-26 £</b>	<b>Budget 2026-27 £</b>
4,611	Stone Heritage Centre (Setup)	273,689	300,000	-	-	-
-	Stone Heritage Centre (Running)	25,000	-	45,000	45,000	45,000
4,655	Grants	4,000	4,000	4,000	4,000	4,000
169,183	Salaries & Employment Costs	208,200	205,900	223,200	221,500	221,500
5,496	Accommodation	6,770	7,770	6,770	6,770	6,770
6,620	Insurances	7,000	6,700	6,700	6,700	6,700
25,999	Administration	40,650	40,650	32,150	32,150	32,150
1,440	Audit & Legal Fees	1,550	1,400	1,500	1,500	1,500
-	Town Council Elections	30,000	27,790	-	-	-
2,682	Allowances - Mayor & Deputy Mayor	3,190	3,400	3,400	3,400	3,400
3,359	Regalia & Presentations	230	1,000	200	200	200
1,613	Civic Dinner & Hospitality	2,000	2,500	2,500	2,500	2,500
2,708	Remembrance Sunday & War Memorials	1,800	2,000	2,000	2,000	2,000
1,677	Miscellaneous	2,000	1,000	1,000	1,000	1,000
-2,515	Interest	-1,500	-4,900	-3,300	-3,300	-3,300
-	Inflation Contingency	26,130	26,130	19,870	40,550	62,370
11,461	Concurrent Functions Allowance	-11,500	-11,460	-11,460	-11,460	-11,460
<b>238,987</b>	<b>TOTAL</b>	<b>619,209</b>	<b>613,880</b>	<b>333,530</b>	<b>352,510</b>	<b>374,330</b>

- e. The Insurance budget includes the additional premium in respect of the Heritage Centre.
- f. The Administration budget is currently overspent due to the cost of refreshing the Council's ICT provision in December 2021 partly being carried forward into this year, but this overspending will be rolled forward to be met from underspendings in future years. The 2023-24 forecast includes the cost of replacing the Council's iPads.
- g. The Accommodation budget reflects an increase in the charge from Stafford Borough Council for use of the Council's offices.
- h. The 2023-24 forecast provides for the actual cost of the May 2023 election. No provision has been made for future by-elections, so should any be required the costs would need to be met from reserves.
- i. The interest budget provides for increased income following the rise in interest rates.
- j. The Inflation Contingency represents forecast increased costs for the whole of the Council. It will be considered in the overall budget report later on today's agenda.
- k. Other budgets have been provided at broadly current levels.

6. As reported to the meeting of this Committee on 5<sup>th</sup> December 2023, the standstill budget is just the starting point for the budget process. Members of the Committee will want to review this standstill budget and the amounts provisionally included. In addition, there are likely to be other areas where the Committee will want to undertake new developments or stop/change the things that they are doing now.
7. The Committee is asked to consider the standstill budget and any areas of growth or savings which they would want to be taken into account in setting the budget for 2024-25 and future years.

### **Recommendations**

8. The Committee is asked to recommend their proposed budget for further consideration later in the agenda when the Committee determines the overall budget for recommendation to the Council.
9. It should be noted that the Committee's decision on this item will not have the status of a resolution, and may be amended as part of the determination of the overall budget recommendations to the Council.

### **Introduction**

1. This report considers the Budget to be recommended to the Council for 2024-25 and the indicative budgets for 2025-26 and 2026-27.

### **Background**

2. At a series of meetings during January 2024, Sub-Committees have considered their potential budgets for 2024-25 to 2026-27, and consideration of this Committee's budget was undertaken earlier in today's meeting. It is now the role of this Committee to consider these proposals and decide, for recommendation to the Council meeting on 13<sup>th</sup> February 2024:
  - a. The budget for 2024-25.
  - b. Any contributions to or from reserves to be built into the budget.
  - c. The precept for 2024-25.
  - d. Indicative figures for 2025-26 and 2026-27 for each of the above items.
3. At the time of writing this report, the budget recommendations are not all available due to the consideration of this Committee's budgets being undertaken earlier in today's meeting. This report will thus focus on the sums available to spend and the impact on reserves. Details of all budget proposals will be available at the meeting.
4. Last year's budget was prepared in the context of major inflationary pressures, particularly with respect to energy. For this reason, the three-year budget was calculated without taking into account the effects of inflation beyond 31st March 2023. A separate estimate of inflation beyond this date was made across the whole budget as an "inflation contingency", and added to the General Purposes Committee budget.
5. Actual inflation during 2023-24 was very high. Energy costs, for example, increased by around 130% when contracts were renewed in June 2023. The "Budget 2023-24" figures in the table below include a reallocation of £22,700 from this inflation contingency to individual budget lines, leaving a balance of £26,130 available to meet further inflationary pressures throughout the rest of the financial year.
6. Inflation for 2024-25 is expected to be significantly lower than in 2023-24, but this may change in the future. The same approach has therefore been used this year, with no inflation beyond 31st March 2024 being provided within individual budget lines and a



separate inflation contingency being included within the General Purposes Committee budget.

7. The figures below, therefore, assume that all Council services will continue at broadly their current level, adjusted for any known variations within existing Council policy.

#### **Payments by Stafford Borough Council**

8. For a number of years, the Council has received payments of over £30,000 from Stafford Borough Council in addition to the precept. For 2024-25 this includes £23,740 to compensate for a previous reduction in this Council's Taxbase due to benefit changes and £11,461 for the cost of concurrent functions. The figures in this report assume that these payments will continue into the foreseeable future at the same cash level as estimated for 2024-25.

#### **Council Tax**

9. With reference to the determination of the Council Tax level by the Council, the Secretary of State has the power to require a referendum of local people before the Council Tax can be put up by more than a specified percentage.
10. It has been confirmed that this power will not be used for 2024-25. This is likely to continue into the future providing that the sector as a whole "shows restraint".

#### **Standstill Budget**

11. A "standstill" budget was presented to the last meeting of this Committee. The figures are set out in Appendix A and can be summarised as follows:

<b>Actual 2022-23</b>		<b>Budget 2023-24</b>	<b>Forecast 2023-24</b>	<b>Budget 2024-25</b>	<b>Budget 2025-26</b>	<b>Budget 2026-27</b>
<b>£</b>		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
8,758	Estates	65,790	46,400	16,800	16,800	16,800
25,816	Environment	30,715	29,090	24,100	24,100	24,100
38,148	Tourism & Town Promotion	47,000	43,700	41,400	41,400	41,400
238,987	General Purposes	619,209	613,880	333,530	352,510	374,330
192,774	Earmarked Reserves	-305,564	-305,564	-	-	-
<b>504,483</b>	<b>TOTAL</b>	<b>457,150</b>	<b>427,506</b>	<b>415,830</b>	<b>434,810</b>	<b>456,630</b>

12. The figures above and in Appendix A are based on the following:

- a. Known and forecast expenditure for the remainder of the current financial year.
- b. Forecast expenditure for the next three years, based on a standstill position. These figures assume that current services will continue with no growth or cutbacks other than those which have already been committed by previous decisions of the Council.

- c. An estimate of 5% for cost inflation, including salaries, with a corresponding increase in all fees and charges.

### **Reserves and Balances**

- 13. In considering its recommendations to Council, the Committee will also need to consider the level of general reserves (balances) held by the Council.
- 14. Excluding the reserves earmarked for the Neighbourhood Plan and rollovers, the standstill budget projects that the Council will be holding a reserve of £170,573 as at 31<sup>st</sup> March 2024. This represents around 4.7 months of net expenditure.
- 15. I would normally recommend that a Council the size of Stone Town Council should hold balances equivalent to around six months' net expenditure, unless there is a good, financially sound reason not to do so. Where balances are lower than this amount, there should be a plan to return them to this level, and an understanding by Councillors of the increased financial risk to the Council and the potential need for mitigations until the reserves are reinstated.
- 16. Due to the extreme challenges posed to last year's budget by inflation, however, I recommend that the level of reserves held should be reduced to the equivalent of around three months net expenditure in the short to medium term. The currently forecast level of reserves therefore represents an improved position compared to that forecast 12 months ago.

### **Conclusions**

- 17. This report has set out the background to setting the budget for 2024-25 and determining the financial strategy for the following two years. The Committee is thus asked to make recommendations to the Council regarding:
  - a. Whether it accepts the proposed standstill budget, and the assumptions behind it, as the baseline for setting the budget for 2024-25 and the medium term financial strategy (MTFS).
  - b. What adjustments it would want to make to the standstill budget, after consideration of the recommendations made by Sub-Committees and consideration of the Committee's own budget.
  - c. What Council Tax and precept levels should be set for 2024-25, with indicative figures for 2025-26 and 2026-27, in order to ensure that the budget is balanced such that reserves do not fall below three months net expenditure in any year.
- 18. It should be remembered that whilst this Committee is responsible for making recommendations on the budget, the Council is free to set the Council Tax at any level in any year and does not have to follow this Committee's recommendations. In addition, only the Council's decision regarding the 2024-25 precept/Council Tax is binding on the Council. The

indicative figures for the following two years can be changed as part of future budget setting processes.

### **Recommendations**

19. That the Committee considers the Sub-Committee and other budget proposals which will be presented to the meeting, alongside the additional information in this report, and determine the budget and precept level for recommendation to the Council.

# Stone Town Council

## Standstill Budget 2024-25 to 2026-27

Actual 2022-23		Budget 2023-24	Forecast 2023-24	Budget 2024-25	Budget 2025-26	Budget 2026-27
£		£	£	£	£	£
-5,820	Frank Jordan Centre	3,350	-11,600	-13,600	-13,600	-13,600
9,498	Stone Station	44,970	39,300	12,900	12,900	12,900
-	Stone Heritage Centre (Running)	25,000	-	45,000	45,000	45,000
-4,144	Town Market	-6,630	-5,300	-6,100	-6,100	-6,100
2,766	Bus Shelters & Street Furniture	3,960	6,100	5,000	5,000	5,000
962	Street Lighting	960	1,000	1,000	1,000	1,000
763	Dog & Litter Bins	760	840	900	900	900
-	Joules Clock	-	-	-	-	-
590	Town Electricity Supply	1,790	760	600	600	600
-	Building Maintenance	10,000	10,000	10,000	10,000	10,000
21,473	Grounds Maintenance	27,210	23,100	22,000	22,000	22,000
5,521	Crown Meadow Improvements	2,085	4,900	2,000	2,000	2,000
-1,178	Allotments	230	-100	100	100	100
-	Environmental Initiatives	1,190	1,190	-	-	-
17,785	Christmas Lights	26,880	24,500	23,000	23,000	23,000
24,506	Tourism & Town Promotion	26,750	24,500	24,500	24,500	24,500
4,655	Grants	4,000	4,000	4,000	4,000	4,000
169,183	Salaries & Employment Costs	208,200	205,900	223,200	221,500	221,500
5,496	Accommodation	6,770	7,770	6,770	6,770	6,770
6,620	Insurances	7,000	6,700	6,700	6,700	6,700
25,999	Administration	40,650	40,650	32,150	32,150	32,150
1,440	Audit & Legal Fees	1,550	1,400	1,500	1,500	1,500
-	Town Council Elections	30,000	27,790	-	-	-
2,682	Allowances - Mayor & Deputy Mayor	3,190	3,400	3,400	3,400	3,400
3,359	Regalia & Presentations	230	1,000	200	200	200
1,613	Civic Dinner & Hospitality	2,000	2,500	2,500	2,500	2,500
2,708	Remembrance Sunday & War Memorials	1,800	2,000	2,000	2,000	2,000
1,677	Miscellaneous	2,000	1,000	1,000	1,000	1,000
-2,515	Interest	-1,500	-4,900	-3,300	-3,300	-3,300
-	Neighbourhood Plan	-	-	-	-	-
4,611	Stone Heritage Centre (Setup)	273,689	300,000	-	-	-
-	General Contingency	-	-	-	-	-
-	Inflation Contingency	26,130	26,130	19,870	40,550	62,370
11,461	Concurrent Functions Allowance	-11,500	-11,460	-11,460	-11,460	-11,460
192,774	Rollover Reserve	-305,564	-305,564	-	-	-
-	Neighbourhood Plan Reserve	-	-	-	-	-
504,483	TOTAL	457,150	427,506	415,830	434,810	456,630

# Application for Grant Aid



Name of organisation: 1<sup>st</sup> Oulton Scout Group

Purpose of organisation:

The purpose of Scouting is to encourage the physical, intellectual, social, emotional and spiritual development of young people so that they take a constructive place in society as responsible citizens, and as members of their local, national and international communities.

Amount of grant requested:

£300

Total cost of project (if appropriate): £680

Reason for grant request: Our hut was built over 50 years ago to accommodate a small village scout group of approx. 12 children per section. We re-opened in 2014 and have out grown our hut with numbers of over 70 children in our scout group. We are now trying to utilise more of our outdoor space. We have applied for planning permission to build an outdoor classroom in our grounds to enable us to accommodate 24 plus children per section. We are now planning to use our land for camping in and have built an outdoor fire place and would now like to purchase an outdoor cooking shelter, a stainless steel table and a couple of electric cookers to enable us to cook on camp. An average camp in a building at Kibblestone now costs approx.. £50 -£60. We can camp at the hut in Oulton and walk up to Kibblestone to participate in their activities and cut the price down to a more affordable figure of approx. £40, if you have two children in scouting that makes a hell of a difference.

Benefits to Stone residents: Without being able to camp we would not have the number of children we are currently offering good quality scouting too. After our new year intake we will have nearly 80 or so children aged 4 - 18. We currently have children who travel from Sandon, Blythe Bridge, Meir, Hanford as well as the small villages Knenall, Moddershall, Spot Gate and of course our largest number of children are from Oulton and Stone. The children all go to different schools but soon make friends with children from all walks of life and from many different schools exactly how Baden Powell envisaged.

In the villages surrounding Stone the children have very little chance to socialise outside of school. Scouting offers them the chance to meet new people, make new friends, try new and exciting activities, it also helps with their mental health and anxieties which sadly seem to have rocketed since Covid.

Anything we can do to help youngsters from age 4 upwards to be useful members of society, to have good mental health and an interest in doing good and treating others with respect has got to be a good thing as most of them grow up into amazing young adults.

We have children with us for 14 years. Out of our first six children that we started with back in 2014, one is training to be a teacher, two are about to start University, one is going on to be a paramedic and one is joining the army in March. All are going on to bigger and better things not on the dole, not hanging around the streets causing trouble or taking drugs. They are giving up their free time to pass their skills on to the next generation of children and enabling us to deliver scouting to a greater number of children.

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:  N/A
Grants awarded by the Council in the last two years, and the uses made of the funding: We have not received a grant in the past from Stone Town Council
Statement of support from Council appointed representative (if applicable): N/A

To whom it may concern.

I can confirm that 1<sup>st</sup> Oulton Scout Group received grants of:-

£3200 from Stafford Borough Council on 1.3.22 and

£2000 from the Robert Hall Foundation on 12.8.2022

Over the last four years we have spent all of our money modernising the old scout hut which apart from the brick base we have now completely replaced internal and external including the roof.

The two grants above were put towards the cost of a new kitchen installed by Clive Hughes cost £3956.00

And new fencing covering the whole site at a cost of £3400.00. It was decided to do this as we were getting local youths behind the building using drugs.

Signed

Caron Dudley  
Group Scout Leader

1st Oulton Scout Group

Statement of Accounts 1<sup>st</sup> August 2022 – 31<sup>st</sup> July 2023

opening balance		£11,423.99
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Income

Subs	£8,288.00	
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Gift Aid/grants	£4,132.96	
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Donations	£ 522.99	
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Disney Payments	£2,807.62	
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		£27,175.56
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Expenses

CAMP	-£761.53	
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SCOUT HUT	-£5,721.72	
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ACTIVITIES	-£5,874.11	
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CAPITATION	-£2,883.00	
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NECKER/BADGES	-£720.65	
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Kandersteg	-£1,824.34	
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Misc	-£109.93	
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	-£17,895.28	<u>-£17,895.28</u>
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Closing balance		<u>£ 9,280.28</u>
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Of the £ 9280.28 in the bank £7,900.00 is due to go out to Venture Abroad Dec 2023 to pay the balance for the Disneyland trip. This is the money parents have paid in over the last 2 years in instalments to enable their children to participate.



# Application for Grant Aid

Name of organisation:  
Alleyne's Academy  
Oulton Road, Stone, ST15 8DT

Purpose of organisation:  
Secondary School

Amount of grant requested:

£390

Total cost of project (if appropriate):


£1,800 annually

Reason for grant request:

Alleyne's Academy runs a girls' go-kart team as an extra-curricular activity. The go-kart is an electric "Greenpower F24" model and a dozen or so track events are held annually around the country. We were one of twenty-six schools and colleges who competed at Aintree Motor Circuit in September 2023.

The team needs a gazebo. This is to provide shelter for the pit area, which provides a space to work on the kart between races. We were fortunate to be allowed to borrow one of Stone Town Council's market-day marquees for the last event, but that was a one-off – and it was too heavy for our teenagers to manage themselves. We would like to purchase a good-quality aluminium-framed pop-up gazebo, (3 m x 4.5 m, roof only) with weights for the legs.

### 3m x 4.5m Extreme 40 HEX Series



See real examples

If manoeuvrability, ease of transportation, and quick assembly are essential for your gazebo, then the Aluminium Extreme 40 HEX is the gazebo for you. This mid-range model is lightweight and pops up and down with ease, making it one of our most portable shelters.

[View height settings](#)


Frame & Canopy Weight:	33.7kg
Weight of Sidewalls Set:	13kg
<b>Packed dimensions</b>	
Frame:	31cm (W) x 24cm (L) x 155cm (H)
Sidewalls Set:	46cm (W) x 46cm (L) x 18cm (H)

This 3m x 4.5m model is the smallest rectangular.

### Purchase from £469

Customise your gazebo

**Canopy colour**



**Sidewalls**

Supply without walls

Product quantity: 1

Product subtotal: £469.00

**Upgrade your accessories**

Accessories subtotal: £0.00

Order total: **£469.00 (inc. VAT)**

The main purpose of the gazebo is for it to be used at Greenpower race events. The gazebo will also be available for use as a market stall at other school events such as the famous termly cake-baking competitions, Enterprise business displays and the school's annual sports day.



Despite several “racing incidents” Alleyne’s Team Barbie won the stunning “Spirit of Greenpower” trophy at Aintree in September.



The team is all-girls by design. In line with national strategies, the school wishes to encourage more girls to choose STEM subjects when they progress to GCSE options.

#### Benefits to Stone residents:

All of the students involved in the team are Stone residents. The vast majority of the 900 students at the school are also Stone residents. When the gazebo is used for other school activities, such as sports day, all will benefit.

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

The initial purchase of the £4,000 go-kart kit (in 2018) was by an industrial sponsor. School funds have been used more recently to buy new batteries and other spares. Taking the team to each event costs £600 for minibus hire and van hire. Luckily, this is covered by parent and carers’ donations and a local business provides a van and trailer for free. Most events are on Sundays and the accompanying school staff volunteer their time, both for the races and for the after-school STEM Club sessions. Other individuals have donated essential team clothing such as overalls and gloves.

Like all schools, our budget is extremely tight, and the cost of living is affecting many families. This is a fabulous extra-curricular activity, with benefits across many areas of school life. We scrimp and save and fund it to the best of our ability. The cost of a gazebo is currently out of our reach and a Council Grant would be amazing.

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

Alleyne’s Academy has an annual budget in the region of £5,900,000 - well in excess of the £100,000 limit that is usual for Stone Town Council grant applicants. To maintain a balanced budget, the school has made significant and continuing cuts to staffing and resources over several years, and the funds available for extra-curricular activities have been decimated.

Many of our students’ families are struggling with the cost of living crisis and we have reached the limit of the support we receive from national grants and donations from local industrial sponsors.

The cost of a gazebo is currently out of our reach and a Council Grant would be amazing.

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

With the kind support of Jill hood, we have received two SBC grants: £1,000 for music and £1,500 for climate change provisions.

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

**Alleyne's Academy**  
**(A Company Limited by Guarantee)**

**Statement of financial activities for the year ended 31 August 2022**  
**(including income and expenditure account)**

	Notes	Unrestricted funds £'000	Restricted pension fund £'000	Restricted general funds £'000	Restricted fixed asset funds £'000	Endowment Funds £'000	Total 2021/22 £'000	Total 2020/21 £'000
<b>Income from :</b>								
Donations and capital grants	2	7	-	-	19	-	26	29
Charitable activities :	3							
Funding for the academy trust's educational operations		113	-	5,100	-	-	5,213	4,778
Other trading activities	4	3	-	-	-	-	3	31
Investments	5	-	-	-	-	5	5	11
<b>Total</b>		<b>123</b>	<b>-</b>	<b>5,100</b>	<b>19</b>	<b>5</b>	<b>5,247</b>	<b>4,849</b>
<b>Expenditure on :</b>								
Charitable activities:								
Academy trust educational operations	6	112	213	4,950	225	-	5,500	5,152
<b>Total</b>		<b>112</b>	<b>213</b>	<b>4,950</b>	<b>225</b>	<b>-</b>	<b>5,500</b>	<b>5,152</b>
<b>Net income/(expenditure) before transfers</b>		<b>11</b>	<b>(213)</b>	<b>150</b>	<b>(206)</b>	<b>5</b>	<b>(253)</b>	<b>(303)</b>
Transfers between funds	15	-	-	(33)	33	-	-	-
<b>Net income/(expenditure) after transfers</b>		<b>11</b>	<b>(213)</b>	<b>117</b>	<b>(173)</b>	<b>5</b>	<b>(253)</b>	<b>(303)</b>
<b>Other recognised gains/(losses)</b>								
Actuarial gains/(losses) on defined benefit pension schemes	15, 26	-	1,993	-	-	-	1,993	(367)
<b>Net movement in funds</b>		<b>11</b>	<b>1,780</b>	<b>117</b>	<b>(173)</b>	<b>5</b>	<b>1,740</b>	<b>(670)</b>
<b>Reconciliation of funds</b>								
Total funds brought forward	15	300	(2,368)	50	8,926	61	6,969	7,639
<b>Total funds carried forward</b>		<b>311</b>	<b>(588)</b>	<b>167</b>	<b>8,753</b>	<b>66</b>	<b>8,709</b>	<b>6,969</b>

All of the Academy's activities derive from continuing operations during the above two financial periods.

**Alleyne's Academy**  
(A Company Limited by Guarantee)

Company number : 08611863  
Balance sheet as at 31 August 2022

	Notes	2022		2021	
		£'000	£'000	£'000	£'000
<b>Fixed assets</b>					
Tangible assets	11		8,734		8,926
<b>Current assets</b>					
Debtors	12	164		103	
Investments	13	66		61	
Cash at bank and in hand		815		578	
		<u>1,045</u>		<u>742</u>	
<b>Liabilities</b>					
Creditors: amounts falling due within one year	14(a)	<u>482</u>		<u>329</u>	
<b>Net current assets</b>			563		413
<b>Total assets less current liabilities</b>			<u>9,297</u>		<u>9,339</u>
Creditors: amounts falling due after more than one year	14(b)		-		(2)
<b>Net assets excluding pension liability</b>			<u>9,297</u>		<u>9,337</u>
Defined benefit pension scheme liability	26		(588)		(2,368)
<b>Total net assets</b>			<u><u>8,709</u></u>		<u><u>6,969</u></u>
<b>Funds of the academy trust :</b>					
<b>Restricted funds</b>					
Fixed asset fund	15	8,753		8,926	
Restricted income fund	15	167		50	
Pension reserve	15	<u>(588)</u>		<u>(2,368)</u>	
<b>Total restricted funds</b>			8,332		6,608
<b>Unrestricted income funds</b>	15		311		300
<b>Endowment fund</b>	15		66		61
<b>Total funds</b>			<u><u>8,709</u></u>		<u><u>6,969</u></u>

The financial statements on pages 19 to 42 were approved by the trustees, and authorised for issue on 29 November 2022 and are signed on their behalf by:



S. M. Crookshank - Chair of Governors

**Alleyne's Academy**  
**(A Company Limited by Guarantee)**

**Statement of cash flows for the year ended 31 August 2022**

	<b>Notes</b>	<b>2021/22 £'000</b>	<b>2020/21 £'000</b>
<b>Cash flows from operating activities</b>			
Net cash provided by / (used in) operating activities	19	251	342
<b>Cash flows from investing activities</b>	20	(9)	(10)
<b>Cash flows from financing activities</b>	21	(5)	(5)
<b>Change in cash and cash equivalents in the reporting period</b>		<hr/> 237	<hr/> 327
Cash and cash equivalents at 1 September 2021		578	251
<b>Cash and cash equivalents at 31 August 2022</b>	22	<hr/> 815	<hr/> 578



# Application for Grant Aid



Name of organisation:

STONE LIONS CLUB (CIO)

Purpose of organisation:

OUR MOTTO IS "WE SERVE".

WE HELP INDIVIDUALS AND GROUPS IN THE COMMUNITY BY PROVIDING FINANCE OR PHYSICAL PRESENCE (i.e. CARNIVAL DAY, STONE TRADERS EVENT). WE ALSO RESPOND TO SOME "INTERNATIONAL" APPEALS. WE HAVE VARIOUS FUND RAISING ACTIVITIES TO HELP WITH THIS.

Amount of grant requested:

£500 //

Total cost of project (if appropriate):

£8,500 - £10,000

Reason for grant request:

SINCE 2015 STONE LIONS CLUB HAVE ORGANISED AN EVENT FOR PROSTATE SCREENING AT THE STONEHOUSE HOTEL. STONE TOWN COUNCIL HAVE SUPPORTED US IN PREVIOUS YEARS AND HELPED US TO PROVIDE THIS FACILITY FOR THE LOCAL COMMUNITY. UNFORTUNATELY SINCE COVID THE SUPPORT FROM THE LOCAL BUSINESS COMMUNITY HAS NOT BEEN AS MUCH AS IT WAS PREVIOUSLY AND WE HAVE HAD TO SUPPLEMENT THE "RESTRICTED" PSA FUND FROM OUR GENERAL CHARITY ACCOUNT.



Benefits to Stone residents:

THE RESPONSE FROM MEN FOLLOWING THE EVENTS CLEARLY INDICATE THE VALUE OF THE EVENT TO STONE RESIDENTS. AT OUR FIRST EVENT IN 2015 THERE WERE 125 MEN TESTED, LAST YEAR THERE WERE 472 TESTS AND FROM THESE 17 MEN RECEIVED A "RED" RESULT AND 10 "AMBER". IN A NUMBER OF CASES MEN HAVE SINCE HAD PROSTATE TREATMENT AND IN THEIR COMMENTS TO US THEY HAD "NOT GOT A CLUE" THERE WAS A PROBLEM.

Other sources of funding secured or being explored (with amounts where known): WE REQUEST SUPPORT FROM LOCAL PARISH COUNCILS AND VARIOUS BUSINESS ORGANISATIONS. WE ALSO HAVE A FACILITY FOR "DONATIONS" ON THE NIGHT. THE STONEHOUSE HOTEL PROVIDE THE BALLROOM FREE OF CHARGE.

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:

THE TOWN COUNCIL HAS MADE A GRANT OF £500 EACH YEAR AND THIS HAS GONE DIRECT INTO OUR PSA RESTRICTED FUND

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



## Stone Lions (CIO)

### Notes on the accounts for the 2022/2023 year

The attached sheets show the club accounts for the year just ended. The accounts have been run in accordance with Lions Clubs International requirements.

Money raised from the public has been credited to the Charity account.

#### PSA

Within the Charity account is a PSA fund enabling us to hold a Prostate Testing event during the year. Some donations are given specifically for this event so this is classed by the Charity Commission as a Restricted Fund. These the figures have to be shown separately on our return to them.

The invoice from The Doctor's Laboratory for the 2022 testing arrived after the end of the 2021/22 year so is included in this year's accounts. With the shortage of donations in 2022/23 the PSA fund made a "loss" of £7,408.78. It does not make sense that the PSA Fund balance should be negative so £4,163.59 of the general account was used to cover the PSA costs. The outstanding balance of £150 is because Barlaston Parish Council made a donation specifically for the 2024 testing.

#### Charity account.

For the Peace Poster Competition two cheques were issued to the school. By year end neither cheque had been presented to the bank nor has the school notified us of the payees names.

The Mobility costs are considerably reduced from last year as we are not paying for motorised scooter servicing and repairs.

#### 3C's

This account is run as a "100 club" within the Charity account. For the convenience of the club this is run using a separate bank account. Any surplus funds are transferred to the Charity bank account, usually once a year.

#### Admin account.

This is money provided by members for the running of the club.

Our operating expenses are considerably reduced as, since January, we are not paying room hire for our meetings.

If the PSA Gift Aid overpayment by HMRC is omitted our account would have made an overspend of £388.68.

#### Charity Commission








The CC require our financial information to be presented in a different format to that shown on the attached sheets. They do not recognise our separation of Charity and Admin monies. The actual figures are exactly the same, just presented differently.

If you have any questions or need clarification on anything, just ask

Rod Niven  
Treasurer

**Charity Account**  
**Year ending 30 June 2023**

	Income	Expenditure	Balance	Balance 2021/22
<b>Fund raising events</b>				
Christmas hamper draws	1,370.28	282.68	1,087.60	
Easter Eggs	2,206.00	574.72	1,631.28	
Night at the Proms	1,090.34	356.14	734.20	
Stone Traders Street market	364.23		364.23	
Quiz Night	504.00		504.00	
Tombola	120.00		120.00	
Misc Fundraising expenses		141.44	-141.44	
	5,654.85	1,354.98	4,299.87	2,507.59
<b>Donations received</b>				
	300.98			
	736.00			
Other	47.23			
	1,084.21		1,084.21	5,512.02
<b>Other Income</b>				
Just Giving re Claude Sanderson	622.33			
Just Giving other	29.03			
Paypal	666.71			
From 3C's account	2,300.00			
	3,618.07		3,618.07	2,035.92
<b>Welfare Donations given</b>				
Oak Tree Farm (2 donations)		300.00		
Alzheimers Drop in Club		200.00		
LCI Pakistan Flood disaster		250.00		
Sightsavers		250.00		
RBL Poppy Appeal		100.00		
Stone & District Stroke Club		200.00		
SCC Early Help Team		100.00		
Friends of Margaret Junior School		260.00		
LCI Ukraine Mykolaiv water		250.00		
LCI DG Charity Appeal		250.00		
LCI Turkey Earthquake Appeal		500.00		
Stone & District Gang Show		50.00		
S&D Bereavement etc Service		250.00		
LCI Youth Trust Appeal		100.00		
Stone Rugby Union FC		100.00		
St Dominic's Social Centre		100.00		
		3,260.00	-3,260.00	-2,450.00
Welfare funds returned, unused				620.00

	Income	Expenditure	Balance	Balance 2021/22
<b>Welfare Activities</b>				
Peace Poster Competition		125.00		
Spectacle collection		8.00		
Children's books		40.00		
Foxfield		312.00		
		485.00	-485.00	-125.00
<b>Mobility</b>				
Donations received				
	360.00			
	50.00			
	50.00			
	100.00			
	50.00			
	50.00			
	200.00			
Other	884.00			
	1,744.00		1,744.00	1,874.40
Insurance payments				155.00
Expenses				
EE Mobile phone		107.27		
Disable Aids		657.00		
Green bus hire		55.14		
Total		819.41	-819.41	-3,252.70
<b>Club operating costs</b>				
Public relations		80.00		
Stationary		57.60		
Insurance		77.30		
Lottery Licence		20.00		
		234.90	-234.90	-224.66
<b>Charity Account General Fund</b>	<b>12,101.13</b>	<b>6,154.29</b>	<b>5,946.84</b>	<b>6,652.57</b>

	Income	Expenditure	Balance	Balance 2021/22
<b>PSA Testing</b>				
<b>2022 testing</b>				
The Doctor's Laboratory		5,607.00	-5,607.00	-811.50
<b>2023 testing</b>				
Restricted Fund Donations received				
Stone Town Council	500.00			
██████████	50.00			
Hilderstone Parish Council	50.00			
Stone Rural Parish Council	200.00			
Stone & District Round Table	200.00			
Barlaston Parish Council	150.00			
Other	119.65			
Cash donations on night	3,825.00			
Card donations on night	656.20			
Gift Aid	1,096.55			
Testing expenses				
The Doctor's Laboratory		6,367.46		
GFCT Ltd		1,679.00		
Nurses		660.00		
Miscellaneous		92.72		
	6,847.40	8,799.18	-1,951.78	-1,575.28
<b>2024 Testing</b>				
Barlaston Parish Council	150.00		150.00	
<b>PSA Restricted Fund</b>	<b>6,997.40</b>	<b>14,406.18</b>	<b>-7,408.78</b>	<b>-2,386.78</b>
<b>Charity Account total</b>	<b>19,098.53</b>	<b>20,560.47</b>	<b>-1,461.94</b>	<b>4,265.79</b>

Charity Account	General Charity account	PSA Restricted Fund	Total
1 July 2022 Account balance	11,220.09	3,395.19	14,615.28
Excess income over expenditure	5,946.84		5,946.84
Excess expenditure over income		7,408.78	7,408.78
Transfer from General to PSA fund	-4,163.59	4,163.59	
30 June 2023 Account balance	13,003.34	150.00	13,153.34

## 3C's Account

For year 1 July 2022 to 30 June 2023 (ie NOT 3C's year)

	Income	Expenditure	Balance	Balance 2021/22
<b>Income</b>				
	Subscriptions	3,469.00		
	Donations - cheques not cashed 2021/22	10.00		
	Donations - cheques not cashed 2022/23	120.00		
	Cheques assumed lost or out of time	70.00		
		3,669.00	3,669.00	3,835.00
<b>Outgoing</b>				
	Prizes			
	12 months at £130	1,560.00	-1,560.00	-1,530.00
	1 x £50 + 1 x £20 + 6 x £10			
	Transfer to Charity account	2,300.00	-2,300.00	-2,006.00
	Totals	3,669.00	3,860.00	299.00

01-Jul-22 Account balance	2,645.00
Excess expenditure over income	191.00
30-Jun-23 Account balance	2,454.00

**Administration Account**  
**Year ending 30 June 2023**

	Income	Expenditure	Balance	Balance 2021/22
<b>Income</b>				
Subscriptions	1,200.00			
Tail twister	285.00			
Easy Fundraising	132.59			
Recycled ink cartridges	48.60			
Amazon Smile	60.60			
S O T Fireworks	250.00			
Gift Aid	187.50			
	<b>2,164.29</b>		<b>2,164.29</b>	3,018.29
<b>LCI dues etc</b>				
International		819.25		
Multiple District		671.30		
District		208.25		
		<b>1,698.80</b>	<b>-1,698.80</b>	-1,670.19
<b>Operating Expenses</b>				
Presidents' Honoraria		400.00		
Regalia		70.00		
Almoner's expenses		66.99		
Room Hire		167.00		
Membership drive-printing		83.00		
Insurance		18.40		
Account's examination		17.00		
Postage		3.90		
		<b>826.29</b>	<b>-826.29</b>	-1,375.85
<b>Social Events</b>				
Social- [REDACTED]		30.00		
Bowls evening		36.00		
Charter Night	2,685.00	2,646.88		
	<b>2,685.00</b>	<b>2,712.88</b>	<b>-27.88</b>	70.97
<b>Gift Aid</b>				
For PSA Reserved Fund	381.05		<b>381.05</b>	
Believed paid in error				
<b>Totals</b>	<b>5,230.34</b>	<b>5,237.97</b>	<b>-7.63</b>	43.22

**Administration Account**

01-Jul-21 Account balance	1,519.87
Excess expenditure over income	-7.63
30-Jun-22 Account balance	1,512.24

# Application for Grant Aid



**Name of organisation:**

**DE CAVERSMILL THEATRE COMPANY**

**Purpose of organisation:** The purpose of the company is to give people of all ages from all walks of life, the chance to experience Drama , Musical Theatre and Theatre life. But the main difference between us and all other companies in Staffordshire is that we don't charge for the experience (only £15 Insurance per year), so no subscription (weekly or monthly) , no show fee , no hire of costumes or material. We raise all our own funds to keep the company going. We have been going for 31 years and the mission statement of the company has not changed. We have been Charity Registered since May 2018.

We raise funds through various means SHOWS, PANTOMIMES, MUSICALS, MURDER MYSTERIES, SHOWCASES and various fund raising nights and we also apply for grants in various places a) Town Councils b) parish councils c) art council grants.

We also provide training in the form of LAMDA, we have 12 people of various ages taking various grades. The mentoring is free, but they pay their own exam costs as it is a national qualification.

**Amount of grant requested:**

£500

**Total cost of project (if appropriate):**

£750 approx

**Reason for grant request:** Every year we enter the local One Act Play festival, this gives the cast members the chance to experience Competition Acting. But to do this there are several costs which we need to find:-

- a) Room Rental
- b) Licences
- c) Set costs.

You can say it is roughly £250 per play and as you can tell this is a large sum of money to find. You get nothing back through ticket sales, so it is a sum of money you spend on getting experience and training.

To enter a festivals a valuable experience not only for actors, those who direct or sound operator or lighting creator. So through doing festivals it gives experience to many different people.

It is also a stepping stone to the National One Act Festival in which we regularly reach the quarter final and sometimes the Semi final ( Top 24 plays in England) in the Central Area.

**Benefits to Stone residents:**

We currently have several members from the stone area within our casts and that increases year on year, so that means that we get people from the stone area coming to watch our performances. So the social interaction is essential especially after COVID. To give people the confidence to go out again, especially in the performance sector. It has taken a few years for the audiences to come back to the theatres. But this year we have seen an increase in audiences in the area.

But hopefully when the audience from whatever area will word spreads through Stoke on Trent, Staffordshire and beyond not only for our performances, but for Drama , Music Theatre and Fund Raising Nights.

Since we are based at Meir Heath , its close to the Crown Wharf Theatre. So in the future it could be a possibility to perform in the Wharf.

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

We have only secured one grant from Fulford Parish council for £500, which helped to pay for BSL signers from Deaflink for our Pantomime at the Rep Theatre.

We are looking to pursue more Parish Councils , Rotary Clubs , Freemasons, Lions

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

N/a

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

We have not received anything from Town Councils , only Parish Councils and that was 18 months ago

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

N/a



# D E CAVERSMILL THEATRE CO

01.09.05 to 31.08.06

YEAR TO DATE AUG UST 2022

**BALANCE BROUGHT FORWARD**

**23,696.00** Old Bank A/c

Transferred

## INCOME

TICKET SALES	PANTO	14,983.53	
	OTHER	0.00	
	CREDIT CARD	0.00	
	MURDER MYSTERY	4,348.30	
	RAFFLES	1,425.50	
	BINGO	1,713.50	
	GRANTS	4,288.84	
PROGRAMME	SALES	337.88	
	ADVERTS	120.00	
	INSURANCE	720.00	
	REFRESHMENTS	576.80	
	MISC	24,925.53	23,696.00 account transfer
	POTTO LOTTO	372.50	
<b>TOTAL INCOME</b>		<b>£30,116.38</b>	53,812.4

## EXPENDITURE

	C/C Transaction	0.00	
LICENCES/SCRIPTS	PANTO	738.75	
	OTHER	0.00	
	LIGHT & SOUND	850.00	
	PROG COSTS	252.00	
	STATIONERY	0.00	
	THEATRE	4,346.40	
	COSTUMES	829.44	
	INSURANCE	356.95	
	REFRESHMENT	466.19	
	DONATIONS	1,500.00	
	PROPS	100.98	
	SCENERY	5,521.94	
	TRANSPORT	1,015.00	
	EQUIP	2,548.13	
	RENT	2,410.00	
	MISC	759.39	
	ONE ACTS	98.11	
<b>TOTAL EXPENDITURE</b>		<b>£21,793.28</b>	

**SURPLUS/(LOSS) FOR YEAR**

**£8,323.10** profit for 2022/2023

**CLOSING BALANCE**

	<b>£8,323.10</b>
<b>CASH</b>	
<b>BANK</b>	<b>£56.97</b>
<b>Total</b>	<b>£8,380.07</b>

# D E CAVERSMILL THEATRE CO

01.09.05 to 31.08.06

Personnel Account

Current Bank at the end FY	32,076.07
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# Application for Grant Aid



Name of organisation:

CHRIST CHURCH FIRST SCHOOL

Purpose of organisation:

We are a first school in Stone town centre for children aged 4-9 years.

Amount of grant requested:

£240

Total cost of project (if appropriate):

Reason for grant request:

We have recently set up an after school, extra-curricular cookery club. This is run by school staff and is designed to give children life skills and support healthy choices. We cannot run such sessions during school time as the class sizes are too large so we have introduced this as an after-school club. We run the club on a rota basis so that all children who wish to join can have access at some point throughout the year.

As we have no access to kitchen space, we need all equipment to be portable and we would really like children to be able to cook rather than just prepare cold items.

In order to do this, we need to purchase some portable halogen hobs to use in classrooms.

We propose to buy 4 hobs so that the club members can share and there will be enough space around each group to ensure safety when working with heat.

We have costed these at £60.00 each and feel that 4 would be sufficient.

Benefits to Stone residents:

There is no direct benefit to the residents of Stone, other than we are teaching the future generations valuable life skills.

<p>Other sources of funding secured or being explored (with amounts where known):</p> <p>We have secured funding from PTFA to purchase other items required for the club. £150.</p>
<p>Is this an “exceptional” request (see notes)? If so, please explain why the Council should treat it as an exception:</p>
<p>Grants awarded by the Council in the last two years, and the uses made of the funding:</p> <p>We were awarded funding pre-covid to support our outdoor reflection area. This has been a real asset to the school as we have a quiet place for children to use during break times and it is also full of plants so there is a wonderful sensory aspect to the space as well.</p>
<p>Statement of support from Council appointed representative (if applicable):</p>

## Christ Church First School

	2022-23	2022-23 Forecast	2023-24	2024-25	2025-26
<b>Pupil Numbers</b>					
	Oct 21 Census	Oct 21 Census	Oct 22 Census	Estimate	Estimate
YR	26	26	23	25	25
Y1	26	26	29	29	25
Y2	27	27	23	24	29
Y3	37	37	26	26	24
Y4	30	30	39	26	27
<b>Total Pupils</b>	<b>146</b>	<b>146</b>	<b>140</b>	<b>130</b>	<b>130</b>
<b>Revenue</b>					
<b>Income</b>					
Total DfE revenue Income	760,872	792,401	783,054	768,093	764,517
Local Authority	13,806	40,871	14,629	14,629	4,238
Voluntary Income	0	0	0	0	0
Other Govn Grant rev inc	30,000	30,000	30,000	30,000	30,000
Other Income	21,161	22,402	6,806	6,806	6,806
Transfer in Revenue from Capital	0	0	0	0	0
<b>Total Income:</b>	<b>825,839</b>	<b>885,674</b>	<b>834,489</b>	<b>819,528</b>	<b>805,561</b>
Use of Reserves	0	0	0	0	0
<b>Total Income:</b>	<b>825,839</b>	<b>885,674</b>	<b>834,489</b>	<b>819,528</b>	<b>805,561</b>
<b>Expenditure</b>					
Staff Costs	613,559	637,524	665,060	680,376	692,124
Risk Protection Arrangement (RPA)	3,066	3,066	3,220	3,250	3,380
Other Non - Staff Costs	167,599	202,745	183,148	185,686	189,570
Transfer to capital fund	0	0	0	0	0
<b>Total Expenditure:</b>	<b>784,224</b>	<b>843,335</b>	<b>851,429</b>	<b>869,313</b>	<b>885,074</b>
<b>In Year Surp/(Def):</b>	<b>41,614</b>	<b>42,339</b>	<b>(16,939)</b>	<b>(49,785)</b>	<b>(79,513)</b>
<b>Surp/(Def) B/Fwds:</b>	<b>0</b>		<b>41,614</b>	<b>24,675</b>	<b>(25,110)</b>
<b>Cumulative C/Fwds:</b>	<b>41,614</b>	<b>42,339</b>	<b>24,675</b>	<b>(25,110)</b>	<b>(104,622)</b>
<b>Capital</b>					
Capital Income	30,780	30,781	202,707	5,643	5,643
Capital Expenditure	30,780	30,781	202,707	5,643	5,643
<b>Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Capital C/fwd from previous periods</i>					

# Stone

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## Town Council



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### Standing Orders

### Related to Council Business

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February 2024

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# 1 GENERAL

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- 1.1 These standing orders govern the conduct of the business of the Council and may only be amended or varied by resolution of the Council<sup>1</sup>.
- 1.2 Should there be a clash between the provisions of this document and those within other documents which prescribe the activities of the Council, the order of precedence shall be:
  - a. National Legislation
  - b. The Council's Standing Orders (this document)
  - c. All other documents
- 1.3 All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting. *(NOTE: Where a standing order incorporates a mandatory statutory requirement, the requirement and the circumstances in which the requirement applies is indicated in brackets following the relevant standing order below. This does not indicate that the application of the standing order is limited only to those circumstances, but just indicates the extent to which the standing order can be suspended by this provision).*
- 1.4 A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least three councillors to be given to the Proper Officer in accordance with standing order 10 below.
- 1.5 The Proper Officer shall provide a copy of the Council's standing orders to a Councillor as soon as possible after they have delivered their acceptance of office form.
- 1.6 The decision of the chairman<sup>2</sup> of a meeting as to the application of standing orders at the meeting shall be final.

# 2 RULES OF DEBATE AT MEETINGS

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- 2.1 Items on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- 2.2 A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- 2.3 A motion on the agenda that is not moved by its proposer will be treated by the chairman of the meeting as withdrawn.
- 2.4 If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder.

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<sup>1</sup> All references to "the Council" in this document shall also be considered to refer to the General Purposes Committee for functions which have been delegated to that Committee.

<sup>2</sup> All references to "Chairman" and "Vice-Chairman" shall be considered to refer to the Town Mayor and Deputy Town Mayor in respect of a full Council meeting unless specifically stated otherwise.



- 2.5 The mover of a motion shall have a right to reply, not exceeding five minutes, at the conclusion of the debate immediately before the motion is put to the vote. No further debate shall take place once this right to reply has been exercised.
- 2.6 An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- 2.7 If an amendment to the original motion is carried, the amendment becomes the substantive motion upon which further amendment(s) may be moved.
- 2.8 An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- 2.9 A councillor may make an amendment to their own motion. If a motion has already been seconded, the amendment shall require the consent of the seconder.
- 2.10 Subject to standing order 2.11 below, if there is more than one amendment to an original or substantive motion only one amendment shall be moved and debated at a time, in the order directed by the chairman of the meeting.
- 2.11 In exceptional circumstances, several amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- 2.12 A councillor may not move more than one amendment to an original or substantive motion.
- 2.13 The mover of an amendment has no right of reply at the end of debate on it.
- 2.14 Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- 2.15 Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
- a. to speak on an amendment moved by another councillor;
  - b. to move or speak on another amendment if the motion has been amended since they last spoke;
  - c. to make a point of order;
  - d. to give a personal explanation; or
  - e. in exercise of a right of reply.
- 2.16 During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- 2.17 A point of order shall be decided by the chairman of the meeting, whose decision shall be final.
- 2.18 When a motion is under debate, no other motion shall be moved except:

- a. to amend the motion;
- b. to proceed to the next business;
- c. to adjourn the debate;
- d. to put the motion to a vote;
- e. to ask a person to be no longer heard or to leave the meeting;
- f. to refer a motion to a committee or sub-committee for consideration;
- g. to exclude the public and press;
- h. to adjourn the meeting; or
- i. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.

- 2.19 Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that sufficient information is available to make a sound decision, the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- 2.20 Excluding motions moved under standing order 2.18 above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed five minutes without the consent of the chairman of the meeting.

### 3 DISORDERLY CONDUCT AT MEETINGS

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- 3.1 No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- 3.2 If these person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- 3.3 If a resolution made under standing order 3.2 above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### 4 MEETINGS GENERALLY

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- 4.1 Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost. *(Mandatory: Council only)*
- 4.2 Public notice of the time and place of a meeting shall be given by posting it outside the Council's offices at least clear three days before the meeting. The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning. *(Mandatory: Council. For committees, the minimum three clear days' public notice for a meeting does not include the*

*day on which the notice was issued or the day of the meeting. There are no mandatory requirements for sub-committees)*

- 4.3 Meetings of the Council, committees and sub-committees shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.  
*(Mandatory: Council and Committees)*
- 4.4 Subject to standing order 4.3 above and the provisions of the Council's scheme of public participation, members of the public are permitted to:
- a. Make representations or raise issues at any ordinary Council meeting in relation to the work of the Council.
  - b. Raise issues at any ordinary committee or sub-committee meeting related to items of business on the agenda.
  - c. Present petitions at any ordinary Council meeting on issues within the Council's remit.
- 4.5 Subject to standing order 4.4, no more than two members of the public are entitled to speak at any full Council meeting, and shall each speak once only, for not more than 10 minutes. Where more than two members of the public have requested to speak, the Proper Officer shall determine which requests shall have preference, based on their relevance to the meeting, the urgency of the matter to be raised and the time that the request was received.
- 4.6 In accordance with standing order 4.4 above, a question asked by a member of the public during a public participation session at a full Council meeting shall not require a response at the meeting nor start a debate on the question.
- 4.7 In accordance with standing order 4.6 above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response, to a committee or sub-committee for further consideration or to an employee for a written or oral response.
- 4.8 Subject to standing order 4.4 above, no more than four members of the public are entitled to speak at any committee or sub-committee meeting, and shall each shall speak once only, for not more than three minutes (five minutes if there are two or less speakers). Where more than four members of the public have requested to speak, the Proper Officer shall determine which requests shall have preference, based on their relevance to the meeting, the urgency of the matter to be raised and the time that the request was received.
- 4.9 No response shall be made to a public submission made under paragraph 4.8 above, nor any debate entered into, as the item will be fully debated when the agenda item itself is considered.
- 4.10 A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- 4.11 A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.

- 4.12 A person who speaks at a meeting shall direct their comments to the chairman of the meeting.
- 4.13 Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- 4.14 The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present. *(Mandatory: Council and Committees)*
- 4.15 Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in their absence be done by, to or before the Vice-Chairman of the Council. *(Mandatory: Council)*
- 4.16 The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting. *(Mandatory: Council)*
- 4.17 Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting. *(Mandatory)*
- 4.18 The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote. *See standing orders 6.8 and 6.9 below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council. (Mandatory)*
- 4.19 Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, their own vote will be recorded in the minutes. Such a request shall be made before moving on to the next item of business on the agenda.
- 4.20 In addition, any councillor may request that the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.
- 4.21 The minutes of a meeting shall include an accurate record of the following:
- a. the time and place of the meeting;
  - b. the names of councillors present and absent;
  - c. interests that have been declared by councillors and non-councillors with voting rights;
  - d. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - e. if there was a public participation session; and
  - f. the resolutions made.
- 4.22 A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.

- 4.23 No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council, committee or sub-committee are present and in no case shall the quorum of a meeting be less than three.
- 4.24 If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- 4.25 A meeting shall not exceed a period of 1.5 hours, nor any group of meetings held on the same evening exceed 2.5 hours without a resolution of the meeting to continue beyond this limit.

## 5 COMMITTEES AND SUB-COMMITTEES

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- 5.1 The council may appoint standing committees or other committees and sub-committees as may be necessary, and:
- a. shall determine their terms of reference;
  - b. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
  - c. shall permit a committee and sub-committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - d. shall appoint and determine the terms of office of members of such a committee or sub-committee;
  - e. shall, after it has appointed the members of a committee or sub-committee, appoint the chairman of that committee or sub-committee;
  - f. shall determine if the public may participate at a meeting of a committee;
  - g. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - h. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - i. may dissolve a committee or sub-committee.
- 5.2 Unless the council determines otherwise, a committee or sub-committee may appoint one or more working groups whose terms of reference and members shall be determined by the appointing committee or sub-committee.
- 5.3 Notwithstanding any appointments made to sub-committees and working groups under standing orders 5.1d and 5.2 above, the Town Mayor and the chairman of the parent committee shall be ex-officio members of all sub-committees and working groups with full voting rights.
- 5.4 The members of a committee, sub-committee or working group may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- 5.5 Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.

## 6 ORDINARY COUNCIL MEETINGS

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- 6.1 In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.
- 6.2 In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the council may direct.
- 6.3 All meetings of the Council, its committees and sub-committees shall take place at 15 Station Road, Stone, with the first meeting commencing at 7:00pm, unless:
  - a. it is specifically agreed otherwise at a previous meeting, or,
  - b. it is anticipated, prior to the dispatch of meeting notice(s), that there would be a good reason that the meeting(s) should not be held in this or another previously agreed location, wherein the Town Clerk would be authorised to arrange an alternative location for the meeting(s). This includes the calling of an online meeting where permitted by law, or the conversion of a previously planned online meeting to a physical one.
- 6.4 In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.
- 6.5 The first business conducted at the annual meeting of the Council shall be the election of the Town Mayor and Deputy Town Mayor.
- 6.6 The Town Mayor, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the council.
- 6.7 The Deputy Mayor, unless they resign or become disqualified, shall hold office until immediately after the election of the Town Mayor at the next annual meeting of the council.
- 6.8 In an election year, if the current Town Mayor has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Town Mayor has been elected. The current Town Mayor shall not have an original vote in respect of the election of the new Town Mayor but must give a casting vote in the case of an equality of votes.
- 6.9 In an election year, if the current Town Mayor has been re-elected as a member of the Council, they shall preside at the meeting until a new Town Mayor has been elected. They may exercise an original vote in respect of the election of the new Town Mayor and must give a casting vote in the case of an equality of votes.
- 6.10 Following the election of the Mayor and Deputy Mayor at the annual meeting of the council, the business of the annual meeting may include:
  - a. In an election year, delivery by the Town Mayor, Deputy Town Mayor and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Town Mayor and Deputy Town Mayor of their acceptance of office forms unless the council resolves for this to be done at a later date;
  - b. Confirmation of the accuracy of the minutes of the last meeting of the council;
  - c. Receipt of the minutes of the last meeting of a committee;
  - d. Consideration of the recommendations made by a committee;

- e. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- f. Review of the terms of reference for committees;
- g. Appointment of members to existing committees;
- h. Appointment of any new committees;
- i. Review and adoption of appropriate standing orders and financial regulations;
- j. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- k. Review of representation on or work with external bodies and arrangements for reporting back;
- l. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
- m. Review of inventory of land and assets including buildings and office equipment;
- n. Confirmation of arrangements for insurance cover in respect of all insured risks;
- o. Review of the council's and/or staff subscriptions to other bodies;
- p. Review of the council's complaints procedure;
- q. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- r. Review of the council's policy for dealing with the press/media; and
- s. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

## 7 EXTRAORDINARY MEETINGS OF THE COUNCIL AND COMMITTEES AND SUB-COMMITTEES

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- 7.1 The Town Mayor may convene an extraordinary meeting of the council at any time.
- 7.2 If the Town Mayor does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.
- 7.3 The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- 7.4 If the chairman of a committee or a sub-committee does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of a committee or a sub-committee.

## 8 PREVIOUS RESOLUTIONS

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- 8.1 A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least six councillors to be given to the Proper Officer in accordance with standing order 10 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- 8.2 When a motion moved pursuant to standing order 8.1 above has been disposed of, no similar motion may be moved within a further six months.

## 9 VOTING ON APPOINTMENTS

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- 9.1 Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

## 10 MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

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- 10.1 A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- 10.2 No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least ten clear days before the meeting. Clear days do not include the day of the notice, the day of the meeting, Saturdays, Sundays or Public Holidays.
- 10.3 The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10.2 above, correct obvious grammatical or typographical errors in the wording of the motion.
- 10.4 If the Proper Officer considers the wording of a motion received in accordance with standing order 10.2 above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least ten clear days before the meeting.
- 10.5 If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.



- 10.6 Subject to standing order 10.5 above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- 10.7 Should any urgent business arise between scheduled meetings of the Council or any standing committee or sub-committee, the Proper Officer will call a special meeting to deal with the issue.
- 10.8 Where urgent planning business occurs between ordinary meetings of the Council's Planning Consultative Committee, the Proper Officer shall circulate details of the business to Members, asking for comments. Where the view of Members is clear, and where no Member has requested that a special meeting of the Planning Consultative Committee should be arranged to discuss the business, those views shall be conveyed to the Borough Council by the Proper Officer following consultation with the Chairman of the Planning Consultative Committee or other appropriate Member(s) in the absence of the Chairman.
- 10.9 Where any matter is so urgent that it is not reasonable to call a special meeting with the legally required notice periods, the Council's Proper Officer is authorised to take any decision on behalf of the Council which can legally be delegated by the Council to an officer. Before taking such a decision, the Proper Officer shall take reasonable steps to consult with Council Members, and shall report the decision and the reason for its urgency at the next ordinary meeting of the Council or one of its committees if the decision would normally have been taken there.

## 11 MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

---

- 11.1 The following motions may be moved at a meeting without written notice to the Proper Officer:
- a. to correct an inaccuracy in the draft minutes of a meeting;
  - b. to move to a vote;
  - c. to defer consideration of a motion;
  - d. to refer a motion to a particular committee or sub-committee;
  - e. to appoint a person to preside at a meeting;
  - f. to change the order of business on the agenda;
  - g. to proceed to the next business on the agenda;
  - h. to require a written report;
  - i. to appoint a committee or sub-committee and their members;
  - j. to extend the time limits for speaking;
  - k. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
  - l. to not hear further from a councillor or a member of the public;
  - m. to exclude a councillor or member of the public for disorderly conduct;
  - n. to temporarily suspend the meeting;
  - o. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
  - p. to adjourn the meeting; or
  - q. to close a meeting.

## 12 HANDLING CONFIDENTIAL OR SENSITIVE INFORMATION

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- 12.1 The agenda, papers that support the agenda, and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- 12.2 Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

## 13 DRAFT MINUTES

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- 13.1 If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- 13.2 There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 11.1a above.
- 13.3 The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- 13.4 If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but that view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- 13.5 Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## 14 CODE OF CONDUCT AND DISPENSATIONS

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*See also standing order 4.22 above.*

- 14.1 All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- 14.2 Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

- 14.3 Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall not take part in any debate or vote at a meeting when it is considering a matter in which they have a personal interest, though they would be permitted to take part in a public participation item in the same way as any member of the public.
- 14.4 Dispensation requests shall be in writing and submitted to the Proper Officer before the start of the meeting for which the dispensation is required.
- 14.5 A decision as to whether to grant a dispensation shall be made by the meeting of the council, committee or sub-committee for which the dispensation is required and that decision is final.
- 14.6 A dispensation request shall confirm:
- a. the description and the nature of the disclosable pecuniary interest or personal interest to which the request for the dispensation relates;
  - b. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - c. the date of the meeting or the period (not exceeding the remaining time to the next Council election) for which the dispensation is sought; and
  - d. an explanation as to why the dispensation is sought.
- 14.7 Subject to standing orders 14.4 and 14.6 above, dispensation requests shall be considered at the beginning of the meeting of the council, committee or a sub-committee for which the dispensation is required.
- 14.8 A dispensation may be granted in accordance with standing order 14.5 above if having regard to all relevant circumstances the following applies:
- a. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business, or
  - b. granting the dispensation is in the interests of persons living in the council's area, or
  - c. it is otherwise appropriate to grant a dispensation.

## 15 CODE OF CONDUCT COMPLAINTS

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- 15.1 Upon formal written notification from Stafford Borough Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 12 above, report this to the council.
- 15.2 Where the notification in standing order 15.1 above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Town Mayor of this fact, and the Town Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 15.4 below.
- 15.3 The council may:

- a. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
  - b. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- 15.4 Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office. *(Mandatory)*

## 16 PROPER OFFICER

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- 16.1 The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent or otherwise unable to act.
- 16.2 The Proper Officer shall:
  - a. at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by email (where agreed) or by delivery or post at their residences, a signed summons confirming the time, place and the agenda. *(Mandatory for council and committees. See standing order 4.2 above for the meaning of clear days.);*
  - b. give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them); *(Mandatory for council and committees. See standing order 4.2 above for the meaning of clear days.);*
  - c. subject to standing order 10 above, include on the agenda all motions put forward by councillors unless withdrawn by the councillor themselves at least six clear days before the meeting;
  - d. convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in the office *(Mandatory);*
  - e. facilitate inspection of the minute book by local government electors;
  - f. receive and retain copies of byelaws made by other local authorities *(Mandatory);*
  - g. retain acceptance of office forms from councillors;
  - h. retain a copy of every councillor's register of interests;
  - i. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
  - j. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
  - k. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
  - l. arrange for legal deeds to be executed; See also standing order 23 below.
  - m. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;

- n. record every planning application notified to the council and the council's response to the local planning authority;
- o. manage access to information about the council via the publication scheme; and
- p. retain custody of the seal of the council (if any) which shall not be used for the sealing of legal deeds without a resolution to that effect. *See also standing order 23 below.*

## 17 RESPONSIBLE FINANCIAL OFFICER

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- 17.1 The Town Clerk shall undertake the role of responsible financial officer, unless there is a council resolution appointing a different officer. The council shall appoint an appropriate staff member to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## 18 ACCOUNTS AND ACCOUNTING STATEMENTS

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- 18.1 "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England)
- 18.2 All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- 18.3 The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise the Council's income and expenditure compared with the approved budget and an explanation of significant variances.
- 18.4 As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide each councillor with a statement summarising the council's income and expenditure for the year and the full council the accounting statements for the year in the form of the annual return, as required by proper practices, for consideration and approval.
- 18.5 The year-end accounting statements shall be prepared in accordance with proper practices for a year to 31 March. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June or any other such date as specified in regulations.

## 19 FINANCIAL CONTROLS AND PROCUREMENT

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- 19.1 The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- a. the keeping of accounting records and systems of internal controls;
  - b. the assessment and management of financial risks faced by the council;

- c. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - d. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
  - e. procurement policies (subject to standing orders 19.3 to 19.8 below).
- 19.2 Financial regulations shall be reviewed regularly for fitness of purpose.
- 19.3 The letting of contracts by the Council must be in accordance with the Public Contracts Regulations 2015, or subsequent replacement/supplementary legislation.
- 19.4 Contracts below the value of £25,000 are outside the scope of standing orders, but may be governed by the provisions within the Council's financial regulations.
- 19.5 Contracts above the value prescribed in the Public Contracts Regulations 2015 of £189,330<sup>3</sup> or £4,733,252<sup>3</sup>, which have "detailed and complex" requirements will be undertaken in partnership with the Borough or County Council, who will be able to ensure that these complex regulations are adhered to.
- 19.6 Between these two figures, the Council may:
  - a. Advertise the contract or otherwise offer it on the open market. In this case the provisions of the 2015 regulations apply, and the contract must also be published on the "Contract Finder" website.
  - b. Offer the contract to a closed list of contractors, whereby the provisions of the 2015 regulations do not apply.
  - c. Offer the contract to its "preferred contractor" identified for that area of work, where the 2015 regulations regarding advertising on the "Contracts Finder" website would also not apply.
- 19.7 Subject to any additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works under standing orders 19.6a and 19.6b above where the value is anticipated to exceed £60,000 shall include, as a minimum, the following steps:
  - a. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - b. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - c. the invitation to tender shall be advertised in a local newspaper and/or other manner that is appropriate (standing order 19.6a only);
  - d. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - e. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

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<sup>3</sup> September 2021 values. These figures may vary from time to time.

- f. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.

19.8 Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value, or any, tender.

## 20 STAFFING MATTERS

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20.1 The Town Clerk shall act as employer for of the Council's paid employees and voluntary staff.

20.2 All written records in respect of staffing matters shall be kept confidential and secure. Only persons with line management responsibilities shall have access to staff records if so justified.

20.3 Appointments, dismissals, performance, disciplinary issues and grievances shall be considered in accordance with the Council's Staffing Guidelines.

## 21 REQUESTS FOR INFORMATION

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21.1 Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.

21.2 Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of the General Purposes Committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

## 22 RELATIONS WITH THE PRESS/MEDIA

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22.1 Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## 23 EXECUTION AND SEALING OF LEGAL DEEDS

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*See also standing orders 16.2l and 16.2p above.*

23.1 A legal deed shall not be executed on behalf of the council unless authorised by a resolution.

23.2 Subject to standing order 23.1 above, the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

## 24 RESTRICTIONS ON COUNCILLOR ACTIVITIES

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- 24.1 No Councillor shall purport to represent the Council, or make any suggestion that they have the authority to make a binding decision on behalf of the Council, unless previously authorised by a properly minuted resolution.
- 24.2 Unless authorised by a resolution, no councillor shall:
- a. inspect any land and/or premises which the council has a right or duty to inspect; or
  - b. issue orders, instructions or directions.



# Stone

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## Town Council



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## Financial Regulations

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February 2024

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# 1 GENERAL

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- 1.1 These regulations govern the conduct of the financial activities of the Council and may only be amended or varied by resolution of the Council or the General Purposes (GP) Committee<sup>1</sup>.
- 1.2 Should there be a clash between the provisions of this document and those within other documents which prescribe the activities of the Council, the order of precedence shall be:
  - a. National Legislation
  - b. The Council's Standing Orders
  - c. Financial Regulations (this document)
  - d. All other documents
- 1.3 The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.4 The council's accounting control systems must include measures:
  - a. for the timely production of accounts;
  - b. that provide for the safe and efficient safeguarding of public money;
  - c. to prevent and detect inaccuracy and fraud; and
  - d. identifying the duties of officers.
- 1.5 These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.6 Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7 Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8 The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Town Clerk shall be the Council's Responsible Financial Officer (RFO), and as such shall be responsible for the proper administration of the Council's financial affairs.

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<sup>1</sup> All references to "the Council" in this document shall also be considered to refer to the General Purposes Committee for functions which have been delegated to that Committee.

The terms “Town Clerk” and “RFO” are, however, used separately throughout this document to allow for a situation where this may not be the case.

- 1.9 The Town Clerk and/or RFO may delegate items ascribed to them within this document to another employee, but will still remain accountable to the Council for those items.
- 1.10 The RFO;
- a. acts under the policy direction of the council;
  - b. administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - c. determines on behalf of the council its accounting records and accounting control systems;
  - d. ensures the accounting control systems are observed;
  - e. maintains the accounting records of the council up to date in accordance with proper practices;
  - f. assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
  - g. produces financial management information as required by the council.
- 1.11 The accounting records determined by the RFO shall be sufficient to show and explain the council’s transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.12 The accounting records determined by the RFO shall in particular contain:
- a. entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
  - b. a record of the assets and liabilities of the council; and
  - c. wherever relevant, a record of the council’s income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.13 The accounting control systems determined by the RFO shall include:
- a. procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - b. procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;

- c. identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - d. procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
  - e. measures to ensure that risk is properly managed.
- 1.14 The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular, any decision regarding:
- a. setting the final budget or the precept (council tax requirement);
  - b. approving accounting statements;
  - c. approving an annual governance statement;
  - d. borrowing;
  - e. writing off bad debts;
  - f. declaring eligibility for the General Power of Competence; and
  - g. the consideration of any report from the Council's internal or external auditors,
- shall be a matter for the full council only.
- 1.15 In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.
- 1.16 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## 2 ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

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- 2.1 All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts

shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

- 2.3 The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.4 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.5 The internal auditor shall:
  - a. be competent and independent of the financial operations of the council;
  - b. report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - c. to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - d. have no involvement in the financial decision making, management or control of the council.
- 2.6 Internal or external auditors may not under any circumstances:
  - a. perform any operational duties for the council;
  - b. initiate or approve accounting transactions; or
  - c. direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.7 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.8 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.9 The RFO shall, without undue delay, bring to the attention of all councillors any report from internal or external auditors.

### 3 ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

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- 3.1 The Council's budget shall be prepared on an "Income and Expenditure" basis.
- 3.2 The GP Committee shall consider a report of the RFO setting out the prospects for the following three years' capital and revenue budgets no later than January each year. Each Sub-Committee shall be asked to formulate its proposed budget for the next three years based on policy guidelines determined by the GP Committee, and to submit these proposals to the Committee for further consideration.
- 3.3 After considering the Sub-Committees' proposals, the GP Committee shall determine a balanced and affordable budget to be recommended to the Council for the following three financial years.
- 3.4 The Council shall review the GP Committee's recommendations not later than the end of February each year and shall fix the Precept to be levied for the ensuing financial year and determine indicative precepts for the following two years.
- 3.5 The annual budget shall form the basis of financial control for the ensuing year.

### 4 BUDGETARY CONTROL AND AUTHORITY TO SPEND

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- 4.1 The Town Clerk is authorised to seek tenders/quotations, place orders and make payments in accordance with the approved annual budget, the Council's policies, and these Financial Regulations. Where the annual budget identifies specific items for which no expenditure should be incurred without the express approval of the Council, the Clerk should refer proposed spending for approval before that spending is incurred. In all other cases, the Clerk is authorised to proceed without specific approval.
- 4.2 The RFO shall regularly provide the Council with a budget monitoring statement comparing actual expenditure against that planned for each approved budget head.
- 4.3 The Town Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure. Where there is no available budget, the Clerk shall, wherever possible, discuss the issue with the Chairman of the General Purposes Committee or, in their absence, the Vice Chairman or Town Mayor before incurring the expenditure. Where no or insufficient budget provision existed, the Town Clerk shall report the action to the Council as soon as practicable thereafter.
- 4.4 In general, unspent provisions in the revenue budget shall not be carried forward to a subsequent year. Where a budget has been agreed by the Council as a "rollover budget", then unspent amounts may be rolled-over into the subsequent financial year by making

use of a rollover reserve. This provision may also be used on a one-off basis for specific items, subject to agreement of the Council.

- 4.5 All expenditure and income of the Council shall be included within its revenue account unless a specific Council resolution has determined that it shall be treated as capital. Once such as resolution has been passed, no expenditure shall be incurred in relation to any such capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained, to meet the full projected costs of the project.
- 4.6 All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.7 Changes in earmarked reserves, other than the rollover reserve, shall require approval by council.
- 4.8 Notwithstanding the provisions above, all expenditure and income related to the Town Mayor's charity will, in the interests of transparency, be accounted for by the use of a specified reserve account for each Town Mayor.

## 5 BANKING ARRANGEMENTS AND PAYMENTS

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- 5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council. They shall be regularly reviewed.
- 5.2 All invoices for payment shall be examined, verified and certified by the Clerk. The Clerk shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received or carried out in accordance with the needs of the Council.
- 5.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Clerk shall settle invoices promptly.
- 5.4 All cash received must be banked intact.
- 5.5 No petty cash account shall be maintained.
- 5.6 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance, pension contributions or other reasons, should be made from the Council's bank account.
- 5.7 A schedule showing payments from the Council's bank accounts shall be prepared by the RFO and presented:
  - a. To the Council on a quarterly basis in respect of payments over £250, and,
  - b. To the General Purposes Committee at each ordinary meeting.



- 5.8 For the purposes of the schedules referred to in paragraph 5.7 above:
- a. Staff salary and related payments should not be included, but total figures for a period should be made available to any Member on request. Details of payments to individual employees will only be made available in accordance with paragraph 6.4 below.
  - b. Payments in respect of the Mayor's Charity Fund will not be included, but should be made available to any Member on request.
- 5.9 The Council acknowledges that the commitment to make a payment occurs at the time an order is placed or similar arrangement made, not at the time a payment itself is made. It does not, therefore, consider that excessive controls on payments which may hamper the efficient operation of the Council need to be applied, providing that adequate controls over ordering and reporting are in place in accordance with these regulations.
- 5.10 Payments may be made by way of cheque, direct debit, bank transfer, purchasing card, PayPal, internet banking, BACS or CHAPS, provided that:
- a. All cheques shall be signed by two individuals included within the bank mandate, at least one of which shall be a Member of the Council and not more than one shall be an officer.
  - b. Transfers between Council bank accounts may be authorised by the RFO.
  - c. Payments via purchasing card can be made by a single authorised officer, and are limited to £1,000 in any single transaction, with a maximum of £5,000 outstanding at any one time.
  - d. Electronic payments and direct debits, including payments via PayPal and internet banking, can be made by a single authorised officer, but the supporting paperwork should also be signed by a second officer. All such payments should be included within the report to the General Purposes Committee required by regulation 5.7b above, subject to the exceptions set out in paragraph 5.8 above.
- 5.11 Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted. Officers authorising payments will be required to follow these same arrangements in respect of pecuniary or other interests.

## 6 PAYMENT OF SALARIES

---

- 6.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

- 6.2 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.
- 6.3 Once an employee's salary and conditions has been determined by the Council or an authorised Appointments Panel and a contract of employment has been signed, no changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council, except where required for the payment of overtime, absence cover, incremental progression or similar matters.
- 6.4 Payments to individual employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall not be open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a. by any councillor who can demonstrate a need to know;
  - b. by the internal auditor;
  - c. by the external auditor; or
  - d. by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 6.5 Any termination payments beyond those required by law shall require the approval of the Council.

## 7 LOANS AND INVESTMENTS

---

- 7.1 All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 7.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the council in the first instance, though the renewal and extension of existing leases may be authorised by the Town Clerk providing that there is provision within the Council's budget and that he/she is satisfied that the arrangement represents value for money for the Council.
- 7.3 All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 7.4 The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

- 7.5 All investments of money under the control of the council shall be in the name of the council.
- 7.6 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 7.7 Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 above.

## 8 INCOME

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- 8.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 8.2 Particulars of all charges to be made for work done, services rendered or goods supplied by the Council shall be considered annually by the council as part of the budget process, and notified to the RFO who shall be responsible for the collection of all accounts due to the council.
- 8.3 The council will undertake a full review of all fees and charges periodically, following a report of the Clerk.
- 8.4 Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 8.5 All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 8.6 A record shall be maintained by the RFO of the amounts making up the total of each paying-in slip.
- 8.7 Personal cheques shall not be cashed out of money held on behalf of the council.
- 8.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 8.9 Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 8.10 Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the

Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 15 below).

## 9 ORDERS FOR WORK, GOODS AND SERVICES

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- 9.1 An official order number shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Details of orders shall be retained.
- 9.2 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction.
- 9.3 A Member may not specify the use of a particular supplier, issue an official order or make any contract (verbal or written) on behalf of the council.
- 9.4 The RFO shall satisfy themselves as to the lawful nature of any proposed purchase before the issue of an order.

## 10 CONTRACTS

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- 10.1 Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to the following items:
  - a. for the supply of gas, electricity, water, sewerage and telephone services;
  - b. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
  - c. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - d. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
  - e. for additional audit work of the external auditor;
  - f. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price: and
  - g. In circumstances where continuity of supplier is considered by the RFO to offer greater benefits to the Council than retendering.
- 10.2 Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015

("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>2</sup>.

- 10.3 The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive (which may change from time to time)<sup>3</sup>.
- 10.4 Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- 10.5 All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 10.6 Any invitation to tender issued under this regulation shall be subject to the requirements of Standing Orders related to procurement<sup>4</sup> and shall refer to the terms of the Bribery Act 2010.
- 10.7 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- 10.8 Where the Clerk has determined that there is a benefit to the Council to let a contract in association with one or more other partners, or to make use of another authority's facilities such as the County Council's e-tendering system, the requirements of these regulations shall be replaced by the requirements of the regulations of the lead body for the letting of the contract.
- 10.9 When it is to enter into a contract of less than £25,000 but in excess of £3,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph 10.1 above the Clerk or RFO shall, where possible, obtain 3 quotations. Below this figure, the Clerk or RFO shall seek to obtain the best overall value for money for the

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<sup>2</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

<sup>3</sup> Thresholds currently applicable are:

- a. For public supply and public service contracts £189,330
- b. For public works contracts £4,733,252

<sup>4</sup> Standing Order 19 based on the version effective from September 2021 which was current at the time of preparing this document. This reference may change in subsequent versions of standing orders.

Council after taking into account cost, quality of service and availability, and shall strive to obtain one or more estimates for the work/service to be performed.

- 10.10 The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 10.11 Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

## **11 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)**

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- 11.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 11.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum by 5% or more a report shall be submitted to the council.
- 11.3 Any variation to a contract or addition to or omission from a contract must be approved by the Town Clerk on behalf of the Council and notified to the Contractor in writing before any work has begun, the Council being informed where the final cost is likely to exceed the financial provision as a result.

## **12 STORES AND EQUIPMENT**

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- 12.1 Where the Council operates a system of stock control, or holds a supply of equipment for the use of a number of people, the Town Clerk shall be responsible for the arrangements for the care and custody of these stores and equipment.
- 12.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 12.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 12.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

## 13 ASSETS, PROPERTIES AND ESTATES

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- 13.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council in accordance with Accounts and Audit Regulations.
- 13.2 No tangible moveable property shall be sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 13.3 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.4 No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.5 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## 14 INSURANCE

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- 14.1 Following an annual risk assessment, the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.
- 14.2 The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 14.3 The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 14.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 14.5 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

## 15 CHARITIES

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- 15.1 Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

## 16 RISK MANAGEMENT

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- 16.1 The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 16.2 When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

## 17 SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

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- 17.1 It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2 The council may, by resolution, suspend any part of these Financial Regulations provided that the advice of the RFO regarding the risks and implications has been considered prior to the suspension. Details of the suspension must be recorded in the minutes, and must include a record of the advice of the RFO if the council has chosen not to follow it.

\* \* \*



### **Introduction**

1. This report considers the outcome of the Council's application for a grant from the Rural England Prosperity Fund (REPF).

### **Background**

1. On 1<sup>st</sup> August 2023 the Committee agreed to apply for a grant from the Rural England Prosperity Fund (REPF) to support the initial fitting out of the new Stone Heritage Centre.
2. It has now been confirmed that the Council has been awarded a grant of £40,000, and the funds have recently been received into the Council's bank account.
3. The funding is to be spent in the specific areas set out within the application, the details of which are available to any Committee member on request. This includes much of the initial fittings and equipment for the building, such as broadband, IT equipment, CCTV, furniture and display cabinets. In addition, the Council has already committed to spending the budget of £35,000 that it had originally earmarked for these items to enhance the visitor experience at the Centre beyond what was originally envisaged, should the grant be awarded.
4. There are a number of conditions attached to the grant, the main elements of which are:
  - a. The grant must be spent by 31<sup>st</sup> December 2024 at the latest.
  - b. At least 500 visitors must have attended the Centre by 31<sup>st</sup> December 2024.
  - c. Appropriate recognition must be given to the award of the grant in publicity materials, including a plaque at the Centre.
  - d. Spending from the grant must be separately identifiable and details provided on request.
5. In order to proceed, the Committee will need to resolve to accept the grant, add it to the Council's budget, and authorise the Town Clerk to make purchases as necessary.

### **Recommendations**

6. The Committee is recommended to:
  - a. Accept the grant offered from the REPF.
  - b. Add both the grant and expenditure to the Council's budget for 2023-24, and agree that any unspent amounts as at 31<sup>st</sup> March 2024 would be rolled over to the following financial year.
  - c. Authorise the Town Clerk to raise orders and make payments as necessary in respect of this grant award.

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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 : 01/11/2023

Payment Date To : 31/12/2023

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
01/11/2023	wp-INV03654176	Water Plus	Water Usage Mount Rd Sep/ Oct 23	35.30
01/11/2023		Stone Shoe Repairs Ltd	3 x keys cut for Newcastle Road Allots - new tenants	12.50
01/11/2023	186665	Prism Solutions	Leased Line Rental Sep 2023	53.90
01/11/2023	186665	Prism Solutions	Leased Line Rental Sep 2023	52.90
02/11/2023	713412023430695	Pozitive Energy	Gas Usage STN Sep 2023 Estimated Bill	377.80
02/11/2023	23067	Open Spaces	Open Spaces Membership 23/24	45.00
02/11/2023	SIA383773	Reach Publishing	Facebook Ad 24-29/10/23	400.00
03/11/2023	3	MJ Plant	Marquee set up Sep 2023	910.00
03/11/2023	1	MJ Plant	Grounds Maint amphi, CM, MR, Abbey St, old bridge	1,682.00
03/11/2023	800097	Trudy Williams	Envelopes for Trafalgar Dinner 2023 (TW Expenses)	4.98
03/11/2023	6277935	Trudy Williams	3 x Pusser's Rum for future Trafalgar Dinner events	102.12
03/11/2023		Stafford Borough Council	SBC Annual Lottery Registration 2024	20.00
03/11/2023		Stafford Borough Council	SBC Rates STN Nov 2023	180.00
03/11/2023		Stafford Borough Council	SBC Rates Mkt Sq Nov 2023	21.00
03/11/2023		Stafford Borough Council	SBC Rates FJC Nov 2023	279.00
03/11/2023	4	MJ Plant	Marquee set up - October 2023	775.00
03/11/2023	2	MJ Plant	Grounds Maint amphi, CM, MR, Abbey St, old bridge	1,682.00
06/11/2023	025524	R Mountfords	Materials for window and other repairs	18.09

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## Stone Town Council - Payments

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
06/11/2023	5912844	British Gas	Elec Supply Amphitheatre Sep/Oct 23	11.60
06/11/2023	V02162129356	EE	Mobile Phone Charges Nov 2023	13.72
06/11/2023	V02162129356	EE	Mobile Phone Charges Nov 2023	13.72
07/11/2023	713382023431491	Pozitive Energy	Elec Usage FJC Sep 2023 Estimated Bill	227.88
07/11/2023	INV-0810	Hamp Flooring Ltd	Install carpet tiles in Stonefield Room	840.00
08/11/2023	wp-INV03707799	Water Plus	Water Usage Newcastle Rd Sep/Oct 2023	50.09
09/11/2023	5943316	British Gas	Elec Usage - 30 High St - Sep/Oct 2023	22.00
09/11/2023	wp-INV03711991	Water Plus	Water Usage STN Sep/Oct 2023	97.90
09/11/2023	5943109	British Gas	Elec Usage 61 High St Sep/Oct 2023	32.08
09/11/2023	48125	Panda Press (Stone) Ltd	Remembrance Order of Service 2023	242.00
10/11/2023		Trudy Williams	TW Expense Claim - wah table cloths at Wash Tub	106.00
10/11/2023	7070293430	Stafford Borough Council	St Michael's Ward - Contested Election 2023	6,531.53
10/11/2023	7070293431	Stafford Borough Council	Stonefield & Christchurch Ward - Contested Election	8,844.19
10/11/2023	7070293432	Stafford Borough Council	Walton North Ward - Contested Election 2023	4,700.07
10/11/2023	7070293433	Stafford Borough Council	Walton South Ward - Contested Election 2023	7,710.38
10/11/2023	24683	Stone Gazette Ltd	Half Page Ad - Nov/ Dec Gazette	400.00
10/11/2023	SIA386632	Reach Publishing	DTC Stoke Sentinel / Staffs Newsletter Ad	150.00
10/11/2023		Mr David Littlehales	DL Expense Claim - paint and materials for repairs	32.20
13/11/2023	INV-1000243341	Christmas Tree World	Christmas Tree Lights x 40 sets	539.70
14/11/2023	400444483	Alfado Ltd TA batterystation.co.uk	Batteries for Christmas Tree Lights	98.27
14/11/2023	4304	Net and Cover Services	Replace velcro straps on sides of marquees	836.00
14/11/2023	INV-0927	Current Electrical & Property Services	Hire of barriers for Remembrance Parade 2023	245.62
15/11/2023	MEM246349-1	Society of Local Council Clerks	SLCC Membership 2024 Paid 15/11/23	288.00
15/11/2023	042774	MEB Total Ltd	New light fittings Walton Suite & Stonefield Room	1,265.20
16/11/2023	INV227334462	Zoom Video Comm Inc	ZOOM Subscription Nov/Dec 2023	25.98

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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>
16/11/2023	13112023	Stone in Bloom	100 x Christmas Trees and use of lights	2,000.00
17/11/2023	14883	All Print Equipment Ltd	Photocopier Usage - Oct 2023	9.43
18/11/2023	INV-1543	IG Stage Hire	50% Trailer Stage and face lights - Christmas Lights	375.00
20/11/2023		Stone Scouts & Guides Brass Band	Donation to Stone S&G Band for Remembrance Parade	100.00
20/11/2023		Trudy Williams	TW Expenses Claim - drinks for Remembrance Event	72.66
20/11/2023	CD-223974825	Culligan	Water Cooler Rental November 2023	19.05
20/11/2023	STO00084900	West Midlands Employers	WMJobs Ad Deputy Town Clerk	540.00
21/11/2023	48257	Panda Press (Stone) Ltd	Christmas Cards with Mayor	163.00
21/11/2023	48259	Panda Press (Stone) Ltd	Christmas cards - no Mayor 2023	96.00
22/11/2023	7070293662	Stafford Borough Council	Road Closure Armistice day and Remembrance Sunday	127.00
22/11/2023		Lindsay Fleetwood	Gift Vouchers for Xmas Card Comp 2023	30.00
22/11/2023	2311015	Crown Highways	Installation of poles at Walton shops for Xmas lights	749.75
22/11/2023		Lindsay Fleetwood	Selection Boxes / Sweets for children	13.73
23/11/2023	713402023443808	Pozitive Energy	Gas Usage FJC - Oct 2023	308.16
23/11/2023	713392023443817	Pozitive Energy	Elec Usage STN - Oct 2023	408.48
23/11/2023	7070293663	Stafford Borough Council	Road Closure Christmas Light 2023	127.00
23/11/2023	713412023443808	Pozitive Energy	Gas Usage STN - Oct 2023	186.88
23/11/2023	713382023443811	Pozitive Energy	Elec Usage FJC - Oct 2023	296.32
24/11/2023	743014903/001/11	Virgin Media Business	Broadband Usage - Nov / Dec 2023	50.00
24/11/2023	345416	Viro Branding	Aluminium sign for Stonefield Room	7.46
24/11/2023	DS-ASE-INV-GB-202	Amazon	2 x clocks for rooms	20.95
24/11/2023	wp-INVO3879478	Water Plus	Water Usage FJC Oct/Nov 2023	74.94
24/11/2023	24112023	Kath Stanway	Compere plus performance by Vinyl Overdrive	450.00
27/11/2023	187412	Prism Solutions	Prism IT Managed Service Dec 2023	993.55
28/11/2023	SOT1120988	Veolia ES (UK) Ltd	Waste Collection - STN - Dec 2023	68.87

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## Stone Town Council - Payments

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
28/11/2023	SOT1120987	Veolia ES (UK) Ltd	Waste Collection - Oct 2023	82.67
28/11/2023	6095303	British Gas	Gas Usage ) Oct/Nov 23 est reading	209.19
28/11/2023	265095	Forest Master Ltd	Hand Truck Sack Barrow	66.66
29/11/2023	INV000190	Hearts Cross Medical	Attendance at Christmas Lights 2023	350.00
29/11/2023	48319	Panda Press (Stone) Ltd	Produce and install signage for Rebekah - Welcome to	326.00
30/11/2023	534	Hazzard Promotions	Hazzard Promotions	350.00
30/11/2023	444008-023	Virgin Media Business	Telephone Rental / Calls Nov-Dec 2023	87.94
30/11/2023	5232	Christmas Plus	Supply and install 3 x timers for Xmas lights	195.00
30/11/2023	INV-0943	Current Electrical & Property Services	Hire and installation of power supply, lighting and	993.60
01/12/2023		Stafford Borough Council	SBC Rates FJC Dec 2023	279.00
01/12/2023	188427	Prism Solutions	Leased Line Rental October 2023	53.90
01/12/2023	188427	Prism Solutions	Leased Line Rental October 2023	52.90
01/12/2023		Stafford Borough Council	SBC Rates Mkt Sq Dec 2023	21.00
01/12/2023		Stafford Borough Council	SBC Rates STN Dec 2023	180.00
02/12/2023	201615202341610	Pozitive Energy	Gas Usage HC 01/09/2023-30/09/2023	812.91
02/12/2023	201615202339817	Pozitive Energy	Gas Usage 18/08/2023-31/08/2023	379.45
04/12/2023	wp-INV03943464	Water Plus	Water Usage Mount Rd Oct / Nov 2023	37.40
04/12/2023	wp-INVO3944529	Water Plus	Water Usage 16/10-16/11/2023	101.99
04/12/2023	201615202345520	Pozitive Energy	Gas Usage 01/11/2023-30/11/2023	355.12
04/12/2023	201615202339817	Pozitive Energy	Gas Usage 18/08/2023-31/08/2023	379.45
04/12/2023	04122023	Trudy Williams	Napkins for Mayor's Christmas Buffet	2.50
04/12/2023	123070	B Hygienic Ltd	Toilet Rolls for FJC	78.57
04/12/2023	201615202345517	Pozitive Energy	Gas Usage 27/10/2023-31/10/2023	135.44
06/12/2023	6163070	British Gas	Elec Supply Amphitheatre Oct/Nov 23	12.80
06/12/2023	10222	Association of Local Council Clerks	ALCC Annual Membership 2024	50.00

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## Stone Town Council - Payments

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
07/12/2023	V02171916312	EE	EE Mobiles	13.72
07/12/2023	V02171916312	EE	EE Mobiles	13.72
08/12/2023	23112023	The Stone Revellers	STONE REVELLERS MUSICAL THEATRE	200.00
10/12/2023	6193398	British Gas	Elec Usage - Feeder Pillar 1 30 High St -	32.82
11/12/2023	wp-INVO3999732	Water Plus	Water Usage Newcastle Rd Oct / Nov 2023	20.75
11/12/2023	5229	Christmas Plus	Installation of festive display 2023 70%	5,250.00
12/12/2023	SINV00623538	J G Fenn Ltd	FJC Various cleaning materials	59.13
13/12/2023	6223158	British Gas	Elec Usage 61 High St Oct/Nov 23	27.48
13/12/2023	11	MJ Plant	Marquee set up - November 2023	992.50
13/12/2023	10	MJ Plant	Annual Grounds Maint for Town Borders and Walton	4,375.00
13/12/2023	8	MJ Plant	Hedge cutting at Mount Road Allotments	95.00
13/12/2023	6	MJ Plant	FJC Weed control x 8 visits plus jobs	318.00
13/12/2023	7	MJ Plant	Hedge Cutting around Canoe Club	320.00
13/12/2023	713382023465912	Pozitive Energy	FJC Elec Usage Nov 2023	298.42
13/12/2023	5	MJ Plant	Weed control CM, Amphi and surrounding areas	328.00
15/12/2023	SIA397233	Reach Publishing	Fish4Jobs Ad Stoke & West 21/11/23	275.00
15/12/2023	INV-1571	IG Stage Hire	Stage Hire 20% Deposit for 2024 Event	150.00
15/12/2023	INV231542871	Zoom Video Comm Inc	Zoom Subscription Dec 23 / Jan 24	25.98
16/12/2023	713392023459252	Pozitive Energy	Electricity Usage 01/11/2023-30/11/2023	406.38
16/12/2023	713412023459228	Pozitive Energy	Gas Usage 01/11/2023-30/11/2023	377.80
16/12/2023	713402023459228	Pozitive Energy	Gas Usage 01/11/2023-30/11/2023	709.49
18/12/2023	14983	All Print Equipment Ltd	Photocopier Usage - Nov 2023	15.91
18/12/2023	29112023	Home & Colour	FJC Blinds fitted in the Stonefield Room	331.00
19/12/2023	SI-1032	Net and Cover Services	Replace Velcro Straps to Market Sheets	152.00
19/12/2023	4326	Net and Cover Services	4 x marquee sides - velcro straps replaced	152.00

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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>
20/12/2023	7070293819	Stafford Borough Council	Install / remove bollards Oct to Dec 2023	457.47
20/12/2023	043297	MEB Total Ltd	Emergency light testing 08/12/23 - every 6 months	112.41
20/12/2023	043293	MEB Total Ltd	Qtr fire alarm testing 08/12/23	62.25
20/12/2023	7070293818	Stafford Borough Council	Emptying bins T&M Canal & towpath Oct to Dec 23	156.97
20/12/2023	7070293817	Stafford Borough Council	Bin Emptying Amphi Oct to Dec 23	52.73
21/12/2023	633505242210293	Pitney Bowes	Pitney Bowes postage credit	200.00
22/12/2023	5813476/CE/44983	The Arch Rent Collectors	Quarterly Stn Rent 25/12/2023-24/03/2024	1,184.25
27/12/2023	wp-INV04197029	Water Plus	FJC Water Usage Nov / Dec 2023	99.37
27/12/2023	wp-INV04207656	Water Plus	STN Water Usage Nov / Dec 2023	142.34
27/12/2023	743014903/001/12	Virgin Media Business	Broadband Usage - Nov 2023 / Dec 2024	50.00
27/12/2023	189161	Prism Solutions	Prism IT Managed Service Jan 2024	984.40
28/12/2023	SOT1122234	Veolia ES (UK) Ltd	Waste Collection - Nov 2023	68.54
28/12/2023	SOT1122233	Veolia ES (UK) Ltd	Waste Collection - Nov 2023	82.34
28/12/2023	6348779	British Gas	Elec Usage Heritage Centre 09/10/23 to 09/12/23	74.67
				<u>71,525.28</u>