



**Town Clerk**

Les Trigg

**Tel: 01785 619740**

**Email: [clerk@stonetowncouncil.gov.uk](mailto:clerk@stonetowncouncil.gov.uk)**

15 Station Road

STONE

ST15 8JP

23 June 2025

Dear Councillor,

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 1 JULY 2025 at 7:05pm**, or on the rising of the Council meeting, if later.

The agenda is set out below and I trust you will be able to attend.

Les Trigg  
Town Clerk

**AGENDA**

**1. Apologies for Absence**

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

**2. Declarations of Interest**

**3. Requests for Dispensations Received**

**4. To receive a report from County Councillors representing Stone Town**

- County Councillor J. Hood
- County Councillor A. Mynors

**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 3 June 2025, Minute Numbers GP26/018 – GP26/032 (attached).

## 8. Minutes of Sub-Committees

There are no Sub-Committee draft Minutes.

## 9. Grants to Local Organisations

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

- a. **Organisation: Stone Choral Society**  
**Amount Requested: £500**  
**Reason:** To support the costs of performing 'Stone Circles' at Crown Wharf on 1 November 2025, which includes music hire, advertising, professional musicians, collaboration with Acceler8 and production expenses.
- b. **Organisation: First Oulton Scout Group**  
**Amount Requested: £500**  
**Reason:** To support the purchase of safety equipment (first aid kit and fire extinguishers) and additional equipment (such as gas burners, propane tanks and camping equipment) to help cater for the size of the group.
- c. **Organisation: Florence Brass Band**  
**Amount Requested: £500**  
**Reason:** To support the purchase of uniform and equipment including polo shirts, music folders and rolling stand cases with the aim of keeping performance fees affordable for local community groups.

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: Oak Tree Farm Rural Project**  
**Amount Requested: £473**  
**Reason:** To support the replacement of gardening equipment to be used by team members.
  - i. Turnover is over £100,000
  - ii. Level of reserves

## 10. Heritage Centre

To consider an update on the Stone Heritage Centre.

**11. Town Council Payments**

To receive a list of payments made by the Council during the period 1 to 31 May 2025 (attached).

**12. Update from Working Groups:**

To receive updates from Working Group co-ordinators:

- a) Stone Heritage Centre Steering Group (Chairman: R. Kenney)
- b) Engagement with Young People Working Group (Co-ordinator: K. Dawson)

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

Stone Area Parish Liaison Group – Cllr J. Davies  
Stone ATC – Town Mayor & one Cllr – Cllrs: J. Metters and 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. Powell and R. Townsend  
SPCA Executive Committee – Cllr T. Kelt  
West Midlands Railway and other rail matters – Cllr T. Kelt

**14. 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.**

**15. Confidential Minutes**

To confirm as a correct record the Confidential Minutes of the General Purposes Committee held on 3 June 2025, Minute Numbers GP26/018 and GP26/032 (attached).

Members of the public are welcome to attend the General Purposes Committee meeting as observers and/or to make representations to the committee in accordance with the Council's scheme of public participation. Details of the scheme are displayed in the Council's notice boards and website.

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 3 June 2025

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

Officers: L. Trigg, R. Edwards and T. Williams

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

---

### **GP26/018    Apologies**

Apologies were received from Councillors: J. Battrick, 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.

### **GP26/019    Declarations of Interest**

Councillor Townsend declared an interest in agenda item 9 (Minute Number GP26/026) – Grant to Local Organisation.

### **GP26/020    Requests for Dispensations**

The Committee considered a request for a dispensation from Councillor Townsend in relation to agenda item 9 (Minute Number GP26/026).

Councillor Townsend had in advance of the meeting requested a dispensation to allow him to answer any questions from Councillors about the grant application submitted on behalf of Aston Lodge Residents Association and to provide clarification where needed. A copy of the written request was distributed to each Town Councillor present at the meeting.

RESOLVED: That Councillor Townsend be granted a dispensation to speak but not vote on agenda item 9 (Minute Number GP26/026) – Grant to Local Organisation.

### **GP26/021    To receive the report of the County Councillors**

The Chairman invited County Councillors to address the Committee:

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

Councillor Hood advised the Committee that, as the new term was just beginning, she had no report on this occasion.

---

\* 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.

**County Councillor Andrew Mynors**

Councillor Mynors was unable to attend the meeting and had sent his apologies.

**GP26/022    To receive the report of Borough Councillors**

The Chairman invited Borough Councillors to address the Committee.

Councillor Leason advised the Committee that, as a member of the Food Waste Working Group, he had been involved in meeting Newcastle Under Lyme Borough Council who were already operating a food waste system. The working group was looking at costs and the system was under consideration for introducing in Stafford, next year.

Councillor Leason said there had been a big debate about whether Stafford Borough Council should provide plastic liners (for external household caddies) in line with the Newcastle Under Lyme approach, but most of the working group were against providing them.

**GP26/023    Representations from Members of the Public**

None

**GP26/024    Minutes**

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on 20 May 2025 (Minute Numbers GP26/001 – GP26/017), be approved as a correct record.

**GP26/025    Minutes of Sub-Committees**

There were no Sub-Committee draft minutes.

**GP26/026    Grant to Local Organisation**

The Committee considered a request for grant aid from the following organisation which met the criteria within the Council's grants policy:

**Organisation: Aston Lodge Residents Association**

**Amount Requested: £500**

**Reason:** To support the purchase of a heavy-duty cordless trimmer and leaf blower.

RESOLVED: To award a grant of £500 to Aston Lodge Residents Association.

**GP26/027    Heritage Centre**

The Committee considered an update on Stone Heritage Centre.

The Town Clerk advised the Committee that puppetry event 'Mr BuzzKing's Puppet Things' which ran from Friday 30 May to Monday 2 June 2025 had gone very well and was successful.

---

\* 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.

A Committee member raised a question about when a 'Heritage Centre' sign would be installed on the outside of the building as people were having difficulty finding it.

The Town Clerk advised the Committee that the large sign at the building's frontage was originally going to say, 'Stone Heritage Centre' but the decision had not been documented, and current management at Joules preferred the sign displaying 'Joules Fire Station'.

A suggestion had previously been made to use the windows to display 'Stone Heritage Centre', accompanied by an A board, which the Heritage Centre Manager was looking into.

A Committee member suggested installing a sign on the side of the building adjoining the Crown Wharf car park so that it would be seen by traffic on Crown Street. The Town Clerk confirmed that all signage options secured to the external structure of the building would have to be agreed by Joules Brewery.

Another proposal was to introduce a main frontage sign saying 'Stone Fire Station and Stone Heritage Centre'.

The Chairman reassured the Committee that the matter was receiving consideration.

**GP26/028     Town Council Payments**

RESOLVED: To note the list\* of Town Council payments made during the period 1 to 30 April 2025.

**GP26/029     Update from Working Groups:**

**Stone Heritage Centre Steering Group**

There was no additional update from the Steering Group.

**Engagement with Young People**

Councillor Dawson was not available to give a report.

**GP26/030     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 J. Davies advised the Committee that a meeting would be called as soon as possible.

**Stone ATC**

Councillor J. Davies advised the Committee that the next meeting of 2352 (Stone) Squadron ATC would be the Annual General Meeting on 24 June 2025.

**Age Concern Stone & District**

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

---

\* 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.

**Stafford District Access Group**

Councillor Kelt advised the Committee that the next meeting would be the Annual Meeting on 23 June 2025.

**Stone Common Plot Trustees**

Councillor Thornicroft advised the Committee that the last meeting of the Stone Common Plot Trustees was the Annual General Meeting (on 7 May 2025) which had been reported upon.

**Stone Community Hub Liaison Group**

It was confirmed there had been no meeting of Stone Community Hub Liaison Group.

**SPCA Executive Committee**

Councillor Kelt informed the Committee that there had been no meeting.

**West Midlands Railway and other Rail Matters**

Councillor Kelt advised the Committee that a meeting had taken place on 29 May 2025 where the main discussions affecting Stone were timetable changes (of which there were none), a number of travel problems, access to trains at Stone including the gap between the platform and train, access to north bound trains, and questions about the proposed parking charges on Station Approach.

Councillor Kelt advised the Committee that Sir Gavin Williamson MP had been approached for support.

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

**GP26/031    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.

**GP26/032    Staffing Matters**

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

RESOLVED: The Committee agreed to re-appoint to the post of Marketing and events Organiser in line with the recommendations outlined in the Town Clerk's report.

**CHAIRMAN**

---

\* Items marked with an asterisk refer to reports or papers circulated with the agenda or distributed at the meeting. They are attached as an appendix to the signed copy of the Council minutes.



# Stone

## Town Council

Name of organisation:

Stone Choral Society

Purpose of organisation:

Stone Choral Society is Stone based.

We are a Registered Charity which exists to promote, educate and encourage predominately choral singing in Stone and surrounding areas.

Amount of grant requested:

£500

Reason for grant request:

Stone Choral Society has been entertaining the people of Stone for 57 years with their choral concerts.

This performance of "Stone Circles", is a piece composed by the conductor at that time, Patrick Larley and long serving choir member Roger Savage. It was written to celebrate the 30<sup>th</sup> anniversary of the choir.

The performance at the Crown Wharf Theatre on November 1, 2025 will be the first time it has been heard since then.

The theme of Stone Circles draws inspiration from Joules Ales, St. Dominic's Church, and the historic invention of Hovis Flour-elements that are woven into the fabric of Stone. The performance serves as a tribute to the people and history of the town, encapsulating its industrial, spiritual and culinary heritage.

Bringing this special performance to life involves significant cost, including music hire, advertising, professional musicians, collaboration with Acceler8 and production expenses. Since we are a Registered Charity and do not have deep pockets, a grant will go directly toward ensuring accessibility and excellence in staging this once-in-a-generation event.

In the new theatre building created and paid for by Joules and furnished with the hard labour and funding from the people of Stone, makes it so appropriate that this Stone choir is able to perform this special work which is so intrinsically linked to this very special town.



Benefits to Stone residents:

The concert, while relating through music the highlights of the history of Stone, will also bring benefit to the many local restaurants , pubs and shops in Stone.

By supporting this project, you are helping to foster civic pride, celebrate local talent and continue the tradition of storytelling through music – a tradition that speaks directly to the heart of our community.

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

None

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:

None

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



# STONE CHORAL SOCIETY

## Statement of Income and Expenditure September 2023 - August 2024

BANK BALANCE	1.9.2023	Surplus/deficit	31.8.2024
Operating account	£12,774.60	£2,719.90	£15,494.50

### Operating Account summary

INCOME	Forecast	This year	Last year	EXPENDITURE	Forecast	This year	Last year
Subscriptions	£8,400.00	£8,849.00	£9,341.00	Professional fees	£9,310.00	£9,310.00	£8,740.00
Gift aid	£1,200.00	£1,603.50	£1,266.25	Music	£500.00	£590.79	£603.99
Raffles	£1,300.00	£1,331.00	£1,414.00	Practice room hire	£2,400.00	£2,340.00	£2,140.00
				Subs, fees, Web site	£350.00	£343.42	£360.51
200 Club	£900.00	£828.00	£1,020.00	200 Club	£420.00	£248.00	£420.00
Fund raising	£1,500.00	£2,574.80	£1,612.22	Fund raising	£500.00	£484.84	£441.92
Via account		£45.00		Via account		£45.00	
Miscellaneous	£100.00	£370.86	£138.93	Miscellaneous	£100.00	£254.92	£200.00
Concerts	£6,200.00	£5,656.03	£7,562.94	Concerts	£6,000.00	£5,899.86	£6,266.92
Workshops	£1,000.00	£787.00	£1,515.00	Workshops	£700.00	£868.46	£1,008.52
Grants	£740.00	£1,060.00	£0.00				
TOTAL		<u>£23,105.19</u>		TOTAL		<u>£20,385.29</u>	

Surplus of income over expenditure £2,719.90

### Independent Examiner's statement:-

I agree that the statements of Income and Expenditure set out on this summary sheet are in accordance with the Society's financial records and that the examples quoted in the Treasurer's Report can be verified in the accounts.

Signed:

Nigel Wilson Date:-

# Application for Grant Aid



Name of organisation:

**1st Oulton Scout Group**

Purpose of organisation:

The Mission of Scouting is to contribute to the education of young people, through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society.

As a group our purpose is to provide opportunities for young people in and around Stone to try new things, learn new things and grow as an individual. We are a large fully inclusive group and growing all the time.

Amount of grant requested:  
**£500**

Total cost of project (if appropriate):

Reason for grant request:

We would like to use the grant money to safety equipment for our group and also additional equipment to help us to cater for the size of our group.

As we are such a large group we would benefit from purchasing a first aid point equipped with various kits for different situations. We try to provide many different experiences for our young members and want to ensure we deliver these activities with safety as a top priority and a brand new first aid point would help us to achieve this.

We would also use some of the grant money to purchase additional fire extinguishers - such as a portable duo of extinguishers on a trolley and an additional fire safety pack including smaller more portable extinguishers and fire blankets as well as new and updated fire safety signs.

In addition to this safety equipment - we would also use some of the money to purchase some new gas burners and propane tanks which enable us to cater for our ever expanding group - We are scheduled to go on a family camp in July and this will have upwards of 100 people attending! As we are such a large group and consistently growing it is important for us to ensure our equipment is adequate for a large amount of people.

Any outstanding funds would contribute to new camping equipment which we so desperately need to keep up with our ever growing number of beavers, cubs and scouts.

Benefits to Stone residents:

A lot of residents of Stone have children in our scout group. By getting these new safety items and additional equipment it not only means we can create the safest place possible for their children but we can also provide amazing scouting experiences for these children with the addition of new equipment.

Environmental Impact of proposals:

The equipment we wish to purchase would not have much of an impact on the environment itself - however it would create a safer environment for our members.

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

We have been looking at different funds and grants to help with improving our scout hut and the surrounding area and also acquiring additional equipment but have not finalised applications yet. We have secured no other funding in relation to this.

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:

0

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

N/A

**Please Ensure that your Latest Accounts are Included with your Application**

a/c's 31.3.24

Opening Balance		£9,280.28
Income		
Subs	£6,352.50	
Grants/donations	£1,190.00	
Gift Aid	£-	
Disney	£5,485.13	
Misc	£ 104.67	
Total Income	£13,132.30	£13,132.30

£22,412.58

Expenditure		
Building inc water elec	-£ 1,161.05	
activity supplies	-£ 2,051.75	
capitation	-£ 3,542.00	
scarves/badges	-£ 487.31	
leader training	-£ 90.00	
village hall	-£ 1,008.00	
Misc inc Disney	-£10,394.94	
Total Expenditure	-£18,735.05	£18,735.05
Closing Balance		£ 3,677.53

Misc includes £ 9,242.95 the final payment for Disney

Due to changing the year end we have not yet received the payment from our Gift Aid application.

# Application for Grant Aid



Name of organisation: Florence Brass Band	
Purpose of organisation: We are a self-funded, inclusive community brass band. We are open to all ages and abilities and perform regularly throughout the year in Stone and further afield in Staffordshire - for example the Texas flag raising, VE Day celebrations, Village fates. We aim to foster a love of music in the local community and provide an affordable pass time for local residents. We have an instrument library that we lend out to players who cannot afford to buy their own instrument.	
Amount of grant requested: £500	Total cost of project (if appropriate): £700
Reason for grant request: We need to update our equipment and purchase additional uniform stock. We are a self-funded band and rely on member subs and fees from our performances to cover all of our outgoings. This covers our regular outgoings such as venue hire, storage etc, but we rarely have much left over for additional costs, as we aim to keep our performance fees affordable for local community groups. The equipment we are looking to update is over a decade old so it overdue an update.  We are requesting a grant for the following items: Uniform polo shirts: £350 (25 embroidered polo shirts, quote includes delivery charges) Music folders: £150 (25 folders) Rolling stand cases: £200 (Two cases at £100 each. These will make it easier for the band to move equipment around as currently we rely on band members carrying heavy cases to and from events. Having cases on wheels will improve our health and safety and lower the risk of injury to band members.)  We are aiming to raise £200 through collections at performances and other fundraising opportunities to cover the full cost of the items above.	

Benefits to Stone residents:

We have many Stone residents as members of the band who will see immediate benefits from the updated equipment and new uniform shirts. In addition there are indirect benefits to the wider Stone community as Florence Brass is a regular performer at public council events, including Remembrance Sunday, D Day, and Texas flag raising. This grant will allow us to keep up our professional public image and ensure we are performing to the highest standard.

With the dissolution of Stone Town Band around seven years ago, Florence Brass has taken up the mantle and expanded our community to include former players and supporters of Stone Town Band.

Environmental Impact of proposals:

We have researched suppliers in order to choose brands with positive environmental policies and ethical practices, and supporting small business. We will purchase second-hand where possible to reduce waste, and this grant will allow us to purchase equipment that is more durable than we currently have, meaning it will last for longer.

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

Collections at public events  
Individual fundraising efforts from band members

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

We have requested the maximum grant of £500, and are aiming to raise the balance ourselves, however we would be grateful if the council would consider funding the full £700 as an exceptional request. We are a self-funding community group and since our last major purchase of equipment and uniform, have taken on players from the now dissolved Stone Town Band. This grant would mean we can present a professional and united front as Florence Brass as we are out and about performing in Stone and the local community.

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

None

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

**Please Ensure that your Latest Accounts are Included with your Application**

Profit and Loss Statement

Summary of all Income and Expenses

Florence Brass

	Month1	Month2	Month3	Month4	Month5	Month6	Month7	Month8	Month9	Month10	Month11	Month12	YTD
	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	YTD
	January	February	March	April	May	June	July	August	September	October	November	December	
Income													
Engagements	560.00	0.00	0.00	0.00	465.10	290.00	200.00	710.00	0.00	200.00	200.00	1,080.00	3,695.10
Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	0.00	200.00	0.00	0.00	205.00
Subs	30.00	65.00	70.00	100.00	65.00	75.00	95.00	220.00	65.00	60.00	70.00	60.00	975.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	309.19	0.00	309.19
Total Income	580.00	65.00	70.00	100.00	530.10	365.00	295.00	935.00	65.00	460.00	579.19	1,140.00	5,184.29
Gross Profit	580.00	65.00	70.00	100.00	530.10	365.00	295.00	935.00	65.00	460.00	579.19	1,140.00	5,184.29
Expenses													
Room Hire	0.00	115.00	115.00	0.00	115.00	115.00	115.00	230.00	115.00	115.00	115.00	115.00	1,265.00
Conductors Expenses	200.00	0.00	0.00	0.00	0.00	0.00	250.00	0.00	0.00	250.00	0.00	0.00	700.00
Music	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Instrument Repair	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance/ Memberships	0.00	0.00	175.86	487.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	663.75
Travel	0.00	0.00	0.00	0.00	0.00	34.20	0.00	0.00	0.00	0.00	0.00	0.00	34.20
Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	100.00	57.85	202.47	200.00	76.75	0.00	0.00	1,112.50	127.80	105.00	309.19	252.50	2,544.06
Total Expenses	300.00	172.85	493.33	687.89	191.75	149.20	365.00	1,342.50	242.80	470.00	424.19	367.50	5,207.01
Net Profit/(Loss)	280.00	(107.85)	(423.33)	(587.89)	338.35	215.80	(70.00)	(407.50)	(177.80)	(10.00)	155.00	772.50	(22.72)
(Gross Profit less Expenses)	January	February	March	April	May	June	July	August	September	October	November	December	Total YTD
	Month1	Month2	Month3	Month4	Month5	Month6	Month7	Month8	Month9	Month10	Month11	Month12	

ADJUSTMENTS

If your income or expenses include items that should be on a Balance Sheet, you can exclude them from this P&L Report. Enter them into the schedule below to get your true profit or ask your Professional Bookkeeper / Accountant to prepare a Balance Sheet and adjust your income statement

	January	February	March	April	May	June	July	August	September	October	November	December	Total YTD
Personal Expenses													0.00
Personal Money Deposited													0.00
Loans Received													0.00
Loan Repayments													0.00
Asset Purchases													0.00
Tax Payments (Income, Payroll, Sales Tax)													0.00
True Net Profit/(Loss)	280.00	(107.85)	(423.33)	(587.89)	338.35	215.80	(70.00)	(407.50)	(177.80)	(10.00)	155.00	772.50	(22.72)

Opening Bank Balance 1 Jan 2024 1,559.56  
Closing Bank Balance 31 Dec 2024 1,536.84



# Application for Grant Aid



Name of organisation:

Oak Tree farm Rural Project

Purpose of organisation:

Oak Tree Farm Rural Project was set up in 1986 by a group of parents and others who wished to provide occupation choices for young people with learning disabilities. The farm is a 15-acre smallholding in an attractive setting near to the Staffordshire village of Hilderstone. The farm is thriving and has almost 50 Team Members with learning disabilities who attend on one or two days a week for training and supported occupation. We provide a supportive environment in which Team Members gain practical work experience and instruction in horticulture, farming, pottery and catering. The farm produces plants and flowers for cutting and drying, and has beef cattle, poultry and small animals. There are craft and work rooms, along with the associated farm buildings, greenhouses and polytunnels, as well as our popular café, Oak Leaf Tearoom.

Amount of grant requested:

£473

Total cost of project (if appropriate):

NA

Reason for grant request:

We have identified some of our gardening equipment that needs replacing as it is old and worn out and consequently not safe for our Team Members to use. Specifically, we would like to replace galvanised wheelbarrows with green plastic ones which are lighter and won't rust. We would like to purchase 4 Walsall the Shire Pneumatic Wheels 90 litre wheelbarrows which are £64.99 each. We would also purchase a hose reel holder to install in the cottage garden to enable easier watering and safe and tidy storage. This will cost £85.

In addition, some of our Team Members spend time away from the farm working with our staff in the wider community helping to maintain church yards, village greens and flower beds. This enables our Team Members to have a positive community presence and to contribute to maintaining and improving the environment for everyone. We are extending this work to involve more Team Members and have identified that it would be useful to have a grinder to sharpen the lawn mower blades while out and about. The grinder costs £128.

Any contribution towards this equipment would be most helpful.

**Benefits to Stone residents:**

A significant number of Oak Tree Farm's Team Members live in Stone and the surrounding area, either with family members or living in supported housing within the town. They are very much part of the community, participating in local events and seasonal activities such as the Advent windows. They support local shops and cafes where they are warmly welcomed. Team Members are also proud to maintain planters in Stone Town centre.

Oak Tree Farm is well known and respected with Stone residents able to visit the Oak Leaf Tea Room and the shop to purchase handmade items, farm grown plants and homemade food in a unique setting. Visitors to the farm tell us that they value being able to support the farm ethos of providing best opportunities for the Team Members and the ethos of social inclusion.

**Environmental Impact of proposals:**

Our gardening and growing work aims to maintain and improve the environment on the farm and in the surrounding areas where our Team Members work. We adopt 'green' approaches to our work as much as possible.

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

No other sources have been approached for this equipment.

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

No

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

None

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

NA

**Please Ensure that your Latest Accounts are Included with your Application**

# Oak Tree Farm Rural Project

## Funds Statement

**As at 31st December 2024**

		2024		2023
<b>Fixed Assets</b>				
Farm Buildings & Equipment		39,616		11,153
Tea Room	Buildings	110,867		118,592
	Equipment	10,682		11,862
New Offices		76,071		
Acorn Garden Services : Equipment		2,132		675
	Motor Vehicles	21,184	260,552	23,832
				166,114
<b>Current assets</b>				
National Westminster Bank	Current Account	42,960		93,415
COIF Charities Deposit		217,924		256,000
Petty Cash		320	261,204	264
				349,679
Stocks of materials and goods for resale		21,365		15,688
Sundry debtors		12,545		17,215
<b>Total Assets</b>		555,666		548,696
<b>Creditors</b>				
		8,587		18,475
	11 employees on average	547,079		530,221
<b>Investment Funds</b>				
Accumulated Funds at 1st January 2024		530,221		488,183
<u>Add</u> excess of Income over Expenditure for the year		34,474		60,081
		564,695		548,264
<u>Less</u> Write down of fixed assets for year		(17,616)		(18,043)
<b>Accumulated Funds at 31 December 2024</b>		547,079		530,221

I have prepared these accounts and certify them correct and in accordance with books and records presented to me. In common with most charitable organisations I have been unable to independently verify all income received.

**D. Rogers FCA      11th April 2025**

**Registered Charity No. 700299**

## Oak Tree Farm Rural Project

### National Westminster Bank

#### General Account A/c 54266777

Balance at 1 January 2024	93,415.23
Receipts	454,388.26
Transfer COIF Account	50,000.00
	<u>597,803.49</u>
Cheque payments	(554,843.38)
Transfer to COIF	
<b>Balance at 31 December 2024</b>	<b><u>42,960.11</u></b>

#### Petty cash - general

Balance at 1 January 2024	100.02
Cash drawn	400.00
	<u>500.02</u>
Cash payments	Plants etc 0.00
	Maintenance 103.00
	Sundry 101.93
<b>Balance at 31 December 2024</b>	<b><u>92.09</u></b>

#### Petty cash - Taxi Fares

Balance at 1 January 2024	22.40
Cash drawn	750.00
	<u>772.40</u>
Cash payments	Taxi fares 750.00
<b>Balance at 31 December 2024</b>	<b><u>22.40</u></b>

#### COIF Account

Balance at 1 January 2024	256,000.41
Interest received	11,923.11
Deposits 26th June	<u>267,923.52</u>
Transfers to Bank A/c	(50,000.00)
<b>Balance at 31 December 2024</b>	<b><u>217,923.52</u></b>

#### Petty cash - Tea Room

Balance at 1 January 2024	58.51
Cash drawn	800.00
	<u>800.00</u>
Cash payments	Sundry 698.47
<b>Balance at 31 December 2024</b>	<b><u>101.53</u></b>

## Oak Tree Farm Rural Project

### Income & Expenditure Account

For the Year Ended 31st December 2024

2023	Income	2024	2023	Expenditure	2024
194,954	<b>Fees Charged</b>	244,526	277,642	Wages and Salaries	302,929
				Livestock Purchases	3,000
	<b>General Sales</b>		525	Pottery Consumables	245
17,318	Plants & Flowers	14,675	9,436	Farm Purchases & Consumables	8,365
5,400	Livestock Sales		6,191	Feeds, Seeds & Plants	7,468
1,532	Pottery	2,285	492	Vet fees	205
3,215	Acorn Garden Services	4,781	4,000	Rent	4,000
16,667	Other Sales & Income	14,584	3,844	Building Materials, Maintenance & Equipment Repairs	11,055
<b>44,132</b>	<b>Total</b>	<b>36,325</b>	8,335	Insurances	8,880
			740	Pest Control	948
	<b>Tearoom</b>		2,187	Telephone & Broadband	3,353
61,946	Takings :Food	74,055	6,609	Hygiene & Waste Disposal	6,665
23,124	:Drinks	30,210	13,820	Gas & Electricity	16,422
<b>85,069</b>		<b>104,265</b>	1,323	Water	857
(28,820)	Deduct purchases	34,274	2,306	Staff expenses & training	2,548
<b>56,249</b>		<b>69,991</b>	3,837	Vehicle costs and travelling	1,425
			420	Vehicle Leasing rentals	
	<b>Donations</b>		2,690	Postage, Stationery & Marketing	4,498
6,443	NFU Mutual	3,254		Computer costs	6,333
3,000	CLA Charitable Trust		3,825	Bank Charges	4,420
	Screwfix	1,515	840	Fire Extinguishers	600
	Foundation Stone	10,000	1,259	Room Hire & Fund Raising Costs	301
	Michael Marsh Trust	5,000			
	Stafford Mayors Charity	1,050	1,544	Sundry Expenses	2,558
	In Memory of Craig Beardmore	1,515			
	Stafford Rotary Club	2,000			
	Chartley Foundation	10,000			
	Edward & Dorothy Cadbury Trust	2,650			
10,000	Will Charitable Trust		<b>351,865</b>	<b>Total Expenditure</b>	<b>397,075</b>
4,000	Bailey Thomas Charitable Trust				
10,000	CMA Millies Watch		3004	Decrease in stock valuation	
2,000	In Memory of Margaret Holden				
4,407	HMRC Gift Aid tax refund	3007	<b>60,081</b>	<b>Excess of Income over Expenditure for the year</b>	<b>34,474</b>
35,587	Estate of Joyce Blatcher				
10,000					
14,942	Other (less than £1000)	14149			
<b>100,379</b>	<b>Total</b>	<b>54,140</b>			
	Increase in stock valuation				
	<b>Fund Raising</b>				
1,271	Christmas at the Farm	1,366			
1,100	Friends Membership	810			
1,000	Midsummer Music	1,121			
1,020	Bike a Thon	532			
4,014	Other Fund Raising Events	4,359			
<b>8,405</b>	<b>Total</b>	<b>8,188</b>			
10,007	Interest received	11,923			
824	Electricity FIT	779			
	Increase in stock valuation	5,677			
<b>414,950</b>		<b>431,549</b>	<b>414,950</b>		<b>431,549</b>

Date: 23/06/2025

Time: 15:00:21

## Stone Town Council - Payments

Page: 1

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, payment card, telephone banking and online banking. It excludes salary and related payments, payments from the Mayor's Charity, and transfers between the Council's bank accounts. All amounts exclude VAT.

Payment Date From : 01/05/2025

Payment Date To : 30/05/2025

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
01/05/2025	7701	Prism Solutions	Leased line rental - Apr 25	49.99
01/05/2025	7701	Prism Solutions	Leased line rental - Apr 25	59.90
01/05/2025	7701	Prism Solutions	Leased line rental - Apr 25	60.90
01/05/2025	OP/1114582	Bullfinch (Gas Equipment) Ltd	Rose Beacon - VE 80 Event	549.00
02/05/2025	025873	R Mountfords	FJC - mopheads	4.98
02/05/2025	INV-1183	CE & PS Ltd	St Georges Day Barriers and Elec Supply	514.60
02/05/2025	132626	B Hygienic Ltd	FJC - Toilet rolls	78.57
02/05/2025	SH050318/1/1	Stone House Hotel	Civic Dinner April 2025	1,528.25
02/05/2025	100	Stone Retinue	St Georges Day - Knights	800.00
06/05/2025	SBC Rates	Stafford Borough Council	SBC Rates SSTN - May 2025	180.00
06/05/2025	SBC Rates	Stafford Borough Council	SBC Rates Market square May 2025	21.00
06/05/2025	SBC Rates	Stafford Borough Council	SBC Rates FJC - May 2025	279.00
07/05/2025	11959	Canal Cruising Co Ltd	VE80 - Gas bottle for beacon	109.76
07/05/2025	5571	Christmas Plus	VE Day bunting supply and installation	1,310.00
07/05/2025	V02343129646	EE	EE mobile to 28 May	15.74
07/05/2025	V02343129646	EE	EE mobile to 28 May	15.74
07/05/2025	192855582	Miscellaneous	Prize for VE Day Bunting Competition	36.39
07/05/2025	10913084	British Gas	Elec Supply Ampitheatre 18 Mar to 20 Apr 25	13.86

Date: 23/06/2025

Time: 15:00:21

## Stone Town Council - Payments

Page: 2

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
09/05/2025	01308952	VALDA ENERGY	FJC Gas Usage 01.05 to 31.05.25	105.07
09/05/2025	01308952	VALDA ENERGY	SSTN Elec Usage 01.05 to 31.05.25	311.95
09/05/2025	01308952	VALDA ENERGY	FJC Gas Usage -01.05 to 31.05.25	234.52
09/05/2025	01308952	VALDA ENERGY	SSTN Gas Usage 01.05 to 31.05.25	88.45
12/05/2025	10945703	British Gas	Elec Usage - Feeder Pillar 1, 30 High Street 26.03 to	13.02
13/05/2025	444008-040	Virgin Media Business	Telephone rental and calls 22.03 to 21.04.25	88.48
13/05/2025	201615202578782	Pozitive Energy	HC - Gas Usage 01.04 to 30.04.25	110.50
14/05/2025	SINV083535	Worknest	Worknest - H&S Admin fee	65.00
14/05/2025	SINV083535	Worknest	Worknest - H&S Insurance policy	24.50
14/05/2025	SINV083534	Worknest	Worknest -H&S Subscription	2,636.00
15/05/2025	INV305422096	Zoom Video Comm Inc	ZOOM Subscription May 14 to June 13 25	25.98
16/05/2025	52334	Panda Press (Stone) Ltd	HC - Printing desk panel	166.00
16/05/2025	52344	Panda Press (Stone) Ltd	HC - VE80 printing panels for table top displays	353.00
16/05/2025	52401	Panda Press (Stone) Ltd	VE 80 exhibition - HMS Saxifrage information board	320.00
16/05/2025	SI-8177	Origin Studios (SOT) Ltd	Update calendar of events artwork 2025	120.00
16/05/2025	5141	BEA Fire Safety Ltd	HC - Annual Fire Ext Service 13.05.25	51.00
16/05/2025	193188615	JB Window Cleaner	Window cleaning - April 25	25.00
16/05/2025	193188615	JB Window Cleaner	Window cleaning - April 25	65.00
16/05/2025	INV-1785	IG Stage Hire	30% - Stage Hire Summer Music Event 16.08.25	405.00
16/05/2025	VE Day	Florence Brass	Florence Brass Band donation VE day	150.00
16/05/2025	193188615	JB Window Cleaner	Window cleaning - April 25	30.00
18/05/2025	544575078	Zurich Municipal	Insurance cover to 31.05.26	1,147.73
19/05/2025	01308952	VALDA ENERGY	FJC Gas Usage 01.05 to 31.05.25	158.34
20/05/2025	INV-1184	CE & PS Ltd	VE80 - Barrier hire	703.87
20/05/2025	132954	B Hygienic Ltd	HC - Annual Hygiene Contract to 30.04.26	124.00

Date: 23/06/2025

Time: 15:00:21

## Stone Town Council - Payments

Page: 3

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
20/05/2025	wp-INV09141077	Water Plus	Water Usage SSTN - 05.04 to 05.05.25	130.90
20/05/2025	02/085	ASPLI Safety Ltd	Road closure sign	82.73
20/05/2025	A Best travel exp	Miscellaneous	A Best -Taxi fare HMS Collingwood	13.90
20/05/2025	193176537	Trudy Williams	Picture frame for presentation	5.50
21/05/2025	wp-INV09155510	Water Plus	FJC Water Usage - 06.04-06.05.25	89.12
22/05/2025	211047	Black Rose Solutions Ltd	Internal Audit Fee 2024/25	327.00
22/05/2025	16725	All Print Equipment Ltd	Copier usage - Apr 25	28.37
22/05/2025	CD-243889858	Culligan	Water Cooler rental May 25	23.06
22/05/2025	52462	Panda Press (Stone) Ltd	Update 2025 Events Panels	160.00
27/05/2025	743014903/001/05	Virgin Media Business	Telephone rental & calls 06.05 to 05.06.25	50.00
27/05/2025	wp-INV09197882	Water Plus	Water Usage -MR Allotments-9.04 - 09.05.25	43.47
27/05/2025	218954	Prism Solutions	Prism IT Managed Service - June 25	1,391.73
27/05/2025	11119996	British Gas	Elec Usage - HC - 09.04 to 09.05	171.83
28/05/2025	SOT1147393	Veolia ES (UK) Ltd	Waste Collection -SSTN Apr 25	78.25
28/05/2025	SOT1147392	Veolia ES (UK) Ltd	Waste Collection - FJC - April 25	114.35
30/05/2025	wp-INV09272244	Water Plus	Water Usage - Newcastle Road - 15.04 to 15.05.24	16.18
30/05/2025	MayDay	KTC Security Services Ltd	Security at VE Day Event 2025	54.00
30/05/2025	194962697	Steve's Sound Systems	Sound System for VE day celebration	80.00
30/05/2025	544575078	Zurich Municipal	Insurance cover to 31.05.26	6,571.03
30/05/2025	544874934	Zurich Municipal	Insurance Cover to 31.05.2026	324.20
				25,269.93