



# Stone

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## Town Council

**Town Clerk**

Les Trigg

**Tel: 01785 619740**

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

15 Station Road

STONE

ST15 8JP

31 March 2026

Dear Councillor,

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 7 APRIL 2026 at 7:05pm**, or on the rising of the Council meeting, if later.

Les Trigg  
Town Clerk

### **AGENDA**

**1. Apologies for Absence**

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

**2. Declarations of Interest**

**3. Requests for Dispensations Received**

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

- County Councillor 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 March 2026, Minute Numbers GP26/119 – GP26/136 (attached).

**8. Minutes of Sub-Committees**

- a) Tourism & Town Promotion Sub-Committee held on 17 March 2026, Minute Numbers TTP26/034 – TTP26/041 (attached)
  - i. To consider the draft minutes
- b) Environment Sub-Committee held on 17 March 2026, Minute Numbers ENV26/035 – ENV26/042 (attached)
  - i. To consider the draft minutes
- c) Estates Sub-Committee held on 17 March 2026, Minute Numbers EST26/019 – EST26/029 (attached)
  - i. To consider the draft minutes
  - ii. To consider the recommendations contained in Minute Number EST26/024, EST26/025 and EST26/026.

**9. Appointment of Town Mayor and Deputy Town Mayor Elect**

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

**10. Review of Standing Orders**

To undertake a review of the Council's Standing Orders (attached to the electronic version of the agenda) which were circulated to the previous meeting of this Committee.

The document has been reviewed by the Town Clerk, who is not proposing any changes other than updating the Procurement Act 2023 contract thresholds.

**11. Review of Financial Regulations**

To undertake a review of the Council's Financial Regulations (attached to the electronic version of the agenda) which were circulated to the previous meeting of this Committee.

The document has been reviewed by the Town Clerk, who is not proposing any changes other than updating the Procurement Act 2023 contract thresholds.

**12. Neighbourhood Governance**

To consider a briefing paper received from Staffordshire Parish Councils' Association (who is joint working with West Midlands CALCs) on Neighbourhood Governance.

An email from the County Executive of SPCA is attached along with a Neighbourhood Governance Pack, containing a Council briefing, template motion and template letter to our local MP.

The Committee is asked to consider the template motion contained within the attached pack and if supported, ask the Town Clerk to write to Sir Gavin Williamson MP along the lines of the template letter included in the pack.

**13. Data Protection Policy**

To consider the attached Data Protection Policy and related Privacy Notices.

The Town Clerk has reviewed the documents and made a number of minor changes to improve clarity, change dates and reflect the change of title from 'Privacy Policy' to 'Data Protection Policy'.

**14. Stone Community Hub Liaison Group**

To consider the attached terms of reference for the Stone Community Hub Liaison Group.

**15. Town Council Payments**

To receive a list of payments made by the Council during the period 1 to 28 February 2026 (attached).

**16. Update from Working Groups:**

To receive updates from Working Group co-ordinators:

- a) Stone Heritage Centre Steering Group (Chairman: R. Kenney)

**17. 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

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

- a) Estates Sub-Committee Meeting held on 17 March 2026, Minute Numbers: EST26/019 and EST26/029 (attached).

**20. Staffing Matters**

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

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

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 March 2026

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

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

**ABSENT:** Councillors: J. Battrick A. Burgess, L. Davies, B. Kenney, A. Mottershead, J. Powell  
and N. Powell

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### GP26/119 Apologies

Apologies were received from Councillors: J. Battrick, L. Davies, B. Kenney,  
A. Mottershead, J. Powell and N. Powell

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

### GP26/120 Declarations of Interest

None made

### GP26/121 Requests for Dispensations

None received

### GP26/122 To receive the report of the County Councillors

The Chairman invited County Councillors to address the Committee.

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

Councillor Hood informed the Committee that Staffordshire County Council still  
only had an interim Leader and it wasn't known when a permanent Leader would  
be appointed.

After attending some very important Corporate Parent meetings Councillor Hood  
made an appeal for foster carers to come forward as the County Council were  
desperately in need of additional support with this service.

#### **County Councillor Andrew Mynors**

Councillor Mynors was not in attendance at the meeting.

**GP26/123**    **To receive the report of Borough Councillors**

The Chairman invited Borough Councillors to address the Committee.

**Councillor Ian Fordham**

Councillor Fordham advised the Committee that Stafford Borough Council had resolved a Council Tax increase of 2.99% for the year 2026-27. The precepts for parished areas, including the Town Council, were noted.

The Borough Council had also resolved to appoint Councillor Mark Winnington as Borough Mayor Elect in preparation for the upcoming municipal year (2026-27) and Councillor Frank James had been appointed Deputy Mayor Elect.

**Councillor Jill Hood**

Councillor Hood informed the Committee that she had spent time today (on 3 March) at the Rising Brook Community Church, an incredible organisation that signposts people to various service agencies, runs a well-attended Open House Lunch Club and a successful furniture store.

She said the Community Church would be pleased to receive donations of furniture and were willing to collect and make deliveries.

**GP26/124**    **Representations from Members of the Public**

None received.

**GP26/125**    **Minutes**

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on 3 February 2026 (Minute Numbers GP26/104 – GP26/118), be approved as a correct record.

**GP26/126**    **Minutes of Sub-Committees**

There were no Sub-Committee minutes.

**GP26/127**    **Stone Town Policing**

The Chairman invited PCSO Neil Moffatt to step forward to deliver his (verbal) Police report and allow Town Councillors to consider policing issues in Stone.

PCSO Moffatt handed out a copy letter that he and PC Duncan had produced about the early closure of the arcade shutter (at 1800hrs rather than the usual 2100hrs) leading to the car park at the rear of B&M. This was a temporary trial for one month in response to a recent increase in anti-social behaviour occurring during the evening. The letter was intended for businesses in the vicinity.

The Police will be continuing to host community events and will be holding a Copper Event at Bod on 9 March 2026.

Town Councillors asked the following questions:

- May we have an update on the situation on Westbridge Park?

PCSO Moffatt advised the Committee that he wasn't aware of any major issues occurring on Westbridge Park over the last couple of months. He said a small minority will give the park a bad name and Police patrols were undertaken as often as possible. Due to people in Stone caring so much about their town, incidents can sometimes be emphasised to a greater extent than in other areas and the Police were not always able to share information (to allay fears) when an investigation was in progress.

- Is there a problem with shoplifting in Stone?

PCSO Moffatt advised the Committee that there was not in his opinion a shoplifting problem in Stone, certainly when compared with neighbouring areas. He said the Police had been working with local schools and officers were present in the High Street as much as possible at school finish times. They were also working closely with B&M. A small number of shoplifters had been issued with Criminal Behaviour Orders.

At the end of the item the Chairman thanked PCSO Moffatt for attending the meeting and giving his report.

**GP26/128 Review of Standing Orders**

The Committee undertook to review the Council's Standing Orders\* which had been circulated with the electronic version of the agenda for the meeting.

The document circulated had already been reviewed by the Town Clerk who was not proposing any changes other than updating the Procurement Act 2023 contract thresholds.

RESOLVED: To defer consideration of the revised Standing Orders until the next meeting of the Committee in accordance with normal practice.

**GP26/129 Review of Financial Regulations**

The Committee undertook to review the Council's Financial Regulations\* which had been circulated with the electronic version of the agenda for the meeting.

The document circulated had already been reviewed by the Town Clerk who was not proposing any changes other than updating the Procurement Act 2023 contract thresholds.

RESOLVED: To defer consideration of the revised Financial Regulations until the next meeting of the Committee in accordance with normal practice.

**GP26/130 Annual Review of Risk Management**

The Committee received the report\* of the Town Clerk on the Annual Review of Risk Management, which had been enclosed with the agenda for 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.

The Town Clerk advised the Committee that the Council was required to consider risks on an annual basis and only very minor updates had been made since the review undertaken last year.

The Town Clerk said he would amend the description of 'dog bins' on page 14 which were now general bins that accepted dog waste.

RESOLVED: That the Annual Review of Risk Management be accepted by the Committee.

**GP26/131 Review of Councillor Code of Conduct**

The Committee undertook a review of the Council's Councillor Code of Conduct. A copy of the document\*, updated for dates only, had been attached to the agenda for the meeting.

The Town Clerk confirmed that after a review of the document, he did not propose any changes.

RESOLVED: To accept the Council's Code of Conduct, following the review of the Town Clerk.

**GP26/132 IT Policy**

The Committee considered an IT Policy\* drafted by the Town Clerk and enclosed with the agenda for the meeting.

The Town Clerk advised the Committee that the policy was based on a NALC template and covered all current uses of IT (in addition to existing related policies such as the iPad Policy and Use of Removable Media) and reflected current day to day practices already in operation.

RESOLVED: That the Committee adopt the IT Policy.

**GP26/133 Local Government Reorganisation**

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

The report considers the proposed local government reorganisation, and Stone Town Council's potential comments to a Government public consultation to aid consideration of the individual proposals submitted by Staffordshire principal councils.

Based on the Town Clerk's understanding of previous discussions he had also drafted a potential reply from the Town Council including a matrix with responses to the individual questions detailed in the online questionnaire (in the public consultation).

Town Councillors expressed the view that it was important to point out the disadvantages of Stone losing its local connections. It was concerning that the potential size of the wards in some of these areas will be too big, threatening working relationships.

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The Town Clerk said that he had emphasized in the content that the people of Stone were used to dealing with Stafford and that this connection was a critical one. Stone currently looks to Stafford in respect of County and Borough services and any solution not involving Stone looking to Stafford would cause significant confusion.

RESOLVED: That the Committee approves the Town Clerk's draft reply to the public consultation on the reorganisation of local government in Staffordshire (subject to a slight amendment to the first line on page 9) based on its support for Preference 1 as described in the report.

**GP26/134 Town Council Payments**

RESOLVED: To note the list\* of Town Council payments made during the period 1 to 31 January 2026.

**GP26/135 Update from Working Groups:**

**Stone Heritage Centre Steering Group**

The Chairman advised the Sub-Committee that a meeting of the Stone Heritage Centre Steering Group had taken place last week with progression of a program that included the development of the 'Story of Stone' and '250 years of the Trent and Mersey Canal' (in 2027).

**GP26/136 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 a meeting of Stone Area Parish Liaison Group would be called as soon as practicable now the Government had issued its public consultation on Local Government Reorganisation, and after the upcoming SPCA briefing (on Friday 6 March) on the proposals for Staffordshire.

**Stone ATC**

Councillor Davies informed the Committee that he had attended a meeting of the Stone ATC Civilian Welfare Committee on 24 February where it was reported that the Squadron was in good heart and looking for things to do in the year.

Unfortunately, their biggest issue was currently that they were unable to use their headquarters building because it had not been health and safety inspected. The Army Cadets have kindly allowed the Air Cadets to share their premises and it was good the two cadet units were working well together in these circumstances.

**Age Concern Stone & District**

Councillor Thornicroft advised the Committee that a meeting took place on 6 February and the Treasurer reported that the finances were in good order and continuing to operate on a not for profit basis. One of the main sources of income for the year was a sponsored ultra marathon undertaken by volunteers, raising £1,300.

The meeting discussed raising the profile of the services offered by the Cumberland House GP practice.

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There were currently four volunteers allowing the Age Concern office to be staffed on Mondays, Wednesdays and Fridays (for pre-arranged appointments). Six volunteers was the ideal number but it was difficult to recruit volunteers who were sometimes faced with demanding situations. The hospital appointment scheme was running well despite there being no new drivers.

Councillor Thornicroft said there was some discussion about the Town Council building and the upcoming local government reorganisation. Their Chairman had commented that it was vital that Age Concern continued to have a presence post reorganisation.

#### **Stafford & District Access Group**

Councillor Kelt advised the Committee that the next meeting of the Stafford & District Access Group would be held on 23 March 2026.

#### **Stone Common Plot Trustees**

Councillor Hood advised the Committee that the Common Plot had formed a fund raising group that had met for the first time. The group was planning to approach a number of local authorities for funding and had lots of ideas. They talked about using the Plot Barn Classroom which was built for educational visits and the Treasurer appealed to the group for people to come forward to decorate the classroom.

#### **Stone Community Hub Liaison Group**

Councillor Townsend informed the Committee that no meeting had taken place but a meeting was scheduled for late April 2026.

#### **SPCA Executive Committee**

Councillor Kelt informed the Committee that no meeting had taken place but one was planned for later in the month.

He also informed the Committee about an upcoming SPCA online presentation on Local Government Reorganisation in Staffordshire on Friday 6 March 2026.

#### **West Midlands Railway and other Rail Matters**

Councillor Kelt advised the Committee that a meeting had taken place but the content was not connected with Stone.

**CHAIRMAN**

# Stone Town Council

## Tourism & Town Promotion Sub-Committee

**Minutes of the meeting held in the Council Chamber  
at 15 Station Road, Stone, on Tuesday 17 March 2026**

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

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

By Chairman's invitation: P. Leason

**ABSENT:** Councillors: A. Burgess, L. Davies and A. Mottershead

Co-opted Member: J. Cook

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**TTP26/034 Apologies**

Councillors: L. Davies and A. Mottershead  
Co-opted Member: J. Cook

**TTP26/035 Declarations of Interest**

None made.

**TTP26/036 Requests for Dispensations**

None received.

**TTP26/037 Representations from Members of the Public**

None received.

**TTP26/038 Minutes of Previous Meeting**

The Minutes of the Tourism & Town Promotion Sub-Committee meeting held on 13 January 2026 (Minute Numbers TTP26/024 – TTP26/033), were approved as a correct record.

**TTP26/039 Calendar of Events**

The Sub-Committee considered the Town Council's Calendar of Events and gave updates on events that had 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.

## 2026 – Taken Place

- Texas Flag Raising, marking Texas State’s independence from Mexico (Saturday 7 March 2026)

Councillor Davies advised the Sub-Committee that the event had been well supported by the Florence Brass Band and expressed his grateful thanks to band members. He said the weather had been kind, the town busy on this Farmers’ Market day, and people had been interested in the Flag Raising proceedings.

Councillor Davies suggested moving the band on to the High Street itself next year in preference to this year’s positioning around the flag pole.

## 2026/27 – Upcoming/Agreed

The following events to be hosted by the Town Council, and their agreed dates, were noted by the Sub-Committee:

- St George’s Day (Saturday 25 April 2026)  
The Chairman informed the Sub-Committee that the annual St George event was scheduled for the 25 April, and would be well publicised.
- Floating Market (9 & 10 May 2026)  
The floating market will be visiting Stone again this year, on 9 and 10 May.
- Classic Car Event (11 July 2026)  
The Chairman informed the Sub-Committee that Alex Heaton from Stone Carnival was heading this popular event. Alex has confirmed (in a meeting, yesterday) that around 60 exhibitors were expected to take part. A call was made for volunteer stewards to offer their support on the day.
- Motorbike Event (8 August 2026)  
A Motorbike Event in Stone will be new for 2026. A large number of exhibitors had attended previous events arranged by the organiser (in other areas/towns) which fared well for the two wheel enthusiast in Stone.
- Children’s Event (July/August 2026)  
The Chairman advised the Sub-Committee that she was hoping a free children’s Viking re-enactment could take place in July or August. No meetings have been held with the organiser yet and an update would be given as arrangements progress.
- Summer Street Party (15 August 2026)  
The Chairman advised the Sub-Committee that discussions were underway about the possibilities and choices of bands available to perform at the Summer Street Party.

The event will be similar in structure to previous events.

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The Chairman called for new ideas in relation to the Street Party and confirmed that further details would be shared as arrangements progress.

- Florence Brass Band Concert & Burma Star Commemoration (16 August 2026)  
The Chairman reported that this was a popular event that she was looking forward to. The supplier of cream teas may need to change this year after a last minute problem last year.
- Alternative Car Event (26 September 2026)  
The Chairman advised the Sub-Committee that Alex Heaton from Stone Carnival was liaising with the owner of an alternative car (who had attended the last Classic Car Show in Stone) to see whether it might be possible to organise an alternative car show.
- Christmas Lights Switch-On (19 November 2026)  
The Chairman informed the Sub-Committee that she and officers of the Town Council had meeting with the Council's supplier of Christmas lights. A quotation will be supplied for a small number of tired looking displays and new lighting samples shared with Town Councillors, if provided.

The decorated Plane tree was raised as a point of concern as the lights were off a number of times over the festive period 2025 due to water ingress in the electric boxes and rodents chewing through the cables. A direct line to the contactor was made available.

- Texas Flag Raising, marking the anniversary of Texas joining the Union on 29 December 1845 (29 December 2026)  
This regular Flag raising event, marking Texas Joining the Union at the end of the year, was noted.
- Suggestions for new events  
The Chairman invited Sub-Committee members to put forward new ideas for events in 2026.

The suggestion was made that an Armed Forces Day be considered in Stone, either on 27 June 2026, or on Armed Forces Day next year. If arranged, contact should be made with MOD Stafford to ensure they have an opportunity to support the occasion.

The Suggestion was made that a Heritage event be held in consultation with the Heritage Centre Manager. There are one or two towns who put heritage pictures in shop windows showing how the shops looked in years gone by, along with a display of artifacts where available.

#### **TTP26/040 Rebekah**

The Sub-Committee considered the future of Rebekah, the narrow boat on the canal bridge, although not the direct responsibility of the Town Council.

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The Chairman advised the Sub-Committee that a community group was planning to undertake a weld repair to restore the boat's structure.

**TTP26/041 Reports from Working Groups**

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

**Remembrance Plaques Working Group**

Councillor J. Davies confirmed (on behalf of Councillor L. Davies who was not present at the meeting) that there was no new information to report.

**Market Strategy Working Group**

The Chairman advised the Sub-Committee that no meeting of the Working Group had taken place.

**Friendship Agreement Working Group**

Councillor J. Davies advised the Sub-Committee that there was no change since the last meeting and that he was waiting for more information to be released on the local government reorganisation to allow consideration of how friendship arrangements would align with the new structure.

**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 17 March 2026

**PRESENT:** Councillor T. Kelt in the Chair and  
Councillors: J. Battrick, B. Kenney, R. Kenney, J. Metters, J. Powell and  
C. Thornicroft

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

By Chairman's Invitation: J. Hood and P. Leason

**ABSENT:** Councillors: A. Burgess, N. Powell and R. Townsend

In the absence of the Chairman, the Vice Chairman took the chair.

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### **ENV26/035 Apologies**

Councillors: N. Powell and R. Townsend

### **ENV26/036 Declarations of Interest**

None made.

### **ENV26/037 Request for Dispensations**

None received.

### **ENV26/038 Representations from Members of the Public**

None received.

### **ENV26/039 Minutes of Previous Meeting**

The minutes of the Environment Sub-Committee meeting held on 13 January 2026 (Minute Numbers ENV26/026 – ENV26/034), were approved as a correct record.

### **ENV26/040 Environmental Sub-Committee Works Update**

The Chairman referred the Sub-Committee to the Grounds Maintenance Works Update, which had been enclosed with the agenda for the meeting.

The Chairman highlighted the following points:

- Allotments and removal of asbestos – The Town Council is unable to remove all of the asbestos presently due to the cost, although a professional survey has confirmed that it is safe to leave the asbestos insitu.
- Grounds maintenance (pruning and replanting on Walton Roundabout) – No update.
- Grounds maintenance (town borders, pruning and replanting) – Pruning work will take place before the end of March. Silver Birch pollarding will take place later in the season.
- Grounds maintenance (installation of lock gate on Walton Roundabout) – The Canal & River Trust have confirmed the delivery location although the lock gate has not yet been received.
- Environmental initiatives (improvements to alleviate flooding) – The Grounds Maintenance Contactor has confirmed that due to extensive rain, work has not started on the path across Crown Meadow. Work will commence when the ground has dried out.
- Mare’s Tail on Mount Road Allotments – The most affected plot has been let to a new tenant who will be managing the infestation.
- Boundary Fence at Mount Road allotments – It was confirmed that the Grounds Maintenance Contractor had started the replacement fencing work today.

**ENV26/041 Crown Meadow**

The Chairman advised the Sub-Committee that Councillor Townsend had prepared a document for this item, the content of which was shared.

The first meeting had been held with the Community Flood Officer for Severn Trent Water Authority whose role included reaching out to customers/authorities with the purpose of improving communications between organisations, responding to concerns and supporting projects. Council representatives attending the meeting included Councillor Townsend, the Town Clerk and Deputy Town Clerk.

The group discussed the increasing incidences of flooding on Crown Meadow, pollution incidents, pollution monitoring and Scotch Brook. They also talked about the Town Council’s long term plan for the maintenance and ecological improvement of Crown Meadow and the need to consider flooding and water quality.

The Community Flood Officer provided information on Severn Trent Water Authority’s Community Fund which might be open to the Town Council for a community project. The Officer offered to provide pollution data for the River Trent and to find out whether the Water Authority had any records of the old drainage system that is reportedly underneath Crown Meadow.

The criteria for the Community Fund will be assessed to see whether the funding opportunity is an option and will follow up on the data the Community Flood Officer will provide.

The Town Clerk confirmed that a meeting would be held tomorrow with a metal detectorist who will be investigating the Meadow.

**ENV26/042 Reports of Working Groups**

Environmental Working Group

The Chairman reported that Councillor Townsend had attended the last Staffordshire COP meeting, a productive environmental meeting attended by many suppliers and agencies. He had spoken with a number of representatives and was hopeful that partnership working would be a future possibility.

The Chairman, Councillor Kelt, advised the Sub-Committee that the Stafford Environmental Panel hadn't met but a meeting had been arranged to take place on Monday 23 March 2026.

**Chairman**

# Stone Town Council – Estates Sub-Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 17 March 2026

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

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

By Chairman's invitation: P. Leason

**ABSENT:** Councillors: L. Davies, I. Fordham, A. Mottershead and N. Powell

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**EST26/019**     **Apologies**

Councillors: L. Davies, I. Fordham A. Mottershead and N. Powell

**EST26/020**     **Declarations of Interest**

None made.

**EST26/021**     **Requests for Dispensations**

None received.

**EST26/022**     **Representations from Members of the Public**

None received.

**EST26/023**     **Minutes of Previous Meeting**

RESOLVED:

That the minutes of the Estates Sub-Committee meeting held on the 13 January 2026 (Minute Numbers EST26/011 – EST26/018), be approved as a correct record.

**EST26/024**     **Street Lighting**

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

The Town Clerk advised the Sub-Committee that the report considered street

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lighting paid for by the Town Council and examined whether it should embark on a programme to update all bulbs with LED.

The lighting provided by the Town Council (some of which was thought to have been carried over from the old Urban District Council in 1974) was set out in the report, and the Council had been following a policy of replacing defective bulbs with modern LED bulbs as the need had arisen. Currently the costs of the lighting provision are £843 a year including both maintenance and electricity supply.

The Town Clerk advised the Sub-Committee that the payback period for replacing all lights with LED was six to nine years and there didn't appear to be justification for the one off replacement of all bulbs with modern energy efficient ones. He also pointed out that the Council's lighting provision had not been reviewed for some time and asked whether the Sub-Committee should instigate a review.

**RECOMMENDED:** That the Town Council continues with its current policy of exchanging traditional bulbs with LED bulbs when replacement was required.

**RESOLVED:** That the Town Council's street lighting is reviewed by a task and finish working group consisting of Councillors A. Best (Co-ordinator), R. Kenney and C. Thornicroft, who will report back to the Sub-Committee.

#### **EST26/025    Bus Shelters**

The Sub-Committee considered the report of the Town Clerk\* (which had been enclosed with the agenda for the meeting) exploring the options for the Council's provision of bus shelters.

The Town Clerk advised the Sub-Committee that the Town Council had originally owned eight bus shelters with one having since been removed. Some time ago a number of bus services were removed from Stone rendering the bus shelters on these routes redundant. At this time, a decision was made by the Council not to continue maintaining those shelters and in due course to consider their removal. No proposals have been brought forward to remove those shelters.

The Town Council has three bus shelters which serve current bus services, two in Christchurch Way and one in Eccleshall Road. The bus shelter in Eccleshall Road is in very good condition (at only around 10 years old) but the two in Christchurch Way are in need of refurbishment (including replacement of Perspex).

The Town Clerk reminded the Sub-Committee that these bus shelters had been considered some time ago and a decision taken not to refurbish them because it was expensive and they were a target for vandalism. No decision was made about their removal at that time.

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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.

As it didn't seem likely that the bus services would be restored, a cost had been obtained to remove the four redundant bus shelters in Walton which was £1,200.

The costs of refurbishing the bus shelters in Christchurch Way was estimated to be £2,500. There was the possibility that the Perspex could be salvaged from the redundant bus shelters, if removed, and installed in these.

The Sub-Committee explored a number of options relating to removal and refurbishment of the bus shelters which included:

- The possibility that removal of the redundant shelters might be premature at the present time as the County Council was in the process of putting forward a County Transportation Plan which included the potential restoration of bus services.
- The removal of the redundant shelters would leave the ground in an unsightly condition unless making good was included in the specification.
- The Christchurch Way bus shelters if repaired may be vandalised again, wasting the Town Council's resources.
- That the bus shelters are left for other uses such as shelter for dog walkers.
- That a working group undertakes a review of the bus shelters to determine, after an assessment of condition and local considerations, the preferred course of action.

RECOMMENDED: That a decision on the removal or future use of the four bus shelters which do not currently serve bus routes (St Vincent Road, Manor Rise, Oulton Road and Whitemill Lane) be deferred for further consideration at the next meeting once Councillors had had further time to consider the position.

RECOMMENDED: That the Eccleshall Road and Christchurch Way bus shelters be maintained as necessary but the Christchurch Way bus shelters would not have their Perspex replaced.

#### **EST26/026 Frank Jordan Centre**

The Sub-Committee considered the report of the Town Clerk\* (which had been enclosed with the agenda for the meeting) examining the benefits of installing parking bay signs at the Frank Jordan Centre.

The Town Clerk advised the Sub-Committee that a one off issue with parking had instigated consideration of the parking arrangements but that this had now resolved. He also pointed out that parking bay signs would have an impact on the conservation area which was a concern.

RECOMMENDED: That the installation of parking bay signs on the perimeter walls of the Frank Jordan Centre car park are not progressed.

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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.

**EST26/027     Town Council Assets**

The Sub-Committee considered a list (which had been enclosed with the agenda for the meeting) of the Council’s key “external” assets and details of planned maintenance arrangements.

The Town Clerk advised the Sub-Committee that the document had been provided for information following discussions at the last meeting when there had been some questions about the assets the Town Council owned.

The document was an extract from the asset register and looked at external items only. It was noted that not all of the assets listed fall under the remit of the Estates Sub-Committee.

**EST26/028     Exclusion of the Press and Public**

**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.

**EST26/029     Update on Stone Station**

The Town Clerk gave an update on Stone Station in respect of the 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.

# Stone

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## Town Council



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### **Standing Orders**

### **Related to Council Business**

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April 2026

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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 at the meeting in relation to the consideration of an item on the agenda. *(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.

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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.

- 2.4 If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder.
- 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 coordinator, 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, the chairman of the General Purposes Committee 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 and vice versa.
- 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.
- 7.5 The Town Clerk may call a meeting of the Council or any committee or 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**

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- 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 2018, 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 Procurement Act 2023, or subsequent replacement/supplementary legislation.
- 19.4 Contracts expected to be below the value of £30,000 (including VAT) 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 Procurement Act 2023 of £207,720 (goods and services)<sup>3</sup> or £5,193,000 (works)<sup>3</sup> (including VAT), which have "detailed and complex" requirements will be undertaken in partnership with the County Council, who will be able to ensure that these complex regulations are adhered to.
- 19.6 Between the figures in paragraph 19.4 and 19.5, the Council may:
- a. Advertise the contract or otherwise offer it on the open market. In this case the contract must also be published on the "Contract Finder" website.
  - b. Offer the contract to a closed list of contractors, or
  - c. Offer the contract to its "preferred contractor" identified for that area of work. In this case the requirement to advertise on the "Contracts Finder"

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<sup>3</sup> 2026 values. These figures may vary from time to time.

website would not apply, although the award of the contract would still need to be posted on the site.

- 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 order 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;
  - 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 2018.
- 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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April 2026

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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. 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 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 the first week of February 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 a 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

---

- 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

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- 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 for the same or similar items 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 or their agents 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 or unnecessary. 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 contract within the scope of the Procurement Act 2023 (“the Act”) which is valued at £30,000 or more (including VAT), the council shall comply with the relevant requirements of the Act<sup>2</sup>.
- 10.3 The full requirements of The Act, as applicable, shall be followed in respect of the tendering and award of a contract which exceed thresholds in The Act (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 £30,000 (including VAT) but in excess of £3,000 (excluding VAT) 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 of RFO shall seek to obtain the best

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

<sup>3</sup> Thresholds applicable in February 2026 (including VAT) are:

- a. For public goods and services contracts £207,720
- b. For public works contracts £5,193,000

<sup>4</sup> Standing Order 19 based on the version effective from April 2026 which was current at the time of preparing this document. This reference may change in subsequent versions of standing orders.

overall value for money for the 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 each individual 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.

\* \* \*

**From:** [Staffordshire Parish Councils Association](#)  
**To:** [Staffordshire Parish Councils Association](#)  
**Subject:** Neighbourhood Governance Pack  
**Date:** 18 March 2026 19:45:52  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[WMCALC Neighbourhood Governance Campaign Pack.docx](#)

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Dear Members,

As part of the West Midlands County Associations of Local Councils (WMCALC) we are pleased to share with you our Neighbourhood Governance Pack. It is designed to help your council influence the emerging Neighbourhood Governance proposals.

This pack brings together a briefing for councillors, a draft council motion and a template letter you can send to your MP. It is designed to make it as simple as possible for your council to act. You can:

- Use the template motion at your next council meeting to formally agree your position.
- Send the covering letter to your local MP, encouraging them to lobby for a strong and influential role for parish and town councils in the new neighbourhood governance framework.
- Adapt any of the documents to reflect your local context or priorities.

We hope this pack helps you respond confidently and consistently to the ongoing uncertainty around your role in Neighbourhood Governance.

If you need any further support, or would like help tailoring the materials, please let us know.

Kind regards,



County Executive Officer  
Staffordshire Parish Councils' Association

Tel: 

Email: 

www: [www.spcaonline.org.uk](http://www.spcaonline.org.uk)

Post: Staffordshire Parish Councils' Association, Eastgate House, 79  
Eastgate Street, Stafford, ST16 2NG

# Neighbourhood Governance Pack



**Pack contents: Council briefing,  
template motion and template letter  
to your local MP.**

## Overview

The UK Government's emerging agenda on neighbourhood governance—set out through the English Devolution and Community Empowerment (EDCE) Bill—signals a shift toward more localised, community-level decision-making.

However, despite new duties placed on unitary councils, **the Government has not yet provided a clear, formal definition or detailed guidance** on what neighbourhood governance should look like. There is yet to be any role for parish/town councils in these new structures.

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## What the Government Has Said So Far

Government documents describe neighbourhood governance mainly in broad, outcome-focused terms, stating that its purpose is to **“move decision-making closer to residents”** and enable public services to be better organised around local needs.

The Bill gives the Secretary of State powers to **define neighbourhood areas** and set criteria for governance arrangements—but these definitions and criteria have **not yet been issued**.

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## Key Gap: No Clear Definition or Local Council role

Although local authority duties are being introduced, **no statutory or practical definition of “neighbourhood governance” has been set out by the Government**.

This leaves councils uncertain about the scale, form and minimum standards expected.

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## Implications for Parish and Town Councils

Neighbourhood governance reforms—driven by the English Devolution and Community Empowerment (EDCE) Bill—have significant implications for parish and town councils. While these bodies are long-established forms of neighbourhood-level democracy, the Government's proposals introduce new expectations, uncertainty, and potential opportunities.

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## Parish and Town Councils Will No Longer Be the Default Neighbourhood Governance Model

The Government has stated that it **“wants to make sure that all local authorities have a way of working with people in their**

**neighbourhoods, so they are not relying on town and parish councils to do it.”**

---

### **Uncertainty About Their Future Role**

Because the Government has not yet defined:

- what constitutes a neighbourhood governance structure, or
- how these structures will interact with existing parish councils,

parish and town councils face **uncertainty** regarding:

- Their statutory position within the new framework
  - Whether their existing roles will be strengthened, diluted, or duplicated
- 

### **3. Potential Overlap or Duplication**

With the Secretary of State empowered to **define neighbourhood areas** and set criteria for governance arrangements—yet without definitions currently in place—there is a risk that new, imposed neighbourhood structures may **overlap with existing parished areas or the work of parish/town councils**.

This could lead to:

- Confusion over responsibilities
  - Blurred lines of accountability
  - Challenges in community engagement
- 

### **Summary**

**Parish and town councils are likely to remain important, but their role is no longer assumed or guaranteed.**

We face a period of uncertainty while the Government develops regulations defining neighbourhood areas and governance standards. Until clarity is provided, councils must prepare for:

- Possible structural changes
  - Integration with new neighbourhood models
  - The need to demonstrate strong community value
-

Below is a **ready-to-use template motion** that a parish or town council can adopt. It reflects the current policy context, including the Government's intention **not to rely solely on parish and town councils for neighbourhood governance**, and the lack of detailed guidance on how new structures will work alongside existing local councils.

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## **Template Motion: Ensuring an Influential Role for Parish/Town Councils in Neighbourhood Governance**

**[Council Name] Parish/Town Council**

### **Motion for Resolution**

**Date:**

**Proposed**

**by:**

**Seconded by:**

---

### **Motion**

#### **This Council notes:**

1. That the Government's English Devolution and Community Empowerment (EDCE) Bill introduces a new duty on all local authorities to establish "effective neighbourhood governance" structures, with further detail to be set out in forthcoming regulations.
  2. That the Government has stated it wants all local authorities to have a way of working with neighbourhoods "**so they are not relying on town and parish councils to do it,**" indicating that parish and town councils may not automatically be recognised as the primary neighbourhood governance mechanism.
  3. That the Secretary of State will have powers to define neighbourhood areas and set criteria for neighbourhood governance arrangements, but these definitions and criteria have **not yet been published**, creating uncertainty about the future role of parish and town councils within the new framework. [[nalc.gov.uk](http://nalc.gov.uk)]
  4. That parish and town councils are the most local and democratically accountable tier of government, with established relationships in communities and a strong track record of facilitating local engagement and service delivery.
- 

#### **This Council believes:**

1. That parish and town councils should play a **central and influential role** in any new system of neighbourhood governance, reflecting their democratic mandate and deep local knowledge.
  2. That any new neighbourhood governance structures should **complement, not duplicate or marginalise**, existing parish and town councils.
  3. That clear guidance from Government is essential to avoid confusion, overlap, and the dilution of local democratic accountability.
  4. That parish and town councils are offered the opportunity to join any neighbourhood governance structures created in their area.;
- 

**This Council resolves to:**

1. **Call on our local Member of Parliament** to press the Secretary of State for Housing, Communities and Local Government to:
    - Ensure that parish and town councils are formally recognised as key partners within the emerging neighbourhood governance framework;
    - Guarantee that the forthcoming regulations and guidance clearly set out how parish and town councils will be integrated into neighbourhood governance structures;
    - Provide assurance that new neighbourhood governance arrangements will not duplicate functions or undermine the democratic legitimacy of parish and town councils.
  2. **Write to the MP** enclosing this motion and requesting active lobbying on behalf of parish and town councils during the development of regulations under the EDCE Bill.
  3. **Engage with our principal authority** to express the Council's expectation that parish and town councils be meaningfully involved in shaping local responses to the neighbourhood governance duty.
  4. **Publicly communicate** this Council's position to residents, reaffirming our commitment to maintaining strong, local, democratic representation.
-

Template Letter to your local MP

**[Council Letterhead]**

**[Date]**

**[Name of MP]**

Member of Parliament for **[Constituency]**

**[Office Address]**

Dear **[Name of MP]**,

**Re: Request for Advocacy on the Role of Parish/Town Councils in Neighbourhood Governance Reforms**

I am writing on behalf of **[Council Name] Parish/Town Council** to draw your attention to significant concerns arising from the Government's emerging neighbourhood governance proposals under the English Devolution and Community Empowerment (EDCE) Bill.

As you will know, the Bill introduces a new legal duty for all local authorities to establish "**effective neighbourhood governance**" structures. However, the Government has indicated that local authorities should not rely solely on parish and town councils for this purpose. Specifically, accompanying commentary to the Bill states that councils should have ways of working with neighbourhoods "**so they are not relying on town and parish councils to do it.**"

At the same time, the Bill provides the Secretary of State with new powers to **define neighbourhood areas** and set criteria for governance arrangements, but these definitions and criteria have **not yet been published**, leaving substantial uncertainty about how existing parish and town councils will fit within the new system.

Given that parish and town councils are the **most local, democratically elected tier of government**, with deep knowledge of their communities, we strongly believe they should have an **influential and clearly recognised role** within any new neighbourhood governance arrangements.

Enclosed with this letter is a motion passed by **[Council Name]** requesting that you press the Secretary of State for Housing, Communities and Local Government to:

1. Ensure parish and town councils are formally recognised as key partners in neighbourhood governance.
2. Provide clarity—through forthcoming regulations and guidance—on how these councils will be integrated into the new framework.

3. Avoid the creation of parallel structures that could duplicate or diminish the role of democratically elected local councils.

We would be grateful for your support in raising these matters with Ministers and ensuring that community-level democratic representation is not weakened as these reforms progress.

Please do not hesitate to contact us if you would like to meet to discuss this further or require any additional information.

Yours sincerely,

**[Name]**

**[Position, e.g., Chair/Clerk]**

**[Council Name] Parish/Town Council**

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# Stone

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## Town Council



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## Data Protection Policy

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March 2026

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## 1 PERSONAL DATA – WHAT IS IT?

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- 1.1 “Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR) and other local legislation relating to personal data and rights such as the Human Rights Act.

## 2 COUNCIL INFORMATION

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- 2.1 This Data Protection Policy has been produced by Stone Town Council.
- a. Website: [www.stonetowncouncil.gov.uk](http://www.stonetowncouncil.gov.uk)
  - b. Address: 15 Station Road, Stone, ST15 8JP

## 3 WHO ARE THE DATA CONTROLLERS?

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- 3.1 The data controller is Stone Town Council.
- 3.2 The Council may also work with other data controllers such as government agencies, other local authorities, community groups, charities, banks and contractors.

## 4 WHAT PERSONAL DATA IS COLLECTED?

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- 4.1 We may collect data such as:
- a. Names, titles, and aliases, photographs;
  - b. Contact details such as telephone numbers, addresses, and email addresses;
  - c. Where they are relevant to the services provided by a Council, or where you provide them to us, we may process demographic information such as gender, age, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants;
  - d. Where activities are paid for, such as use of a community centre, financial identifiers such as bank account numbers, payment card

numbers, payment/transaction identifiers, policy numbers, and claim numbers;

- 4.2 The data we process may include sensitive personal data or other special categories of data such as racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sex life or sexual orientation.
- 4.3 Website data – we may collect:
- a. Information from synching with other software or services
  - b. Interaction with social media (functional and/or marketing) and what information is available?
  - c. Information about payments
  - d. Access to social media profiles
  - e. Demographic information
  - f. Data automatically collected from use of the web service:
    - i. Device information (nature of device and/ or identifiers)
    - ii. Log information (including IP address)
    - iii. Location information (how is location collected/inferred)
    - iv. Device sensor information
    - v. Site visited before arriving
    - vi. Browser type and or OS
    - vii. Interaction with email messages
  - g. Information from other sources, for example:
    - i. Referrals or recommendations
    - ii. Publicly accessible sources
  - h. Information from cookies or similar technologies (incl. in-app codes) (including whether session or persistent), for example:
    - i. Essential login/authentication or navigation
    - ii. Functionality – remember settings
    - iii. Performance & Analytics – user behaviour
    - iv. Advertising/retargeting
    - v. Any third party software served on users

- vi. Other
- i. Nature of any outbound communications with website users
  - i. Email
  - ii. Telephone (voice)
  - iii. Telephone (text)

## 5 DATA PROTECTION LAW

---

5.1 The Council will comply with data protection law. This says that the personal data we hold must be:

- a. Used lawfully, fairly and in a transparent way.
- b. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- c. Relevant to the purposes we have told you about and limited only to those purposes.
- d. Accurate and kept up to date.
- e. Kept only as long as necessary for the purposes we have told you about.
- f. Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect personal data from loss, misuse, unauthorised access and disclosure.

## 6 USE OF PERSONAL DATA

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6.1 We will use personal data for some or all of the following purposes:

- a. To deliver public services including to understand needs, to provide services, to understand needs and to provide information
- b. Confirmation of identity to provide some services
- c. Making contact by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp)
- d. To help us to build up a picture of how we are performing
- e. To prevent and detect fraud and corruption in the use of public funds and where necessary for law enforcement functions

- f. To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- g. To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- h. To promote the interests of the Council;
- i. To maintain our own accounts and records;
- j. To seek views, opinions or comments;
- k. To notify residents/service users of changes to our facilities, services, events and staff, Councillors and role holders;
- l. To send communications which have been requested and that may be of interest. These may include information about campaigns, appeals, other new projects or initiatives;
- m. To process relevant financial transactions including grants and payments for goods and services supplied to the Council
- n. To allow the statistical analysis of data so we can plan the provision of services.

6.2 Our processing may also include the use of CCTV systems for the protection of assets, general security, the enforcement of contract terms and the prevention and prosecution of crime.

## 7 WHAT IS THE LEGAL BASIS FOR PROCESSING PERSONAL DATA?

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7.1 The Council is a public authority and has certain powers and duties. Most personal data is processed for compliance with a legal obligation which includes the discharge of the Council's statutory functions and powers. Sometime when exercising these powers or duties it is necessary to process personal data of residents or people using the Council's services. We will always take into account their interests and rights. This Data Protection Policy sets out these rights and the Council's obligations in detail.

7.2 We may also process personal data if it is necessary for the performance of a contract, or to take steps to enter into a contract. An example of this would be processing data in connection with the use of sports facilities, or the acceptance of an allotment tenancy.

- 7.3 Sometimes the use of personal data requires consent. We will first obtain consent to that use.

## 8 SHARING PERSONAL DATA

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- 8.1 The Council will implement appropriate security measures to protect personal data. This section of the Data Protection Policy provides information about the third parties with whom the Council will share personal data. These third parties also have an obligation to put in place appropriate security measures and will be responsible directly for the manner in which they process and protect personal data. It is likely that we will need to share data with some or all of the following (but only where necessary):
- a. Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our computers and software;
  - b. On occasion, other local authorities or other bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

## 9 HOW LONG DO WE KEEP PERSONAL DATA?

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- 9.1 We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The Council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

## 10 RIGHTS OF DATA SUBJECTS

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- 10.1 Data subjects are the people from whom the Council collect and hold data. They have the following rights with respect to their personal data:
- a. The right to access personal data we hold on them
  - b. The right to correct and update the personal data we hold on them

- c. The right to have their personal data erased
  - d. The right to object to processing of their personal data or to restrict it to certain purposes only
  - e. The right to data portability
  - f. The right to withdraw their consent to the processing at any time for any processing of data to which consent was obtained
  - g. The right to lodge a complaint with the Information Commissioner's Office.
- 10.2 When exercising any of the rights listed above, the Council will make appropriate ID checks to ensure the security of data. In such cases, data subjects will be required to respond with proof of identity before these rights can be exercised.
- 10.3 The Information Commissioners Office can be contacted on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

## 11 TRANSFER OF DATA ABROAD

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- 11.1 Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data may be accessed from overseas.

## 12 FURTHER PROCESSING

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- 12.1 If we wish to use personal data for a new purpose, not covered by this Data Protection Policy, then we will update the Privacy Notice accordingly. If necessary, we will seek prior consent to the new processing.

## 13 CHANGES TO THIS POLICY

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- 13.1 We keep this Data Protection Policy under regular review, and we will place any updates on the Council's website at [www.stonetowncouncil.gov.uk](http://www.stonetowncouncil.gov.uk).

## 14 CONTACT DETAILS

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- 14.1 Data subjects may ask questions about this Data Protection Policy or the personal data we hold about them or they may exercise all relevant rights, queries or complaints by contacting:

The Data Controller, Stone Town Council, 15 Station Road, Stone, ST15 8JP  
Email: [clerk@stonetowncouncil.gov.uk](mailto:clerk@stonetowncouncil.gov.uk), Phone: 01785 619740

# Stone

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## Town Council



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## General Privacy Notice

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March 2026

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## 1 YOUR PERSONAL DATA – WHAT IS IT?

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- 1.1 “Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

## 2 WHO ARE THE DATA CONTROLLERS?

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- 2.1 The data controller for your data is Stone Town Council.
- 2.2 The Council may also work with other data controllers such as government agencies, other local authorities, community groups, charities, banks and contractors.
- 2.3 We may need to share your personal data we hold with them so that they can carry out their responsibilities to the Council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the Council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.
- 2.4 A description of what personal data the Council processes and for what purposes is set out in this Privacy Notice.

## 3 PROCESSING PERSONAL DATA

---

- 3.1 The Council will process some or all of the following personal data where necessary to perform its tasks:
- a. Names, titles, and aliases, photographs;
  - b. Contact details such as telephone numbers, addresses, and email addresses;

- c. Where they are relevant to the services provided by the Council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- d. Where you pay for activities such as use of a Council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- e. The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

## 4 HOW WE USE SENSITIVE PERSONAL DATA

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- 4.1 We may process sensitive personal data including, as appropriate:
  - a. information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
  - b. your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
  - c. in order to comply with legal requirements and obligations to third parties.
- 4.2 These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- 4.3 We may process special categories of personal data in the following circumstances:
  - a. In limited circumstances, with your explicit written consent.
  - b. Where we need to carry out our legal obligations.
  - c. Where it is needed in the public interest.
- 4.4 Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

## 5 DO WE NEED YOUR CONSENT TO PROCESS YOUR SENSITIVE PERSONAL DATA?

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- 5.1 In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

## 6 DATA PROTECTION LAW

---

- 6.1 The Council will comply with data protection law. This says that the personal data we hold about you must be:
- a. Used lawfully, fairly and in a transparent way.
  - b. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
  - c. Relevant to the purposes we have told you about and limited only to those purposes.
  - d. Accurate and kept up to date.
  - e. Kept only as long as necessary for the purposes we have told you about.
  - f. Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect personal data from loss, misuse, unauthorised access and disclosure.

## 7 USE OF YOUR PERSONAL DATA

---

- 7.1 We use your personal data for some or all of the following purposes:
- a. To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
  - b. To confirm your identity to provide some services;
  - c. To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
  - d. To help us to build up a picture of how we are performing;
  - e. To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;

- f. To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- g. To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- h. To promote the interests of the Council;
- i. To maintain our own accounts and records;
- j. To seek your views, opinions or comments;
- k. To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- l. To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- m. To process relevant financial transactions including grants and payments for goods and services supplied to the Council
- n. To allow the statistical analysis of data so we can plan the provision of services.

7.2 Our processing may also include the use of CCTV systems for the protection of assets, general security, the enforcement of contract terms and the prevention and prosecution of crime.

## 8 WHAT IS THE LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA?

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8.1 The Council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the Council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the Council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the Council's obligations to you.

8.2 We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

- 8.3 Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

## 9 SHARING YOUR PERSONAL DATA

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- 9.1 This section provides information about the third parties with whom the Council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):
- a. The data controllers listed in paragraph 2.2 above;
  - b. Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our computers and software;
  - c. On occasion, other local authorities or other bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

## 10 HOW LONG DO WE KEEP YOUR PERSONAL DATA?

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- 10.1 We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The Council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

## 11 YOUR RIGHTS AND YOUR PERSONAL DATA

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- 11.1 You have the following rights with respect to your personal data:
- 11.2 When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- 11.3 The right to access personal data we hold on you
- a. At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
  - b. There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
- 11.4 The right to correct and update the personal data we hold on you
- a. If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- 11.5 The right to have your personal data erased
- a. If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
  - b. When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- 11.6 The right to object to processing of your personal data or to restrict it to certain purposes only
- a. You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 11.7 The right to data portability
- a. You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 11.8 The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained
- a. You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 11.9 The right to lodge a complaint with the Information Commissioner's Office.
- a. You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the

## 12 TRANSFER OF DATA ABROAD

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- 12.1 Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data may be accessed from overseas.

## 13 FURTHER PROCESSING

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- 13.1 If we wish to use your personal data for a new purpose, not covered by the Council’s Data Protection Policy, then we will update Privacy Notice setting out the relevant purposes and processing conditions. If necessary, we will seek your prior consent to the new processing.

## 14 CHANGES TO THIS NOTICE

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- 14.1 We keep this Privacy Notice under regular review, and we will place any updates on the Council’s website at [www.stonetowncouncil.gov.uk](http://www.stonetowncouncil.gov.uk).

## 15 CONTACT DETAILS

---

- 15.1 Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Stone Town Council, 15 Station Road, Stone, ST15 8JP  
Email: [clerk@stonetowncouncil.gov.uk](mailto:clerk@stonetowncouncil.gov.uk), Phone: 01785 619740

# Stone

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## Town Council



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### Privacy Notice

For Staff, Councillors and Role Holders

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March 2026

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## 1 DEFINITIONS

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- 1.1 “Staff” means employees, workers, agency staff and those retained on a temporary or permanent basis.
- 1.2 “Councillors” means individuals who are elected or co-opted to the Council or any of its Committees, Sub-Committees, Working Groups or similar bodies.
- 1.3 “Role Holders” includes, volunteers, contractors, agents, and other holders of roles within the Council.
- 1.4 The above definitions include former staff, Councillors, and role holders and applicants or candidates for any of these roles.

## 2 YOUR PERSONAL DATA – WHAT IS IT?

---

- 2.1 “Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

## 3 WHO ARE WE?

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- 3.1 This Privacy Notice is provided to you by Stone Town Council which is the data controller for your data.

## 4 OTHER DATA CONTROLLERS

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- 4.1 The Council works together with:
  - a. Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
  - b. Staff pension providers
  - c. Former and prospective employers

- d. DBS services suppliers
- e. Payroll services providers
- f. Recruitment Agencies
- g. Credit reference agencies

4.2 We may need to share personal data we hold with them so that they can carry out their responsibilities to the Council and our community. The organisations referred to above will sometimes be “joint data controllers”. This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration then the data controllers will be independent and will be individually responsible to you.

## 5 DATA PROTECTION LAW

---

5.1 The Council will comply with data protection law. This says that the personal data we hold about you must be:

- a. Used lawfully, fairly and in a transparent way.
- b. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- c. Relevant to the purposes we have told you about and limited only to those purposes.
- d. Accurate and kept up to date.
- e. Kept only as long as necessary for the purposes we have told you about.
- f. Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect personal data from loss, misuse, unauthorised access and disclosure.

## 6 WHAT DATA DO WE PROCESS?

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6.1 We may process data such as:

- a. Names, titles, and aliases, photographs.
- b. Start date / leaving date
- c. Contact details such as telephone numbers, addresses, and email addresses.

- d. Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.
- e. Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- f. Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- g. Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- h. Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- i. Next of kin and emergency contact information
- j. Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral))
- k. Location of employment or workplace.
- l. Other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- m. CCTV footage and other information obtained through electronic means such as swipecard records.
- n. Information about your use of our information and communications systems.

## 7 USE OF PERSONAL DATA

---

7.1 We use your personal data for some or all of the following purposes. *(Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.)*

- a. Making a decision about your recruitment or appointment.
- b. Determining the terms on which you work for us.
- c. Checking you are legally entitled to work in the UK.
- d. Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- e. Providing any contractual benefits to you
- f. Liaising with your pension provider.
- g. Administering the contract we have entered into with you.
- h. Management and planning, including accounting and auditing.
- i. Conducting performance reviews, managing performance and determining performance requirements.
- j. Making decisions about salary reviews and compensation.
- k. Assessing qualifications for a particular job or task, including decisions about promotions.
- l. Conducting grievance or disciplinary proceedings.
- m. Making decisions about your continued employment or engagement.
- n. Making arrangements for the termination of our working relationship.
- o. Education, training and development requirements.
- p. Dealing with legal disputes involving you, including accidents at work.
- q. Ascertaining your fitness to work.
- r. Managing sickness absence.
- s. Complying with health and safety obligations.
- t. To prevent fraud.
- u. To monitor your use of our information and communication systems to ensure compliance with our IT policies.

- v. To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
  - w. To conduct data analytics studies to review and better understand employee retention and attrition rates.
  - x. Equal opportunities monitoring.
  - y. To undertake activity consistent with our statutory functions and powers including any delegated functions.
  - z. To maintain our own accounts and records;
    - aa. To seek your views or comments;
    - bb. To process a job application;
    - cc. To administer Councillors' interests
    - dd. To provide a reference.
- 7.2 Our processing may also include the use of CCTV systems for monitoring purposes.
- 7.3 Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.
- 7.4 We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:
- a. Where we need to perform the contract we have entered into with you.
  - b. Where we need to comply with a legal obligation.
- 7.5 We may also use your personal data in the following situations, which are likely to be rare:
- a. Where we need to protect your interests (or someone else's interests).
  - b. Where it is needed in the public interest [or for official purposes].

## 8 HOW WE USE SENSITIVE PERSONAL DATA

---

- 8.1 We may process sensitive personal data relating to staff, Councillors and role holders including, as appropriate:
- a. information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;

- b. your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
  - c. in order to comply with legal requirements and obligations to third parties.
- 8.2 These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- 8.3 We may process special categories of personal data in the following circumstances:
  - a. In limited circumstances, with your explicit written consent.
  - b. Where we need to carry out our legal obligations.
  - c. Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
  - d. Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- 8.4 Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

## 9 DO WE NEED YOUR CONSENT TO PROCESS YOUR SENSITIVE PERSONAL DATA?

---

- 9.1 We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.
- 9.2 In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.
- 9.3 You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

## 10 INFORMATION ABOUT CRIMINAL CONVICTIONS

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- 10.1 We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.
- 10.2 Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.
- 10.3 We will only collect personal data about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.

## 11 WHAT IS THE LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA?

---

- 11.1 Some of our processing is necessary for compliance with a legal obligation.
- 11.2 We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.
- 11.3 We will also process your data in order to assist you in fulfilling your role in the Council including administrative support or if processing is necessary for compliance with a legal obligation.

## 12 SHARING YOUR PERSONAL DATA

---

- 12.1 Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:
- a. Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions , or to maintain our database software;
  - b. Other persons or organisations operating within local community.
  - c. Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA

- d. Staff pension providers
- e. Former and prospective employers
- f. DBS services suppliers
- g. Payroll services providers
- h. Recruitment Agencies
- i. Credit reference agencies
- j. Professional advisors
- k. Trade unions or employee representatives

## 13 HOW LONG DO WE KEEP YOUR PERSONAL DATA?

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- 13.1 We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The Council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

## 14 YOUR RESPONSIBILITIES

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- 14.1 It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

## 15 YOUR RIGHTS IN CONNECTION WITH PERSONAL DATA

---

- 15.1 You have the following rights with respect to your personal data: -
- 15.2 When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- 15.3 The right to access personal data we hold on you
- a. At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
  - b. There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
- 15.4 The right to correct and update the personal data we hold on you
- a. If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- 15.5 The right to have your personal data erased
- a. If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
  - b. When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- 15.6 The right to object to processing of your personal data or to restrict it to certain purposes only
- a. You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 15.7 The right to data portability
- a. You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 15.8 The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained
- a. You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 15.9 The right to lodge a complaint with the Information Commissioner's Office.
- a. You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the

## 16 TRANSFER OF DATA ABROAD

---

- 16.1 Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data may be accessed from overseas.

## 17 FURTHER PROCESSING

---

- 17.1 If we wish to use your personal data for a new purpose, not covered by the Council’s Data Protection Policy, then we will update Privacy Notice setting out the relevant purposes and processing conditions. If necessary, we will seek your prior consent to the new processing.

## 18 CHANGES TO THIS POLICY

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- 18.1 We keep this Privacy Notice under regular review, and we will place any updates on the Council’s website at [www.stonetowncouncil.gov.uk](http://www.stonetowncouncil.gov.uk).

## 19 CONTACT DETAILS

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- 19.1 Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Stone Town Council, 15 Station Road, Stone, ST15 8JP  
Email: [clerk@stonetowncouncil.gov.uk](mailto:clerk@stonetowncouncil.gov.uk), Phone: 01785 619740

## 8 STONE COMMUNITY HUB LIAISON GROUP

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### PURPOSE

- 8.1 The Council has a number of interactions with the Stone Community Hub (the Hub) as follows:
- a. **As a public authority** seeking to support organisations within the town providing services to vulnerable residents.
  - b. **As a provider of grants** to the organisation, either in the form of “cash” grants or subsidised use of the Frank Jordan Centre, where the Council has a due diligence responsibility to ensure that those grants are being used properly and effectively.
  - c. **As the Hub’s landlord** at the Frank Jordan Centre.
- 8.2 The Hub is an important provider of services to vulnerable people in Stone. The purpose of the Liaison Group is to enable the Council to work closely with the Hub in order to achieve 8.1a and 8.1b above.
- 8.3 The Liaison Group has no role in respect of 8.1c above, which is the responsibility of the Town Clerk at an operational level and the General Purposes Committee at a policy level.

### MEMBERSHIP AND APPOINTMENT

- 8.4 The Council’s representation on the Liaison Group shall consist of three members, drawn from the membership of the Town Council. These Councillor members shall be appointed by the General Purposes Committee at its meeting each May, and may be changed by that Committee at any time.
- 8.5 In addition to the above, the Town Mayor and Chairman of the General Purposes Committee shall be ex-officio members of the Liaison Group if not directly appointed in their own right.
- 8.6 The Town Clerk, or their representative, may attend the Liaison Group as an advisor but would not be part of the Group.
- 8.7 The Hub’s representatives would be as determined by the Hub.

### CHAIRMAN AND VICE CHAIRMAN

- 8.8 There shall be no formal Chairman or Vice-Chairman of the Group, except as determined by the Group itself to facilitate the management of meetings.

- 8.9 The Council shall appoint one of its representatives as Group Coordinator for the purpose of reporting back to meetings of the General Purposes Committee.

## **QUORUM**

- 8.10 As the Liaison Group has no decision making powers, there is no requirement for quoracy.

## **INVOLVEMENT OF COUNCILLORS WHO ARE NOT MEMBERS OF THE GROUP**

- 8.11 Any member of the Council who is not a member of the Liaison Group may attend a meeting if agreed in advance with the appointed Group Coordinator.
- 8.12 Any Councillor who has a question or issue related to items within the remit of the Liaison Group should raise these in the first instance with the Liaison Group Coordinator. Where appropriate, the question/issue will be raised at the next Liaison Group meeting, and the Councillor raising the issue may be invited to attend.
- 8.13 The requirements of the Council's Code of Conduct will apply to all Councillors present at the meeting, whether members of the Liaison Group or not.

## **ATTENDANCE BY THE GENERAL PUBLIC**

- 8.14 Meetings will not be open to the public.

## **FREQUENCY OF MEETINGS**

- 8.15 The time, location and frequency of meetings will be agreed between the Hub and the Council's appointed Group Coordinator.

## **AGENDA AND PROCEEDINGS**

- 8.16 The calling of meetings, booking of venues, preparation of agendas and minutes etc. will not be undertaken by the Town Council's staff. Attendance of Town Council staff at the Liaison Group will be on an exceptional basis, if their knowledge and/or expertise may be required to inform the group's discussions.
- 8.17 There is no requirement for either a formal agenda or minutes, but if the Liaison Group wishes to prepare these it will be a matter for the Group's members. Liaison Group minutes will not form part of the official minutes of the Council.
- 8.18 The provisions of the Council's Standing Orders for Business shall not apply to meetings of the Liaison Group.

## **REPORTING**

- 8.19 The Liaison Group has no power to make decisions on behalf of the Council.
- 8.20 At each scheduled meeting of the General Purposes Committee, the Council appointed Liaison Group Coordinator will be expected to report on the work of the Group, and to present any policy recommendations to the Committee. Such recommendations will not be considered by the Committee without a full written report or detailed minutes circulated with the General Purposes Committee agenda and setting out the nature of the recommendations and their implications for the Council.
- 8.21 Whilst the Liaison Group should not normally be considering Council operational issues, in the exceptional circumstances that the Group needed to consider such issues, these should be reported to the Town Clerk for resolution, rather than the General Purposes Committee.

## **FUNCTIONS**

- 8.22 To support the Hub, as an important provider of services to vulnerable residents within the town.
- 8.23 To undertake due diligence, on behalf of the Council, to ensure that public funds provided by the Council to support the operation of the Hub are being used properly and effectively.
- 8.24 To advise the General Purposes Committee on its policies relating to the Hub.

## **RELATIONSHIP WITH OTHER COUNCIL BODIES**

- 8.25 The Liaison Group has no authority to make decisions on behalf of the Council. Any policy recommendations from the Liaison Group would be made to the General Purposes Committee, which would have responsibility to ensure appropriate coordination with other Council bodies.

Date: 31/03/2026  
Time: 10:00:56

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

Payment Date From : 01/02/2026

Payment Date To : 28/02/2026

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
02/02/2026	01688521	VALDA ENERGY	HC Elec Usage 14.01-13.02.26	153.95
02/02/2026	201615202695794	Pozitive Energy	HC Gas Usage 01.12 to 31.12.25	100.44
03/02/2026	10029	Prism Solutions	Prism - billed in error	225.78
03/02/2026	138253	B Hygienic Ltd	SSTN - Annual hygiene contract to 31.01.27	336.00
05/02/2026	26477	Stone Gazette Ltd	3 page advert on ST15 2026 Directory	645.00
05/02/2026	INVOICE-21	KTC Security Services Ltd	Install/remove bollards 4.01-25.01.26	60.00
05/02/2026	5682	Christmas Plus	Dismantle Christmas lights 2025	2,250.00
05/02/2026	wp-INV11471385	Water Plus	Water Usage - Newcastle Road - 15.12 to 15.01.26	27.37
06/02/2026	V02434645138	EE	EE Mobiles to 28.02.26	18.72
06/02/2026	INV6002176	MEB Total Ltd	FJC-reset light timers, boiler and hallway light	65.75
06/02/2026	INV6002059	MEB Total Ltd	FJC - 1/4 Fire alarm test -8.8.25	118.56
06/02/2026	V02434645138	EE	EE Mobiles to 28.02.26	18.73
06/02/2026	13684956	British Gas	Elec Supply Ampitheatre 20.12 to 23.01.26	15.29
09/02/2026	13706013	British Gas	Elec Usage 61 High Street 25.12 to 26.01.26	23.41
10/02/2026	13725647	British Gas	Elec Usage - Feeder Pillar 1, 25.12 to 25.01.26	13.02
11/02/2026	444008-049	Virgin Media Business	Telephone Rental & Calls - 22 Jan - 21 Feb 26	89.20
11/02/2026	INV6002184	MEB Total Ltd	FJC-reset light timers, boiler and hallway light	115.89
11/02/2026	2602006	Crown Highways	Remove and store polls, Walton lights 2025	749.75

Date: 31/03/2026

Time: 10:00:56

## Stone Town Council - Payments

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
11/02/2026	INV6002186	MEB Total Ltd	FJC-replace hallway light	145.68
11/02/2026	INV6002176	MEB Total Ltd	FJC-reset light timers, boiler and hallway light	118.56
12/02/2026	06721	Wash Tub	Laundry - cleaning tablecloths after Rem Sunday	90.00
12/02/2026	1060141523	Miscellaneous	2 replacement market tables	63.98
16/02/2026	INV341827007	Zoom Video Comm Inc	ZOOM Subscription Feb 14 to Mar 13 2026	25.98
16/02/2026	201615202697421	Pozitive Energy	Gas Usage - HC 01.01 to 31.01.26	128.14
18/02/2026	INV6002146	MEB Total Ltd	SSTN Boiler repairs	1,572.72
18/02/2026	CD-244312297	Culligan	Water Cooler Rental Feb 26	23.06
18/02/2026	03576	Griffin Environmental Asbestos	SSTN - Asbestos Survey	340.00
18/02/2026	INV0004761435	Eurooffice Ltd	FJC Cleaning materials	83.03
18/02/2026	INV6002142	MEB Total Ltd	SSTN - Boiler repair	114.26
19/02/2026	01716432	VALDA ENERGY	FJC Elec Usage 01.02.26-28.02.26	272.45
19/02/2026	01716432	VALDA ENERGY	SSTN Elec Usage 01.02.26-28.02.26	343.72
19/02/2026	01716431	VALDA ENERGY	SSTN Electricity to 31.01.26	45.55
19/02/2026	01716432	VALDA ENERGY	FJC Gas Usage 01.02.26-28.02.26	1,280.62
19/02/2026	01716432	VALDA ENERGY	SSTN Gas Usage 01.02.26-28.02.26	726.85
20/02/2026	201615202698020	Pozitive Energy	Gas Usage - HC 01.01 to 30.01.26	112.13
22/02/2026	13986704	British Gas	Elec Supply Amphitheatre 20.12 to 18.02.26	15.29
24/02/2026	743014903/001/02	Virgin Media Business	Broadband usage - 06.01-05.02.26	71.52
24/02/2026	B34/41827	BEB Property Services Limited	SSTN - Repairs to flashing & clean gutter	980.00
24/02/2026	17754	All Print Equipment Ltd	Copier usage Jan 2026	14.20
25/02/2026	235317	Prism Solutions	Prism IT Managed Service - Mar 26	1,353.43
26/02/2026	14033295	British Gas	Elec Usage 61 High Street 25.12 to 25.2.26	23.41
26/02/2026	wp-INV11637973	Water Plus	Water usage - FJC to 06.02.26	412.75
26/02/2026	wp-INV11628286	Water Plus	Water Usage SSTN to 05.02.26	102.33
				15,685.49