Town Clerk
Les Trigg

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15 Station Road
STONE
ST15 8JP

27 October 2026

Dear Councillor,

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 3 NOVEMBER 2026** at **7:05pm**, or on the rising of the Council meeting, if later.

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

Les Trigg
Town Clerk

AGENDA

1. **Apologies for Absence**

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

2. **Declarations of Interest**

3. **Requests for Dispensations Received**

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

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

5. **To receive a report from Borough Councillors representing Stone Town**

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

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

7. **Minutes of Previous Meetings**

a) To confirm as a correct record the minutes of the meeting of the General Purposes Committee held on 6 October 2026, Minute Numbers GP27/054 – GP27/066 (attached).

8. **Minutes of Sub-Committees**

a) To receive minutes of the meeting of the Environment Sub-Committee held on 6 October 2026 (Minute Numbers ENV27/010 – ENV27/017) (attached).

9. **Transparency Code December 2025 with Appendix**

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

10. **Heritage Centre Volunteer Policy**

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

11. **Town Council Payments**

To receive a list of payments made by the Council during the period 1 to 30 September 2026 (attached).

12. **Update from Working Groups:**

To receive updates from Working Group co-ordinators:

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

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

Stone Area Parish Liaison Group – Cllr J. Davies
Stone ATC – Town Mayor & one Cllr – Cllrs: J. Metters and J. Davies
Age Concern Stone & District – Cllrs: J. Davies and C. Thornicroft
Stafford & Stone Access Group – Cllr T. Kelt
Stone Common Plot Trustees – Cllrs: A. Burgess, J. Hood, T. Kelt, C. Thornicroft and R. Townsend
Stone Community Hub Liaison Group – Cllrs: J. Battrick, J. Powell and R. Townsend
SPCA Executive Committee – Cllr T. Kelt
West Midlands Railway and other rail matters – Cllr T. Kelt

Members of the public are welcome to attend the General Purposes Committee meeting as observers and/or to make representations to the committee in accordance with the Council's

scheme of public participation. Details of the scheme are displayed in the Council's notice boards and website.

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

Stone Town Council – General Purposes Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 6 October 2026

PRESENT: Councillor I. Fordham in the Chair, and
Councillors: A. Burgess, J. Hood, T. Kelt, B. Kenney, P. Leason, J. Metters, C. Thornicroft and R. Townsend

Officers: L. Trigg, R. Edwards, L. Fleetwood and H. Pickford

ABSENT: Councillors: J. Battrick, J. Davies, L. Davies, R. Kenney, A. Mottershead, J. Powell and N. Powell

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GP27/054 Apologies

Apologies were received from Councillors: J. Battrick, J. Davies, L. Davies, K. Dawson, R. Kenney, N. Powell and J. Powell

GP27/055 Declarations of Interest

None.

GP27/056 Requests for Dispensations

None received.

GP27/057 To receive the report of the County Councillors

The Chairman invited County Councillors to address the Committee:

County Councillor Jill Hood

Councillor Hood reported that she had received confirmation that the roadworks in Station Road would be completed by Friday 9 October 2026.

Councillor Hood reported that she and the Town Clerk had met with two County Council Officers and that it had been agreed to install totem advertising screens at Crown Street and on Christchurch Way. She advised that the matter would be brought back to the Committee.

County Councillor Andrew Mynors

Councillor Mynors was not in attendance at the meeting.

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

GP27/058 To receive the report of Borough Councillors

The Chairman invited Borough Councillors to address the Committee.

There was no report on this occasion.

GP27/059 Representations from Members of the Public

None.

GP27/060 Minutes

RESOLVED:

a) That the minutes of the General Purposes Committee meeting held on 1 September 2026 (Minute Numbers GP27/038 – GP27/053), be approved as a correct record.

GP27/061 Minutes of Sub-Committees

RESOLVED:

a) To note the minutes of the Environment Sub-Committee on 1 September 2026 (Minute Numbers ENV27/010 – ENV27/017).

b) To note the minutes of the Town Mayor's Sub-Committee held on 2 June 2026 (Minute Numbers MC27/001 – MC27/006).

GP27/062 Budget Monitoring – August 2025

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

RESOLVED:

a) To note the approved adjustments to the Council's budget set out at Appendix A.
b) To note the Council's performance against budget at the end of August 2026.
c) That the Committee does not wish to take any further action in the light of the information within the report.

GP27/063 National Pay Award

The Committee considered the report* of the Town Clerk, which had been circulated with the agenda for the meeting on the outcome of the 2025-26 National Pay Award negotiations for local government staff and its impact on the Council.

RESOLVED: That the Committee accepts the recommendations of the Town Clerk and adopts the new salary levels for staff for 2025-26, as set out in the report.

GP27/064 **Town Council Payments**

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

GP27/065 **Update from Working Groups:**

Stone Heritage Centre Steering Group
The Town Clerk provided an overview on behalf of the Chairman, Councillor R. Kenney who was absent from the meeting. It was confirmed that the Sub-Committee Steering Group were due to meet on 8 October 2026 and that the following aspects were noted between 1 May to 2 October 2026:

- Visitor numbers were ahead of target, standing at 3,361.
- The Centre has offered a varied range of exhibitions and events, one of which had generated commission income for the Town Council
- Community and educational engagement has continued through school and Scout visits, children's Story Time sessions and practical activities exploring Stone.
- Work is progressing on the permanent Story of Stone exhibition. This includes developing display cabinet designs, preparing interpretation and selecting objects, supported by artefact loans and contributions from local organisations.
- Work is progressing on the permanent Story of Stone exhibition. This includes developing display cabinet designs, preparing interpretation and selecting objects, supported by artefact loans and contributions from local organisations.
- Looking ahead, further talks are planned, alongside a photographic exhibition being developed with Christ Church First School. The Centre continues to promote its activities through social media, local press and community networks.
- Overall, the report demonstrates the Centre's growing contribution to Stone's cultural life, through its visitor numbers, educational activities and partnerships.

GP27/066 **To receive reports from Town Councillors on attendance at meetings as a representative of the Town Council**

Stone Area Parish Liaison Group
Councillor J. Davies was not in attendance at the meeting.

Stone ATC
Councillor Best advised the Committee that a meeting had not taken place.

Age Concern Stone & District
Councillor Thornicroft advised the Committee that a meeting had not taken place.

Stafford District Access Group
Councillor Kelt advised the Committee that a meeting had not taken place.

Stone Common Plot Trustees
Councillor Hood advised the Committee that the next meeting was scheduled to take place on 8 October 2026.

Councillor Townsend advised the Committee that the Fundraising Sub Committee has met and forthcoming proposals are to follow.

Stone Community Hub Liaison Group
Councillor Townsend advised the Committee that the Community Hub Liaison Group had met and further information on the meeting will be circulated to the Councillors in due course.

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

West Midlands Railway and other Rail Matters
Councillor Kelt advised the Committee that a meeting had taken place but was not able to attend.

Councillor Kelt said that information had been received from North West Trains on the extension of the network to the North and South and that he was aware that the Birmingham extension was due to take place in December 2026 and the extension to Manchester Airport is due in May 2027.

Councillor Kelt reported to the Committee that the Parking in the Stations approach had been confirmed and that parking charges will commence in November 2026.

CHAIRMAN

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

Stone Town Council – Environment Sub-Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 1 September 2026

PRESENT: Councillor T. Kelt in the Chair and
Councillors: J. Hood, J. Metters, J. Powell and N. Powell

Officers: L. Trigg, R. Edwards and H. Pickford

By Chairman's Invitation: None

ABSENT: Councillors: A. Burgess, I. Fordham, R. Townsend, C. Thornicroft

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ENV27/010 Apologies

Councillors: I. Fordham, R. Townsend, C. Thornicroft

ENV27/011 Declarations of Interest

None made.

ENV27/012 Request for Dispensations

None received.

ENV27/013 Representations from Members of the Public

None received.

ENV27/014 Minutes of Previous Meeting

RESOLVED: The minutes of the Environment Sub-Committee meeting held on 2 June 2026 (Minute Numbers ENV27/001 – ENV27/009), were approved as a correct record.

ENV27/015 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 – Confirmation that this was progressing.

- Town Borders – the Grounds Maintenance Contractor had dealt with the borders as required.
- Grounds maintenance (installation of lock gate on Walton Roundabout) – it was confirmed that delivery is pending.
- Environmental initiatives (improvements to alleviate flooding) – The Chairman said that the Grounds Maintenance Contactor had not yet been able to start the work.

ENV27/016 Crown Meadow

Chairmans Update

Crown Meadow

The Vice Chairman and the Town Clerk advised the Sub-Committee that they did not have a progress update for Crown Meadow on this occasion.

Shilling
It was reported that a shilling had been found recently on Crown Meadow and that it would prove to be a useful artefact for the Heritage Centre.

Wild Flowers
A suggestion was made by the Sub-Committee to showcase a collection of wild flower photographs and their names with the Stone Gazette and upload them on to the Town Council's website.

ENV27/017 Reports of Working Group

Environmental Working Group

The Vice Chairman reported that the working group had no report other than the work on Himalayan Balsam which had been previously reported.

Councillor Kelt provided the Sub-Committee with information on a previous meeting at Stafford Borough Council, which involved a presentation on the biodiversity strategy. It is understood that Councillor Bill Waller is currently drafting an Action Plan.

Chairman

Stone Town Council

Meeting: **Council**

Date: **17th February 2026**

Report of: **Town Clerk**

Transparency Code and Openness of Local Government Bodies Regulations - Information for Quarter Ended 31 December 2025

Local Government Transparency Code 2015

Procurement Information

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

   None

2. **Contracted Agreements Exceeding £5,000**

   None

Payment Information

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

Openness of Local Government Bodies Regulations 2014

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

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

- None

Stone Town Council - Payments over £250

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

Where the actual amounts shown are below £250, these payments represent adjustments to items over £250 shown elsewhere in the list.

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 : 01/10/2025
Payment Date To : 31/12/2025

Payment Date	Reference	Supplier	Description	Amount (£)
08/10/2025	82	MJ Plant	Grounds Maint - Aug of Amp, Cm, MR, Abbey St and	1,784.00
08/10/2025	81	MJ Plant	Grounds Maint - July 25	1,784.00
08/10/2025	83	MJ Plant	Grounds Maint - Sept - Amp,CM, MR, Allotments, Abbey	1,784.00
08/10/2025	85	MJ Plant	Marquee Set Up July	835.00
08/10/2025	86	MJ Plant	Marquee setup - Aug 25	895.00
08/10/2025	87	MJ Plant	Marquee Set Up - Sept 25	735.00
08/10/2025	41UG031-0009	Geoxphere TA Parish Online	Parish Online Digital Mapping Subscription 25/26	600.00
14/10/2025	5616	Christmas Plus	Clusterline extension, Spheres, tree brackets	190.00
15/10/2025	5616	Christmas Plus	Clusterline extension, Spheres, tree brackets	1,400.00
18/10/2025	33624	Joules Brewery	Trafalgar dinner x 78 persons	1,950.00
20/10/2025	01529072	VALDA ENERGY	SSTN Elec 1.10-31.10.2025	323.59
20/10/2025	01529072	VALDA ENERGY	FJC Elec Usage 1.10-31.10.2025	327.68
20/10/2025	01529072	VALDA ENERGY	FJC Gas Usage 1.10-31.10.2025	436.89
20/10/2025	01529072	VALDA ENERGY	SSTN Gas 1.10-31.10.2025	354.67
27/10/2025	227955	Prism Solutions	Prism IT Managed Service - Nov 25	1,405.20
29/10/2025	2510039	Crown Highways	Installation of poles at Walton for Christmas lights	749.75
03/11/2025	SBC Rates	Stafford Borough Council	SBC Rates HC - Nov 25	379.00

Stone Town Council - Payments over £250

Payment Date	Reference	Supplier	Description	Amount (£)
03/11/2025	SBC Rates	Stafford Borough Council	SBC Rates FJC - Nov 25	279.00
06/11/2025	Inv2110	The Secret Kitchen	Buffet for 110 - Remembrance Sunday	1,080.00
06/11/2025	26302	Stone Gazette Ltd	Half page advert Nov/Dec	320.00
06/11/2025	53824	Panda Press (Stone) Ltd	Remembrance Day order of service sheets	259.00
07/11/2025	INV-1880	IG Stage Hire	Stage Hire Christmas Lights - 50%	425.00
13/11/2025	INV-1218	CE & PS Ltd	Barrier hire for Remembrance 2025	483.91
13/11/2025	210267703	Steve's Sound Systems	PA System for Remembrance 2025	280.00
19/11/2025	03547	Griffin Environmental Asbestos	SSTN - Asbestos Survey	680.00
20/11/2025	01575247	VALDA ENERGY	FJC Gas Usage 01.11 - 30.11.2025	599.97
20/11/2025	01575247	VALDA ENERGY	SSTN Gas Usage-01.11 - 30.11.2025	555.54
20/11/2025	01575247	VALDA ENERGY	SSTN Elec Usage - 01.11 - 30.11.2025	316.87
20/11/2025	01575247	VALDA ENERGY	FJC Elec Usage-01.11 - 30.11.2025	309.01
21/11/2025	210083472	Kath Stanway	Compere for Christmas switch on 2025	450.00
25/11/2025	230622	Prism Solutions	Prism IT Managed Service - Dec 25	1,338.22
26/11/2025	597	Hazzard Promotions	Sound system hire for Switch on 2025	400.00
26/11/2025	INV000276	Hearts Cross Medical	Medical support at Christmas switch on 2025	350.00
28/11/2025	13136623	British Gas	Elec Usage - 61 High St -28.10.19 to 25.11.2025	1,300.40
01/12/2025	wp-INV10844015	Water Plus	Water Usage - Mount Road - 09.10 to 09.11	368.54
02/12/2025	INV-1256	CE & PS Ltd	Christmas Switch on 2025 - barrier hire and electrics	1,140.24
04/12/2025	5646	Christmas Plus	Plane Tree additional spheres and snowfall tubes	991.00
04/12/2025	5681	Christmas Plus	Installation of Festive display 2025 -70%	5,347.20
09/12/2025	MEM256385-1	Society of Local Council Clerks	SLCC Membership 2026	316.00
11/12/2025	94	MJ Plant	Annual maint of Town borders and Walton Roundabout	4,642.00
11/12/2025	92	MJ Plant	Grounds maint - Oct- Amp, CM, MR, Abbey St	1,784.00
11/12/2025	96	MJ Plant	FJC Weed Control x 8 visits	338.00

Stone Town Council - Payments over £250

Payment Date	Reference	Supplier	Description	Amount (£)
11/12/2025	95	MJ Plant	Weed Control CM, Amp and surrounding area	338.00
11/12/2025	97	MJ Plant	Maint of war memorial, maint of stand and removal of	548.00
11/12/2025	93	MJ Plant	Annual grass cutting and removal Crown Meadow	568.00
11/12/2025	99	MJ Plant	Marquee set up - Oct 25	307.50
11/12/2025	100	MJ Plant	Marquee Setup - Nov 25	905.00
11/12/2025	98	MJ Plant	Cenotaph stand	1,000.00
12/12/2025	13136623	British Gas	Elec Usage - 61 High St -28.10.19 to 25.11.2025	36.77
19/12/2025	01620730	VALDA ENERGY	SSTN Elec Usage 1.12-30.12.2025	343.33
19/12/2025	01620730	VALDA ENERGY	FJC Elec Usage 1.12-30.12.2025	322.63
19/12/2025	01620730	VALDA ENERGY	SSTN Gas Usage 1.12-30.12.2025	789.59
19/12/2025	01620730	VALDA ENERGY	FJC Gas Usage 1.12-30.12.2025	683.08
23/12/2025	6018813501	E On	Highways Lighting Maint and Energy 2025/26	843.88
23/12/2025	5813476/CE/56059	The Arch Rent Collectors	SSTN Rent 25.12 to 24.03.26	1,550.00
23/12/2025	7070297920	Stafford Borough Council	Install/remove bollards Oct-Dec25	485.96
29/12/2025	231884	Prism Solutions	Prism IT Managed Service - Jan 26	1,336.07
31/12/2025	Stafford BC Rates	Stafford Borough Council	SBC Rates HC - Dec 2025	379.00
31/12/2025	Stafford BC Rates	Stafford Borough Council	SBC Rates FJC - Dec 2025	279.00
31/12/2025	wp-INV11093835	Water Plus	Water usage - FJC to 19.11 to 06.12.25	3,934.53
				60,054.02

Stone Town Council

Meeting: **General Purposes Committee**

Date: **3 November 2026**

Report of: **Town Clerk**

Heritage Centre Volunteer Policy

Introduction

1. Following a successful period of operation to date, Stone Heritage Centre now needs to prepare itself for the next stage of its development.

2. This report puts forward a policy for the engagement of volunteers at the Heritage Centre to provide support to the Heritage Centre Manager and provide the resources needed for the Centre's continued development.

Background

3. From the outset, it has always been envisaged that the Heritage Centre would offer the opportunity for volunteers to support its operation. The Centre has now reached the stage in its development where volunteers need to be recruited to support the Heritage Centre Manager.

4. Attached to this report is a draft Volunteer Policy, which has already been considered by the Heritage Centre Steering Group. The Committee are asked to consider this Policy for adoption.

5. Alongside this Policy, the Town Clerk and the Heritage Centre Manager, in consultation with the Heritage Centre Steering Group, are also developing a Volunteering Agreement, which is the equivalent of a contract of employment for a volunteer, the recruitment process for volunteers, and a number of Role Descriptions setting out the various volunteering roles to be offered and the skills required to undertake them. These will be finalised under delegated powers once the Committee has approved the Centre's Volunteer Policy.

Conclusions

6. In order to continue with the development of the Heritage Centre, it is now necessary to employ a number of volunteers to support the Heritage Centre Manager.

7. This report proposes a Volunteer Policy for the Centre, which is the necessary first step before other work can be finalised and volunteers recruited by the Heritage Centre Manager.

Recommendations

8. That the Committee support the adoption of the Heritage Centre Volunteer Policy attached to this report as the basis for recruiting volunteers at the Heritage Centre.

Volunteer Policy

Introduction

Stone Heritage Centre is operated by Stone Town Council for the benefit of residents and visitors to the town. Its aim is to locate, collect, preserve, celebrate and share irreplaceable archive and museum collections relating to the past and present life and work of people of Stone, thereby contributing to the national network of archive and museum care. A significant proportion of Stone Heritage Centre's collection is on loan from the public.

Stone Heritage Centre is aiming to become an Accredited Museum. It works in partnership with museums across the County and region to receive museum development support.

The Heritage Centre vision is: *"Connecting people to the collected stories and heritage of Stone and the outlying areas."* Its mission is: *"To connect people to the memories of Stone and outlying areas, by engaging them with the collections and exhibition we develop and preserve for current and future generations."*

Volunteers, through the time, energy and skills which they provide, make a valuable contribution to the overall aims of the Service. Equally, volunteering can also bring benefits to volunteers themselves by improving their skills and confidence, developing interests and providing enjoyment and social interaction.

Volunteers are involved in many aspects of our work including, for example, research, care of the collections, digitisation, documentation and exhibition preparation. At Stone Heritage Centre volunteers support visitors to engage with exhibits and collections and make the most of the facilities.

Volunteers

For the purposes of this policy, a volunteer is defined as a person who carries out, by choice, unpaid work for Stone Heritage Centre.

Volunteers may be based at Stone Heritage Centre, any other Stone Town Council site or may work remotely from their own homes.

Volunteering enables people to access cultural collections in a different way, meet people and improve their wellbeing, and gain new skills to help them seek new opportunities for paid employment.

All volunteers must be aged at least 16.

Policy Principles

Stone Heritage Centre and Stone Town Council will make information about opportunities for volunteer working widely accessible, including through the various volunteer agencies operating in Stone, Staffordshire.

The tasks, which are identified to be carried out by volunteers, will be clearly defined so that both employees and volunteers are sure about their respective roles and responsibilities.

Stone Heritage Centre and Stone Town Council will keep a register/record of volunteers, details of which will not be disclosed to third parties, and will maintain records of the work carried out by volunteers.

Volunteer work will complement, not replace the work carried out by employees.

Volunteers will have the opportunity to represent their views and concerns to the Service.

Stone Heritage Centre and Stone Town Council will acknowledge publicly the contribution made by volunteers to the Service.

The product of any volunteer work carried out to assist the Service will be the copyright of Stone Town Council and the Service will have the right to publish the product of any volunteer working in order to further its aim of improving access to collections.

Recruitment and Selection

Stone Heritage Centre will fully adhere to the policies of Stone Town Council, when recruiting and selecting volunteers.

We will make information about opportunities for volunteer working widely accessible using corporate processes, including information about actual tasks, required skills, commitment, and time. This will be regularly reviewed. Where appropriate we will use role profiles to support the recruitment of new volunteers.

Potential volunteers will be asked to complete an application form, which will be reviewed by appropriate Councillors and staff in the first instance. Where an applicant has the potential to meet the Heritage Centre's needs, they will be invited to a discussion with the appropriate member of staff prior to any volunteer work being offered. This provides an opportunity for informal assessment on both sides and for a consideration of possible options.

Stone Heritage Centre and Stone Town Council reserves the right not to accept a volunteer or to terminate any arrangement.

Wherever possible placements will match the volunteers' skills, talents, and interests with the voluntary work to be carried out. However, it may not always be possible to do this and in some cases, it may not be possible to offer a placement where no appropriate placement is available at that time.

All volunteers will be required to complete a Volunteer's Agreement. This will outline the commitment of Stone Heritage Centre to the volunteer and the volunteer's commitment to the service.

The Council may request references or DBS checks for volunteers where it is appropriate and will also undertake identity checks and seek confirmation of a volunteer's eligibility to work in the UK.

Once placed with the Centre, we will expect volunteers to comply fully with existing Council policies and procedures, including health and safety procedures.

Rights and Responsibilities of Volunteers

Stone Town Council and Stone Heritage Centre recognises the rights of volunteers to:

- Be given clear information and a full induction to the organisation and its procedures, including its health and safety procedures, and other policies.
- Work in a safe environment and conditions.
- Be insured whilst volunteering through the Stone Town Council insurance policies.
- Be offered appropriate access to support and supervision on a regular basis, with a named manager, and will be informed who to contact in an emergency.
- Receive the necessary training to perform allocated tasks.
- Be free from any form of discrimination.
- To make comments or complaints which will be dealt with through established corporate procedures.
- Ask for a reference to support future work applications.
- Withdraw from voluntary working.

Stone Heritage Centre expects that its volunteers will:

- Work within the agreed protocols and procedures of the Stone Town Council and Stone Heritage Centre.
- Work within the guidelines provided and follow staff instructions and guidance.
- Work at times agreed with their line manager and give advance notice of any variations where possible.
- Carry out all tasks in a way which supports the aims, values and standards of the Council and Centre.
- Respect confidentiality.
- Show courtesy to members of the staff, other volunteers and members of the public.

Relationship with Stone Heritage Centre Employees

Stone Town Council and Stone Heritage Centre will endeavour to ensure that good working relationships are fostered between its employees and volunteers.

The work of the Stone Heritage Centre employees and the contribution made by volunteers will be promoted and celebrated.

Key members of staff have named responsibilities for coordinating the work of volunteers and should be the first point of contact. At Stone Heritage Centre this will be the Stone Heritage Centre Manager and in their absence, the Stone Town Council Marketing & Events Organiser.

The roles of volunteers and paid staff will be clearly defined, complementary and mutually supportive.

In the event of any industrial action, volunteers will not be requested to carry out the work of Stone Town Council employees. They may continue with their regular duties, provided that adequate supervision can be made available, but will not be asked to undertake additional work.

Volunteer Agreements

All new volunteers will complete a volunteer agreement form as part of their induction with the Stone Heritage Centre Manager or in their absence, the Stone Town Council Marketing & Events Organiser.

These agreements are to ensure that the role of volunteers is clear, that satisfactory arrangements are in place for their management and that the impact and benefits of volunteering are acknowledged.

Responsibility and Review

Responsibility for the implementation, monitoring and review of this policy rests with the Stone Heritage Centre Manager.

The policy will be reviewed regularly by the Council's General Purposes Committee.

Stone Town Council - Payments

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 : 01/09/2026
Payment Date To : 30/09/2026

Payment Date	Reference	Supplier	Description	Amount (£)
01/09/2026	11693	Prism Solutions	Leased Line Rental -Aug 26	72.53
01/09/2026	11693	Prism Solutions	Leased Line Rental - Aug 26	59.42
01/09/2026	11693	Prism Solutions	Leased Line Rental - Aug 26	73.60
01/09/2026	02031347	VALDA ENERGY	HC - Elec Usage - 14.08 to 13.09.26	124.16
01/09/2026	23704	Cress Security	FJC - Alarm Maint to 31.08.27	112.00
01/09/2026	11693	Prism Solutions	HC Leased Line Rental - 1 Aug - 31 Aug 26	54.07
04/09/2026	wp-INV13270243	Water Plus	Water Usage - NR - 15.07 to 15.08	24.71
04/09/2026	INV-1366	CE & PS Ltd	Summer Music Event - electric supply and barriers	843.24
04/09/2026	INV-35	KTC Security Services Ltd	Install/remove bollards Aug 26	60.00
07/09/2026	V02510284256	EE	EE Mobile to 28.09.26	19.50
07/09/2026	V02510284256	EE	EE Mobile to 28.09.26	19.50
08/09/2026	16021019	British Gas	Elec Usage - Feeder Pillar 1, 25.07 - 25.08.26	13.02
08/09/2026	wp-INV13420552	Water Plus	Water usage - FJC to 06.09.26	13.36
08/09/2026	16019663	British Gas	Elec Usage 61 High Street 25.07 to 25.08.26	23.88
09/09/2026	784263202611068	Pozitive Energy	SSTN Elec Usage 01.08 to 31.08.26	340.14
10/09/2026	wp-INV13456630	Water Plus	Water Usage - Mount Road - 09.08 to 09.09.26	39.31
10/09/2026	557034882	Zurich Municipal	Increase in Fidelity cover levels	66.53
10/09/2026	INV-42510	FRANKS PORTLOCK	HC - Legionella risk assessment	250.00

Stone Town Council - Payments

Payment Date	Reference	Supplier	Description	Amount (£)
10/09/2026	INV-42510	FRANKS PORTLOCK	SSTN - Legionella risk assessment	450.00
10/09/2026	630	Hazzard Promotions	Sound & Lighting for Summer Music Event	900.00
10/09/2026	INV-2007	IG Stage Hire	Stage Hire Summer 27 Music Event 14.08.27 - 20%	280.00
10/09/2026	142555	B Hygienic Ltd	FJC - Hygiene Contract to 31.08.27	733.00
10/09/2026	INV-42510	FRANKS PORTLOCK	FJC - Legionella risk assessment	450.00
10/09/2026	INV6004991	MEB Total Ltd	FJC - replace Emergency exit light in Walton Suite	286.86
11/09/2026	444008-056	Virgin Media Business	Telephone Rental & Calls - 22/08- 21/09/26	87.71
14/09/2026	500806878	Alfafado Ltd TA batterystation.co.uk	300 Batteries for Christmas tree lights	263.24
14/09/2026	236293637	Millie Lowndes	Catering for Remembrance - deposit	510.00
14/09/2026	784253202611118	Pozitive Energy	FJC - Gas usage to 31.08.26	36.22
14/09/2026	201615202611184	Pozitive Energy	HC - Gas Usage 01.08 to 31.08.26	51.16
14/09/2026	784252202611125	Pozitive Energy	SSTN - Gas usage to 31.08.26	41.44
15/09/2026	INV370063210	Zoom Video Comm Inc	ZOOM Subscription Sept 14 to Sept 13 2026	25.98
15/09/2026	HS5AJCAND/002	Smartest Energy	FJC Elec usage to 31.08.2026	290.90
17/09/2026	142724	B Hygienic Ltd	FJC - toilet rolls	78.57
17/09/2026	CD-244630084	Culligan	Water cooler refills	47.60
18/09/2026	INV-0088	Keele Christmas Tree Farm	105 Christmas Trees	1,785.00
21/09/2026	44367712	PayPro Europe Ltd	Mail merge subscription to 2/10/2027	77.75
21/09/2026	GB687EKAXAEUI	Amazon	FJC - Microwave for SM Suite	44.70
24/09/2026	wp-INV13406190	Water Plus	Water Usage STTN to 05.09.26	120.71
25/09/2026	GB6AR7VSZAEUD	Amazon	2 Bluetooth headsets for Event Stewards	43.24
25/09/2026	248732	Prism Solutions	Prism IT Managed Service - Oct 26	1,354.71
26/09/2026	C020207333	Thompson & Morgan	Spring bulbs for town borders	204.43
28/09/2026	wp-INV13456630	Water Plus	Water Usage - Mount Road - 09.08 to 09.09.26	25.44
28/09/2026	1000497548	Veolia ES (UK) Ltd	Waste Collection SSTN - Aug 26	82.27

Stone Town Council - Payments

Payment Date	Reference	Supplier	Description	Amount (£)
28/09/2026	wp-INV13420552	Water Plus	Water usage - FJC to 06.09.26	307.53
28/09/2026	1000497548	Veolia ES (UK) Ltd	Waste Collection FJC - Aug 2026	122.50
29/09/2026	INV6005094	MEB Total Ltd	FJC Emergency light test April 26	111.10
29/09/2026	INV6005120	MEB Total Ltd	FJC 1/4 fire alarm test - April 26	88.88
29/09/2026	INV6005121	MEB Total Ltd	FJC - repairs to PIR sensor in light	80.26
29/09/2026	7070299406	Stafford Borough Council	Emptying Bins Amphitheatre-Jul-Sept 26	57.62
29/09/2026	142811	B Hygienic Ltd	FJC - Nappy bin rental	280.00
29/09/2026	5813476/CE/59537	The Arch Rent Collectors	SSTN Rent 29.09 to 24.12.26	1,550.00
29/09/2026	7070299409	Stafford Borough Council	Install/remove bollards Jul-Sept 26	500.96
29/09/2026	103376	Stone Shoe Repairs Ltd	Engraving of allotment shields	32.00
29/09/2026	18574	All Print Equipment Ltd	Copier usage - Aug 26	38.09
29/09/2026	INV6005010	MEB Total Ltd	FJC - replace light fitting CS office	50.88
29/09/2026	2024769	BCW Office Products Ltd	2 x No Parking signs for events	134.00
29/09/2026	7070299407	Stafford Borough Council	Emptying bins T&M Canal & towpath Jul-Sept 26	171.53
29/09/2026	426238	Post Office Ltd	Stamps	21.84
30/09/2026	SBC	Stafford Borough Council	SBC Rates FJC - Sept 26	265.00
30/09/2026	SBC	Stafford Borough Council	SBC Rates Mkt Sq - Sept 26	17.00
30/09/2026	SBC	Stafford Borough Council	SBC Rates SSTN - Sept 26	178.00
30/09/2026	SBC	Stafford Borough Council	SBC Rates FJC - Sept 26	267.00
				16,683.44