

STONE TOWN COUNCIL

Town Clerk
Les Trigg

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ST15 8JP

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25th May, 2017

You are hereby summoned to attend a meeting of the **TOWN COUNCIL**, to be held in the **Christchurch Suite** at the **Frank Jordan Centre, Lichfield Street, Stone** on **TUESDAY 6TH JUNE, 2017** at **7.00pm** when the following business will be transacted.

Les Trigg
Town Clerk

Agenda

1. **To receive apologies for absence**
2. **Declarations of Interest and Requests for Dispensations**
3. **Representations from Members of the Public**
4. To confirm as a correct record the minutes of the Annual Public Meeting held on the 25 April, 2017, Minute Numbers C17/097 – C17/102 (attached)
5. To confirm as a correct record the minutes of the Annual Meeting of the Town Council held on the 9th May, 2017, Minute No's. C18/001 – C18/009 (attached)
6. **To receive the minutes and decisions of the under mentioned Committees:**
 - a) General Purposes Committee Meeting held on the 25th April, 2017, Minute Numbers GP17/187 – GP17/193 (attached)
 - b) Planning Committee Meeting held on 9 May 2017, Minute Number PC18/001 – PC18/005 (attached)
 - c) General Purposes Committee Meeting held on 16 May 2017, Minute Numbers GP18/001 – GP18/012 (attached)
 - d) Planning Committee Meeting held on 16 May 2017, Minute Numbers PC18/006 - PC18/010 (attached)
 - e) Planning Committee Meeting held on 23 May 2017, Minute Numbers PC18/011- PC18/015 (attached)

7. **Annual Governance Statement 2016-17**

To consider the annual governance statement for submission to the external auditor

8. **Internal Auditor's Report 2016-17**

To consider the report of the Internal Auditor

9. **Council Accounts 2016-17**

To consider the report of the Town Clerk (attached) and the accounting statement for submission to the external Auditor

10. **Local Government Transparency Code 2015
Openness of Public Bodies Regulations 2014**

Information for Quarter Ending 31st March 2017 (attached)

11. **To receive the forthcoming Civic Announcements** (attached)

12. **To receive the Town Mayor's and Deputy Town Mayor's Reports of Engagements** (attached)

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

14. **To receive the minutes and decisions of the undermentioned Committee:**

- a) General Purposes Committee Meeting held on 25th April, 2017 Confidential Minute Number GP17/193 (attached)

Members of the public are welcome to attend the Council Meeting as observers.

Stone Town Council – Annual Public Meeting

Minutes of the meeting held in the Stone Station Community Centre on Tuesday 25 April, 2017

PRESENT: Councillor J Davies in the Chair and
Councillors I Fordham, Mrs K Green, M Green, Mrs J Hood, T Jackson, R Kenney,
Mrs E Mowatt, A Osgathorpe, Mrs J Piggott and M Shaw
Also present six members of public.

ABSENT: Councillors Mrs C Collier, G Collier, Mrs J Farnham, Mrs M Goodall, P Leason,
G Neagus and M Williamson

C17/097 Apologies

Apologies were received from Councillors Mrs C Collier, G Collier, Mrs J Farnham,
Mrs M Goodall and M Williamson

C17/098 Declarations of Interest

None received.

C17/099 Minutes

RESOLVED

- a) that the Minutes of the Annual Public Meeting held on the 28th April, 2016,
copies having been circulated to the members, be signed by the Chairman
as a correct record.

C17/100 Annual Report of Stone Town Council

The Annual Report of Stone Town Council was presented by the Town Mayor.
(Appendix 1)

C17/101 Reports from Town, County, Borough Councillors and Members of Other Organisations

County Councillor P Jones reported that Staffordshire County Council and Stafford
Borough Council are working together to improve Stone High Street. Stone MP, Sir
Bill Cash, is also interested in being involved.

He also reported that he is investigating a health centre facility being located in the
Co-op after it closes later this year. This idea is in its early stages at the moment.

C17/102 **Questions or Matters Raised by Residents**

A member of the public was concerned about traffic flow in the Town and suggested that the splinter island at the bottom of Christchurch Way be removed. This would also enable the Festival Carnival Parade to pass through the High Street rather than Christchurch Way.

Town Mayor

Annual Public Meeting 2017

Town Mayor's Report

INTRODUCTION

The past year has seen Stone continue to be a town with a strong sense of community; an admirable number of effective, voluntary community groups; popular local events (one of which hit the national headlines); and thriving businesses. However, Stone faces many of the challenges that most towns of a similar size are facing but the potential of the Town combined with dedicated, hard work by its people, its businesses and by its Town Council make future prospects look encouraging.

MAJOR ISSUES AND EVENTS

A number of major issues and events have dominated the past year and most will continue to dominate in 17/18:

- **Neighbourhood Plan.** A great deal of work - involving councillors, members of the public and specialist advisors – has brought the finalisation of the Neighbourhood Plan close to completion. Its adoption would help ensure that the future development of Stone would better reflect the wishes, aspirations and vision of its inhabitants and businesses.
- **Westbridge Park.** The building of the prospective Marks and Spencer convenience store and of the replacement sports/leisure centre, particularly their potential impact on the amenity of the park, have continued to spark controversy.
- **HS2.** Although the construction of HS2 would not physically take place within the town boundary its impact would be huge, especially if the planned maintenance depot at Yarnfield is built. It is felt that HS2 promises little or no direct long-term benefit to the local area and many fear the worse.
- **High Street.** Changing modern shopping and leisure patterns are being reflected in the shops and services in the High Street. Bank branch closures are affecting Stone no less than other similar towns, and it has been disappointing that two food/cafe outlets have closed as has a fashion shop. On the other hand new businesses are starting up and the reopening of Heron Foods will, to some extent, offset the planned closure of the Co-op. However, the future of the Post Office remains a concern.

- **Crown Wharf.** Definitely under the heading of ‘potential good news’ is the prospect of a new-build pub/restaurant/shop/micro-brewery on Crown Wharf associated with a community theatre and a heritage centre. If this development comes to pass it will provide a ‘destination’ in the town to attract more visitors from the surrounding area with a knock-on increase in footfall and, hence, opportunities for local traders.
- **Joe Clarke.** An undoubted highlight of the year was the official welcome home given to Joe Clarke of the Canoe Club on his return from the Olympic Games in Rio with a gold medal for kayaking. It must be many a long year since the Town and Westbridge Park last hosted such a joyous occasion with many thousands joining in the celebration of a wonderful achievement by one of Stone’s own sons.

FINANCES

Every year the Council reviews its plans, determines what income would be required to meet them, and then makes adjustments to achieve an acceptable balance. Most of the income for the Town Council comes from the precept (that part of the Council Tax which is set by Stone Town Council and which is included in total Council Tax payments) and it is crucial that the precept is kept at a justifiable and affordable level. It should also be noted that elected members of Stone Town Council do not receive any remuneration, expenses or allowances.

Major items of expenditure are staff (salaries etc), estates (principally the Railway Station Community Centre and the Frank Jordan Centre), town promotion (events such as the Joe Clarke welcome home) and environment (grounds maintenance and the like). However, unexpected costs may arise such as the £8,500 charged by Stafford Borough for the by-election held in September 2016.

The total budget for the year 17/18 is £351,400 (which includes £77,675 from reserves earmarked towards the refurbishment of the Frank Jordan Centre). Full details of the budget and the outturn against budget are published in the public minutes of council meetings.

The standard yardstick for comparing Council Tax is to use that for a band ‘D’ property. For Stone in the year 16/17 the total such annual bill was £1,481.66 of which £40.09 was Stone Town Council’s precept. For the year 17/18 the Stone Town Council annual precept has been set at £44.70. That amount is still considerable lower than that of comparable nearby towns.

COUNCILLOR VACANCIES

During the year Councillor Lynne Bakker-Collier resigned from the council resulting in a by-election at which Ian Fordham was elected in her place.

BENEFIT TO THE COMMUNITY

Town Councils have the same limited statutory powers as parish councils and, as such, the benefits they bring are best considered in the context of the community they represent. In the case of Stone those benefits are enjoyed not only by the town itself but also by the various surrounding parishes which look to Stone as their local centre and which comprise the 'hinterland' of the town.

Those benefits include: enhancing the profile of the town and its area, promoting community cohesion and mutual support, fostering civic pride and confidence, encouraging commercial activity. During 16/17, in addition to the major issues listed above, Stone Town Council has been involved with a large number of activities and initiatives. In addition to the 130 plus separate events attended by the Town Mayor, the following should be noted:

- The Town Council has kept expenditure within the 16/17 budget target.
- Grants totalling £8,398.17 have been made by the Town Council to local voluntary organisations in the town and at least £2,409.34 has been raised in the town for the Mayor's charities.
- Full support was given to the Stone Festival which brought many people from far and wide into the town. Highlights included the raft race, the Soapbox Derby and the Saturday Carnival.
- An extremely successful Music Festival was held in the town during the summer featuring the many talented musicians that are in the Stone area and entertaining the crowds that were attracted into the High Street.
- The Town helped create and facilitate a liaison group with interested surrounding parish councils and which meets on a quarterly basis to share information, to discuss matters of mutual interest and to agree a common approach on such matters.
- The Town Council worked closely with Stone in Bloom to help ensure that the attractiveness of the town was kept at its best.
- Christmas trading and celebrations were boosted by Christmas lights in the town centre and associated events such as the lights switch-on and an evening market.
- A number of official visitors were welcomed to the Council Chamber and were invited to sign the new visitors' book which will become an interesting historic record.
- The council inaugurated the annual appointment of two Mayor's Cadets, one from the Army Cadets and the other from the Air Training Corps, to act as orderlies to the Town Mayor on appropriate occasions.

- A permanent flagpole was installed at the top of the High Street where the Town Flag and other flags as appropriate are now flown.
- The wartime link with the USA had been formalised in 1993 when Stone and the City of Carthage in Texas became 'sister cities' and, hence, Stone citizens became honorary Texans. That link has been re-invigorated and the Texas State Flag is flown on appropriate dates.
- The Town has held several very successful formal events to celebrate the town and its history. Those events include Civic Sunday, the Trafalgar Dinner and the Civic Dinner.
- In addition to the connection with the USA the town has kept in touch with Bagnacavallo in Italy, Neresheim in Germany, Aix-en-Othe in France and Strzyzow in Poland. The maintenance of these international links is particularly important in the context of the ongoing Brexit negotiations and illustrates Stone's international outlook.

WORK IN PROGRESS AND IN PROSPECT

Significant ongoing and prospective matters include:

- The long-overdue refurbishment of the Frank Jordan Centre.
- Liaison with Joules Brewery and the Stone Revellers regarding the development of Crown Wharf.
- The finalisation and approval by referendum of the Neighbourhood Plan, which is keenly awaited.
- The developments in Westbridge Park, as considered above.

CONCLUSION AND THANKS

The work of the Town Council would be impossible without the professional support of the Town Clerk and his staff to whom grateful thanks are recorded. Thanks are also due to those elected members who give of their time beyond attendance at council meetings.

Stone Town Council

Minutes of the meeting held in Stone Station Community Centre on Tuesday 09 May, 2017

PRESENT: Councillor J. Davies in the Chair and
Councillors I. Fordham, Mrs K. Green, M. Green, Mrs J. Hood, T. Jackson, R. Kenney,
Mrs E. Mowatt, G. Neagus, A. Osgathorpe and M. Shaw.

ABSENT: Councillors Mrs C. Collier, G. Collier, Mrs J. Farnham, Mrs M. Goodall, P. Leason,
Mrs J. Piggott and M. Williamson.

Before the meeting started Councillor J. Davies congratulated Councillor Parry and Councillor Mrs Hood on their election to Staffordshire County Council.

C18/001 To appoint the Town Mayor for the ensuing year

Councillor Mrs J. Hood proposed Councillor J. Davies for a second term in office. She explained the responsibilities of the Mayoral role and expressed how Councillor Davies had embraced his position as ambassador of the town, working with a strong sense of duty and well beyond requirements; along with his Consort the Mayoress.

Councillor M. Green said he had pleasure in seconding the nomination. There were no further nominations and all members agreed.

RESOLVED: To appoint Councillor J. Davies as Stone Town Mayor for the year 2017-18.

The Clerk invited Councillor J. Davies to sign the Declaration of Office and he retained the Chain of Office.

Councillor J. Davies announced that his wife Mrs L. Davies would be his Consort. Mrs Davies retained her Chain of Office.

Councillor J. Davies stated that Rev I. Cardinal had agreed to be Mayor's Chaplain for the year.

Councillor J. Davies announced that his charities for his Mayoral Year would be the Scout and Guide Band, Stone Army Cadets, 2352 (Stone) Squadron ATC and St. John Ambulance.

C18/002 **To appoint the Deputy Town Mayor for the ensuing year**

Councillor K. Green proposed Councillor I. Fordham as Deputy Town Mayor for the ensuing year. This was seconded by Councillor R. Kenney. No further nominations were received and all members agreed.

RESOLVED: To appoint Councillor I. Fordham to Deputy Town Mayor for the year 2017-18

The Clerk invited Councillor Fordham to sign the Declaration of Office and he received his Badge of Office. Councillor Fordham said it was an honour to be appointed and he was grateful to his fellow members and hoped he could meet expectations of the town.

Councillor I Fordham announced that his wife Mrs Gill Fordham would be his Consort.

Mrs Fordham was called forward to receive her Badge of Office.

C18/003 **To record the Town Council's appreciation of the services of the retiring Mayoral team**

Councillor J. Davies was awarded with a Past Town Mayor's Badge and a gift. He gave thanks for the support he had received over the last year from both Councillors and the people of Stone. He also thanked Rev. J. Morris for her guidance.

Councillor T. Jackson was awarded with a Past Deputy Mayor's Badge and a gift.

The Mayor's Consort, Lin Davies, was called forward for an award of flowers as a personal gift of thanks.

The Deputy Mayor's Consort, Jane Jackson was called forward for an award of flowers as a personal gift of thanks.

Councillor Davies gave thanks to Jackie Allen, Assistant Town Clerk and Mayor's Secretary for her diligent work over the previous six years.

C18/004 **Apologies for Absence**

Councillors Mrs C. Collier, G. Collier, Mrs J. Farnham, Mrs M. Goodall, P. Leason, Mrs J. Piggott and M. Williamson

C18/005 **Declarations of Interest and Requests for Dispensations Received**

None

C18/006 Minutes

RESOLVED

- a) That the minutes of the Town Council Meeting held on the 4 April 2017 (Minute Numbers C17/090 – C17/096), copies having been circulated to the members, be signed by the Chairman as a correct record.

C18/007 Committee Minutes

RESOLVED

- a) That the minutes of the General Purposes Committee Meeting held on the 30 March 2017 (Minute Numbers GP17/168 – GP17/171), copies having been circulated to Members, be signed by the Chairman as a correct record.
- b) That the minutes of the General Purposes Committee Meeting held on the 4 April 2017 (Minute Numbers GP17/172 – GP17/186), copies having been circulated to Members, be signed by the Chairman as a correct record subject to a correction to the location of the meeting.
- c) That the minutes of the Planning Committee Meeting held on the 4 April 2017 (Minute Numbers P17/107 – P17/111), copies having been circulated to Members, be signed by the Chairman as a correct record subject to a correction to the location of the meeting.
- d) That the minutes of the Planning Committee Meeting held on the 18 April 2017 (Minute Numbers P17/112 – P17/116), copies having been circulated to members, be signed by the Chairman as a correct record.

C18/008 To determine membership and elect the Chairman and Vice-Chairman of General Purposes Committee and Planning Committee for 2017-18

It was proposed by Councillor R. Kenney that all members be appointed to both the General Purposes Committee and Planning Committee. This was seconded by Councillor J. Hood and all Members agreed.

RESOLVED: That all Members be appointed to the General Purposes Committee and Planning Committee

General Purposes Committee:

It was proposed by Councillor Mrs Hood and seconded by Councillor I. Fordham that Councillor R. Kenney be appointed Chairman of the General Purposes Committee for a further year.

It was also proposed by Councillor T. Jackson and seconded by Councillor M. Shaw that Councillor G. Collier be appointed as Chairman of the General Purposes Committee.

A vote was then taken and Councillor R. Kenney was appointed as Chairman.

RESOLVED: That Councillor R. Kenney be appointed as Chairman of the General Purposes Committee for the year 2017-18

Vice Chairman of the General Purposes Committee:

It was proposed by Councillor R. Kenney and seconded by Councillor Mrs Mowatt that Councillor Mrs J. Hood be appointed Vice Chairman of the General Purposes Committee.

It was also proposed by Councillor T. Jackson and seconded by Councillor M. Shaw that Councillor G. Collier be appointed Vice Chairman of the General Purposes Committee.

A vote was taken and Councillor Mrs J. Hood was appointed as Vice Chairman.

RESOLVED: That Councillor Mrs Hood be appointed as Vice Chairman of the General Purposes Committee for the year 2017-18

Planning Committee:

It was proposed by Councillor I. Fordham and seconded by Councillor R. Kenney that Councillor A. Osgathorpe be appointed as Chairman of the Planning Committee.

RESOLVED: To appoint Councillor A. Osgathorpe as Chairman of the Planning Committee for the year 2017-18.

It was proposed by Councillor Mrs J. Hood, seconded by Councillor Mrs E. Mowatt that Councillor G. Neagus be appointed as Vice Chairman of the Planning Committee.

RESOLVED: To appoint Councillor G. Neagus as Vice Chairman of the Planning Committee for the year 2017-18.

C18/009 **To defer other business under Standing Order 2, paragraph (j) to an appropriate meeting of the General Purposes Committee**

RESOLVED: That all other business under this Standing Order be deferred to the General Purposes Committee

TOWN MAYOR

Stone Town Council – General Purposes Committee

Minutes of the meeting held in Stone Station Community Centre on Tuesday 25 April, 2017

PRESENT: Councillor R Kenney in the Chair and
Councillors J Davies, I Fordham, Mrs K Green, M Green, Mrs J Hood, T Jackson, Mrs
E Mowatt, A Osgathorpe, Mrs J Piggott and M Shaw

ABSENT: Councillors Mrs C Collier, G Collier, Mrs J Farnham, Mrs M Goodall, P Leason,
G Neagus and M Williamson

GP17/187 **Apologies**

Apologies were received from Councillors Mrs C Collier, G Collier, Mrs J Farnham,
Mrs M Goodall and M Williamson

GP17/188 **Declarations of Interest and Requests for Dispensations**

None received

GP17/189 **Representations from Members of the Public**

None

GP17/190 **Response to issues raised in General Purposes Committee Meeting of Thursday
30th March 2017**

Members considered a document* circulated at the meeting setting out potential
responses to points raised by traders at the previous meeting on 30th March 2017.

Markets

It was noted that the Council are already in the process of arranging a number of
late night shopping events and that market stalls are to be erected in future with a
clear back panel. Members expressed concern about the viability of the market if
traders were not accepted if they sold the same products as town centre shops.

The introduction of a formal agreement with market traders will be considered,
which would cover leaving times and the leaving behind of rubbish.

RESOLVED: To ask the Tourism & Town Promotion and Estates Sub-Committees to
consider advertising of the market.

RESOLVED: To ask the Estates Sub-Committee to consider whether the Council's
policy should be varied to allow market traders to use their own marquees.

Parking

The Committee noted that on-street parking is a responsibility of Staffordshire
County Council and that the issue of a refund parking scheme would be considered
by any future town centre partnership.

* 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.

RESOLVED: To ask Stafford Borough Council to consider a regular free parking arrangement for Stone on specific days/times, similar to the Christmas free parking arrangements.

Signage

A new noticeboard has already been agreed by the Council. Brown signs are already in place on A34 but are quite often covered by foliage.

RESOLVED: To contact Highways to ensure brown signs remain visible.

Stone Festival

It was reported that the Festival Committee are examining the re-routing of all or some of the parade through the High Street.

Christmas

The Committee considered that the Plane Tree is well decorated for Christmas, and an that there would be no gain from providing an additional Christmas tree Christmas Tree.

Traders

The Committee noted that Traders are in discussion with Stafford Borough Council about starting a Town Centre Partnership along similar lines to the one already in place in Stafford.

RESOLVED: To discuss the establishment of a Town Centre Partnership at the Tourism & Town Promotion Sub-Committee.

Council

The Committee noted that maintaining the cleanliness of the High Street is a matter for Stafford Borough Council, but that traders themselves also have a responsibility. Cigarette ends were identified as a particular concern. It was noted that Stone in Bloom have been painting street furniture and spraying weed killer.

The Clerk reported that it was illegal for the Council to subsidise businesses, but that the Borough Council had some limited powers in this area.

RESOLVED: That the Clerk be asked to research the legal requirements for cigarette bins.

RESOLVED: To write to Stafford Borough Council to ask them to extend their business subsidy scheme to Stone.

RESOLVED: To write to Staffordshire County Council to request a review of the town centre traffic management arrangements.

GP17/191 **Members' Motions under Standing Order 4**

Councillor Mrs J Hood

"I ask the General Purposes Committee to consider the benefits of an ENJOY STONE card, similar to the existing ENJOY STAFFORDSHIRE card.

This would offer a vehicle for local traders to be part of the card scheme and offer discounts, special offers and promotions throughout Stone to encourage shoppers to shop locally.

Discussions would need to be held with traders to determine the arrangements for managing card issue, communications, advertising, and the card benefits."

RESOLVED: To refer this issue to the Tourism & Town Promotion Sub-Committee.

GP17/192 **To resolve, pursuant to the Public Bodies (admission to meetings) Act 1960, the Public and Press be excluded from the meeting whilst the next item of business is discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate**

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

GP17/193 **Staffing Issues**

The Clerk presented a report regarding staffing issues.

The recommendations were agreed subject to minor amendments to the person specification.

The Clerk was authorised to appoint to a temporary post to cover the position until a permanent employee is appointed.

Town Mayor

Stone Town Council – Planning Committee

Minutes of the meeting held in Stone Station Community Centre on Tuesday 9 May 2017

PRESENT: Councillor G. Neagus in the Chair and
Councillors: J. Davies, I. Fordham, Mrs K. Green, M. Green, Mrs J. Hood, T.
Jackson, R. Kenney, Mrs E. Mowatt, A. Osgathorpe and M. Shaw

ABSENT: Councillors: P. Leason, Mrs C. Collier, G. Collier, Mrs J. Farnham, Mrs M. Goodall,
Mrs J. Piggott and M. Williamson

P18/001 **Apologies**

Apologies were received from Councillors: P. Leason, Mrs C. Collier, G. Collier,
Mrs J. Farnham, Mrs M. Goodall, Mrs J. Piggott, M. Williamson

P18/002 **Declarations of Interest and Requests for Dispensations**

None received

P18/003 **Representations from Members of the Public**

None received

P18/004 **Planning Applications**

RESOLVED that the following observations be made on the Applications as listed:

Application Number – 17/25724/OUT

Location – Land adjacent to 31 and 33 Airdale Road

Development – Amended plan: proposed detached dwelling house in side
garden area

Observation:

Objections had been made by Stone Town Council to the original plans on the
grounds of over intensification of the area.

Members consider that the same concerns apply in respect of the amended
plans and believe the development to be unsuitable as well as detrimental to the
character of the area.

It was also noted that this proposal lies within one of the Special Character Areas
identified in the emerging Stone Neighbourhood Plan and is the subject of a
current public consultation. The Town Clerk was asked to draw this to the
attention of Stafford Borough when the Council's objections are submitted.

P18/005 **To note the following items considered under delegated powers where no
objections were forwarded to Stafford Borough Council due to no Member
asking for the item to be considered by a special meeting of the Committee.**

None

Town Mayor

Stone Town Council – General Purposes Committee

Minutes of the meeting held in Stone Station Community Centre on Tuesday 16 May, 2017

PRESENT: Councillor R Kenney in the Chair and
Councillors: G. Collier, Mrs C. Collier, J. Davies, I. Fordham,
Mrs K. Green, M. Green, Mrs J. Hood, T. Jackson, Mrs E. Mowatt, G. Neagus,
M. Shaw and A. Osgathorpe

ABSENT: Councillors Mrs J. Farnham, Mrs M. Goodall, P. Leason, Mrs J. Piggott and
M. Williamson

GP18/001 **Apologies**
Apologies were received from Councillors: Mrs M. Goodall, P. Leason,
Mrs. J. Piggott and M. Williamson

GP18/002 **Declarations of Interest and Requests for Dispensations**

None received

GP18/003 **To receive the Report of the County Councillors**

County Councillor Mrs J. Hood

Councillor Mrs Hood said she was delighted to have been elected and will do her best to serve the community. She had no report.

County Councillor I. Parry

Councillor Parry was not present at the meeting.

Councillor M. Green asked that it be recorded that Councillor Parry had not attended the meeting and that the Town Council write to him to ask him to be present.

GP18/004 **Representations from Members of the Public**

None

GP18/005 **To elect the Members, Chairmen and Vice Chairmen of the following Sub-Committees:**

The Committee considered returning to the previous arrangements whereby Sub-Committees consisted of seven appointed members.

RESOLVED: To change the number of Sub-Committee member to seven.

The Town Clerk reminded members that the two ex-officio members were in addition to this seven, as set out in Standing Orders.

The Committee considered the election of Chairmen, Vice Chairmen and members

* 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.

to the Council's Sub-Committees.

RESOLVED: To appoint the following Chairmen, Vice Chairmen and Members to the Sub Committees for the municipal year 2017-18:

Tourism & Town Promotion

Chairman: Councillor I Fordham

Vice Chairman: Councillor Mrs Hood

Members: Councillors: I. Fordham, Mrs J. Hood, P. Leason, Mrs K. Green, Mrs J. Piggott, M. Williamson, Mrs C. Collier

Environment

Chairman: Councillor P. Leason

Vice Chairman: Councillor A. Osgathorpe

Members: Councillors: P. Leason, A. Osgathorpe, Mrs K. Green, G. Neagus, Mrs J. Piggott, Mrs M. Goodall, M. Shaw

Estates

Chairman: Councillor M. Green

Vice Chairman: Mrs J. Hood

Members: Councillors: M. Green, Mrs J. Hood, Mrs E. Mowatt, I Fordham, Mrs J. Farnham, T. Jackson, G. Collier

Management

Chairman: Councillor M. Green

Vice Chairman: Councillor Mrs E. Mowatt

Members: Councillors: M. Green, Mrs E. Mowatt, G. Neagus, A. Osgathorpe, T. Jackson, Mrs M. Goodall, M. Williamson

Neighbourhood Plan Steering Group

It was proposed by Councillor M. Green seconded by Mrs. E. Mowatt and agreed that members remain the same as last year with G. Collier and Mrs C. Collier removed. The members are:

Chairman: Councillor Mrs Hood

Vice chairman: Councillor A. Osgathorpe

Members: Councillors Mrs J. Hood, A. Osgathorpe, M. Green, G. Neagus, I. Fordham, Mrs J. Piggott, T. Jackson and M. Williamson

GP18/006 Appointment to Outside Bodies

The Committee considered appointments as the Council's representatives on outside bodies.

All proposals were unopposed except for Walton Community Centre where a vote took place to determine the appointment between Councillor M. Green and Councillor M. Shaw.

RESOLVED: To make the following appointments of council representatives to the following bodies:

Stone ATC (Mayor plus 1 member)

Councillors: J. Davies and M. Green

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Age Concern Stone & District (2 members)

Councillors: Mrs C. Collier and Mrs K. Green

Stone Town Band (Mayor)

Councillor J. Davies

Walton Community Centre (1 member)

Councillor M. Green

Stafford & Stone Access Group (1 member)

Councillor Mrs C. Collier

Stone Common Plot Trustees

Councillors: Mrs C. Collier, G. Collier, Mrs J. Hood, R. Kenney and M. Shaw

Stone Community Hub Liaison Group

Councillors: Mrs J. Farnham, M. Green, A. Osgathorpe, Mrs J. Hood and R. Kenney

Trustees of the Town Hall Charity (all members)

All members

Richard Vernon Trust (1 member until 2021)

Councillor R. Kenney

(Existing members: Councillors P Leason and M Shaw)

GP18/007 **Community Paths Initiative – Bids for 2017-18**

The Committee considered an invitation received from Staffordshire County Council to apply to the Community Paths Initiative and noted that in previous years it had been forwarded to the Stone Common Plot Trustees.

RESOLVED: To forward the details for making an application under the Community Paths Initiative, to Stone Common Plot Trustees.

GP18/008 **Protocol for Marking the Death of the Sovereign or other members of the Royal Family**

The Committee considered proposals from Stafford Borough Council regarding a protocol for condolences and floral tributes related to the death of a member of the Royal Family.

It was noted that the Borough Council were intending to centralise activities in Stafford, but members considered that Stone should have its own arrangements.

RESOLVED: That Stafford Borough Council be informed that Stone wishes to make its own arrangements.

RESOLVED: That a working group is established to determine the venue and arrangements Stone should make in preparation for marking the death of the Sovereign or other member of the Royal Family.

GP18/009 **Town Centre Issues**

Future of the Co-op Building

This item arose following County Councillor Jones' suggestion that the Co-op building should become a health centre. It was acknowledged that good health facilities are needed but members referred to the assessment that justified the

* 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.

need to build the Marks and Spencer food store on Westridge Park, and expressed concern that if the Co-op building was not used for retail purposes there may be a further proposal to build an out of town supermarket, weakening the town centre even more.

RESOLVED: To write to Stafford Borough Council asking for guarantees that the use of the Co-op building will not change and that retail space is protected.

GP18/010 **Members' Motions under Standing Order 4**

Councillor Mrs J. Hood

'I have been contacted by a resident who has made me aware of the loss of a number of dog fouling bins in an around Stone

I would like to ask the Council to consider replacing some of those bins.'

A discussion took place about the demise of dog bins in Stone, the possible reasons and how vital they are to the community. Residents have been told that Stafford Borough Council are not obliged to provide them, when extra sites were suggested.

It was noted that a bin on Crown Meadow had been smashed.

RESOLVED: That a bin audit of the town be undertaken to identify missing and damaged bins. Stone Town Council should identify and replace its own bins as necessary and Stafford Borough Council contacted in respect of issues identified with Borough Council bins.

GP18/011 **Update from Working Groups**

Neighbourhood Plan Steering Group

Councillor Mrs Hood provided an update on the work of the Steering Group. It had entered a period of consultation regarding Special Character Areas within the town. At the end of the consultation period (on 22 May 2017) the Working Group will be considering how to take into account comments received from residents.

RESOLVED: To note the update on the work of the Neighbourhood Plan Steering Group.

GP18/012 **To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council**

Stone ATC

The Mayor reported that he had attended the last Welfare Committee. Numbers were good and they are working very well. The Ministry of Defence used to provide a lot of support which included transport and mini bus facilities. This has now been withdrawn and the group has been left to its own devices.

Age Concern Stone & District

Councillor Mrs Collier advised that the financial report was good, the Car Scheme had made a surplus, 1000 leaflets had been produced, luncheon clubs were well supported and a Public-Address System had been purchased.

Stone Town Band

The Mayor advised there was nothing to report.

* 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.

Walton Community Centre

Councillor M Shaw reported that the AGM had taken place yesterday (Monday). The Management Committee is working well and in good financial condition.

Stafford & Stone Access Group

Councillor Mrs Collier reported that a website had been launched (she is website manager) with good quality information. Eccleshall has been done with Stone still to be added. There are on-going issues with A boards. The Group is in talks with Marks and Spencer about signage.

Stone Common Plot Trustees

Councillor Mrs Hood reported that members attended its AGM. The bank balance is healthy. Hedgerows etc are all well. Farmers cows have been taken off due to TB. There are two vacancies for Trustees. She wished them all the best for next year.

Stone Community Hub Liaison Group

It was reported that no meeting had taken place

Town Mayor

Stone Town Council – Planning Committee

Minutes of the meeting held in Stone Station Community Centre on Tuesday 16 May 2017

PRESENT: Councillor A. Osgathorpe in the Chair and:
G. Collier, Mrs C. Collier, J. Davies, I. Fordham, Mrs K. Green, M. Green, Mrs J. Hood, T. Jackson, R. Kenney, Mrs E. Mowatt, G. Neagus and M. Shaw

ABSENT: Mrs J. Farnham, Mrs M. Goodall, P. Leason, Mrs J. Piggott and M. Williamson

P18/006 **Apologies**

Apologies were received from Councillors: Mrs G. Goodall, P. Leason, Mrs. J. Piggott and M. Williamson

P18/007 **Declarations of Interest and Requests for Dispensations**

None received

P18/008 **Representations from Members of the Public**

None received

P18/009 **Planning Applications**

RESOLVED that the following observations be made on the applications as listed:

Application Number – 17/25992/HOU

Location – 1 Beech Court, Stone

Development – Rear canopy

Observation: No objections

Application Number – 17/26088/HOU

Location – 147 Newcastle Road, Stone

Development – Alterations and two storey extension to the rear of dwelling

Observation: No objections

Application Number – 17/26098/HOU

Location – 5 Bowers Court, Stone

Development – Proposed single storey rear family room extension

Observation: No objections

Application Number – 17/26150/FUL

Location – Stone Business Park, Emerald Way, Stone

Development – Variation of Condition 2 on application 16/25477/FUL

Observation: No objections

P18/010

To note the following items considered under delegated powers where no objections were forwarded to Stafford Borough Council due to no Member asking for the item to be considered by a special meeting of the Committee.

RESOLVED: To note that under delegated powers, no objections have been raised to the following application:

Application Number – 17/25823/FUL

Location – Land adjacent to 50 York Street, Stone

Development – Amended Plan – Proposed detached dwelling house in side garden

Observation: No objections

Town Mayor

Stone Town Council – Planning Committee

Minutes of the meeting held in Stone Station Community Centre on Tuesday 23 May 2017

PRESENT: Councillor A. Osgathorpe in the Chair and:
G. Collier, Mrs C. Collier, J. Davies, J. Farnham, I. Fordham, Mrs M. Goodall, Mrs K. Green, M. Green, Mrs J. Hood, R. Kenney, Mrs E. Mowatt M. Williamson and M. Shaw

ABSENT: T. Jackson, P. Leason, Mrs J. Piggott and G. Neagus

P18/011 **Apologies**

Apologies were received from Councillors: T. Jackson, P. Leason, Mrs. J. Piggott and G. Neagus

P18/012 **Declarations of Interest and Requests for Dispensations**

None received

P18/013 **Representations from Members of the Public**

None received

P18/014 **Planning Applications**

Application Number – 17/26207/FUL

Location – Westbridge Park, Stafford Street

Development – Erection of new Leisure Centre and associated car parking facilities. Demolition of an existing Fitness Centre building

The Chairman distributed a document he had prepared to members and the meeting was adjourned for ten minutes to allow consideration of its content. He suggested the document be used to form the Town Council's consultation response to Stafford Borough Council, with necessary amendments.

After a vote the following statement was added at the bottom of the first page:

'The benefits of the proposed leisure centre do not outweigh the harm to the heritage assets and do not excuse or justify building outside of the settlement boundary'.

Members considered that there was a need to give more consideration to the note issued by the Chairman than time would allow, and requested a further week to consider this issue.

RESOLVED: That the Town Clerk seek an extension to the date for submitting its representations to Stafford Borough Council and that a Planning Committee Meeting should take place on Tuesday 30 May 2017 to determine the Town Council's response.

P18/015

To note the following items considered under delegated powers where no objections were forwarded to Stafford Borough Council due to no Member asking for the item to be considered by a special meeting of the Committee.

None

Town Mayor

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

STONE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed			'Yes' means that this smaller authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓			has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
	✓			

This annual governance statement is approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Clerk:

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Annual internal audit report 2016/17 to

Enter name of smaller authority here:

STONE TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

None identified

Name of person who carried out the internal audit C. W. WRIGHT MBA DMS (dwt)

Signature of person who carried out the internal audit  Date 19.05.2017

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Stone Town Council

6th June 2017

Council Accounts 2016-17 and Audit Submission

Report of Town Clerk

Introduction

1. This report sets out the Council's accounts for 2016-17. It compares the final outturn figures with the original budget for the year and the forecast produced as part of the budget process.
2. The proposed submission to the Council's external auditors is also attached for approval.

Background

3. The Council's financial year runs from 1 April to 31 March. It is required to keep its accounts for that period in accordance with legal requirements, to report them for approval by the Council within three months of the year end, and to submit an annual return to its external auditors to a similar timescale.
4. The Council is also required to employ the services of an internal auditor, who will examine the accounts, review the Council's internal control, complete the internal audit section of the annual return, and may produce a report identifying any areas of concern to Members. This internal audit has been performed, as in previous years, by Geoff Wright, who will be reporting independently to the Council, as required.
5. Subject to certain limited requirements, councils which turn-over less than £6.5 million per annum are not expected to comply with the accounting standards required of larger local authorities and are largely free to determine their own form of accounts, subject to national recommendations on proper practices.

Accounts 2016-17

6. The Council's net revenue spending for 2016-17 was £250,441. This can be seen in detail in the Income and Expenditure Account set out at Appendix 1. The resulting effect on the Council's balance sheet can be seen at Appendix 2.
7. This net spending of £250,441 compares with £228,104 in the previous year, an approved budget of £345,800 and a forecast made at the time the 2017-18 budget was prepared of £285,900. This is set out in more detail in Appendix 3.
8. Explanations of the major variations between the original budget and the forecast were included in a series of budget reports to this Committee and its Sub-Committees during

December 2016 and January 2017. Details of the major variations from the forecast that was made at the time the 2017-18 budget was prepared are set out later in the report.

9. In a number of cases identified below, spending was originally anticipated and provided for in 2016-17, but that expenditure has been delayed until the current year. In such cases I have recommended that the budgets be rolled forward to the new financial year to meet the costs when they are incurred. A figure of £64,030 has been contributed to the Rollover Reserve to allow this transfer between years to happen. The details of the makeup of this reserve are set out in the explanation of variances below.

Explanation of Variances from Forecast

10. Appendix 3 shows that the Council's net expenditure for 2016-17 was £35,459 less than forecast at the time the budget was prepared in January. Of this, £19,030¹ relates to budgets rolled over into the current financial year, leaving a true variance of £16,429 – an underspending of 5.7%.
11. Details of the more significant variances (over £1,000 or where a rollover is proposed) are set out below:
12. **Frank Jordan Centre (net £3,746 underspent)** – Income was £125 below forecast and expenditure £3,871 below. £45,000 was rolled over into 2017-18 in respect of the planned building works, but this was already taken into account when the forecast was prepared, so does not form part of the underspending identified above.
13. **Town Market (net £2,562 underspent)** – Income was £552 below forecast and expenditure £3,114 below. The underspending largely related to the contingency for repairs and erection of stalls.
14. **Bus Shelters and Street Furniture (£875 underspent)** – This underspending was largely due to works planned for 2016-17 not taking place. An amount of £500 has been rolled forward via the rollover reserve to meet the costs bus shelter works.
15. **Crown Meadow Improvements (£1,393 underspent)** – the majority of the underspending relates to remaining work on the bulrushes (£380) and pole re-seating (£350) which have been rolled over via the rollover reserve.
16. **Allotments (£952 underspent)** – works on the road at Newcastle Road were planned for 2016-17, but have been delayed to the current year. An amount of £1,000 has been rolled forward via the rollover reserve to meet these costs.
17. **Christmas Lights (£1,232 underspent)** – The underspending relates to the contingency which is retained against unexpected costs not being fully expended.

¹ This rollover figure differs from the figure of £64,030 quoted elsewhere as the delay in spending £45,000 of the Frank Jordan Centre budget had already been taken into account when calculating the forecast outturn for 2016-17.

18. **Tourism and Town Promotion (£2,620 underspent)** – Although the statement shows an underspend of £2,620 against the forecast, the true position is that this budget is actually £380 overspent. This is due to the £3,000 contribution from this budget to the World War I event reserve being shown as a contribution to earmarked reserves in the accounts, rather than a charge to this budget.
19. **Administration (£15,034 underspent)** – The provision for new office IT equipment planned for 2016-17 was delayed into 2017-18, as was a proportion of the planned website development and the replacement of the office carpet. The underspending of £15,000 has been rolled forward to meet these costs in 2017-18 via the rollover reserve.
20. **Regalia and Presentations (£1,042 underspent)** – The provision of £300 for the new Mayors' Board and £700 for repairs to the Deputy Mayor's pendant were delayed until 2017-18. These amounts have been rolled forward via the rollover reserve.
21. **Neighbourhood Plan (£4,000 underspent)** – Spending has been delayed due to a change in the project plan. Expenditure on preparing the Plan is met by a contribution from the earmarked reserve already set aside to meet its costs. No rollover is necessary to carry these funds forward to the current financial year.

Audit Submission

22. The completed financial statements to be submitted to the Council's external auditors are attached at Appendix 4. The internal auditor visited the Council on 19th May 2017 to complete his audit work. He completed the return without qualification and without wishing to make a specific report on any matter. His report is included within Appendix 4.
23. It should be noted that the figure for income in the audit return is £918 higher than set out in other parts of this report. This is because the Mayor's Charity Fund is required to be treated as income to the Council for external reporting purposes, but it is excluded from internal income and expenditure reports for the sake of clarity.

Recommendations

24. The Council are recommended to:
 - a. Approve the Council's Accounts for 2016-17 as set out in this document, including the use of the rollover reserve to allow the transfer of budgets between financial years and its proposed use in 2017-18.
 - b. Note the variances between the forecast outturn for 2016-17 and the actual outturn, and the reasons identified for the major variances.
 - c. Note that the internal auditor made no comments that he wished to be reported to the Council.
 - d. Approve the annual audit return for submission to the Council's external auditors.

Stone Town Council

Income and Expenditure Account 2016-17

Appendix 1

2015-16			2016-17	
£	£		£	£
Income				
16,419		Frank Jordan Centre	11,875	
9,713		Stone Station	10,601	
32,851		Town Market	24,748	
2,884		Allotments	3,288	
630		Tourism & Town Promotion	-	
1,210		Civic Dinner & Hospitality	1,728	
6,031		Miscellaneous	16	
683		Interest	463	
	70,421	Total Income		52,720
Expenditure				
22,993		Frank Jordan Centre	22,129	
15,831		Stone Station	15,082	
13,884		Town Market	12,886	
4,704		Car Parking	8,006	
3,103		Bus Shelters & Street Furniture	10,525	
479		Street Lighting	473	
698		Dog & Litter Bins	698	
1,065		Joules Clock	200	
4,786		Town Electricity Supply	160	
13,052		Grounds Maintenance	12,832	
24		Crown Meadow Improvements	3,807	
1,356		Allotments	2,737	
-		Environmental Projects	-	
19,247		Christmas Lights	13,768	
925		Advertising	636	
8,440		Tourism & Town Promotion	18,880	
7,030		Grants to Outside Bodies	8,398	
119,397		Salaries & Employment Costs	123,938	
3,047		Accommodation	3,747	
7,272		Insurances	7,734	
12,610		Administration	12,966	
910		Audit & Legal Fees	900	
20,022		Town Council Elections	8,494	
2,787		Allowances - Mayor & Deputy Mayor	2,871	
325		Regalia & Presentations	2,358	
2,289		Civic Dinner & Hospitality	2,022	
1,990		Remembrance Sunday & War Memorials	1,398	
1,955		Miscellaneous	1,518	
8,305		Neighbourhood Plan	4,000	
	298,525	Total Expenditure		303,161
	228,104	Total Net Expenditure		250,441
Financing				
223,236		Precept	224,333	
18,069		Council Tax Support Grant	18,069	
11,461		Concurrent Functions Allowance	11,461	
-16,395		Transfer from (to) Earmarked Reserves	-17,030	
	236,371	Total Financing		236,833
	8,267	Net Surplus for Year		-13,608

Stone Town Council

Balance Sheet as at 31 March 2017

2015-16			2016-17	
£	£		£	£
		Current Assets		
1,099		Debtors	1,360	
1,467		Payments in Advance	1,428	
1,412		VAT Recoverable	1,439	
359,127		Cash at Bank and In Hand	359,282	
	363,105	Total Current Assets		363,509
		Current Liabilities		
20,920		Creditors	17,787	
2,207		Receipts in Advance	1,405	
	23,127	Total Current Liabilities		19,192
	<u>339,978</u>	Total Net Assets		<u>344,318</u>
		Represented by		
269,147		General Fund Balances	255,539	
68,445		Earmarked Reserves	85,475	
2,386		Mayor's Charity Fund	3,304	
	<u>339,978</u>	Total Reserves and Balances		<u>344,318</u>

Stone Town Council

Comparison of Actual 2016-17 with Budget and Forecast

Actual 2015-16 £		Actual 2016-17 £	Actual Compared With Approved Budget		Actual Compared With Forecast		
			Budget 2016-17 £	Variance 2016-17 £	Forecast 2016-17 £	Variance 2016-17 £	Report Paragraph
					Outturn		
6,574	Frank Jordan Centre	10,254	-52,346	14,000	-3,746	12	
6,118	Stone Station	4,482	-5,019	4,500	-19		
-18,967	Town Market	-11,862	+138	-9,300	-2,562	13	
4,704	Car Parking	8,006	-494	8,500	-494		
3,103	Bus Shelters & Street Furniture	10,525	-375	11,400	-875	14	
479	Street Lighting	473	-27	500	-27		
698	Dog & Litter Bins	698	-502	700	-2		
1,065	Joules Clock	200	+200	-	+200		
4,786	Town Electricity Supply	160	-40	200	-40		
-	Building Maintenance	-	-	-	-		
13,052	Grounds Maintenance	12,832	-68	12,900	-68		
24	Crown Meadow Improvements	3,807	-1,393	5,200	-1,393	15	
-1,528	Allotments	-552	-2,652	400	-952	16	
19,247	Christmas Lights	13,768	-3,032	15,000	-1,232	17	
925	Advertising	636	+136	300	+336		
7,810	Tourism & Town Promotion	18,880	-5,520	21,500	-2,620	18	
7,030	Grants to Outside Bodies	8,398	-802	9,200	-802		
119,397	Salaries & Employment Costs	123,938	+438	123,900	+38		
3,047	Accommodation	3,747	-453	4,100	-353		
7,272	Insurances	7,734	+234	7,800	-66		
12,610	Administration	12,966	-15,034	28,000	-15,034	19	
910	Audit & Legal Fees	900	-	900	-		
20,022	Town Council Elections	8,494	+4,494	8,500	-6		
2,787	Allowances - Mayor & Deputy Mayor	2,871	-29	2,900	-29		
325	Regalia & Presentations	2,358	-842	3,400	-1,042	20	
1,079	Civic Dinner & Hospitality	294	-706	400	-106		
1,990	Remembrance Sunday & War Memorials	1,398	-602	1,900	-502		
-4,076	Miscellaneous	1,501	-199	1,700	-199		
-683	Interest	-463	+137	-600	+137		
8,305	Neighbourhood Plan	4,000	-11,000	8,000	-4,000	21	
228,104		250,441	-95,359	285,900	-35,459		

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

STONE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	315,802	339,978	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	223,236	224,333	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	99,951 <i>restated</i>	82,250	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	120,113	123,993	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	178,898	178,250	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	339,978	344,318	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	359,127	359,282	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	264,740 <i>Restated</i>	274,263	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
	✓	.	

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Date

I confirm that these accounting statements were approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Stone Town Council

Local Government Transparency Code 2015

Information for Quarter Ended 31st March 2017

Expenditure Exceeding £250

Date	Reference	Supplier	Description	Amount
03/01/2017	16470	Stafford Borough Council	By Election 15 Sept 2016	£8,493.96
03/01/2017	D/Dbt	SBC	Rates - Market Square	£290.00
03/01/2017	D/Dbt	SBC	Rates - Frank Jordan Centre	£421.00
04/01/2017	16473	Siemens Finacial Services Ltd	Qtly rent of photocopier	£250.00
04/01/2017	16471	MEB Total Ltd	6mthly Emergency light testing & remedial work - fjc	£274.44
04/01/2017	D/Dbt	British Gas	Electricity supply Stone Station	£343.08
09/01/2017	16486	City B Group Ltd	Erection & dismantling of marquees - Dec 16	£976.00
11/01/2017	16489	Current Electrical & Property	New electrical box - Walton Roundabout - xmas display	£500.00
13/01/2017	D/Dbt	British Gas	Gas supply - Stone station	£277.29
17/01/2017	D/Dbt	British Gas	Electricity FJC	£452.96
19/01/2017	16498	Christmas Plus Ltd	Dismantle xmas lights 2016	£1,655.10
19/01/2017	16497	Stone in Bloom	12 x xmas trees & lights	£324.00
26/01/2017	16504	Cress Security Company Ltd	Annual mon & maint of intruder alarm - FJC	£350.00
30/01/2017	16506	Atlas Contractors Ltd	Cleaning of Frank Jordan Centre - Jan 17	£536.19
30/01/2017	16505	Shelutions Ltd	Replacement seat - bus shelter Eccleshall Rd	£380.00
31/01/2017	16507	Atlas Contractors Ltd	Cleaning of Frank Jordan Centre - Dec 16	£536.19
03/02/2017	16510	City B Group Ltd	Erection & Dismantling of marquees - Jan 17	£625.00
21/02/2017	D/Dbt	British Gas	Gas supply - Stone station	£522.01
22/02/2017	16522	M J Plant	Removal of bullrushes	£1,620.00
22/02/2017	16522	M J Plant	Maintenance of cenotaph x 2 install/ dismantle stands	£420.00
23/02/2017	16530	Atlas Contractors Ltd	Cleaning of FJC - February 17	£536.19
23/02/2017	16531	B Hygienic Ltd	Hygiene services - STN - Feb 17 Jan 18	£598.00
02/03/2017	16535	Young Enterprise (Mid&N Staffs	Grant Min No GP17/154 refers	£250.00
02/03/2017	16536	Stone & District Scout Council	Grant Min No GP17/154 refers	£500.00
02/03/2017	16538	City B Group Ltd	Erection & dismantling of marquees - Feb 17	£625.00
08/03/2017	16541	M J Plant	Removal of bull rushes/ storm damage trees	£400.00
09/03/2017	16544	Staffordshire Parish Councils'	Subscription 2017-2018	£926.00
22/03/2017	D/Dbt	British Gas	Gas supply - FJC	£1,662.04
23/03/2017	16552	Stone Community Hub	Dec 16 Jan&Feb 17 instalments of Grant-Min No GP17/008	£1,500.00
23/03/2017	16554	Atlas Contractors Ltd	Cleaning of FJC - March 2017	£536.19
27/03/2017	D/Dbt	British Gas	Gas supply - Stone Station	£331.70
27/03/2017	D/Dbt	Network Rail	Rent of Stone Station 25 03 17 - 24 06 17	£987.50
28/03/2017	D/Dbt	British Gas	Electricity supply - Stone Station	£348.67
31/03/2017	16562	City B Group Ltd	Erection & dismantling of marquees - Mar 17	£575.00

Procurement Information

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

None

2. Contracted Agreements Exceeding £5,000

None

Stone Town Council

Openness of Public Bodies Regulations 2014

Information for Quarter Ended 31st March 2017

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 MEETING
6TH JUNE 2017

CIVIC ANNOUNCEMENTS

Mayor

Friday 9 th June	High Sheriff of Staffordshire's Garden Party
Saturday 10 th June	Stone Festival Carnival Day
Monday 19 th June	Ex-Servicemen's Bowls Match at Stonefield Park
Friday 23 rd June	The Tempest – Gala Performance – Stafford Castle
Sunday 25 th June	Inn Ringers 40 th Anniversary Concert
Thursday 29 th June	Kibblestone District Scout Council AGM
Saturday 1 st July	Stone Choral Society's Summer Concert

TOWN MAYOR

TOWN MAYOR'S REPORT – 6 June 17

Friday 24 Mar 17

A 'Pig Race' was the main attraction at the fund-raiser held at the Stone Tennis Club. A fun evening was enjoyed by all and £397.23 was raised for the Mayor's charities.

Saturday 25 Mar 17

The Stone Choral Society performed a concert featuring Karl Jenkins's 'Armed Man' in St Dominic's Priory School Hall. This event proved yet again the wealth of artistic talent to be found in Stone and its area.

Saturday 1 Apr 17

A number of councillors and supporters joined the Mayor and Mayoress in a successful collection in the High St for the Mayor's charities during the monthly Farmers' Market. The excellent sum of £217.80 was raised.

Sunday 2 Apr 17

The Mayor and Mayoress were delighted to support the service held by St John's Church to celebrate their move to the President's Hall at the Walton Community Centre.

Tuesday 4 Apr 17

The Mayor and Mayoress thoroughly enjoyed the Easter service and celebration held by Trinity Skills in St Michael's and St Wulfad's Church.

Friday 7 Apr 17

The Mayor and Mayoress represented the Town at the Stafford Borough Mayor and Mayoress's 'Motown' party at the County Showground.

Saturday 8 Apr 17

As a past Air Cadet and a retired RAF Squadron Leader, the Mayor, accompanied by the Mayoress, was delighted to support the annual dinner of 2352 (Stone) Squadron, Air Training Corps, and to meet the cadets and their parents. The Mayor gave a short speech and presented awards.

Friday 21 Apr 17

The Mayor and Mayoress were delighted to attend the Stone area Scout Gang Show, a biennial event held at the Mitchell Theatre, Hanley. The excellence of the production, the talent and enthusiasm of the performers, the high-quality of the music and the warmth of the welcome made this a memorable evening. This splendid event once again showed how Stone can act as focus for the local area.

Wednesday 26 Apr 17

The Mayor took the chair at the Annual General Meeting of the Common Plott for the election of officers. As usual the meeting took place in the Council Chamber where the problem of inadequate access for those with mobility problems was again highlighted.

Saturday 29 Apr 17

The Mayor and Mayoress hosted the annual Civic Dinner at the Stone House Hotel. The Mayoress, assisted by the office staff, did an immense amount of work to decorate the Prince's Suite and the event displayed Stone at its best with the tables named after famous personalities in Stone's history from St Wulfad to Joe Clarke. In addition to the Borough Mayor and Mayoress, the Chairman and Consort of Staffordshire County Council, and Sir Bill Cash MP, the Mayor and Mayoress welcomed Joe Clarke MBE and his family, the Mayor of Newcastle-under-Lyme, the Chairman and Consort of South Staffordshire District Council, the Chairman and Consort of Staffordshire Moorlands District Council, the Mayor and Mayoress of Cheadle, the Chairman and Consort of Eccleshall Council and Squadron Leader Jon Smith from the Royal Air Force Tactical Supply Wing. The guest speaker was Lieutenant-Colonel E C Dale OBE. The event was also well attended by numerous supporters of the Town. This event once again showed how Stone 'punches well above its weight' in the Staffordshire community.

Sunday 30 Apr 17

To mark Staffordshire Day a special service was held in Lichfield Cathedral hosted by the Dean and attended by the Lord Lieutenant, Ian Dudson, the Bishop of Lichfield and a number of civic heads. The Mayor was pleased to represent Stone at this important County event.

Wednesday 3 May 17

The link between Stone and the Royal Navy was strengthened by a visit from HMS Collingwood of ten trainees accompanied by two members of the directing staff and their Chaplain, the Rev Martin Evans RN. The Mayor and Mayoress welcomed them to the Council Chamber and then led them on a short tour of town, viewing the St Vincent memorials and mausoleum at St Michael's and St Wulfad's Church, before taking lunch at The Borehole, Mount Rd.

Thursday 4 May 17

The Mayor and Mayoress welcomed to the Council Chamber a party of Brownies from the Stone Outward Division. They asked many interesting questions and thoroughly enjoyed their visit.

Saturday 6 May 17

One of the Lord Mayor's major annual events is a military tattoo held in the King's Hall, Stoke-on-Trent. The Town Mayor and Mayoress joined the Lord Lieutenant, the Lord Mayor and Lady Mayoress, the Chairman and Consort of Staffordshire Moorlands District Council and the Chairman and Consort of East Staffordshire for a splendid evening of displays by local cadets and some fine military music.

Tuesday 9 May 17

Following the mayor-making, the Mayor and Mayoress hosted a small reception in Stone Railway Station which was attended by a wide cross-section of the community of Stone and its surrounding area.

Friday 12 May 17

The Town Mayor and Mayoress joined Colonel David Leigh and Mrs Leigh as guests at the reception hosted by Air Marshal Sir 'Dusty' Miller, President, at the Royal Air Forces Association (RAFA) Annual Conference at Yarnfield Park. This invitation was partly in recognition of the connection between Stone and Yarnfield which dates back to the days of the US 8th Army Air Corps Replacement Depot at Yarnfield and Stone during World War II and partly because the Town Mayor is also the President of the Stone & District Branch of RAFA.

Sunday 14 May 17

At Yarnfield Park the Town Mayor, accompanied by the Town Mayoress, joined Colonel David Leigh alongside Air Marshal Sir 'Dusty' Miller, for the Service of Dedication which concluded the RAFA Annual Conference. The Town Mayor participated in the review of the RAFA contingents gathered for the service and the laying of wreaths at the drumhead altar.

Tuesday 22 May 17

From the money raised for the Town Mayor's charities over the previous year the Mayor, accompanied by the Town Mayoress in the Council Chamber, presented cheques to the Stone & District Branch of the Royal Air Forces Association, to Age Concern Stone & District and to the Stone Community Hub.

DEPUTY TOWN MAYOR'S REPORT – 6 June 17

Saturday 13th May 2017

The Deputy Mayor and Consort were pleased to represent the Town at the Stafford Mayor Making comprising the Church Service at St Mary's, the Parade through the Market Square and the Civic Reception.