

Stone Town Council – General Purposes Committee

Minutes of the meeting held in the Council Chamber on Tuesday 5 April, 2016

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

ABSENT: Councillors Ms L Bakker-Collier, Mrs M Goodall, P Leason and M Williamson

GP16/155 Apologies

Apologies were received from Councillors Ms L Bakker-Collier, Mrs M Goodall,
P Leason and M Williamson

GP16/156 Declarations of Interest and Requests for Dispensations

None received

GP16/157 To receive the reports of the County Councillors

County Councillor P Jones commented that the extension works to Mansion House Surgery have started. Ten staff members have voluntarily given up their parking spaces while the works take place to allow patients to access the surgery. These staff are now paying to park on the long-stay car park on Westbridge Park. Stafford Borough Council have declined to allow discounted parking for the three-month period. County Councillor Jones asked that Stone Town Councillors support the surgery by asking people who are doing their shopping not to park at the surgery, and to write to Stafford Borough Council to ask for a temporary reduction in costs for the ten members of staff.

County Councillor Jones' attention was drawn to item 12 on the agenda. Councillor Mrs J Hood suggested that reduced parking should be available to traders as well as ten staff from the surgery.

County Councillor Jones also stated that a new Director of Health and Social Care has been appointed, and his main objective is to reduce the amount of prescriptions that are given each year by Doctors.

Councillor M Green asked the County Councillor to look at the junction outside of the fire station which still has no sign. Drivers are still making U-turns.

It had been noted that potholes are now being filled in. This does remain a problem in some areas of the town. It is apparent that road sweeping does not happen regularly in the Town.

County Councillor I Parry was absent.

* 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.

GP16/158 **Representations from Members of the Public**

Mrs Gill Stanford spoke on behalf of the Nicholl's Lane Field Action Group regarding the Moddershall Valley Conservation Area and Nicholls Lane Field. The group wish for the field to be designated a "Local Green Space" within the Town's Neighbourhood Plan and urged Stone Town Council to support them as they have done in the past.

Notes from her talk are attached to the minutes.

GP16/159 **Minutes**

RESOLVED

- a) that the minutes of the Estates Sub-Committee held on the 17th March, 2016, copies having been circulated to Members, be signed by the Chairman as a correct record and that the recommendations of the Sub-Committee at Minutes EST16/030 and EST16/033 be adopted.
- b) that the minutes of the Management Sub-Committee held on the 17th March, 2016, copies having been circulated to Members, be signed by the Chairman as a correct record

GP16/160 **Appointment of Town Mayor and Deputy Town Mayor Elect**

Councillor Mrs J Hood proposed Councillor J Davies to be Mayor for the 2016-17 municipal year. This was seconded by Councillor M Green. There were no further nominations.

Councillor G Collier proposed Councillor T Jackson to be Deputy Mayor for the 2016-17 municipal year. This was seconded by Councillor M Green. There were no further nominations.

RESOLVED: To appoint Councillor J Davies as Mayor Elect and Councillor T Jackson as Deputy Mayor Elect for the 2016-17 municipal year.

GP16/161 **Meeting Dates 2016-17**

The meeting dates* were agreed with the amendment that meetings should continue through August.

RESOLVED: To agree the dates as set out with the inclusion of meetings in August, dates to be arranged by the Clerk

GP16/162 **Policies and Procedures**

The Complaints Procedure and Freedom of Information Publication Scheme were circulated to Members.

RESOLVED: to accept the policies as set out

* 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.

GP16/163 **Financial Regulations**

The Clerk circulated the Financial Regulations at the previous meeting.

RESOLVED: to accept the Financial Regulations as set out

GP16/164 **Canoe Club**

The Canoe Club requested Stone Town Council purchase a replacement cup.

RESOLVED: to purchase a replacement cup at a cost of £73 (plus engraving of "Stone Town Cup")

GP16/165 **To Appoint a Council Representative**

Members were asked to consider appointing a Council representative in respect of hearings and other issues for the following planning application:

Application Number – 15/23178/FUL

Applicant – McCarthy & Stone Retirement Lifestyles Ltd & Canal & River Trust

Location – Crown Wharf, Off Crown Street, Stone

Development – Erection of retirement Living Housing for the elderly (category 11 type accommodation), including communal facilities, landscaping and car park

RESOLVED: to appoint Councillor R Kenney as Council representative.

GP16/166 **To Consider a Letter from Stafford Borough Council**

A letter has been received from Stafford Borough Council in response to Stone Town Council's request for a parking permit scheme for Stone traders.

RESOLVED: to invite Mr Manders and Stone Traders to a meeting to discuss his proposals.

GP16/167 **Member's Motions under Standing Order 4**

Councillor G Collier

"The car park off Northesk Street has a terrible litter problem. Could Stone Town Council address the problem as it is becoming a health hazard with glass and half eaten takeaways being discarded on the car park area."

It was noted that the Payback Team have cleared the site of litter.

RESOLVED: to ensure there is a regular litter-pick on the site

GP16/168 **Member's Motions under Standing Order 4**

Councillor R Kenney

"I propose that Stone Town Council provides a data base, online and offline, for land for new homes and all permitted development of new homes within the Stone parish. Doing so would make it easier for people to access information about new dwellings specifically within the Stone area. It would also be useful to Stone Town Council to monitor what monies it should be receiving when the new Community Infrastructure Levy is introduced."

* 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 create a database to be updated by members of the office staff

GP16/169 **Update from Working Groups**

a) Neighbourhood Plan Steering Group

Councillor Mrs J Hood reported that the Steering Group is meeting fortnightly and joined by Urban Vision on a monthly basis.

“Stone the Place” is the theme. There were many comments from the town tour resulting in headings including traffic, infrastructure, sports and recreation, tourism, culture, markets and well-being.

The Nicholls Lane item (Minute Number GP16/158) will be discussed at the Steering Group as an agenda item in the future.

GP16/170 **To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council**

Councillor M Shaw reported on a meeting of the Common Plott Trustees. He reported that a new woodland path has been created and there is new fencing. The Plott is for cattle grazing and dog walkers are reminded to keep control of their dogs.

Councillor Mrs J Hood attended the opening of the Stafford and Rural Homes allotment site. Councillor Mrs C Collier stated that the Rainbows designed the sign for the site.

GP16/171 It was agreed to adjourn the following items of business until after the Planning Meeting, to allow members of the public access to that meeting.

GP16/172 **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**

GP16/173 **Crown Wharf Car Park**

The Clerk reported that the Crown Wharf car park requires maintenance work to be carried out.

RESOLVED: to carry out the works as soon as possible.

Town Mayor

Stone Town Council – Estates Sub-Committee

Minutes of the meeting held in the Council Chamber on Thursday 17 March, 2016

PRESENT: Councillor M Green in the Chair and
Councillors G Collier, Mrs J Farnham, Mrs J Hood, T Jackson, R Kenney, A
Osgathorpe and M Shaw

By Chairman's invitation: Councillors Mrs C Collier, Mrs K Green and Mrs J Piggott

ABSENT: Councillor J Davies

EST16/027 **Apologies**

Apologies were received from Councillor J Davies

EST16/028 **Declarations of Interest and Requests for Dispensations**

None received

EST16/029 **Representations from Members of the Public**

None received.

EST16/030 **Members' Motions under Standing Order 4**

Councillor P Leason (referred from General Purposes Committee 9th February 2016)

"Since there have been a number of flats built in Church Street (including the conversion of the former Robin Hood pub) there has been a problem with parking for those attending services at St Michael and St Wulfad's Church. This has resulted in people having to park on the grass in the churchyard. Over the last few weeks with all the rain cars have started to get stuck and the grass has been churned up.

The churchyard is now maintained by Stafford Borough Council and so the Church has written to them to ask if they would consider putting some form of matting on part of the grassed area which the grass can grow through but allow cars to be parked. I would like the Town Council to write to the Borough Council to support the churches request.

In the meantime, I would ask the Town Council to consider allowing members of the congregation to use the carpark at the Frank Jordan Centre when it is not being used on a Sunday.

Perhaps this could be considered by the Estates Committee at their next meeting.

A number of people have expressed concern about cars parking in the churchyard over the old graves and having this item on the agenda will allow members to express their views and possibly come up with an alternative solution to the problem.”

The Sub-Committee considered the report of the Clerk, which recommended against the proposal, largely due to the potential loss of parking space to future Centre users.

RECOMMENDED: Not to support the proposal

EST16/031 Update from Working Groups

Frank Jordan Centre

This item was deferred for consideration under Minute Number EST16/033.

EST16/032 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

This was resolved.

EST16/033 Frank Jordan Centre Refurbishments – Update

The Clerk reported that three quotes have been sought, all very different in terms of detail and prices. He reminded Councillors that the cost of this project was now much higher than originally envisaged and that they need to be satisfied that it still represented value for money. In addition, he stated that the potential cost also raised issues related to the Public Contracts Regulations 2015 and the Council’s partially exempt VAT status which would need to be resolved before any contract was entered into. It was possible that external professional advice may be required.

RECOMMENDED: to discuss this item at the next meeting when the Clerk has further information regarding the implications raised. It was agreed that if external professional advice was required, the Clerk would discuss the issue with the Chairman and Vice Chairman of Estates and General Purposes.

Town Mayor

Stone Town Council – Management Sub-Committee

Minutes of the meeting held in the Council Chamber on Thursday 17 March, 2016

PRESENT: Councillor T Jackson in the Chair and
Councillors G Collier, Mrs J Farnham, M Green, G Neagus, R Kenney and
Mrs J Piggott

ABSENT: Councillors J Davies and Mrs E Mowatt

MAN16/019 Apologies

Apologies were received from Councillor J Davies and Mrs E Mowatt

MAN16/020 Declarations of Interest and Requests for Dispensations

None received

MAN16/021 Representations from Members of the Public

None received

MAN16/022 Council Minutes

The Clerk reported that Councillor J Davies had brought it to his attention that, whilst decisions were being properly recorded, the minutes would benefit from more detail regarding issues considered and additional cross-referencing.

It was agreed that these changes would be made, and the item re-visited at the next sub-committee meeting.

MAN16/023 Update from Working Groups

No active Working Groups

MAN16/024 Update on current issues

- Website – the Clerk is looking at a more flexible system as not everything can be done in-house with the current system

The Clerk reported that the website has been re-written in a different format which should be easier to manage. He will look at making it live as soon as possible.

- Outstanding actions listed in the Council handbook
 - Freedom of Information publication scheme

It is hoped that this item will be prepared for the next General Purposes

Meeting, together with an updated complaints procedure.

- Data Protection policy
- Asset register
- Staffing guidelines

The remaining items are on-going and will be updated when required.

Councillor Mrs J Hood wished to have it minuted that she feels that the Clerk's role should be for more than two days to cover the amount of work that is required.

Town Mayor

Programme of Meetings and Events from May, 2016 – April, 2017

Council Chamber, 15 Station Road, Stone

Commencing at 7.00pm

Tuesday, 10th May, 2016

Council – Mayor Making

Tuesday, 17th May, 2016

General Purposes Committee and Planning Committee

Tuesday, 7th June, 2016

Council, General Purposes Committee and Planning Committee

Tuesday, 21st June, 2016

Planning Committee, Estates Sub-Committee and Management Sub-Committee

Sunday, 3rd July, 2016

Civic Sunday

Tuesday, 5th July, 2016

Council, General Purposes Committee and Planning Committee
Grants

Tuesday, 19th July, 2016

Planning Committee, Tourism and Town Promotion Sub-Committee and Environment
Sub-Committee

Tuesday, 2nd August, 2016

Council, General Purposes Committee and Planning Committee

Tuesday, 16th August, 2016

Planning Committee

Tuesday, 6th September, 2016

Council, General Purposes Committee and Planning Committee

Tuesday, 20th September, 2016

Planning Committee, Estates Sub-Committee and Management Sub-Committee

Tuesday, 4th October, 2016

Council, General Purposes Committee and Planning Committee

Tuesday, 18th October, 2016

Planning Committee, Tourism and Town Promotion Sub-Committee and Environment

Sub-Committee

Tuesday, 1st November, 2016

Council, General Purposes Committee and Planning Committee

Sunday, 13th November, 2016

Remembrance Sunday

Tuesday, 15th November, 2016

Planning Committee, Estates Sub-Committee and Management Sub-Committee

Thursday, 17th November, 2016

Christmas Lights Switch-on

Tuesday, 6th December, 2016

Council, General Purposes Committee and Planning Committee

Sunday, 11th December, 2016

Civic Carol Concert

Tuesday, 13th December, 2016

Planning Committee, Environment Sub-Committee and Management Sub-Committee

2017

Tuesday, 3rd January, 2017

Planning Committee

Tuesday, 17th January, 2017

Planning Committee, Tourism and Town Promotion Sub-Committee and Estates Sub-Committee

Tuesday, 24th January, 2017

General Purposes Committee – Budget

Tuesday, 7th February, 2017

Council, General Purposes Committee and Planning Committee

Tuesday, 28th February, 2017

Council, General Purposes Committee and Planning Committee

Tuesday, 14th March, 2017

Planning Committee, Estates Sub-Committee and Management Sub-Committee

Tuesday, 4th April, 2017

Council, General Purposes Committee and Planning Committee

Tuesday, 18th April, 2017

Planning Committee, Tourism and Town Promotion Sub-Committee and Environment Sub-Committee

Tuesday, 25th April, 2017

Annual Public Meeting

Saturday, 29th April, 2017

Civic Dinner

Stone Town Council



Complaints Procedure

April 2016

1 INTRODUCTION

- 1.1 This document sets out the procedures to be used when dealing with complaints by members of the public against the Council.
- 1.2 In accordance with the advice in the National Association of Local Councils (NALC) Legal Topic note 9, it does not cover all complaints that may be made by the public.
- 1.3 Any complaint by a member of the public should initially be communicated to the Town Clerk to allow for an informal resolution of the issue, if possible and appropriate, or to the Town Mayor if the complaint relates to the Clerk.
- 1.4 There are, however, a number of circumstances where the use of the process set out in this document would be inappropriate. These are:
 - a. **Financial irregularity** – where a local elector may wish to exercise their rights to object to the accounts, or where the Council may wish to consult their auditors before taking further action.
 - b. **Criminal activity** – which should be referred to the police by the Clerk (or the Town Mayor if it relates to the Clerk).
 - c. **Member conduct** – if a complaint refers to a Member’s failure to comply with the Council’s Code of Conduct, then it should be referred by the Clerk to the Monitoring Officer at Stafford Borough Council.
 - d. **Employee conduct** – which should be dealt with under the Council’s disciplinary process.
- 1.5 The process below should therefore be used for complaints by members of the public against the Council which have not been resolved informally in accordance with paragraph 1.3 above, and do not fall into the categories set out in paragraph 1.4 above.

2 COMPLAINTS SUB-COMMITTEE

- 2.1 Complaints by members of the public will be heard by the Management Sub-Committee, sitting as the Complaints Sub-Committee.
- 2.2 Any member of the Complaints Sub-Committee who has a conflict of interest related to the complaint should declare this interest to the Clerk at least 72 hours before the start of the meeting, and indicate that they will not be attending. Should this result in the number of eligible members of the Sub-Committee falling below five (including ex-officio members) the Clerk will ask the Chairman and Vice-Chairman of the General Purposes Committee to nominate one or more substitutes to the Sub-Committee so that there are no less than five eligible members available for the meeting.

- 2.3 The Clerk cannot both present the Council's case and advise the Sub-Committee. In advance of the meeting the Clerk, in consultation with councillor expected to Chair the Sub-Committee meeting, will determine who will undertake these separate roles. In some cases, it may be appropriate that an independent advisor is secured for the meeting.
- 2.4 Throughout the procedure below, reference is made to the Clerk presenting the case for the Council. This should be read instead as the nominated person as determined in accordance with paragraph 2.3 above, if it has been determined that it would be more appropriate for the Clerk to act as advisor on this occasion.
- 2.5 The press and public will be excluded from meetings of the Complaints Sub-Committee, but public minutes will be produced and reported to the General Purposes Committee stating the nature of the complaint and the decision made by the Sub-Committee.

3 BEFORE THE MEETING

- 3.1 The complainant will be asked to put the complaint about the council's procedures or administration in writing to the Clerk, or to the Town Mayor if the complaint relates to the Clerk. If this later situation occurs, the Town Mayor should determine whether the complaint:
 - a. Is the result of potential misconduct by the Clerk, in which case the disciplinary procedures should be used rather than these procedures, and the complainant advised accordingly, or,
 - b. Relates to the Clerk as a representative of the Council, in which case the Town Mayor should refer the matter back to the Clerk, who should then continue to follow these procedures.
- 3.2 The Clerk will acknowledge receipt of the complaint and advise the complainant when the matter will be considered by the Complaints Sub-Committee. The complainant will be advised that the press and public will be excluded from meeting, but public minutes will be produced and reported to the General Purposes Committee stating the nature of the complaint and the decision made by the Sub-Committee.
- 3.3 The complainant will be invited to attend the meeting and to bring with them a representative if they wish.
- 3.4 Seven clear working days prior to the meeting, the complainant will be expected to provide the Council with copies of any documentation or other evidence relied on. The Council will then provide the complainant with copies of any documentation upon which they wish to rely at the meeting and shall do so promptly, allowing the claimant the opportunity to read the material in good time for the meeting.

4 AT THE MEETING

- 4.1 The chairman should introduce everyone and explain the procedure.
- 4.2 The complainant (or representative) should outline the grounds for complaint and, thereafter, questions may be asked by the Clerk¹, then members of the Sub-Committee.
- 4.3 The Clerk will have an opportunity to explain the Council's position and questions may then be asked by the complainant and members of the Sub-Committee.
- 4.4 The Clerk and then the complainant should be offered the opportunity to summarise their position.
- 4.5 The Clerk and the complainant (and their representative, if any) should then be asked to leave the room, leaving just Members and their advisor. Members will then decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both the Clerk and the complainant shall be invited back.
- 4.6 The clerk and the complainant should be given the opportunity to wait for the decision but if the decision is unlikely to be finalised on that day they should be advised when the decision is likely to be made and when it is likely to be communicated to them.

5 AFTER THE MEETING

- 5.1 The Clerk should confirm the decision of the Sub-Committee in writing within seven working days together with details of any action to be taken.

¹ As stated in paragraph 2.4, all references to the Clerk in this section of the procedure should be read as the "nominated person to present the Council's case" if the Clerk is instead acting as advisor to the Sub-Committee.

Stone Town Council

Information available under the Council's Freedom of Information Publication Scheme

The table below set out the information available from the Town Council under its Freedom of Information Publication Scheme. In addition to the information set out below, other items covered by the Freedom of Information Act will be supplied on application to the Town Clerk at the address below.

With respect to obtaining the information set out below:

1. The Council's website address is www.stonetowncouncil.gov.uk.
2. All requests for information identified as "Hard copy" below should be addressed to the Town Clerk. Contact details are shown at the end of the list below.
3. Where a charge is indicated, the required amount must be paid in full prior to any information being supplied. Please note that the hard copy charges assume that copies will be collected from the Council's offices. Copies will be posted on request, and this will be charged for at the actual cost incurred by the Council.
4. It is possible that information that is listed as hard copy without being available on the Council's website will be available electronically in an appropriate format. If this is the case, and the requester indicates that they would be happy to receive it by email in this format, it will be supplied free of charge.
5. The Council's website is currently being significantly updated. During this period, some of the items listed below as "website" may not be available on the site. If this is the case, it will be supplied free of charge by email on request to the Town Clerk.

Les Trigg
Town Clerk
5th April 2016

Stone Town Council Freedom of Information Publication Scheme

Class 1 – Who we are and what we do

(Organisational Information, structure, location and contacts. Current information only)

Information to be published	How the information can be obtained	Charge
List showing membership of Committees, Sub-Committees and Working Groups	Website Hard copy	Free 10p per sheet
Town Council office contact details and officer list	Website Hard copy	Free 10p per sheet
Location of Town Council office and accessibility details	Website Notice boards Hard copy	Free Free 10 per sheet
Staffing Structure	Website Hard copy	Free 10p per sheet

Class 2 - What we spend and how we spend it

(Financial information relating to projected and actual income and expenditure, procurement, contracts and audit. Current and previous financial year as a minimum)

Information to be published	How the information can be obtained	Charge
Accounts for payment	Website Hard copy	Free 10p per sheet
Annual return form and report by auditor	Website Hard copy	Free 10p per sheet
Annual precept figure	Website Hard copy	Free 10p per sheet
Annual finalised budgets in summary form	Website Hard copy	Free 10p per sheet
Borrowing approval letter	Not applicable	
Financial regulations	Website Hard copy	Free 10p per sheet
Grants given and received	Hard copy	10p per sheet
List of current contracts awarded and value of contract	Hard copy	10p per sheet
Members allowances and expenses	Not applicable	10p per sheet
Mayoral allowances	Hard copy	10p per sheet
Risk assessments	Hard copy	10p per sheet
VAT Return	Hard copy	10p per sheet

Stone Town Council
Freedom of Information Publication Scheme

Class 3 - What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews. Current and previous year as a minimum)

Information to be published	How the information can be obtained	Charge
Community Plan	Not applicable	
Annual Report to Annual Town Meeting	Website Hard copy	Free 10p per sheet
Parish Charter	Not applicable	

Class 4 - How we make decisions

(Decision making processes and records of decisions. Current and previous council year as a minimum)

Information to be published	How the information can be obtained	Charge
Timetable of meetings (Council, Committee, Sub-Committee, Working Groups, Annual Town Meeting)	Website Notice board Hard copy	Free Free 10p per sheet
Agendas of meetings (Council, Committee, Sub-Committee, Working Groups, Annual Town Meeting)	Website Notice board Hard copy	Free Free 10p per sheet
Minutes of meetings (excluding information that is properly regarded as private to the meeting) (Council, Committee, Sub-Committee, Working Groups, Annual Town Meeting)	Website Hard copy	Free 10p per sheet
Reports presented to council meetings (excluding information that is properly regarded as private to the meeting)	Website Hard copy	Free 10p per sheet
Responses to consultation papers	Hard copy	10p per sheet
Responses to planning applications	Website Hard copy	Free 10p per sheet
Bylaws	Hard copy	10p per sheet

Stone Town Council
Freedom of Information Publication Scheme

Class 5 - Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only)

Information to be published	How the information can be obtained	Charge
<p>Policies and procedures for the conduct of Council business:</p> <p>For example:</p> <ul style="list-style-type: none"> • Standing Orders • Terms of Reference • Code of Conduct 	<p>Website Hard copy</p>	<p>Free 10p per sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>For example:</p> <ul style="list-style-type: none"> • Complaints Policy • Recruitment policies (incl. Current Vacancies) • Equal Opportunities Policy • Freedom of Information Policy • Health and Safety Policy • Risk Management Policy 	<p>Website Hard copy</p>	<p>Free 10p per sheet</p>
Document Management Policy	<p>Website Hard copy</p>	<p>Free 10p per sheet</p>
Data Protection Policy	<p>Website Hard copy</p>	<p>Free 10p per sheet</p>

Class 6 - Lists and registers

(Currently maintained lists and registers only)

Information to be published	How the information can be obtained	Charge
Any publicly available register or list	Hard copy	10p per sheet
Assets register	Hard copy	10p per sheet
Register of members' interests	<p>Website Hard copy</p>	<p>Free 10p per sheet</p>

Stone Town Council
Freedom of Information Publication Scheme

Class 7 - The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only)

Information to be published	How the information can be obtained	Charge
Community Centres	Website Hard copy	Free 10p per sheet
Parks, Playing Fields and Recreational Facilities	Website Hard copy	Free 10p per sheet
Street furniture (seating, litter bins, dog bins, bus shelters)	Website Hard copy	Free 10p per sheet
Memorials	Hard copy	10p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees	Hard copy	10p per sheet

Additional information

Contact details:

Les Trigg, Town Clerk, Stone Town Council, 15 Station Road, Stone, Staffordshire ST15 8JP

Members of the public wishing to inspect information are requested to telephone the Town Council office to ensure that the information they require is available. The Town Council can be contacted on 01785 619740, or by email to clerk@stonetowncouncil.org.uk. The Council offices are normally open from Monday to Friday between 9:00am and 1:00pm.

Schedule of charges:

Photocopying charges at 10p per page for black and white copies are based on the actual cost to the Council, and assume that the required documents will be collected from the Council offices during normal opening hours. Colour photocopying is not available. Where postage of documents is requested, it will be charged at the actual cost to the Council.

Dear Town Clerk

My name is Deborah Homer and I am the Publicity Officer for Stafford and Stone Canoe Club.

At our last committee meeting at beginning of January we were organising races for 2016 and this year's Stone Town Council Cup will be held on Sat & Sun - 22 & 23 October.

We have recently been updating the clubs trophy's and when taking in the Stone Town Council Cup to the engravers it was noted that the cup itself is getting very old and tarnished, and it is becoming difficult to read the winners names that are engraved on it. It was purchased by yourselves and first presented in 1995 so has done well for 20 years!

The committee have asked me to contact you with regard to Stone Town Council providing a replacement Trophy/Cup.

Also it was noted that the Stone Mayor used to be invited to present the cup on the Sunday and we would very much like to revive this tradition. Please would you be able to provide us with contact details to discuss this with whomever keeps the Mayors diary.

I look forward to hearing from you.

Kind Regards
Deborah Homer
Gateline & Publicity Officer S&SCC
email - editor@staffordandstonecc.co.uk
tel. 07507634643