

STONE TOWN COUNCIL

Town Clerk

Les Trigg

Tel: 01785 619740

Fax: 01785 619741

15 Station Road

STONE

ST15 8JR

24th March, 2016

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held in the **Council Chamber, 15, Station Road, Stone** on **TUESDAY 5TH APRIL, 2016** at 7.05pm or on the rising of the Council meeting if later.

I trust you will be able to attend.

Les Trigg
Town Clerk

AGENDA

1. **To receive apologies for absence**
2. **Declarations of Interest and Requests for Dispensations**
3. **To receive the report of the County Councillors**
 - County Councillor P Jones
 - County Councillor I Parry
4. **Representations from Members of the Public**

To consider representations from members of the public on items to be considered at this meeting, in accordance with the Council's scheme of public participation
5. **To consider the Minutes and recommendations of the undermentioned Committees:**
 - a) Estates Sub-Committee held on the 17th March, 2016, Minute Numbers EST16/027 – EST16/033 (attached)
 - i. To consider the Minutes
 - ii. To consider the Recommendations contained in Minute Numbers EST16/030 and EST16/033
 - b) Management Sub-Committee held on the 17th March, 2016, Minute Numbers MAN16/019 – MAN16/024 (attached)
 - i. To consider the Minutes
6. **Appointment of Town Mayor and Deputy Town Mayor Elect**
7. **Meeting Dates 2016-17**

To agree the timetable of meetings for the 2016-17 Municipal Year (attached)
8. **Policies and Procedures**

To consider the following Policies and Procedures for adoption by the Council

 - a) Complaints Procedure (copy attached)
 - b) Freedom of Information Publication Scheme (copy attached)

9. **Financial Regulations**
To consider the updated Financial Regulations initially presented at the last meeting of this committee
(Members are asked to bring previously circulated copies to the meeting – additional copies are available in the office if required)
10. **Canoe Club**
To consider the purchase of a replacement Stone Town Cup (email attached)
11. **To appoint a Council Representative**
To appoint a representative to represent the Council in respect of hearings and other issues related to the planning application below, which was considered by the Council's Planning Committee on 9th February 2016:

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 parking
12. **To consider a letter from Stafford Borough Council in response to Minute Number GP16/118** (attached)
13. **Members' 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."

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."
14. **Update from Working Groups:**
 - a) Neighbourhood Plan Steering Group
15. **To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council**
16. **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.**
17. **Crown Wharf Car Park**
To consider the verbal report of the Town Clerk

Members of the public are welcome to attend the General Purposes Meeting as observers. Persons attending should enter the Borough Area Office through the rear entrance door (adjacent to the car park). The Council Chamber is at the top of the stairs.

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.

Stone Town Council



Financial Regulations

April 2016

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1 GENERAL

- 1.1 These regulations govern the conduct of the financial activities of the Council and may only be amended or varied by resolution of the Council or the General Purposes (GP) Committee¹.
- 1.2 Should there be a clash between the provisions of this document and those within other documents which prescribe the activities of the Council, the order of precedence shall be:
 - a. National Legislation
 - b. The Council's Standing Orders
 - c. Financial Regulations (this document)
 - d. All other documents
- 1.3 The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.4 The council's accounting control systems must include measures:
 - a. for the timely production of accounts;
 - b. that provide for the safe and efficient safeguarding of public money;
 - c. to prevent and detect inaccuracy and fraud; and
 - d. identifying the duties of officers.
- 1.5 These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.6 Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7 Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8 The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Town Clerk shall be the Council's Responsible Financial Officer (RFO), and as such shall be responsible for the proper administration of the Council's financial affairs. The terms "Town Clerk" and "RFO" are, however, used separately throughout this document to allow for a situation where this may not be the case.

¹ All references to "the Council" in this document shall also be considered to refer to the General Purposes Committee for functions which have been delegated to that Committee.

- 1.9 The Town Clerk and/or RFO may delegate items ascribed to them within this document to another employee, but will still remain accountable to the Council for those items.
- 1.10 The RFO;
- a. acts under the policy direction of the council;
 - b. administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - c. determines on behalf of the council its accounting records and accounting control systems;
 - d. ensures the accounting control systems are observed;
 - e. maintains the accounting records of the council up to date in accordance with proper practices;
 - f. assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - g. produces financial management information as required by the council.
- 1.11 The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.12 The accounting records determined by the RFO shall in particular contain:
- a. entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - b. a record of the assets and liabilities of the council; and
 - c. wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.13 The accounting control systems determined by the RFO shall include:
- a. procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - b. procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - c. identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - d. procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and

- e. measures to ensure that risk is properly managed.
- 1.14 The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular, any decision regarding:
- a. setting the final budget or the precept (council tax requirement);
 - b. approving accounting statements;
 - c. approving an annual governance statement;
 - d. borrowing;
 - e. writing off bad debts;
 - f. declaring eligibility for the General Power of Competence; and
 - g. addressing recommendations in any report from the internal or external auditors,
- shall be a matter for the full council only.
- 1.15 In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.
- 1.16 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2 ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1 All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.3 The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

- 2.4 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.5 The internal auditor shall:
- a. be competent and independent of the financial operations of the council;
 - b. report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - c. to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - d. have no involvement in the financial decision making, management or control of the council.
- 2.6 Internal or external auditors may not under any circumstances:
- a. perform any operational duties for the council;
 - b. initiate or approve accounting transactions; or
 - c. direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.7 For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as is described in proper practices.
- 2.8 The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.9 The RFO shall, without undue delay, bring to the attention of all councillors any report from internal or external auditors.

3 ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1 The Council’s budget shall be prepared on an “Income and Expenditure” basis.
- 3.2 The GP Committee shall consider a report of the RFO setting out the prospects for the following three years’ capital and revenue budgets no later than January each year. Each Sub-Committee shall be asked to formulate its proposed budget for the next three years based on policy guidelines determined by the GP Committee, and to submit these proposals to the Committee for further consideration.
- 3.3 After considering the Sub-Committees’ proposals, the GP Committee shall determine a balanced and affordable budget to be recommended to the Council for the following three financial years.

- 3.4 The Council shall review the GP Committee's recommendations not later than the end of February each year and shall fix the Precept to be levied for the ensuing financial year and determine indicative precepts for the following two years.
- 3.5 The annual budget shall form the basis of financial control for the ensuing year.

4 BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1 The Town Clerk is authorised to seek tenders/quotations, place orders and make payments in accordance with the approved annual budget, the Council's policies, and these Financial Regulations. Where the annual budget identifies specific items for which no expenditure should be incurred without the express approval of the Council, the Clerk should refer proposed spending for approval before that spending is incurred. In all other cases, the Clerk is authorised to proceed without specific approval.
- 4.2 The RFO shall regularly provide the Council with a budget monitoring statement comparing actual expenditure against that planned for each approved budget head.
- 4.3 The Town Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure. Where there is no available budget, the Clerk shall, wherever possible, discuss the issue with the Chairman of the General Purposes Committee or, in their absence, the Vice Chairman or Town Mayor before incurring the expenditure. Where no or insufficient budget provision existed, the Town Clerk shall report the action to the Council as soon as practicable thereafter.
- 4.4 In general, unspent provisions in the revenue budget shall not be carried forward to a subsequent year. Where a budget has been agreed by the Council as a "rollover budget", then unspent amounts may be rolled-over into the subsequent financial year by making use of a rollover reserve. This provision may also be used on a one-off basis for specific items, subject to agreement of the Council.
- 4.5 All expenditure and income of the Council shall be included within its revenue account unless a specific Council resolution has determined that it shall be treated as capital. Once such a resolution has been passed, no expenditure shall be incurred in relation to any such capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained, to meet the full projected costs of the project.
- 4.6 All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.7 Changes in earmarked reserves, other than the rollover reserve, shall require approval by council.

5 BANKING ARRANGEMENTS AND PAYMENTS

- 5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council. They shall be regularly reviewed.
- 5.2 All invoices for payment shall be examined, verified and certified by the Clerk. The Clerk shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received or carried out in accordance with the needs of the Council.
- 5.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Clerk shall settle invoices promptly.
- 5.4 All cash received must be banked intact.
- 5.5 The RFO shall maintain a petty cash float for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment. The petty cash float shall be maintained by regular payments from the Council's bank account.
- 5.6 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance, pension contributions or other reasons, should be made from the Council's bank account.
- 5.7 A schedule showing payments from the Council's bank accounts shall be prepared by the RFO and presented:
 - a. To the Council on a quarterly basis in respect of payments over £250, and,
 - b. To the General Purposes Committee within each budget monitoring statement for payments of all values.
- 5.8 For the purposes of the schedules referred to in paragraph 5.7 above:
 - a. Staff salary and related payments should not be included, but total figures for a period should be made available to any Member on request. Details of payments to individuals will only be made available in accordance with paragraph 6.4 below
 - b. Payments in respect of the Mayor's Charity Fund will not be included, but should be made available to any Member on request.
- 5.9 The Council acknowledges that the commitment to make a payment occurs at the time an order is placed or similar arrangement made, not at the time a payment itself is made. It does not, therefore, consider that excessive controls on payments which may hamper the efficient operation of the Council need to be applied, providing that adequate controls over ordering and reporting are in place in accordance with these regulations.
- 5.10 Payments may be made by way of cheque, direct debit, bank transfer, purchasing card, internet banking, BACS or CHAPS, provided that:
 - a. All cheques and the initial authorisation for other payment methods shall be signed by at least one Member of Council and one officer included within the bank mandate, except as set out below.

- b. Transfers between Council bank accounts may be authorised by the RFO.
 - c. Payments via purchasing card can be made by a single authorised officer, and are limited to £1,000 in any single transaction, with a maximum of £5,000 outstanding at any one time. All such payments should be included within the reporting mechanism set out in paragraph 5.7 above.
 - d. Internet payments can be made by a single authorised officer. All such payments should be included within the reporting mechanism set out in paragraph 5.7 above.
- 5.11 Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted. Officers authorising payments will be required to follow these same arrangements in respect of pecuniary or other interests.

6 PAYMENT OF SALARIES

- 6.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 6.2 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.
- 6.3 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council, except where required for the payment of overtime and absence cover where that is a normal part of an employee's duties.
- 6.4 Payments to individual employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall not be open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a. by any councillor who can demonstrate a need to know;
 - b. by the internal auditor;
 - c. by the external auditor; or
 - d. by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 6.5 The total of such payments in each calendar month shall be reported with all other payments made as may be required under these Financial Regulations.

- 6.6 The Council shall be required to agree the salary ranges for all staff and any variation from them, other than as the result of normal incremental progression.
- 6.7 Any termination payments beyond those required by law shall require the approval of the Council.

7 LOANS AND INVESTMENTS

- 7.1 All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 7.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the council in the first instance, though the renewal and extension of existing leases may be authorised by the Town Clerk providing that there is provision within the Council's budget and that he/she is satisfied that the arrangement represents value for money for the Council.
- 7.3 All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 7.4 The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 7.5 All investments of money under the control of the council shall be in the name of the council.
- 7.6 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 7.7 Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 above.

8 INCOME

- 8.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 8.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be considered annually by the council as part of the budget process, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 8.3 The council will undertake a full review of all fees and charges periodically, following a report of the Clerk.

- 8.4 Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 8.5 All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 8.6 A record shall be maintained by the RFO of the amounts making up the total of each paying-in slip.
- 8.7 Personal cheques shall not be cashed out of money held on behalf of the council.
- 8.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 8.9 Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 8.10 Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 15 below).

9 ORDERS FOR WORK, GOODS AND SERVICES

- 9.1 An official order number shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Details of orders shall be retained.
- 9.2 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction.
- 9.3 A member may not issue an official order or make any contract on behalf of the council.
- 9.4 The RFO shall satisfy themselves as to the lawful nature of any proposed purchase before the issue of an order.

10 CONTRACTS

- 10.1 Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to the following items:

- a. for the supply of gas, electricity, water, sewerage and telephone services;
 - b. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - c. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - d. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - e. for additional audit work of the external auditor;
 - f. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price: and
 - g. In circumstances where continuity of supplier is considered by the RFO to offer greater benefits to the Council than retendering.
- 10.2 Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
- 10.3 The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- 10.4 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- 10.5 Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- 10.6 All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

- 10.7 Any invitation to tender issued under this regulation shall be subject to the requirements of Standing Orders related to procurement⁴ and shall refer to the terms of the Bribery Act 2010.
- 10.8 Where the Clerk has determined that there is a benefit to the Council to let a contract in association with one or more other partners, or to make use of another authority's facilities such as the County Council's e-tendering system, the requirements of these regulations shall be replaced by the requirements of the regulations of the lead body for the letting of the contract.
- 10.9 When it is to enter into a contract of less than £25,000 but in excess of £3,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph 10.1 above the Clerk or RFO shall, where possible, obtain 3 quotations. Below this figure, the Clerk or RFO shall seek to obtain the best overall value for money for the Council after taking into account cost, quality of service and availability, and shall strive to obtain one or more estimates for the work/service to be performed.
- 10.10 The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 10.11 Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

11 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 11.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 11.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 11.3** Any variation to a contract or addition to or omission from a contract must be approved by the Town Clerk on behalf of the Council and notified to the Contractor in writing before any work has begun, the Council being informed where the final cost is likely to exceed the financial provision as a result.

⁴ Standing Order 19 based on the version effective from October 2015 which was current at the time of preparing this document. This reference may change in subsequent versions of standing orders.

12 STORES AND EQUIPMENT

- 12.1 Where the Council operates a system of stock control, or holds a supply of equipment for the use of a number of people, the Town Clerk shall be responsible for the arrangements for the care and custody of these stores and equipment.
- 12.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 12.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 12.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

13 ASSETS, PROPERTIES AND ESTATES

- 13.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council in accordance with Accounts and Audit Regulations.
- 13.2 No tangible moveable property shall be sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 13.3 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.4 No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.5 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

14 INSURANCE

- 14.1 Following an annual risk assessment, the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.

- 14.2 The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 14.3 The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 14.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 14.5 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

15 CHARITIES

- 15.1 Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

16 RISK MANAGEMENT

- 16.1 The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 16.2 When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

17 SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1 It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2 The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of 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

RECORDED
22 FEB 2016



Mr L Trigg
Town Clerk
Stone Town Council
15 Station Road
Stone
ST15 8JR

CONTACT Ted Manders
DIRECT DIAL 01785 619 583
FAX 01785 619 753
EMAIL
OUR REF
YOUR REF
DATE 19th February 2016

Dear Mr Trigg

Parking for Stone Town Traders

I write in response to your letter of 10th February in which you request consideration to be given to subsidised parking for traders in the town. As you have only sent through the wording of the motion and no covering report that may have accompanied the item, I am lacking any information to back up the proposition, i.e. an evidence base or business case. If you have this available, I would welcome a copy via email.

You will appreciate that long stay parking charges in Stone are only £3 per day on Borough Council run car parks, which we believe to be very reasonable. In Stafford, by comparison, such charges vary between £4.20 and £8.00, dependent on location, with the car parks closest (and hence more convenient) to the town centre attracting the higher rate.

At present, we do not offer a season ticket option in Stone. This is historic and for two reasons. Firstly, charges for both short and long stay parking on Borough Council car parks in Stone have always been lower than in Stafford but I am unclear as to why, as the cost of provision, maintenance and regulation is broadly similar in the two locations. Secondly, long stay provision, until recently, has been restricted to Westbridge Park, where we have to balance the desire to provide for long stay with that of short stay visitors to the leisure centre: encouraging more long stay through season tickets may restrict availability for short stay users.

It may be appropriate to review all parking in Stone, in line with Stafford, which would then justify offering similar payment options, like season tickets. In this way there could be no accusation that we were treating car park users in Stone any differently to those in Stafford, and vice versa.

Stafford Borough Council
Civic Centre, Riverside, Stafford, ST16 3AQ, DX 723320, Stafford 7
TEL 01785 619 000 EMAIL info@staffordbc.gov.uk
WEB www.staffordbc.gov.uk



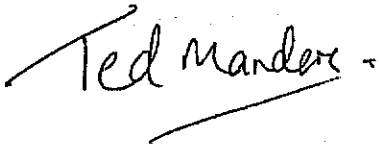
2006-2007
*Transforming the Delivery of
Services Through Partnerships*
2009-2010
*Raising economic prosperity
through partnership*



**INVESTORS
IN PEOPLE**

If the Town Council are supportive of this proposition, I can discuss this further with my Cabinet Member with a view to revising parking and parking charges in Stone to bring them in line with those in Stafford as from January 2017.

Yours sincerely,



E H Manders
Head of Planning and Regeneration