

**STONE TOWN COUNCIL**

**Town Clerk**

Les Trigg

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15 Station Road  
STONE  
ST15 8JP

27<sup>th</sup> March, 2017

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held in the Dove Suite, Alleyne's Academy, Stone on **TUESDAY 4<sup>TH</sup> April, 2017** 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 Received**
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 14<sup>th</sup> March, 2017, Minute Numbers EST17/034 – EST17/039 (attached)
    - i. To consider the Minutes
    - ii. To consider the Recommendations contained in Minute Numbers EST17/037 and EST17/039
  - b) Management Sub-Committee held on the 14<sup>th</sup> March, 2017, Minute Numbers MAN17/028 - MAN17/031 (attached)
    - i. To consider the Minutes
    - ii. To consider the Recommendations contained in Minute Number MAN17/031

- c) Tourism & Town Promotion Sub Committee held on the 14<sup>th</sup> March, 2017, Minute Numbers TTP17/020 - TTP17/023 (attached)
    - i. To consider the Minutes
    - ii. To consider the Recommendations contained in Minute Numbers TTP17/023
  - d) Neighbourhood Plan Steering Group held on the 15<sup>th</sup> March, 2017, Minute Numbers NP17/012 - NP17/014 (attached)
    - i. To consider the Minutes
    - ii. To consider the Recommendations contained in Minute Number NP17/014
- 6. **Presentation by AED Donate**
- 7. **Annual Review of Risk Management**  
To consider the report of the Town Clerk (attached)
- 8. **Notice Board in Stone High Street**  
To consider the provision of a notice board in the High Street (see minute GP14/114)
- 9. **Letter from Sir William Cash MP**  
To consider the attached letter from Sir William Cash MP
- 10. **Stone Leisure Consultation**  
To respond to Stafford Borough Council regarding the Stone Leisure Consultation
- 11. **Appointment of Town Mayor and Deputy Town Mayor Elect**
- 12. **Update from Working Groups:**
  - a) Neighbourhood Plan Steering Group
- 13. **To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council**  
  
 Stone ATC – Mayor  
 Age Concern Stone & District – Cllr's Mrs C Collier, Mrs K Green  
 Stone Town Band – Mayor  
 Walton Community Centre – Cllr M Shaw  
 Stafford & Stone Access Group – Cllr Mrs C Collier  
 Stone Common Plot Trustees – Cllrs Mrs C Collier, G Collier, Mrs J Hood, R Kenney and M Shaw  
 Stone Community Hub Liaison Group – Cllrs Mrs J Farnham, M Green, A Osgathorpe, Mrs J Hood and R Kenney
- 14. **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.**

15. **To consider the Confidential Minutes and recommendations of the undermentioned Committees:**

- a) Estates Sub-Committee held on the 14<sup>th</sup> March, 2017, Minute Numbers EST17/034 and EST17/039 (attached)
  - i. To consider the Minutes
  - ii. To consider the Recommendations contained in Minute Number EST17/039

Members of the public are welcome to attend the General Purposes Meeting as observers. Access to the Dove Suite is off Airdale Road from the Oulton Road end.

# Stone Town Council – Estates Sub-Committee

## Minutes of the meeting held in Stone Station Community Centre on Tuesday 14 March, 2017

**PRESENT:** Councillor M Green in the Chair and  
Councillors Mrs J Hood, T Jackson, Mrs E Mowatt and A Osgathorpe  
By Chairman's invitation: Councillors Mrs K Green, P Leason and G Neagus

**ABSENT:** Councillors Mrs J Farnham, I Fordham and Mrs M Goodall

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The Chairman adjourned the meeting until after the Tourism & Town Promotion Sub-Committee, to prevent the press and public from having to leave the room to come back in later

**EST17/034     Apologies**

Apologies were received from Councillors Mrs J Farnham, I Fordham and Mrs M Goodall

**EST17/035     Declarations of Interest and Requests for Dispensations**

None received.

**EST17/036     Representations from Members of the Public**

None received.

**EST17/037     Disabled Access to the Council Chamber**

The Clerk reported on a meeting he had held with a fire safety consultant, which initially seemed to offer a potential way to provide disabled access to the Council Chamber, but which may be prevented by the Grade II listed building status of the premises at 15 Station Road. The fire safety consultant's report should be received in about two weeks.

Other options for disabled access were also considered.

In terms of venue, officers were thanked for arranging a venue for the meeting at short notice, but identified a number of shortcomings in the Stone Station Community Centre with respect to its suitability for holding future Council meetings. Similar reservations were expressed relating to the Frank Jordan Centre.

RECOMMENDED: The Clerk was asked to continue exploring options for making the Council Chamber suitable for disabled access, and to source alternative accommodation for future meetings due to the unsuitability of the Stone Station Community Centre and Frank Jordan Centre for this purpose.

**EST17/038     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.

**EST17/039     Frank Jordan Centre Refurbishments**

The Clerk updated Members regarding the refurbishments to the Frank Jordan Centre.

RECOMMENDED: to accept the quote originally received and start work as soon as possible.

**Town Mayor**

# Stone Town Council – Management Sub-Committee

## Minutes of the meeting held in Stone Station Community Centre on Tuesday 14 March, 2017

**PRESENT:** Councillor A Osgathorpe in the Chair and  
Councillors M Green, T Jackson, Mrs E Mowatt, G Neagus and M Williamson

By Chairman's invitation: Mrs K Green and Mrs J Hood

**ABSENT:** Councillors Mrs J Farnham and I Fordham

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**MAN17/028** **Apologies**

Apologies were received from Councillors Mrs J Farnham and I Fordham

**MAN17/029** **Declarations of Interest and Requests for Dispensations**

None received

**MAN17/030** **Representations from Members of the Public**

None received

**MAN17/031** **Update on current issues**

The Clerk reported that progress has been made with the Asset Register.

Councillor J Davies and the Clerk have met with two IT Support companies and will be meeting shortly to discuss how to proceed.

The Clerk asked Members how they prefer to look at reviewing the Council's Policies and Procedures. The Clerk suggested that a more structured approach was needed to reviewing the Council's policies and procedures. He suggested the Standing Orders and Financial Regulations should be revised annually by the General Purposes Committee and that all others should be subject to periodic reviewing by this Sub-Committee.

RECOMMENDED: that Standing Orders and Financial Regulations should be reviewed annually by the General Purposes Committee, and that all other policies and procedures should be reviewed on a rolling cycle by Management Sub-Committee.

**Town Mayor**

# Stone Town Council – Tourism & Town Promotion Sub-Committee

## Minutes of the meeting held in Stone Station Community Centre on Tuesday 14 March, 2017

**PRESENT:** Councillor Mrs J Hood in the Chair and  
Councillors Mrs C Collier, Mrs K Green, P Leason, G Neagus, Mrs J Piggott,  
M Shaw and M Williamson  
By Chairman's invitation: Councillors M Green, Mrs E Mowatt and  
A Osgathorpe

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**TTP17/020     Apologies**

None received

**TTP17/021     Declarations of Interest and Requests for Dispensation**

None received

**TTP17/022     Representations from Members of the Public**

None received

**TTP17/023     To Consider Regeneration of the Town Centre**

Councillor Mrs J Hood discusses ways in which the Town could be regenerated. This included asking Stafford Borough Council to agree to discounted or free parking periods for traders and shoppers.

It was suggested that a series of three events of late night shopping on the third Thursdays in May, June and July take place. This could include moving the Craft Market to these evenings. There could be street entertainment and local traders and organisations from within the Parish can be involved. Stafford Borough Council can be asked for free parking after 3pm for the events.

Members agreed that the negativity from the press needs to stop as this does not promote the Town, and that positive reports should be given to the press.

**RECOMMENDED:** to consult with Traders regarding holding a series of three events, with a maximum cost for the series of £3500. It was noted that in order to make it a success a high percentage of shops need to remain open.

Councillor Mrs J Hood asked Members to look at the posters which were on display in the Station Community Centre which could be used to promote the Town.

**Town Mayor**



# Stone Town Council – Neighbourhood Plan Steering Group Committee

## Minutes of the meeting held in the Council Chamber on Wednesday 15 March, 2017

**PRESENT:** H Barter (Urban Vision)  
Councillors Mrs J Hood, M Green, R Kenney, A Osgathorpe, Mrs J Piggott  
also J Bonser and G Barr

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**NP17/012      Offered Apologies**

Apologies were received from Councillors Mrs C Collier, G Collier, I Fordham, T Jackson and M Williamson. Also B Rochelle.

**NP17/013      Declarations of Interest**

None received

**NP17/014      Neighbourhood Plan**

A draft letter for consulting on Special Character Areas was circulated and agreed. It was also agreed that the consultation period should be 21 days from the date of the letter.

Local Green Spaces – Diamond Way and Land off Newcastle Road are to remain on the audit, but should be removed from the excel list.

Westbridge Park – All areas with planning permission need to be removed from the map for Local Green Spaces. HB to ask Alex Evans at Stafford Borough Council to mark the map with application numbers 16/24242/FUL (Food Store) and 16/25394/FUL (Modular building for Guides). HB to check about precluding future developments e.g. skatepark which have not yet been included on a planning application. CAF 3 may need to be amended according to advice given.

It was also suggested that a caveat be written into the policy which states that “no development larger than.....” to prevent over-sized developments being built.

Specifically name the proposed future developments within the policy e.g. MUGA, Skate Park, play facilities for younger and older children, and as the community dictates it needs.



**Stone Town Council - General Purposes Committee**

**4<sup>th</sup> April 2017**

**Annual Review of Risk Management**

**Report of Town Clerk**

**Purpose of Report**

1. To undertake an annual review of the Council's Risk Management Policy, Strategy and Risk Register.

**Background**

2. Attached to this report is the Town Council's:
  - a. Risk Management Policy
  - b. Risk Management Strategy
  - c. Risk Register
3. Members are asked to consider the documents and make comments or updates as appropriate.

**Recommendations**

4. The Committee is recommended to consider and review the Council's Risk Management Policy, Strategy and Risk Register.

# Stone Town Council

## Risk Management Policy

### Introduction

1. Stone Town Council recognises that it has a responsibility to manage risks, both internal and external, and is therefore committed to the implementation of a risk management strategy to protect the Council from avoidable losses.

### Responsibilities

2. This Policy places a responsibility on all Members and Officers to have regard for risk in carrying out their duties. Its purpose is to enable the Council to manage its risks through anticipation and control.

### Definition

3. The Audit Commission (2001) defined “risk” as an event or action which will adversely affect an organisation’s ability to achieve its objectives, project plans and processes and to successfully execute its strategies. Therefore “risk management” is the process by which risks are **identified, evaluated and controlled**.
4. It is good business practice that risk management processes should be supportive rather than restrictive, and should be embedded in the culture of the Council and embraced by all staff and Members.

### Aims

5. The Council’s aims with respect to risk management are as follows:
  - a. To integrate risk management into the culture of the Council.
  - b. To raise awareness of the scope of risk management including business risk, the identification of opportunities as well as threats and that the process supports innovation.
  - c. To manage risk in accordance with best practice.
  - d. To minimise losses, injury and damage and reduce the cost of risk.
  - e. To ensure appropriate actions are taken to address identified risks.
  - f. To ensure that risks are monitored and that an appropriate reporting mechanism exists to support the annual assurance statement on the effectiveness of the Councils’ system of internal control.
  - g. To ensure appropriate actions are taken to identify and pursue opportunities.

6. These aims will be achieved through the Council's risk management strategy which details the roles, responsibilities and actions necessary for successful implementation.
7. The co-operation of all Members and officers is essential to ensure the Council's resources and service provision are not adversely affected by uncontrolled risk, to ensure the Council does not fail to seize opportunities which benefit the community.

**Relevant Legislation**

8. Stone Town Council will implement its Risk Management Policy in accordance with the current legislation governing local authorities and the associated codes of practice.

# Stone Town Council

## Risk Management Strategy

### Introduction

1. This strategy sets out the framework on which risk management processes at Stone Town Council are based. This framework ensures a consistent approach is taken across the Council and provides for an element of independent oversight by Council Officers.

### Objectives

2. The objectives of this strategy are:
  - a. To clearly identify roles and responsibilities for managing risk,
  - b. To follow a structured framework for the identification, assessment and evaluation of risks,
  - c. To ensure a corporate approach is adopted across the Council which facilitates the prioritisation of risks and avoids duplication of mitigating action,
  - d. To ensure risk management principles are embedded in all systems and processes to help demonstrate openness, integrity and accountability in all the Council's activities,
  - e. To ensure the risk management process contributes to the development of a more robust internal control framework, providing assurance to senior officers and Members that appropriate levels of control exist, and
  - f. To provide a framework for ensuring actions are proportionate to identified risks thereby efficiently and effectively utilising resources and maintaining a balance between risks and controls.

### Definitions

3. Key definitions within this strategy are:
  - a. **Risk:** an event or action which will adversely affect an organisation's ability to achieve its objectives, projects, plans or processes and thus to successfully execute its strategies.
  - b. **Risk Management:** the process by which risks are identified, evaluated and controlled, which includes the following approaches:
    - i. **Treat the Risk** - Improve the controls to reduce the probability or impact to acceptable limits
    - ii. **Transfer the Risk** - Insure against risk / outsource / design & build option for contracts
    - iii. **Tolerate the Risk** - Live with it, the risk is acceptable and additional controls would not be cost-effective

- iv. **Terminate the Risk** - Do not pursue the course of action, the risk is unacceptable and cannot be economically mitigated to an acceptable level

### **Categories of Risk**

- 4. The risks facing the organisation can be split into two main categories:
  - a. **Strategic** - Risks which may threaten the achievement of the Council's objectives, and,
  - b. **Operational** - Risks which members and staff may encounter in the daily course of their work.
- 5. These categories can also be further analysed to identify the types of risk that would be included under each as follows:

STRATEGIC	OPERATIONAL
<p><b><u>Political:</u></b></p> <p>failure to deliver key objectives or policies of other levels of Government</p> <p><b><u>Economic:</u></b></p> <p>the Council's ability to meet its financial commitments</p> <p><b><u>Social:</u></b></p> <p>the effects in changes in demographic, residential or socio-economic trends on the Council's ability to deliver its objectives</p> <p><b><u>Technological:</u></b></p> <p>the Council's capacity to deal with technological change or its ability to use technology to meet changing demands</p> <p><b><u>Legislative:</u></b></p>	<p><b><u>Professional:</u></b></p> <p>professional competences of staff</p> <p><b><u>Financial:</u></b></p> <p>financial planning and control and the adequacy of insurance cover</p> <p><b><u>Legal:</u></b></p> <p>possible breaches of legislation</p> <p><b><u>Physical:</u></b></p> <p>fire, security, accident prevention and health &amp; safety</p> <p><b><u>Contractual:</u></b></p>

STRATEGIC	OPERATIONAL
<p>current or potential changes in national or European law.</p> <p><b><u>Environmental:</u></b></p> <p>the environmental consequences of service delivery ( in terms of energy efficiency, pollution, re-cycling, landfill needs, emissions etc.)</p> <p><b><u>Competitive:</u></b></p> <p>the competitiveness of the service/ the ability to deliver best value.</p> <p><b><u>Customer:</u></b></p> <p>failure to recognise the changing needs and expectations of the community</p>	<p>the failure of contractors to deliver services or goods to agreed costs and specifications</p> <p><b><u>Technological:</u></b></p> <p>reliance on operational equipment (IT systems or equipment and machinery)</p> <p><b><u>Environmental:</u></b></p> <p>pollution, noise or energy efficiency of on-going service operation.</p>

### **Processes**

- In line with best practice, the Council has adopted a seven-step process to support the implementation of risk management and help maintain impetus.

	Steps	Actions
1	Identifying risk	Risks will be identified during the service delivery planning process and cross-referenced, where possible, to key tasks and to the achievement of corporate objectives.
2	Analysing risk	Risks will be assessed against likelihood and impact of the identified risks using the Council's approved evaluation criteria to give a risk score.
3	Profiling risk	The evaluation exercise will result in a risk score from which significant risks can be established.
4	Prioritising action	Risks will be entered in the risk register detailing the inherent risk score, existing controls and residual risk score.



5	Determining action	Further actions required to reduce the threat of the risk occurring or minimise its impact will be stated in the risk register. Target dates and assignment of responsibility will also be stated.
6	Controlling risk	The specified actions will be carried out as stated in the risk register.
7	Monitoring	The Town Clerk will keep the risk register under review and progress against actions identified will be regularly monitored. The register will be updated as actions are achieved and risk scores amended as appropriate. The identification of risks is a continual process and risks emerging throughout the year will be evaluated and, where necessary, added to the register.

### Risk Management Matrix

- The risk management matrix set out below categorises risks using colour ratings to focus the Council's attention in the right place. A red risk indicates an area where the Council should focus its attention, with that level of attention descending through amber, yellow, and through to green, where it is likely that no action could be justified.
- Each risk is allocated a risk score by multiplying the likelihood of the identified situation occurring by the impact that its occurrence would have on the Council.
- This assessment is undertaken twice. Firstly to assess the gross risk, which is the raw risk if no controls were in place, then secondly to assess the net risk, which is the residual level of risk after taking the existing controls into account. Only the net risk is shown in the register.
- As identified in paragraph 3.b above, the Council will need to determine whether it wishes to treat, transfer, tolerate or terminate the risk, and the actions required, if any, to achieve that outcome.

### Stone Town Council – Risk Matrix

Impact	Major	4	8	12	16
	Significant	3	6	9	12
	Serious	2	4	6	8
	Minor	1	2	3	4
		Unlikely	Possible	Likely	Almost Certain
		Likelihood			

# Stone Town Council

## Strategic Risk Register – March 2017

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required <sup>1</sup>
			Likelihood	Impact	Total	
Failure to comply with legislation, regulations or Codes of Practice	Possible legal action against Council or individuals.	Access to legal bulletins, advice and information via NALC, SLCC and Borough Council.	1	4	4	
Failure to maintain a robust and legal decision making process	Challenge to decisions, possible legal action.	Up to date standing orders, code of practice etc. reflecting current legal practices. Access to legal bulletins, advice and information via NALC, SLCC and Borough Council.	1	4	4	
Failure of financial processes and reporting	Decisions taken without full information, Members and officers not properly informed on financial resource matters, potential threat to council resources, reserves and/or reputation.	Annual financial statements prepared by responsible financial officer and, checked by internal and external auditors. Budget monitoring reports provided regularly to Members. Budget consideration annually with forward plan and information on reserves. Town Clerk is qualified and experienced accountant.	1	3	3	
Failure of internal controls	Potential for fraud/theft, procedures not followed leading to possibility of higher costs /need for additional other resources.	Insurance cover - subject to certain requirements being met, internal audit, systems and division of responsibilities. Some limitation due to small number of staff.	1	3	3	

<sup>1</sup> Initials in brackets indicate individual responsible for action as follows – TC: Town Clerk, ATC(BF): Assistant Town Clerk (Business and Finance), ATC(G): Assistant Town Clerk (Governance)

## Stone Town Council

### Operational Risk Register (Resource Management) – March 2017

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required <sup>2</sup>
			Likelihood	Impact	Total	
Planning applications and other consultations not responded to within timescale	Views of the Council not taken into consideration resulting in developments/projects etc. not being amended/refused as requested for the benefit of residents.	Planning Committee meets twice per month. Timetables negotiated with Borough Council if necessary. Delegated arrangements in place for emergency decisions.	1	2	2	
Breach of confidentiality	Confidential documents in the public domain. Possible third party claims/loss of public faith in the Council.	Staff and Members clear about need for confidentiality. Private items clearly indicated on agendas. Media protocol adopted.	1	2	2	
Legal proceedings against the Council	Reputation of the Council put at risk, officers / Members personally accountable, possible significant resource implication.	Access to legal advice through NALC, SLCC, Borough Council and independent solicitors. Insurance cover gives some financial protection. Council protocols and procedures designed to prevent actions outside the law.	2	3	6	
Insufficient available resources to meet the Council's needs and priorities	Aims and objectives unable to be met	Budget prepared over three forward years. Regular budget monitoring by members and officers. Reserves at adequate level.	1	3	3	
Major budget overspend	Interruption or termination of services, including services not subject of overspend.	Financial assessment of new developments as part of reporting to Members. Regular budget monitoring by members and officers. Reserves at adequate level. Internal controls re ordering and payments.	1	2	2	

<sup>2</sup> Initials in brackets indicate individual responsible for action as follows – TC: Town Clerk, ATC(BF): Assistant Town Clerk (Business and Finance), ATC(G): Assistant Town Clerk (Governance)

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required <sup>2</sup>
			Likelihood	Impact	Total	
Loss of trading income	Increase in net costs. Interruption or termination of services, including services not subject of income loss. Longer term threat to service where income has fallen.	Planned budget, prudent estimates for income, regular monitoring by officers and Members allows review of costs or opportunity to expand income to reduce impact where possible.	2	2	4	
Failure of IT systems	Unable to carry out day to day administrative and financial work. Unable to prepare minutes, reports or agendas. Unable to respond to queries from Members or the public.	Rigid and automated backup regime for server and staff PCs. Fibre broadband now in place and cloud backup implemented. Some key systems, e.g. community centre bookings, kept manually. Planned updating of IT hardware and software to maintain currency, compatibility and reliability.	1	3	3	Consider using external IT support to ensure that support is not limited by the availability of the Clerk (TC).
Serious breach of IT security	Confidential data compromised throughout system. Possible data corruption/destruction. Failure of IT systems.	Limited personal and confidential data held. Domain level network security control. Separate guest access to internet with no access to STC data.	2	3	6	
Loss of key staff skills for significant period (e.g. illness or resignation)	Reduced performance or reliability in some or all aspects of the Council's work.	Some posts within the organisation can be covered to provide basic service continuation but due mainly to the small size it is not possible for full crossover of skills and knowledge. A small staff base also means there is not the capacity to significantly increase workload without increasing staffing.	2	3	6	
Major failure related to health and safety legislation	Injury to or death of a member of staff, Councillor or member of the public. Possibility of legal action by Health and Safety Executive.	Up to date health and safety policy and strategy. Risk assessments for Council premises and activities. Staff properly trained. NOTE: Some of these controls are not yet fully in place.	2	4	8	Undertake full set of risk assessments (ATC(G)). Continue programme of staff training (ATC(G)). <u>Alternatively</u> – consider purchase of health and safety support/indemnity service (TC).
Major staffing issue resulting in industrial tribunal or legal action.	Resource implications, poor press, impact on workforce and council during tribunal	Existing HR experience. Access to Borough HR staff for support (at a cost).	1	3	3	Consider purchase of HR consultancy with indemnity in respect of industrial tribunals, subject to advice being given and followed (TC).

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required <sup>2</sup>
			Likelihood	Impact	Total	
Fraud/Theft	Resource implications, poor press, loss of Council assets, impact on Council reputation.	Internal controls, internal audit, fidelity insurance cover. The effectiveness of internal control is, however, severely restricted in a small organisation with limited scope for separation of duties.	1	3	3	

## Stone Town Council

### Operational Risk Register (Service Delivery) – March 2016

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required <sup>3</sup>
			Likelihood	Impact	Total	
Failure to review and/or collect charges	Reduced income to the Council and non-competitive charges.	Charges reviewed annually as part of budget process. Income levels compared to budget by month as part of budget monitoring processes. Casual hirers pay in advance, regular bookings invoices. Market traders pay in cash on day of market. Booked traders who do not turn up are expected to pay on their next visit	1	1	1	
Lack of adequate insurances	Claims against the Council would could result in expenditure in excess of the budget.	Regular review of insurances. Use of insurer's tool to determine level of insurance required. . Requirement for market traders to have their own indemnity insurance, which is checked before a stall is allocated.	1	3	3	
Vandalism	Loss of bookings, additional expenditure, poor image.	Users, caretaker or cleaner report any problems to ATC(BR), who takes action accordingly.	2	3	6	
Inadequate budget provision	Routine and essential maintenance not undertaken or equipment not replaced resulting in reduced bookings and health and safety issues. Deterioration in leased buildings which would need to be reinstated under lease. Open spaces may become unsafe.	Budgets reviewed yearly. Condition of buildings, equipment and open spaces regularly reviewed.	1	4	4	

<sup>3</sup> Initials in brackets indicate individual responsible for action as follows – TC: Town Clerk, ATC(BF): Assistant Town Clerk (Business and Finance), ATC(G): Assistant Town Clerk (Governance)

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required <sup>3</sup>
			Likelihood	Impact	Total	
Inappropriate terms for leased buildings	Council unable to meet obligations under lease, or restrictions prevent Council from making optimum use of asset.	Legal advice sought for new leases, and financial and other implications reported to Members before signing.	2	3	6	
Buildings and equipment not maintained	Fabric of building deteriorates, resulting in less attractive building for hirers and failure to meet lease obligations.	Building maintenance budget in place for planned and reactive work. Periodic building inspections.	2	3	6	Regular buildings inspections (ATC(BR)) Planned preventative maintenance programme (TC)
Lack of Security	Theft and damage resulting in possible loss of assets, cancelled bookings, reduced income and higher insurance premiums.	Regular banking, insurance, buildings alarmed, on-site caretaker at Stone Station, key codes at civic office, and office space shared with police.	1	3	3	Improve security at Frank Jordan Centre following redecoration (TC)
Availability of sufficient marquees for market	Market traders turned away	Council has stock of marquees, which are regularly maintained. Access is available to additional marquees for hire.	1	2	2	
Allotment tenancy agreements not in place	Lack of control of tenancies and income. Tenants not clear on terms of their agreement	Signed tenancy agreements in place with all allotment holders.	1	2	2	
Japanese Knotweed at allotments	Allotment revenue lost, Damage to reputation if spreads.	Regular monitoring and prompt treatment of any Knotweed presence. NOTE: Current treatment of Knotweed in progress.	3	2	6	
Fly tipping at open spaces or car parks	Unightly and possibly hazardous resulting in increased expenditure to remove and possible claims against the Council.	Rubbish removed as and when required.	2	2	4	
Illegal encampment	Unightly, unable to gain access for maintenance, health and safety issue resulting in complaints and poor image.	Access partially restricted by gates and fences. Police to be informed as soon as illegal encampment is identified and dealt with by them.	1	3	3	

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required <sup>3</sup>
			Likelihood	Impact	Total	
Litter/dog mess in open spaces	Unightly, health and safety issue resulting in complaints and poor image.	Dog bins provided, areas litter-picked regularly.	2	2	4	



SIR WILLIAM CASH, M.P.



HOUSE OF COMMONS

LONDON SW1A 0AA

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



Monday 6<sup>th</sup> March 2017

Dear Mr. Trigg,

Further to recent meetings I have held with Stafford Borough Council and meetings with Government ministers, I am writing to you to ask if Stone Town Council have any advice to help solve some of the problems we are currently facing in Stone –

- Are there any incentives that can be offered to the Co-operative store to retain its presence on the High Street?
- Are there any incentives that can be offered to Sainsbury's to retain its local frozen food depot in Stone?
- Can we establish full agreement that an information board and funding for the trader's Christmas Market is essential and that this will need to be financed?
- Can we establish agreement that we need a parking scheme for local traders from the High Street and the surrounding roads? Can anything further be done to promote car parking for visitors with attractive signs in the car parks and signs in the high street highlighting the short walk to these car parks e.g. Mill Street to Christ Church is less than 3 minutes?

- Could any further preparatory work be done to build on events and festivals, including superb farmers market and the Stone Food & Drink Festival, so that Stone has its own music or cheese and wine events and festivals?
- Can further steps be taken to promote local cultural initiatives such as the recent unveiling of innovative artwork produced for Stone Station by a group of local artists who worked with London Midland in order to show their pride for their local community?
- In terms of tourism, is there anything further we can do to promote the Stone rail station with remarkable growth in its annual passenger footfall figures, so that new visitors can come to the town to spend money?
- Could preparatory works begin to ensure brown tourism signs – the white on brown signs – that enable essential directional guidance to attract people into the centre of Stone from the main roads running through the town? I am particularly interested in any more 'Brown Signs' could be made available on the A34 etc., showing heritage attractions and places of special interest.
- There have in the past been proposals for a great Community Heritage/Museum Centre to make the approach into the High Street much more attractive. Would that be something the Council would consider?

I would be grateful if you could look into those matters and come back to me.

Yours,  
Bill Ash