

**STONE TOWN COUNCIL**

**Town Clerk**

Les Trigg

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STONE  
ST15 8JP

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25 May 2018

You are hereby summoned to attend a meeting of the **TOWN COUNCIL**, to be held in **St Michael's Suite at the Frank Jordan Centre, Lichfield Street, Stone** on **TUESDAY 5 JUNE 2018** at **7.00pm** when the following business will be transacted.

Les Trigg  
Town Clerk

**Agenda**

1. **To receive apologies for absence**
2. **Declarations of Interest and Requests for Dispensations**
3. **Representations from Members of the Public**
4. To confirm as a correct record the minutes of the Meeting of the Town Council held on the 8 May 2018, Minute No's. C19/001 – C19/009 (attached)
5. **To receive the minutes and decisions of the under mentioned Committees:**
  - a) Planning Committee Meeting held on 1 May 2018, Minute Numbers P18/116 – P18/120 (attached)
  - b) Planning Committee Meeting held on 22 May 2018, Minute Numbers P19/001 – P19/005 (attached)
  - c) General Purposes Committee Meeting held on 22 May 2018, Minute Numbers GP19/001 – GP19/022 (attached)

**6. Internal Auditor's Report 2017-18**

The Council is required to consider an Internal Audit Report before approving the accounts for submission to the External Auditors. The following reports have been enclosed:

- a. Formal Internal Audit submission to the External Auditors
- b. Report from Internal Auditor
- c. Management response to Internal Auditor's report.

Members are asked to consider the reports and support the management response presented by the Town Clerk.

**7. Annual Governance Statement 2017-18**

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

**8. Council Accounts 2017-18**

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

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

Information for Quarter Ending 31 March 2018 (attached)

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

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

**12. Exclusion of the Public and Press**

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.

**13. To confirm as a correct record the confidential minutes of the Meeting of the Town Council held on 10 April 2018, Minute Numbers C18/082, C18/090 and C18/091** (attached)

**14. To receive the Confidential Minutes and decisions of the undermentioned Committees:**

- a) General Purposes Committee Meeting held on the 10 April 2018, Minute Numbers GP18/173, GP18/196 and GP18/197 (attached)
- b) General Purposes Committee Meeting held on the 22 May 2018, Minute Numbers GP19/001, GP19/021 and GP19/022 (attached)

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

# Stone Town Council

## Minutes of the meeting held in Stone Station Community Centre, Station Approach, Stone on Tuesday 08 May, 2018

**PRESENT:** Councillor J. Davies in the Chair for Minute Number C19/001.  
Councillor Mrs K. Green in the Chair thereafter and  
Councillors I. Fordham, M. Green, Mrs J. Hood, T. Jackson, R. Kenney,  
Mrs E. Mowatt, G. Neagus, M. Shaw and Mrs J. Piggott

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

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### To appoint the Town Mayor for the ensuing year

**C19/001** Councillor Mrs J. Hood proposed Councillor Mrs K. Green for the ensuing year. She said that she has known Councillor Mrs Green for a number of years and considered that her many qualities – she is honest, loyal, kind, generous, well organized, always has a smile for everyone – qualified her as more than worthy of taking on the role.

Councillor Mrs E. Mowatt seconded the nomination. There were no further nominations and all members agreed.

**RESOLVED:** To appoint Councillor Mrs K. Green as Stone Town Mayor for the year 2018-19.

The Clerk invited Councillor Mrs Green to sign the Declaration of Office and to receive the Chain of Office.

Councillor Mrs Green announced that her husband, Councillor Mark Green, would be her Consort. Councillor M. Green received his Chain of Office.

Councillor Mrs Green stated that Reverend Prebendary Ian Cardinal had agreed to be Mayor's Chaplain for the year.

Councillor Mrs Green thanked all present for attending Mayor Making. She informed everyone about the many events that were planned to take place in Stone through 2018. These include the Festival Parade, Late Night Shopping and street markets, a Music Festival, a RAF 100 Commemorative Service, special Remembrance Day commemorations including the lighting of a beacon and bellringing, and a Civic Carol Service in December. In addition, new events are also proposed including 'Stone by the Sea'.

She also spoke about the exciting development at Crown Wharf.

Councillor Mrs Green thanked her fellow Councillors for their support and pledged to do her very best to represent the town and its people. She said she was looking forward to an exciting year ahead.

**C19/002     To appoint the Deputy Town Mayor for the ensuing year**

Councillor M. Green proposed Councillor J. Davies as Deputy Town Mayor for the ensuing year. This was seconded by Councillor Mrs J. Hood. No further nominations were received and all members agreed.

**RESOLVED:** To appoint Councillor J. Davies to Deputy Town Mayor for the year 2018-19

The Clerk invited Councillor Davies to sign the Declaration of Office and he received his Badge of Office. Councillor Davies thanked Councillor M. Green and Councillor Mrs Hood for their nominations. He also thanked Members for their support over the previous two years.

Councillor J. Davies announced that his wife, Mrs Lin Davies, would be his Consort.

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

**C19/003     To record the Town Council's appreciation of the services of the retiring Mayoral team**

Councillor J. Davies was awarded with a Past Town Mayor's Badge and a gift.

He then addressed the Council as ex-Town Mayor. He expressed how much of an honour it had been to be elected for the previous two consecutive terms, and a huge privilege to promote the town and represent its people on both formal and informal occasions.

He informed the meeting that he had worked throughout the year (2017-18) to raise money towards his chosen Mayor's charities: Scout & Guide Band, Stone Army Cadets, 2352 (Stone) Squadron ATC and St John Ambulance; and looked forward to distributing to each, their share of the proceeds.

Councillor Davies has established the appointment of two Mayor's Cadets, representing the Army Cadet Force and Air Training Corps. These are currently Sergeant Ryan Oates and Flight Sergeant Sally Proudman, whom he thanked for their exemplary turn out and forbearing through the year.

Councillor Davies was delighted to have Reverend Prebendary Cardinal as his Chaplain and expressed his appreciation for his advice and guidance through the year.

Councillor Davies thanked the Town Clerk, Assistant Town Clerk, Mayor's Secretary and Administrative Assistant for their administrative support.

Councillor Davies expressed his deepest love and thanks to his wife, the Deputy Mayoress, for her support through the year.

Councillor I. Fordham was awarded with a Past Deputy Mayor's Badge and a gift.

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

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

**C19/004     Apologies for Absence**

Councillors Mrs C. Collier, G. Collier, Mrs M. Goodall and M. Williamson.

**C19/005     Declarations of Interest and Requests for Dispensations Received**

None

**C19/006     Minutes**

**RESOLVED**

- a) That the minutes of the Town Council Meeting held on the 10 April 2018 (Minute Numbers C18/082 – C18/091), copies having been circulated to the members, be signed by the Chairman as a correct record.

**C19/007     Committee Minutes**

**RESOLVED**

- a) That the minutes of the General Purposes Committee Meeting held on the 10 April 2018 (Minute Numbers GP18/173 – GP18/197), copies having been circulated to Members, be signed by the Chairman as a correct record.
- b) That the minutes of the Planning Committee Meeting held on the 10 April 2018 (Minute Numbers P18/111 – P18/115), copies having been circulated to Members, be signed by the Chairman as a correct record.
- c) That the minutes of the General Purposes Committee Meeting held on the 24 April 2018 (Minute Numbers GP18/198 – GP18/204), copies having been circulated to Members, be signed by the Chairman as a correct record.

**C19/008     To determine membership and elect the Chairman and Vice-Chairman of General Purposes Committee and Planning Committee for 2018-19**

It was proposed that all members be appointed to both the General Purposes Committee and Planning Committee.

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

Chairman of the General Purposes Committee:

**RESOLVED:** That Councillor R. Kenney be appointed as Chairman of the General Purposes Committee for the year 2018-19.

Vice Chairman of the General Purposes Committee:

**RESOLVED:** That Councillor Mrs Hood be appointed as Vice Chairman of the General Purposes Committee for the year 2018-19

Chairman of the Planning Committee:

**RESOLVED:** To appoint Councillor A. Osgathorpe as Chairman of the Planning Committee for the year 2018-19.

Vice Chairman of the Planning Committee:

**RESOLVED:** To appoint Councillor G. Neagus as Vice Chairman of the Planning Committee for the year 2018-19.

**C19/009     To defer other business under Standing Order 2, paragraph (j) to an appropriate meeting of the General Purposes Committee**

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

**TOWN MAYOR**

# Stone Town Council – Planning Committee

## Minutes of the meeting held in the St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 1 May 2018

- PRESENT:** Councillor A. Osgathorpe in the Chair, and  
Councillors: R. Kenney, M. Green, I. Fordham, Mrs J. Hood, Mrs K. Green,  
J. Davies, M. Shaw, Mrs J. Piggott, Mrs J. Farnham and G. Neagus
- ABSENT:** Councillors: T. Jackson, Mrs C. Collier, G. Collier, Mrs M. Goodall, P. Leason,  
Mrs E. Mowatt and M. Williamson

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**P18/116**      **Apologies**

Apologies were received from Councillors: T. Jackson, Mrs C. Collier, G. Collier,  
Mrs M. Goodall, P. Leason, Mrs E. Mowatt and M. Williamson

**P18/117**      **Declarations of Interest and Requests for Dispensations**

None received

**P18/118**      **Representations from Members of the Public**

None received

**P18/119**      **Planning Applications**

**Application Number** – 18/28299/HOU

**Applicant** – Mr & Mrs Macklin

**Location** – 15 Northesk Street, Stone

**Development** – Variation of condition 2 on application 16/24357/HOU

**Observations:** The Town Council objects to the retention of UPVC windows in  
the conservation area. It understands that the Local Planning Authority may wish  
to take medical guidance.

**Application Number** – 18/28261/FUL

**Applicant** – Mr T. Podmore

**Location** – 19 Stafford Street, Stone

**Development** – Two storey rear and single storey side extension

**Observations:** No objections but the Town Council would welcome comments  
from the Conservation Officer.

**Application Number** – 18/28268/FUL

**Applicant** – Mr A. Aziz

**Location** – 5 Lichfield Street, Stone

**Development** – Proposed alterations to shopfront, conversion of upper floors to

form self-contained flat and new external staircase

**Observations:** The Town Council objects to this proposal and supports the comments of the Environmental Health Officer and Conservation Officer regarding the installation of UPVC windows etc.

**Application Number** – 18/28273/HOU

**Applicant** – Mr J. Birchill

**Location** – 16 Westover Drive, Stone

**Development** – Single storey extension to entrance hall and single storey orangery extension to living space at rear of property

**Observations:** No objections

**Application Number** – 18/28335/HOU

**Applicant** – Mr K. Thomas

**Location** – 48 Redwood Avenue, Stone

**Development** – Proposed two storey rear extension forming ground floor family room and larger first floor bedroom

**Observations:** No objections

**Application Number** – 18/28216/HOU

**Applicant** – Mr K. Strickland

**Location** – 49 Eccleshall Road, Stone

**Development** – To convert existing attached outbuilding to provide a separate entrance, enlarged kitchen, WC and utility area. The existing flat roof would also be removed and replaced with a pitched roof

**Observations:** No objections

**P18/120**

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

None

**Town Mayor**



# Stone Town Council – Planning Committee

## Minutes of the meeting held in the St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 22 May 2018

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

**ABSENT:** Councillors: Mrs M. Goodall, M. Williamson, Mrs E. Mowatt, G. Neagus and  
P. Leason

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**P19/001      Apologies**

Apologies were received from Councillors: Mrs M. Goodall, M. Williamson,  
Mrs E. Mowatt and P. Leason

**P19/002      Declarations of Interest and Requests for Dispensations**

None received

**P19/003      Representations from Members of the Public**

None received

**P19/004      Planning Applications**

**Application Number** – 18/28405/HOU

**Applicant** – Mrs R. Toney

**Location** – 1 Brookfield Court, Stone

**Development** – Proposed ground floor extension

**Observations:** No objections

**Application Number** – 18/28432/HOU

**Applicant** – Mr B. Rushton

**Location** – 47 Eccleshall Road, Stone

**Development** – Proposed two storey side extension

**Observations:** No objections

**Application Number** – 18/28418/FUL

**Applicant** – Mr A. Roe (A.J. Roe Properties)

**Location** – National Westminster Bank, 75 High Street, Stone

**Development** – Change of use from A2 (Bank) and School (D1) to mixed uses  
Retail (A1) and Residential (C3)

**Observations:** The Town Council supports the concerns already expressed by Stafford Borough Council officers, but would add that the proposed installation of UPVC windows does not comply with the requirements of the conservation area designation. Members also asked for clarification regarding the status of the alleyway at the side, in respect of whether it is a public thoroughfare.

**Application Number** – 18/28457/COU

**Applicant** – Mr C. Bunting (Bear Coffee Company Ltd)

**Location** – 57 High Street, Stone (old HSBC Bank)

**Development** – Change of use from A2 (Bank) to coffee house, kitchen and bar (A3)

**Observations:** No objections

**Application Number** – 18/28297/HOU

**Applicant** – Miss N. Smith

**Location** – 12 Alma Street, Stone

**Development** – Replacement front door

**Observations:** No objections

**P19/005**

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

None

**Town Mayor**

# Stone Town Council – General Purposes Committee

## Minutes of the meeting held in St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone on Tuesday 22 May 2018

**PRESENT:** Councillor R. Kenney in the Chair, and  
Councillors: Mrs J. Hood, I. Fordham, Mrs K. Green, M. Green, P. Leason (to agenda item GP19/010), G. Collier, Mrs C. Collier, J. Davies, M. Shaw, Mrs J. Piggott, Mrs J. Farnham, A. Osgathorpe and T. Jackson

**ABSENT:** Councillors: G. Neagus, Mrs M. Goodall, M. Williamson, Mrs E. Mowatt, P. Leason (from agenda item GP19/011)

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**GP19/001     Apologies**

Apologies were received from Councillors: Mrs M. Goodall, M. Williamson, Mrs E. Mowatt and P. Leason (from item GP19/011)

**GP19/002     Declarations of Interests**

Councillor J. Davies declared a personal interest in agenda item 15 (Minute Number GP19/015) – requests for grants from local organisations.

Councillor P. Leason declared a personal interest in agenda item 15 (Minute Number GP19/015) – requests for grants from local organisations.

**GP19/003     Requests for Dispensations**

None

**GP19/004     To receive the Report of the County Councillors**

**County Councillor Mrs J. Hood**

Councillor Mrs Hood advised that HS2 had made £10 million available to Staffordshire County Council and she will be asking how much of this will be given to Stone.

**County Councillor I. Parry**

Councillor Parry was not in attendance at the meeting.

**GP19/005     Representations from Members of the Public**

Mr Robert Jones expressed concern about removal of the bollards at the access point into the High Street and resulting road safety issues. He has written to Staffordshire County Council's Highways Department (on 11 May 2018) about the matter. Mr Jones asked that Stone Town Council make enquiries about reinstatement of permanent bollards to replace the less effective cones currently in use.

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

**GP19/006      Minutes**

RESOLVED:

- a) Estates Sub-Committee held on 1 May 2018, copies having been circulated to Members, be signed by the Chairman as a correct record and that the recommendations of the Sub-Committee contained in Minute Numbers EST18/038 and EST18/039 be adopted.
- b) Management Sub-Committee held on 1 May 2018, copies having been circulated to Members, be signed by the Chairman as a correct record and that the recommendations of the Sub-Committee contained in Minute Numbers TTP18/038 and TTP18/039 be adopted.

**GP19/007      To Elect the Members, Chairmen and Vice Chairmen of the following Sub-Committees**

**RESOLVED:** To appoint the following Chairmen, Vice Chairmen and Members to the Sub Committees for the municipal year 2018-19:

**Tourism & Town Promotion**

Chairman: Councillor Mrs J. Hood

Vice Chairman: Councillor I. Fordham

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

**Environment**

Chairman: Councillor P. Leason

Vice Chairman: Councillor Mrs E. Mowatt

Members: Councillors: P. Leason, Mrs E. Mowatt, A. Osgathorpe, J. Davies, Mrs J. Piggott, Mrs M. Goodall, M. Shaw

**Estates**

Chairman: Councillor I. Fordham

Vice Chairman: Councillor M. Green

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

**Management**

Chairman: Councillor J. Davies

Vice Chairman: Councillor M. Green

Members: Councillors: J. Davies, M. Green, Mrs E. Mowatt, A. Osgathorpe, M. Shaw, Mrs M. Goodall, M. Williamson

**Neighbourhood Plan Steering Group**

Chairman: Councillor Mrs Hood

Vice chairman: Councillor A. Osgathorpe

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

In addition, the Town Mayor and the Chairman of the General Purposes Committee are ex-officio members of all committees and sub-committees as set out in Standing Orders.

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**GP19/008     Appointment to Outside Bodies**

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

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

**Stone ATC** (Mayor plus 1 member)  
Councillors: Mrs K. Green and J. Davies

**Age Concern Stone & District** (2 members)  
Councillors: Mrs C. Collier and Mrs K. Green

**Stone Town Band** (Mayor)  
Councillor Mrs K. Green

**Walton Community Centre** (1 member)  
Councillor M. Green

**Stafford & Stone Access Group** (1 member)  
Councillor Mrs C. Collier

**Trustees of the Town Hall Charity** (all members)  
All members

**Stone Common Plot Trustees**  
Councillors: Mrs C. Collier, G. Collier, Mrs J. Hood, R. Kenney and M. Shaw

**Richard Vernon Trust** (1 member until 2021)  
Councillor Shaw & Councillor Leason to 2019  
Councillor R. Kenney to 2021

**GP19/009     Review of Standing Orders**

The committee undertook to review the Council's Standing Orders\* which had been circulated with the agenda for the meeting. The document had been reviewed by the Clerk, who has made a number of proposals for change to reflect current practice, improve clarity and make the document gender neutral.

The Committee noted that NALC has also updated its model Standing Orders. These have also been reviewed by the Clerk, who is of the opinion that the proposed updates to the document, which mainly relate to the recording of meetings by the public, the Public Contracts Regulations 2015 and data protection, are already adequately covered by the Council's existing standing orders and other approved policy documents.

**RESOLVED:** To defer consideration of the revised Standing Orders until the next meeting of this Committee in accordance with normal Practice.

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**GP19/010      Review of Financial Regulations**

The Committee undertook to review the Council's Financial Regulations\* which had been circulated with the agenda for the meeting. The document had been reviewed by the Clerk, who proposes changes to reflect current practice, improve clarity, acknowledge the fact that the Council no longer operates a petty cash account and update the procedure for suspending Financial Regulations within a meeting. The document is already gender neutral.

RESOLVED: To defer consideration of the revised Financial Regulations until the next meeting of the Committee in accordance with normal practice.

At this point, Councillor P. Leason left the meeting.

**GP19/011      Procedures for Processing Planning Applications**

The Committee considered the Council's procedures for processing planning applications where timescales do not permit their consideration at Planning Committee. The Clerk explained that this issue can occur during holiday periods and also where consultations involve amended plans as the three-week statutory timeframe does not apply. Currently in these situations comments are invited from individual Town Councillors which are then collated by the Town Clerk in consultation with the Chairman of the Planning Committee. If no objections are raised by individual members a collective no objection comment is made as the council's representation.

RESOLVED: That the Town Clerk, in consultation with the Chairman of the Planning Committee, considers a form of words to be issued to Stafford Borough Council in cases where timescales do not permit planning consultation responses being considered in Planning Committee.

**GP19/012      Requests from Developers to Consult with the Town Council**

The Committee considered a policy for dealing with requests from developers to consult with the Town Council on planning applications. A policy involving the offer of a 15-minute slot on the second Planning Committee meeting of the month, had been previously withdrawn.

RESOLVED: To continue with a policy to decline requests from developers to consult with the Town Council on planning applications. Exceptions will be made in respect of requests from local authorities and other government bodies.

**GP19/013      General Data Protection Regulation (GDPR)**

The committee considered a report of the Town Clerk\*, which reviewed the Council's preparedness for the changes to data protection requirements as a result of the General Data Protection Regulation. The tables containing an update on the Council's GDPR preparations\* and a data audit\*, were also noted. These documents together with all the policies and procedures below, had been circulated with the agenda prior to the meeting.

The Town Clerk informed the Committee of the possibility that there may not now be a need for Town and Parish Councils to appoint a Data Protection Officer. This

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requirement may be removed from the legislation, making an appointment of a DPO by the Council optional.

The Committee considered the data protection service packages available from Staffordshire County Council. The Town Clerk advised that regardless of the outcome of the requirement to appoint a Data Protection Officer, he considered the service to be valuable for at least the first year and provided access to professional data protection services.

The Committee considered adoption of the following policies and procedures, which had also been circulated with the agenda:

- i) Privacy Policy\*
- ii) General Privacy Notice\*
- iii) Privacy Notice for staff, Councillors and Role Holders\*
- iv) Subject Access Request Procedure\*
- v) Removable Media Policy\*

RESOLVED: To accept the Town Clerk's report on the Council's GDPR preparations and to adopt all policies and procedures presented, without amendment.

RESOLVED: To purchase Staffordshire County Council's Tier 3 Data Protection Officer service including the mandatory GAP analysis package.

**GP19/014      Arrangements for Commemorating the Death of a Member of the Royal Family**

The Committee considered the proposals\* of the Working group set up by this committee to recommend the town's arrangements for commemorating the death of a member of the Royal Family.

The Chairman of the Working Group informed the Committee about the work involved in producing the proposals. A document had been issued to Committee Members prior to the meeting.

RESOLVED: That the proposals set out in the final draft of version one are accepted and it be noted that another meeting of the working group will be taking place.

**GP19/015      To Consider the following requests for grants from local organisations:**

**Scout and Guide Band - £64**

A grant is being sought to assist with the cost of an alternative meeting venue whilst structural work was undertaken to the Old Pump House, which had been rendered temporarily unsuitable for use.

**1<sup>st</sup> Stone Scout Group - £136**

A grant is being sought to assist with the cost of an alternative meeting venue whilst structural work was undertaken to the Old Pump House, which had been rendered temporarily unsuitable for use.

RESOLVED: That grants are approved for the values requested to the Scout and Guide Band and 1<sup>st</sup> Stone Scout Group.

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**GP19/016      Non-Cheque Payments**

RESOLVED: To note the list\* of non-cheque payments made by the Council during the period 1 March to 31 March 2018.

**GP19/017      Members Motions under Standing Order 4**

**Councillor M. Green**

‘For some time our High Street has been without the bollards at the top, with only removable traffic cones in their place.

I have noticed that vehicles have been coming down the High Street after 10.00 a.m.. They can do this by moving the cones that are across the street at present.

We need the Bollards replacing as soon as possible for safety reasons, preferably before the schools’ summer holidays for the safety of children out and about with their parents.

I propose that the Council raise this issue with the County Council, and ask them to replace the bollards and resume removing and replacing them as they did previously’.

RESOLVED: To write to Staffordshire County Council to ask that the damaged bollard is repaired.

RESOLVED: To write to Stafford Borough Council to ask that arrangements for the daily removal and replacement of bollards in the High Street (morning and evening) are resumed.

**GP19/018      Members Motions under Standing Order 4**

**Councillor A. Osgathorpe**

‘I propose that Stone Town Council send a letter to Stafford Borough Council expressing our dissatisfaction at the sale of part of Tilling Drive. The further reduction of Stone’s Green Infrastructure and designated Local Green Spaces is contrary to the Plan for Stafford Borough and undermines the status of designated Local Green Space in the draft Neighbourhood Plan’.

RESOLVED: To write to Stafford Borough Council asking that the Tilling Drive playing field is withdrawn from sale (in whole) and retained as a Local Green Space in accordance with the emerging Stone Neighbourhood Plan.

**GP19/019      Update from Working Groups:**

**Neighbourhood Plan Steering Group**

Councillor Mrs Hood said she was delighted to report that the Stone draft Neighbourhood Plan was scheduled to go to Regulation 14 on 19 June 2019 and submitted to Stafford Borough Council on 5 September 2018. The Plan will now start to carry weight.

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

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**Project Headstone (Protocol for Marking the Death of the Sovereign or other members of the Royal Family)**

The Chairman of the working group, Councillor J. Davies confirmed that this item had been covered under agenda item 14 (Minute number GP19/014)

RESOLVED: To note the update on the work of Project Headstone.

**Stone Area Parish Liaison Group**

Councillor Davies reported on the last meeting of the Liaison Group held on 25 April 2018. The meeting was a good one with many topics discussed, including the way in which planning applications are handled by parish councils. The next meeting will be held in July.

RESOLVED: To note the update on the work of the Stone Area Parish Liaison Group.

**GP19/020**

**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**

Cllr J. Davies advised that a meeting had taken place on 16 April and the Air Cadets are doing well. They are busy with a full program of work which includes the centenary of the RAF and Remembrance Sunday, later in the year. They are an active Air Cadet Squadron and Cllr Davies urged the youth of Stone to consider joining.

**Age Concern Stone & District**

Cllr Mrs Green had attended the last meeting and reported that the Chairman had resigned along with a longstanding volunteer in the office. The car scheme is going well (but extra people are needed) and the Friendship Club enjoyed their trip on the first outing of the Community Bus last week. The AGM will be held in June.

**Stone Town Band**

No report.

**Walton Community Centre**

Cllr M. Green advised that he had received no contact from Walton Community Centre and is still waiting for a response to the Town Council's letter.

**Stafford & Stone Access Group**

Cllr Mrs C. Collier reported that the next meeting of the Group would be held on 4 June.

**Stone Common Plot Trustees**

Cllr Mrs Hood informed the Committee that an extraordinary meeting had been held last week and the Trustees would be upholding the ruling that dog walkers (with more than four dogs) would not be allowed to walk on the Common Plot.

**Stone Community Hub Liaison Group**

Cllr Mrs Farnham reported that the group was continuing to thrive. A quiz night had been held at Granvilles and over £100 was raised with a good night enjoyed by all.

**SPCA Executive Committee**

No report was available

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

The meeting was suspended at this point to enable the Planning Committee meeting to take place. The General Purposes Committee meeting was then reconvened for the confidential items on the agenda.

**GP19/021     Exclusion of the Press and Public**

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

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

**GP19/022     Debt Recovery**

The Committee received an update from the Town Clerk on the current situation relating to Minute number GP18/127.

**Town Mayor**

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

## Annual Internal Audit Report 2017/18

### STONE TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

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

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

Date(s) internal audit undertaken

18/1/18 + 16/5/18

Name of person who carried out the internal audit

SANDRA MORRIS ACMA

Signature of person who carried out the internal audit



Date

16/05/18

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

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

# Black Rose Solutions Ltd

## Final Internal Audit Report - 2017/18

### Dates of Audit

18th January 2018 & 16th May 2018

## Annual Return - Internal Control Objectives

<b>A. Appropriate accounting records have been properly kept throughout the financial year.</b>		YES
Is the cashbook maintained and up to date?	yes	
Is the cashbook arithmetic correct?	yes	
Is the cashbook regularly balanced?	yes	
<b>NOTE:</b> The council has been using the Sage accounting system for some time, and has been posting accounts payable and receivable to the system from Excel spreadsheets. Recently a change has been made to posting accounts payable invoices direct to the system, rather than via Excel. A similar change is planned for accounts receivable in the near future. No errors or irregularities were found - but it was noted that some of the old excel/paper controls may not still be useful in the new system. If internal audit complexity and confusion is the only impact there is no major concern, but the council should be aware that transitional periods can create risks, that care should be taken that control procedures are appropriately transferred to the new system, and ensure that staff have sufficient support, resources and training to undertake this transition efficiently and effectively.		note
<b>B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</b>		YES
Are payments supported by invoices?	yes	
Is all expenditure approved?	yes (see notes)	
Is VAT appropriately accounted for?	yes	
Expenditure is approved in compliance with financial regulations, as per budgeted amounts or by approval in minutes. All payments over £250 are reported to the council quarterly in line with Transparency guidelines. All non-cheque payments are reported to the council monthly. Cheque payments are signed by 2 councillors, 1 of whom also sign the invoice. Payments by BACS are not independently checked or approved, and there is no secondary approval via the bank. Daily transaction limits are £20,000. <b>Recommendation:</b> an independent check of invoices to be paid by BACS could be an additional step to avoid incorrect payments. Though any such error (or fraud) would be likely to be identified within a month during bank reconciliation, and expenditure reporting procedures.		R

<p><b>Recommendation:</b> both councillors signing cheques should sign, or initial the face of the invoice as confirmation of who signed (in case of future queries) and to confirm that they reviewed the supporting documentation. In order to maintain a more complete audit trail additional information could be included here as applicable, cheque number, meeting minute referring to decision, value payable (if not easily visible for example on booking forms, or deposit payments.)</p> <p><b>Note:</b> in small councils, segregation of duties can cause issues. Some banks will not allow separate entry and authorisation of direct bank payments, which also raises concerns. The council should be aware of the risk involved with a single member of staff having sole responsibility for processing invoices, making payments and performing bank reconciliations. The possibility of errors, fraud, or coercion is mitigated by indemnity insurance, and further checks by the Town Clerk and auditors - but it will remain a risk.</p>	<p>R</p> <p>Note</p>
<p><b>C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</b></p>	<p>YES</p>
<p>Does a review of the minutes identify any unusual financial activity? no</p> <p>Do minutes record the council carrying out an annual risk assessment? yes</p> <p>Is Insurance cover appropriate and adequate? yes</p> <p>Are internal financial controls documented and regularly reviewed? yes</p> <p>Financial controls are documented in the Financial Regulations, which are reviewed regularly - most recently by the General Purposes Committee in April 2016.</p> <p>The council has a comprehensive risk assessment policy in place. This was reviewed and approved by the General Purposes Committee on 4/4/17.</p> <p>Insurance is held with Zurich.</p>	
<p><b>D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</b></p>	<p>YES</p>
<p>Has the council prepared an annual budget in support of its precept? yes</p> <p>Is actual expenditure against the budget regularly reported to the council? yes</p> <p>Are there any significant unexplained variances from budget? no</p> <p>The council has a comprehensive budgetary process. The clerk prepares a "standstill budget" which is passed down to sub-committee level to review and amend. The sub-committees responses are consolidated at the General Purposes Committee level before a final version and the precept is agreed and approved by the Full Council.</p> <p>Progress against budget is regularly reported to council with all variances and required virements well documented.</p>	

The budget for 2018/19 was in process at the time of the interim audit.
UPDATE - Budget now completed and approved

<b>E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</b>	YES
<p>Is income properly recorded and promptly banked? yes</p> <p>Does the precept recorded agree to the Council Tax authorities notification yes</p> <p>Are security controls over cash and near-cash adequate and effective? yes</p> <p>Is the council VAT registered? Are returns submitted in a timely manner. yes, yes</p> <p>Various income streams are received by the council - hire of rooms, market income etc. These are banked in a timely manner (within a few days for small values, kept locked in a safe until banked). Various independent, manual verifications and double checks are in place. Receipts are given for cash received, and checked to to banked amounts.</p> <p>Review of minutes shows that room hire rates are periodically reviewed and updated as appropriate.</p> <p>The council is registered for VAT due the decision to opt to tax one of the buildings in order to reclaim VAT on refurbishment costs. VAT is also charged on tickets to Mayoral events.</p>	

<b>F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</b>	YES
<p>Is all petty cash spent recorded and supported by VAT invoices/receipts? yes</p> <p>Is petty cash expenditure reported to each council meeting? N/a</p> <p>Is petty cash reimbursement carried out regularly? N/a</p> <p>The council no longer holds petty cash. When appropriate items are purchased by staff and reclaimed via expenses. There is still a bank account intended to be used to replenish petty cash balances. It holds a low balance, which is incurring monthly bank charges.</p> <p><b>Recommendation: a)</b> The council should review and update the petty cash procedures (Financial Regulations - paragraph 5.5) to reflect current practices, <b>b)</b> consider closing the bank account if it is no longer required, <b>c)</b> consider using a standard expenses reclaim form which should include the reason for the claim, payment details (cheque number, BACS date etc.), a signature of approval and the signature of the claimer confirming that it is a true claim for an expense incurred on council business etc.</p>	R

<b>G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.</b>	Yes
<p>Do all employees have contracts or employment with clear terms and conditions? yes</p> <p>Do salaries paid agree with those approved by the council? yes</p> <p>Are other payments to employees reasonable and approved by the council? yes</p> <p>Have PAYE/NIC been properly operated by the council as an employer? yes</p> <p>Employees are paid via Sage Payroll and NI &amp; PAYE is properly operated. Review of the minutes demonstrated procedures for agreeing job descriptions, contracts and pay rates.</p>	
<b>I. Periodic and year-end bank account reconciliations were properly carried out.</b>	Yes
<p>Is there a bank reconciliation for each account? yes</p> <p>Is a bank reconciliation carried out regularly and in a timely fashion? yes</p> <p>Are there any unexplained balancing entries in any reconciliation? no, but some old items</p> <p>Is the value of investments held summarised on the reconciliation? yes</p> <p>The current account is reconciled monthly, the business/savings account is reconciled quarterly, all other accounts are reconciled annually - reconciliations are signed off by 2 councillors.</p> <p>The business/savings account only has movements from/to the current account, so quarterly reconciliation seems adequate. All other accounts rarely have movements except for interest payments.</p> <p><b>Recommendation:</b> There are a number of older reconciling items on the bank reconciliation - these should be cleared before the end of the year if possible. Councillors reviewing the bank reconciliation should take note that reconciling items are explained and resolved in a timely manner.</p> <p>UPDATE - the older items have now been resolved. All reconciling items are current.</p> <p><b>Recommendation:</b> The review and approval of the bank reconciliation should be reported to a meeting to allow any questions or issues to be minuted, and to make an additional formal record that it has been completed.</p>	R
UPDATE - Good controls are in place, the reconciliations are available to and signed off by councillors - however, the suggested of additional reporting to meetings would be in line with the guidelines in Governance and Accountability for Smaller Councils 2017 on page 33.	R

<b>J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.</b>		YES
Are year end accounts prepared on the correct accounting basis (receipts and payments or income and expenditure) ?	Income and Expenditure	
Do accounts agree with the cashbook?	yes	
Is there an audit trail from underlying financial records to the accounts?	yes	
Where appropriate, have debtors and creditors been properly recorded?	yes	
See note A - re issues of transition of posting methods to Sage accounting.		note
<b>K. Trust funds (including charitable) – The council met its responsibilities as a trustee.</b>		Yes
The council is trustee of two charities		
Town Hall Charity	505718	Sole Trustee
Richard Vernon Trust	236666	3 councillors appointed.
Filings for both are up to date on the charity commission website. Both have minuted meetings separate from council business and separate bank accounts.		



## Other Areas Covered

Fixed Assets Register		
Does the council maintain a register of all material assets owned or in its care?	yes	R
Are the assets and investments registers up to date?	yes	
Do asset insurance valuations agree with those in the asset register?	yes, as appropriate	
The council has an Asset Register in an excel spreadsheet. The purposes of holding a fixed asset register include a) to be able to demonstrate (and ensure) continuity of ownership, b) to keep a record of values in terms of insurance and risk appraisal, c) to assist in risk assessments over the risks posed to or by those assets.		
There is some contention around the correct value to report in your financial statement, and I would concur with whatever the external auditors recommend. However, I believe it is also useful to record true values of assets within the asset register in order to compare to insured values. When items have been donated - you may not need to report the value - but you will need to insure it, and guard against theft. You will not need to report the value of leased assets, but you will need to insure it.		
<b>Recommendation:</b> Consider recording multiple values for each asset - the purchase price (where available), a value to be reported on the annual return (as per external audit advice), and the value for insurance purposes.		
UPDATE - upon further discussion regarding the registers held, and the nature of the "maximum sum insured" nature of the insurance arrangements I rescind this recommendation. I feel that the council keeps good records, giving adequate controls meeting the needs detailed above.		

Data Protection		
Date of policy review	Nov-17	
ICO Registration	A8195831	
GDPR	In process	

# Internal Audit Report 2017-18

## Management Responses to Internal Audit Recommendations

Section	Internal Audit Recommendation	Management Response
<b>B Compliance with Financial Regulations etc.</b>	An independent check of invoices to be paid by BACS could be an additional step to avoid incorrect payments. Though any such error (or fraud) would be likely to be identified within a month during bank reconciliation, and expenditure reporting procedures.	<b>Agreed.</b> The process has been amended and a second member of staff now countersigns invoices/paperwork related to payments by BACS/internet banking. An update has been proposed to Financial Regulations to reflect this change. (NOTE: this relates to signing the supporting paperwork. The actual bank process is single person only)
	Both councillors signing cheques should sign, or initial the face of the invoice as confirmation of who signed (in case of future queries) and to confirm that they reviewed the supporting documentation. In order to maintain a more complete audit trail additional information could be included here as applicable, cheque number, meeting minute referring to decision, value payable (if not easily visible for example on booking forms, or deposit payments.)	<b>Partly Agreed.</b> The adding of Councillors signatures to the invoice as well as the cheque is a worthwhile additional control and has been implemented. The cheque number is already readily available from the batch header information, which is filed with paid invoices, and within the Sage accounting system. The addition of further information would not, in my view, improve control sufficiently to justify the extra work involved.
<b>F Petty Cash</b>	<b>a)</b> The council should review and update the petty cash procedures (Financial Regulations - paragraph 5.5) to reflect current practices, <b>b)</b> consider closing the bank account if it is no longer required, <b>c)</b> consider using a standard expenses reclaim form which should include the reason for the claim, payment details (cheque number, BACS date etc.), a signature of approval and the signature of the claimer confirming that it is a true claim for an expense incurred on council business etc.	<b>a) Agreed.</b> An update has been proposed to Financial Regulations to reflect this change as part of the regular review cycle <b>b) Agreed.</b> The account was closed on 7 <sup>th</sup> February 2018. <b>c) Not Agreed.</b> Payments to staff do not usually relate to expenses such as travel, subsistence or parking, but to Council expenditure made by the member of staff due to the Council being unable to pay by cheque or bank transfer, so staff use their personal credit cards, debit cards or PayPal accounts and claim reimbursement. The payments are reimbursed to staff by cheque against the original invoice for the goods, signed by two Councillors in the normal way. In my view the current controls are sufficient for the Council's needs.

Section	Internal Audit Recommendation	Management Response
<b>I Bank Reconciliations</b>	<p>There are a number of older reconciling items on the bank reconciliation - these should be cleared before the end of the year if possible. Councillors reviewing the bank reconciliation should take note that reconciling items are explained and resolved in a timely manner.</p> <p>UPDATE - the older items have now been resolved. All reconciling items are current.</p>	<p><b>Agreed.</b> The older items were all investigated and cleared before the end of the financial year.</p>
	<p>The review and approval of the bank reconciliation should be reported to a meeting to allow any questions or issues to be minuted, and to make an additional formal record that it has been completed.</p> <p>UPDATE - Good controls are in place, the reconciliations are available to and signed off by councillors - however, the suggested of additional reporting to meetings would be in line with the guidelines in Governance and Accountability for Smaller Councils 2017 on page 33.</p>	<p><b>Not Agreed.</b> The Council has already considered this issue in 2017 (Minute GP17/134) and decided to have two Councillors' signatures on all bank reconciliations except the year end ones, which will be reported to the Council alongside the final accounts.</p>

Section	Internal Audit Recommendation	Management Response
<b>Fixed Assets Register</b>	<p>Consider recording multiple values for each asset - the purchase price (where available), a value to be reported on the annual return (as per external audit advice), and the value for insurance purposes.</p> <p>UPDATE - upon further discussion regarding the registers held, and the nature of the "maximum sum insured" nature of the insurance arrangements I rescind this recommendation. I feel that the council keeps good records, giving adequate controls meeting the needs detailed above.</p>	<p><b>Not Agreed.</b> The Council's asset register already includes assets at purchase price, where available, or at a proxy value if the purchase price is not available. These are the figures currently reported on the annual return in accordance with recommended best practice for the parish council sector. The first two values in the recommendation are thus the same figure in our case, as already reported in the return.</p> <p>The value for insurance purposes is not included in the asset register currently, but is included in a separate insurance schedule. Whilst there may be some benefit in adding the insurance value into the register, the asset register is held in greater detail than the insurance schedule so the inclusion of insurance values would be difficult in any meaningful way. In my view, the additional benefits of this proposal are outweighed by the work involved and the limitations of the resulting figures.</p> <p>NOTE: The above comments relate to the recommendation in the interim internal audit report. This recommendation has been rescinded in the final report, but the above comments have been included to provide Members with a full background.</p>

## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

STONE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

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

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

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE  
dated

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman SIGNATURE REQUIRED  
Clerk SIGNATURE REQUIRED

**Other information required by the Transparency Codes** (not part of Annual Governance Statement)  
Authority web address

AUTHORITY WEBSITE ADDRESS

**Stone Town Council**

**5<sup>th</sup> June 2018**

**Council Accounts 2017-18 and Audit Submission**

**Report of Town Clerk**

**Introduction**

1. This report sets out the Council's accounts for 2017-18. It compares the final outturn figures with the original budget for the year and the forecast produced as part of the budget process.
2. The proposed financial submission to the Council's external auditors is also attached for approval.

**Background**

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

**Accounts 2017-18**

6. The Council's net revenue spending for 2017-18 was £340,119. This can be seen in detail in the Income and Expenditure Account set out at Appendix 1. The resulting effect on the Council's balance sheet can be seen at Appendix 2.
7. This net spending of £340,058 compares with £250,441 in the previous year, an approved budget of £412,630 and a forecast made at the time the 2017-18 budget was prepared of £385,700. This is set out in more detail in Appendix 3.
8. Explanations of the major variations between the original budget and the forecast were included in a series of budget reports to this Committee and its Sub-Committees during

December 2017 and January 2018. Details of the major variations from the forecast that was made at the time the 2018-19 budget was prepared are set out later in the report.

9. In a number of cases identified below, spending was originally anticipated and provided for in 2017-18, but that expenditure has been delayed until the current year. In such cases I have recommended that the budgets be rolled forward to the new financial year to meet the costs when they are incurred. A figure of £33,270 has been contributed to the Rollover Reserve to allow this transfer between years to happen. The details of the makeup of this reserve are set out in the explanation of variances below.

### **Explanation of Variances from Forecast**

10. Appendix 3 shows that the Council's net expenditure for 2017-18 was £45,642 less than forecast at the time the budget was prepared in January. Of this, £33,270 relates to budgets rolled over into the current financial year and £5,500 to the Neighbourhood Plan delay, leaving a true variance of £7,872 – an underspending of 2%.
11. Details of the more significant variances (over £1,000 or where a rollover is proposed) are set out below:
12. **Frank Jordan Centre (net £1,921 underspent)** – Income was £869 above forecast and expenditure £1,052 below.
13. **Bus Shelters and Street Furniture (£10,346 underspent)** – This underspending was largely due to works planned for 2016-17 not taking place. An amount of £8,700 has been rolled forward via the rollover reserve to meet the costs of upgrading fingerposts, the repair and provision of noticeboards, and a bus shelter and bench at Oulton Road.
14. **Building Maintenance (£10,000 underspent)** – The building maintenance budget was not utilised in 2017-18. The £10,000 has therefore been rolled forward via the rollover reserve and is earmarked towards the cost of upgrading the boiler at the Frank Jordan Centre during the current financial year.
15. **Crown Meadow Improvements (£594 underspent)** – the majority of the underspending relates to the kingfisher bench (£230) and pole re-seating (£350) which have been rolled over via the rollover reserve.
16. **Allotments (£2,143 underspent)** – Works on the road and a waterpipe at Newcastle Road were planned for 2017-18, but have been delayed to the current year. In addition, only part of the planned tree removal works had been completed within the year. An amount of £1,800 has been rolled forward via the rollover reserve to meet these costs.
17. **Tourism and Town Promotion (£4,301 underspent)** – Although the statement shows an underspend of £4,301 against the forecast, the true position is that the underspend is actually £3,301. This is due to the £1,000 contribution from this budget to the World War I event reserve being shown as a contribution to earmarked reserves in the accounts, rather

than a charge to this budget. The remaining underspend relates to additional income (£1,778) and only a partial utilisation of the contingency provided for within the forecast.

18. **Grants to Outside Bodies (£3,998 underspent)** – This underspending (rounded to £4,000) has been rolled forward via the rollover reserve.
19. **Administration (£8,189 underspent)** – The provision for new office IT equipment did not occur until late in the year, and expenditure originally planned as one off costs were undertaken as rentals instead. This reduced spending in 2017-18. Website development and the replacement of the office carpet were delayed to the current year, as was expenditure on a Data Protection Officer, as required by GDPR. The (rounded) underspending of £8,190 has been rolled forward to meet these costs in 2017-18 via the rollover reserve.
20. **Miscellaneous (£3,800 overspent)** - This overspending is due to the £4,000 paid for the preparation and presentation of the Council's HS2 petition.
21. **Neighbourhood Plan (£5,500 underspent)** – Planned spending on the “Regulation 14” process was delayed due to Stafford Borough Council not completing “clearing” to the timescale in the project plan. Expenditure on preparing the Plan is met by a contribution from the earmarked reserve already set aside to meet its costs. No rollover is necessary to carry these funds forward to the current financial year.

#### **Audit Submission**

22. The completed financial statement to be submitted to the Council's external auditors is attached at Appendix 4 and the summary year-end bank reconciliation which will accompany it is at Appendix 5. It should be noted that the figure for income in the audit return is £918 lower than set out in other parts of this report. This is because the Mayor's Charity Fund is required to be included within the accounts for external reporting purposes, but it is excluded from internal income and expenditure reports for the sake of clarity.

#### **Recommendations**

23. The Council are recommended to:
  - a. Approve the Council's Accounts for 2017-18 as set out in this document, including the use of the rollover reserve to allow the transfer of budgets between financial years and its proposed use in 2018-19.
  - b. Note the variances between the forecast outturn for 2017-18 and the actual outturn, and the reasons identified for the major variances.
  - c. Approve the financial statement for submission to the Council's external auditors.



# Stone Town Council

## Income and Expenditure Account 2017-18

2016-17			2017-18	
£	£		£	£
<b>Income</b>				
11,875		Frank Jordan Centre	9,169	
10,601		Stone Station	10,005	
24,748		Town Market	21,410	
3,288		Allotments	3,586	
-		Tourism & Town Promotion	2,550	
1,728		Civic Dinner & Hospitality	1,487	
16		Miscellaneous	552	
463		Interest	150	
-		Neighbourhood Plan	1,500	
	<b>52,720</b>	<b>Total Income</b>		<b>50,409</b>
<b>Expenditure</b>				
22,129		Frank Jordan Centre	107,548	
15,082		Stone Station	17,094	
12,886		Town Market	12,239	
8,006		Car Parking	5,097	
10,525		Bus Shelters & Street Furniture	1,554	
473		Street Lighting	519	
698		Dog & Litter Bins	719	
200		Joules Clock	250	
160		Town Electricity Supply	97	
12,832		Grounds Maintenance	14,170	
3,807		Crown Meadow Improvements	3,106	
2,737		Allotments	1,943	
-		Environmental Projects	-	
13,768		Christmas Lights	13,135	
636		Advertising	675	
18,880		Tourism & Town Promotion	19,449	
8,398		Grants to Outside Bodies	8,202	
123,938		Salaries & Employment Costs	128,170	
3,747		Accommodation	3,742	
7,734		Insurances	8,202	
12,966		Administration	26,811	
900		Audit & Legal Fees	1,171	
8,494		Town Council Elections	-	
2,871		Allowances - Mayor & Deputy Mayor	2,957	
2,358		Regalia & Presentations	995	
2,022		Civic Dinner & Hospitality	2,407	
1,398		Remembrance Sunday & War Memorials	1,363	
1,518		Miscellaneous	5,852	
4,000		Neighbourhood Plan	3,000	
	<b>303,161</b>	<b>Total Expenditure</b>		<b>390,467</b>
	<b>250,441</b>	<b>Total Net Expenditure</b>		<b>340,058</b>
<b>Financing</b>				
224,333		Precept	255,559	
18,069		Council Tax Support Grant	18,166	
11,461		Concurrent Functions Allowance	11,461	
-17,030		Transfer from (to) Earmarked Reserves	31,260	
	<b>236,833</b>	<b>Total Financing</b>		<b>316,446</b>
	<b>-13,608</b>	<b>Net Surplus for Year</b>		<b>-23,612</b>

# Stone Town Council

## Balance Sheet as at 31 March 2018

2016-17			2017-18	
£	£		£	£
<b>Current Assets</b>				
1,360		Debtors	999	
1,428		Payments in Advance	1,380	
1,439		VAT Recoverable	2,183	
359,282		Cash at Bank and In Hand	303,365	
	<b>363,509</b>	<b>Total Current Assets</b>		<b>307,927</b>
<b>Current Liabilities</b>				
17,787		Creditors	16,108	
1,405		Receipts in Advance	897	
-		Payroll Taxation	2,393	
	<b>19,192</b>	<b>Total Current Liabilities</b>		<b>19,398</b>
	<b>344,318</b>	<b>Total Net Assets</b>		<b>288,528</b>
<b>Represented by</b>				
255,539		General Fund Balances	231,927	
85,475		Earmarked Reserves	54,215	
3,304		Mayor's Charity Fund	2,386	
	<b>344,318</b>	<b>Total Reserves and Balances</b>		<b>288,528</b>

# Stone Town Council

## Comparison of Actual 2017-18 with Budget and Forecast

Actual 2016-17 £		Actual Compared With Approved Budget			Actual Compared With Forecast Outturn		
		Actual 2017-18 £	Budget 2017-18 £	Variance 2017-18 £	Forecast 2017-18 £	Variance 2017-18 £	Report Paragraph
10,254	Frank Jordan Centre	98,379	95,900	+2,479	100,300	-1,921	12
4,482	Stone Station	7,089	4,600	+2,489	6,600	+489	
-11,862	Town Market	-9,170	-6,600	-2,570	-8,300	-870	
8,006	Car Parking	5,097	5,900	-803	6,000	-903	
10,525	Bus Shelters & Street Furniture	1,554	12,300	-10,746	11,900	-10,346	13
-	Public Conveniences	-	6,200	-6,200	-		
473	Street Lighting	519	500	+19	500	+19	
698	Dog & Litter Bins	719	700	+19	700	+19	
200	Joules Clock	250	0	+250	300	-50	
160	Town Electricity Supply	97	200	-103	200	-103	
-	Building Maintenance	-	10,000	-10,000	10,000	-10,000	14
12,832	Grounds Maintenance	14,170	14,100	+70	14,100	+70	
3,807	Crown Meadow Improvements	3,106	4,430	-1,324	3,700	-594	15
-	Westbridge Park	-	6,200	-6,200	-		
-552	Allotments	-1,643	1,100	-2,743	500	-2,143	16
13,768	Christmas Lights	13,135	15,000	-1,865	13,300	-165	
636	Advertising	675	500	+175	700	-25	
18,880	Tourism & Town Promotion	16,899	21,600	-4,701	21,200	-4,301	17
8,398	Grants to Outside Bodies	8,202	12,200	-3,998	12,200	-3,998	18
123,938	Salaries & Employment Costs	128,170	129,600	-1,430	128,100	+70	
3,747	Accommodation	3,742	4,200	-458	4,100	-358	
7,734	Insurances	8,202	8,000	+202	8,200	+2	
12,966	Administration	26,811	35,000	-8,189	35,000	-8,189	19
900	Audit & Legal Fees	1,171	900	+271	1,200	-29	
8,494	Town Council Elections	-	0	-	-		
2,871	Allowances - Mayor & Deputy Mayor	2,957	3,000	-43	3,000	-43	
2,358	Regalia & Presentations	995	1,500	-505	1,300	-305	
294	Civic Dinner & Hospitality	920	1,000	-80	1,000	-80	
1,398	Remembrance Sunday & War Memorials	1,363	1,500	-137	2,000	-637	
1,501	Miscellaneous	5,300	1,700	+3,600	1,500	+3,800	20
-463	Interest	-150	-600	+450	-600	+450	
4,000	Neighbourhood Plan	1,500	22,000	-20,500	7,000	-5,500	21
<b>250,441</b>		<b>340,058</b>	<b>412,630</b>	<b>-72,572</b>	<b>385,700</b>	<b>-45,642</b>	

Appendix 3

## Section 2 – Accounting Statements 2017/18 for

BUILT UP BY AUTHORITY			
	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	339,978	344,318	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	224,333	255,559	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	82,250	80,036	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	123,993	130,714	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	178,250	260,671	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	344,318	288,528	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	359,282	303,365	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	274,263	287,824	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓		N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these Accounting Statements were approved by this authority on this date:

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

**Summary Bank Reconciliation****Local Council Name: Stone Town Council****Financial year ending 31 March 2018****Prepared by \_\_\_\_\_ (Name and Position)    Date \_\_\_\_\_****Balance per bank statements as at 31 March 2018:**

	<u>£</u>	<u>£</u>
Current Account	1,705.00	
Business Reserve	292,215.15	
National Savings	<u>13,013.28</u>	
		306,933.43

**Less: unpresented cheques at 31 March 2018**

Cheque Number:	012907 -	303.36	
	012925 -	926.00	
	012936 -	2,353.31	
	012938 -	19.99	
	012940 -	36.37	
	012941 -	<u>662.74</u>	
			- 4,301.77

**Add: unbanked cash at 31 March 2018:**

<u>733.80</u>	733.80
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**Net balances as at 31 March 2018****303,365.46****CASH BOOK**

Opening Balance 1 April 2017	359,281.60
Add: Receipts in the year	375,730.84
Less: Payments in the year	- 431,646.98
Closing balance per cash book as at 31 March 2018 (receipts and payments)	<b>303,365.46</b>

# Stone Town Council

## Local Government Transparency Code 2015

**Information for Quarter Ended 31st March 2018**

### **Expenditure Exceeding £250**

<b>Date</b>	<b>Reference</b>	<b>Supplier</b>	<b>Description</b>	<b>Amount</b>	<b>Month</b>
03/01/2018	D/Dbt010	Stafford Borough Council	Rates - Frank Jordan Centre	£405.00	Jan-18
08/01/2018	17/210	City B Group Ltd	Erecting & dismantling mkt stalls - Dec 17	£677.00	Jan-18
11/01/2018	17/211	M J Plant	Cleaning of cenotaph	£433.00	Jan-18
11/01/2018	17/211	Christmas Plus	Dismantling of Christmas Lights	£1,655.10	Jan-18
11/01/2018	17/211	Stone Community Hub	Grant Min No GP17/008 refers Nov 17 instal	£500.00	Jan-18
11/01/2018	17/211	SG World Ltd	Cheques, receipts, journals	£1,341.00	Jan-18
16/01/2018	D/Dbt011	British Gas	Electricity supply - FJC	£434.25	Jan-18
16/01/2018	D/Dbt011	British Gas	Gas supply - STN	£422.73	Jan-18
25/01/2018	D/Dbt011	Prism Solutions	ICT support	£414.24	Jan-18
30/01/2018	17/213	Atlas Contractors Ltd	Cleaning of FJC - Jan 18	£552.28	Jan-18
02/02/2018	17/214	Miscellaneous	Grant Min No GP18/145	£350.00	Feb-18
05/02/2018	17/214	City B Group Ltd	Erecting & dismantling of maquees - Jan 18	£550.00	Feb-18
06/02/2018	17/213	Cress Security	Annual maintenance of fire/ intruder alarm	£350.00	Feb-18
06/02/2018	17/215	B Hygienic Ltd	Hygiene services - STN	£598.00	Feb-18
06/02/2018	17/215	Prism Solutions	Printer & monitor	£501.86	Feb-18
08/02/2018	17/216	Miscellaneous	Adobe software	£303.36	Feb-18
12/02/2018	17/216	GOPAK	2 x table trollies	£406.29	Feb-18
15/02/2018	17/219	M J Plant	Allotments/ area around bridge tree pruning	£510.00	Feb-18
15/02/2018	17/219	M J Plant	Removal of bullrushes/ removal of fallen trees x 4/ pruning	£1,468.00	Feb-18
21/02/2018	D/Dbt013	British Gas	Gas supply - STN	£419.61	Feb-18
26/02/2018	D/Dbt013	Prism Solutions	ICT support	£414.24	Feb-18

27/02/2018	17/220	Staffordshire Parish Councils' Association	Annual subscription	£926.00	Feb-18
28/02/2018	17/220	Atlas Contractors Ltd	Cleaning of FJC - Feb 18	£552.28	Feb-18
02/03/2018	17/221	City B Group Ltd	Erecting & dismantling of marquees - Feb 20018	£575.00	Mar-18
13/03/2018	17/221	Miscellaneous	Grant Min No GP18/056 refers	£258.90	Mar-18
13/03/2018	17/221	MEB Total Ltd	Qtly fire alarm & 6 mthly F A T - FJC	£331.13	Mar-18
16/03/2018	Elec 015	Miscellaneous	Adobe software	£303.36	Mar-18
19/03/2018	17/222	Miscellaneous	Grant Min No:GP18/100 refers	£500.00	Mar-18
21/03/2018	D/Dbt 015	British Gas	Gas supply - STN	£412.60	Mar-18
21/03/2018	D/Dbt 015	British Gas	Gas supply - FJC	£1,658.82	Mar-18
21/03/2018	Elec 016	Miscellaneous	Charge to prepare & submit petition	£4,000.00	Mar-18
26/03/2018	17/223	Atlas Contractors Ltd	Cleaning of FJC - Mar 18	£552.28	Mar-18
26/03/2018	D/Dbt 016	Network Rail	Qtly rent of Station	£1,169.72	Mar-18
26/03/2018	D/Dbt 016	Prism Solutions	Ict support	£414.24	Mar-18
28/03/2018	D/Dbt 016	British Gas	Electricity supply - STN	£398.97	Mar-18

NOTE: The table above excludes salary and related payments, payments from the Mayor's Charity, and transfers between the Council's bank accounts.

# Stone Town Council

## Local Government Transparency Code 2015

Information for Quarter Ended 31st December 2017

### Procurement Information

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

None

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

None



# Stone Town Council

## Openness of Public Bodies Regulations 2014

### Information for Quarter Ended 31st December 2017

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

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

None

**STONE TOWN COUNCIL MEETING**

**5 June 2018**

**CIVIC ANNOUNCEMENTS**

**Mayor**

Wednesday 6 June	First Yarnfield Brownies Tour of Council Chamber
Thursday 7 June	Kibblestone District Scout Council AGM
Friday 8 June	High Sheriff's Cocktail Party
Saturday 9 June	Stone Carnival Judging of Walking Groups and Lorry Floats
Monday 18 June	Ex Servicemen's Bowls Match
Sunday 24 June	Eccleshall Parish Council's Great War Project and Consecration Service
Sunday 1 July	Stone Town Council's Civic Sunday

**Deputy Mayor**

Thursday 7 June	HMS Collingwood Mess Dinner to observe the 74 <sup>th</sup> anniversary of Operation Neptune
Monday 18 June	Ex Servicemen's Bowls Match
Saturday 30 June	50 <sup>th</sup> Anniversary of Stone Choral Society - Special Anniversary Concert at Keele University

**TOWN MAYOR**

## **TOWN MAYOR'S REPORT – 8 May 18**

### **Friday 30 Mar 18**

The Mayor and Mayoress visited the Borehole, Mount Road, at the invitation of the Limestone Brewery to open the new beer garden. The Borehole has been a very successful venture and is in the national Good Beer Guide.

### **Saturday 7 Apr 18**

At the invitation of the Stone & District Branch of the Royal Air Forces Association the Town Mayor, accompanied by the Mayoress and the two Mayor's Cadets, was present at the raising of the Royal Air Force Ensign in the High St to mark the centenary of the Royal Air Force. The Mayor subsequently laid a wreath at the War Memorial.

### **Saturday 14 Apr 18**

The Mayor and Mayoress, with the support of a number of councillors and townspeople, held a charity street collection in the High St. The sum of £119.02 was collected.

In the evening the Mayor and Mayoress attended the annual dinner of No 2352 (Stone) Sqn, Air Training Corps, at the Walton Community Centre. The dinner was very well supported and, after the meal, the Mayor spoke and presented some of the awards.

### **Saturday 21 Apr 18**

To mark St George's Day the Mayor and Mayoress led a procession of knights (two on horseback) and damsels plus children in fancy dress down the High St to the Market Square where simulated mediaeval combat took place to the great excitement of a huge crowd. Happily St George won. The Mayor then judged the fancy dress competition and presented the prizes.

In the evening the Mayor and Mayoress hosted the annual Civic Dinner at the Stone House Hotel. The Mayoress provided table decorations comprising hand-made ceramic poppies being prepared for the centenary of the Armistice of 1918 and the tables were named after a random selection of those on the war memorial in Granville Square. In addition to the Borough Mayor and Mayoress, and Sir Bill Cash MP, the Mayor and Mayoress welcomed Brigadier and Mrs Smith representing the Lord Lieutenant, the Chairman and Consort of Staffordshire Moorlands District Council, the Deputy Chairman and Consort of Cannock Chase Council, the Mayor and Mayoress of Cheadle, and the Chairman and Consort of Eccleshall Council. The guest speaker was Wing Commander Jamie Miller MBE the Commanding Officer of the Royal Air Force Tactical Supply Wing at MoD Stafford who gave a fascinating reflection on the history of the RAF in its 100<sup>th</sup> year.

### **Thursday 26 Apr 18**

As an innovation the Mayor and Mayoress conducted a charity collection at Morrison's which raised the excellent sum of £159.01.

### **Saturday 28 Apr 18**

The Mayor and Mayoress joined a large number of civic and other guests at the Civic Ball hosted by the Chairman of Staffordshire Moorlands District Council at the Alton Towers Hotel.

**Friday 4 May 18**

The Mayor and Mayoress hosted a charity 'Pig Race' evening at the Stone Tennis Club which was supported by a sell-out crowd including the Mayor and Mayoress of Stafford Borough and the Chairman and Consort of South Staffordshire Council. Yet again Stone showed how it can enjoy itself in a good cause; £387.12 was raised for the Mayor's charities.

**Saturday 5 May 18**

As the final event of the Mayoral year, the Mayor and Mayoress were guests at the Stone Royal British Legion's VE night at Stone Golf Club. The Branch looked in good shape to meet the demands of commemorating the centenary of the Armistice.

**DEPUTY TOWN MAYOR'S REPORT – 8 May 18****Tuesday 17 April 2018**

The Deputy Mayor attended the Stone Town Council's Annual Public Meeting and was pleased to help answer various questions raised by members of the public.

**Saturday 21 April 2018**

The Deputy Mayor and Deputy Mayoress enjoyed attending Stone Town Council's Civic Dinner and hosted various local Mayors and Chairmen.

**Wednesday 25 April 2018**

The Deputy Mayor was pleased to attend Stone Common Plot AGM where he presided over the election of Trustees.

## **TOWN MAYOR'S REPORT – May 2018**

### **Friday 11<sup>th</sup> May**

This evening Mark and I attended a Drinks Reception given by RAFA at the start of their Conference at Yarnfield. We met some lovely people at the event.

### **Saturday 12<sup>th</sup> May**

Today was Mayor Making at Stafford. It started at the Gatehouse Theatre, followed by a Church Service at St. Mary's and a reception in the County Buildings. A good chance to meet the incoming Mayor.

### **Sunday 13<sup>th</sup> May**

The morning we were invited to join RAFA at a Service for the 100 years of the RAF. The venue was the National Memorial Arboretum at Alrewas. The weather was very warm, and a lovely Service.

### **Tuesday 15<sup>th</sup> May**

Age Concern took a party out for lunch, on the Green Bus, to Marsh Farm Abbots Bromley. Mark and I were asked to join them.

### **Wednesday 16<sup>th</sup> May**

This evening we went long to the Mayor of Newcastle Civic Reception at Keele Hall. There we met the High Sheriff and other Civic guests.

### **Friday 18<sup>th</sup> May**

This morning we joined Age Concern for their Coffee Morning to celebrate the Royal Wedding. Carole did a great job in organizing the event.

### **Saturday 19<sup>th</sup> May**

This morning we attended the AGM of the Stone Scout and Guide Band. The children firstly showed is there marching skills while playing their instruments. With it being so warm I asked if I could meet the children inside after they had all had a drink. I then gave out prizes to 4 of the children.

## **DEPUTY TOWN MAYOR'S REPORT – 23 May 18**

### **Saturday 12 May 18**

The Deputy Mayor and Deputy Mayoress attended the ceremonial opening by Air Marshal Sir Baz North, National President, of the Royal Air Forces Association Annual Conference at Yarnfield Park.