

STONE TOWN COUNCIL

Town Clerk

Les Trigg

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15 Station Road
STONE
ST15 8JP

26 November 2018

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held in **St Michael's Suite at the Frank Jordan Centre, Lichfield Street, Stone**, on **TUESDAY 4 DECEMBER 2018 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**
3. **Requests for Dispensations Received**
4. **To receive the report of the County Councillors**
 - County Councillor Mrs J. Hood
 - County Councillor I. Parry
5. **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.
6. **To consider the minutes and recommendations of the undermentioned Committees:**
 - a) Estates Sub-Committee held on 13 November 2018, Minute Numbers EST19/016 – EST19/025 (attached)
 - i. To consider the minutes
 - ii. To consider the Recommendations contained in Minute Numbers EST19/019, EST19/021 and EST19/25
 - b) Management Sub-Committee held on 13 November 2018, Minute Numbers MAN19/014 – MAN19/017 (attached)
 - i. To consider the minutes

7. Community Funded School Crossing Patrols

To consider a Staffordshire County Council consultation requesting views on supporting the funding of a local school crossing patrol.

A copy of an email from Staffordshire County Council is attached along with a Community Fundraising Pack and a survey form. Additional information is also available at:

<https://www.staffordshire.gov.uk/education/schoolsandcolleges/SchoolCrossing/SchoolCrossingPatrols.aspx>

8. Non-Cheque Payments

To receive a list of non-cheque payments made by the Council during October 2018 (attached).

9. Update from Working Groups:

- a) Neighbourhood Plan Steering Group
- b) Stone Area Parish Liaison Group
- c) Bus Services Working Group
- d) Traffic Management in High Street Working Group

10. 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 and J. Davies

Age Concern Stone & District – Cllrs: Mrs K. Green and Mrs C. Collier

Stone Town Band – Mayor

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

SPCA Executive Committee – Cllr M. Williamson

11. Exclusion of the Press and Public

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

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

- a) Estates Sub-Committee Meeting held on 13 November 2018, Minute Numbers EST19/016 and EST19/025 (attached)
 - i. To consider the Minutes
 - ii. To consider the Recommendations contained in Minute Number EST19/025

Members of the Public are welcome to attend the General Purposes Meeting as observers

Stone Town Council – Estates Sub-Committee

Minutes of the meeting held in St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone on Tuesday 13 November 2018

PRESENT: Councillor M. Green in the Chair and
Councillors: Mrs J. Hood, Mrs E. Mowatt, G. Collier, R. Kenney and Mrs K. Green

By Chairman's invitation:
Councillors: J. Davies, Mrs C. Collier and M. Shaw

ABSENT: Councillors: I. Fordham, T. Jackson and Mrs J. Farnham

EST19/016 Apologies

Apologies were received from Councillors: I. Fordham, T. Jackson and Mrs J. Farnham

EST19/017 Declarations of Interest and Requests for Dispensations

None received

EST19/018 Representations from Members of the Public

None received

EST19/019 Market Strategy

The Sub-Committee considered the report* of the Town Clerk detailing the recommendations of the Markets Strategy Working Group on a future pricing strategy for the Town Council's markets and the production of a Market Strategy.

RECOMMENDED: That the Town Clerk is authorised to introduce the following recommendations, subject to further discussion on their implementation with the Working Group.

- a. Charges at Tuesday and Saturday markets should be reduced to £30.60 per marquee, with a 50% surcharge for the Farmers Market Saturday (£45.90), effective from the introduction of the new marquees.
- b. The Town Clerk be asked to examine and, if considered practical following consultation with the Markets Working Group, implement a system of payment in advance for market stalls.

* 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.

- c. A priority order for allocation of stalls on Farmers Market Saturday is adopted, as set out in the report.
- d. The Working Group monitors the success of this strategy, and reports back on any required changes in due course.
- e. The Town Clerk continues to exercise some discretion to vary stall prices where necessary for the overall benefit of the Council.

EST19/020 Notice Boards and Fingerposts

The Sub-Committee received an update on the current position with the notice boards and finger posts in partnership with Stafford Borough Council.

Notice Boards

The new notice board to be positioned at the top of the High Street has been ordered and is awaiting delivery.

Fingerposts

It was reported that washed out Stafford Borough Council signs are visible on the refurbished finger posts.

The Sub-Committee noted the position.

EST19/021 Signage at Frank Jordan Centre

The Sub-Committee considered a design proposal for a replacement sign to be installed at the Frank Jordan Centre. The sign is white in colour with green lettering and Town Council crest. Although it has different dimensions to the original, the new sign would have a similar surface area and be positioned in a central position at the front of the building (near to the CCTV signage). The Conservation Officer has no concerns with its design and position on the building.

RECOMMENDED: That the proposed design be accepted and an application be submitted to Stafford Borough Council for planning permission to install the sign on the front wall of the Frank Jordan Centre.

EST19/022 High Street Bollards

The Sub-Committee were pleased to learn that Staffordshire County Council had now installed new bollards at the top of the High Street.

The Sub-Committee asked that the County Council be informed that the bollards have no reflective bands rendering them dangerous to motorists who might not

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see them when turning into the High Street. The bollards also have no padlocks to prevent their removal by unauthorised persons.

EST19/023 Reports of Working Groups

Market Strategy

A report had been given earlier in the meeting.

The meeting was suspended at this point to enable the Management Sub-Committee meeting to take place. The Estates Sub-Committee meeting was then reconvened for the confidential items on the agenda.

EST19/024 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.

EST19/025 Hub Charges at the Frank Jordan Centre

The Sub-Committee considered the report of the Town Clerk* detailing the findings of a review of the charges made to The Hub for the use of the Frank Jordan Centre.

RECOMMENDED: That the Sub-Committee recommend to the General Purposes Committee that the proposals in the report are supported, and the Town Clerk asked to discuss them with the Hub, with the reservation that the use of the Christchurch Suite storeroom should not be offered exclusively to one user.

Town Mayor

* 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.

Stone Town Council – Management Sub-Committee

Minutes of the meeting held in St Michael's Suite at the Frank Jordan Centre, Lichfield Street, Stone on Tuesday 13 November 2018

PRESENT: Councillor J. Davies in the Chair and
Councillors: Mrs E. Mowatt, M. Green, M. Shaw, Mrs K. Green and R. Kenney

By Chairman's invitation:

ABSENT: Councillors: Mrs M. Goodall, M. Williamson and I. Fordham

MAN19/014 Apologies

Councillors: Mrs M. Goodall, M. Williamson and I. Fordham

MAN19/015 Declarations of Interest and Requests for Dispensations

None received

MAN19/016 Representations from Members of the Public

None received

MAN19/017 Updates

The Sub-Committee received updates on the following:

a. Plan HEADSTONE

The Town Clerk advised that a number of updates were necessary to the project Headstone protocol and he would consult with the original author before updating the document.

b. Website

The Town Clerk advised the Sub-Committee that there was no update on the website.

c. Service Continuity Plan

The Town Clerk advised the Sub-Committee that the Service Continuity Plan was receiving consideration but had not been documented in writing as yet.

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d. Data Protection Act 2018

The Town Clerk advised the Sub-Committee that the Town Council is following the advice of the National Association of Local Councils in complying with the basic requirements of the legislation. The remaining data protection tasks are being dealt with as they arise.

e. Future of IT Support for Elected Members

The Town Clerk advised that a report would be made to a future Sub-Committee meeting.

Town Mayor

* 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.

From: [Communications](#)
To: [Staffordshire Parish Councils Association](#)
Subject: Community Funded School Crossing Patrols
Date: 12 November 2018 13:40:20
Attachments: [image001.jpg](#)

Dear Colleague,

Community Funded School Crossing Patrols

The county council is asking communities to look to fund their local school crossing patrols from September 2019, as part of proposals to close a £35m shortfall in our budget next year.

Legally we have to balance our books and are now facing some very difficult decisions in order to bridge the gap left by funding the soaring costs of adult social care and looking after increasing numbers of children in our care.

As a result, we are proposing to still employ, train, manage and provide uniforms for patrols, but would look to communities, businesses and local organisations to fund their salaries. This would be approximately £4,000 per year.

We are also gathering feedback and asking for suggestions. You can find out more and have your say at www.staffordshire.gov.uk/patrols

The patrols all do a wonderful job and I am hoping that as many patrols as possible can become community funded.

Our final budget will be presented to Full Council in February and we asking for expressions of interest by the February half-term, with funding needing to be in place by the May half-term.

If your organisation is interested in funding a local patrol then please do contact scp@staffordshire.gov.uk

Kind Regards

Helen Fisher

Cabinet Member for Highways and Transport

Staffordshire County Council

cid:image002.jpg@01D399BF.DCFABEE0



Staffordshire County Council

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School Crossing Patrol Community Fundraising Pack

Most people know their school crossing patrol as their lollipop lady or man. They provide a valuable service in all weathers and make a real difference to their local community, children and families.



School Crossing Patrol Community Fundraising Pack

1. Getting Started

The sooner you start, the more you'll raise. No explanation needed! Don't leave it until the last minute.

2. Make it easy

The easier it is for people to support you the more likely they are to donate. One of the first things you should do is set up your profile on a fundraising website.

By using digital technology like Crowdfunder or JustGiving (others are available too) you can make it really easy for people to support you and measure your progress towards your goal.

JustGiving enables you to fundraise online quickly and simply. They give you the technology you need to share your appeal on social media in just minutes. It costs nothing to set up a page, but they do charge a small fee on donations. Find out more www.justgiving.com/fundraising

Crowdfunding is a different way to raise money by turning to the people around you and in your community to support you. It's been around for centuries, but the internet makes it possible to reach much bigger audiences than before. Find out more and set up your page at <https://www.crowdfunder.co.uk/how-crowdfunding-works>

3. Spread the Word

Tell everyone what you are doing, use noticeboards, emails, local press, twitter and Facebook, put posters in local shops, use any means you can to let everyone know what you are doing and why. (Section 11 tells you how to write a press release.)

4. Give people a reason to support you

It's important to explain to people why they should sponsor you to provide a school crossing patrol and make your passion for the cause infectious. You can do this by getting children and families involved as well as the Lollipop ladies and gentlemen themselves so that people really understand the difference they make and the value of them to the community. Don't assume that everyone knows.



5. Get your local councillors involved

Your local councillor will have contacts with local businesses who may be able to get involved or offer sponsorship. Get in touch with your local councillor and ask them how they can help you meet your fundraising aims.

6. Get your Parish Council onboard

Contact your town or parish council and ask them if they are willing to help or can make a donation. Not sure of who your local parish councillor is? Check our website for council contact details www.staffordshire.gov.uk/yourcouncil.

7. Business sponsorship

In Staffordshire two businesses already sponsor a school crossing patrol. You can approach local businesses big and small, parish councils, round table or religious groups to ask them to donate or sponsor. Make sure they know the difference their support will make to the children, school and community. It's worth reminding them that supporting you can make good business sense too:

- Support the community you are in and they will be loyal to your brand
- Your brand, name and logo will be seen by hundreds of parents, children's and motorists everyday – cheaper than billboards and other outdoor advertising!
- It's a good thing to do and you can use it to generate positive media coverage about your business.
- The feel-good factor - you will be genuinely making a difference for local families

8. Get parents involved

Some larger employers will match fund their employees fundraising. That means if you have parents who work for these organisations their employers may match their efforts pound for pound. Ask them to do fundraising events at their work, a cake sale or a dress down day.

9. Don't feel daunted

Break your fundraising target down into achievable chunks, it will be less daunting. You could divide your fundraising target and work towards a weekly or monthly target instead.

10. Don't give up

Persistence really pays off. You don't want to pester people too much, but there's nothing wrong with sending out an email as a reminder. Don't be afraid to do this, people genuinely forget.

11. Some Fundraising ideas

You know your local area and what will work in your local community, but here are some ideas to get you started.

- Promises Auction – if local businesses can't sponsor you, they may be able to donate prizes you can auction.
- Bring and Buy sale.
- Cake Sale – everyone loves cake!
- Quiz night – ask a local business or staff club to run a quiz night on your behalf.
- Have a dress down day at school and ask local employers to do the same.
- Hold a raffle.
- Art competition – run a local community art competition with different age categories, charge people to enter.
- Have a coffee morning.
- Badges – get the children to design a pin badge which is cheap to produce and put them in places with a high footfall, like the local shop so that people can buy them and show their support.
- Ebay – ask the local community to donate items to sell on Ebay.
- Karaoke event – ask a local pub to put on a fundraising night for you.
- Games night
- Concert or play – if your school is planning a Christmas play or concert ask your lollipop lady or man to choose their favourite song or carol for the children to sing and make them the guest of honour at your event, with the opportunity for parents to donate.
- Sponsored walk/run – have you got any budding athletes who would like to take on a challenge and get sponsorship for their efforts?

12. Writing a news release

- Always include the **who, what, where, when and why** of your activities.
- Keep it to one side of A4, double spaced.
- Always assume the journalist knows absolutely nothing about you, so avoid jargon and abbreviations and keep things simple.
- Don't forget to include a contact name and number at the bottom for journalists to get more information if they need it.
- A picture speaks a thousand words, so send a really eye catching photo with your release, but remember to get the relevant permission if children are in the photo.

13. Keep it safe and legal

There are a few things you need to consider before you organise a fundraising event, particularly if you will be selling food or running a raffle or lottery. A good place to start is the HSE Health and Safety Executive website www.hse.gov.uk where you can access free health and safety advice to make sure that you keep things safe and legal.



School Crossing Patrol Service 2018

The county council is facing unprecedented financial times and in order to close a £35m shortfall in our budget for next year we are having to consider which non-statutory areas we can continue to fund – this includes the School Crossing Patrol Service. We want to hear from you how the proposed changes to the service may affect you. If you would be interested in funding a School Crossing Patrol, you can also tell us about this here.

Please read the supporting information before completing the survey. The survey should take about 15-20 minutes to complete. We would like to thank you in advance for your time. Surveys should be completed and returned by **Monday 31st December 2018**.

- Q1 What is your home postcode (This will help with our analysis and will not be used to identify your house).

In what capacity are you responding to this consultation?

- Q2 I am responding to this consultation as a... (Please select all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Staffordshire resident | <input type="checkbox"/> School representative (teacher/headteacher) | <input type="checkbox"/> Business representative |
| <input type="checkbox"/> Parent/guardian | <input type="checkbox"/> School governor | <input type="checkbox"/> Councillor or MP |
| <input type="checkbox"/> Pupil | <input type="checkbox"/> Representative of a community, voluntary or charitable organisation | <input type="checkbox"/> Responding in another capacity (please state) |
| <input type="checkbox"/> SCC School Crossing Patrol employee | | |

MP/Councillor name (please state)

The name of the school, community group or organisation that you represent

If you are responding in another capacity, please state

School Crossing Patrol Service usage

- Q3 How often do you/your children use a School Crossing Patrol?

- ☐ Most week days
 ☐ A few times a week
 ☐ Less often
 ☐ Never Go to Q7

- Q4 Which school(s) are you/your children travelling to? (Please write in the school(s) name)

- Q5 What type of school(s) are you travelling to? (Please select all that apply)
- ☐ A primary school ☐ A middle school ☐ A secondary school
- Q6 How do you/your children travel to school? (Please select all that apply)
- ☐ Walk ☐ Cycle ☐ Bus ☐ Car ☐ Other
- If other (please state)

Our School Crossing Patrol Service Proposal

The county council is proposing that communities fund their local School Crossing Patrol Service from September 2019 due to budget pressures. Although local communities would fund the positions in the future, the county council would continue to act as the Patrol's employer; providing the necessary training, management and uniform.

- Q7 If you/your children would be affected by the proposal, please tell us about the impacts in the space provided below.

- Q8 What other options might you consider to minimise the impacts upon you/your children? This could for example include taking your children to school yourself, taking other children in your community to school, offering to volunteer on a School Crossing Patrol etc.

Interest in supporting School Crossing Patrols

The county council will proactively support schools and communities who wish to raise funds for a School Crossing Patrol and will provide a fundraising pack online.

In the question below, we are seeking interest from schools, communities, businesses and others who would be interested in funding/raising funds for a School Crossing Patrol.

Q9 Would you be interested in funding/raising funds for a School Crossing Patrol?

☐ Yes

☐ Maybe

☐ No

Q10 If you would be interested in funding/raising funds for a School Crossing Patrol please leave your details below:

Your name:

The name of the school, community group or organisation that you represent:

The school name/location and school crossing patrol you would be interested in funding:

Address:

Email:

Telephone number:

Suggestions/ideas

Q11 If you have any other comments about our proposal or alternative suggestions/ideas for funding the service in the future, please tell us about these below.

About you

Giving the following information is optional, but it will help the county council to use the information you have provided more effectively. Any personal information which you choose to share will only be used for research purposes by Staffordshire County Council. It will not be used for any other purposes and will not be passed onto any other organisations. Your information will be treated in confidence in line with the General Data Protection Regulations 2018.

Are you...?

☐ Male

☐ Female

How old are you?

☐ Under 16

☐ 25-34

☐ 45-54

☐ 65-74

☐ 16-24

☐ 35-44

☐ 55-64

☐ 75+

I would describe myself as...

☐ White (British, Irish, Other)

☐ Black/African/Caribbean/Black British

☐ Mixed/Multiple Ethnic Group

☐ Other ethnic group

☐ Asian/Asian British

Please specify if other ethnic group:

Do you consider yourself to have a disability?

☐ Yes

☐ No

If you consider yourself to have a disability, which of the below do you consider yourself to have...? (Please select all that apply)

☐ Social/communications impairment, such as Asperger's or autism

☐ Mental health condition, e.g. depression, anxiety or schizophrenia

☐ Deaf or hearing impairment

☐ Learning difficulty, such as dyslexia

☐ Blind or serious visual impairment

☐ Physical impairment or mobility issue

☐ Long-standing illness or health condition, e.g. leukaemia or epilepsy

☐ Other

Other, please tell us:

Thank you very much for taking the time to complete this survey.

Please return your survey to:
School Crossing Patrol Service, PO Box 3593, Stafford, ST16 9RB

Stone Town Council - Non-Cheque Payments

The table below lists non-cheque payments made by the Council in the period since the last report, for the Committee's information.

The table includes payments by direct debit, telephone banking and online banking. It excludes salary and related payments, payments from the Mayor's Charity, and transfers between the Council's bank accounts. These items can be seen by any Member on request.

Date	Reference	Supplier	Description	Amount	Month
01/10/2018	Elec18/012	Panda Press (Stone) Ltd	Flyers & posters - Classic Car event	£120.00	Oct-18
01/10/2018	D/Dbt 18/014	Prism Solutions	Analogue line rental	£46.69	Oct-18
01/10/2018	D/Dbt 18/014	Network Rail	Qtly rent of Station	£1,087.50	Oct-18
03/10/2018	D/Dbt 18/014	Stafford Borough Council	Rates - Crown Wharf Car Park	£267.00	Oct-18
03/10/2018	D/Dbt 18/014	Stafford Borough Council	Rates - FJC	£418.00	Oct-18
03/10/2018	D/Dbt 18/014	Stafford Borough Council	Rates - Market	£171.00	Oct-18
03/10/2018	Elec18/012	Panda Press (Stone) Ltd	Banners - Classic Car Event	£135.00	Oct-18
03/10/2018	D/Dbt 18/014	Stafford Borough Council	Rates - Northesk St Car Park	£116.00	Oct-18
03/10/2018	D/Dbt 18/014	Stafford Borough Council	Rates - STN	£216.00	Oct-18
05/10/2018	D/Dbt 18/014	Pitney Bowes	Postage for franking machine	£400.00	Oct-18
08/10/2018	D/Dbt 18/014	EE	Mobile phone caretaker - FJC	£27.02	Oct-18
08/10/2018	Elec18/012	Staffordshire County Council	Licence to erect noticeboard in town	£100.00	Oct-18
08/10/2018	D/Dbt 18/014	EE	Mobile phone - caretaker - STN	£27.02	Oct-18
12/10/2018	D/Dbt 18/014	British Gas	Electricity - FJC - 23 June - 23 Sept 18	£274.35	Oct-18
19/10/2018	D/Dbt 18/015	British Gas	Gas supply - STN	£91.98	Oct-18
22/10/2018	Elec18/012	Panda Press (Stone) Ltd	Song sheets and menu cards	£72.00	Oct-18
23/10/2018	D/Dbt 18/015	British Gas	Electricity -STN 01 -09-18 to 30-09-18	£68.45	Oct-18
25/10/2018	D/Dbt 18/016	Prism Solutions	ICT Provision	£459.04	Oct-18
31/10/2018	D/Dbt 18/016	NatWest	Bank charges - Oct 18	£65.45	Oct-18