

STONE TOWN COUNCIL

Town Clerk

Les Trigg

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14 January 2019

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 22 JANUARY 2019 at 7:00pm**.

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) Environment Sub-Committee held on 18 December 2018, Minute Numbers ENV19/008 – ENV19/014 (attached)
 - i. To consider the minutes
 - ii. To consider the Recommendations contained in Minute Numbers ENV19/011, ENV19/012, ENV19/013 and ENV19/014
 - b) Management Sub-Committee held on 18 December 2018, Minute Numbers MAN19/018 – MAN19/023 (attached)
 - i. To consider the minutes

- ii. To consider the Recommendations contained in Minute Numbers MAN19/021 and MAN19/022
- c) Tourism & Town Promotion Sub-Committee held on 8 January 2019, Minute Numbers TTP19/021 – TTP19/026 (attached)
 - i. To Consider the minutes
 - ii. To consider the Recommendations contained in Minute Numbers TTP19/024
- d) Estates Sub-Committee held on 8 January 2019, Minute Numbers EST19/026 – EST19/030 (attached)
 - i. To Consider the minutes
 - ii. To consider the Recommendations contained in Minute Numbers EST19/029
- 7. **National Pay Awards 2019-20**
To consider the report of the Town Clerk (attached).
- 8. **Local Government Pension Scheme**
To consider the report of the Town Clerk (attached).
- 9. **To determine the 2019-20 to 2021-22 Budget for Recommendation to the Council**
To consider the report of the Town Clerk (attached) and budget recommendations from Sub-Committees.
- 10. **To consider taking advice from Sport England in respect of Planning Application Number 19/29876/FUL – LNT Care Developments.**
- 11. **New Train Timetable from Stone Station**
To appoint representatives to meet with London Northwestern Rail as referred to in Minute GP19/145
- 12. **Non-Cheque Payments**
To receive a list of non-cheque payments made by the Council during November and December 2018 (attached).
- 13. **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
- 14. **Members' Motions' under Standing Order 4**

Councillor Mrs Jill Hood

'Stone and District Swimming Club at Alleyne's pool have been teaching generations of children from Stone and its surrounding areas for over 45 years. The club has recently been informed that they can no longer look forward to teaching children age 4-5 years (Little Ducks) to swim at the new pool at Westbridge Park, operated by Freedom Leisure. A recent press statement by Stafford Borough Council stated "The council, Freedom Leisure and the club all want to promote swimming in Stone". This does not appear to be the case

with this group of children and I ask for the support of Stone Town Council in putting pressure on Stafford Borough Council and Freedom Leisure to urgently find a compromise and accommodate SADSC at the new pool. I'm asking for Stone Town Council to write to Sir Bill Cash MP to ask him to intervene and also to arrange a meeting with Freedom Leisure and Stafford Borough Council to see how we can work together to make sure that a swimming club in Stone town which is not for profit can continue to teach 4-5 year olds to swim. Freedom's refusal to help a local swimming club cannot be in anyone's interest either promoting community spirit or for the safety of our children who live in a town with a canal and a river. The club offers an affordable alternative to parents other than private swimming lessons'.

15. 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. Green

16. 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.

17. Insurance Renewal

To consider the report of the Town Clerk (attached).

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

Stone Town Council – Environment Sub-Committee

Minutes of the meeting held in St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 18 December 2018

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

By Chairman's invitation: Mrs J. Hood

ABSENT: Councillors: Mrs K. Green, M. Green, Mrs J. Piggott and Mrs M. Goodall

ENV19/008 Apologies

Apologies were received from Councillors: Mrs K. Green, M. Green, Mrs J. Piggott and Mrs M. Goodall

ENV19/009 Declarations of Interest and Requests for Dispensations

None received

ENV19/010 Representations from Members of the Public

None

ENV19/011 Budget 2019-20 to 2021-22

The Sub-Committee received a report of the Town Clerk* which considered the level of budget that the Sub-Committee may wish to recommend to the General Purposes Committee meeting on 22 January 2019 for services under its control.

RECOMMENDED: That the budget figures included in the Clerk's report are accepted, with the addition of appropriate provision for:

- Maintenance of unregistered, uncultivated land in Abbey Street
- Provision of additional water taps at the Town Council's Newcastle Road allotment site.

ENV19/012 Work on the Scrapes

The Sub-Committee received a report from the Chairman on his visit to Crown Meadow with the Grounds Maintenance contractor. The scrape nearest the river was noted to be overgrown with vegetation.

It was suggested that a community planting exercise be undertaken, similar to a previous one held in 2007-8 when 3000 plants were brought to Crown Meadow.

RECOMMENDED: That the Grounds Maintenance contractor is asked to clear the overgrown vegetation from a number of areas around the perimeter of the scrape (nearest the river) so that the wild flowers that grow there can be viewed when in bloom. The work should be undertaken in the spring of 2019.

RECOMMENDED: That a community planting exercise is considered for the planting of new wild flowers on Crown Meadow.

ENV19/013 Tree and Hedge Planting

The Sub-Committee had previously considered an invitation from CPRE (Campaign to Protect Rural England) Staffordshire as supporters of the 'Woodland Trust's Charter for Trees' campaign to explore suitable locations where new trees could be planted in the parish.

The Sub-Committee received a report from the Chairman following his visit to Crown Meadow with the Grounds Maintenance contractor. He advised that an area they considered suitable for tree planting, had been identified.

RECOMMENDED: That the location identified in Crown Meadow is recommended for tree planting and that this is undertaken through a community tree planting project.

ENV19/014 Reports of Working Groups

- Plastic Free Community & Environmental Issues Working Group

The Chairman advised the Sub-Committee that no meeting had been arranged as yet. He informed the Sub-Committee that Tracey Lindop had asked to be co-opted onto the Working Group.

RECOMMENDED: That Tracey Lindop is co-opted to the Plastic Free Community & Environmental Issues Working Group.

Town Mayor

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 18 December 2018

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

By Chairman's invitation: Councillors: P. Leason and Mrs J. Hood

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

MAN19/018 Apologies

Councillors: Mrs M. Goodall, M. Williamson, M. Green and Mrs K. Green

MAN19/019 Declarations of Interest and Requests for Dispensations

None received

MAN19/020 Representations from Members of the Public

None received

MAN19/021 Future IT Support for Elected Members

The Sub-Committee considered the report of the Town Clerk* with information on the costs of providing IT support for elected members. The Town Clerk referred back to a discussion several months ago where the electronic publication of agendas rather than a paper copy was explored. The report provided information on the costs of providing iPads to allow the Sub-Committee to consider the issue and determine whether to include appropriate financial provision in the budget for the new financial year.

RECOMMENDED: That the General Purposes Committee agrees to:

- a. Support the proposals for the provision of iPads to Councillors who opt to forego the receipt of paper agendas for meetings from May 2019.
- b. Propose the figures in the report to the General Purposes Committee for inclusion in the Council's budget.
- c. Ask the Town Clerk to draw up a detailed scheme.

* 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.

MAN19/022 Budget 2019-20 – 2021-22

The Sub-Committee received a report of the Town Clerk* which considered the level of budget that the Sub-Committee may wish to recommend to the General Purposes Committee at its meeting on 22 January 2018 for the services under its control.

The level of the grants budget was discussed and the Town Clerk advised that it had been underspent during the current financial year.

The Sub-Committee again noted that fewer grant applications are being submitted by community organisations. It was suggested the funding opportunity (and uncomplicated nature of it) is publicised and made clear to prospective applicants.

The Town Clerk confirmed that monies can be moved/vired from one budget to another during the financial year.

RECOMMENDED: That the budget figures included in the Clerk's report are accepted.

MAN19/023 Updates

The Sub-Committee received updates on the following:

a. Plan HEADSTONE

The Town Clerk advised that no further progress had been made with the necessary updates to the Headstone protocol.

b. Website

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

c. Service Continuity Plan

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

d. Data Protection Act 2018

The Town Clerk advised that the Town Council had dealt with all basic requirements of the legislation, with other data protection items being dealt with as they arise.

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e. Review of Civic Protocols

The review of civic protocols as a process has begun with a meeting to discuss the Remembrance Sunday event and how it might be improved in future years.

f. Future of IT Support for Elected Members

The Town Clerk advised that the outcomes on the three items that had been included in the original report are: the provision of iPads to members (currently being considered), email accounts for Members (now withdrawn), and a data base of information for Members (work is slowly ongoing).

A record of decisions taken by the Town Council is being compiled as a first draft. This is being updated after each General Purposes meeting and a report will be given to the Sub-Committee when the office is satisfied that it is running properly.

Town Mayor

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Stone Town Council – Tourism & Town Promotion Sub-Committee

Minutes of the meeting held in St Michael's Suite at the Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 08 January 2019

PRESENT: Councillor Mrs J. Hood in the Chair and
Councillors: J. Davies, Mrs J. Piggott, Mrs C. Collier, R. Kenney, P. Leason and
Mrs K. Green

By Chairman's invitation: M. Green

ABSENT: Councillors: M. Williamson and I. Fordham

TTP19/021 Apologies

Councillors: M. Williamson and I. Fordham

TTP19/022 Declarations of Interest and Requests for Dispensation

None received

TTP19/023 Representations from Members of the Public

None

TTP19/024 Budgets 2019-20 to 2021-22

The Sub-Committee received a report of the Town Clerk* which considered the level of budget that the Sub-Committee may wish to recommend to the General Purposes Committee at its meeting on 22 January 2019 for the services under its control.

RECOMMENDED: That the budget figures included in the Clerks report are accepted.

TTP19/025 Stone Town Centre Development Strategy

The Sub-Committee received a progress report from the Chairman and working groups:

Town Centre Appearance and Environment Working Group

No report was available on the work of the Town Centre Appearance and Environment Working Group.

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Town Centre Events and Attractions Working Group

Councillor Mrs J. Hood updated the Sub-Committee on the work of the Town Centre Events and Attractions Working Group.

She advised that the Working Group had worked extremely hard and 2018 had been an excellent year for promoting the town. It hoped to bring even more attractions to Stone during 2019 and was always looking for new ideas.

During the past year there have been a number of free events which have very pleasingly brought greater numbers of children into the town. The St Georges Day, Classic Car and Christmas Lights Switch On events were all very successful and people have appreciated the community spirit and free activities provided for them.

RESOLVED: To note the progress report on the work of the group.

Town Centre Partnership

Councillor Kenney informed the Sub-Committee that a vote of thanks had been received from the Traders Group who had also asked Stone Town Council to keep up the good work. The Town Council and the Traders Group have a good working relationship, supporting one another with trust on both sides.

RESOLVED: That the update on the Town Centre Partnership is noted.

TTP19/026 Update from Working Group

Commemoration to Mark 100 years since the end of World War 1

Councillor Mrs Hood informed the Sub-Committee that a lot of work had gone into the Remembrance Sunday event on 11 November 2018, and its support by the general public had been phenomenal. It was good to see the poppy memorial on the Plain tree and very moving to hear children from local schools reading the names of servicemen who had lost their lives in the war, during the wreath laying service.

Councillor Mrs Hood advised the Sub-Committee that all Working Group members had each performed their role, and of other contributors to the commemorative events. A lot of work had gone into the Church service and it had been lovely to see the ceramic poppies made by Mrs Lin Davies, on display. She looks forward to learning how much money was generated for the Royal British Legion from the poppy sales.

It was acknowledged that the sound system in future years will need to be piped down the High Street so that everyone can be a part of the service of commemoration.

A program of other events have been held including a Great War Memorabilia Exhibition at the Frank Jordan Centre, arranged by Steve Edwards, which had received over 400 visitors. Councillor Mrs Cathy Collier brought medals and

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postcards which had belonged to her grandfather who had fought in the First World War.

The Chairman of the Historic Society, Steve Booth (who also delivered a talk prior to the exhibition), and Mr Philip Leason, were thanked for their valuable contributions.

An evening program of events at St Michael and St Wulfad's Church included Bell Ringing and the lighting of a Beacon by the Town Mayor. This had been very well attended and the Bell Ringers were thanked for their valuable contributions. The Church and Bell Ringers were most appreciative of the framed 'Battles Over' certificates awarded to them by the Town Mayor.

Two Church benches supported by the Richard Vernon Trust and the Rotary Club had been installed in the Church Yard.

RESOLVED: At the end of a significant year for commemorative Centenary events the working group was formally closed.

Town Mayor

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Stone Town Council – Estates Sub-Committee

Minutes of the meeting held in St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone on Tuesday 08 January 2019

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

By Chairman's invitation:

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

EST19/026 Apologies

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

EST19/027 Declarations of Interest and Requests for Dispensations

None received

EST19/028 Representations from Members of the Public

None received

EST19/029 Budget 2019-20 – 2021-22

The Sub-Committee received a report of the Town Clerk* which considered the level of budget that the Sub-Committee may wish to recommend to the General Purposes Committee at its meeting on 22 January 2019 for the services under its control.

The Sub-Committee reviewed the standstill budget and the amounts included for each service. It also considered other areas of growth or savings to be taken into account when setting the budget for 2019-20 and future years.

RECOMMENDED: That the budget figures included in the Clerk's report are accepted.

EST19/030 Reports of Working Groups

Market Strategy

Councillor Kenney advised the Sub-Committee that new market stall canopies and frames had been received by the supplier and would be despatched to the

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Town Council when the sides have arrived from the manufacturer.

A Market Pricing Working Group meeting will be arranged in the near future.

Town Mayor

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Stone Town Council - General Purposes Committee

22nd January 2019

National Pay Award 2019-20

Report of Town Clerk

Purpose of Report

1. To inform the Committee of the outcome of the 2019-20 national pay award negotiations for local government staff and its impact on the Council.

Background

2. Pay for local government staff is negotiated nationally. Although the parish council sector is not represented on the negotiating body, salaries at local councils are normally based on the national local government scales.
3. As reported to this Committee in July 2018, the 2018-19 pay negotiations resulted in agreement to a 2% per annum pay increase for most staff in both 2018-19 and 2019-20, but with pay for staff at lower levels increasing by up to 16% over the two years.
4. The National Association of Local Councils (NALC) recommended the adoption of the outcome of these negotiations to local councils, however only details of the 2018-19 award were available at the time of that meeting. The NALC circular setting out the new pay scales for 2019-20 has now been received, and is attached as an appendix to this report.

Employee Pay Scales

5. Some of the Council's current staff are paid hourly rates that do not relate to the national pay scales. It is suggested that the Council increase their pay rates by 2% per annum, in line with most other Council staff, subject to the minimum levels required by law.

Implications for the Council

6. The additional cost of this award to the Council will be around £2,900 in 2019-20. This level of pay award was anticipated when the Council's budget was prepared and so is fully covered within the budget currently under consideration by the Committee.

Recommendations

7. The Committee is recommended to adopt the new salary levels for staff for 2019-20, as set out in this report.

14 DECEMBER 2018

EMPLOYMENT BRIEFING E02-18 | 2019-2020 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2019-2020 to be implemented from 1 April 2019.

The attached Annex lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These calculations have been checked by the ALCC and are based on the changes agreed by the NJC. These should be applied from 1 April 2019

Due to the introduction of the national living wage, the NJC agreement includes the introduction of a new pay spine on 1 April 2019 and the attachment translates the existing spinal column points and scale ranges used in the sector to the new scales.

© NALC 2018

ANNEX 1

SCP	1 April 2018	1 April 2019			Old SCP[s]	Scale Ranges	
	£ per annum	New SCP	£ per annum	* £ per hour		Based on New SCP	
6	£16,394	1	£17,364	£9.02	6/7	Below LC Scale (for staff other than clerks)	
7	£16,495						
8	£16,626	2	£17,711	£9.21	8/9		
9	£16,755						
10	£16,863	3	£18,065	£9.39	10/11		
11	£17,007						
12	£17,173	4	£18,426	£9.58	12/13		
13	£17,391						
14	£17,681	5	£18,795	£9.77	14		
15	£17,972	5	£18,795	£9.77	15		LC1 (5-6) (below substantive range)
16	£18,319	6	£19,171	£9.96	16/17		
17	£18,672						
18	£18,870	7	£19,554	£10.16	18	LC1 (7-12) (substantive benchmark range)	
19	£19,446	8	£19,945	£10.37	19		
20	£19,819	9	£20,344	£10.57	20		
		10	£20,751	£10.79			
21	£20,541	11	£21,166	£11.00	21		
22	£21,074	12	£21,589	£11.22	22		
		13	£22,021	£11.45		LC1 (13-17) (above substantive range)	
23	£21,693	14	£22,462	£11.67	23		
24	£22,401	15	£22,911	£11.91	24		
		16	£23,369	£12.15			
25	£23,111	17	£23,836	£12.39	25		
		18	£24,313	£12.64		LC2 (18-23) (below substantive range)	
26	£23,866	19	£24,799	£12.89	26		
27	£24,657	20	£25,295	£13.15	27		
		21	£25,801	£13.41			
28	£25,463	22	£26,317	£13.68	28		
29	£26,470	23	£26,999	£14.03	29		
30	£27,358	24	£27,905	£14.50	30	LC2 (24-28) (substantive benchmark range)	
31	£28,221	25	£28,785	£14.96	31		
32	£29,055	26	£29,636	£15.40	32		
33	£29,909	27	£30,507	£15.86	33		
34	£30,756	28	£31,371	£16.31	34		
35	£31,401	29	£32,029	£16.65	35		LC2 (29-32) (above substantive benchmark range)
36	£32,233	30	£32,878	£17.09	36		
37	£33,136	31	£33,799	£17.57	37		
38	£34,106	32	£34,788	£18.08	38		

ANNEX 1

SCP	1 April 2018	1 April 2019			Old SCP[s]	Scale Ranges
	£ per annum	New SCP	£ per annum	* £ per hour		Based on New SCP
39	£35,229	33	£35,934	£18.68	39	LC3 (33-36) (below substantive range)
40	£36,153	34	£36,876	£19.17	40	
41	£37,107	35	£37,849	£19.67	41	
42	£38,052	36	£38,813	£20.17	42	
43	£39,002	37	£39,782	£20.68	43	LC3 (37-41) (substantive benchmark range)
44	£39,961	38	£40,760	£21.19	44	
45	£40,858	39	£41,675	£21.66	45	
46	£41,846	40	£42,683	£22.18	46	
47	£42,806	41	£43,662	£22.69	47	
48	£43,757	42	£44,632	£23.20	48	LC3 (42-45) (above substantive benchmark range)
49	£44,697	43	£45,591	£23.70	49	
50	£45,816	44	£46,732	£24.29	50	
51	£46,957	45	£47,896	£24.89	51	
52	£48,138	46	£49,101	£25.52	52	LC4 (46-49) (below substantive range)
53	£49,331	47	£50,318	£26.15	53	
54	£50,421	48	£51,429	£26.73	54	
55	£51,832	49	£52,869	£27.48	55	
56	£53,131	50	£54,194	£28.17	56	LC4 (50-54) (substantive benchmark range)
57	£54,455	51	£55,544	£28.87	57	
58	£56,272	52	£57,397	£29.83	58	
59	£58,082	53	£59,244	£30.79	59	
60	£59,901	54	£61,099	£31.76	60	
61	£61,732	55	£62,967	£32.73	61	LC4 (55-62) (above substantive benchmark range)
62	£63,541	56	£64,812	£33.69	62	
63	£65,372	57	£66,679	£34.66	63	
64	£67,167	58	£68,510	£35.61	64	
65	£68,869	59	£70,246	£36.51	65	
66	£70,607	60	£72,019	£37.43	66	
67	£72,387	61	£73,835	£38.38	67	
68	£74,217	62	£75,701	£39.35	68	

*** Hourly Rates**

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours

Stone Town Council - General Purposes Committee

22nd January 2019

Local Government Pension Scheme

Report of Town Clerk

Introduction

1. The Local Government Pension Scheme (LGPS) in England and Wales was amended from 1st April 2014 so that benefits accruing for service after 31st March 2014 will accrue on a Career Average Revalued Earnings (CARE) basis, rather than on a final salary basis.
2. The provisions of the CARE scheme, together with the protections for members' accrued pre 1st April 2014 final salary rights, are contained in the Local Government Pension Scheme Regulations 2013 and the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014.
3. As a result of the changes, Scheme employers participating in the LGPS in England or Wales were Required to formulate, publish and keep under review a Statement of Policy on certain discretions which they have the power to exercise in relation to members of the CARE Scheme. These are listed at Appendix 1.
4. This Committee considered and determined their policy on 4th September 2014, minute GP15/044. The policies agreed at that time are attached at Appendix 2.

Review of Policies

5. As stated above, the Council is required to keep its LGPS policies under review.
6. The original policies were drawn up on the basis of reasonable employment practice and the financial and operational benefit of the Council. Wide discretion was also reserved to allow the Council to deviate from the stated policies in exceptional circumstances. On this basis, I can see no reason to change these policies, and recommend that the Council reaffirms them until the next review. Where a cash figure is quoted which may vary from year to year it is suggested that, for presentational purposes, the figure and date are removed from the policy. These figures are contained in LGPS regulations, and cannot be varied by the Council.

Recommendations

7. The Committee is recommended to support the recommendation above, and reaffirm the policy set out at Appendix 2, subject to the removal of date sensitive cash figures.

Stone Town Council

Local Government Pension Scheme

Employer Discretions – Compulsory Policy Statements

Background Regulations

Local Government Pension Scheme Regulations 2013 (LGPS 2013)

Local Government Pension Scheme (Transitional Provisions, savings and Amendment) Regulations 2014 (TP 2014)

Areas of Discretion

There are 5 areas of discretion where a Scheme Employer must publish a policy under Regulation 60 of LGPS 2013 and TP 2014.

Regulation 16 LGPS 2013 (funding of additional Pension)

Regulation 30(6) LGPS 2013 (Flexible Retirement)

Regulation 30(8) LGPS 2013 (waiving of actuarial reduction included with Regulation 30(6))

Regulation 31 LGPS 2013 (award of additional pension)

Schedule 2 TP 2014 (application of Rule of 85) *NOTE: Included within Regulation 30 policy below*

Regulation 16 LGPS 2013	Funding of Additional Pension
Background	<p>A Scheme member can “buy” an additional annual pension benefit (currently £6,500 per year for 2014-15) to enhance their benefits, to replace lost pension caused by a period of authorised absence or industrial dispute. The member can “buy” the additional pension either over a period of time or by a one off lump sum payment.</p> <p>Where the pension has been lost because of a period of authorised unpaid absence, including child related absence the regulations require the employer to contribute to the cost of the lost pension where the member elects to “buy” back the lost pension within 30 days of returning to work. The employer contributes 2/3rds of the total cost and the employee 1/3 of the total cost. The cost is calculated in accordance with guidance provided by the Government Actuary (GAD).</p> <p>Where the absence has occurred in consequence of a trade dispute the employer is not required to share the cost of the lost pension and there are no time limits as to when the employee can elect to “buy back” the lost pension.</p> <p>Where the employer does not receive an election form from the employee within 30 days of returning to work from an authorised absence on no pay the Scheme employer may extend the period by which they will accept an election beyond the 30 day deadline.</p> <p>The additional pension may be funded in whole or in part by the Scheme employer.</p>
Discretions	<p>Whether to extend the 30 day deadline for a member to elect to “buy” back the lost pension in respect of an unpaid period of authorised absence</p> <p>Whether the Council will contribute towards the cost of “buying” additional pension for a Scheme member to enhance their pension benefits.</p>
Policy	<p>The Council will only contribute to the cost of “buying” additional pension where it is required to by the Scheme regulations.</p> <p>The Council may, however, consider exercising these discretions in a different way in exceptional circumstances.</p>

Regulation 30(6) Regulation 30(8) LGPS 2013	Flexible Retirement
Background	<p>A Scheme employer has the discretion to allow flexible retirement for an employee age 55 or over who with the employer's consent reduces their hours or grade. If an employer chooses to exercise this discretion, all or part of the accrued benefits can be paid even though the person remains in employment. Benefits will be reduced on account of early payment (subject to certain protections for pre 1 April 2014 members).</p> <p>Where the Scheme employer permits flexible retirement the member must take all of the benefits built up prior to 31 March 2008.</p>
Discretions	<p>Whether to permit flexible retirement for staff age 55 or over, who with the Council's agreement, are permitted to reduce their working hours or grade.</p> <p>Whether to permit the member to draw:</p> <ul style="list-style-type: none"> • All, part, or none of the pension benefits built up after 31 March 2008 and before 1 April 2014 and/or • All, part, or none of the pension benefits built up after 31 March 2014 <p>Whether the Council, will agree to waive in whole or in part any actuarial reduction which would otherwise be applied to the benefits taken on flexible retirement before Normal Pension Age.</p>
Policy	<p>That the Council will consider an application received in writing from a Scheme member to elect for flexible retirement and payment of benefits under Regulation 30(6). Each case will be considered by the Council on its merits and will be subject to:</p> <ul style="list-style-type: none"> • an operational or financial case for permitting flexible retirement; • a reduction to the total costs of employing the person of at least 40% • any agreed change to the employee's contract under this policy being a permanent change to their contractual terms and conditions. <p>Where a request for release of retirement benefits under this provision has been refused, no further application under the provision will be considered for a twelve month period.</p> <p>Where flexible retirement is agreed, the benefits payable may be subject to an actuarial reduction under the LGPS 2013 and TP 2014. The Council will only waive any such reduction where it considers it is in its financial or operational interests to do so.</p> <p>The Council may, however, consider exercising these discretions in a different way in exceptional circumstances.</p>

Regulation 31 LGPS 2013	Power of the employing authority to award additional pension to active members
Background	A Scheme employer may resolve to award additional pension to an active member or a member who was an active member who was dismissed by reason of redundancy or business efficiency or whose employment was terminated by mutual consent on grounds of business efficiency additional annual pension.
Discretions	Whether or not to award additional pension to an active member in each of the above circumstances
Policy	<p>The Council will normally only exercise this discretion where an active LGPS member is dismissed on the grounds of redundancy under regulation 30(7) of LGPS 2013 and where that person is entitled to a redundancy payment.</p> <p>Where an employee is dismissed on the grounds of redundancy and qualifies for a statutory redundancy payment they will award lump sum compensation under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 based on actual rates of pay. At the member's request, the Council will, as an alternative to this compensation payment, allow the member to receive additional annual pension under Regulation 31 of the LGPS 2013 which will be assessed having regard to the capital value of the lump sum compensation otherwise payable, and in accordance with factors supplied by the Fund Actuary.</p> <p>The Council may, however, consider exercising this discretion in a different way in exceptional circumstances.</p>

Regulation 30 LGPS 2013	Early retirement after age 55 before Normal Pension Age (NPA) where employment ceases on or after 1 April 2014
Background	<p>A Scheme member who leaves their employment after 1 April 2014 and has attained age 55 or more can elect to receive their pension benefits immediately under Regulation 30(5).</p> <p>A former employee, who ceased their employment and Scheme membership after 1st April 2014 without entitlement to immediate payment of benefits, attains age 55 they can elect for their deferred benefit to be brought into payment before NPA.</p> <p>A former employee who ceased their employment and Scheme membership after 1 April 2014 with a Tier 3 Ill health benefit which has ceased to be paid (paid for a maximum of 3 years), attains age 55 they can elect for their deferred benefit to be brought into payment before NPA.</p>
Discretions	<p>Where an election is received under Regulation 31 Stone Town Council as a Scheme Employer can exercise their discretion as to whether to waive all or part of any actuarial reduction (on compassionate or other grounds) that would apply to the member's pension benefits under Regulation 30(8) of LGPS Regulations 2013.</p> <p>Where an election is received under Regulation 31 Stone Town Council as a Scheme Employer can exercise their discretion as to whether to apply the "Rule of 85" protections to "relevant employees" under Schedule 2 of TP 2014.</p>
Policy	<p>Retirement at age 55 or more and under age 60</p> <p>The Council will consider waiving any actuarial reduction in whole or in part that would apply to the member's benefits, and if relevant, apply the "Rule of 85", where it would operationally or financially beneficial to the Council.</p> <p>Former employees with a deferred benefit entitlement and where a Tier 3 ill benefit has been suspended.</p> <p>The Council will not normally agree to waive any actuarial reduction in whole or in part that would apply to a member's benefits, and if relevant nor would they agree to apply the "Rule of 85" where a former employee with entitlement to deferred benefits elects for early payment of their deferred benefit after age 55 and before attaining age 60.</p> <p>The Council may, however, consider exercising this discretion in a different way in exceptional circumstances.</p>

Stone Town Council - General Purposes Committee

22rd January 2019

Budget 2019-20 to 2021-22 – Recommendations to Council

Report of Town Clerk

Introduction

1. This report considers the Budget to be recommended to the Council for 2019-20 and the indicative budgets for 2020-21 and 2021-22.

Background

2. At a series of meetings during December 2018 and January 2019, this Committee and its Sub-Committees have considered the potential budgets for 2019-20 to 2021-22. It is now the role of this Committee to consider those potential budgets and decide, for recommendation to the Full Council meeting on 6th February 2018:
 - a. The budget for 2019-20 for each Budget Head.
 - b. Any contributions to or from reserves to be built into the budget.
 - c. The precept for 2019-20.
 - d. Indicative figures for 2020-21 and 2021-22 for each of the above items.
3. At the time of writing this report, the recommendations from all Sub-Committees are not yet available. This report will thus focus on the sums available to spend and the impact on reserves. Details of all Sub-Committee budget proposals will be made available at the meeting.

Payments by Stafford Borough Council

4. For a number of years, the Council has received payments of almost £30,000 from Stafford Borough Council in addition to the precept. For 2019-20 this includes £18,399 to compensate for a previous reduction in this Council's Taxbase due to benefit changes and £11,461 for the cost of concurrent functions. Neither of these payments are a legal requirement and, at the time of writing this report, neither have been confirmed for continuation beyond the next financial year. The figures in this report assume that these payments will continue into the foreseeable future at the same cash level as 2019-20.

Council Tax

5. With reference to the determination of the Council Tax level by the Council, the Secretary of State has the power to require a referendum of local people before the Council Tax can be put up by more than a specified percentage.
6. The Secretary of State has confirmed that parish Council Taxes will not be capped for 2019-20, nor for the following year, providing that the sector as a whole "shows restraint".

Standstill Budget

7. A “standstill” budget was presented to the last meeting of this Committee. The figures can be summarised as follows:

Actual 2017-18 £		Budget 2018-19 £	Forecast 2018-19 £	Budget 2019-20 £	Budget 2020-21 £	Budget 2021-22 £
104,532	Estates	86,230	42,800	154,700	54,100	54,800
15,632	Environment	19,480	18,800	18,600	24,800	25,600
30,710	Tourism & Town Promotion	45,800	37,300	36,100	37,200	38,200
176,223	Management	186,590	187,500	217,900	195,400	201,100
1,500	Neighbourhood Plan	11,400	7,000	9,900	0	0
-31,260	Earmarked Reserves	-44,670	-12,000	-109,900	0	0
297,337	TOTAL	304,830	281,400	327,300	311,500	319,700

8. In order to be able to consider the budget bids from Sub-Committees, illustrations are set out below showing the effect of a Council Tax increase of 3% each year for the standstill budget, as per the indicative budget agreed last year.

	2019-20 £	2020-21 £	2021-22 £
Council Tax Increasing by 3% Per Annum			
Required Contribution from Reserves	5,453	-27,576	-37,136
Band D Council Tax for Year	51.04	52.57	54.15

9. Thus, for example, if the Council were to decide to increase the Council Tax by 3% per annum from its current level of £49.55 for a Band D property for 2019-20, and indicate that it plans to do the same for the next two years, there would be a budget deficit of £5,453 in 2019-20, followed by a surplus of £27,576 in 2020-21 and a surplus of £37,136 in 2021-22.
10. The Council is, of course, free to set the Council Tax at any level in any year. In addition, only the decision regarding the 2019-20 precept is binding on the Council. The indicative figures for the following two years can be changed as part of future budget setting processes.
11. The other factor that the Committee may wish to take into account is that the Council is forecast to underspend by around £23,000 in the current year. This figure, or a proportion of it, could be available for one-off spending to support the budget in future years, subject to the need to maintain reserve levels.

Reserves and Balances

12. In considering its recommendations to Council, the Committee will also need to consider the level of general reserves (balances) held by the Council.

13. Excluding the reserves previously earmarked for the Crown Wharf project, the Neighbourhood Plan, and rollovers, the Council held balances of £131,927 at the beginning of 2018-19. These are forecast to increase to around £158,182 by the end of the current year as follows:

	£
Opening Balances – 1 st April 2018	131,927
Planned Contribution to 2018-19 Budget from Balances	+3,855
Budget Adjustments (net) ¹	-1,030
Forecast Underspending 2018-19	+23,430
	<u>+26,255</u>
Forecast Balances – 31 st March 2019	<u><u>158,182</u></u>

14. Allowing for a 3% year-on-year increase in the level of Council Tax, the three-year standstill budget would result in movements in these balances as follows:

	Budgeted Contribution to (from) Balances £	Estimated General Fund Balance £	Number of Months Net Expenditure
31 March 2019	-	158,182	-
31 March 2020	-5,453	152,728	5.4
31 March 2021	+27,576	180,304	6.7
31 March 2022	+37,136	217,440	7.9

15. I would recommend that a Council the size of Stone Town Council should hold balances equivalent to around six to nine months' net expenditure. It can be seen from the above table that this is not achieved the first budget year above due to the estimated cost of the 2019 elections, but the balances return to the minimum recommended level by 2021-22, based on the standstill budget. Any recommendations from Sub-Committees that are accepted by this Committee, or changes made by the Committee itself, will clearly change these figures.

16. Members need also to bear in mind that the Council has held an additional buffer in recent years due to the £100,000 being held for Crown Wharf. The budget assumes that this money will be spent during 2019-20 so will no longer be available to support the Council's reserves. Meeting the minimum recommended level of balances is thus more critical than it has been previously.

Recommendations

17. That Members consider Sub-Committee budget proposals alongside the additional information in this report and determine the budget and precept level for recommendation to the Council.

¹ NOTE: This represents the supplementary estimate approved within the year for the bollards at the top of the High Street. All other adjustments were contributions from the Rollover Reserve or virements between budgets to meet the costs of the Community Bus and the Frank Jordan Centre Boiler.

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
01/11/2018	D/Dbt 18/017	Prism Solutions	Analogue line rental	£46.69	Nov-18
01/11/2018	ER046/18	Staffordshire County Council	Reimbursement for invoice paid twice in error	-£100.00	Nov-18
02/11/2018	Elec 18/014	Panda Press (Stone) Ltd	Banners - switch-on	£110.00	Nov-18
02/11/2018	D/Dbt 18/017	Open Spaces	Subscription	£45.00	Nov-18
05/11/2018	D/Dbt 18/017	Stafford Borough Council	Rates - STN	£216.00	Nov-18
05/11/2018	D/Dbt 18/017	Stafford Borough Council	Rates - Crown Wharf	£267.00	Nov-18
05/11/2018	D/Dbt 18/017	Stafford Borough Council	Rates - Northesk St Car Park	£116.00	Nov-18
05/11/2018	D/Dbt 18/017	Stafford Borough Council	Rates - MKT SQ	£171.00	Nov-18
05/11/2018	D/Dbt 18/017	Stafford Borough Council	Rates - FJC	£418.00	Nov-18
06/11/2018	D/Dbt 18/017	EE	Caretaker's mobile - STN	£24.35	Nov-18
06/11/2018	D/Dbt 18/017	EE	Caretaker's mobile - FJC	£24.35	Nov-18
09/11/2018	Elec 18/014	Current Electrical & Property Services	Marquee set up - Oct 18	£465.00	Nov-18
09/11/2018	Elec 18/014	Panda Press (Stone) Ltd	Flyers - Xmas Late Night Shop	£80.00	Nov-18
09/11/2018	Elec 18/014	Panda Press (Stone) Ltd	Poster - Xmas Late Night	£25.00	Nov-18
12/11/2018	D/Dbt 18/017	Pitney Bowes	Postage - franking machine	£200.00	Nov-18
14/11/2018	Elec 18/014	Panda Press (Stone) Ltd	Order of Service - Remembrance	£205.00	Nov-18
14/11/2018	Elec 18/014	The Secret Kitchen	Remembrance Sunday reception buffet	£595.00	Nov-18
15/11/2018	Elec18/015	Miscellaneous	Reimbursement - Brewery Tour cancelled	£25.00	Nov-18
15/11/2018	Elec18/015	Stone House Hotel	Meals at Trafalgar Dinner 2018	£1,183.33	Nov-18
21/11/2018	Elec18/015	Panda Press (Stone) Ltd	Banners - Christmas Late Night shop	£135.00	Nov-18
22/11/2018	D/Dbt 18/017	British Gas	Electricity - STN	£89.84	Nov-18
26/11/2018	D/Dbt 18/017	British Gas	Gas - STN	£289.50	Nov-18
26/11/2018	D/Dbt 18/017	Prism Solutions	ICT Provision	£481.54	Nov-18
27/11/2018	Elec 18/016	Current Electrical & Property Services	Lights for marquees - Switch On event	£600.00	Nov-18

27/11/2018	Elec18/015	Empire Hire Ltd	Hire of stage - Switch - On	£1,575.00	Nov-18
28/11/2018	Elec 18/016	Panda Press (Stone) Ltd	Mayoral Christmas Cards	£119.00	Nov-18
28/11/2018	Elec 18/016	Panda Press (Stone) Ltd	Christmas Cards for winners of competition	£89.50	Nov-18
29/11/2018	Elec 18/016	Current Electrical & Property Services	Marquees setup - switch-on	£150.00	Nov-18
29/11/2018	Elec 18/016	Current Electrical & Property Services	Marquees set up - Nov 18	£515.00	Nov-18
30/11/2018	D/Dbt 18/017	NatWest	Bank Charges	£86.19	Nov-18
03/12/2018	D/DBT 18/018	Prism Solutions	Analogue line - FJC	£46.69	Dec-18
03/12/2018	D/DBT 18/018	Stafford Borough Council	Rates - FJC	£418.00	Dec-18
03/12/2018	D/DBT 18/018	Stafford Borough Council	Rates - MKT	£171.00	Dec-18
03/12/2018	D/DBT 18/018	Stafford Borough Council	Rates - Crown Wharf Car Park	£267.00	Dec-18
03/12/2018	D/DBT 18/018	Stafford Borough Council	Rates - Northesk St Car Park	£116.00	Dec-18
03/12/2018	D/DBT 18/018	Stafford Borough Council	Rates - STN	£216.00	Dec-18
04/12/2018	Elec 18/016	Community Link	Funding of community bus	£2,494.00	Dec-18
05/12/2018	Elec18/017	Miscellaneous	Part payment - replacement marquees	£4,478.51	Dec-18
06/12/2018	Elec18/017	Veolia ES (UK) Ltd	Waste collection - STN	£101.11	Dec-18
06/12/2018	Elec18/017	Veolia ES (UK) Ltd	Waste collection - FJC	£135.85	Dec-18
06/12/2018	Elec18/017	Veolia ES (UK) Ltd	Waste collection - STN	£123.85	Dec-18
06/12/2018	Elec18/017	Veolia ES (UK) Ltd	Waste collection - FJC	£113.11	Dec-18
07/12/2018	Elec18/017	Cress Security	Reprogram fob and reset x2 callouts	£155.00	Dec-18
07/12/2018	Elec18/017	Hammond Hygiene Solutions Ltd	Cleaning products - FJC	£23.80	Dec-18
07/12/2018	D/DBT 18/018	EE	Caretaker's mobile FJC	£24.93	Dec-18
07/12/2018	D/DBT 18/018	EE	Caretaker's mobile - STN	£24.92	Dec-18
14/12/2018	D/Dbt 18/020	Pitney Bowes	Postage on franking machine	£200.00	Dec-18
17/12/2018	Query18/020	Protec Fire Detection plc	Second call out - unresolved	-£282.00	Dec-18
19/12/2018	Elec 18/022	Current Electrical & Property Services	Electricity to stalls - late night shop	£400.00	Dec-18
19/12/2018	Elec 18/022	Miscellaneous	Hire of radiators during boiler exchange	£75.00	Dec-18
19/12/2018	Elec 18/022	Panda Press (Stone) Ltd	Signs for free parking - Police Car Park	£169.00	Dec-18
20/12/2018	Query 18/020	Protec Fire Detection plc	Second call out - unresolved	£282.00	Dec-18
21/12/2018	Elec 18/021	Protec Fire Detection plc	Credit against Inv a098D9	-£162.00	Dec-18
21/12/2018	Elec 18/022	MEB Total Ltd	6 mth EML test - FJC	£118.65	Dec-18
21/12/2018	Elec 18/021	Protec Fire Detection plc	Alarm callout	£424.52	Dec-18
21/12/2018	Elec 18/023	British Gas	Elec - STN - Nov 18	£75.89	Dec-18
21/12/2018	Elec 18/023	British Gas	Gas - STN - Nov 18	£317.98	Dec-18

24/12/2018	Elec 18/023	British Gas	Gas-FJC - 31 Aug- 01 Nov 18	£906.50	Dec-18
27/12/2018	Elec 18/023	Prism Solutions	ICT Provision	£481.54	Dec-18
27/12/2018	Elec 18/023	Network Rail	Qtly rent of Station	£1,087.50	Dec-18
31/12/2018	Elec 18/023	NatWest	Bank charges	£65.04	Dec-18