



**Town Clerk**

Les Trigg

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23 May 2019

You are hereby summoned to attend a meeting of the **TOWN COUNCIL**, to be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 4 JUNE 2019 at 7.00pm** when the following business will be transacted.

Les Trigg  
Town Clerk

**Agenda**

1. **Appointment of Mayor's Cadets for the municipal year 2019-20**
2. **To receive apologies for absence**
3. **Declarations of Interest and Requests for Dispensations**
4. **Representations from Members of the Public**
5. To receive the draft minutes of the Annual Public Meeting held on the 16 April 2019, Minute Numbers APM19/001 – APM19/006 (attached)
6. To confirm as a correct record the minutes of the meeting of the Town Council held on 14 May 2019, Minute No's. C20/001 – C20/013 (attached)
7. **To receive the draft minutes and decisions of the under mentioned Committees:**
  - a) General Purposes Committee meeting held on 21 May 2019, Minute Numbers GP20/001 – GP20/020 (attached)

- b) Planning Committee meeting held on 21 May 2019, Minute Numbers P20/001 – P20/006 (attached)

**8. Internal Auditor's Report 2018-19**

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.

Members are asked to consider the reports.

**9. Annual Governance Statement 2018-19**

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

**10. Council Accounts 2018-19**

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

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

Information for Quarter Ending 31 March 2019 (attached)

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

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

**14. 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.

**15. To confirm as a correct record the confidential minutes of the Meeting of the Town Council held on 9 April 2019, Minute Numbers C19/113 and C19/121 (attached)**

**16. To receive the confidential minutes and decisions of the undermentioned Committees:**

- a) General Purposes Committee meeting held on the 9 April 2019, Minute Numbers GP19/203 and GP19/218 (attached).

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

# Stone Town Council – Annual Public Meeting

## Minutes of the meeting held in St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 16 April 2019

**PRESENT:** Councillor Mrs K. Green in the Chair and  
Councillors: Mrs C. Collier, G. Collier, J. Davies, I. Fordham, M. Green, Mrs J. Hood,  
R. Kenney and A. Osgathorpe  
Also present were 2 residents of Stone parish and 1 member of the public

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Prior to the meeting, The Town Clerk provided a short briefing on the key provisions relating to the conduct of Annual Public Meetings under the Local Government Act 1972.

**APM19/001 Apologies**

Apologies were received from Councillors: Mrs J. Farnham, T. Jackson, P. Leason and M. Shaw

**APM19/002 Declarations of Interest**

None received

**APM19/003 Minutes**

**RESOLVED**

- a) that the Minutes of the Annual Public Meeting held on the 17 April 2018, copies having been circulated, be signed by the Chairman as a correct record.

**APM19/004 Annual Report of Stone Town Council**

The Town Mayor, Councillor Mrs Green, welcomed everyone to the meeting and presented her Annual Report (Appendix 1).

**APM19/005 Reports from Town, County, Borough Councillors and Members of Other Organisations**

County Councillor Mrs J. Hood reported on the work she has been involved in during the previous year which included the following issues and achievements:

- One way system along Church Street – this highway improvement has been completed.

- Congestion caused by on street vehicular parking in Diamond Way – The County Highways Department will be arranging the installation of double yellow lines, to be painted imminently.
- Walton roundabout – Work has been programmed to clear the gullies at the roundabout in order to remedy the flooding that has regularly occurred there.
- The Granville Terrace Residents Association has raised an issue with lighting columns which have been found to be the responsibility of Eon (lighting columns require painting) and not the responsibility of the Highway Department.
- Radford Street at the junction with Northesk Street – Road surface repairs are programmed to be undertaken.
- The Avenue – The surface of this road is going to be patched where necessary and then surface dressed.
- Splitter Island at Christchurch Way – County officers are investigating how removal of the splitter island may reduce traffic congestion.
- A Defibrillator previously earmarked for the library has now been installed between Home & Colour and Regent Travel to provide a life saving device at both ends of the town.
- The County Council has decided following public consultation that School Crossing Patrol services will continue to be financed by the County Council, which is welcome news.
- County Councillor Mrs Hood has been allocated an additional £30,000 for use on highway related issues in Stone. She has been contacted by many residents who have raised concerns.

Councillor Mrs Hood thanked Stone Town Council for its support of her through the previous two years.

On behalf of everyone, Councillor Mrs Hood expressed her sadness at seeing Councillor Mrs Green leave her role as Town Mayor and complimented her on the fabulous job she has done.

#### **APM19/006 Questions or Matters Raised by Residents**

The following Issues were raised by members of the public:

- Although Stone has improved dramatically, the town's primary care medical facilities are inadequate (there are too few), given the size of the town.
- The bus stop situated outside Weatherspoon in Granville Square was reported as being in a poor condition.
- Residents of Trent Close and Trent Court are not permitted to install 'For Sale' signs at the entrance to this private road in order to advertise their homes to passing traffic on Stafford Street. It was suggested that Stone

Town Council (who manage Crown Meadow) had objected to this practice.

- The poor condition of the 'Old Bowling Green' and 'The Maltings' building both on Crown Street, were highlighted as issues that should receive attention due to the poor condition of the sites.
- There is a broken handrail leading up to Workhouse Bridge which is once again in need of repair.

The Town Clerk advised members of the public that the items raised in the minutes of this meeting would be considered at a future meeting of the Town Council.

**Town Mayor**



## Town Mayor's Report 2019

In Stone we are privileged to live in a community that has a long history where it's residents are proud to belong. We have a great variety of voluntary community led groups working for the good of Stone and its residents. Too many for me to name as the list is so long. We are lucky to boast about our very good schools here in Stone and also our nurseries and play groups. Those are the places where our children begin their journey through education and learn respect for each other.

This year I have been privileged to be able to meet some of the young people in Stone. I have also seen some of the work done by volunteers for the older generation and have been part of that work. Meeting people working to make a difference to Stone has been an eye opener and very enjoyable. With the 100th anniversary of the ending of World War One in Stone we saw one of the largest crowds ever recorded attending the Remembrance Day service at the war memorial. It was very humbling to see and I felt proud to be there.

It's been a good year for me as well as Stone and I will detail some main points later.

In the High Street we have seen the opening of the Post Office, and B&M taking over the old Co-op. In May we will also see the opening of Specsavers in Baileys old High Street shop which means we can boast that most of our shops are taken.

At the Crown Wharf development, building has now started and in 2020 Joules will deliver a Canal side pub and theatre with the old fire station becoming a Council run heritage centre. **All very exciting.**

The Neighbourhood Plan is close to completion and is currently with the planning inspector for examination.

On Westbridge Park we have seen the opening of M&S, a new girl guide facility and last week the new leisure centre with swimming pool opened. Hopefully plans will soon be announced for play facilities .

**HS2** Has proposed a number of changes to its Stone Railhead project in Stone and the Stone Railhead Group will petition on behalf of our council objecting to many of the changes. Worryingly proposals are that they start construction next year bringing the date forward.

The immediate impact will be an increase in traffic volumes with many HGV's travelling down Yarnfield Lane on to the A34, increasing pollution and damage to the environment and making it very difficult to travel anywhere easily in the town.

Turning to finance, the Council's budget for the last financial year was £303,800. This was arrived at after carefully considering the Council's financial plans and setting a budget which reflected a good balance between the needs of the town and what would be reasonable to charge as a Council Tax to residents.

Major items of expenditure are staff (salaries etc), estates (principally the Railway Station Community Centre and the Frank Jordan Centre), town promotion (events such as the Christmas Lights switch-on) and environment (primarily grounds maintenance). It should be noted that elected members of the Council do not receive any remuneration, expenses or allowances.

The Town Council's share of the Council tax paid by Stone residents was £49.55 for the year for a Band D property. This was less than 3% of the total Council Tax bill paid by Stone residents. It was also almost 25% lower than the average town/parish Council Tax for the whole of England.

Stone Town Council provides services for the people of Stone.

These services include the provision of community facilities, such as the Frank Jordon and Stone Station community centres, allotment sites at Newcastle Road and Mount Road, and the Crown Meadow Nature Reserve and the Amphitheatre.

One of the Town Council's priorities is Investing and working to promote a vibrant town, and encouraging visitors to Stone is a key Town Council priority. In order to support this, the Council organises a number of regular events such as the summer Music Festival, Town and Craft Markets and a number of late night shopping events. Last year we also added new events which were, St Georges Day, Stone by the Sea, and the Classic Car show. Which were all very successful and are planned again for this year.

Each year the Christmas lights show in the High Street and at Walton is provided by Town Council. It is the Highlight (please excuse the pun!) of our year and I really enjoyed switching on the lights with Father Christmas and winners of our annual Schools Design a Christmas Card competition.

The hanging baskets in Stone High Street which always look so beautiful are funded by Stone Town Council who have also arranged the provision of our very smart information boards and fingerposts throughout the town.

The Council also provides bus shelters, benches and dog bins throughout the area and takes responsibility for the upkeep of many of the local amenities and planted areas. It also provides grants to help charitable and community organisations such as Age Concern Stone and District and the Stone Community Hub to name but a few.

Daily support and advice to local residents is given by our staff from our council offices in Station Road.

We also consider the impact on the town of every planning application, but during that process always seek to develop and conserve the area. This is currently being done through the formation of our Neighbourhood Plan to help shape and protect the future of Stone for years to come.

The Council is also looking forward to the development of the new Heritage Centre as part of the Crown Wharf re-development, as I previously mentioned

In conclusion may I thank my fellow councillors for their work and support throughout the last year.

ALSO a huge thank you to the Council Staff who have kept me on the straight and narrow during my time as your Town Mayor. I've tried not to be difficult .

And finally to my husband Mark, my consort who has driven me everywhere even when I sent him to the wrong place when I put in the wrong post code!

**Councillor Kristan Green**  
**Town Mayor**  
**Stone Town Council**



# Stone Town Council

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone on Tuesday 14 May 2019

**PRESENT:** Mrs K. Green in the Chair for Minute Number C20/001.  
Councillor M. Green in the Chair thereafter and  
Councillors: T. Adamson, K. Argyle, A. Best, Mrs A. Burgess, J. Davies, Mrs L. Davies,  
Mrs K. Dawson, I. Fordham, M. Hatton, J. Hickling, Mrs J. Hood, T. Kelt,  
R. Kenney, P. Leason, J. Powell, C. Thornicroft and R. Townsend

**ABSENT:** There were no absences

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### **C20/001     To appoint the Town Mayor for the ensuing year**

Councillor Mrs J. Hood proposed Councillor Mark Green for the ensuing year.

Councillor Mrs L. Davies seconded the nomination. There were no further nominations and all members agreed.

**RESOLVED:** To appoint Councillor Mark Green as Stone Town Mayor for the year 2019-20.

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

Councillor Green announced that his wife, Mrs Kristan Green, would be his Consort. Mrs Green received her Chain of Office.

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

Councillor Green thanked the Town Council for trusting him in taking on the role of Town Mayor for the coming year, even though many of the Councillors had only known him for a short time. He said that ten years had lapsed since he was last Town Mayor and he looked forward to working on behalf of the Council for the good of the town. Many proposed developments/events were in the planning stages including the Crown Wharf development which when complete will be an asset to Stone. He looks forward to working with Members of the new Council.

**C20/002     To appoint the Deputy Town Mayor for the ensuing year**

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

**RESOLVED:** To appoint Councillor Mrs Jill Hood to Deputy Town Mayor for the year 2019-20.

The Clerk invited Councillor Mrs Hood to sign the Declaration of Office and she received her Badge of Office.

Councillor Mrs Hood announced that her husband, Mr Steve Hood, would be her Consort. As Mr Hood wasn't present at the meeting, Councillor Mrs Hood, accepted the Deputy Mayor's Consort badge of Office, on his behalf.

**C20/003     To thank and record the Town Council's appreciation of the services of the retiring Mayoral team**

Councillor Mrs Hood spoke about the retiring Mayor. She said that it was a privilege to speak about Mrs Green who had been a Crewe girl until 1984 when their loss had become Stone's gain. She said that Mrs Green had supported her husband Mark, a former publican, through the years before their roles had reversed. What a success they have been. Mrs Green has very much been thought of as a people's Mayor. She is amongst Councillor Mrs Hood's closest friends and has a great sense of fun. She spoke about the Lighting of the Beacon event and how Mrs Green had informed people that the plan was for her to be hoisted up to the rooftop of St Michael's Church in a harness, before sliding down on a zip wire.

Councillor Mrs Hood provided an example of Mrs Green's commitment and how she had attended a very impressive 22 out of 24 Advent Window Openings, in all weathers. It has been a busy year with too many Mayoral events to mention. There have been more openings of new shops than any other Mayor which have included B & M, a new Post Office, M & S store and Specsavers. Mrs Green had taken greatest pride in welcoming one of the biggest recorded crowds of people to Stone on Remembrance Sunday 2018, with ex-servicemen rightly leading the parade.

The Stone & Eccleshall Gazette has featured her attendance at many of these events.

In her free time Mrs Green is a Lion, she helps to run the Stroke Club and volunteers for Age Concern's Lunch Club which sometimes attracts as many as 40 diners in one sitting.

Councillor Mrs Hood thanked Mrs Green for her kindness, empathy and sheer dedication to the role of Stone Town Mayor where she has been a wonderful ambassador for the town.

Mrs Green was awarded with a Past Town Mayor's Badge and a gift of flowers.

Mrs Green addressed the Council as ex-Town Mayor. She informed all present that over the previous year she had attended a variety of events in Staffordshire, Derbyshire and also as far away as Hampshire. The people she has met have been very welcoming and the children wonderful. She has opened two chain stores and has seen the return of the Post Office to Stone. She said she was excited that Joule's is making a comeback to the town and can't wait to become a volunteer at the new heritage centre. Mrs Green said that she was looking forward to supporting her husband as the new Town Mayor.

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

The Mayor's Consort, Councillor Mark Green, was called forward for an award of a gift, as a personal gift of thanks.

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

**C20/004     Apologies for Absence**

There were no apologies.

**C20/005     Declarations of Acceptance of Office**

The receipt by the Town Clerk of declarations of acceptance of office from all Town Councillors, were noted.

**C20/006     Dispensations**

**RESOLVED:**

To grant dispensations under the Council's Code of Conduct for the period up to the Council's Annual General Meeting in May 2023 to:

- a) All Town Councillors who live within the Town Council boundary in respect of the Council's budget and precept process.
- b) All Town Councillors who are also Staffordshire County Councillors and/or Stafford Borough Councillors in respect of matters related to the business of those Councils.

**C20/007     Declarations of Interest and Requests for Dispensations Received**

None

**C20/008     Minutes**

**RESOLVED:**

- a) That the minutes of the Town Council Meeting held on the 9 April 2019 (Minute Numbers C19/113 – C19/121), be signed by the Chairman as a correct record.

**C20/009     Committee Minutes**

**RESOLVED:**

- a) The minutes of the General Purposes Committee Meeting held on the 9 April 2019 (Minute Numbers GP19/203 – GP19/218), were noted.
- b) The minutes of the Planning Committee Meeting held on the 9 April 2019 (Minute Numbers P19/101 – P19/105), were noted.
- c) The minutes of the Planning Committee Meeting held on the 30 April 2019 (Minute Numbers P19/106 – P19/110), were noted.

**C20/010     Committee Terms of Reference**

The Council considered the terms of reference for the Council's General Purposes and Planning Committees.

**RESOLVED:** The terms of reference for the Council's General Purposes and Planning Committees were approved without amendment.

**C20/011     To determine membership and elect the Chairman and Vice-Chairman of General Purposes Committee and Planning Committee for 2019-20**

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 2019-20.

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 2019-20

Chairman of the Planning Committee:

**RESOLVED:** To appoint Councillor J. Davies as Chairman of the Planning Committee for the year 2019-20.

Vice Chairman of the Planning Committee:

**RESOLVED:** To appoint Councillor Mrs A. Burgess as Vice Chairman of the Planning Committee for the year 2019-20.

**C20/012     General Power of Competence**

The Council considered whether to readopt the General Power of Competence.

**RESOLVED:** To adopt the General Power of Competence until the next relevant meeting of the Council in 2023, having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

**C20/013     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 – General Purposes Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone on Tuesday 21 May 2019

**PRESENT:** Councillor R. Kenney in the Chair, and  
Councillors: T. Adamson, K. Argyle, A. Best, Mrs A. Burgess, J. Davies, Mrs L. Davies,  
M. Hatton, Mrs J. Hood, T. Kelt, J. Powell, C. Thornicroft and R. Townsend

**ABSENT:** Councillors: Mrs K. Dawson, I. Fordham, M. Green, J. Hickling and P. Leason

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**GP20/001     Apologies**

Apologies were received from Councillors: Mrs K. Dawson, I. Fordham, M. Green,  
J. Hickling and P. Leason

**GP20/002     Declarations of Interests**

None

**GP20/003     Requests for Dispensations**

None

**GP20/004     To receive the report of the County Councillors**

**County Councillor Mrs J. Hood**

Councillor Mrs Hood advised the Committee that Staffordshire County Councillors have each been allocated a sum £20,000 which they can use on projects of their choice, within their divisions. Councillor Mrs Hood has been allocated a higher value of £30,000 as it includes an unspent sum, rolled over from the previous financial year. She said she would be working with residents and Councillors in several areas to identify need and priorities. She will be earmarking the pavement outside the Royal Exchange, which is in disrepair and dangerous for pedestrians to use.

Councillor Mrs Hood said she was disappointed to lose Stone's local Community Highway Liaison Officer, who has recently retired. She was pleased to report that after a very proactive recruitment campaign, the post has been filled and the function now fully staffed. Amey has also been recruiting and is fully staffed.

Councillor Mrs Hood invited questions from the floor and the following topics were raised:

- Concern about the areas dependence on the A34, which is overpopulated with slow moving traffic. The road is sometimes used as a diversion for the M6 motorway. Pollution is a concern and screening with shrubbery was suggested.

Councillor Mrs Hood said she would raise the issue with the County Highways Department.

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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 poor condition of some pavements in Stone, such as those on the Lichfield Road, are presenting difficulties for people wheeling buggies and those in wheelchairs.
- Congestion caused by the splinter island on Christchurch Way, during peak time periods.

Councillor Mrs Hood advised that both the Lichfield Road pavement and the splinter island have already been referred to the Highways Department. The Church has also experienced difficulties in respect of funeral cortèges accessing Church Street due to the island.

**County Councillor I. Parry**

Councillor Parry was not in attendance at the meeting.

**GP20/005      Representations from Members of the Public**

None

**GP20/006      Minutes**

RESOLVED:

- a) That the minutes of the General Purposes Committee Meeting held on the 9 April 2019 (Minute Numbers GP19/203 – GP19/219), be signed by the Chairman as a correct record.

**GP20/007      Minutes of Sub-Committees**

There were no minutes for consideration

**GP20/008      Sub-Committee Terms of Reference**

The Committee considered the terms of reference for the Council's Sub-Committees, a copy of which had been attached to the agenda for this meeting.

RESOLVED: That the terms of reference are accepted with the following amendment to Membership And Appointment for all Sub-Committees which should state:

The Sub Committee shall consist of seven members, or any other number as determined by the General Purposes Committee, drawn from the membership of the Town council.

**GP20/009      To Appoint 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 2019-20:

**Tourism & Town Promotion**

Chairman: Councillor Mrs J. Hood

Vice Chairman: Councillor I. Fordham

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Members: Councillors: T. Adamson, A. Best, J. Davies, P. Leason, J. Powell, C. Thornicroft

#### **Environment**

Chairman: Councillor P. Leason

Vice Chairman: Councillor T. Adamson

Members: Councillors: K. Argyle, Mrs A. Burgess, M. Hatton, T. Kelt, J. Powell, R. Townsend

#### **Estates**

Chairman: Councillor I. Fordham

Vice Chairman: Councillor A. Best

Members: Councillors: Mrs L. Davies, M. Hatton, Mrs J. Hood, C. Thornicroft, R. Townsend

#### **Management**

Chairman: Councillor J. Davies

Vice Chairman: Councillor I. Fordham

Members: Councillors: K. Argyle, Mrs A. Burgess, Mrs L. Davies, T. Kelt

#### **Neighbourhood Plan Steering Group**

Chairman: Councillor Mrs J. Hood

Members: Councillors: T. Adamson, A. Best, I. Fordham, J. Powell

Co-opted Members: J. Bonser, A. Osgathorpe

#### **Mayor's Charity**

Chairman: Councillor J. Davies

Members: Councillors: T. Adamson, Mrs L. Davies, M. Hatton, J. Powell

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.

#### **GP20/010     Appointment of Members to Working Groups**

The Committee considered the appointment of Members to Working Groups.

RESOLVED: To make the following appointments of council representatives to the following Working Groups:

##### **Traffic Management in the High Street**

Councillors: M. Green, Mrs J. Hood and R. Kenney

#### **GP20/011     Appointment of Members to Outside Bodies**

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

RESOLVED: To make the following appointments of Council representatives on outside bodies:

##### **Stone ATC (Mayor plus 1 member)**

Councillors: J. Davies and Town Mayor

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**Age Concern Stone & District (2 members)**

Councillors: T. Adamson and C. Thornicroft

**Stafford & Stone Access Group (1 Member)**

Councillor T. Kelt

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

All Councillors

NOTE: Current membership of the following bodies will continue until the stated dates, or until retirement by an individual member, even if the members cease to be members of the Council.

**Stone Common Plot Trustees (one member for a four year term)**

Members: G. Collier and M. Shaw to May 2020

Councillors: Mrs J. Hood & R. Kenney to May 2020

Councillor T. Adamson to 2023

**Stone Community Hub Group**

Councillors: M. Hatton, Mrs J. Hood and J. Powell

**Richard Vernon Trust (two members for a four year term)**

Members: R. Kenney to 2021, J. Davies and Mrs L. Davies to 2023

**Stone Area Parish Liaison Group**

Councillor J. Davies

**SPCA Executive Committee (one member elected for a two year term)**

Councillor M. Green (to 2021)

**Stone Town Band**

Note: Stone Town Band has been removed from the list as no regular meetings are held

**GP20/012      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 Town Clerk, who had proposed changes to section 13 to reflect changes in the consideration of meeting minutes.

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

**GP20/013      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 Town Clerk, who proposed changes to section 5 to reflect the move to setting up direct debits online, rather than by paper. Consideration had also been given to any changes which may be needed as a result of the recent decision to accept debit and credit cards for payments to the Council, but none were required.

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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.

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

**GP20/014     HS2 Petitioning**

The Committee considered the progress of the HS2 petitioning process, and any action it wished to take as a result.

The view was expressed that the Committee were unhappy with the process and supported the position of the Stone Railhead Crisis Group (SRCG) who had already put forward their written representations to Parliament in this respect.

RESOLVED: That the Town Clerk, in consultation with Councillors R. Kenney and Mrs J. Hood, are authorised to compile a letter to Parliament in support of the SRCG position.

**GP20/015     HS2 Phase 2a – Meeting of Highways Sub-Group**

The Committee considered an email from Staffordshire County Council which had been circulated with the agenda.

The email confirmed the arrangements for the first annual meeting on Thursday 6 June (at the North Staffordshire Conference Centre in Stoke on Trent) to discuss traffic, transport and highway matters related to HS2 Phase 2a. Questions or issues are requested by 30 May in order prepare for the meeting.

The Council considered the appointment of a representative to attend the Highways Sub-Group on behalf of the Council.

RESOLVED: That Councillor Mrs J. Hood be appointed to represent the Town Council at the HS2 Phase 2a Meeting of the Highways Sub-Group.

**GP20/016     Stafford Safer Neighbourhood Panel**

The Committee considered the appointment of a Stone representative to the Stafford Safer Neighbourhood Panel following the provision of additional information, for the Council to reconsider its appointment in the light of this new information.

A copy of an email from Gerald D’Arcy, Safer Neighbourhood Panel member, had been enclosed with the agenda for the meeting.

The Town Clerk advised that there are two membership statuses: Full Member (admittance to the panel following a successful interview process) and Council Member (vetted but no interview and no vote, with an opportunity to speak only when answering a question).

RESOLVED: That Councillor T. Adamson be appointed as the Town Council’s representative on the Safer Neighbourhood Panel. His application would be for Full Membership.

**GP20/017     Fly the Red Ensign for Merchant Navy Day**

The Committee considered a letter from Seafarers UK regarding flying the Red Ensign for Merchant Navy Day.

RESOLVED: That the Town Council participate in Merchant Navy Day and fly the Red Ensign in the High Street on 3 September 2019.

**GP20/018     Non-Cheque Payments**

RESOLVED: To note the list\* of non-cheque payments made by the Council during the period 1 March to 31 March 2019.

**GP20/019     Update from Working Groups:**

**Neighbourhood Plan Steering Group**

The Town Clerk advised the Committee about discussions with the Borough Council's Principal Planning Officer regarding the map that would enable the Examiner to visit all Open Green Spaces designated within the Stone Neighbourhood Plan.

The Chairman of the Neighbourhood Plan Steering Group, Councillor Mrs Hood, summarised the progress of the Draft Stone Neighbourhood Plan and confirmed that it had been submitted to Stafford Borough Council under Regulation 16 and was currently undergoing examination by a Planning Inspector.

**Stone Area Parish Liaison Group**

Councillor Davies advised the Committee that a meeting of Stone Area Parish Liaison Group would be held next month.

**Traffic Management in High Street Working Group**

Councillor Kenney reported on the meeting held between the Town Council and Borough and County representatives. The Highway's Department is now in the process of considering enforcement action against motorists using the High Street as a through route. They are also looking at changing the sequencing of the traffic lights at the bottom of the High Street, in an attempt to slow them down and deter people from using the High Street as a short cut. He hoped these courses of action would be implemented very soon.

**GP20/020     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**

Councillor Davies advised that there had been no meeting of Stone ATC.

**Age Concern Stone & District**

It was reported that no meeting has taken place.

**Stafford & Stone Access Group**

No information was available on meetings.

**Stone Common Plot Trustees**

Councillor Kenney reported that no meeting had taken place since the AGM.

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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.

**Stone Community Hub Liaison Group**

It was reported that no meeting had taken place.

**SPCA Executive Committee**

No information was available as Councillor M. Green was not present at this Committee meeting.

**TOWN MAYOR**

# Stone Town Council – Planning Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 21 May 2019

**PRESENT:** Councillor J. Davies in the Chair, and  
Councillors: T. Adamson, K. Argyle, A. Best, Mrs A. Burgess, Mrs L. Davies,  
M. Hatton, Mrs J. Hood, T. Kelt, R. Kenney, J. Powell, C. Thornicroft and  
R. Townsend

**ABSENT:** Councillors: Mrs K. Dawson, I. Fordham, M. Green, J. Hickling and P. Leason

---

**P20/001      Apologies**

Apologies were received from Councillors: Mrs K. Dawson, I. Fordham,  
M. Green, J. Hickling and P. Leason

**P20/002      Declarations of Interest and Requests for Dispensations**

None

**P20/003      Representations from Members of the Public**

None received

**P20/004      Note from Stafford Borough Council related to Parish Council comments on  
planning applications**

The paper from Stafford Borough Council was noted.

**P20/005      Planning Applications**

**Application Number** – 19/30456/HOU

**Applicant** – Mr & Mrs Macklin

**Location** – 15 Northesk Street, Stone

**Development** – Variation of condition 1, 2 and 3 on 18/28299/HOU

**Observations:** The Town Council wishes to repeat the representations made in  
its letter dated 1 May 2018, in response to planning application 18/28299/HOU.

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** – 19/30440/REM

**Applicant** – Persimmon Homes West Midlands

**Location** – Walton Hill Residential Development, West of Longhope Drive, Stone

**Development** – Reserved matters following outline approval reference number 13/19002/OUT – appearance, landscaping, layout and scale

**Observations:** The Town Council wishes to add the following observations to its previous objections:

1. A Landscape and Ecology Management Plan should be supplied by the developer for each phase of the development. A Landscape and Ecology Management Report was supplied for phase one but not for phases two and three. As the land has not been farmed or grazed for approximately six years, the biodiversity will have changed and a new Landscape and Ecology Management Report should be submitted to Stafford Borough Council for review.
2. Objections are raised to the removal of 526m of mature hedgerow with replacement of new hedgerow. To maintain habitat the design should minimize hedge and tree loss and use hedge translocation. Natural shrubbery should be reused.
3. Clarification should be sought on who will be responsible for the designated wildlife site in phase 3. This area needs to be high quality grassland and wetland habitats. An organisation such as Staffordshire Wildlife Trust should be consulted on land management and asked to provide a detailed design specification.

**Application Number** – 18/29251/ADV (amended)

**Applicant** – Smart Parking Ltd

**Location** – Crown Hotel, 38 High Street, Stone

**Development** – Retention of 2 cameras affixed to the wall of car park of the hotel which are used for purpose of parking enforcement by automatic number plate recognition technology, advertisement consent in respect of signage displayed in the car park which is required for management of the parking enforcement and planning permission for the poles upon which the signs are displayed.

**Amendment** – Details of signage including content, size and location

**Observations:** After considering the amended plans the Town Council does not believe the differences result in any material change to the original development proposal.

The Town Council objects to this planning application for the following reasons:

- The Crown Hotel is a listed building.
- The quantity and size of the signage is inappropriate and intrusive within the conservation area.
- The stated purpose of the signage and ANPR cameras is to 'keep track of who is entering and exiting the car park'. The reasons for wishing to manage traffic flow was questioned and it was suggested that a different method of achieving this aim is identified.

**Application Number** – 19/29885/LBC (amended)

**Applicant** – Smart Parking Ltd

**Location** – Crown Hotel, 38 High Street, Stone

**Development** – Retention of signage throughout the site and ANPR cameras in order to keep track of who is entering and exiting the car park. We propose to affix two small ANPR cameras to the wall of the Crown Hotel in order to manage the car park. Furthermore, to affix a number of the signs relating to the car park to the wall of the hotel (sign numbers on site plan: 7, 8, 8a and 9)

**Amendment** – Details of signage including content, size and location

**Observations:** After considering the amended plans the Town Council does not believe the differences result in any material change to the original development proposal.

The Town Council objects to this planning application for the following reasons:

- The Crown Hotel is a listed building.
- The quantity and size of the signage is inappropriate and intrusive within the conservation area.
- The stated purpose of the signage and ANPR cameras is to ‘keep track of who is entering and exiting the car park’. The reasons for wishing to manage traffic flow was questioned and it was suggested that a different method of achieving this aim is identified.

**P20/006**

**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**

## Annual Internal Audit Report 2018/19

### 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 2019.

The internal audit for 2018/19 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.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ( <i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i> )			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No 	Not applicable ✓

no petty cash

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

12/12/18 15/05/19

Name of person who carried out the internal audit

SANDRA MORRIS ACMA

Signature of person who carried out the internal audit

Date

15/05/19

\*If the response is 'no' you must include a note to 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 Limited

74 Leacroft Road  
Penkridge  
Staffs  
ST19 5BU

0781 321 7576  
[sandie.morris@blackrosesolutions.co.uk](mailto:sandie.morris@blackrosesolutions.co.uk)

17<sup>th</sup> May 2019

Dear Les,

## **Stone Town Council – Internal Audit 2018/19**

I confirm that I have carried out an examination of your accounts and procedures, in accordance with the requirements of the Accounts and Audit Regulations 2015.

I can state that I have no major concerns and nothing significant to report (minor observations included in attached report).

I would also confirm that I am totally independent of your Council and have no conflicts of interest arising, at any level, from association with any Member, employee or supplier.

Yours sincerely,

Mrs Sandra Morris ACMA

# Black Rose Solutions Ltd

## Internal Audit Report - 2018/19

Name of Council

# Stone Town Council

## Dates of Audit

12th December 2018, 15th May 2019

## Annual Return - Internal Control Objectives

<b>A. Appropriate accounting records have been properly kept throughout the financial year.</b>	YES
<p>Is the cashbook maintained and up to date? <span style="float: right;">yes</span></p> <p>Is the cashbook arithmetic correct? <span style="float: right;">yes</span></p> <p>Is the cashbook regularly balanced? <span style="float: right;">yes</span></p> <p><b>NOTE:</b> The council has been using the Sage accounting system for some time, and had been posting accounts payable and receivable to the system from Excel spreadsheets. The transition to posting all accounts payable and receivable direct to the system has been completed and no irregularities were found. Various paper controls are still in place.</p>	
<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
<p>Are payments supported by invoices? <span style="float: right;">yes</span></p> <p>Is all expenditure approved? <span style="float: right;">yes</span></p> <p>Is VAT appropriately accounted for? <span style="float: right;">yes</span></p> <p>Expenditure is approved in compliance with financial regulations, as per budgeted amounts or by approval in minutes.</p> <p>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. A full list of payments is reported to the General Purposes Committee periodically.</p> <p>Cheque payments are signed by 2 councillors, 1 of whom also sign the invoice.</p> <p>Payments by BACS are independently checked and signed off on the face of the invoice, but there is no secondary approval via the bank. Daily transaction limits are £20,000.</p> <p>The council is aware of the obligation to move to reporting VAT via Making Tax Digital after October. This is not anticipated to cause any issues.</p> <p><b>Note:</b> in small councils, segregation of duties can cause issues. 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>	Note

<b>C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</b>	YES
<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 June 2018.</p> <p>The council has a comprehensive risk assessment policy in place which is reviewed annually (5th April 2019).</p> <p>Insurance is held with Zurich.</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>	YES
<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. Progress against budget is regularly reported to council with all variances and required virements well documented.</p>	

<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.</p> <p>VAT is charged on Station Community Centre and various mayoral events. It is not charged on the Frank Jordan Centre (exempt) or Market Stalls or Allotments (non-business).</p> <p>A partial exemption calculation is performed to ensure that input VAT on exempt supplies is below the de minimis amounts.</p>	
<b>F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</b>	N/a
<p>Is all petty cash spent recorded and supported by VAT invoices/receipts? n/a</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 necessary, items are purchased by staff and reimbursed via expenses. This has been updated in Financial Regulations.</p>	

<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</p> <p>Is the value of investments held summarised on the reconciliation tbc</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>Final balances for all accounts will be reviewed during my final visit.</p>	

<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
<p>Are year end accounts prepared on the correct accounting basis (receipts and payments or income and expenditure) ? Income and Expenditure</p> <p>Do accounts agree with the cashbook? yes</p> <p>Is there an audit trail from underlying financial records to the accounts? yes</p> <p>Where appropriate, have debtors and creditors been properly recorded? yes</p>	

K. Trust funds (including charitable) – The council met its responsibilities as a trustee.			YES
The council is trustee of two charities			R
Town Hall Charity	505718	Sole Trustee	
Richard Vernon Trust	236666	3 councillors appointed.	
Filings for both are up to date on the charity commisssion website. Both have minuted meetings separate from council business and separate bank accounts.			
There is an issue with out of date signatories on the Richard Vernon Trust bank account, attempts to resolve this are underway. It may be useful to include a review of bank signatories with the annual review of Trustees to avoid future issues.			

## Other Areas Covered

<b>Fixed Assets Register</b>	YES						
<p>Does the council maintain a register of all material assets owned or in its care? yes</p> <p>Are the assets and investments registers up to date? yes</p> <p>Do asset insurance valuations agree with those in the asset register? yes</p> <p>The council holds a comprehensive 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.</p>							
<b>Data Protection</b>	YES						
<table> <tr> <td>Date of policy review</td><td>May-18</td></tr> <tr> <td>ICO Registration</td><td>A8195831</td></tr> <tr> <td>GDPR</td><td>Policies in Place</td></tr> </table>	Date of policy review	May-18	ICO Registration	A8195831	GDPR	Policies in Place	
Date of policy review	May-18						
ICO Registration	A8195831						
GDPR	Policies in Place						

## Section 1 – Annual Governance Statement 2018/19

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 2019, that:

	Agreed		'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, as a body corporate, 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 and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

COMMITTY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was 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**

**4<sup>th</sup> June 2019**

**Council Accounts 2018-19 and Audit Submission**

**Report of Town Clerk**

**Introduction**

1. This report sets out the Council's accounts for 2018-19. 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 have more freedom to determine their own form of accounts, subject to national recommendations on proper practices.

**Accounts 2018-19**

6. The Council's net revenue spending for 2018-19 was £276,388. 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 £276,388 compares with £340,058 in the previous year, an approved budget of £361,000 and a forecast made at the time the 2018-19 budget was prepared of £304,900. 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 2019-20 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 2018-19, 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 £24,810 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 2018-19 was £28,512 less than forecast at the time the budget was prepared in January. Of this, £24,810 relates to budgets rolled over into the current financial year, leaving a true variance of £3,702 – an underspending of just over 1%.
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 £1,937 underspent)** – Income was £901 above forecast and expenditure £1,036 below.
13. **Town Market (net £2,229 overspent)** – Income was £2,725 below forecast and expenditure £496 below.
14. **Building Maintenance (£9,700 underspent)** – The building maintenance budget of £10,000 was supplemented by a £10,000 rollover from 2017-18. £10,300 of this budget was used to finance the replacement boiler at the Frank Jordan Centre leaving £9,700 unspent. This £9,700 has therefore been rolled forward via the rollover reserve.
15. **Crown Meadow Improvements (£2,268 underspent)** – the majority of the underspending relates to the kingfisher bench (£430), pole re-seating at the amphitheatre (£350) fencing at the amphitheatre (£100) and welding of railings (£80) for which £960 has been rolled over via the rollover reserve.
16. **Allotments (£1,768 underspent)** – Works on the road (£1,000) and tree removal (£350) at Newcastle Road were planned for 2018-19, but have been delayed to the current year. An amount of £1,350 has been rolled forward via the rollover reserve to meet these costs.
17. **Tourism and Town Promotion (£2,391 underspent)** – Although the statement shows an underspend of £2,391 against the forecast, the true position is that the underspend is actually £1,391. 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 underspend relates to the contingency provision of £2,000 provided in the budget not being fully required.

18. **Grants to Outside Bodies (£5,263 underspent)** – This underspending (rounded to £5,300) has been rolled forward via the rollover reserve.
19. **Administration (£7,531 underspent)** – Expenditure on office equipment was below the level expected, and Website development and the replacement of the office carpet were delayed to the current year. Implementation on Members' IT support was delayed until the election of the new Council. The (rounded) underspending of £7,500 has been rolled forward to meet these costs in 2019-20 via the rollover reserve.
20. **Audit and Legal Fees (£1,432 overspent)** – The overspending related to the £1,500 cost of legal advice related to a planning application. It was agreed at the General Purposes Committee meeting on 26<sup>th</sup> February 2019 that this would be funded from the Neighbourhood Plan Reserve.
21. **Neighbourhood Plan (£1,498 underspent)** – This underspending relates almost entirely to the contingency provision of £1,500 provided in the budget not being required. 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 £535 different 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 2018-19 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 2019-20.
  - b. Note the variances between the forecast outturn for 2018-19 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 2018-19

2017-18			2018-19	
£	£		£	£
<b>Income</b>				
9,169		Frank Jordan Centre	12,201	
10,005		Stone Station	8,410	
21,410		Town Market	20,375	
3,586		Allotments	3,607	
2,550		Tourism & Town Promotion	2,600	
-		Administration	25	
1,487		Civic Dinner & Hospitality	1,038	
552		Miscellaneous	-30	
150		Interest	572	
1,500		Neighbourhood Plan	1,500	
	<b>50,409</b>	<b>Total Income</b>		<b>50,298</b>
<b>Expenditure</b>				
107,548		Frank Jordan Centre	27,564	
17,094		Stone Station	17,157	
12,239		Town Market	15,204	
5,097		Car Parking	4,340	
1,554		Bus Shelters & Street Furniture	8,908	
519		Street Lighting	782	
719		Dog & Litter Bins	405	
250		Joules Clock	-	
97		Town Electricity Supply	329	
14,170		Grounds Maintenance	15,145	
3,106		Crown Meadow Improvements	1,432	
1,943		Allotments	2,439	
-		Environmental Projects	-	
13,135		Christmas Lights	12,975	
675		Advertising	60	
19,449		Tourism & Town Promotion	21,509	
-		Community Bus	3,527	
8,202		Grants to Outside Bodies	4,637	
128,170		Salaries & Employment Costs	141,081	
3,742		Accommodation	4,455	
8,202		Insurances	8,073	
26,811		Administration	19,194	
1,171		Audit & Legal Fees	2,632	
-		Town Council Elections	-	
2,957		Allowances - Mayor & Deputy Mayor	2,250	
995		Regalia & Presentations	223	
2,407		Civic Dinner & Hospitality	2,719	
1,363		Remembrance Sunday & War Memorials	1,856	
5,852		Miscellaneous	789	
3,000		Neighbourhood Plan	7,002	
	<b>390,467</b>	<b>Total Expenditure</b>		<b>326,687</b>
	<b>340,058</b>	<b>Total Net Expenditure</b>		<b>276,388</b>
<b>Financing</b>				
255,559		Precept	289,489	
18,166		Council Tax Support Grant	18,166	
11,461		Concurrent Functions Allowance	11,461	
31,260		Transfer from (to) Earmarked Reserves	19,462	
	<b>316,446</b>	<b>Total Financing</b>		<b>338,578</b>
	<b>-23,612</b>	<b>Net Surplus for Year</b>		<b>62,190</b>

# Stone Town Council

## Balance Sheet as at 31 March 2019

<u>2017-18</u>			<u>2018-19</u>	
£	£		£	£
<b>Current Assets</b>				
999		Debtors	1,919	
1,380		Payments in Advance	1,615	
2,183		VAT Recoverable	4,144	
303,364		Cash at Bank and In Hand	337,284	
	<b>307,926</b>	<b>Total Current Assets</b>		<b>344,962</b>
<b>Current Liabilities</b>				
16,108		Creditors	10,098	
897		Receipts in Advance	931	
2,393		Payroll Taxation	2,143	
	<b>19,398</b>	<b>Total Current Liabilities</b>		<b>13,171</b>
	<u><b>288,528</b></u>	<b>Total Net Assets</b>		<u><b>331,791</b></u>
<b>Represented by</b>				
231,927		General Fund Balances	294,117	
54,215		Earmarked Reserves	34,753	
2,386		Mayor's Charity Fund	2,921	
	<u><b>288,528</b></u>	<b>Total Reserves and Balances</b>		<u><b>331,791</b></u>

# Stone Town Council

## Comparison of Actual 2018-19 with Budget and Forecast

Actual 2017-18 £		Actual Compared With Approved Budget		Actual Compared With Forecast Outturn		
		Actual 2018-19 £	Variance 2018-19 £	Forecast 2018-19 £	Variance 2018-19 £	Report Paragraph
98,379	Frank Jordan Centre	15,363	-137	17,300	-1,937	12
7,089	Stone Station	8,748	+1,948	7,800	+948	
-	Stone Heritage Centre	-	-25,000	-	-	
-9,170	Town Market	-5,171	-6,671	-7,400	+2,229	13
5,097	Car Parking	4,340	-1,660	4,500	-160	
1,554	Bus Shelters & Street Furniture	8,908	-4,722	9,000	-92	
-	Public Conveniences	-	-6,400	-	-	
519	Street Lighting	782	+282	800	-18	
719	Dog & Litter Bins	405	-295	700	-295	
250	Joules Clock	-	-300	-	-	
97	Town Electricity Supply	329	+129	400	-71	
-	Building Maintenance	-	-9,700	9,700	-9,700	14
14,170	Grounds Maintenance	15,145	+645	14,500	+645	
3,106	Crown Meadow Improvements	1,432	-2,248	3,700	-2,268	15
-	Westbridge Park	-	-	-	-	
-1,643	Allotments	-1,168	-2,468	600	-1,768	16
13,135	Christmas Lights	12,975	-2,025	12,300	+675	
675	Advertising	60	-5,640	100	-40	
16,899	Tourism & Town Promotion	18,909	-2,591	21,300	-2,391	17
-	Community Bus	3,527	-73	3,600	-73	
8,202	Grants to Outside Bodies	4,637	-5,263	9,900	-5,263	18
128,170	Salaries & Employment Costs	141,081	+881	141,100	-19	
3,742	Accommodation	4,455	+255	4,100	+355	
8,202	Insurances	8,073	-327	8,300	-227	
26,811	Administration	19,169	-7,521	26,700	-7,531	19
1,171	Audit & Legal Fees	2,632	+1,432	1,200	+1,432	20
-	Town Council Elections	-	-	-	-	
2,957	Allowances - Mayor & Deputy Mayor	2,250	-850	2,900	-650	
995	Regalia & Presentations	223	-277	500	-277	
920	Civic Dinner & Hospitality	1,681	+681	1,500	+181	
1,363	Remembrance Sunday & War Memorials	1,856	-144	1,900	-44	
5,300	Miscellaneous	818	-682	1,500	-682	
-150	Interest	-572	+28	-600	+28	
1,500	Neighbourhood Plan	5,502	-5,899	7,000	-1,499	21
<b>340,058</b>		<b>276,388</b>	<b>-84,612</b>	<b>304,900</b>	<b>-28,512</b>	

## Section 2 – Accounting Statements 2018/19 for

## STONE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	344,318	288,528	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	255,559	289,489	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	80,036	79,925	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	130,714	141,081	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	260,671	185,070	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	288,528	331,791	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	303,365	337,284	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	287,824	294,104	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, as a body corporate, 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 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

23/05/2019

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

SIGNATURE

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

**Summary Bank Reconciliation**

Local Council Name: Stone Town Council

Financial year ending 31 March 2019

Prepared by \_\_\_\_\_ (Name and Position) Date \_\_\_\_\_

**Balance per bank statements as at 31 March 2019:**

	<u>£</u>	<u>£</u>
Current Account	1,500.00	
Business Reserve	323,836.42	
National Savings	13,107.65	
		338,444.07

**Less: unpresented cheques at 31 March 2019**

Cheque Number:	013189	30.00	
	013273	926.00	
	013284	246.43	
	013285	40.72	
	013286	117.18	
	013287	16.18	
			1,376.51

**Add: unbanked cash at 31 March 2019:**

	<u>216.10</u>	216.10
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**Net balances as at 31 March 2019****337,283.66****CASH BOOK**

Opening Balance 1 April 2018	303,365.46
Add: Receipts in the year	394,129.55
Less: Payments in the year	360,211.35
Closing balance per cash book as at 31 March 2019 (receipts and payments)	<b>337,283.66</b>

# Stone Town Council

## Local Government Transparency Code 2015

Information for Quarter Ended 31st March 2019

### Expenditure Exceeding £250

Date	Reference	Supplier	Description	Amount	Month
03/01/2019	D/Dbt 18/021	Stafford Borough Council	Rates Crown Wharf Car Park	£267.00	Jan-19
03/01/2019	D/Dbt 18/021	Stafford Borough Council	Rates - FJC	£418.00	Jan-19
08/01/2019	Elec 18/023	Miscellaneous	Safe for insurance purposes	£350.00	Jan-19
10/01/2019	Elec 18/023	Current Electrical & Property Services	Setting up of marquees - Dec 18	£430.00	Jan-19
10/01/2019	18/062	Bescot Stadium Sunday Market Ltd	Marquees for late night xmas shopping	£1,020.00	Jan-19
16/01/2019	D/Dbt 18/021	British Gas	Electricity FJC 24 Sept-23Dec 18	£457.38	Jan-19
16/01/2019	18/064	Protec Fire Detection plc	Service & Maintenance - fire alarm - STN	£443.33	Jan-19
18/01/2019	18/064	Christmas Plus	Dismantling of xmas lights - 30%	£1,655.10	Jan-19
21/01/2019	D/Dbt 18/022	British Gas	Gas - STN - Dec 18	£334.77	Jan-19
25/01/2019	D/Dbt 18/022	Prism Solutions	ICT Provision	£481.54	Jan-19
25/01/2019	18/065	MEB Total Ltd	Supply/ instal radiator - HUB	£500.99	Jan-19
06/02/2019	Elec 18/024	SUN LEISURE	2 x new marquees	£1,401.86	Feb-19
14/02/2019	18/067	B Hygienic Ltd	Annual hygiene services - STN	£598.00	Feb-19
14/02/2019	18/067	Adobe Systems Software	Adobe software suscription	£303.36	Feb-19
21/02/2019	D/Dbt 18/023	British Gas	Gas - STN - Jan 19	£466.24	Feb-19
25/02/2019	D/Dbt 18/023	Prism Solutions	ICT Provision	£481.54	Feb-19
27/02/2019	Elec 18/024	SUN LEISURE	Marquee purchased from Cllr Davies Charity funds	£500.00	Feb-19
27/02/2019	18/070	Miscellaneous	Grant min no: GP19/177 refers	£500.00	Feb-19
28/02/2019	Elec 18/024	NO 5 Collection	Advice re planning application	£1,000.00	Feb-19
01/03/2019	18/070	Miscellaneous	Grant min no: GP19/177 refers	£500.00	Mar-19
01/03/2019	18/071	Miscellaneous	Grant - Min No: GP19/177 refers	£300.00	Mar-19
01/03/2019	18/071	Miscellaneous	Grant - Min No: GP19/177 refers	£500.00	Mar-19



06/03/2019	18/072	Staffordshire Parish Councils' Association	Subscription 2019-20	£926.00	Mar-19
07/03/2019	Elec 18/024	NO 5 Collection	Advice re planning appl	£500.00	Mar-19
08/03/2019	Elec 18/024	Current Electrical & Property Services	Setting up marquees	£490.00	Mar-19
11/03/2019	Elec 18/024	Cress Security	Annual maint & mon of alarm	£352.00	Mar-19
12/03/2019	18/074	Miscellaneous	Grant Min No GP19/194	£500.00	Mar-19
12/03/2019	18/073	Stafford Borough Council	Inst & removal of High St bollards Jan-Mar 19	£387.00	Mar-19
20/03/2019	Elec 18/024	Miscellaneous	Catering for Pig Race	£291.50	Mar-19
20/03/2019	Elec 18/024	Adobe Systems Software	Adobe software	£343.68	Mar-19
20/03/2019	18/074	M J Plant	Draught exclusion/ new latch-fire door	£333.46	Mar-19
20/03/2019	18/074	M J Plant	Filling potholes - Northesk CP	£340.00	Mar-19
20/03/2019	18/074	M J Plant	Install new noticeboard	£375.00	Mar-19
21/03/2019	D/Dbt 18/024	British Gas	Gas-Dec-Feb incl FJC	£1,347.94	Mar-19
21/03/2019	D/Dbt 18/024	British Gas	Gas-Feb 19-STN	£298.09	Mar-19
25/03/2019	D/Dbt 18/024	Prism Solutions	ICT Provision	£521.34	Mar-19
25/03/2019	D/Dbt 18/024	The Arch Rent Collectors	Rent of STN 23.03.19-23.06.19	£1,087.50	Mar-19
28/03/2019	Elec 18/027	MEB Total Ltd	New boiler @ FJC	£10,285.95	Mar-19

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 March 2019

### Procurement Information

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

None

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

Zurich Municipal - Insurance June 2019 to May 2024

# Stone Town Council

## Openness of Public Bodies Regulations 2014

### Information for Quarter Ended 31st March 2019

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.

Submission of HS2 Petition

Request to Secretary of State for Planning Call-in

Agreement for use of High Street for Street Food Markets

**STONE TOWN COUNCIL MEETING**

**4 JUNE 2019**

**CIVIC ANNOUNCEMENTS**

**Mayor**

Tuesday 4 June	Two Wheel Tuesday in Stone High Street
Wednesday 5 June	Civic & Historical Society Talk
Thursday 6 June	Evening of Mediumship
Friday 7 June	High Sheriff of Staffordshire – Mayoral Drinks Party
Saturday 8 June	Stone Carnival & Carnival Parade
Sunday 9 June	Stone Festival Church Service
Sunday 9 June	Stone Festival Quiz
Sunday 16 June	Start the 10K Road Race
Monday 17 June	Bowls Match with Ex Servicemen's Bowling Club

**Deputy Mayor**

Monday 17 June	Bowls Match with Ex Servicemen's Bowling Club
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**TOWN MAYOR**

## **TOWN MAYOR'S REPORT – to 19 May 2019**

### **Tuesday 14 May**

On this evening we had Mayor Making in the Council Chamber. My wife, Kristan, handed over the chain to me for the next year.

### **Friday 17 May**

Tonight was the 80<sup>th</sup> Birthday Charter of Stone Rotary. I didn't know that they had been serving the community of Stone for that length of time. I had great pleasure in thanking them on a personal level. When they had a Health Awareness Day they found I had very high blood pressure that needed treatment at the hospital. But I'm OK now.

### **Saturday 18 May**

Today they installed the new Mayor for Stafford Borough. The day started with installation of Councillor Garath Jones as the Mayor for 2019-2020. Following this a church service was held and the day concluded with a march past in the main street. This event was attended by a number of other Civic Heads.

## **DEPUTY TOWN MAYOR'S REPORT – to 19 May 2019**

### **Friday 17 May**

On May 17th as Deputy Mayor I was honoured to attend the celebration of the 100<sup>th</sup> anniversary of the NFU branches which was held at NFU headquarters on Stone Business Park. A packed room of Staffordshire Farmers watched the unveiling of their 3 Eccleshall and Stone Branch Chairman's boards and many surnames from the 1900's were repeated on the modern day boards, proving that farming really is a family event. It was a very enjoyable evening and a pleasure to meet so many people connected to Staffordshire Farming.