



Town Clerk

Les Trigg

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15 Station Road
STONE
ST15 8JP

25 June 2019

Dear Councillor,

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 2 JULY 2019 at 7:05pm**, or on the rising of the Council Meeting, if later.

I trust you will be able to attend.

Les Trigg
Town Clerk

AGENDA

1. **To receive apologies for absence**
2. **Declarations of Interest**
3. **Requests for Dispensations Received**
4. **To receive the report of the County Councillors**
 - County Councillor Mrs J. Hood
 - County Councillor I. Parry
5. **Representations from Members of the Public**

To consider representations from members of the public on items to be considered at this meeting, in accordance with the Council's scheme of public participation.
6. **Minutes of Previous Meeting**

To approve the minutes of the last meeting of the General Purposes Committee on 4 June 2019.

7. Minutes of Sub-Committees

- a) Tourism & Town Promotion Sub-Committee held on 18 June 2019, Minute Numbers TTP20/001 – TTP20/011 (attached)
 - i. To consider the draft minutes
 - ii. To consider the Recommendations contained in Minute Numbers TTP20/009 and TTP20/010
- b) Environment Sub-Committee held on 18 June 2019, Minute Numbers ENV20/001 – ENV20/008 (attached)
 - i. To consider the draft minutes
- c) Mayor's Charity Sub-Committee held on 18 June 2019, Minute Numbers MC20/001 – MC20/004 (attached)
 - i. To consider the draft minutes

8. To consider the following requests for grants from local organisations:

- **1st Stone Cubs**
- **2352 (Stone Sqn) ATC**
- **Crossings Community Centre**
- **Crown Wharf Theatre Company**
- **Douglas Macmillan Hospice**
- **1st Oulton Scout Group**
- **Scout & Guide Band**
- **STING**
- **Stone Community Hub**
- **Stone Lions Club**
- **Stone RUFC (Juniors)**

9. Redundant Bus Shelters

To consider any action that the Committee may wish to take in respect of bus shelters on routes where bus services have been withdrawn. This includes Manor Rise, St Vincent's Road and Whitemill Lane.

10. Actions from Annual Public Meeting

To consider any necessary actions in response to matters raised by residents at the Annual Public Meeting on 16 April, Minute Number APM19/006 (copy attached):

- Improving access to primary care facilities
- Bus stop in poor condition outside Weatherspoon
- Installation of 'For Sale' signs at the entrance to Trent Close
- Poor Condition of the 'Old Bowling Green' and 'The Maltings'

11. Highways Grounds Maintenance

To consider the Town Council's approach to currently unmaintained areas of Highways' grounds.

12. Working Groups – Terms of Reference

To consider the attached draft Terms of Reference for all Town Council working groups.

13. HS2 Phase 2A (West Midlands to Crewe) Community and Business Funds

To consider an email (attached) from HS2 with information about funding opportunities dedicated to communities and businesses disrupted by the construction of Phase 2a.

14. Draft Revised Statement of Community Involvement

To consider a Staffordshire County Council consultation on its draft revised Statement of Community Involvement (SCI) which explains how people and organisations will be consulted with, when preparing planning policies or processing planning applications.

An email from the Senior Planning Officer is attached to the agenda.

The draft revised Statement of Community Involvement (June 2019) and Table of Revisions to the Statement of Community Involvement (June 2019) are attached to the electronic version of the agenda.

15. Members Motion under Standing Order 4

Councillor Kenney

'Next year's early May bank holiday will be moved back by four days for the whole of the UK to coincide with the 75th anniversary of VE Day.

May Day is traditionally held on a Monday but will be put back to Friday 8 May 2020.

VE Day, or Victory in Europe Day, marks the day towards the end of World War Two when fighting against Nazi Germany came to an end in Europe.

The holiday will form part of a three-day weekend of commemorative events.

I propose that Stone Town Council places a budget of £4,000 in next year's finances to cover the costs of the events over the commemorative VE weekend and also forms a working group to organise such events'.

16. Non-Cheque Payments

To receive a list of non-cheque payments made by the Council during the period 1 May to 31 May 2019 (attached).

17. Update from Working Groups:

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

18. 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 & J. Davies

Age Concern Stone & District – Cllrs: T. Adamson & C. Thornicroft

Stafford & Stone Access Group – Cllr T. Kelt

Stone Common Plot Trustees – Cllrs: Mrs J. Hood, R. Kenney & T. Adamson

Stone Community Hub Liaison Group – Cllrs: Mrs J. Hood, M. Hatton & J. Powell

19. **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.

20. **Confidential Minutes**

To approve the confidential minutes of the meeting of the General Purposes Committee on 4 June 2019.

21. **Staffing Matters**

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

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

Stone Town Council – General Purposes Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 4 June 2019

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

ABSENT: Councillor: I. Fordham

GP20/021 Apologies

Apologies were received from Councillor I. Fordham

GP20/022 Declarations of Interests

Councillor P. Leason declared a personal interest in item 10 (Minute Number GP19/030) - Members Motion under Standing Order 4

GP20/023 Requests for Dispensations

None

GP20/024 To receive the report of the County Councillors

County Councillor Mrs J. Hood

Councillor Mrs Hood informed the Committee that she was delighted to be able to support, through her Staffordshire Local Community Fund allocation, an event that the Stafford Branch of SSAFA (originally the Soldiers' and Sailors' Families Association, the oldest military charity in the UK), will be holding in September, at the Crown Hotel. The event will bring military organisations together to showcase their work and publicise the services available to ex-military personnel who need assistance. She said this will be a special day for us all and urged people to go along to show their support.

County Councillor I. Parry

Councillor Parry was not in attendance at the meeting.

GP20/025 Representations from Members of the Public

None

GP20/026 Minutes

RESOLVED:

- a) That the minutes of the General Purposes Committee Meeting held on the 21 May 2019 (Minute Numbers GP20/001 – GP20/020), be signed by the Chairman as a correct record.

* 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.

GP20/027 Minutes of Sub-Committees

There were no minutes for consideration

GP20/028 Review of Standing Orders

The Committee undertook to review the Council's Standing Orders* which had been presented to the previous meeting of the Committee and circulated electronically 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: That the circulated Standing Orders for 2019-20 be approved without amendment.

GP20/029 Review of Financial Regulations

The Committee undertook to review the Council's Financial Regulations* which had been presented to the previous meeting of the Committee and circulated electronically 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.

RESOLVED: That the circulated Financial Regulations for 2019-20 be approved without amendment.

GP20/030 Members Motion under Standing Order 4

Councillor Davies

At the General Purposes Meeting held on 4 July 2017 it was resolved at Minute 18/035 to award a grant of £300 to The Burma Star Association and to make the event part of the Town Council's budget during 2019-20 and onwards.

There is currently a lack of clarity around the responsibility for arranging this event following the demise of the Women's Section of the Royal British Legion. I propose that the Council revokes the above decision and considers the matter of grant payment again once it is clear which organisation is officially responsible for the VJ-Day Commemoration arrangements.

Councillor Davies amended his proposal at the meeting to replace the final sentence with 'I propose that for 2019 the Town Clerk is authorised to use his discretion as to who the recipient of the payment should be'.

RESOLVED: That the amended proposal be supported.

GP20/031 Non-Cheque Payments

RESOLVED: To note the list* of non-cheque payments made by the Council during the period 1 April to 30 April 2019.

* 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.

GP20/032 Update from Working Groups:

Neighbourhood Plan Steering Group

The Chairman of the Neighbourhood Plan Steering Group, Councillor Mrs Hood, informed the Committee that the Examiner had agreed to look at all Green Spaces designated within the Draft Stone Neighbourhood Plan and would report back to Stafford Borough Council and Stone Town Council his observations.

Stone Area Parish Liaison Group

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

Traffic Management in High Street Working Group

Councillor Kenney reported that traffic and parking issues in the High Street are ongoing and that assistance had been requested from the County and Borough Councils. The Highway's Department is considering enforcement measures against motorists using the High Street as a through route, and at changing the sequencing of the traffic lights at its exit point. These courses of action haven't yet been implemented.

GP20/033 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 a meeting of Stone ATC would be taking place tomorrow.

Age Concern Stone & District

It was reported that no meeting had taken place.

Stafford & Stone Access Group

Councillor T. Kelt advised that a meeting would be taking place in two weeks.

Stone Common Plot Trustees

It was reported that a meeting was coming up soon.

Stone Community Hub Liaison Group

It was reported that no meeting had taken place.

SPCA Executive Committee

Councillor M. Green advised that the next meeting was in September.

The meeting was suspended to enable the Planning Committee and Confidential item on the Town Council meeting to take place. The Committee was then reconvened for the confidential item on the agenda.

* 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.

GP20/034 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

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

GP20/035 Confidential Minutes

RESOLVED:

That the Confidential Minutes of the General Purposes Committee Meeting held on the 9 April 2019 (Minute Numbers C19/203 and C19/218), be signed by the Chairman as a correct record.

TOWN MAYOR

Stone Town Council – Tourism & Town Promotion Sub-Committee

Minutes of the Meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 18 June 2019

PRESENT: Councillor Mrs J. Hood in the Chair and
Councillors: T. Adamson, A. Best, J. Davies, M. Green, R. Kenney, P. Leason and
J. Powell

By Chairman's invitation: Mrs L. Davies

ABSENT: Councillors: I. Fordham and C. Thornicroft

TTP20/001 Apologies

Councillors: I. Fordham and C. Thornicroft

TTP20/002 Declarations of Interest and Requests for Dispensation

None received

TTP20/003 Representations from Members of the Public

None

TTP20/004 Minutes of Previous Meeting

That the minutes of the Tourism & Town Promotion Sub-Committee meeting held on the 19 March 2019 (Minute Numbers TTP19/027 – TTP19/033), be signed by the Chairman as a correct record.

TTP20/005 Membership of Working Groups

RESOLVED: To confirm membership of the following Working Groups:

Town Centre Appearance and Environment Working Group

Councillors: I. Fordham, M. Green, Mrs J. Hood, T. Kelt, R. Kenney, J. Powell
Co-opted Councillor Member: Mrs A. Burgess

Town Centre Events and Attractions Working Group

Councillors: A. Best, T. Adamson, J. Davies, I. Fordham, M. Green, Mrs J. Hood, R. Kenney, J. Powell
Co-opted non councillor Member: A. Hollinshead

* 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.

‘Town Centre Partnership’

Councillors: I Fordham, Mrs J. Hood, R. Kenney

TTP20/006 Renewal of Advertising Boards

The Sub-Committee considered the replacement of advertising boards for the surrounding areas of the town including: Craft Market, Stone Markets, Regional winner of Gold in Bloom, National winners silver gilt RHS and Heart of England in Bloom.

RESOLVED: That the Town Centre Events and Attractions Working Group is asked to consider the type, style and location of new advertising boards recommended for installation in the town, and that the Group reports its findings back to the Sub-Committee.

TTP20/007 Advertising Upcoming Events

The Sub-Committee considered the best methods for advertising upcoming events and attractions in the town.

RESOLVED: That the Town Centre Events and Attractions Working Group is asked to consider the best methods for advertising upcoming events and that the Group reports its findings back to the Sub-Committee.

TTP20/008 Calendar of Events

The Sub-Committee noted the calendar of events for 2019* which the Chairman, Councillor Mrs Hood said was ambitious and demonstrated the tremendous community spirit that was evident in Stone. The calendar had been issued later than planned but a number of events had needed to be confirmed.

She advised that the Sportive Cycling event in September had been cancelled (although booked for next year) and as a consequence the Florence Brass Band would be playing in Stonefield Park rather than Market Square on 29 September.

Councillor Mrs Hood, thanked those involved (which included independent organisations) who were working hard to bring people into the town to boost the local economy. There are a variety of large and small events listed, all of which will be free and many of them family orientated.

The programme of events for next year has already been started and people are invited to submit their ideas/plans.

TTP20/009 Letter from President of Twinning Association and Mayor of Bagnacavallo

The Chairman advised that she would be taking item 9 and 10 on the agenda together.

* 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 Sub-Committee considered a letter from the President of the Twinning Association and Mayor of Bagnacavallo (which had been circulated with the agenda for the meeting) informing the Town Council of the activities that Bagnacavallo are involved in during 2019. The letter also included an invitation for Stone to join them in celebrating the 15th anniversary of the two towns' friendship and to work with the twinning committees to strengthen their bonds in the future.

The letter had been held over from the last meeting of the Sub-Committee to enable consideration by the new Council (after the parish elections in May 2019) when fresh talks could take place with the Mayor of Bagnacavallo and the twinning committees.

RECOMMENDED: That the Town Clerk is asked to write to the Friends of Bagnacavallo (UK based), inviting representatives to attend a special meeting of the General Purposes Committee to discuss the friendship agreement.

RECOMMENDED: That the Town Council's invitation to join Bagnacavallo in celebrating the 15th anniversary of the friendship, be considered after this meeting.

RECOMMENDED: That the Town Clerk writes to the Mayor of Bagnacavallo and President of the Twinning Association thanking them for their kind invitation.

TTP20/010 Members Motions Under Standing Order 4

Councillor J. Davies

I'd like to initiate a review of the current situation regarding car parking in the town in the light of concerns regarding the negative impact on Town businesses and attractiveness caused by the operation of the car parks managed by Smart Parking, and the letter recently received from Stafford Borough Council (SBC) in reply to the Town Council's request for information on the money received by SBC since they took over the management of the Crown Street and Christchurch Way car parks.

The Sub-Committee discussed parking provision in the town, its adequacy and its management, particularly with regard to Smart Parking Ltd, which manages the private car parks at the rear of B & M store and the rear of the Crown Hotel.

Large numbers of people have come forward with complaints that they have received parking enforcement notices in unfair circumstances when visiting the town.

The Sub-Committee expressed its concern about this matter due to the personal anguish the fines are causing, and the significant negative effect these actions are having on trade in the High Street and reputation of Stone in the minds of tourists and visitors.

* 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.

RECOMMENDED: That the Town Clerk is asked to write to all stakeholders connected with Smart Parking run car parks, to include Smart Parking, the owner of the land on which the car parks are sited, and B & M store; to express the Town Council's concerns about the negative impact that mass, allegedly unfair parking enforcement, is having on Stone town.

RECOMMENDED: That the Town Clerk is asked to write to Stafford Borough Council to request information that is available on income received from car parks at Crown Street, Westbridge Park and Christchurch Way.

RECOMMENDED: That the Town Clerk issues a press release with information and a map detailing the parking facilities that are available in Stone.

This information should also be published on the Town Council's website.

TTP20/011 Reports from Working Groups

To receive a report from the Chairman of the Sub-Committee and working groups:

Town Centre Appearance and Environment Working Group

Councillor Kenney said that he had no new information to report on the work of the Appearance and Environment Working Group, since the last meeting of the Sub-Committee.

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

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 reported that the first Late Night Shopping/Street Food Event held on 8 May had been fabulously successful with lots of additional trade being brought into the town. She hopes the shops get behind this new regular event with the next one being held on Wednesday 26 June.

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

'Town Centre Partnership'

Councillor Kenney reported that the Traders Group had not had a meeting since finalisation of the calendar of events.

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

Town Mayor

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

Stone Town Council – Environment Sub-Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 18 June 2019

PRESENT: Councillor P. Leason in the Chair and
Councillors: T. Adamson, K. Argyle, Mrs A. Burgess, M. Green, M. Hatton, T. Kelt,
R. Kenney, J. Powell and R. Townsend

By Chairman's invitation: Mrs J. Hood

ABSENT: There were no Councillors absent

ENV20/001 Apologies

There were no apologies.

ENV20/002 Declarations of Interest and Requests for Dispensations

None received

ENV20/003 Representations from Members of the Public

None

ENV20/004 Minutes of Previous Meeting

That the minutes of the Environment Sub-Committee meeting held on the 19 March 2019 (Minute Numbers ENV19/015 – ENV19/019), be signed by the Chairman as a correct record.

ENV20/005 Membership of Working Groups

RESOLVED: To confirm membership of the following Working Groups:

Single Use Plastics and Environmental Issues Working Group

Councillors: T. Adamson, Mrs A. Burgess, M. Green, M. Hatton, T. Kelt, P. Leason,
R. Townsend

Co-opted non-Councillor Member: Mrs T. Lindop

ENV20/006 Members Motions Under Standing Order 4

Councillor T. Adamson

Stone Town Council should declare a climate emergency in common with an increasing number of other councils throughout the country. We have 12 years to act to reduce the effects of climate change and as a Town Council we need to

be clear that we want to address this emergency.

It is proposed that the Town Council:

- 1. Publicly declares a climate emergency.*
- 2. Sets a target that Stone should become carbon neutral by 2030.*
- 3. Assigns a climate emergency working group reporting to the Environment Sub-Committee. This group should co-opt members to ensure that it represents a cross section of the community. It should look at all aspects of how Stone could become carbon neutral.*
- 4. Puts pressure on the Borough and County Councils to also declare a climate emergency.*
- 5. Puts environmental impact as a higher priority in making decisions and considers how its decisions impact the goal of carbon neutrality.*

In proposing the above motion, Councillor Adamson expressed his vision that a climate crisis action plan be devised within a working group consisting of co-opted members appointed from a cross section of the community, incorporating all age ranges.

The Sub-Committee thanked Councillor Adamson for his briefing, but recognised that the subject matter was complex and raised concerns about Members being well enough equipped with knowledge of the subject matter to be able to consider his proposal at this meeting. It was considered that further investigation was required, including whether the cost implications of his proposal would be achievable within the constraints of the Town Council's budget (present and future).

RESOLVED: That the Single Use Plastics and Environmental Issues Working Group is asked to consider Councillor Adamson's proposal and that its findings are reported back to the Environment Sub-Committee.

ENV20/007 Updates

To consider updates on matters from previous Minutes:

- a) Leaflet on the Meadow

Minute Number ENV19/005 & ENV19/018:

That the costs of producing an information leaflet be investigated by Councillor Leason, and the findings reported back to a future meeting of the Sub-Committee

The Chairman advised the Sub-Committee that the leaflet illustrating flora and fauna on Crown Meadow was making progress. A second leaflet featuring Spring and Summer was also to be planned.

b) Community Planting Exercise

Minute Number ENV19/012 & ENV19/018:

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

The Chairman informed the Sub-Committee that he would like to arrange an on-site meeting with Sub-Committee members and the Grounds Maintenance Contractor to discuss the execution of a community planting exercise on Crown Meadow. The findings from this meeting would be reported back to the next meeting of the Sub-Committee.

c) Tree & Hedge Planting – Charter for Trees Campaign

Minute Number ENV19/013 & ENV19/018:

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

The Chairman informed the Sub-Committee that he would like to arrange an on-site meeting with Sub-Committee members and the Grounds Maintenance Contractor to discuss the execution of tree and hedge planting on Crown Meadow. The findings from this meeting would be reported back to the next meeting of the Sub-Committee.

It was suggested that an arboricultural officer/tree officer be invited to the next meeting.

The Chairman advised that he would be setting a schedule of dates for future meetings.

RESOLVED: To note the updates on matters brought forward from previous Minutes.

ENV20/008 Reports from Working Groups

To receive a report from the Chairman of the Sub-Committee and working groups:

Plastic Free Community & Environmental Issues Working Group

The Chairman advised the Sub-Committee that no Working Group meeting had been held.

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

Town Mayor

Stone Town Council – Mayor’s Charity Sub-Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 18 June 2019

PRESENT: Councillor M. Green in the Chair and
Councillors: T. Adamson, J. Davies, Mrs L. Davies, M. Hatton, Mrs J. Hood and
J. Powell

The Town Mayor for the year 2018-19, Mrs Kristan Green, was also in attendance
at the meeting

ABSENT: There were no Councillors absent

MC20/001 Apologies

There were no apologies

MC20/002 Declarations of Interest

None

MC20/003 Mayor 2018-19 – Report of final amounts donated to the Mayor’s Charities

The Chairman invited the Mayor for 2018-19, Mrs Kristan Green, to give a verbal
report on the total value raised for the Mayor’s Charities, and its distribution
between the charities:

1st Stone Scout Group
Age Concern
STING (Staffordshire Therapeutic Independent Neurological Group)

During the Mayoral year, a total sum of £2,593.55 was raised. This includes
£440.08 raised at the street collection (which has already been paid out) and a
sum of £2,153.47 which is still to be distributed.

RESOLVED: That the total value raised for the Mayor’s Charities during 2018-19 of
£2,593.55, is apportioned equally between the Mayor’s three charities.

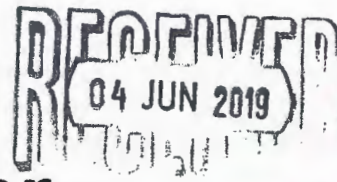
MC20/004 Mayor 2019-20 – To confirm the charities for the year

The Chairman, Councillor M. Green, stated that the Mayor’s chosen charity for the
year 2019-2020 would be:

Crown wharf Theatre Company

RESOLVED: To support the Mayor's proposed charity.

Town Mayor



Application for Grant Aid

Stone
Town Council

Name of organisation:

1st STONE CUBS

Purpose of organisation:

To provide opportunities for young people to meet and undertake adventurous activities in a safe environment.

Amount of grant requested:

£495.00

Total cost of project (if appropriate):

Reason for grant request:

1st STONE CUBS IS ORGANISING A CHRISTMAS CAMP FOR OUR YOUNG PEOPLE FROM 13-15 DECEMBER 2019. AS THE COST OF THE BUILDING HAS DOUBLED THIS YEAR, IT IS BECOMING INCREASINGLY DIFFICULT TO PROVIDE ACCOMMODATION AND ACTIVITIES AT A PRICE AFFORDABLE TO OUR YOUNG PEOPLE.

WE REQUEST £495.00 TO COVER THE BUILDING HIRE FOR THE WEEKEND, SO WE ARE ABLE TO PAY FOR BETTER ACTIVITIES AND REDUCE THE COST TO OUR MEMBERS.

EXISTING FUNDS IN THE ACCOUNT FOR 1ST STONE SCOUT GROUP ~~HAVE BEEN~~ ARE GOING TO BE USED FOR IMPROVEMENTS TO THE PUMPHOUSE (OUR HQ), WHICH STILL NEEDS A NEW FLOOR, WINDOWS, DOORS AND MORE, THEREFORE THERE ARE CURRENTLY NO FUNDS AVAILABLE FOR CAMPS.

Benefits to Stone residents:

- OUR CURS WILL BE ABLE TO SPEND A WEEKEND WITH THEIR PACK-MATES, MEET PEOPLE FROM OTHER GROUPS WHO WILL BE CAMPING AT THE SAME SITE AND FORGE STRONGER BONDS OF FRIENDSHIP.

Other sources of funding secured or being explored (with amounts where known):

NONE

Is this an "exceptional" request (see notes)? If so, please explain why the Council should treat it as an exception:

NO

Grants awarded by the Council in the last two years, and the uses made of the funding:

I AM NOT AWARE OF ANY RECENT GRANT APPLICATIONS TO THE TOWN COUNCIL, HOWEVER WE RECEIVED £179.90 FROM COUNTY COUNCILLOR JILL HOOD TO PURCHASE COOKING EQUIPMENT.

Statement of support from Council appointed representative (if applicable):

1st Stone Scouts P&L 2018-19

	2018-2019	Prv Year	Notes
Income			
Subscriptions	6297.00	4850.00	
Gift Aid	1127.62	888.89	
Fund Raising	100.00	0.00	
Income for Events	0.00	285.00	
Hire of HQ	1325.00	1350.00	Note 1
Grants & Donations	1223.88	708.00	Note 2
Transfer from Roof Repair Reserve	0.00	21427.46	
Miscellaneous Income	0.00	0.00	
	10,073.50	29,509.35	
Expenditure			
Programme Activities	614.06	473.31	
Badges & Uniform	291.22	307.96	
Capitation	1955.70	1902.70	
Event Costs	0.00	286.00	
HQ Costs	1971.64	983.96	Note 3
Equipment Purchase & Maintenance	4.99	0.00	
Management & Administration	179.61	117.45	
Roof Repairs	0.00	30874.50	
Miscellaneous Costs	109.35	0.00	
	5,126.57	34,945.88	
Surplus/(Deficit)	<u>4,946.93</u>	<u>-5,436.53</u>	

Notes

- 1 HQ Income: Town Band £300, Scout Band £400, District £300, Bonfire etc £325
- 2 Grants from Staffs CC, Copper Jar, Bonfire & £400 from Stone Rotary for Water Heaters
- 3 HQ Expenses: Gas £740, Electric £300, Repairs etc £930

1st Stone Scouts Balance Sheet 2018-19

	2018-2019	Prv Year	
Assets			
Cash in Bank	5185.13	6760.54	
Floats & Cash/Chqs in Hand	2390.92	707.99	
Gas Oil Stock	700.00	700.00	
Other Assets	0.00	0.00	
Debtors	1547.42	888.25	Gift Aid & Rotary Donation
	9823.47	9056.78	
Liabilities			
Creditors	953.48	5083.72	Owed for Water Heaters & Gas Delivery
	953.48	5083.72	
Total Assets less Liabilities	<u>8869.99</u>	<u>3973.06</u>	
Capital & Reserves			
Roof Repair Reserve	0.00	0.00	
Other Reserved Capital	170.63	220.63	Cubs Nights away & OSM donation
Unreserved Capital	3752.43	9188.96	
P&L Account	4946.93	-5436.53	
	<u>8869.99</u>	<u>3973.06</u>	

Notes:

Application for Grant Aid



Name of organisation:

2352 (Stone) Squadron Air Cadets

Purpose of organisation:

Youth organisation which benefits both young people and the wider community with a range of activities, qualifications and support to the community at events.

Amount of grant requested:

£500

Total cost of project (if appropriate): In the region of £700

Reason for grant request: Sign writing and decor for squadron minibus purchased last year

Benefits to Stone residents:

2352 have a large presence in Stone, regularly supporting both Stone and the outlying villages with event support and joining parades. We have strong links with Stone RAFA and Stone has it's own Mayors cadet. Since losing our last minibus we are trying to obtain funds to sign write to make this bus noticeable, to grow our presence and support in and to the town.

Other sources of funding secured or being explored (with amounts where known): We are looking at sponsored events to obtain further funds after our busy summer period is over

Is this an "exceptional" request (see notes)? If so, please explain why the Council should treat it as an exception:

Grants awarded by the Council in the last two years, and the uses made of the funding: No grant applied for in 2018. In 2017 we were kindly given £484.98 for an event shelter which was used the past 2 years at Stone festival and seen at both squadron and wing events

telephone 01785 619740.

2352(Stone) Squadron

Treasurer's Report -

Date: 1st April 2019

	OUT	IN	
Last Statement Closed At		4549.02	
Apr-18			
SUBS		335	BT
Owen - Easter Camp		40	BT
J Rothwell Expenses -	656.24		136
Disco £180			
Lanyards 39.95			
Trophies £30 & £35.74			
Ist Aid £50			
ID Badges £29.15			
Sqn T.Shirts £200.10			
Fuel £60			
Paper/Binbags/Toilet Roll £11.40			
Steve Cahill Expenses	167.43		137
Printer £130			
Fuel £30			
Postage £7.40			
British Telecom	62.52		DD
Crockawhile Glasses Dinining in	49.4		129
Community Centre - Dining In	263		131
Plyvine Catering - Dining In			134
BALANCE END OF APRIL:		£2,236.41	
May-19			
SUBS		287.5	BT
Knight - Stem Camp		30	BT
Kirby - Valley Camp		70	BT
Camp Payments		550	C/CH
British Telecom	62.52		DD
Refund for Rachel Smith	250		140
Steve Cahill Expenses	22.4		139
BALANCE END OF MAY:		£2,828.99	
Jun-19			
SUBS - so Far		212.5	
Staffs Wing - RAF Valley Camp	210		
KD Insurance - minibus	634.38		
Staffs Wing - STEM Camp	180		
Levy	557.34		
Staffs Wing - Swynny Camp	20		
Hilderstone Motors - Minibus MOT	372.5		
Steve Cahill - Fuel/Postage	78.42		
Compressed Air/JP	10.16		
Amount in Bank at 23rd June		£926.17	

RECEIVED
13 JUN 2019
RESOLVED

Application for Grant Aid



Name of organisation: The Crossing Community Centre (Church at The Crossing Part of "Rising Brook")	
Purpose of organisation: Our centre is run by Church at The Crossing (part of Rising Brook) charity no 1136190. Across our 3 locations we focus on creating thriving community hubs with community cafes, community activities, toddler groups, support & guidance as well as hosting events	
Amount of grant requested: £500	Total cost of project (if appropriate): ongoing
Reason for grant request: Since Alkynes swimming pool + centre has closed, we have been approached by a number of people enquiring about the sports facilities here at The Crossing. We would like to invest in badminton equipment and a table tennis table. This will equip us to offer this activity to current community groups and attract other groups looking for a new venue. We are also currently in discussion with local council rep. Kerry Dawson to see a new provision for young people, supported by local volunteers, this equipment would benefit this group also.	

Benefits to Stone residents:

Youth club provision
Improved sporting facilities + equipment
Building community well-being

Other sources of funding secured or being explored (with amounts where known):

none currently

Is this an "exceptional" request (see notes)? If so, please explain why the Council should treat it as an exception:

no

Grants awarded by the Council in the last two years, and the uses made of the funding:

none

Statement of support from Council appointed representative (if applicable):

see attached statement from
Cllr K Dawson

12th June 2019

To Whom It May Concern,

I fully support this application for sports equipment. I have been in talks with Katie about the possibility of starting a youth club at The Crossing and this equipment would be fantastic for those who use the centre, now and in the future. The Crossing provides a fantastic meeting space for local families, supports the local community and is highly valued by its users.

Best wishes,

Cllr. Mrs K Dawson

RISING BROOK 2018 accounts for all locations
 this is total for RBBC staffed
 Create-Huntingdon
 Church at the Crossing-Stone

	TOTAL (CONSOLIDATED)					
ALL SUMMARIES	Actual for month	Budget for month	Actual year to date	Budget year to date	Projected for year	Budget for year
	December	December	Jan-Dec	Jan-Dec	Jan-Dec	Jan-Dec
Giving - regular	£31,051	£32,528	£350,830	£390,337	£350,830	£390,337
Giving - loose bag	£1,862	£2,532	£30,455	£33,388	£30,455	£33,388
Giving - one-offs £1,000+	£4,080	£4,833	£33,130	£58,000	£33,130	£58,000
Giving - gift aid	£8,624	£9,354	£93,306	£112,242	£93,306	£112,242
Sundry income	£1,384	£885	£9,090	£10,625	£9,090	£10,625
Café+Catering income	£6,432	£7,894	£90,098	£94,725	£90,098	£94,725
Room bookings income	£467	£3,150	£34,606	£37,805	£34,606	£37,805
Gifts from Mission Partners	-	-	£5,581	£5,500	£5,581	£5,500
Other Event Income	-	£21	-	£250	-	£250
Community Outreach	£683	-	£6,568	£4,700	£6,568	£4,700
CYF Income	£970	£333	£8,736	£4,000	£8,736	£4,000
Grant Income	£1,950	£1,950	£24,359	£24,400	£24,359	£24,400
Library income	£446	£208	£4,021	£2,500	£4,021	£2,500
Resources sales	-	-	£659	-	£659	-
Leadership School	-	-	£8,114	£6,650	£8,114	£6,650
Thank Offering	(£2,000)	-	£20,040	-	£20,040	-
Released from Network Pot	£354	£354	£4,244	£4,244	£4,244	£4,244
Feasibility Study	-	-	-	-	-	-
Release of Designated/Allocated Funds	£2,081	£107	£19,897	£14,288	£19,897	£14,288
Transfers in from other budgets	£1,955	£16,035	£182,214	£192,278	£182,214	£192,278
Prior Year Adjustment	-	-	-	-	-	-
	-	-	-	-	-	-
TOTAL INCOME	£60,339	£80,186	£925,948	£995,932	£925,948	£995,932
Salaries+Wages	£38,960	£40,924	£453,849	£468,270	£453,849	£468,270
Ministers+Staff training	£602	£667	£8,647	£10,000	£8,647	£10,000
Ministers+Staff expenses	£928	£861	£7,578	£10,330	£7,578	£10,330
Intern Costs	-	£450	£2,080	£4,520	£2,080	£4,520
Sunday Services	£364	£1,290	£15,587	£19,976	£15,587	£19,976
Online church	-	-	£3,867	£4,000	£3,867	£4,000
Events	£1,352	£1,440	£3,975	£5,670	£3,975	£5,670
Community Outreach	£699	-	£8,875	£5,850	£8,875	£5,850
CYF expenditure	£141	£769	£5,449	£8,602	£5,449	£8,602
Pastoral care	-	£94	£15	£1,125	£15	£1,125
Discipleship+Clusters	£26	£188	£1,427	£2,250	£1,427	£2,250
Local+Global mission	£3,070	£3,975	£39,562	£56,700	£39,562	£56,700
Hospitality	£141	£383	£1,922	£5,265	£1,922	£5,265
Centre Ministry	£60	£129	£982	£1,544	£982	£1,544
Marketing+Communications (incl Website)	£663	£994	£8,373	£11,924	£8,373	£11,924
IT Costs	£98	£593	£6,989	£7,112	£6,989	£7,112
Subscriptions	£197	£152	£2,702	£1,825	£2,702	£1,825
Professional fees	£1,123	£1,184	£13,650	£14,210	£13,650	£14,210
Rent+Rates	£601	£1,048	£8,734	£12,572	£8,734	£12,572
Utilities	£4,830	£2,500	£43,752	£30,005	£43,752	£30,005
Facilities Maintenance+Cleaning	£1,917	£2,537	£18,115	£30,444	£18,115	£30,444
Minibus	£634	£242	£1,342	£2,900	£1,342	£2,900
Photocopiers, stationery etc	£1,561	£1,964	£21,687	£23,565	£21,687	£23,565
Telephone+Wi-Fi	£409	£422	£4,891	£5,065	£4,891	£5,065
Library	£45	£67	£415	£800	£415	£800
Deaf ministry	£713	£158	£3,102	£1,900	£3,102	£1,900
Safeguarding	-	£65	£588	£778	£588	£778
Leadership School	-	-	£4,098	£6,650	£4,098	£6,650
Café+Catering non-staff costs	£3,434	£4,074	£43,595	£48,887	£43,595	£48,887
Conferencing non-staff costs	£12	£63	£1,032	£756	£1,032	£756
Miscellaneous	£39	£13	£154	£160	£154	£160
Expenditure from Designated/Allocated Funds	-	-	£9,874	-	£9,874	-
Feasibility Study	-	-	-	-	-	-
Contingency	-	-	-	-	-	-
Transfers out to other budgets	£1,956	£16,036	£182,215	£192,278	£182,215	£192,278
Prior Year Adjustment	-	-	£440	-	£440	-
	-	-	-	-	-	-
TOTAL EXPENDITURE	£64,575	£83,279	£929,563	£995,932	£929,563	£995,932
	-	-	-	-	-	-
(DEFICIT)/SURPLUS	(£4,236)	(£3,093)	(£3,615)	£0	(£3,615)	£0

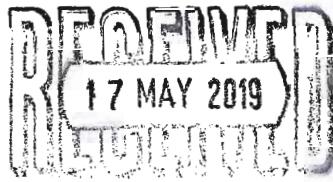
Statement of funds as at 31 December 2018

ASSETS	
Cash at bank and in hand	£167,282
Gift Aid owed by HMRC	£8,361
Debtors - conferences etc (less bad debt provision)	£4,147
Prepayments	£15,056
Cyclescheme	£100
Money due from DFN	£2,854
TOTAL ASSETS	£197,800
LIABILITIES	
PAYE+Pensions	£8,629
Accruals+Creditors	£32,749
TOTAL LIABILITIES	£41,378
TOTAL RESERVES (RESTRICTED + UNRESTRICTED FUNDS)	£156,422

Held for others	£7,865
Allocated reserves	£62,000
Unrestricted funds	£86,557
Unrestricted funds reconciliation	
As at 1 January 2018	£92,816
Surplus/(Deficit) for year - Create	(£21,134)
Surplus/(Deficit) for year - RB Community Church	£5,983
Surplus/(Deficit) for year - The Crossing	£11,620
Surplus/(Deficit) for year - Rising Brook (One Church)	(£240)
Increase/(Decrease) for year - Thank offering reserves	(£2,488)
At 31 December 2018	£86,557

*Allocated reserves	
Stafford Refugees	£4,313
India medical fund	£6,100
New Building Fund	£12,434
Mercia Network	£1,757
Russia Mission Pot	£12,000
The Crossing Training Fund	£429
Food4Thought	£2,789
Gambia fundraising	£10,939
Amber Brown Mission Fund	£2,900
SCVYS Grants	£1,245
Youth weekends/Ssurvivor/Power Up holding funds	£128
Create youth program grant	£1,500
Create youth worker fund	£5,466
Total	£62,000

**Held for Others	
Men's ministry - RB Community Church	£368
Women's ministry - RB Community Church	£1,282
BSL Course	£3,562
Youth cake sales - homeless	£108
Romania Camp Bursaries	£1,164
Crisis Gift to Pass On	£1,000
Jeff Russell	£63
Russia	£90
Lebanon	£228
Total	£7,865

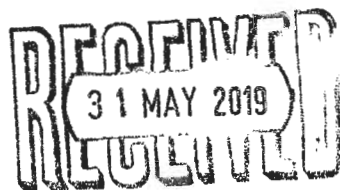


Application for Grant Aid



Name of organisation: The Crown Wharf Theatre	
<p>Purpose of organisation: The Crown Wharf Theatre is new charity set up by Stone Revellers working in partnership with Joule's Brewery. Its purpose is to create a modern performance venue in the heart of Stone to promote all aspects of the performing arts: drama, music, dance, comedy and film.</p> <p>The organisation enables people to participate in the arts by providing a professional and accessible performance venue. Having a local performance venue will provide members of the public with a range of volunteering roles as well as opportunities to produce and perform artistic work.</p> <p>It also enables the expansion of current groups/societies by having a good quality and fit-for-purpose venue in which to perform.</p>	
Amount of grant requested: £500	Total cost of project (if appropriate): £15,000
<p>Reason for grant request:</p> <p>Crown Wharf Theatre is raising money to ensure the theatre is fitted and kitted out for a comfortable and professional environment and to meet the needs of as many potential users as possible.</p> <p>We have engaged the services of a professional theatre design company to ensure that the theatre is fit for purpose and to establish the costs, and therefore, our ultimate fundraising target.</p> <p>The cost of these services is £15,000 and this is our initial fundraising target.</p>	
Reviewed and updated June 2018	
Page 1	

<p>Benefits to Stone residents:</p> <p>This partnership represents a huge opportunity to develop a leisure, arts and culture facility that will come from organisations deeply rooted in the community and history of the town. This new development puts local people at its heart whilst attracting more visitors to the town and its businesses.</p> <p>The addition of a purpose built 140-seat studio theatre in the town centre will provide a space for live theatre, music, dance and comedy as well as cinema, corporate events and community meetings all year round.</p> <p>The addition of a quality arts facility in the town centre will fill a recognised and long-standing gap in Stone's landscape. Stone has a rich tradition of arts, culture and live performance demonstrated through:</p> <ul style="list-style-type: none"> - A range of longstanding community events - A culture of live music & open mics in its pubs and clubs - Established arts organisations such as Stone Revellers & Rooftop Studios. - Several other dance groups, choirs, bands, U3A and a range of other interest groups. <p>These groups have all flourished through ingenuity, dedication and passion for what they do, but have often been hampered by the lack of a high quality performance/presentation space. This new facility will take an operating approach that builds upon the town's existing arts, culture and community activity, and will look to foster a sense of a facility run by, and for, the community of Stone.</p>
<p>Other sources of funding secured or being explored (with amounts where known):</p> <p>We are currently pulling together our fundraising strategy which will include approaching businesses, local organisations / societies and members of the public.</p> <p>We have received a donation of £1000 from a member of the public and £200 from the Stone Revellers theatre Group.</p>
<p>Is this an "exceptional" request (see notes)? If so, please explain why the Council should treat it as an exception:</p> <p>Not Applicable</p>
<p>Grants awarded by the Council in the last two years, and the uses made of the funding:</p> <p>Not Applicable</p>
<p>Statement of support from Council appointed representative (if applicable):</p>



Application for Grant Aid



Name of organisation: Douglas Macmillan Hospice	
Purpose of organisation: Our aim is to maintain and to continue to respond to the increasing needs of patients in our local community by delivering exceptional professional care to people approaching end of life. At Dougie Mac we are resolute in our core mission; patient care provision. We aspire to offer access to hospice care for all local people with a palliative illness, to make sure we reach those most vulnerable in our community and to work together with groups, organisations, trusts, individuals and businesses to ensure we can continue to deliver the 'Dougie Mac magic' for which we are so well known and respected. It's your Dougie Mac.	
Amount of grant requested: £550.00	Total cost of project (if appropriate): £19,250.00
Reason for grant request: To deliver the 'bespoke care' it is imperative that we keep Inpatient equipment up to date to cope with the ever more complex and changing needs of our society. Due to a recent refurbishment on our Inpatient ward we now need to upgrade our existing mattresses. Our Inpatient Services Manager and Director of Care have researched all options and the Dyna Form Mercury Advance mattress was thought to be the best product available to suit our hospice needs. Can Stone Town Council help by purchasing one Dyna-Form Mercury Advance mattress? This is a dynamic mattress replacement system combined with the benefits of modern foam technology. It is specifically designed for patients considered to be at 'Very High Risk' of pressure ulcer development. With a maximum weight capacity of up to 40 stone, it meets the modern challenges of those heavier patients. All component parts are interchangeable and replaceable, maximising product life and reducing environmental impact. The outer cover comprises a high frequency welded, multi stretch and vapour permeable fabric, satisfying the strictest infection control policies. The success of our hospice is dependent on the goodwill of local people to support our diverse income streams. We rely entirely on voluntary donations for 80% of the £12m needed to run our specialist services.	

Benefits to Stone residents:

We receive care referrals from just outside Market Drayton in the east across to Denstone in the west; Rushton Spencer in the north to Stone in the south. This is our heartland and it covers approximately 300 square miles with a total population of over 500,000 residents.

In the past 4 years we have received over £66,800 from 'In Memory Of' donations from individuals in and around Stone (based on postcode ST15 8) indicating that they have been directly affected by loss in their lives. If we can help families and their loved ones to find comfort in their last weeks, days or hours together, then we have accomplished our mission.

Stoke-on-Trent is currently ranked the 14th most deprived local authority (out of 326) in England. The health of our community is generally worse than the England average. Premature mortality (deaths under the age of 75) from the three major killers – cancer, circulatory disease, respiratory disease – are all significantly higher compared with other parts of England.

Other sources of funding secured or being explored (with amounts where known):

Hospice Aid UK £550 – 1 x mattress
David & Ruth Lewis Family Charitable Trust £1100 – 2 x mattresses
The Kobler Trust – Awaiting decision
Graham Kirkham Foundation – Awaiting decision
Rotary Club of Wolstanton – Awaiting decision
The Cotton Trust - Awaiting decision

Is this an "exceptional" request (see notes)? If so, please explain why the Council should treat it as an exception:

As the maximum stated application value is noted as £500 and each mattress costs £550, I have declared this request here as 'exceptional'. We would be very grateful if Stone Town Council would see fit to award the full amount of one mattress rather than part-payment.

Grants awarded by the Council in the last two years, and the uses made of the funding:

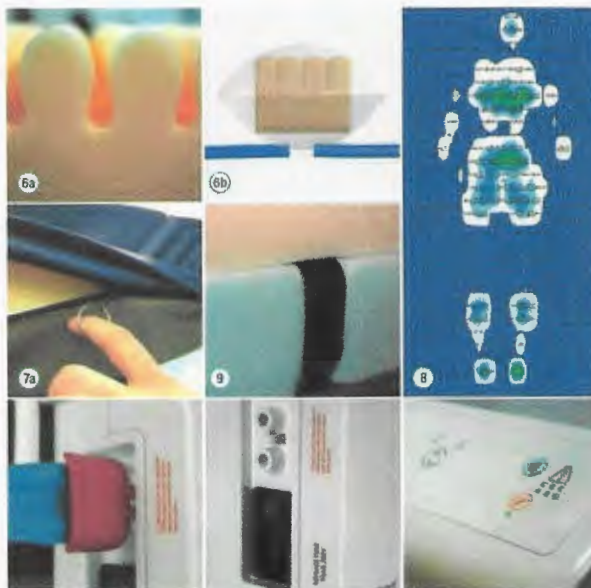
None.

Statement of support from Council appointed representative (if applicable):

Not applicable.

**Could Stone Town Council help Dougie Mac by donating for the purchase of
1 of the 35 specialist mattresses' needed for our Inpatient Services,
costing £550 each?**

The Dyna-Form Mercury Advance is a dynamic mattress replacement system combined with the benefits of modern foam technology. It is specifically designed for patients considered to be at 'Very High Risk' of pressure ulcer development. Offering high levels of patient comfort, this unique system has the facility to "step up" to that of a dynamic mattress when clinically required.



These features make it particularly beneficial for use within our wards and help reduce logistic and decontamination costs. The clinical benefits of a single system are equally applicable to those of a modern hospital setting.

A higher maximum weight capacity, up to 40 stone, allows the product to meet the modern challenges of those heavier patients. All component parts are interchangeable and replaceable, maximising product life and reducing environmental impact. The outer cover comprises a high frequency welded, multi stretch and vapour permeable fabric, satisfying the strictest infection control.

"How people die
remains in the
memory of those
who live on"
Dame Cicely Saunders



Charity Registration No. 1071613

Company Registration No. 03615904 (England & Wales)



DOUGLAS MACMILLAN HOSPICE

(A company limited by guarantee)

TRUSTEES' REPORT & FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018



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Trustees' report (incorporating the directors' report and strategic report)	2-7
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DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

REFERENCE AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31 MARCH 2018

Douglas Macmillan Hospice is a company limited by guarantee and a registered charity governed by its memorandum and articles of association.

Officers

The current Trustees (Directors) and those who held office during the financial year to 31st March 2018 are listed below:

Mr K Brown	Ms L Rowley
Mrs J Neyt (<i>Formerly Costello</i>)	Mr D Platt (Chairman - appointed 30.10.17)
Mrs S Evans	Dr J Sissons
Mr A Millward	Dr E Slade
Mrs A Rathbone	Mr D Harvey (Appointed 30.10.17)
Mrs J Miller (Appointed 30.10.17)	Mr E M Turner (Chairman - resigned 30.10.17)
Company Secretary	Mr D Webster
Chief Executive Officer	Mr D Webster
Medical Director	Dr C Hookey
Director of Care	Mrs J McCartney
HR & Support Services	Mrs C Hammond
Director of Income Generation	Mrs K S McKenzie

Legal and Administrative Information

Company Number	3615904
Charity Number	1071613
Registered Office	Barlaston Road Stoke-on-Trent ST3 3NZ
Auditors	Geens Limited Chartered Accountants 68 Liverpool Road Stoke-on-Trent ST4 1BG
Principal Bankers	Lloyds Banking Group 46 High Street Newcastle-under-Lyme ST5 1QY
Solicitors	Grindeys Glebe Court Stoke-on-Trent ST4 1ET

DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2018

THE DIFFERENCE WE MAKE

Death and dying are inevitable.

The way we support those who are contending with the prospect of dying due to a terminal illness is at the core of our humanity.

For 45 years the Douglas Macmillan Hospice, or Dougie Mac, as we are colloquially known, has been providing palliative and end of life care to people with a limited life expectancy and progressive advanced illness so that they can have the best possible quality of life. We are the only adult hospice in North Staffordshire and our impact is immense, both at an individual level with regard to the caliber of care delivered to patients and families across our heartland, and at the level of social contribution to the local health economy, preventing unnecessary admissions to hospital and supporting statutory service providers. As we celebrate our 45th birthday we can reflect on a contemporary relevance that has never been greater, a reputation which has blossomed over those years and a scale which now enables the hospice to position itself as a key influencer on issues affecting palliative and end of life care.

When the Douglas Macmillan Home opened in 1973 those pioneering leaders behind its inception, estimated that it may cost as much as £22,000 per year to run the facility, but they were optimistic that the generosity of local people would make it a huge success. They were right: 45 years later Dougie Mac can rely on £9.5million per year from local individuals, organisations and businesses toward the annual operating costs of £12million. Services have broadened to the extent that in 2018 almost 30% of patients are non-cancer patients with a range of other illnesses and we are now one of the few UK hospices to cement our dementia specialization by the appointment of an Admiral Nurse. Our Hospice Inpatient Unit is now a 33 bed facility with around 616 admissions this year and our specialist community teams received 1,859 new referrals and cared for over 2,500 patients at home this year. We stand on the shoulders of those visionary people who opened the doors in 1973 but hopefully this Annual Report will confirm to them their legacy has been cherished and nurtured.

The Trustees confirm that they have complied with the duty in Section 4 of the Charities Act by referring to guidance contained in the general guidance on public benefit.

OUR ACHIEVEMENTS IN 2017/18

For patients, and their families, living with a terminal illness can be an isolating and bewildering experience. However, we know from the powerful and poignant feedback that we regularly receive that when hospice care is received from Dougie Mac the impact is hugely positive. Nonetheless, alongside such favorable anecdotal evidence it is vital to reflect on what some key numbers tell us. Consequently, in assessing our achievements over the past year the following data provides compelling evidence of the affect we have had:

- Of all palliative care patients in our heartland area of Stoke on Trent and North Staffordshire, we estimate that 40% were referred to Dougie Mac for hospice care
- We received 1,859 referrals in the year, of which 70% were cancer patients and 30% had other life limiting illnesses. We have seen 65% increase in referrals for patients with a dementia diagnosis
- The primary care requirement was symptom/pain control for 94% of patients
- Our 24/7 Advice Line received 4,735 calls, mostly from patients or carers
- We admitted 616 patients to our Inpatient Unit, 65% of whom were admitted within 2 days of referral
- Our specialist community nurses cared for over 2,500 patients at their home or place of residence and our Hospice at Home team enabled 285 patients to die at home as they had expressly wished to do so

Our recently published Quality Account 2017/18 confirms the progress made on our mission statement "To deliver excellent care to people approaching end of life". Moreover this report spotlights that end of life patients that do not receive hospice support are twice as likely to die in hospital so our impact on unnecessary hospital admissions is clear.

DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2018

FINANCIAL REVIEW

The financial performance of Douglas Macmillan Hospice for financial year 2017/18 is set out in detail in the attached Consolidated Statement of Financial Activities.

Total expenditure for the year exceeded income by £243K and this operational deficit is increased to £448K when adjustments are made for an actuarial loss on the hospice's defined benefits scheme (£143K) and our loss on investment performance (£62K). The year was characterized by shortfalls in donated income and income received from charitable activities of circa £590K, contrasting with increase in income from trading activities of £313K. We are enormously grateful to our supporters, who choose to leave a lasting legacy to the hospice, ensuring care for future generations, but of course income from legacies can fluctuate from year to year and it is difficult to predict whether such levels of legacy income will recur. The upward trend in income from our retail shops continues this year with an increase of £775K on the previous year and an increase in net contributions of an inspiring £530K.

Expenditure across all areas of the organization is tightly controlled and was held well within budget. Moreover our reserves are maintained at adequate levels to cushion the hospice against future reductions in income levels as well as to provide capital for future strategic growth and indeed our levels of reserves remain substantial despite an uplift in provisions for a deficit in the closed defined-benefit pension scheme.

Where does the funding come from?

As a charity the hospice relies heavily on voluntary donations. Our NHS/CCG grant has not increased for many years and currently accounts for only 23% of our total requirement. The generosity and kindness of local people is the essence of our success as a hospice. Many of the people who choose to donate to us do so in memory of a loved one, whom we cared for, or in admiration of the impact we have had on many thousands of local families over the last 45 years. Some families ask friends attending a funeral to donate to us in lieu of bringing flowers; others create an event to fundraise on our behalf. Many supporters attend our fundraising events such as the bike ride, 10K run, Moonlight Walk or annual Dougie Mac Ball. However they decide to donate, our supporters make an enormous difference to our work. It is fitting to record our sincere thanks to all of our supporters in the Trustees Report, and also to acknowledge the wonderful work done by around 1,000 Dougie Mac volunteers who have donated their valuable time. An incredible 141,302 hours across all areas of the charity without which we simply could not deliver the breadth and depth of our service.

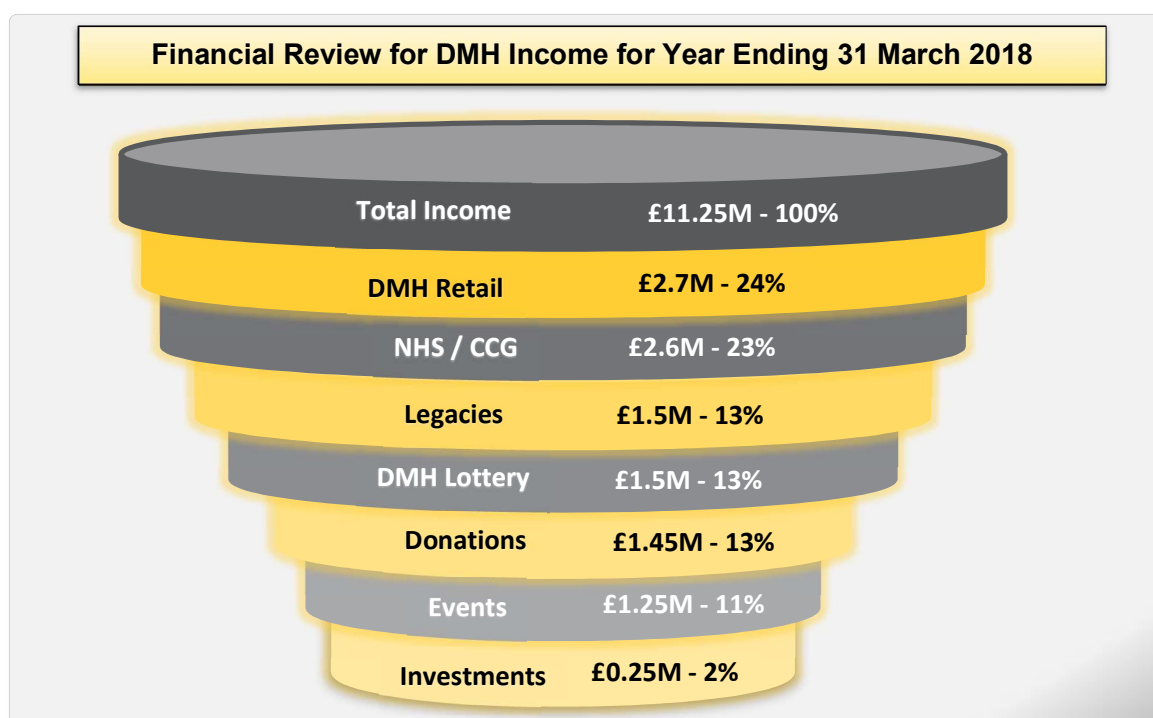
OUR FUNDRAISING APPROACH

Given that over £9million was raised by voluntary donations last year it is important to emphasize that our approach to raising funds is transparent, as greater transparency fosters greater confidence in Dougie Mac as a charity. We always take care to be direct and honest with anyone who shares their money or time with us. Our approach is to be strong advocates of the superb care delivered at the Hospice by enthusiastically nurturing our relationships with current donors as well as attracting new supporters. We do as much of our fundraising as possible in-house, including interacting with donors through our Supporter Hub team. We had no relationships with external professional fundraisers this year. Occasionally we have been approached by firms seeking to work with us on a commercial participator basis but our due diligence reveals that the time and effort involved rarely yields a commensurate uplift in income, especially given the associated control risks, so we did not form any commercial participator relationships in 2017/18.

The charity is registered with the new Fundraising Regulator and we adhere to their Code of Practice. Our staff are fully trained and understand their responsibilities as we are a member of the Institute of Fundraising and moreover the values and culture of Douglas Macmillan Hospice demand candour and transparency of all of our employees.

In short, donating to Dougie Mac should be a great experience. If any donors feel we have fallen short of the standards we set then we make it straightforward for people to contact us and we will always seek to put that right. Alongside our Privacy Notice we have a Safeguarding Policy which covers vulnerable persons which we regularly review so that there can be no unreasonable intrusion on a person's privacy or any suggestions of over-persistent approaches to obtain funds or undue pressure on anyone to donate to us.

The reputation of the Hospice and centrality of our donors in all of the work that we undertake means that our attitudes, behaviors and practices must be exemplary at all times.



OUR VISION FOR THE FUTURE

The Douglas Macmillan Hospice has a 3 year Strategic Plan which encapsulates our ambitions and outlines our goals. We aim to deliver excellence in everything that we do for patients, families and carers so that our reputation continues to be enhanced by an innovative, values-driven and sustainable approach to the growth of the organization. The Trustees feel it is our duty as a hospice to be ambitious in these trying times and to commit to provide our specialist expertise and support that can rarely be found elsewhere. We know that people with life-limiting illness, in need of palliative and end of life care often prefer to stay at home and wish to retain their independence. This requires resources and support but is at the core of our strategy, to such an extent that the expansion of our community teams is a key priority in our strategic plan. However we also know that many patients need to be admitted to the Hospice' Inpatient Unit (IPU) and it is our responsibility to create the very best environment in our bed-services. Consequently the Trustees have agreed to embark on the largest refurbishment of our IPU for over a decade to modernize the physical environment so that it matches the contemporary standards of the excellent care we deliver. This major project will commence in Autumn 2018, following the construction of a new roof in early 2018 and our aim is to reflect the genuine importance to Dougie Mac of delivering 'world class' facilities to the people of Stoke on Trent and North Staffordshire in gratitude for their consistent support, kindness and generosity.

Our high level strategic objectives for the next 3 years are:

- Achievement of an ambitious annual budget reflecting sustainability and balanced growth
- Increased patient access to our clinical services by 20%
- Attainment of an Outstanding rating from the Care Quality Commission
- To embed our People Strategy so that staff satisfaction levels exceed 90%, sickness absence levels reduce to 5% and staff retention reaches 95% by 2021, providing tangible evidence of Dougie Mac as an employer of genuine excellence

Trustees acknowledge that the pace of change in our local health economy is unlikely to slacken in the next 3 years and the challenges of population ageing will intensify. Therefore our hospice objectives must be dynamic so that Dougie Mac can react with flexibility to fresh opportunities, empowering hospice leaders to explore initiatives which will extend our reach.

DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2018

STRUCTURE AND GOVERNANCE

Board of Trustees

The Board of Trustees is the governing body that administers the charity, sets the strategy, formulates policy and assesses procedures and risk management. The Board meets regularly and the trustees are directors of the company but none of the trustees has a beneficial interest in the company and all are unpaid volunteers.

Trustee Recruitment, Appointment and Induction

The existing trustees of Douglas Macmillan Hospice are empowered under the Articles of Association to elect new trustees at our Annual General Meeting and to make co-options at any other time. Succession planning for trustees is an important dimension of governance as is a blend of skills in the Board of Trustees, so new trustees are recruited in a variety of ways including external advertising and previous interest in and involvement with the Hospice. Additionally potential new trustees are invited to attend Board meetings as an observer to assist them on deciding whether to agree to a nomination as a trustee. New trustees receive a full induction programme over an extended period, including briefings with senior executives and visits to the various parts of the organization to gain an appreciation of the mosaic of aspects which contribute to the success of Douglas Macmillan Hospice.

Subcommittees of the Board of Trustees

To assist in the smooth running of the charity the Board is supported by six subcommittees each of which meets at appropriately regular intervals and are chaired by a member of the Board. These subcommittees are:

- Investments, Finance & Internal Audit (IFIA)
- People & Values (P&V)
- Clinical Governance & Professional Standards (CGPS)
- Corporate Governance (CG)
- DMH Staffordshire Enterprises Ltd Board (DMHSEL)
- DMH Staffordshire Lotteries Ltd Board (DMHSL)

The trustees on each subcommittee have relevant interests and skills to ensure that they enhance the work of that committee. A scheme of delegation is in place so that day to day responsibility for the affairs of the charity, including all operational matters, rests with the Chief Executive Officer and the Executive team, which currently comprises:

- Chief Executive – David Webster
- Director of Care – Jannette McCartney
- Director of Income Generation – Karen McKenzie
- Director of HR & Support Services – Cris Hammond
- Head of Finance – Vicki Dean

Both DMHSEL and DMHSL develop commercial activities to support the charity and each covenants its surplus to the charity, and results are included within the Consolidated Financial Statements.

Risk Management

Governance of Douglas Macmillan Hospice is underpinned by a transparent culture of risk evaluation and risk management, enabling the Board of Trustees to consider all risks, both stated and emerging, and fulfill their responsibility for risks faced by the charity. A risk register identifies the potential and actual risks, their nature, likelihood and impact and then outlines the measures taken to mitigate those risks. Trustees review the risk register formally at Board meetings as well as assessing and updating it at appropriate subcommittees.

The main risks that the charity faces are:

DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2018

a) **Financial Sustainability**

This is mitigated by our robust fundraising strategy; built over many years of successful expansions of donated income, and by cultivating excellent relationships with statutory funding partners in the local health economy

b) **Reputation**

The Hospice is held in high regard by local people and stakeholder partners and has been so for 45 years but protecting and polishing our reputation requires mitigating actions, notably in ensuring that all our systems, processes and support lead to the successful recruitment retention and development of outstanding people

c) **Internal Infrastructure**

In a rapidly changing environment our mitigations involves continually assessing and modifying our infrastructure (including I.T.) to contend with contemporary and future needs. Cost containment and investment in new assets are kept in balance by constant monitoring.

Reserves Policy

Reserves are held to ensure that the charity has the ability to withstand any unforeseen drops in income, and to provide capital for future strategic growth, recognizing that access to external capital is very limited. The Board of Trustees is satisfied that the current level of reserves provides an adequate buffer against risks that cannot be negated by other means, whilst underpinning the strategic plan for the future of the hospice.

Remuneration Policy

The People & Values subcommittee, which reports to the Board of Trustees, oversees all matters relating to executive remunerations and staff pay and benefits. External benchmarks and local market rates of pay are used as comparatives so that the Hospice can attract and retain high quality staff in both clinical and non-clinical roles. An annual appraisal process is in place to evaluate job performance at an individual level across the organization.

Trustees Responsibilities in Relation to Financial Statements

The charity's trustees, who are also the directors of Douglas Macmillan Hospice for the purposes of company law, are responsible for preparing a trustees annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (UK generally accepted accounting practice).

Company law requires our trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group, and of the incoming resources and applications of resources, including the income and expenditure of the charitable group for that period.

In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities Statement of Recommended Practice (SORP)
- Make judgements and accounting estimates that are reasonable and prudent
- State whether applicable UK accounting standards and statements of recommended practice have been followed, subject to any material expenditures disclosed and explained in the financial statements
- Prepare the financial statements as the going concern basis unless it is inappropriate to presume that the charitable company will continue to operate

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time, the financial position of the charity and to ensure that the financial statements comply with the Companies Act 2008. They are also responsible for safeguarding the assets of the charity and the group, and hence take reasonable steps for the prevention and detection of fraud and other irregularities. The trustees are responsible for the maintenance and integrity of the corporate and financial

DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2018

information included in the charity's website. Legislation in the UK governing the preparation and dissemination of financial statements may differ from that in other jurisdictions.

In so far as the trustees are aware at the time of approving our trustees' report there is no relevant audit information of which our auditor is unaware, and trustees have taken all steps that they ought to have taken to make them aware of any relevant audit information. It is customary to place a resolution at our AGM proposing the appointment of Geens Ltd as our auditors and trustees will do so in the knowledge stated above.

Approved by the trustees on 3 September 2018 and signed on their behalf by

Chairman of Board of Trustees

DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF DOUGLAS MACMILLAN HOSPICE

FOR THE YEAR ENDED 31 MARCH 2018

Opinion

We have audited the financial statements of Douglas Macmillan Hospice and its subsidiaries (the 'group') for the year ended 31 March 2018 which comprise the consolidated statement of financial activities, the consolidated balance sheet, the consolidated cash flow statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion the financial statements:

- give a true and fair view of the state of the group's and parent charitable company's affairs as at 31 March 2018, and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the group's or parent charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report incorporating the directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the group and parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company's financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 6, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group's and parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

3rd September 2018

Chartered Accountants
Statutory Auditor

68 Liverpool Road
Stoke on Trent
Staffordshire
ST4 1BG

DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
(Including consolidated income and expenditure account)
FOR THE YEAR ENDED 31 MARCH 2018

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £ 2018	Total funds £ 2017
<u>Income:</u>						
Donations and legacies	2	1,457,519	1,479,205	48,839	2,985,563	3,012,718
Charitable activities	3	2,584,475	-	-	2,584,475	2,811,708
Other trading activities	4	5,434,333	-	-	5,434,333	4,542,941
Investment income	5	256,945	-	-	256,945	246,267
Total income		9,733,272	1,479,205	48,839	11,261,316	10,613,634
<u>Expenditure</u>						
Costs of raising funds	6	2,895,201	-	-	2,895,201	2,714,827
Charitable activities	7	8,199,559	388,713	20,632	8,608,904	8,417,018
Total expenditure		11,094,760	388,713	20,632	11,504,105	11,131,845
Net gains/ (loss) on investments	17	(62,089)	-	-	(62,089)	484,903
Net income / (expenditure)		(1,423,577)	1,090,492	28,207	(304,878)	(33,308)
Transfers between funds	25/26	2,164,341	(1,946,973)	(217,368)	-	-
<u>Other recognised gains and (losses)</u>						
Actuarial gain / (loss) on defined benefit pension schemes	21	(143,000)	-	-	(143,000)	(567,000)
Net movement in funds		597,764	(856,481)	(189,161)	(447,878)	(600,308)
<u>Reconciliation of funds:</u>						
Fund balances brought forward		507,681	10,839,796	804,317	12,151,794	12,752,102
Fund balances carried forward		1,105,445	9,983,315	615,156	11,703,916	12,151,794

All of the above results were derived from continuing operations. All gains and losses recognised in the year are included above.

The notes on pages 13 to 29 form an integral part of these financial statements.

DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

CONSOLIDATED BALANCE SHEET

AS AT 31 MARCH 2018

		Group		Charity	
	Notes	2018 £	2017 £	2018 £	2017 £
Fixed assets					
Tangible assets	16	5,936,163	5,756,328	5,936,163	5,756,328
Investments	17	6,116,065	5,878,154	6,116,070	5,878,159
		<u>12,052,228</u>	<u>11,634,482</u>	<u>12,052,233</u>	<u>11,634,487</u>
Current assets					
Stocks	18	8,931	9,917	-	-
Debtors	19	1,456,182	1,880,908	1,453,870	1,927,295
Cash at bank and in hand		972,304	1,229,014	834,653	1,070,627
		<u>2,437,417</u>	<u>3,119,839</u>	<u>2,288,523</u>	<u>2,997,922</u>
Creditors: amounts falling due within one year	20	<u>(536,729)</u>	<u>(468,527)</u>	<u>(424,944)</u>	<u>(350,173)</u>
Net current assets		<u>1,900,688</u>	<u>2,651,312</u>	<u>1,863,579</u>	<u>2,647,749</u>
Total assets less current liabilities being net assets excluding pension liability		13,952,916	14,285,794	13,915,812	14,282,236
Defined benefit pension scheme liability	21	(2,249,000)	(2,134,000)	(2,249,000)	(2,134,000)
Net assets including pension liability		<u>11,703,916</u>	<u>12,151,794</u>	<u>11,666,812</u>	<u>12,148,236</u>
Funds					
Income funds					
Restricted funds	25	615,156	804,317	615,156	804,317
Unrestricted funds: Designated funds	26	9,983,315	10,839,796	9,983,315	10,836,238
Other charitable funds		<u>3,354,445</u>	<u>2,641,681</u>	<u>3,317,341</u>	<u>2,641,681</u>
Total funds excluding pension reserve		13,952,916	14,285,794	13,915,812	14,282,236
Pension reserve	21	<u>(2,249,000)</u>	<u>(2,134,000)</u>	<u>(2,249,000)</u>	<u>(2,134,000)</u>
Total funds		<u>11,703,916</u>	<u>12,151,794</u>	<u>11,666,812</u>	<u>12,148,236</u>

The financial statements were approved by the Board on 3rd September 2018 and agreed on their behalf by:

Company Registration No. 03615904 (England & Wales)

The notes on pages 13 to 29 form an integral part of these financial statements.

DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

CONSOLIDATED CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 MARCH 2018

	Notes	Group 2018 £	2017 £	Charity 2018 £	2017 £
Net cash provided by operating activities	28	356,180	(555,188)	376,916	(239,370)
Cash flows from investing activities:					
Dividends, interest and rents from investments		256,945	246,267	256,945	246,267
Purchase of property, plant and equipment		(600,675)	(254,049)	(600,675)	(316,039)
Proceeds from sale of property, plant and equipment		30,840		30,840	
Proceeds from sale of investments		-	500,000	-	500,000
Purchase of investments		(300,000)		(300,000)	-
Net cash used in investing activities		(612,890)	492,218	(612,890)	430,228
Change in cash and cash equivalents in the reporting period		(256,710)	(62,970)	(235,974)	190,858
Cash and cash equivalents at the beginning of the reporting period		1,229,014	1,291,984	1,070,627	879,769
Cash and cash equivalents at the end of the reporting period		972,304	1,229,014	834,653	1,070,627

The notes on pages 13 to 29 form an integral part of these financial statements.

DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

1a) Basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £1.

These group financial statements consolidate the results of the charity and its wholly owned subsidiary undertakings for the year ended 31 March 2018 on a line by line basis. The trading results of the subsidiary undertakings are shown in note 12.

A separate Statement of Financial Activities and Income and Expenditure Account for the charity has not been presented because the Charity has taken advantage of the exemption afforded by section 408 of the Companies Act 2006.

1b) Fund accounting

Unrestricted funds are available for use, at the discretion of the trustees, in furtherance of the general objectives of the charity and which have been designated for other purposes:

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors, or which have been raised by the charity for particular purposes.

1c) Income recognition

All income is included in the Statement of Financial Activities (SOFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

Gifts in kind donated for resale are included at fair value, being the expected proceeds from sale less the expected costs of sale. Where estimating the fair value is practicable upon receipt it is recognised in stock and 'Income from other trading activities'. Upon sale, the value of the stock is charged against 'Income from other trading activities' and the proceeds are recognised as 'Income from other trading activities'. Where it is impracticable to fair value the items due to the volume of low value items they are not recognised in the financial statements until they are sold. This income is recognised within 'Income from other trading activities'.

Fixed asset gifts in kind are recognised in full when receivable and are included at fair value.

DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies (continued)

1c) Income recognition (Continued)

Legacies are recognised when both entitlement to receive the income has been established and when it is probable that the income will be received. Receipt is assessed to be probable when: there has been grant of probate; and the executors have established that there are sufficient assets in the estate, after settling any liabilities, to pay the legacy. Legacies are measured at the fair value of income receivable based on available information.

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

Investment income is earned through holding assets for investment purposes such as shares and property. It includes dividends, interest and rent. Where it is not practicable to identify investment management costs incurred within a scheme with reasonable accuracy the investment income is reported net of these costs. It is included when the amount can be measured reliably. Interest income is recognised using the effective interest method and dividend and rent income is recognised as the charity's right to receive payment is established.

1d) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Costs of raising funds includes the expenditure incurred related to fundraising activities and the costs relating to the trading subsidiaries;
- Expenditure on charitable activities includes the expenditure incurred relating to the Inpatient unit, the Medical unit, the Day Hospice, the Community project, the CICU project, the Hospice at Home project, the Social work project, the Education project and the carers support project; and
- Other expenditure represents those items not falling into the categories above.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

1e) Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include finance costs, governance costs, information technology costs, corporate services, facilities costs, non-attributable depreciation, and general overheads. They are incurred directly in support of expenditure on the objects of the charity. Where support costs cannot be directly attributed to particular headings they have been allocated to expenditure on charitable activities on an apportioned basis related to the expenditure as a percentage of total expenditure.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

The analysis of these costs is included in note 8.

1f) Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies (continued)

1f) Tangible fixed assets and depreciation (continued)

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Freehold land is not depreciated	
Freehold buildings	3% p.a. straight line
Fixtures, fittings & equipment	25% p.a. straight line and reducing balance
Motor vehicles	25% p.a. reducing balance

1g) Stock

Stock is stated at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing stock to its present location and condition. Cost is calculated using the first-in, first-out formula. Provision is made for damaged, obsolete and slow-moving stock where appropriate.

Donated stocks are fair valued as described in section 1c) above.

1h) Financial instruments

The charitable company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charitable company's balance sheet when the charitable company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

i) Financial assets

Basic financial assets, which include debtors, and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method. Financial assets classified as receivable within one year are not amortised.

Other financial assets, including short term highly liquid investments are initially measured at fair value, with subsequent changes in fair value recognised in the Statement of Financial Activities. These include cash on deposit and cash equivalents with a maturity of less than one year.

Investments in subsidiaries and joint ventures are measured at cost less impairment.

Financial assets measured at amortised cost are assessed for indicators of impairment at each reporting end date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected. If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in the Statement of Financial Activities.

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the charitable company transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

ii) Financial liabilities

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies (continued)

1h) Financial instruments (continued)

Basic financial liabilities, including creditors, bank loans and loans from fellow group companies that are classified as debt, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

1i) Provisions

Provisions are recognised when the charity has an obligation at the balance sheet date as a result of a past event, it is probable that an outflow of economic benefits will be required in settlement and the amount can be reliably estimated.

1j) Leases

Assets acquired under finance leases are capitalised and depreciated over the shorter of the lease term and the expected useful life of the asset. Minimum lease payments are apportioned between the finance charge and the reduction of the outstanding lease liability using the effective interest method. The related obligations, net of future finance charges, are included in creditors.

Rentals payable and receivable under operating leases are charged to the SOFA on a straight line basis over the period of the lease.

1k) Pensions

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

The charity also operates a defined benefit scheme which is closed to new members. The contributions made to the scheme are as recommended by the Scheme Trustees and the independent actuary. The regular cost of providing retirement pensions and related benefits is charged to the statement of financial activities over the employees' service lives on the basis of a constant percentage of earnings.

1l) Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

1m) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

2 Donations and legacies

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2018 £	Total 2017 £
Donations and gifts	1,403,831	-	18,839	1,422,670	1,762,439
Legacies	-	1,479,205	30,000	1,509,205	1,196,591
Department of Health	53,688	-	-	53,688	53,688
	<u>1,457,519</u>	<u>1,479,205</u>	<u>48,839</u>	<u>2,985,563</u>	<u>3,012,718</u>

For the year ended 31 March 2017

Unrestricted funds	1,791,198
Designated funds	1,077,824
Restricted funds	143,696
	<u>3,012,718</u>

3 Income from charitable activities

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2018 £	Total 2017 £
Charitable activities	2,584,475	-	-	2,584,475	2,811,708

Included within income relating to charitable activities are: Clinical Commissioning Group	<u>2,379,886</u>	<u>2,492,354</u>
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For the year ended 31 March 2017

Unrestricted funds	2,811,708
Designated funds	-
Restricted funds	-
	<u>2,811,708</u>

4 Income from other trading activities

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2018 £	Total 2017 £
Fundraising events	1,238,007	-	-	1,238,007	1,120,585
Income from commercial activities:					
- Charity shops	2,718,816	-	-	2,718,816	1,943,608
- Lottery	1,477,510	-	-	1,477,510	1,478,748
	<u>5,434,333</u>	<u>-</u>	<u>-</u>	<u>5,434,333</u>	<u>4,542,941</u>

For the year ended 31 March 2017

Unrestricted funds	4,542,941
Designated funds	-
Restricted funds	-
	<u>4,542,941</u>

DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

5	Investment income	2018 £	2017 £
	Income from listed investments	255,543	241,724
	Interest receivable	1,402	4,543
		<u>256,945</u>	<u>246,267</u>

For the year ended 31 March 2017

Unrestricted funds	246,267
Designated funds	-
Restricted funds	-
	<u>246,267</u>

6 Analysis of costs of raising funds

	Direct costs £	Support costs £	Total 2018 £	Total 2017 £
Fundraising Costs	616,015	-	616,015	667,984
Costs of commercial activities:				
- Charity shops	1,627,157	-	1,627,157	1,381,973
- Lottery	652,029	-	652,029	664,870
	<u>2,895,201</u>	<u>-</u>	<u>2,895,201</u>	<u>2,714,827</u>

For the year ended 31 March 2017

Unrestricted funds	2,714,827
Designated funds	-
Restricted funds	-
	<u>2,714,827</u>

7 Analysis of expenditure on charitable activities

	Direct costs £	Support costs £	Total 2018 £	Total 2017 £
Inpatient	2,208,178	1,102,610	3,310,788	3,378,074
Medical	605,938	314,933	920,871	838,564
Day hospice	490,604	242,884	733,488	575,788
Community	1,352,578	684,574	2,037,152	2,013,370
Hospice at home	549,350	272,663	822,013	632,897
Social work	331,260	168,337	499,597	554,468
Education	188,181	96,814	284,995	423,857
	<u>5,726,089</u>	<u>2,882,815</u>	<u>8,608,904</u>	<u>8,417,018</u>

For the year ended 31 March 2017

Unrestricted funds	8,028,577
Designated funds	332,180
Restricted funds	56,261
	<u>8,417,018</u>

DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

8 Allocation of support costs

	Inpatient £	Medical £	Day Hospice £	Community £
Governance	38,511	10,862	8,507	23,806
Finance	141,916	40,704	31,234	88,224
Information technology	106,840	30,281	23,575	66,202
Corporate services	207,439	58,865	45,761	128,493
Facilities	231,165	66,412	50,858	48,332
Depreciation	149,490	41,582	33,119	91,980
General overheads	173,567	50,551	38,062	203,960
Defined benefit pension shortfall contributions	53,682	15,676	11,768	33,577
	1,102,610	314,933	242,884	684,574

Allocation of support costs (Continued)

	Hospice at home £	Social work £	Education £	Total 2018 £
Governance	9,542	5,847	3,350	100,425
Finance	35,073	21,705	12,498	371,354
Information technology	26,452	16,255	9,326	278,931
Corporate services	51,349	31,577	18,124	541,608
Facilities	57,115	35,380	20,383	509,645
Depreciation	37,116	22,558	12,868	388,713
General overheads	42,786	26,739	15,474	551,139
Defined benefit shortfall contributions	13,230	8,276	4,791	141,000
	272,663	168,337	96,814	2,882,815

Support costs are allocated in proportion to total expenditure. Salary, wages and related costs are allocated to the charitable activities undertaken on the basis of the direct salary, wages and related costs incurred by each charitable activities. Other non-salary support costs are allocated to the charitable activities undertaken on the basis of the total salary costs and direct costs incurred by each charitable activity.

9 Analysis of governance costs

		2018 £	2017 £
Salaries, wages and related costs	Allocated on time basis	28,517	24,320
Audit fees (parent company)	Cost incurred	7,500	6,750
Premises costs	1.125% of total premises costs	16,992	15,573
Overheads	10% of overheads not included above	47,416	39,746
		100,425	86,389

10 Net income / (expenditure) for the year

	2018 £	2017 £
Net income / (expenditure) is stated after charging:		
Depreciation	388,713	372,846
Loss on disposal of tangible fixed assets	1,286	-
Auditors' remuneration (group) - audit services	16,500	17,232
Auditors' remuneration (group) - non audit services	8,640	4,809
Operating lease charges - buildings	213,077	196,375

DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

11	Financial activities of the charity	2018	2017
		£	£
	Gross income	10,525,035	10,259,142
	Total expenditure on charitable activities	(8,636,902)	(8,474,016)
	Fundraising costs	(2,192,468)	(2,023,821)
	Unrealised (losses) / gains on investment assets	(62,089)	484,902
	Net income/ (expenditure)	(366,424)	246,207
	Total funds brought forward excluding pension reserve	14,282,236	14,036,029
	Total funds carried forward excluding pension reserve	13,915,812	14,282,236
	Represented by:		
	Unrestricted income funds	3,317,341	2,641,681
	Designated income funds	9,983,315	10,836,238
	Restricted income funds	615,156	804,317
		13,915,812	14,282,236

12 Trading subsidiaries

The charity controls the companies listed below by virtue of holding a controlling interest in the equity share capital:-

Name of subsidiary	Country of incorporation	% of equity share capital held
Douglas Macmillan Hospice Staffordshire Enterprises Limited	England & Wales	100
Douglas Macmillan Hospice Staffordshire Lotteries Limited	England & Wales	100
Sunflower Home Care Limited	England & Wales	100

Douglas Macmillan Hospice Staffordshire Enterprises Limited
Summary of trading results

	2018	2017
	£	£
Turnover	87,809	29,694
Total expenditure	(50,703)	(26,136)
Other income	-	-
Net profit for the year	37,106	3,558
Amount gifted to charity	(37,106)	(3,558)
Retained profit	-	-

The turnover from this entity is consolidated within total charity shop income reported in note 4 of these accounts.

The assets and liabilities of the Douglas Macmillan Hospice Staffordshire Enterprises Limited were:

Assets	17,362	50,200
Liabilities	(17,360)	(50,198)
Funds	2	2

Douglas Macmillan Hospice Staffordshire Lotteries Limited
Summary of trading results

	2018	2017
	£	£
Turnover	1,477,510	1,478,748
Total expenditure	(652,030)	(664,870)
Net profit for the year	825,480	813,878
Amount paid to charity	(825,480)	(813,878)
Retained profit	-	-

The assets and liabilities of the Douglas Macmillan Hospice Staffordshire Lotteries Limited were:

Assets	233,317	228,089
Liabilities	(233,315)	(228,087)
Funds	2	2

DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

12 Trading subsidiaries (continued)

**Sunflower Home Care Limited
Summary of trading results**

	2018	2017
	£	£
Turnover	-	-
Total expenditure	-	-
Other income	-	-
Amount released from parent company loan	-	-
Net Profit / (Loss) for the year	-	-

The assets and liabilities of the Sunflower Home Care Limited were:

Assets	1,717	9,013
Liabilities	(1,717)	(9,013)
Deficiency in funds	-	-

13 Investment in Joint Venture

	Group		Charity	
	2018	2017	2018	2017
	£	£	£	£
Investment in joint venture	7,690	7,690	7,690	7,690

The group has an investment in the following joint venture:

**Proportion of
ordinary shares
held
%**

Palliative Care Solutions Limited

50%

Palliative Care Solutions Limited is a trading company incorporated in England and Wales. This company has now ceased trading and there are plans to liquidate. The company has made a loss in the year of £Nil (2017:£4,620). The investment in Palliative Care has been impaired by £Nil (2017: £2,310) so that the carrying value of £7,690 represents the Group's share of funds receivable when the company is liquidated.

14 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel

The total staff costs and employees benefits were:

	2018	2017
	£	£
Wages and salaries	7,256,495	6,999,011
Social security costs	596,306	587,995
Pension costs	905,992	896,842
	8,758,793	8,483,848

The number of employees who received total employee benefits (excluding employer pension costs) of more than £60,000 is as follows:

	2018	2017
	Number	Number
£60,001 to £70,000	1	2
£70,001 to £80,000	3	2
£80,001 to £90,000	-	-
£90,001 to £100,000	-	-
£100,001 to £110,000	1	-

DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

14 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel (continued)

The average monthly number of employees and full time equivalent (FTE) during the year was as follows:

	2018 Number	2018 FTE	2017 Number	2017 FTE
Raising funds	94	72	95	67
Charitable activities	292	212	294	204
Governance	1	1	1	1
	<u>387</u>	<u>285</u>	<u>390</u>	<u>272</u>

The key management personnel of the charity comprise the trustees, the Chief Executive Officer, the Medical Director, the Director of Care, the Director of Income Generation and the Director of Human Resources and support services. The total employee benefits of the key management personnel of the charity were £361,189 (2017: £307,254).

The trustees neither received nor waived any remuneration during the year (2017:£Nil).

The trustees did not have any expenses reimbursed during the year (2017:£Nil).

The charity has received no donations with conditions from the trustees during the year (2017:£Nil).

**15 Pension costs
FPS defined benefit scheme**

The charity contributes to a defined benefit scheme and the details are in note 21.

Contributions are made in accordance with the annual recommendations of a qualified independent actuary.

The contributions to this scheme in the year were £79,962 (2017: £84,398). Also during the year shortfall payments in respect of a recovery plan have been paid totalling £141,000 (2017: £141,000).

Contributions are also made to a second plan (FPS Federated Flexiplan) in accordance with actuarial recommendations.

NHS defined benefit scheme

The charity also contributes to the NHS Pension Scheme, which is an unfunded, defined benefit scheme that covers NHS employers, General Practices and other bodies, allowed under the direction of the Secretary of State, in England and Wales. The scheme is not designed to be run in a way that would enable NHS bodies to identify their share of the underlying scheme assets and liabilities. Therefore, the scheme is accounted for as if it were a defined contribution scheme: the cost to the NHS body of participating in the scheme is taken as equal to the contributions payable to the scheme for the accounting period.

A valuation of scheme liability is carried out annually by the scheme actuary (currently the Government Actuary's Department) as at the end of the reporting period. This utilises an actuarial assessment for the previous accounting period in conjunction with updated membership and financial data for the current reporting period, and are accepted as providing suitably robust figures for financial reporting purposes. The valuation of scheme liability as at 31 March 2018, is based on valuation data as At 31 March 2017, updated to 31 March 2018 with summary global member and accounting data. In undertaking this actuarial assessment, the methodology prescribed in IAS 19, relevant FReM interpretations, and the discount rate prescribed by HM Treasury have also been used.

The contributions to this scheme in the year were £283,112 (2017: £317,916).

Aviva/Nest defined contribution scheme

The charity also contributes to defined contribution schemes in respect of employees who do not qualify for the FPS scheme or the NHS scheme.

The contributions to these schemes in the year were £380,303 (2017: £339,678).

DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

16	Tangible fixed assets Group and company	Land and buildings £	Fixtures, fittings & equipment £	Total £
	Cost			
	At 1 April 2017	8,086,046	2,507,878	10,593,924
	Additions	292,419	308,256	600,675
	Disposals	-	(67,448)	(67,448)
	At 31 March 2018	8,378,465	2,748,686	11,127,151
	Depreciation			
	At 1 April 2017	2,605,433	2,232,163	4,837,596
	Charge for the year	251,390	137,323	388,713
	Disposals	-	(35,321)	(35,321)
	At 31 March 2018	2,856,823	2,334,165	5,190,988
	Net book value			
	At 31 March 2018	5,521,642	414,521	5,936,163
	At 31 March 2017	5,480,613	275,715	5,756,328

17	Fixed asset investments	Cash £	Listed inv. £	Unlisted inv. £	Total £	2017 £
	Market value at 1 April 2017		5,870,464	7,690	5,878,154	5,893,251
	Additions at cost	(6,217,462)	6,217,462	-	-	-
	Cash added to portfolio	300,000	-	-	300,000	-
	Disposals at carrying value	6,008,196	(6,008,196)	-	-	(500,000)
	Change in value in the year	-	(62,089)	-	(62,089)	484,903
	Market value at 31 March 2018	90,734	6,017,641	7,690	6,116,065	5,878,154
	Historical cost at 31st March 2018	90,734	6,217,462	7,690	6,315,886	4,911,005

The following investments made up more than 5% each of the total market value of listed investments or bonds at 31 March 2018:

	2018 £	2017 £
Vanguard INV UK FTSE UK All Share IDX Unit	301,003	-
Vanguard Funds PLC S&P 500	515,811	-
M & G Charibond Income share	-	510,923
M & G Charibond	-	1,680,004
CCLA COIF Charities Fixed Interest Fund	-	1,304,182
CCLA Property Fund	-	944,290
Newton Global Growth Fund	-	852,325
Blackrock Common Fund	-	578,740

Summary of Investments

	Group 2018 £	2017 £	Charity 2018 £	2017 £
Investment in subsidiary companies	-	-	5	5
Other investments	6,116,065	5,878,154	6,116,065	5,878,154
	6,116,065	5,878,154	6,116,070	5,878,159

DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

18	Stock	Group		Charity	
		2018	2017	2018	2017
		£	£	£	£
	Stock in hand	8,931	9,917	-	-
		<u>8,931</u>	<u>9,917</u>	<u>-</u>	<u>-</u>
19	Debtors	Group		Charity	
		2018	2017	2018	2017
		£	£	£	£
	Trade debtors	35,274	20,796	34,318	20,796
	Amounts owed by subsidiary undertakings	-	-	-	48,786
	Other debtors	1,358,488	1,804,511	1,357,132	1,803,155
	Prepayments and accrued income	62,420	55,601	62,420	54,558
		<u>1,456,182</u>	<u>1,880,908</u>	<u>1,453,870</u>	<u>1,927,295</u>
20	Creditors: amounts falling due within one year	Group		Charity	
		2018	2017	2018	2017
		£	£	£	£
	Trade creditors	183,384	207,087	179,752	203,364
	Amounts owed to subsidiary undertakings	-	-	126,164	111,185
	Amounts owed to joint venture	10,030	10,030	10,030	10,030
	Other creditors	258,898	234,191	29,025	13,236
	Accruals and deferred income	84,417	17,219	79,973	12,358
		<u>536,729</u>	<u>468,527</u>	<u>424,944</u>	<u>350,173</u>
21	Pension and other post-retirement benefit commitments				
	Employee benefit obligations	Defined benefit pension plans			
		2018	2017	2018	2017
		£	£	£	£
	a) The amounts recognised in the balance sheet are as follows:				
	Present value of funded obligations			11,149,000	11,042,000
	Fair value of plan assets			(8,900,000)	(8,908,000)
	Deficit			<u>2,249,000</u>	<u>2,134,000</u>
	Present value of unfunded obligations			-	-
	Unrecognised past service cost			-	-
	Irrecoverable surplus			-	-
	Net pension liability recognised before tax			<u>2,249,000</u>	<u>2,134,000</u>
	b) The amounts recognised in the statement of financial activities are as follows:				
	Current service cost included in staff costs within total resources expended			143,000	117,000
	Past service cost			-	7,000
				<u>143,000</u>	<u>124,000</u>
	Net pension finance costs included within total resources expended:				
	Interest on obligation			271,000	311,000
	Expected return on pension scheme assets			(221,000)	(260,000)
				<u>50,000</u>	<u>51,000</u>
	Total			<u>193,000</u>	<u>175,000</u>
	Actual return on scheme assets over the period			<u>154,000</u>	<u>1,542,000</u>

DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

21 Pension and other post-retirement benefit commitments (continued)

c) Included with other recognised gains and losses:

	2018 £	2017 £
Return on assets, excluding interest income	(67,000)	1,282,000
Impact of surplus restrictions	-	-
Change in irrecoverable surplus	-	-
Actuarial gains/(losses) on liabilities	(76,000)	(1,849,000)
	<u>(143,000)</u>	<u>(567,000)</u>

d) Changes in the present value of the scheme liabilities:

	2018 £	2017 £
Opening liabilities	11,042,000	9,524,000
Current service cost	143,000	117,000
Past service cost	-	7,000
Interest cost	271,000	311,000
Contribution by scheme participants	33,000	35,000
Actuarial (gains) / Losses	76,000	1,849,000
Benefits paid	(416,000)	(801,000)
	<u>11,149,000</u>	<u>11,042,000</u>

e) Changes in fair value of the scheme assets:

	£	£
Opening fair value of scheme assets	8,908,000	7,900,000
Expected return	221,000	260,000
Actuarial gains	(67,000)	1,282,000
Contributions by employer	221,000	232,000
Contributions from scheme participants	33,000	35,000
Benefits paid	(416,000)	(801,000)
	<u>8,900,000</u>	<u>8,908,000</u>

f) The major categories of scheme assets are as follows:

	2018 £	2017 £
Equity	3,118,000	3,215,000
Bonds	3,760,000	3,717,000
Diversified funds	1,955,000	1,908,000
Cash	47,000	45,000
Annuity contracts	20,000	23,000
	<u>8,900,000</u>	<u>8,908,000</u>

g) Principal actuarial assumptions used by the actuary the balance sheet date

	2018 %	2017 %
Discount rate at 31 March	2.50	2.50
Rate of inflation (RPI)	3.10	3.20
Rate of inflation (CPI)	2.30	2.40
Rate of salary increase	2.50	2.50
Rate of increase to pensions in payment		
- Pre 1997 (Discretionary)	0.00	0.00
- 1997 - 2009 (RPI max 5%)	3.00	3.10
- Post 2009 (RPI max 2.5%)	2.10	2.10

DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

21 Pension and other post-retirement benefit commitments (continued)

g) Principal actuarial assumptions used by the actuary the balance sheet date (continued)

Expected life expectancies on retirement at age 65 are:	2018 Years	2017 Years
Males retiring immediately	20.20	20.40
Females retiring immediately	23.40	23.50
Males retiring in 20 years time	22.10	22.20
Females retiring in 20 years time	25.30	25.40

22 Financial commitments

Commitments under operating leases

As at 31 March 2018 the group was committed to making the following payments under non-cancellable operating leases as set out below:

	2018 Land & buildings £	2018 Other £	2017 Land & buildings £	2017 Other £
Group:				
Operating leases which expire:				
Within one year	9,601		4,375	1,399
Between two and five years	498,561	26,467	334,675	2,953
After five years	330,833	-	369,250	-
	<u>838,995</u>	<u>26,467</u>	<u>708,300</u>	<u>4,352</u>
	2018 Land & buildings £	2018 Other £	2017 Land & buildings £	2017 Other £
Company:				
Operating leases which expire:				
Within one year	1,875		-	1,399
Between two and five years	373,561	26,467	188,959	2,953
After five years	176,667	-	196,667	-
	<u>552,103</u>	<u>26,467</u>	<u>385,626</u>	<u>4,352</u>

23 Capital commitments

	Group and Company 2018 £	Group and Company 2017 £
Contracted, not provided for	-	-
	<u>-</u>	<u>-</u>

24 Company limited by guarantee

Douglas Macmillan Hospice is a company limited by guarantee and accordingly does not have a share capital. Every member of the company undertakes to contribute such amount as may be required not exceeding £10 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

25 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held for specific purposes:

	Movement in funds			
	Balances at 1 April 2017	Incoming resources	Resources expended	Balances at 31 March 2018
	£	£	£	£
Specific purposes	804,317	48,839	(20,632)	615,156

Purposes of the funds

Specific purposes represents various donations made where the donors have asked that the monies be utilised to fund a specific aspect of the hospice's activities or to purchase particular items of equipment.

26 Designated funds

The income funds of the charity includes the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds			
	Balances at 1 April 2017	Incoming resources	Resources expended	Balances at 31 March 2018
	£	£	£	£
Fixed assets fund	5,756,328	-	(388,713)	5,936,163
Legacy equalisation fund	4,287,555	1,479,205	-	4,047,152
Hospice at Home fund	795,913	-	-	-
	10,839,796	1,479,205	(388,713)	9,983,315

The fixed assets fund has been set up to assist in identifying those funds that are not free funds and it represents the net book value of all assets.

The legacy equalisation fund has been designated by the trustees to provide for expenditure in future years. The trustees recognise the unpredictable nature of this source of income and have set aside funds to provide for expenditure not covered by income from other sources.

The Hospice at Home fund was established to provide finance for the continued provision of the hospice at home service. The transfer from this fund represents the cost incurred operating this service during the year.

The transfer to the fixed asset fund is in respect of fixed asset additions in the year now designated by the trustees as part of the fixed asset fund and also fixed assets transferred from restricted funds.

The transfer from the legacy fund is to reflect the amount transferred to unrestricted income previously designated by the trustees. The amount is calculated on the multi year average of legacy income.

DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

27 Analysis of group net assets between funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total £
Fund balances at 31 March 2018 are represented by:				
Tangible fixed assets	-	5,936,163	-	5,936,163
Investments	3,305,129	2,810,936	-	6,116,065
Current assets	586,045	1,236,216	615,156	2,437,417
Current liabilities	(536,729)	-	-	(536,729)
	3,354,445	9,983,315	615,156	13,952,916
Pension reserve	(2,249,000)	-	-	(2,249,000)
Group net assets	1,105,445	9,983,315	615,156	11,703,916

28 Reconciliation of net movement in funds to net cash flow from operating activities

	Group 2018 £	2017 £	Charity 2018 £	2017 £
Net income for the reporting period	(447,878)	(600,308)	(481,426)	(263,791)
Adjustments for:				
Depreciation charges	388,713	372,846	388,713	372,846
Loss on disposal of tangible fixed assets	1,288	-	1,288	-
(Gains)/ losses on investments	62,089	(484,903)	62,089	(484,903)
Actuarial losses/ (gain)	143,000	567,000	143,000	567,000
Dividends, interest and rents from investments	(256,945)	(246,267)	(256,945)	(246,267)
Difference between pension charge and cash contributions	(28,000)	(57,000)	(28,000)	(57,000)
Decrease/ (Increase) in stocks	986	26,534	-	20,303
Decrease/ (increase) in debtors	424,727	131,607	473,426	92,314
(Decrease)/ increase in creditors	68,200	(264,697)	74,771	(239,872)
Net cash provided by operating activities	356,180	(555,188)	376,916	(239,370)

29 Analysis of net cash balances

	1 April 2017 £	Cash flow £	Non-cash changes £	31 March 2018 £
Cash at bank and in hand	1,229,014	(256,710)	-	972,304
Fixed asset investments	5,878,154	300,000	(62,089)	6,116,065
	7,107,168	43,290	(62,089)	7,088,369

DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

30 Financial instruments

The carrying amounts of the charity's financial instruments are as follows:

	Notes	Group 2018 £	2017 £	Charity 2018 £	2017 £
Financial assets					
Measured at fair value through net income / expenditure:					
Fixed asset listed investments	17	6,116,065	5,878,154	6,116,070	5,878,159
Debt instruments measured at amortised cost:					
Trade debtors	19	35,274	20,796	34,318	20,796
Amounts owed by subsidiary undertakings	19	-	-	-	48,786
Amounts owed by joint venture	19	-	-	-	-
Other debtors	19	1,358,488	1,804,511	1,357,132	1,803,155
		<u>1,393,762</u>	<u>1,825,307</u>	<u>1,391,450</u>	<u>1,872,737</u>
Financial liabilities					
Measured at amortised cost					
Trade creditors	20	183,384	207,087	179,752	203,364
Amounts owed to subsidiary undertakings	20	-	-	126,164	111,185
Amounts owed to joint venture	20	10,030	10,030	10,030	10,030
Other creditors	20	258,898	234,191	29,025	13,235
Taxes and Social security	20	-	-	-	-
Accruals and deferred income	20	84,417	17,219	79,973	12,358
		<u>536,729</u>	<u>468,527</u>	<u>424,944</u>	<u>350,172</u>

The income, expenses, net gains and net losses attributable to the charity's financial instruments are summarised as follows:

	Notes	Group 2018 £	2017 £	Charity 2018 £	2017 £
Financial assets measured at fair value through net income / expenditure	17	(62,089)	484,903	(62,089)	484,903
Financial assets (debt instruments) measured at amortised cost:	12	-	-	-	-

31 Funds held on behalf of third Parties

Douglas Macmillan Hospice is providing administrative services to Symptom Control in Palliative Care. As part of this service Douglas Macmillan Hospice receives an administration fee.

Neither income nor the expenditure (with the exception of the administrative fee income) has been accounted for in the Statement of Financial Activities. Balances held in these bank accounts at the year end do not form part of the charity's assets and are not included in the balance sheet.

32 Related party transactions

There were no related party transactions during the year (2017: £Nil).

Application for Grant Aid



Name of organisation:

1st Oulton Scout Group

Purpose of organisation:

1st Oulton Scout Group is one of the fastest-growing Scout groups in the West Midlands region and was set up in 2014 in response to local need in Stone and the surrounding villages. It is so important that children and teenagers have access to affordable, local activities. Here at 1st Oulton, our Beavers, Cubs and Scouts find excitement and adventure with activities that take them outdoors and, in a friendly, inclusive environment, help them to develop life-building skills – consideration for others, teamwork and resilience – to say nothing of practical skills like orienteering and first aid.

Amount of grant requested:

£500

Total cost of project (if appropriate):

£600

Reason for grant request:

Because 1st Oulton Scouts has grown so rapidly, we have run out of storage space! We badly need a new storeroom and would be very grateful to be able to afford a new, metal shed.

Benefits to Stone residents:

Although 1st Oulton also serves the village community, the larger proportion of our Beavers, Cubs and Scouts live in Stone. Every Friday night in term-time, the group provides activities for boys and girls aged 6-8 (Beavers), 8-10 (Cubs) and 10-14 (Scouts). We also organise weekend camps both locally at Kibblestone and, last year, even to Brownsea Island, the birthplace of the Scout movement.

Here there is the opportunity for Stone children to forge new friendships beyond those they have at school. (This can be particularly reassuring for them later on when moving from middle school to the new environment at Alleynes.)

1st Oulton also brings together volunteers from across Stone Town and the villages – parents, grandparents and community members – and this builds relationships across the whole community. These volunteers also benefit the Scout Group with a rich diversity of skills and creative ideas.

Other sources of funding secured or being explored (with amounts where known):

The proposal is to allocate £100 of our Gift Aid savings towards the cost. In addition, our children participate in a number of fundraising activities over the course of the year, including our stall at the Village Fete.

Is this an “exceptional” request (see notes)? If so, please explain why the Council should treat it as an exception:

n/a

Grants awarded by the Council in the last two years, and the uses made of the funding:

We have not applied for or received any funding from the Council in the last two years.

Statement of support from Council appointed representative (if applicable):

n/a

Treasurers report for 1st Oulton Scout Group **from July 2017 to July 2018**

Monies in

Subs in total = £5394. this breaks down to the 3 terms

Autumn = £1659.

Spring = £1708.

Summer = £2027.

Gift aid application from April 2017 to March 2018= £1237.88

Total revenue received £6631.88

Monies out

Hire of the village hall and website for 12 month period = £1056.

Capitation = £1795.

Badges = £171.67

Utilities = £394.11

Insurance for scout hut = £178.

Equipment = £272.

OMS system=£50.

Monies paid to section = £1570.

Total revenue spent = £5486.78

Money remaining £ 1,145.10

This will be paid out in August 2018 to cover new cladding on the scout hut

Application for Grant Aid



1/4/18

Name of organisation: Stone Scout and Guide Band	
Purpose of organisation: <p>In essence the Scout and Guide movement prepares young people with skills for life. The Scout and Guide Band brings together the Scouts and Guides in the Stone area to learn teamwork, self-discipline and musical skills. The Band is a great ambassador for Stone.</p>	
Amount of grant requested: £500.00	Total cost of project (if appropriate): £2250.00 (estimated)
Reason for grant request: <p>One of the most effective ways to encourage the young people who are members of the band, and their supporters, is participation in band competitions. The Band has recently achieved notable success in such competitions and, in doing so, has promoted very effectively the name of Stone.</p> <p>The Band will compete in the Traditional Youth Marching Bands Association (TYMBA) competition at Whale Island, Portsmouth, over the weekend 20-22 September 2019. The grant would help make participation in this event more affordable to the band members.</p> <p>The Band itself does not have funds to provide such assistance.</p>	

<p>Benefits to Stone residents:</p> <p>A direct benefit will be to the young people who are members of the Band and whose participation in the competition will be helped.</p> <p>The town of Stone will benefit from the promotion of the Town that will result from participation in this competition.</p> <p>Support of the Scout and Guide movement assists in the meeting of the aims of the movement which in turn strengthens the local community now and in the future.</p>
<p>Other sources of funding secured or being explored (with amounts where known):</p> <p>The National Lottery 'Awards for All' programme has been approached for help with transport costs (quoted at £1750 for the weekend).</p>
<p>Is this an "exceptional" request (see notes)? If so, please explain why the Council should treat it as an exception:</p> <p>Not applicable.</p>
<p>Grants awarded by the Council in the last two years, and the uses made of the funding:</p> <p>In 2018, a small grant to cover the cost of using the FJC whilst the Pumphouse was out of use for building repairs.</p>
<p>Statement of support from Council appointed representative (if applicable):</p> <p>Not applicable.</p>

Stone Scout and Guide Band Financial Statement 2018 / 2019

	Expenditure £	Income £
Cash at Bank as at 31st March 2018		2873.12
Transactions		
Stone Mayor's Charity		517.06
Easyfundraising		42.66
Brereton Carnival		200.00
Donation		29.75
Stafford Mayor Making		100.00
Stone Inner Wheel		50.00
Donation – Fairway Service Station		265.00
Stone Round Table Christmas Collection		242.00
 TYMBA 2018	 40.00	
Petty Cash – Expenditure for refreshments	30.00	
Insurance	308.72	
1 st Stone Scouts Rent	400.00	
E Mail System	4.50	
Stone District Scouts Capitation	36.90	
Manchester Band Competition	80.00	
Drum Harness	145.00	
Band Kit	261.20	
OMS	20.00	
Uniform Trousers	315.00	
Band Woggles	23.00	
Drum Refurbishment	286.30	
Event Shelter	239.95	
TYMBA 2019	40.00	
 Total	 2230.57	 1446.47
 Current Account Balance 31 st March 2019 – Lloyds	 2089.02	
	 4319.59	 4319.59
 Assets		
Uniform	3194.00	
Instruments	18704.94	

I confirm that this financial statement is an accurate representation of the Stone Scout and Guide Band accounts as at 31 March 2019 taken from the records and explanations given to me.

22/5/19

Application for Grant Aid



Name of organisation:

STING – Staffordshire Therapeutic Independent
Neurological Group.

Purpose of organisation:

To support residents of the local community to
optimise their recovery or to live well with differing
neurological conditions.

Amount of grant requested:

£1000

Total cost of project (if appropriate):

Reason for grant request:

STING is an inclusive group of people that meet together to support each other in their activities and socially.

Many people with, among others, Parkinsons, MD, MS, CVA and Dementia find it difficult to access the community where they will be accepted and encouraged to stretch themselves.

STING offers a different therapy every day.

There is sitting TAI Chi which benefits relaxation, mobility and balance.

A neuro-physiotherapist provides two sessions, one is based on the individual and their strengths and areas to improve, ensuring exercises given are safe and appropriate.

This stretches the individual to maintain or increase their potential.

Other sessions are group sessions with activities around mobility etc.

All sessions are very social, which is a very important part of STING. There are social gatherings in the base at Whitebridge Estate, days out, dinners and parties. Members pay for these independently.

The cost of the base has increased over the years and STING is in danger of not being able to meet their financial commitments later in the year.

We were required to obtain a new lift which is essential for access to wheelchairs.

The physio equipment is showing signs of wear, there is equipment out there which would benefit the members.

STING do fundraise, however as the group is made up of people with challenges this can prove difficult. Any support, for this local group. Would be very much appreciated.

Benefits to Stone residents:

Any person who lives in Stone and outlying areas are welcome to attend the group.

People who live alone would benefit from the social side and also help with movement/exercises.

Supermarket Collections – amount unknown

Other sources of funding secured or being explored (with amounts where known): £500.00 High Sherriff

Is this an “exceptional” request (see notes)? If so, please explain why the Council should treat it as an exception:

Yes it is an opportunity to create a unique service in our community linking in with the hospital and other support groups

Grants awarded by the Council in the last two years, and the uses made of the funding:

£500 was awarded by Stone Town Council on 5 February 2019 for the replacement of essential equipment used by the charity.

Statement of support from Council appointed representative (if applicable):

**Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31st March 2018
for**

**STING (Staffordshire Therapeutic
Independent Neurological Group)**

Hardings
Chartered Accountants
6 Marsh Parade
Newcastle-under-Lyme
Staffordshire
ST5 1DU

**STING (Staffordshire Therapeutic
Independent Neurological Group)**

**Contents of the Financial Statements
for the Year Ended 31st March 2018**

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Detailed Statement of Financial Activities	10 to 11

STING (Staffordshire Therapeutic Independent Neurological Group)

Report of the Trustees for the Year Ended 31st March 2018

The trustees present their report with the financial statements of the charity for the year ended 31st March 2018. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

The unit has continued to flourish and be well supported over the last 12 months. We have five appointed trustees and a committee with different roles who meet on a regular basis.

Objectives and activities

Objectives and aims

To help the residents of Stone and outlying areas who suffer from neurological conditions improve their quality of life.

Achievement and performance

We have consolidated our member base and introduced new sessions so the unit is now utilised fully for 5 days a week.

Financial review

Income

The balance of our two accounts as at 31 March 2018 stands at £29,872.

Members are charged an annual nominal fee.

We have five sessions a week of Tai Chi, exercise and physio.

We arrange fundraising and social events throughout the year.

Our other income comes from room hire, donations and grants.

Unfortunately we have lost our major sponsor (screwfix).

Expenditure

Our main expense this last year has been the replacement of the stairlift costing £8,330.

Our other main expenses are rent and utility bills.

No members or trustees gain any financial reward for their work.

Future plans

The unit hopes to continue to help the disadvantaged in society.

Structure, governance and management

Governing document

The charity is controlled by its governing documents, a deed of trust, and constitutes a charitable incorporated organisation.

Reference and administrative details

Registered Charity number

1161045

Principal address

Unit 22b

Whitebridge Industrial Estate

Stone

Staffordshire

ST15 8LQ

Trustees

M J Clayton

L Paxton

Miss R J Clayton

A Taylerson

A B Ward

**STING (Staffordshire Therapeutic
Independent Neurological Group)**

**Report of the Trustees
for the Year Ended 31st March 2018**

Reference and administrative details

Independent examiner

B S Baggaley FCA

Hardings

Chartered Accountants

6 Marsh Parade

Newcastle-under-Lyme

Staffordshire

ST5 1DU

Approved by order of the board of trustees on 28th January 2019 and signed on its behalf by:

M J Clayton - Trustee

**Independent Examiner's Report to the Trustees of
STING (Staffordshire Therapeutic
Independent Neurological Group)**

Independent examiner's report to the trustees of STING (Staffordshire Therapeutic Independent Neurological Group)

I report to the charity trustees on my examination of the accounts of the STING (Staffordshire Therapeutic Independent Neurological Group) (the Trust) for the year ended 31st March 2018.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

B S Baggaley FCA
Hardings
Chartered Accountants
6 Marsh Parade
Newcastle-under-Lyme
Staffordshire
ST5 1DU

28th January 2019

**STING (Staffordshire Therapeutic
Independent Neurological Group)**

**Statement of Financial Activities
for the Year Ended 31st March 2018**

		31/3/18 Unrestricted fund £	31/3/17 Total funds £
	Notes		
Income and endowments from			
Donations and legacies		6,982	2,151
Other trading activities	2	11,823	36,201
Investment income	3	4	-
Total		18,809	38,352
 Expenditure on			
Raising funds	4	11,743	9,904
Other		9,873	8,646
Total		21,616	18,550
 Net income/(expenditure)		(2,807)	19,802
 Reconciliation of funds			
Total funds brought forward		43,033	23,231
 Total funds carried forward		40,226	43,033

The notes form part of these financial statements

**STING (Staffordshire Therapeutic
Independent Neurological Group)**

**Balance Sheet
At 31st March 2018**

		31/3/18 Unrestricted fund £	31/3/17 Total funds £
	Notes		
Fixed assets			
Tangible assets	7	10,774	5,139
Current assets			
Cash at bank		29,872	38,314
Creditors			
Amounts falling due within one year	8	(420)	(420)
Net current assets		<u>29,452</u>	<u>37,894</u>
Total assets less current liabilities		40,226	43,033
Net assets		<u>40,226</u>	<u>43,033</u>
Funds	9		
Unrestricted funds		<u>40,226</u>	<u>43,033</u>
Total funds		<u>40,226</u>	<u>43,033</u>

The financial statements were approved by the Board of Trustees on 28th January 2019 and were signed on its behalf by:

M J Clayton -Trustee

**Notes to the Financial Statements
for the Year Ended 31st March 2018**

1. Accounting policies

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

2. Other trading activities

	31/3/18	31/3/17
	£	£
Fundraising events	1,896	3,979
Room hire	993	820
Sponsorship - Screwfix Wincanton	4,546	28,133
Exercise	757	787
Tai Chi	934	846
Other income	2,697	1,636
	<u>11,823</u>	<u>36,201</u>

**STING (Staffordshire Therapeutic
Independent Neurological Group)**

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2018**

3. Investment income

	31/3/18	31/3/17
	£	£
Deposit account interest	4	-
	<u>4</u>	<u>-</u>

4. Raising funds

Raising donations and legacies

	31/3/18	31/3/17
	£	£
Support costs	5,340	3,875
	<u>5,340</u>	<u>3,875</u>

5. Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31st March 2018 nor for the year ended 31st March 2017 .

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st March 2018 nor for the year ended 31st March 2017 .

6. Comparatives for the statement of financial activities

	Unrestricted fund £
Income and endowments from	
Donations and legacies	2,151
Other trading activities	36,201
Total	<u>38,352</u>
Expenditure on	
Raising funds	9,904
Other	8,646
Total	<u>18,550</u>
Net income/(expenditure)	<u>19,802</u>
Reconciliation of funds	
Total funds brought forward	23,231
Total funds carried forward	<u><u>43,033</u></u>

**STING (Staffordshire Therapeutic
Independent Neurological Group)**

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2018**

7. Tangible fixed assets

	Plant and machinery £
Cost	
At 1st April 2017	7,754
Additions	8,330
	<hr/>
At 31st March 2018	16,084
	<hr/>
Depreciation	
At 1st April 2017	2,615
Charge for year	2,695
	<hr/>
At 31st March 2018	5,310
	<hr/>
Net book value	
At 31st March 2018	10,774
	<hr/>
At 31st March 2017	5,139
	<hr/>

8. Creditors: amounts falling due within one year

	31/3/18 £	31/3/17 £
Other creditors	420	420
	<hr/>	<hr/>

9. Movement in funds

	At 1.4.17 £	Net movement in funds £	At 31.3.18 £
Unrestricted funds			
General fund	43,033	(2,807)	40,226
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	43,033	(2,807)	40,226
	<hr/>	<hr/>	<hr/>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	18,809	(21,616)	(2,807)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	18,809	(21,616)	(2,807)
	<hr/>	<hr/>	<hr/>

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2018**

9. Movement in funds - continued

Comparatives for movement in funds

	At 1.4.16 £	Net movement in funds £	At 31.3.17 £
Unrestricted Funds			
General fund	23,231	19,802	43,033
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>23,231</u>	<u>19,802</u>	<u>43,033</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	38,352	(18,550)	19,802
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>38,352</u>	<u>(18,550)</u>	<u>19,802</u>

10. Related party disclosures

There were no related party transactions for the year ended 31st March 2018.

**STING (Staffordshire Therapeutic
Independent Neurological Group)**

**Detailed Statement of Financial Activities
for the Year Ended 31st March 2018**

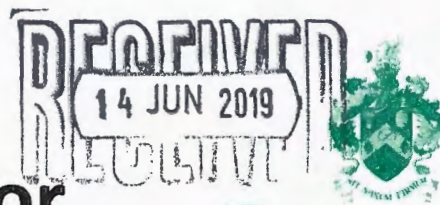
	31/3/18 £	31/3/17 £
Income and endowments		
Donations and legacies		
Donations	6,150	1,121
Grants	500	500
Subscriptions	332	530
	<hr/>	<hr/>
	6,982	2,151
Other trading activities		
Fundraising events	1,896	3,979
Room hire	993	820
Sponsorship - Screwfix Wincanton	4,546	28,133
Exercise	757	787
Tai Chi	934	846
Other income	2,697	1,636
	<hr/>	<hr/>
	11,823	36,201
Investment income		
Deposit account interest	4	-
	<hr/>	<hr/>
Total incoming resources	18,809	38,352
Expenditure		
Other trading activities		
Purchases	1,398	3,094
Physio	5,005	2,935
	<hr/>	<hr/>
	6,403	6,029
Other		
Rent	6,030	6,150
Service charges	576	576
Repairs	572	635
Depreciation of tangible fixed assets	2,695	1,285
	<hr/>	<hr/>
	9,873	8,646
Support costs		
Management		
Minibus hire	41	73
Rates and water	343	343
Insurance	595	562
Light and heat	1,896	1,541
Postage and stationery	222	34
Advertising	1,043	-
Sundries	780	656
Carried forward	4,920	3,209

This page does not form part of the statutory financial statements

**STING (Staffordshire Therapeutic
Independent Neurological Group)**

**Detailed Statement of Financial Activities
for the Year Ended 31st March 2018**

	31/3/18 £	31/3/17 £
Management		
Brought forward	4,920	3,209
Sponsorship	-	246
	<hr/>	<hr/>
	4,920	3,455
Governance costs		
Accountancy and legal fees	420	420
	<hr/>	<hr/>
Total resources expended	21,616	18,550
	<hr/>	<hr/>
Net (expenditure)/income	<u>(2,807)</u>	<u>19,802</u>



Application for Grant Aid

Stone
Town Council

Name of organisation:

Stone Community Hub

Purpose of organisation:

To improve the lives of local residents by providing support and advice, guided by the motto "Making Lives Better". Activities fall into 2 main areas:

- 1) combating social isolation & its effect on physical/mental health - drop-in sessions, people to talk to, crafting & refreshments
- 2) reducing poverty & its effects - advice centre, job club, emergency food parcels.

Amount of grant requested:

£500

Total cost of project (if appropriate):

£1,100

Reason for grant request:

Contribution towards the replacement of ageing laptops and their software, used by Stone Community Hub staff & volunteers.

Two laptops need to be replaced in the next year: one used by the IT volunteers (with clients, and also for Hub admin including website maintenance, data protection records etc.) and one used by the Manager.

Software licences will be transferred to the new equipment where possible, minimal upgrades are expected to be needed.

The IT laptop has no resale value and will be recycled appropriately,

With luck, the Manager laptop will be passed on to a Bookkeeping volunteer - we are looking for candidates at present.

Benefits to Stone residents:

Adequate equipment allows us to continue providing high-quality services to local residents. Our records, and anecdotal feedback, show that the work done by the Hub helps a significant number of people - in the last 12 months we have had nearly 4,000 visits by nearly 500 individuals. Half of these 500 were visiting us for the first time. How we help practically:

- provide/enable social interaction
- advice, help with form filling, help with making phone calls
- emergency food parcels
- computer/internet help

Other sources of funding secured or being explored (with amounts where known):

The rest of the cost will be met from ongoing donations/membership contributions and our event-led fundraising activities.

Is this an "exceptional" request (see notes)? If so, please explain why the Council should treat it as an exception:

N/A

Grants awarded by the Council in the last two years, and the uses made of the funding:

A total of £9,000 was received from the Council between September 2016 and February 2018, at £500 per month to support the Hub while it developed a sustainable funding model.

This was very much appreciated, as is councillors' time in attending the ongoing Liaison Group meetings with representatives of the Hub.

As unrestricted funding, the £9,000 was spent across all cost types of which our largest (Staff Costs & Premises Rental) account for 72% of the total.

Statement of support from Council appointed representative (if applicable):

N/A

Company registration number: 06330349

Charity registration number: 1121854

Stone Community Hub Ltd

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 July 2018

Lisa Healings FCCA
VAST
The Dudson Centre
Hanley
Stoke-on-Trent
ST1 5DD

Stone Community Hub Ltd

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Statement of Financial Activities	9 to 10
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Stone Community Hub Ltd

Reference and Administrative Details

Patron	Viscount Hugo Sandon
Trustees	Allan Shepherd, Chairman Ian Fordham, Treasurer Kathryn Platt Judith Kelt Nicholas Frankish
Secretary	Kathryn Platt
Senior Management Team	Karen Wardell, Manager
Principal Office	Frank Jordan Centre Lichfield Street Stone Staffordshire ST15 8NA The charity is incorporated in England.
Company Registration Number	06330349
Charity Registration Number	1121854
Bankers	Barclays Bank 45 High Street Stone Staffordshire ST15 8AQ
Independent Examiner	Lisa Healings FCCA VAST The Dudson Centre Hanley Stoke-on-Trent ST1 5DD

Stone Community Hub Ltd

Chairman's Report for the Year Ended 31 July 2018

Welcome to this year's annual report and thank you for supporting the work of Stone Community Hub.

We have continued to provide services for all the people of Stone and surrounding villages.

Demand for emergency food parcels has continued to rise and we are so thankful to all those who continue to support us with donations. Once again, Harvest donations from schools and others have been phenomenal.

We continue to engage the youth in our area and youth club is now a hive of activity on a Thursday evening. We are reaching more children through school assemblies and presentations.

We are still on the look out for prospective trustees and if you are interested then do talk to one of us. I believe that the continuity of our activities demonstrates without any doubt the benefit that our work brings to our community.

Funding has been and continues to be challenging, however, we continue to show results and I would like to thank all our funders for their support.

I will take this opportunity to thank our patron Viscount Sandon for his continued support, especially for our annual Burns Night at Sandon Hall. The evening was a great success and we look forward to seeing you all again in 2019.

Our membership scheme has been up and running for a while now and we are grateful to all those who have signed up and given a monthly donation. If you haven't signed up yet and would like to do so, please do speak to Karen who will gladly give you all the details.

On a personal note, after three years as chair of trustees I have decided to step down from this role although I will remain a trustee. I would like to thank everyone who has supported me in the role of chair.

In closing, I would like to thank our supporters, the staff, the volunteers and our clients, for your support in making our work possible and as you read our report, remember, as we do, that it's all about the people in our community.

To know more about our work, visit our website www.stonecommunityhub.org or telephone 01785 812417.

Chair

Stone Community Hub Ltd

Trustees Report (incorporating the Directors' Report)

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 July 2018.

Structure, governance and management

Nature of governing document

Stone Community Hub is a company limited by guarantee. It is opened under the rules of its memorandum and articles of association adopted 1 August 2007 and amended by certificate of incorporation on change of name dated 3 February 2015.

Recruitment and appointment of trustees

Trustees set the Hub's goals and support staff to achieve them. These are voluntary positions that require attendance at monthly Trustees meetings plus some preparatory and follow up work as required. Above all we are looking for enthusiasm, integrity and commitment. All our trustees should be:

- committed to improving the lives of people in the Stone area
- willing to devote the necessary time and effort to their trustee responsibilities
- interested in contributing to the development of a small charity organisation
- possessed of good judgement, ready to speak their mind and willing to take a team approach to problem solving and management

We welcome approaches from interested individuals, as well as advertising on charity sector websites (e.g. do-it.org) and in local media and making direct approaches to professional bodies and other voluntary organisations. We take care to respect diversity and avoid conflicts of interest.

Candidates are encouraged to visit the Hub's website and if possible, one of our sessions at the Frank Jordan Centre. Referees will be approached to provide references as to the candidate's suitability for the role. Candidates are invited to meet with the Chair and the Treasurer, and to attend a Trustees meeting as an observer.

An existing Trustee can help with the process or answer any queries.

Induction and training of trustees

New Trustees receive an information pack on the Hub's purposes, operations, fundraising activities and their own responsibilities. Trustees are encouraged to expand their skills through additional training or support.

Stone Community Hub Ltd

Trustees Report (incorporating the Directors' Report)

Objectives and activities

Objects and aims

Our Aims and Objectives (as specified in the Memorandum of Association) are:

a) To act as a resource for people living in Stone (Staffordshire), and district, by providing advice and assistance and organising programmes and other activities as a means of:
advancing in life and helping people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;
advancing education; and
providing recreational and leisure time activity in the interests of social welfare for people living in the area of benefit who have need by reason of their age, infirmity or disability, poverty or social and economic circumstances with a view to improving the conditions of life of such persons.

Public benefit

Stone Community Hub is a registered charity dedicated to improving the lives of residents of Stone and surrounding villages through support and advice. Our activities fall into 3 main areas:

- combating social isolation – drop-in centre, people to talk to, crafting & refreshments;
- reducing poverty and its effects – advice centre, job club, family law clinic, money advice & free food parcels
- providing a safe and supportive environment for the young people of Stone to have fun, meet other young people and participate in the activities on offer (Stone Youth Café)

We are able to signpost people to Pickering & Butters who provide a free consultation with their solicitor service. During the summer holidays and at most school holiday times we offer one session per week of parent /child craft or cookery.

In addition, we work in partnership with the following groups to help mutual clients:

- Local Support Team (for team around the family meetings)
- Stafford and Rural Homes
- Women's Aid

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Stone Community Hub Ltd

Trustees Report (incorporating the Directors' Report)

Use of volunteers

Without the support of our volunteers (21 in total) we would not be able to open or operate as we do.

Our volunteers: Make coffee & tea; answer the phone; talk to the people who come in; help with the youth café; look after our IT systems; help repair people's computers; help people with their cv's; give interview advice and practice; give people lifts; help with cookery groups; unpack and sort food donations; help with admin; run craft sessions and promote what we do.

Patron

The Trustees continue to benefit from the support and advice of our Patron, Viscount Hugo Sandon. The highlight of our fundraising calendar is the Burns Night dinner held at Sandon Hall. We look forward to continuing our relationship during the coming years.

Achievements and performance

Footfall and 1:1 help continues to increase year on year (up 23% and 44% respectively) at Stone Community Hub. We believe this is a result of our work becoming more widely known, by clients, Stone residents and agencies that work with people from Stone, because there is an increasing demand for the services we offer, and because we are establishing trust with our clients. As with last year the biggest rise in need has been seen around social isolation and mental wellbeing and as a result the numbers attending Hub Grub - our weekly free hot healthy meal - have increased from 4 when we started to 15.

Demand for places at our parent/child craft sessions was once again high during the summer holidays (2018). This year we saw quite a few fathers bringing their children.

Most of us will, at times, struggle for one reason or another and The Hub is a lifeline for many. We see many people with mental health needs, and spending time chatting through things that concern them greatly reduces the anxiety and stress they feel.

Many people just come to the centre to have a drink and chat to friends and the volunteers, use the computers, phone, or access the special groups we offer. These include job club, computer help, knit and natter. However, for some there is greater need and they come to get 1:1 advice/ support from our client support worker.

As a result of the support gained by coming to The Hub several of our clients have a more positive outlook on life and are engaging with us and others outside of the centre, allowing them to address more complex issues.

We maintain a professionally-developed Access database to record and regularly report on outcomes. We also actively canvass opinion from clients (as well as volunteers and service partners) on how they feel, and how confident in tackling issues (including finding the right kind of support) before they become problems.

Stone Community Hub Ltd

Trustees Report (incorporating the Directors' Report)

We know that the work done at our centre work impacts on many of the poorest and most disadvantaged people in our community, by giving hope, self-esteem and empowerment to improve their prospects and live healthier, happier lives. Outcomes typically include:

- They are more likely to be able to feed their families
- Improved computer literacy
- Improved employment prospects
- Increased awareness of services and how to engage with them
- They are less anxious & feel more able to make decisions

We have also helped numerous clients (mostly over 55) who have received tablet devices/computers from well-meaning relatives but then no help with setting them up or using them. After spending quality time with our IT volunteer, they are much more confident using their new equipment.

Fundraising Activities

Membership and Donations: We thank our members for their steady support in the past year. Expanding our membership scheme is a priority for the coming year. Donations from non-members, individuals and organisations, continued to be strong. As always, we are grateful for the support of local organisations whether in-kind or by helping to promote our activities.

Fundraising and Sales: Highlights this year included a further successful Burns Night dinner at Sandon Hall and another quiz night at Granvilles and our thanks go to our Patron and his family and to Granvilles for their kind support. There was further support from local events such as the Stone Festival and the Round Table Santa Sleigh. Sales of craft items (many made by our "Knit & Natter" participants) make a small but important contribution to our funds.

We very much appreciate all the support we get from local residents and supporters, but we still have space for others to participate in our events. Anyone interested in attending our next Burns Night on January 26th 2019 should speak to Karen or one of the trustees.

Grants: We made fewer grant applications in the year but achieved a 50% success rate (5 grants received, from 10 applications). In the first half of the year we also benefited from a generous monthly grant from Stone Town Council. A priority for 2018-19 will be to identify further grant funders for core costs - many funders focus on "new projects" and we look to them as we pilot new activities, but secure funding of our main Drop-In sessions is essential.

Funded Projects

£630 Persimmon - volunteer training

£560 Staffordshire Local Community Fund (Staffordshire County Council) - new IT equipment

£4,000 Garfield Weston - core costs

£1,500 Edgar E Lawley Foundation - Stone Youth Café

£498 Stafford Borough Council Small Grants - Drop In refreshments/telephone/ broadband) costs for 6 months, staff training

Stone Community Hub Ltd

Trustees Report (incorporating the Directors' Report)

Financial review

We set out this year with the intention of consolidating our financial position following the rapid growth of the previous years - at the same time as developing our services as covered elsewhere in this report.

We had budgeted a small surplus for the year but report a small loss of around £2,000 on revenues approaching £40,000. We continue to have strong reserves of around 9 months of expenditure

Costs during the year have been well controlled and the out turn was at budget levels. Donations from members and others contributed some 45% of income, grants 28% and income from fund-raising activities around 26%. The local community continues to support us with generous donations and our fundraising activities continue to benefit from the generosity of Sandon Hall and their willingness to host our Burns Night. The year has proved challenging from the perspective of attracting grant income and we believe this to be an issue for many charities such as The Hub.

In 2018-19 we are working to consolidate our income from fund-raising events whilst further building membership and donations - and are aiming to broaden our pool of grant funders from local to regional and even national levels.

We are presently in negotiation with Stone Town Council concerning a new rental agreement for our premises and are hopeful of a positive conclusion in the coming weeks.

Policy on reserves

The Trustees recognise the need to manage prudently the finances of the organisation and protect the position of potential creditors and employees by:

Ensuring unrestricted financial reserves to the equivalent of a minimum of 3 months' budgeted expenditure and;

Putting in place corrective action should the level of reserves fall below this level and;

Triggering an orderly closure of the organisation and the termination and settlement of contracts should unrestricted financial reserves fall below 1 month's budgeted expenditure.

Small Company Statement

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The annual report was approved by the trustees of the charity on 01/11/18 and signed on its behalf by:

Trustee:

Stone Community Hub Ltd

Independent Examiner's Report to the trustees of Stone Community Hub Ltd

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 July 2018 which are set out on pages 9 to 22.

Respective responsibilities of trustees and examiner

As the charity's trustees of Stone Community Hub Ltd (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of Stone Community Hub Ltd are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of Stone Community Hub Ltd as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

VAST
The Dudson Centre
Hanley
Stoke-on-Trent
ST1 5DD

Date: 29.1.19

Stone Community Hub Ltd

Statement of Financial Activities for the Year Ended 31 July 2018 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2018 £
Income and Endowments from:				
Donations and legacies	3	26,197	2,438	28,635
Other trading activities	4	9,673	-	9,673
Other income	5	205	-	205
Total income		<u>36,075</u>	<u>2,438</u>	<u>38,513</u>
Expenditure on:				
Raising funds	6	(4,009)	-	(4,009)
Charitable activities	7	<u>(29,684)</u>	<u>(6,911)</u>	<u>(36,595)</u>
Total expenditure		<u>(33,693)</u>	<u>(6,911)</u>	<u>(40,604)</u>
Net income/(expenditure)		<u>2,382</u>	<u>(4,473)</u>	<u>(2,091)</u>
Net movement in funds		2,382	(4,473)	(2,091)
Reconciliation of funds				
Total funds brought forward		<u>21,747</u>	<u>5,779</u>	<u>27,526</u>
Total funds carried forward	15	<u>24,129</u>	<u>1,306</u>	<u>25,435</u>

Stone Community Hub Ltd

Statement of Financial Activities for the Year Ended 31 July 2018 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2017 £
Income and Endowments from:				
Donations and legacies	3	31,823	8,702	40,525
Other trading activities	4	12,600	-	12,600
Total income		44,423	8,702	53,125
Expenditure on:				
Raising funds	6	(3,964)	-	(3,964)
Charitable activities	7	(29,379)	(4,181)	(33,560)
Total expenditure		(33,343)	(4,181)	(37,524)
Net income		11,080	4,521	15,601
Net movement in funds		11,080	4,521	15,601
Reconciliation of funds				
Total funds brought forward		10,667	1,258	11,925
Total funds carried forward	15	21,747	5,779	27,526

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2017 is shown in note 15.

Stone Community Hub Ltd
(Registration number: 06330349)
Balance Sheet as at 31 July 2018

	Note	2018 £	2017 £
Fixed assets			
Tangible assets	12	803	1,070
Current assets			
Debtors	13	2,889	2,955
Cash at bank and in hand		<u>22,754</u>	<u>24,922</u>
		25,643	27,877
Creditors: Amounts falling due within one year	14	<u>(1,011)</u>	<u>(1,421)</u>
Net current assets		<u>24,632</u>	<u>26,456</u>
Net assets		<u>25,435</u>	<u>27,526</u>
Funds of the charity:			
Restricted funds		1,306	5,779
Unrestricted income funds			
Unrestricted funds		<u>24,129</u>	<u>21,747</u>
Total funds	15	<u>25,435</u>	<u>27,526</u>

For the financial year ending 31 July 2018 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 9 to 22 were approved by the trustees, and authorised for issue on 20/11/18 and signed on their behalf by:

Trustee

Stone Community Hub Ltd

Notes to the Financial Statements for the Year Ended 31 July 2018

1 Charity status

The charity is a charity limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Stone Community Hub Ltd meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Exemption from preparing a cash flow statement

The charity opted to adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Income and endowments

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Stone Community Hub Ltd

Notes to the Financial Statements for the Year Ended 31 July 2018

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £500 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Stone Community Hub Ltd

Notes to the Financial Statements for the Year Ended 31 July 2018

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Furniture & fittings	25% reducing balance
Computer equipment	25% reducing balance

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

3. Income from donations and legacies

	Unrestricted funds	Restricted funds	Total 2018	Total 2017
	General £	£	£	£
Donations and legacies:				
Donations from companies, trusts and similar proceeds	7,490	-	7,490	4,129
Donations from individuals	-	-	-	6,184
Gift aid reclaimed	2,535	-	2,535	2,390
Grants, including capital grants:				
Grants	8,500	2,438	10,938	20,183
Regular giving	7,672	-	7,672	7,639
	<u>26,197</u>	<u>2,438</u>	<u>28,635</u>	<u>40,525</u>

Stone Community Hub Ltd

Notes to the Financial Statements for the Year Ended 31 July 2018

4 Income from other trading activities

	Unrestricted funds		
	General	Total	Total
	£	2018	2017
		£	£
Trading income;			
Services	903	903	754
Fundraising	8,770	8,770	11,846
	<u>9,673</u>	<u>9,673</u>	<u>12,600</u>

5 Other income

	Unrestricted funds		
	General	Total	Total
	£	2018	2017
		£	£
Miscellaneous	205	205	-
	<u>205</u>	<u>205</u>	<u>-</u>

6 Expenditure on raising funds

a) Costs of trading activities

		Unrestricted funds		
		General	Total	Total
	Note	£	2018	2017
			£	£
Fundraising trading costs;				
Fundraising		4,009	4,009	3,964
		<u>4,009</u>	<u>4,009</u>	<u>3,964</u>

Stone Community Hub Ltd.

Notes to the Financial Statements for the Year Ended 31 July 2018

7 Expenditure on charitable activities

	Unrestricted funds	Restricted funds	Total 2018	Total 2017
	General £	£	£	£
Activities undertaken directly	<u>29,684</u>	<u>6,911</u>	<u>36,595</u>	<u>33,560</u>
		Activity undertaken directly £	Total 2018 £	Total 2017 £
Salaries		23,160	23,160	21,034
Payroll Costs		238	238	147
Rent		5,726	5,726	5,279
Consumables		2,283	2,283	1,976
Telephone & IT		855	855	1,059
Insurance & licences		1,378	1,378	1,163
Equipment		1,544	1,544	928
Travel & meeting expenses		241	241	330
Training		320	320	813
Miscellaneous		85	85	-
Depreciation		267	267	357
Independent Examiners fee		498	498	474
		<u>36,595</u>	<u>36,595</u>	<u>33,560</u>

£29,684 (2017 - £29,379) of the above expenditure was attributable to unrestricted funds and £6,911 (2017 - £4,181) to restricted funds.

Included in the expenditure analysed above, there are governance costs of £498 (2017 - £474) which relate directly to charitable activities. See note 8 for further details.

Stone Community Hub Ltd

Notes to the Financial Statements for the Year Ended 31 July 2018

8 Analysis of governance and support costs

Governance costs

	Unrestricted funds		
	General	Total	Total
	£	2018	2017
		£	£
Independent examiner fees			
Examination of the financial statements	498	498	474
	<u>498</u>	<u>498</u>	<u>474</u>

9 Trustees' remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

10 Staff costs

The aggregate payroll costs were as follows:

	2018	2017
	£	£
Staff costs during the year were:		
Wages and salaries	22,877	20,457
Social security costs	-	549
Pension costs	283	28
	<u>23,160</u>	<u>21,034</u>

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	2018	2017
	No	No
Employees	<u>1</u>	<u>1</u>

Contributions to the employee pension schemes for the year totalled £283 (2017 - £28).

Stone Community Hub Ltd

Notes to the Financial Statements for the Year Ended 31 July 2018

No employee received emoluments of more than £60,000 during the year.

11 Taxation

The charity is a registered charity and is therefore exempt from taxation.

12 Tangible fixed assets

	Furniture & fittings £	Computer equipment £	Total £
Cost			
At 1 August 2017	1,587	952	2,539
At 31 July 2018	1,587	952	2,539
Depreciation			
At 1 August 2017	918	551	1,469
Charge for the year	167	100	267
At 31 July 2018	1,085	651	1,736
Net book value			
At 31 July 2018	502	301	803
At 31 July 2017	669	401	1,070

13 Debtors

	2018 £	2017 £
Prepayments	354	565
Accrued income	2,535	2,390
	<u>2,889</u>	<u>2,955</u>

14 Creditors: amounts falling due within one year

	2018 £	2017 £
Other taxation and social security	70	217
Accruals	941	1,204
	<u>1,011</u>	<u>1,421</u>

Stone Community Hub Ltd

Notes to the Financial Statements for the Year Ended 31 July 2018

15 Funds

	Balance at 1 August 2017 £	Incoming resources £	Resources expended £	Balance at 31 July 2018 £
Unrestricted funds				
<i>General</i>				
General fund	21,747	36,075	(33,693)	24,129
Restricted funds				
Rowley Trust	1,015	-	(1,015)	-
Staffs Local Community Fund	27	-	(27)	-
Stafford Borough Council Small Grants	200	-	(200)	-
Silver Social Action	2,111	-	(2,111)	-
Stone Lions Club	488	-	-	488
Warburtons	250	-	(250)	-
Santander Foundation	1,500	-	(1,500)	-
Staffs Council Voluntary Youth Services	188	-	(188)	-
Persimmon	-	630	(503)	127
Staffordshire County Council	-	560	(560)	-
PCC Christ Church	-	250	(250)	-
Staffordshire Community Fund	-	498	(131)	367
SCYVS	-	200	-	200
Foodbank	-	300	(176)	124
Total restricted funds	<u>5,779</u>	<u>2,438</u>	<u>(6,911)</u>	<u>1,306</u>
Total funds	<u>27,526</u>	<u>38,513</u>	<u>(40,604)</u>	<u>25,435</u>

Stone Community Hub Ltd

Notes to the Financial Statements for the Year Ended 31 July 2018

	Balance at 1 August 2016 £	Incoming resources £	Resources expended £	Balance at 31 July 2017 £
Unrestricted funds				
<i>General</i>				
General fund	10,667	44,423	(33,343)	21,747
Restricted funds				
Staffordshire County Council	17	-	(17)	-
Staffordshire Police and Crime Commissioner	642	-	(642)	-
Rowley Trust	135	1,000	(120)	1,015
Stafford and Rural Homes	416	-	(416)	-
Stone Town Council	48	-	(48)	-
Staffs County Council- AEYP	-	1,168	(1,168)	-
High Sheriff	-	585	(585)	-
Staffs Local Community Fund	-	530	(503)	27
Stafford Borough Council Small Grants	-	858	(658)	200
Silver Social Action	-	2,111	-	2,111
Stone Lions Club	-	500	(12)	488
Warburtons	-	250	-	250
Santander Foundation	-	1,500	-	1,500
Staffs Council Voluntary Youth Services	-	200	(12)	188
Total restricted funds	<u>1,258</u>	<u>8,702</u>	<u>(4,181)</u>	<u>5,779</u>
Total funds	<u>11,925</u>	<u>53,125</u>	<u>(37,524)</u>	<u>27,526</u>

Stone Community Hub Ltd

Notes to the Financial Statements for the Year Ended 31 July 2018

The specific purposes for which the funds are to be applied are as follows:

Staffordshire County Council - Achieving Excellence for Young People -this has been granted to the Hub to enhance and improve the service offered to young people via the Youth Café drop in by recruiting volunteers and offering them a training programme with placements and practical youth work experience.

Staffordshire Police & Crime Commissioner - The People Power Fund- awarded to support the Youth Café- purchase of new computers and refurbish/redecorate our premises at the Frank Jordan Centre and on a film project.

Rowley Trust -refurbishment of Food Bank/meeting room.

Stafford and Rural Homes- awarded for our IT costs, this has enabled us to move to faster broadband.

Stone Town Council -awarded the Youth Café for their activities.

Staffordshire County Council -Activities for Young People- delivery of "Citizen 3c" training to Alleyne's sixth formers

High Sheriff-craft materials for Knit & Natter /Parent & Child craft sessions.

Staffordshire Local Community Fund (Staffs County Council) Job Club costs & new IT equipment.

Stafford Borough Council Small Grants -50% of Youth Café costs for 6 months; plus contribution towards cost of First Aid training course.

Silver Social (Staffordshire Community Foundation) 6 month pilot of the "Boredom Buster" afternoon sessions from Autumn 2017

Stone Lions-for Bosom Buddies

Warburtons Community Grants -promotion of healthy eating.

Santander Discovery Foundation-"Hub Grub" weekly hot meal from Autumn 2017

Staffordshire Council for Voluntary Youth Services (SCVYS)-Youth café

Persimmon Homes Community Champions- funds for volunteer training and ongoing development for adult volunteers at the drop in centre.

Staffs County Council- one to one client support

Christ Church PCC-restricted grant from the estate of Mary Gertrude Pickering for Christmas meals.

Staffordshire Community Fund- funds for the drop in centre

SCYVS- the grant enables the café to continue by funding the cost of music licenses and activities

Foodbank- restricted donation from S Kennedy

Stone Community Hub Ltd

Notes to the Financial Statements for the Year Ended 31 July 2018

16 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total funds
	General £	£	£
Tangible fixed assets	713	-	713
Current assets	24,427	1,306	25,733
Current liabilities	(1,011)	-	(1,011)
Total net assets	<u>24,129</u>	<u>1,306</u>	<u>25,435</u>

17 Related party transactions

There were no related party transactions in the year.

08 MAY 2019
RECEIVED



STONE LIONS CLUB

L. Trigg Esq.,
Clerk to Stone Town Council,
Station Road,
STONE,
ST15 8JP

7th May 2019

Dear Mr Trigg

GRANT APPLICATION – PSA TESTS 24th SEPTEMBER 2019

Please find enclosed our application for a Grant from the Town Council to support our PSA Event for Prostate Screening to be held at the Stonehouse Hotel on 24th September.

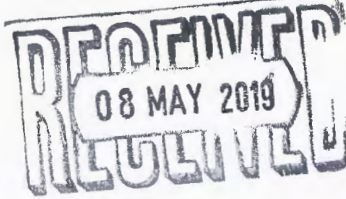
I have also included a copy of our Treasurer's Report for May indicating a total of **£4,650-32** in our Restricted Fund for PSA. This is a combination of a balance from last year plus money received since then until the current date.

I would also like to acknowledge the support we receive from the Nurses at the local Surgeries plus other areas to enable us to provide this service.

Yours sincerely,

Joint PSA Organiser,

Stone Lions Club.



Application for Grant Aid

Stone
Town Council

Name of organisation:

STONE LIONS CLUB (C10-1180413)

Purpose of organisation:

OUR MOTTO IS "WE SERVE"

WE SUPPORT THE LOCAL COMMUNITY - BOTH INDIVIDUALS AND GROUPS EITHER FINANCE OR A PRESENCE FOR SPECIAL EVENTS (STONE FESTIVAL / CHRISTMAS LIGHTS etc). THE MAJORITY OF OUR FUNDS ARE RAISED BY LOCAL EVENTS AND WE RETURN IT TO THE COMMUNITY.

Amount of grant requested:

£500 —

Total cost of project (if appropriate):

BETWEEN £6,500 - £7,000

BASED ON LAST YEAR £6,267

Reason for grant request:

WE WILL BE HOLDING A PROSTATE SCREENING EVENT (PSA TESTS) ON TUESDAY 24th SEPTEMBER 2019 AT THE STONETOWN HOTEL, (BALLROOM PROVIDED FREE OF CHARGE). OUR FIRST EVENT IN 2015 WAS ATTENDED BY 140 MEN. THIS ROSE IN SUBSEQUENT YEARS TO 200, 275 AND LAST YEAR 390 TESTS. ALL MEN AGED 50 AND OVER ARE ENCOURAGED TO HAVE THE TEST ANNUALLY - THEREFORE WE HAVE MEN RETURNING PLUS MEN WHO ARE NOW 50.

Benefits to Stone residents:

ALTHOUGH WE DO NOT GET INDIVIDUAL DETAILS OF THE RESULTS WE ARE ADVISED BY THE LABORATORY OF THE NUMBER OF 'GREEN', 'AMBER' AND 'RED' LETTERS ISSUED. ALL MEN RECEIVING AMBER OR RED LETTERS ARE ADVISED TO CONSULT THEIR GP - ALTHOUGH THIS DOES NOT AUTOMATICALLY MEAN THERE IS A PROBLEM. APPROX. 10% OF ALL TESTED HAVE AN AMBER/RED LETTER. WE DO KNOW BY MEN WHO HAVE CONTACTED US FOLLOWING OR DURING TREATMENT THAT THESE TESTS HELP PREVENT THE SPREAD OF PROSTATE CANCER. THE MAJORITY OF MEN HAD "NOT GOT A CLUE" THERE WAS ANY PROBLEM

Other sources of funding secured or being explored (with amounts where known):

LOCAL PARISH COUNCILS, LOCAL BUSINESSES - SMALL & LARGE + INDIVIDUALS. WE HAVE A LOCAL MALE SINGER PROVIDING A "NEIL DIAMOND NIGHT" (NO FEE) AND LYMESTONE BREWERY ARE HOSTING AN 'OPEN NIGHT' TO RAISE FUNDS FOR US. £5,700 WAS RAISED THIS WAY LAST YEAR. *

Is this an "exceptional" request (see notes)? If so, please explain why the Council should treat it as an exception:

NO

* THERE IS ALSO PROVISION ON THE NIGHT FOR DONATIONS

Grants awarded by the Council in the last two years, and the uses made of the funding:

£500 each year. THIS MONEY HAS BEEN IN OUR 'RING-FENCED' PSA FUND AND USED JUST FOR THAT EVENT

Statement of support from Council appointed representative (if applicable):

Treasurer's monthly report

Month: **May 2019**

Charity Account

Balance last month		12,198.01
Transactions since		
Mobility donations	162.50	
Donations received	0.00	
Mobility expenses	-398.68	
Curry Night	547.00	
Peace Poster Competition	-15.95	
Current balance		12,492.88
Commitments		
PSA Restricted fund	-4,650.32	
Charity Account funds available		7,842.56

for Sept 2019

3C's Account

Balance last month		2,520.50
Transactions since		
Income	0.00	
Prizes	-130.00	
Current balance		2,390.50
Commitments		
Prizes 5 x £130	-650.00	
3C's Account funds available		1,740.50

3C's cheques not yet

Month	No	Winner
Mar	58	
Mar	191	
Apr	29	
Apr	18	
Apr	183	
Apr	78	

Total Charity funds available

9,583.06

This figure excludes the PSA fund

Admin Account

Balance last month		783.33
Transactions since		
Tail twister	26.60	
Charter Night	-24.69	
Award engraving	-22.95	
Current balance		762.29
Commitments		
Zone account	-283.00	
Room Hire 3 mths	-84.00	
Tail Twister	50.00	

Admin - estimated year end balance

445.29

Balance on 1 July 2018 was £622.75



Application for

Grant Aid



Stone

Town Council

Name of organisation:

Stone Rugby Union Football Club (Junior and Mini Section)

Purpose of organisation:

To provide opportunities for members of the local community to get active and develop a love of sport through playing, coaching or volunteering to support the game of Rugby Union.

To grow new junior, mini and ladies teams so that more local people are able to become part of a developing and forward thinking community led rugby club.

Amount of grant requested: £500.00

Total cost of project (if appropriate): £2,000.00

Reason for grant request:

Since its foundation in 1990, Stone Rugby club has maintained a strong senior team, with many of the original members still being actively involved. The club was originally set up by residents of Stone, who enjoyed playing rugby and wanted to partake in their sport without having to travel to other areas. Since the club's inception the Senior Team have enjoyed playing weekend friendly matches against other local clubs and developed a renowned reputation for upholding the core values of the game. The values of Teamwork, Respect, Enjoyment, Discipline and Sportsmanship - Values which are at the heart of Stone RUFC and embedded within all members and players.

In January 2018 Stone RUFC recognised a local need and relished the opportunity to widen the membership of the club by developing a new junior and mini section and a ladies team. In just a short space of time the Club Leadership Committee has ambitiously reconstituted and recruited a strong and extremely popular Under 16's and Under 15's team, a growing ladies team, "The Mini Grubbers" for the under 7's and is starting to recruit players for under 8's, under 10's and under 13's teams. Although enjoying these early successes the club is also cautious to grow with care, actively recruiting and training six new volunteer coaches, a fully qualified referee and engaging with parents to complete first aid, catering and safeguarding courses. This has enabled Stone RUFC to become a fully accredited member of the Rugby Football Union (RFU) in March 2019.

When the next season starts in Autumn 2019 the new thriving junior sections are hungry to build further on their impressive first season and wish to register and take part in the Midlands Rugby League. The increased professional status of Stone RUFC will necessitate the club to facilitate the provision of post-game catering for both the home and the away team players. Stone RUFC and the junior teams have been ambitiously fund raising over the last twelve months investing resources into developing the pitch and external flood lighting to bring it up to a sufficient standard to become an accredited club however this has restricted the necessary and now urgently required development of the catering facilities.

This grant request is to facilitate the purchase of an outdoor kitchen and catering preparation stand (see attachment) that would not only facilitate the club to meet RFU requirements of providing junior players with a postgame nutritious hot meal it would also enable the club to cater for spectators and at fund raising events therefore generating an income stream to support future sustainability. Currently there are no cooking facilities on site that would meet food safety regulations. It is anticipated that on match days up to 500 players and spectators will visit the club with these figures are set to increase as new players join the club and the number of team age ranges in the junior section increases.

Benefits to Stone residents:

There are many benefits to local Stone residents for Stone Town Council to support this grant request. Stone RUFC Club is run by local volunteers and unites members of all ages within the community to work together to become an active part of a club which promotes a highly inclusive sport that has a very special culture, ethos and set of values. Nationally rugby is a popular sport with a very integral set of values, values that support players to be active and contributory citizens within society throughout their lives. The inclusiveness and values driven basis of the game is also bringing together young people and their parents from across the community, from different schools and cultures therefore supporting the development of increased levels of community cohesion.

Playing in a team sport like rugby is supporting our local young people between the ages of 13-18, those most at risk of causing anti-social behaviour to be positively active and occupied. Many older members of our junior teams are also volunteers themselves, coaching the younger players and positively role modelling the values of the game. It is also well evidenced that engaging in competitive sports supports young people to develop self-confidence, reliance, and emotional well-being whilst reaping the positive impacts on both physical and mental health.

The club's new relentless focus to develop the junior, mini and ladies teams is enabling more local adults, young people and children to live a healthier and more active life style. Currently the club has 80 new junior and mini members and 15 female players with numbers growing week on week. The junior coaches are also facilitating free taster sessions in local schools to widen opportunities for local school children to try the sport and hopefully

increase their desire to play rugby outside of curricular PE lessons and go on to join a club. It is envisaged that by developing and supporting the growth of a junior section and a ladies team the long term sustainability and longevity of Stone RUFC will be enjoyed by the residents of Stone for many years to come. Stone RUFC is actively looking and welcoming new members and players of all ages therefore the availability to play in a team or engage in voluntary activities across a wide range disciplines are opportunities that are open for the benefit of all residents in Stone.

Other sources of funding secured or being explored (with amounts where known):

Parents and Committee Members professionally qualified in the commercial building, electrical and plumbing trades have committed to installing the outdoor kitchen within a permanent, secure and lockable outdoor structure for no cost other than their time which will be unpaid and voluntary.

£1500.00 secured through self-fundraising activities the previous year to purchase the wooden catering hut.

Additionally the players and parents plan to hold fund raising events throughout the year to cover the cost of team playing strips. Local businesses have also been approached and secured to be kit sponsors.

Is this an "exceptional" request (see notes)? If so, please explain why the Council should treat it as an exception: No

Grants awarded by the Council in the last two years, and the uses made of the funding: Not previously applied

STONE RUFC – STONE COUNCIL GRANT APPLICATION JUNE 2019

Outdoor Kitchen Example:

GAS BBQ BARBECUE OUTDOOR KITCHEN STAINLESS STEEL 5 BURNERS SIDE BURNER

🔥 1 viewed per hour ★★☆☆ 1 product rating | [Write a review](#)

Condition: **New**

Quantity:

4 available
52 sold

£573.99

From £28 per month for 24 months

Buy it now

[Add to basket](#)

[Add to watch list](#)



eBay Money Back Guarantee

We'll make sure you get this item or get your money back. [Learn more](#)

Click & Collect

Limited quantity remaining

30-day returns



Collect 300 Nectar points

[Redeem your points](#) | [Conditions](#)

Collection: Click & Collect - Select store at checkout.

Postage: **Free** Economy Delivery | [See details](#)

Item location: Netherlands or, United Kingdom

Posts to: United Kingdom | [See exclusions](#)

Delivery: Estimated by **Wed. 12 Jun.** 📍

Payments: Processed by PayPal

-From £28 per month for 24 months. [See payment information](#)

[Get an instant price to collect this item](#)

Returns: 30 days refund, buyer pays return postage | [See details](#)



[Click to view larger image and other views](#)



[Have one to sell?](#) [Sell it yourself](#)

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

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

9 WORKING GROUPS (ALL)

PURPOSE

- 9.1 The purpose of each Council working group is to give a level of in-depth consideration to specific issues beyond that which would normally be possible in larger forums such as a committee or sub-committee, and to make recommendations to their parent body (committee or sub-committee) accordingly.
- 9.2 In most cases, working groups should operate on a “task and finish” basis.

MEMBERSHIP AND APPOINTMENT

- 9.3 Working group numbers are not prescribed, but groups are unlikely to be effective with less than three or more than five members.
- 9.4 Working group members are appointed by the parent body that requires the in-depth consideration to be undertaken, and may be drawn from the membership of the Town Council.
- 9.5 The working group or parent body may make recommendations for the co-option of non-Councillor members to the working group due to the particular expertise they are able to offer. All such appointments will require the approval of the General Purposes Committee, and all co-opted members will be required to comply with the Council’s code of conduct.

CHAIRMAN AND VICE CHAIRMAN

- 9.6 Working groups will determine their own chairmanship arrangements, and need not appoint a chairman or vice, however a Councillor member of the group who is also a member of the parent body should be identified as having the responsibility to report back to the parent body on the work of the group.

QUORUM

- 9.7 As working groups have no decision making powers, there is no requirement for quoracy.

ATTENDANCE BY COUNCILLORS WHO ARE NOT MEMBERS OF THE WORKING GROUP

- 9.8 Any member of the Council who is not a member of a working group may attend a meeting and may speak on any item if invited by the group. Such a member should not take part in the formulation of the group’s recommendations.
- 9.9 The requirements of the Council’s Code of Conduct will apply to everyone present at a meeting, whether members of the working group or not.

ATTENDANCE BY THE GENERAL PUBLIC

- 9.10 Working group meetings will not be open to the public.

FREQUENCY OF MEETINGS

- 9.11 Working groups will arrange their own meeting timetable, in order to meet any reporting requirements placed upon them by their parent body.

AGENDA AND PROCEEDINGS

- 9.12 The calling of meetings, booking of venues, preparation of agendas and minutes etc. will not be undertaken by the Town Council's staff. Attendance of Town Council staff at working groups will be on an exceptional basis, if their expertise may be required to inform the group's discussions.
- 9.13 There is no requirement for either a formal agenda or minutes, but if a working group wishes to prepare these it will be a matter for the group's members. Working group minutes will not form part of the official minutes of the Council.
- 9.14 The provisions of the Council's Standing Orders for Business shall not apply to meetings of working groups.

REPORTING

- 9.15 Working groups have no powers to make any decision or to act in any way on behalf of the Council.
- 9.16 At each meeting of its parent body, the nominated representative of each working group will be expected to report on the work of the group, and to present any recommendations. Such recommendations will not be considered by the parent body without a full written report circulated with the meeting agenda and setting out the nature of the recommendations and their implications for the Council.

FUNCTIONS

- 9.17 The function of each working group is to give a level of in-depth consideration to specific issues beyond that which would normally be possible in larger forums such as a committee or sub-committee, and to make recommendations to their parent body accordingly.

RELATIONSHIP WITH OTHER WORKING GROUPS

- 9.18 Where the terms of reference of individual working groups may overlap, it is the responsibility of the parent body to provide clarification. Where this overlap applies to working groups appointed by different parent bodies this responsibility will fall to the General Purposes Committee.

Les Trigg

From: Joe Wilson <Joe.Wilson@hs2.org.uk>
Sent: 11 June 2019 14:11
To: Les Trigg
Subject: HS2 PHASE 2A (WEST MIDLANDS TO CREWE) - COMMUNITY AND BUSINESS FUNDS

Dear Les

As you are aware, we are currently seeking permission from Parliament to build and operate Phase 2a (West Midlands to Crewe) of High Speed Two (HS2). We expect to secure parliamentary approval by the end of this year.

Once the Parliamentary stage of the project is complete, we will commence initial, preparatory work on the railway. We will also launch two funds, dedicated to communities and businesses disrupted by the construction of Phase 2a:

- The Community and Environment Fund (CEF) and
- The Business and Local Economy Fund (BLEF)

These funds are intended to provide benefits to communities that can demonstrate they are affected by the construction of HS2. They are over and above the mitigations and statutory compensation arrangements that have already been committed. £5 million has been allocated to the funds for communities affected by Phase 2a of the railway.

The funds for Phase One have been open to applications since March 2017, there have been 57 successful applications so far, which have delivered a range of benefits for local businesses and communities disrupted by Phase One construction. Information about these can be found in the following link:

<https://www.groundwork.org.uk/Sites/hs2funds/pages/hs2-community-and-business-funds-project-map>

Although applications will not invited until Royal Assent of the P2a Bill we recommend that you review the Phase One Funds website to see how the Funds currently operate, as it is envisaged that the Phase 2a Funds will be managed in the same way, once live.

We would also be happy to meet you to discuss the funds in further detail. Please note that any discussions at this stage would be about the general process and scope of the funds, helping you to consider whether there may be any opportunities for your community in future. Individual applications will be assessed by a separate grant management body once the funds are live, and it is important for us to maintain the independence of that process.

I hope you find this message helpful and please do not hesitate to contact me if you would like to discuss further.

Kind Regards

Joe Wilson | Phase 2a - Stakeholder and Community Engagement Manager (Community Areas 2 & 3) | HS2 Ltd

Mobile: 07468 707809 | joe.wilson@hs2.org.uk | hs2instaffordshire.co.uk

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From: [Christelow, Andy \(E,I&S\)](#)
Subject: CONSULTATION: Staffordshire County Council's draft revised Statement of Community Involvement
Date: 12 June 2019 13:44:28

I write to invite you to comment on Staffordshire County Council's draft revised Statement of Community Involvement (SCI).

The document explains how we will consult with people and organisations when we are preparing planning policies or processing planning applications. Our current SCI was adopted in 2014 and needs to be reviewed to take account of changes in legislation and the approach to planning.

The Draft Revised Statement of Community Involvement provides updated guidance and a straightforward explanation of the opportunities to become involved with consultations relating to all aspects of the planning we undertake.

You can make any comments via our [consultation website](#), or alternatively, you can send comments to Planning@staffordshire.gov.uk.

A series of consultation questions are listed at the end of this document to guide your response.

All responses must be received by Wednesday 24 July 2019.

We will collate all of the comments received during the consultation period, and take them into account as we finalise the Statement of Community Involvement for formal adoption by the County Council. We anticipate that this will be in the Autumn of 2019.

Please note: any comments received are open to all to read and to copy.

Copyright restrictions and photocopying charges may apply. If for any reason you do not want your comments to be made publicly available in this way then you have the right to withdraw them, in which case we will remove them from our records and they will not be considered. Also, please note our [Privacy Notice](#).

Consultation Questions:

1. What is your name?
2. What is your organisation?
3. What is your postal address?
4. What is your email address?
5. Did you find the document easy to read and understand?
6. Do you feel that it provides the right level of information?
7. Are you satisfied with the approach to consultation on planning policy?
8. Are there any changes that you would like to see us make?
9. Are you satisfied with the approach to consultations on planning applications?
10. Are there any changes that you would like to see us make?
11. Are you satisfied with the approach to supporting the development Neighbour Plans?
12. Are you satisfied with the approach to keeping the Statement of Community Involvement up to date?

If you require any additional information, please do not hesitate to contact me.

Regards,

Andrew Christelow

Senior Planning Officer, Planning, Policy & Development Control,
Staffordshire County Council

Tel: 01785 276705

andy.christelow@staffordshire.gov.uk

www.staffordshire.gov.uk

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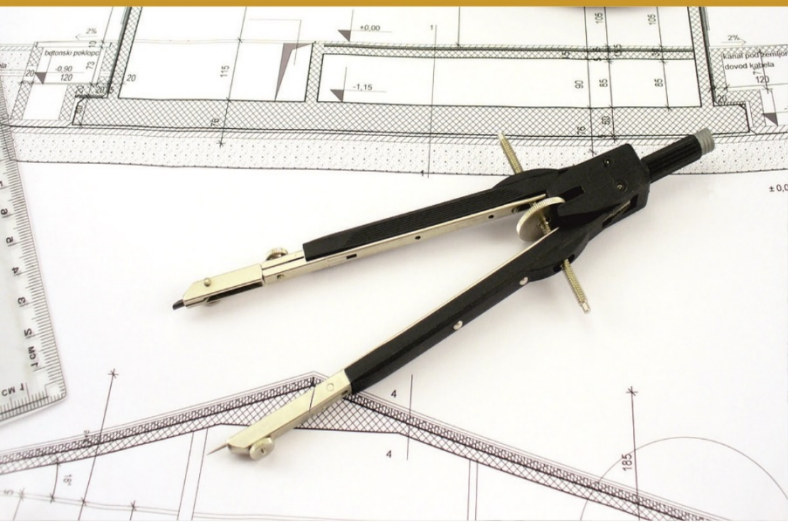
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Statement of Community Involvement



Revised Edition for Consultation June 2019



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Introduction

Many of us only come into contact with the planning system if we find out about a planning application near our homes, but it touches the lives of all of us far more than we may think. It shapes where we live, work, shop, and go to school, it also affects how we travel, how we obtain the raw materials we need for construction, and how we dispose of the waste we all produce.

Staffordshire County Council ('we') are responsible for determining planning applications for minerals and waste development (e.g. quarries or waste recycling facilities), as well as development required to carry out our own services (e.g. development at schools and major highway schemes). We are also required to prepare local development documents (e.g. Local Plans) to set out how and where we consider that the area's needs for minerals and waste management facilities should be met.

Whenever we consider a planning application, or produce local development documents for our area, we need to consult and engage with people and organisations to gain their views. This Statement of Community Involvement (SCI) sets out how we will do that.

Our SCI was first adopted in 2006 and updated in 2014. [Regulations](#) which came into effect on 6 April 2018 now require local planning authorities to review their SCI at least once every five years.

This document is the latest revision of the SCI. It was prepared in early 2019 to incorporate all of the changes that have taken place since 2014 and is now available for public consultation between 12 June and 24 July 2019. If necessary, it will be amended in response to the comments received, before being adopted.

The SCI is divided into four sections. The first looks at how we engage with the public and other interested parties when we are producing our Minerals and Waste Local Plans, preparing Supplementary Planning Documents (SPDs), or reviewing our Local Plans. We refer to all of this as Planning Policy. The second section looks at how we consult when we are determining planning applications. The third section briefly summarises our limited role in supporting the development of Neighbourhood Plans, while the final section discusses the SCI itself, and the opportunities to be involved in its review.

In addition to anything referred to in this SCI, any consultation or engagement exercise we carry out will also have regard to any relevant corporate policies or statutory requirements including:

- [Equality Act 2010](#)
- [Human Rights Act 1998](#),
- [Freedom of Information Act 2000](#)
- [Environmental Information Regulations 2004](#)
- [Data Protection Act 2018, including the General Data Protection Regulation \(GDPR\)](#), and
- The County Council's [Privacy Notices](#)

Section 1: Planning Policy

1. We are required to prepare local development documents (e.g. Minerals and Waste Local Plans) to set out how and where we consider that the area's needs for quarries and waste management facilities should be met. We publish a Minerals and Waste Development Scheme (MWDS) which proposes a timetable for preparing the plans, and we keep this up to date to reflect any changes. We have to consider the opinions of the people and organisations that might be interested in our plan, so we prepare a Statement of Community Involvement (SCI) to set out how we do this.
2. As we develop our plans we aim to build common ground on the best way forward about where, when and how mineral and waste sites are developed. We accept that we may never achieve complete consensus. We hope, however, that greater understanding of the issues, and options to tackle them, may help to minimise objections as we prepare our planning policies, as well as later when we use those policies to determine planning applications.
3. To help people understand what we are doing at each stage in developing a new plan, we publish updates on our web site (www.staffordshire.gov.uk/planning) with background information that has helped us to make decisions throughout our plan making process. We also publish [Annual Monitoring Reports on our existing plans](#), and links to other information available on the internet.

Who do we consult?

4. As we develop our plans, we consult a wide range of groups and individuals who may be interested. These include the "specific consultation bodies" / "general consultation bodies" specified in in [Regulation 18 of the Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#), as well as residents, local interest groups, local organisations and companies who operate in Staffordshire.
5. You do not need to be invited, or to be a member of a group to respond to a consultation. Anyone can comment on our plans during the consultation periods.

How do we consult at each stage?

6. [Government Guidance on Plan-making](#) sets out how we should prepare our Minerals and Waste Local Plans, and who we should consult at each stage. The table below shows key stages of preparing a Local Plan and the opportunities to make your views known.

Table 1: Stages of preparing a Local Plan

Stage	What we do	How we will consult
Plan preparation At the start of the plan making process, we will notify interested parties of the subject of the plan being prepared, and invite them to make representations on what it ought to contain. (Reg. 18 of 2012 Regulations)	Gathering evidence. Deciding what to look at in the Local Plan. Developing possible options including sites. Looking at possible social, environmental and economic impacts through the Sustainability Appraisal (SA) process.	Consultation is primarily aimed at checking that we have got the approach right. Consultation period to last for a minimum of 6 weeks. Documents available on our website. Also viewable at our main office and libraries. E-mails or letters sent to relevant consultees and anyone who has asked to be involved.
Draft Plan This is an informal stage so we will plan any consultations to try to get the best range of opinion without too much delay to the plan-making process.	Producing the Draft Local Plan. Continuing the SA.	Consultation is primarily aimed at ensuring that the draft policies are right for Staffordshire. Consultation period to last for a minimum of 6 weeks. Notification of consultation on our website, with details of how to respond. Documents available on our website. Also viewable at our main office and libraries. E-mails or letters sent to relevant consultees and anyone who has asked to be involved. Targeted events may be used where these are particularly relevant.
Publication of the Proposed Submission Plan (Reg. 19-20 of 2012 Regulations)	Producing the version of the Local Plan that we want the Inspector to examine. Concluding the SA.	Consultation is primarily aimed at checking the "soundness" of the plan and its legal compliance. Consultation period to last for a minimum of 6 weeks. Notification of consultation on our website, with details of how to respond. Documents available on our website. Also viewable via the internet from our main office and at libraries. E-mails or letters sent to relevant consultees and anyone who has asked to be involved. All representations will be submitted to the Inspector for examination along with the Draft Local Plan.

Formal decision making:		
Submission Stage (Reg. 22 of 2012 Regulations)	The Council will send its "submission version" of the Local Plan to the Planning Inspectorate, together with supporting documents, final Sustainability Appraisal report, and all formal representations received at this stage.	
Independent Examination (Section 20 of the Planning & Compulsory Purchase Act 2004 , modified by Section 112 of the Localism Act 2011) (Reg 24 of 2012 Regulations)	An independent Inspector will be appointed to examine the Local Plan. The Inspector will decide on the issues to be considered, who should be involved. The Inspector will produce a report and may recommend modifications to the Local Plan to make it sound. These may require additional consultation.	Inspector will decide on the length, scale and nature of any public consultations that may be required. Inspector's report and all proposed modifications will be published on our website. Also viewable via the internet from our main office and at libraries.
Adoption (Reg 26 of 2012 Regulations)	Council resolve to adopt the Local Plan and publish an adoption notice. There is then a 6-week period for legal challenges if anyone feels that the process has not been carried out properly.	"Adoption statement" published with the Local Plan. Where they have requested it, respondents to the Local Plan will be notified when it is adopted.

Consultation stages for SPDs

7. In addition to the Minerals and Waste Local Plans, we may also produce Supplementary Planning Documents (SPD) from time to time. Government guidance on '[Plan-making](#)' explains their role as a material consideration in decision making. They go through a simpler process, with one period of consultation prior to adoption, as summarised in the table below.

Table 2: Stages of preparing SPDs

Stage	What we do	How we will consult
SPD preparation	Gathering evidence. Drafting the SPD / Guidance.	Where appropriate, seeking initial views from interested parties.
Public Consultation (Reg 12 & 13 of 2012 Regulations)	Consult on the Draft SPD. Modify the Draft SPD as appropriate.	Draft SPD available on our website with a Consultation Statement. Documents also viewable via the internet from our main office and at libraries. E-mails or letters sent to relevant consultees. Consultation period lasts for a minimum of 4 weeks.
Adoption (Reg 11 & 14 of 2012 Regulations)	Council resolve to adopt the SPD and publish an adoption notice. There is then a 3-month period for legal challenges if anyone feels that the process has not been carried out properly.	"Adoption statement" published with the SPD. Copies sent to any person who has asked to be notified.

How can you access consultation documents?

8. We publish all of our plan documents on our web site, and only print paper copies when it is absolutely necessary.
9. You can [use our computers](#) free of charge in the reception area of our offices at Staffordshire Place, and at local libraries, some of which are open in the evenings and at weekends. You can [find your nearest library](#) on our website, together with details of facilities and opening hours.
10. If you need help to view or understand documents or plans, assistance may be available in local libraries, and we can make information available in alternative formats or languages if required.
11. Finally, if access to the internet is not possible, we can provide paper copies of consultation documents on request, though we will normally need to make a charge to cover the costs. We will always let you know the charge in advance.

How can you make an effective response?

12. To be effective, a comment should be clearly argued and based on good evidence. In the early stages of plan making, we need to be sure that we have considered all the relevant options. We will be happy to hear about other options that should be considered, and what people think of the options that we have considered.
13. As we progress through the process, we will narrow down the options to produce a preferred strategy, and the scope for change will be more limited.
14. From the publication stage onwards, we can only consider objections that relate to whether the necessary processes have been followed in preparing the plan, or whether the plan is “sound”.
15. Paragraph 35 of the [National Planning Policy Framework \(NPPF\)](#) explains that, Plans are “sound” if they are:
 - **Positively prepared** – providing a strategy which, as a minimum, seeks to meet the area’s objectively assessed needs; and is informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development;
 - **Justified** – an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence;
 - **Effective** – deliverable over the plan period, and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground; and,
 - **Consistent with national policy** – enabling the delivery of sustainable development in accordance with the policies in this Framework

How do we handle responses?

16. All comments received during the consultation periods will be used to inform the subsequent stages of developing the Local Plan.
17. We will normally produce a consultation report summarising all of the comments received and setting out how we propose to respond to each of the issues raised.
18. Petitions or standard letters submitted as part of an organised campaign will also be acknowledged by e-mail or letter to the sender or main contact, but individual signatories will not be acknowledged or recorded.
19. Comments will normally be made available for anyone to see via our website (www.staffordshire.gov.uk/planning).
20. We need to collect and maintain some personal data as we consider consultation responses. The way that we do this is set out in our [Privacy Notice](#) which is available on our website.

Reviewing Local Plans

21. [Regulation 10A of The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(as amended\)](#) requires us to review our Minerals and Waste Local Plans, and SCI (refer to section 4) at least once every 5 years from their adoption date to ensure that planning policies remain relevant and effectively address the needs of the local community. This involves considering any changes to national policy, local circumstances or our own strategic priorities.
22. [Government Guidance on Plan Making](#) provides more information on how and why plan reviews should be carried out, but the approach that we take on each occasion will depend on how much change we expect to find. We may consult with interested groups or organisations if we need more information, or we may conduct a desk-based assessment using the data that we collect routinely to monitor our Local Plans.
23. At the end of each review, we must decide either that our policies:
 - do not need updating (in which case we must publish our reasons); or
 - need updating (in which case we must update our Minerals and Waste Development Scheme to set out the timetable for this revision and update our policies).
24. We will publish the outcomes of our Local Plan reviews on our website, and where policy updates are required, we will follow the process set out in Table 1 above.

Section 2: Consultation on Planning Applications

25. As the Minerals and Waste Planning Authority, we are responsible for determining planning applications relating to minerals and waste development. We are also responsible for determining applications relating to our own developments (e.g. our schools and new road improvement schemes). All other types of planning application (e.g. housing and commercial development) are dealt with by the relevant District/Borough Councils, although they do consult us on certain proposals before they make their final decisions.
26. In accordance with legislation, we are obliged to undertake a formal period of public consultation before we determine a planning application. The main consultation stages are outlined below, and further information can be found in [Planning Practice Guidance](#), specifically the section on '[Consultation and pre-decision matters](#)' which has links to the relevant legislation.

Pre-application discussions

27. We encourage developers to talk to officers before submitting planning application and we have introduced a [minerals and waste pre-application advice service](#). Charges apply and vary with the level of information provided. Details are available [on our pre-application advice web page](#). The value of the process is clearly stated in paragraphs 39 - 41 of the [National Planning Policy Framework](#) and in [Planning Practice Guidance](#) '[Before submitting an application](#)'
28. We also encourage applicants and landowners to discuss their proposals with the local community before submitting planning applications.
29. Early consultation should also be undertaken with our own in-house specialists, external consultees such as the Environment Agency and Natural England, Local Parish/Town Councils, local residents and any existing site liaison committee.
30. Applicants who do decide to undertake pre-application community consultation before submitting a planning application should contact us to discuss the methods to be used, and any resulting planning application should include details of this process, the results of the consultation exercises and any changes made to the proposals as a result of this process.
31. Pre-application consultation does not change the way we consult the public and other organisations when we receive a planning application.

How would you find out about a planning application in your area?

32. In accordance with the [Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) and the [Town and Country Planning \(Environmental Impact Assessment\) Regulations 2017](#), we publicise all planning applications that are received and notify any local residents who may be directly affected by these proposals. To do this we:
- erect a site notice(s) on or near to the boundary of the application site;
 - place an advertisement in the local newspaper when;
 - the application is a 'major development';
 - the application is accompanied by an Environmental Statement, or
 - when additional information is supplied to support an Environmental Statement in accordance with the EIA Regulations ([Reg. 25](#))
 - the proposal is a departure from the Development Plan;
 - the proposal affects a Public Right of Way, affects the setting of a Listed Building or affects the character or appearance of a Conservation Area;
 - publish [details of planning applications received](#) on our website; and,
 - write to neighbours likely to be directly affected by the proposals.
33. You can [use our computers](#) free of charge in the reception area of our offices at Staffordshire Place, and at all local libraries, some of which are open in the evenings and at weekends. You can find [find your nearest library](#) on our website, together with details of facilities and opening hours. If you need help to view or understand documents or plans, assistance may be available in local libraries. You can also view documents at District / Borough Council offices via their Planning Register.
34. Finally, if access to the internet is not possible, we can provide paper copies of the documents on request; though we will normally need to make a charge to cover the costs. We will always let you know the charge in advance.

Who do we consult?

35. We consult a wide range of groups and organisations on all planning proposals by e-mail or letter before making a decision. The groups and organisations consulted will vary according to the type and location of the development. The detailed requirements are set out in legislation, and explained in [Planning Practice Guidance "Consultation and pre-decision matters"](#).
36. We maintain a [consultee list](#) of all relevant statutory and non-statutory consultees who may be consulted on planning applications on our website.

How should you respond?

37. Anyone can comment on a planning application: you do not have to wait to be asked.

38. We encourage anyone who wishes to make comments to do so using our on-line Comment Form or by email to our Planning Inbox planning@staffordshire.gov.uk.

You can also write to us at:

Planning, Policy & Development Control
Staffordshire County Council
2 Staffordshire Place
Tipping Street
Stafford
ST16 2DH

How long do you have to comment on a planning application?

39. The consultation period is 21 days; 30 days when the planning application is accompanied by an Environmental Statement (ES) (and a further 30 days when additional information is submitted in support of the ES). The period is extended to allow for bank holidays. The requirements are set out in legislation, and explained in Planning Practice Guidance '[Consultation and pre-decision matters](#)' and the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 ([Regulation 19](#)).

- 21 days for a planning application;
- 30 days when the planning application is accompanied by an Environmental Statement (ES) (the period is extended to allow for public/ bank holidays);
- a further 30 days when additional information is submitted in support of the ES (the period is extended to allow for public/ bank holidays).

In addition, it is our practice to re-consult and allow a further 14 days in which to comment if significant changes are made to any planning proposals which are under consideration.

How do we make planning decisions?

40. The comments and specialist advice we receive through the notification and consultation process are used to help us assess the impact of the development and the need for planning conditions to minimise the impact of the development. Alternatively, they may be used to identify reasons why planning permission should not be granted.
41. Planning applications are either determined by the [Planning Committee](#), or by planning officers in accordance with [Delegated Powers](#). [Planning Practice Guidance](#) '[Determining a planning application](#)' explains that decisions must be made in accordance with the [Development Plan](#) unless material considerations indicate otherwise.
42. The Planning Committee normally meets every two months. [Committee reports](#) are published on our website. The Committee follow a number of protocols dealing with member's interests, lobbying, etc.; public speaking arrangements; and site visits.

These, together with other guidance, are available on the [Planning Committee web page](#)

43. Public speaking is allowed at Planning Committee and Committee meetings are [webcast](#) live and archive recording are available for 12 months.
44. For any planning application under consideration the Planning Committee will either: refuse it grant it; grant it subject to conditions; or, defer it for a site visit or to receive further information or clarification on the proposals. The Committee will give reasons for all its decisions which will be recorded in the minutes and will be made available to view via our website - www.staffordshire.gov.uk/planning.

How do we let people know about our decisions?

45. We notify all those who made representations on a proposal either in writing, by email or in some instances via the local press.
46. All decisions are recorded on the Planning Register held by the relevant District/Borough Council. Copies of decision notices are also published on our on-line [Applications Register](#).

Section 3: Neighbourhood Plans

47. [Neighbourhood Planning](#) gives communities the power to shape, direct and deliver sustainable development in their area. Neighbourhood Plans have to be in general conformity with the strategic policies contained in the Development Plan, and that includes policies in the Minerals and Waste Local Plans.
48. The County Council has no specific legislative duties in relation to Neighbourhood Planning, so the first point of contact for communities interested in preparing a Neighbourhood Plan should be their District / Borough Council. However, we do provide consultation responses on strategic matters where policies or allocations are likely to have an impact on one or more of our statutory responsibilities.

Section 4: Keeping the SCI up to date

49. As mentioned earlier, [regulation 10A of The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(as amended\)](#) requires us to review SCI at least once every 5 years from the adoption date to ensure that it remains relevant and effective in ensuring community involvement at all stages of the planning process.
50. We will keep track of any changes in legislation, guidance or local circumstances that may affect our SCI, and we will report on these in our Annual Monitoring Report. Should significant changes arise, we will consider an earlier review to accommodate such changes.



Staffordshire County Council
Review of Statement of Community Involvement – June 2019

List of changes from 2014 version.

Title page updated

Header updated (including identification for public consultation)

Contents updated

Original Location	New Location	Change	Reason
Introduction – Para. 4		Paragraph updated, with minor text edits	To reflect full history of reviews and reflect wording of latest draft guidance
Introduction – Para. 5		Revision of process and dates	To reflect the dates associated with the latest review
Below Para 5		Additional paragraph	To introduce the structure of the report
Introduction – Para. 6		Rewritten to remove reference to Staffordshire County Council Community Engagement Framework	We no longer have a specific Community Engagement Framework
Bullet list below		Dates added to all relevant legislation listed. Replace link to “Data Protection Act 1998” with link to “Data Protection Act 2018, including the General Data Protection Regulation (GDPR), the County Councils Privacy Notice” to list of relevant legislation.	For clarity and to reflect changes to relevant legislation
Numbered Paras. 1.		Minor text edits, and inclusion of reference to MWDS	For clarity and style
3		Minor rewording and updated web link for latest Annual Monitoring Report	For clarity and style, also because there is no single link to all AMRs. Link to latest AMR provided.
4	4	Text updated to refer to relevant legislation	
Table below 4	N/A	Deleted	Paragraph above provides links to lists of consultation bodies.
5	N/A	Delete paragraph	We no longer maintain and publish lists of stakeholders.
6	5	Minor text edits	For clarity and style
7	6	Web link updated, and paragraph reworded	To reflect changes to legislation and guidance

Staffordshire County Council
Review of Statement of Community Involvement – June 2019

Table below 7.	Table below 6	Add "including sites" after "possible options". Remove commitment to publish press notices at adoption stage. Include reference to publishing adoption statement with Plan at the adoption stage. Add note that respondents will be notified of adoption if they have requested this. Minor text changes	To reflect changes to legislation and guidance, and to improve clarity and style
8	7	Added reference to Government Guidance on Plan Making	To provide background information
Table below 8	Table below 7	Add link to guidance on plan making Add references to publication of a Consultation Statement at the public consultation stage, and an Adoption Statement at the Adoption stage. Add note that respondents will be notified of adoption if they have requested this	For background information
9	8	Minor text changes	For clarity and style
16	15	Update link and wording of tests of soundness.	To reflect changes to legislation and guidance
17	16	Minor text changes	For clarity and style
Below 19	20	New paragraph added to refer to the way that we process personal data, and to provide link to Privacy Notice	To reflect changes to legislation
Below 20	21 - 24	New paragraphs inserted setting out how we review Plans	To reflect new requirements
21	25	Minor text changes	For clarity and style
22	26	Updated links and references, and minor text changes	To reflect changes to legislation and guidance, and to improve clarity and style
23	27	Updated references and links to Planning Practice Guidance	To reflect changes to legislation and guidance
24	28	Minor text changes	To reflect implementation of legislation.
26	30	Minor text change	For clarity
28	32	References to legislation and web links updated	To reflect changes to legislation and guidance
29	33	Minor text changes	For clarity and style
Text box below 28	Text box below 32	Regulation number and link updated	To reflect changes to legislation and guidance
Below 32	33	Footnote converted into text paragraph	To improve accessibility
34	39	Added reference and link to relevant legislation Revised minimum time to comment on an application submitted with an EIA, Added reference to additional time being available if consultation period includes bank holidays.	For clarity, and to reflect changes to legislation and guidance
35	40	Minor text revision	For clarity and readability
36	41	Updated links for Planning Committee, Scheme of Delegation, and Planning Practice Guidance, plus minor text revision.	To reflect changes to reference documents and for clarity / readability

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37	42	Updated links	To reflect changes in reference documents
38	43	Text revised and link added for public speaking protocol.	For clarity
39	44	Minor text revision	For clarity and readability
	46-47	New paragraphs added on Neighbourhood Plans	To address full requirements of an SCI
	48	New paragraph added on reviewing the SCI	For clarity

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, which can be seen by any Member on request. All amounts exclude VAT.

Date	Reference	Supplier	Description	Amount	Month
01/05/2019	D/Dbt 19/002	Prism Solutions	Analogue line	£46.69	May-19
03/05/2019	D/Dbt 19/002	Stafford Borough Council	Rates - STN - May 19	£221.00	May-19
03/05/2019	Elec 19/004	Miscellaneous	Additional keys cut	£17.70	May-19
03/05/2019	D/Dbt 19/002	Stafford Borough Council	Rates - FJC - May 19	£427.00	May-19
03/05/2019	D/Dbt 19/002	Stafford Borough Council	Rates - Market - May 19	£114.00	May-19
03/05/2019	D/Dbt 19/002	Stafford Borough Council	Rates - Northesk Car Park - May 19	£131.00	May-19
04/05/2019	Elec 19/004	Current Electrical & Property Services	Setting up of Marquees April 19	£735.00	May-19
07/05/2019	D/Dbt 19/002	EE	Caretaker's mobile - FJC	£24.65	May-19
07/05/2019	D/Dbt 19/002	EE	Caretaker's mobile - STN	£24.65	May-19
13/05/2019	Elec 19/004	Trudy Williams	Reimbursement for envelopes & card - Civ Dinn	£17.06	May-19
13/05/2019	Elec 19/004	KSV Vending	Supplies for hot drinks machine	£72.34	May-19
13/05/2019	Elec 19/004	West Midlands Employers	Subscription 2019 - 20	£230.00	May-19
14/05/2019	Elec 19/004	Stone House Hotel	Civic Dinner meals etc	£1,271.42	May-19
14/05/2019	Elec 19/004	Miscellaneous	2 x bouquets - outgoing Mayor & Dep Mayor Con	£50.00	May-19
14/05/2019	Elec 19/004	Ellis Whittam	H & S Services	£2,525.00	May-19
14/05/2019	Elec 19/004	Ellis Whittam	H & S Services - insurance	£19.02	May-19
16/05/2019	D/Dbt 19/002	Sage UK Ltd	Sage Subscription	£1,104.00	May-19
17/05/2019	D/Dbt 19/002	Sage Pay Europe	Electronic transactions - April 19	£15.00	May-19
20/05/2019	Elec 19/006	British Telecommunications PLC	Qtly rent of fire alarm line - FJC	£97.30	May-19
20/05/2019	Elec 19/006	Fattorini	8 x collarettes	£115.25	May-19
20/05/2019	Elec 19/006	British Telecommunications PLC	Qtly rent of fire alarm line - STN	£97.30	May-19
20/05/2019	Elec 19/007	Miscellaneous	Internal Audit 2018-19	£275.60	May-19
22/05/2019	Elec 19/007	Kristan Green	Reim for flowers made again as previous ret by bank	£60.00	May-19
22/05/2019	D/Dbt 19/003	British Gas	Gas - STN - April 19	£121.76	May-19
24/05/2019	D/Dbt 19/003	British Gas	Elec-STN-April 19	£67.49	May-19
28/05/2019	D/Dbt 19/003	Prism Solutions	ICT Provision	£521.34	May-19
29/05/2019	Elec 19/008	Fattorini	Repair to Mayor's pendant	£330.75	May-19
29/05/2019	Elec 19/008	Mailing room	Cartridge - franking machine	£47.95	May-19
31/05/2019	Elec 19/008	Zurich Municipal	Insurance premium 01 June 19 - 31 May 20	£6,020.57	May-19
31/05/2019	D/Dbt 19/003	NatWest	Bank charges - May 19	£67.29	May-19