



**Town Clerk**  
Les Trigg

15 Station Road  
STONE  
ST15 8JP

**Tel: 01785 619740**  
**Email: [clerk@stonetowncouncil.gov.uk](mailto:clerk@stonetowncouncil.gov.uk)**

23 August 2019

You are hereby summoned to attend a meeting of the **TOWN COUNCIL**, to be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 3 SEPTEMBER 2019 at 7.00pm** when the following business will be transacted.

Les Trigg  
Town Clerk

### **Agenda**

1. **To receive apologies for absence**
2. **Declarations of Interest and Requests for Dispensations**
3. **Representations from Members of the Public**
4. **To confirm as a correct record the minutes of the meeting of the Town Council held on 30 July 2019, Minute No's. C20/040 – C20/051 (attached)**
5. **To receive the minutes and decisions of the under mentioned Committees:**
  - a) Planning Committee meeting held on 30 July 2019, Minute Numbers P20/031 – P20/036 (attached)
6. **To receive the draft minutes and decisions of the under mentioned Committees:**
  - a) General Purposes Committee meeting held on 30 July 2019, Minute Numbers GP20/057 – GP20/072 (attached)

- b) Planning Committee meeting held on 13 August 2019, Minute Numbers P20/037 – P20/042 (attached)
- c) General Purposes Committee meeting held on 13 August 2019, Minute Numbers GP20/073 – GP20/078 (attached)

7. **Allotment Awards**

8. **Conclusion of Audit 2018-19**

To note receipt of the External Auditor's Report and Certificate for the year ending 31 March 2019 (attached)

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

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

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

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

12. **To confirm as a correct record the confidential minutes of the meeting of the Town Council held on 30 July 2019, Minute Numbers C20/040, C20/050 and C20/051** (attached)

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

- a) General Purposes Committee meeting held on the 30 July 2019, Minute Numbers GP20/057, GP20/071 and GP20/072 (attached).
- b) General Purposes Committee meeting held on the 13 August 2019, Minute Numbers GP20/073 and GP20/078 (attached).

Members of the public are welcome to attend the Council Meeting as observers. Persons attending should enter the Council Offices through the rear entrance door (adjacent to the car park). The Council Chamber is at the top of the stairs.

# Stone Town Council

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 30 July 2019

**PRESENT:** Councillor M. Green in the Chair and  
Councillors: T. Adamson, K. Argyle, A. Best, Mrs A. Burgess, J. Davies, Mrs L. Davies,  
Mrs K. Dawson, M. Hatton (from C20/043), Mrs J. Hood, T. Kelt, R. Kenney,  
P. Leason, J. Powell, C. Thornicroft and R. Townsend.

**ABSENT:** Councillors: I. Fordham, M. Hatton (to C20/042) and J. Hickling

---

Before the meeting began Reverend Prebendary Cardinal gave prayers

**C20/040**    **Apologies**

Apologies were received from Councillors: I. Fordham and J. Hickling.

**C20/041**    **Declarations of Interest and Requests for Dispensations**

None received

**C20/042**    **Representations from Members of the Public**

None

**C20/043**    **Minutes**

RESOLVED:

That the minutes of the Meeting of the Town Council held on the 2 July 2019  
(Minute Numbers C20/030 – C20/039), be approved as a correct record.

**C20/044**    **Committee Minutes**

RESOLVED:

- a) The draft minutes of the Planning Committee Meeting held on the 2 July  
2019 (Minute Numbers P20/018 – P20/024), were noted.

---

\* 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.

**C20/045     Draft Committee Minutes**

RESOLVED:

- a) The draft minutes of the General Purposes Committee Meeting held on the 2 July 2019 (Minute Numbers GP20/036 – GP20/056), were noted.
- b) The draft minutes of the Planning Committee Meeting held on the 16 July 2019 (Minute Numbers P20/025 – P20/030), were noted.

**C20/046     Local Government Transparency code 2015  
Openness of Public Bodies Regulations 2014**

The report of the Local Government Transparency Code 2015\* and Openness of Public Bodies Regulations 2014 were noted for the quarter ending 30 June 2019.

**C20/047     Civic Announcements**

The Civic Announcements, which had been previously circulated, were noted.

Councillor Green gave thanks to Reverend Prebendary Cardinal for conducting the church service at his Civic Sunday event on 28 July 2019.

Councillor Green expressed his appreciation to all those involved in the day, and apologised to anyone not individually thanked.

**C20/048     Town Mayor's and Deputy Town Mayor's Reports of Engagements**

The Town Mayor's and Deputy Town Mayor's Announcements, which had been previously circulated, were noted.

**The meeting was suspended at this point to enable the open session of the General Purposes Committee Meeting and the Planning Committee Meeting to take place.**

**The Town Council was then reconvened for the confidential items on the agenda.**

**C20/049     To resolve, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the Public and Press be excluded from the meeting whilst the next item of business is discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate**

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

---

\* 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.

**C20/050     Confidential Minutes**

RESOLVED:

That the Confidential Minutes of the Meeting of the Town Council held on the 2 July 2019 (Minute Numbers C20/030, C20/038 and C20/039), be approved as a correct record.

**C20/051     Confidential Committee Minutes**

RESOLVED:

- a) The draft Confidential Minutes of the General Purposes Committee Meeting held on the 2 July 2019 (Minute Numbers GP20/036, GP20/055 and GP20/056), were noted.

**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 – Planning Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 30 July 2019

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

**ABSENT:** Councillors: I. Fordham and J. Hickling

---

**P20/031      Apologies**

Apologies were received from Councillors: I. Fordham and J. Hickling

**P20/032      Declarations of Interest and Requests for Dispensations**

None received

**P20/033      Representations from Members of the Public**

None received

**P20/034      Minutes**

RESOLVED:

That the Minutes of the Planning Committee Meeting held on the 16 July 2019  
(Minute Numbers P20/025 – P20/030), be approved as a correct record.

**P20/035      Planning Applications**

**Application Number** – 19/30841/HOU

**Applicant** – Mr & Mrs Neyt

**Location** – 20 Airdale Road, Stone

**Development** – Variation of condition 2 and removal of condition 3 on  
application 19/30234/HOU

**Observations:** No objections

**Application Number** – 19/30852/FUL

**Applicant** – The School Governors, St Dominic's Priory School

**Location** – St Dominic's Priory School, 21 Station Road, Stone

**Development** – New play area surfacing and boundary fencing

**Observations:** The Town Council has no objections in principle but would voice  
concerns about the lost opportunity to increase biodiversity within the site of  
the School.

An Environmental Impact Assessment should be commissioned with consideration given to retention of grassed areas and reduction in hard surfaces.

**P20/036**

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

None

**CHAIRMAN**

# Stone Town Council – General Purposes Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 30 July 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, Mrs J. Hood, T. Kelt, P. Leason, J. Powell,  
C. Thornicroft and R. Townsend

**ABSENT:** Councillors: I. Fordham and J. Hickling

---

**GP20/057     Apologies**

Apologies were received from Councillors: I. Fordham and J. Hickling

**GP20/058     Declarations of Interests**

None

**GP20/059     Requests for Dispensations**

None

**GP20/060     To receive the report of the County Councillors**

**County Councillor Mrs J. Hood**

Councillor Mrs Hood informed the Committee that the environmental impact of climate change had been a topic of discussion at the meeting of full Council on Thursday 25 July 2019.

A climate change emergency was declared by Staffordshire County Council with a number of action points agreed. These included plans to make improvements to air quality, a reduction in carbon emissions, changes to planning policy, improvements to the natural environment, the processing of waste and installation of electric charging points in Staffordshire. Targets have not yet been set. In order to achieve the range of environmental improvements the County Council must work with all age groups within the county as well as other local authorities.

Councillor Mrs Hood informed the Committee that the County Council had decided to phase out bus passes for under twenties (Your Staffordshire Card scheme).

Councillor Mrs Hood provided information on the Staffordshire Warmer Homes initiative which is managed by Staffordshire County Council to deliver funded first time central heating systems to eligible homes across Staffordshire. The scheme begins in October to assist the poorest people in society who must be elderly, disabled or have a family with young children. Councillor Mrs Hood said the scheme will be advertised in various ways (website, Newsletter, word of mouth etc) but she appealed to everyone to play their part in publicising the potential opportunity.

---

\* 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.



**County Councillor I. Parry**

Councillor Parry was not in attendance at the meeting.

**GP20/061     Representations from Members of the Public**

None

**GP20/062     Minutes**

RESOLVED:

- a) That the minutes of the General Purposes Committee Meeting held on the 2 July 2019 (Minute Numbers GP20/036 – GP20/056), be approved as a correct record.

**GP20/063     Minutes of Sub-Committees**

- a) Management Sub-Committee held on 16 July 2019 (Minute Numbers MAN20/001 – MAN20/007), that the draft minutes be noted and the recommendations of the Sub-Committee contained in Minute Numbers MAN20/005 and MAN20/006 be adopted.

**GP20/064     Budget Monitoring Report**

The report of the Town Clerk\* was noted.

**GP20/065     Consultation on the Draft Stafford Borough Economic Growth Strategy**

The Committee considered a consultation on the Draft Stafford Borough Council Economic Growth Strategy. An email from the Economic Development Manager had been attached to the agenda along with an electronic copy of the draft Stafford Borough Council Economic Growth Strategy 2019-2024.

The Town Clerk confirmed that he had obtained an extension to the closing date for submission of the Town Council's comments.

The Committee discussed the consultation document and considered that:

- Although Stone is the largest settlement in the Borough outside Stafford, reference to Stone within the document was sparse, and the strategy weighted disproportionately in favour of the county town.
- The document did not give sufficient consideration to the environmental impact of its proposals.

Councillors Green and Leason reported on a briefing they had attended on the document, and an undertaking given that Stone would feature more in the next version of the strategy.

Members queried whether they would have the opportunity to comment on the updated strategy before it was finalised.

---

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

RESOLVED: That the Town Clerk in consultation with the Chairman, is authorised to compile a representation on behalf of the Town Council, for submission to Stafford Borough Council.

**GP20/066      Members Motion**

**Councillor Mrs J. Hood**

*'SSAFA are holding a charity event to highlight the needs of ex-service men and women in Stone and the surrounding area. There are many groups attending on the day September 14th and ask that we support this event in paying for the road closure'.*

RESOLVED: That the proposal is supported subject to first checking that the High Street will be needed as the event is taking place within the Crown Hotel.

**GP20/067      Non-Cheque Payments**

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

**GP20/068      Update from Working Groups:**

**Neighbourhood Plan Steering Group**

The Chairman of the Neighbourhood Plan Steering Group, Councillor Mrs Hood, informed the Committee that the Neighbourhood Plan Steering Group were awaiting comment from the Examiner.

**Stone Area Parish Liaison Group**

Councillor Davies advised the Committee that there had been no recent meeting.

**Traffic Management in High Street Working Group**

Councillor Kenney reported that no meeting had taken place.

He asked that the Town Council write to the County Council requesting that the road traffic signage/information at the top of the High Street is verified.

**GP20/069      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 he had attended a welfare meeting of the ATC two weeks ago. He said the Squadron was most grateful to the Town Council for the award of a grant towards its bus signwriting project. He said the Squadron was in good health with 13 Cadets and a recruitment exercise planned after the summer holidays.

Councillor Davies was pleased to see Stone ATC at Civic Sunday this year and hoped the date would not conflict with activities again next year.

**Age Concern Stone & District**

Councillor Thornicroft informed the Committee that he had attended a meeting of Age Concern on 5 July. He provided an overview of the charity and listed its main areas of activity which include a car transport scheme, drop in coffee morning,

---

\* 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.

lunch club and welfare advice. The Charity in Stone operates independently and is run by volunteers. Its income sources are grants, donations and fundraising.

He forwarded thanks to the Stone Town Council office for holding a charity box.

Councillor Adamson and Councillor Thornicroft had attended the AGM on Friday 26 July. It was reported that Age Concern now held a bank of three + drivers. There are plans to advertise coffee mornings locally, and it was confirmed that the venue for the next lunch club would be the Plume and Feathers.

#### **Stafford & Stone Access Group**

Councillor T. Kelt advised the Committee that he had attended the AGM of Stafford & Stone Access Group and also one of its regular meetings (held in June). The August meeting has been cancelled and the next meeting is in October.

Councillor Kelt has undertaken site visits with the secretary. He advised that the aim of the charity is to improve access for all, mothers with prams, wheelchair users, those with walking problems and those with health problems which limit their activities.

The Access Group runs a website and operates mainly in Stafford with plans to make a visit to Stone.

#### **Stone Common Plot Trustees**

It was reported that no meeting had taken place.

#### **Stone Community Hub Liaison Group**

It was reported that no meeting had taken place.

#### **SPCA Executive Committee**

Councillor Green advised that a meeting had taken place while he was on holiday. He offered to answer members questions upon release of the Staffordshire Parish Councils' Association report.

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.

### **GP20/070      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.

### **GP20/071      Confidential Minutes**

RESOLVED:

That the Confidential Minutes of the General Purposes Committee Meeting held on the 2 July 2019 (Minute Numbers GP20/036, GP20/055 and GP20/056), be approved 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.

**GP20/072     Staffing Matters**

The Committee considered the report of the Town Clerk\* which had been circulated with the agenda for the meeting.

RESOLVED: To agree changes to the terms and conditions of employment of a member of staff.

**CHAIRMAN**

---

\* 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 – Planning Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 13 August 2019

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

**P20/037**      **Apologies**

Apologies were received from Councillors: A. Best, J. Davies, Mrs L. Davies,  
Mrs K. Dawson and C. Thornicroft

**P20/038**      **Declarations of Interest and Requests for Dispensations**

Councillor J. Powell declared a personal interest in planning application S.19/07.

Councillor P. Leason declared a personal interest in planning application  
19/30894.

**P20/039**      **Representations from Members of the Public**

None received

**P20/040**      **Minutes**

RESOLVED:

That the Minutes of the Planning Committee Meeting held on the 30 July 2019  
(Minute Numbers P20/031 – P20/036), be approved as a correct record.

**P20/041**      **Planning Applications**

**Application Number** – S.19/07

**Applicant** – Staffordshire County Council

**Location** – Manor Hill First School, Manor Rise, Walton

**Development** – Formation of new vehicle access off Ash Tree Rise and  
pedestrian route alterations at Manor Hill First School, Manor Rise, Stone

**Observations:** No objections

**Application Number** – 19/30924/FUL

**Applicant** – Mr S. Nuttall

**Location** – Pooles Yard, Plot 11 Crown Street, Stone

**Development** – Rear extension to existing abandoned Fire Station and change of use from Fire Station to class A3.

**Observations:** No objections

**Application Number** – 19/30813/FUL

**Applicant** – Mr Schreiber

**Location** – 13 High Street, Stone

**Development** – New external staircase, splitting of existing ground floor retail unit (A1) into two retail units (A1) and change of use of upper floors to two residential apartments (C3)

**Observations:** The Town Council has no objections but asks that adequate arrangements are made for the storage of waste bins within the curtilage of the property. It is not considered acceptable for refuse bins to be sited on full and permanent public view to damage the visual amenity of the area.

If appropriate, rental agreements should impose a requirement for adequate bin storage to be observed.

**Application Number** – 19/30894/HOU

**Applicant** – Mr & Mrs P. Sutton

**Location** – 6 Balmoral Close, Stone

**Development** – Garage conversion and new front canopy

**Observations:** No objections

**Application Number** – 19/30942/FUL

**Applicant** – Mr A. Stewart (Persimmon Homes West Midlands)

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

**Development** – Variation of condition 3 of permission 18/29404/FUL and condition 5 of permission 13/19002/OUT to enable consistency with reserved matters layout 19/30440/REM

**Observations:** No objections

**P20/042**

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

None

**CHAIRMAN**

# Stone Town Council – General Purposes Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 13 August 2019

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

**ABSENT:** Councillors: A. Best, J. Davies, Mrs L. Davies, Mrs K. Dawson and C. Thornicroft

---

**GP20/073     Apologies**

Apologies were received from Councillors: A. Best, J. Davies, Mrs L. Davies,  
Mrs K. Dawson and C. Thornicroft

**GP20/074     Declarations of Interests**

None

**GP20/075     Requests for Dispensations**

None

**GP20/076     HS2 Phase 2a**

The Committee considered whether to submit a petition to the House of Lords regarding HS2 Phase 2a and whether it wished to make a payment to Stone Railhead Crisis Group to present the petition on the Council's behalf.

A copy of the draft petition\* had been circulated to members in advance of the meeting along with an email containing information about the funding of the HS2 campaign, executed by Stone Railhead Crisis Group. The definitive costs associated with the petition are difficult to assess but the Group said it would probably need to make a fresh appeal for funds and a payment of £1,000 from the Town Council would be most helpful.

RESOLVED: That the Town Council agrees to petition the House of Lords and accepts the draft petition proposed by Stone Railhead Crisis Group. A payment of £1,000 to Stone Railhead Crisis Group was agreed.

RESOLVED: That the Town Clerk in consultation with the Chairman and Vice Chairman of the General Purposes Committee are authorised to make any necessary minor amendments to the petition, should the need arise.

**GP20/077     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.

---

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

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

**GP20/078     Staffing Matters**

The Committee considered the update provided by the Town Clerk.

RESOLVED: To agree changes to the terms and conditions of employment of a member of staff and authorise the Town Clerk to implement the changes.

**CHAIRMAN**



Mr W L Trigg  
Stone Town Council  
15 Station Road  
Stone  
Staffordshire  
ST15 8JP

Direct line +44 (0)191 383 6348  
Email [local.councils@mazars.co.uk](mailto:local.councils@mazars.co.uk)

16 August 2019

Dear Mr Trigg

**Completion of the audit for the year ended 31 March 2019**

We have completed our audit for the year ended 31 March 2019 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the audit, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2010*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

***Action you are required to take***

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the audit. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement:

- that the audit has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

*The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website but this period must be reasonable.*

Mazars LLP – Salvus House - Aykley Heads - Durham - DH1 5TS  
Tel: +44 (0) 191 383 6300 – Fax: +44 (0) 191 383 6350 – [www.mazars.co.uk](http://www.mazars.co.uk)

Mazars LLP is the UK firm of Mazars, an integrated international advisory and accountancy organisation. Mazars LLP is a limited liability partnership registered in England and Wales with registered number OC308299 and with its registered office at Tower Bridge House, St Katharine's Way, London E1W 1DD.

We are registered to carry on audit work in the UK and Ireland by the Institute of Chartered Accountants in England and Wales. Details about our audit registration can be viewed at [www.auditregister.org.uk](http://www.auditregister.org.uk) under reference number C001139861.

VAT number: 839 8356 73

***Minor scope for improvement in 2019/20***

No minor issues identified.

***Audit fee***

We enclose our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at <http://www.localaudits.co.uk/fees.html>

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

***Mazars Green Policy***

Protection of the environment in which we live and operate is part of Mazars' values and principles and we consider it to be sound business practice. One of our impact areas is to reduce our consumption of paper per staff member by 5% year on year.

In order to help us to achieve this, we will only be returning a hard copy of your AGAR to the council on request. Please email us no later than **31 October 2019** if you require a hard copy of your AGAR otherwise we will securely dispose of it.

Yours sincerely

**Cameron Waddell**  
Partner

## Section 3 – External Auditor Report and Certificate 2018/19

In respect of

Stone Town Council

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Not applicable

### 3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

\*We do not certify completion because:

Not applicable

External Auditor Name

Mazars LLP, Durham, DH1 5TS

External Auditor Signature

Mazars LLP

Date

13 August 2019

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

**STONE TOWN COUNCIL MEETING**  
**3 SEPTEMBER 2019**

**CIVIC ANNOUNCEMENTS**

**Mayor**

Wednesday 11 September	Stafford Borough Mayor's Chinese Buffet
Wednesday 12 September	Tactical Supply Wing Battle of Britain Dinner
Saturday 14 September	Stone Chrysanthemum & Dahlia Society 33 <sup>rd</sup> Open Show
Saturday 14 September	SSAFA Military Charity Event at the Crown Hotel
Sunday 15 September	Stafford Borough Council's Battle of Britain Commemoration
Monday 16 September	Uttoxeter Town Council's Dr Johnson Birthday Celebrations
Thursday 19 September	Stafford & Rural Homes Annual General Meeting
Saturday 21 September	Classic Car Event in Stone High Street
Monday 23 September	Borough Mayor and Mayoress' Visit to Council Chamber
Tuesday 24 September	Stafford & Rural Homes 'Full of Life Conference'
Saturday 28 September	Glorishears of Brummagem Morris Dancers in Market Square
Sunday 29 September	Mayor Ashbourne's Civic Service

**Deputy Mayor**

Wednesday 4 September	Citizens Advice Service 80 <sup>th</sup> Birthday Celebrations and Recognition of the Charity's Launch in September 1939
Saturday 14 September	SSAFA Military Charity Event at the Crown Hotel

**TOWN MAYOR**

## **TOWN MAYOR'S REPORT – to 23 August 2019**

### **Sunday 28<sup>th</sup> July**

This day was Civic Sunday, one of the wettest on record. However, despite the rain there was a good turnout and I would like to thank everyone involved, and those who braved the weather. The buffet was excellent, as usual. It was nice to see so many of our new Councillors in attendance. The weather is not always that bad!

### **Sunday 4<sup>th</sup> August**

Today we went along to Cheadle for the “Party in the Park”, organised by the Town Council. The event was very well attended by the general public and the weather was dry. A really good afternoon.

### **Tuesday 6<sup>th</sup> August**

This evening we attended the Trinity Skills for Life Awards Evening. The evening showcased the work done by the project for the benefit of adults with special needs. The students entertained us with the songs from the shows which were also performed in sign language. Really enjoyed it!

### **Wednesday 7<sup>th</sup> August to Friday 9<sup>th</sup> August**

These days were “Stone by the Sea”. We went along to talk to the children and their parents and grandparents who brought them along to play in the giant sandpit in Market Square. A great time was had by all.

### **Thursday 8<sup>th</sup> August**

This afternoon we went along to Stafford and Rural Homes Garden Awards.

These awards are given to the housing association's customers who have made the most of the outside space around their homes. The winners had done a fantastic job tending their gardens and making them lovely places to enjoy.

### **Friday 9<sup>th</sup> August**

This evening was the Uttoxeter Strickle Summer Ball. A good evening for all who love dancing or watching dancing. It was held in the Town Hall.

### **Sunday 11<sup>th</sup> August**

Today was the Leek Civic Service. The weather was dry as we all walked from the Silk Street Car Park to the nearby Church. Afterwards a reception was held in the Staffordshire Moorland District Council H.Q.

### **Wednesday 14<sup>th</sup> August**

Today the French Wind Orchestra ‘Le Réveil Sablonnais Serriérois’ came into town. They were due to play in the Market Square, but because of the rain, it was moved, by kind permission, inside the Crown Hotel. Everyone enjoyed the two performances.

In the evening we went to Ingestre Hall for the last performance of the Orchestra before they returned home to France the next day.

**Saturday 17<sup>th</sup> August**

Today we went along to the performance of the Puppeteers in the Market Square. Lots of children stopped to enjoy the shows held during the day.

**Sunday 18<sup>th</sup> August**

This afternoon we attended the Burma Star Commemoration Service at Stonefield Park. More and more of the public attend as the years go by and extra chairs were brought in. The Deputy Mayor and Mayoress of Stafford attended, also the High Sheriff, the Deputy Lord Lieutenant and many others. A number of Standard Bearers from the County also attended as well as the Gurka's from Stafford. A number of Councillors were also in attendance.

**DEPUTY TOWN MAYOR'S REPORT – to 23 August 2019**

Nothing to report for this period