



**Town Clerk**

Les Trigg

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15 Station Road  
STONE  
ST15 8JP

25 November 2019

Dear Councillor,

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 3 DECEMBER 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 Meetings**
  - a) To confirm as a correct record the minutes of the meeting of the General Purposes Committee, held on 5 November 2019, Minute No's GP20/114 – GP20/131 (attached).

**7. Minutes of Sub-Committees**

- a) Management Sub-Committee held on 12 November 2019, Minute Numbers MAN20/015 – MAN20/021 (attached)
  - i. To consider the draft minutes
  - ii. To consider the Recommendations contained in Minute Number MAN20/019 and MAN20/020
- b) Estates Sub-Committee held on 12 November 2019, Minute Numbers EST20/009 – EST20/015 (attached)
  - i. To consider the draft minutes
  - ii. To consider the Recommendations contained in Minute Number EST20/015

**8. Budget Monitoring Report – October 2019**

To receive the report of the Town Clerk (attached)

**9. Budget 2020-21 to 2022-23 - Overview**

To consider the report of the Town Clerk (attached)

**10. Grant Application Process**

To consider proposed revisions to the Town Council's Grant Aid application process (forwarded by the Management Sub-Committee (Minute Number: MAN20/021)).

A revised application form is attached.

**11. Plan Headstone**

To consider the draft Plan Headstone protocol (attached)

**12. Stafford Safer Neighbourhood Panel**

To consider the appointment of Councillors to provide input into a scrutiny review being undertaken by the Stafford Safer Neighbourhood Panel (terms of reference of review attached).

**13. Meeting Between HS2 and Stone Railhead Crisis Group**

To appoint a Councillor to represent the Council at meetings between HS2 and the Stone Railhead Crisis Group.

**14. Non-Cheque Payments**

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

**15. Update from Working Groups:**

- a) Neighbourhood Plan Steering Group
- b) Stone Area Parish Liaison Group
- c) Traffic Management in Stone Working Group
- d) VE Day 2020 Commemoration Working Group

**16. 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

SPCA Executive Committee – Cllr M. Green

**17. 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.

**18. Confidential Minutes**

- a) To confirm as a correct record the confidential minutes of the General Purposes Committee, held on 5 November 2019, Minute Numbers GP20/114 and GP20/131.

Members of the Public are welcome to attend the General Purposes Committee 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 – General Purposes Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 5 November 2019

**PRESENT:** Councillor R. Kenney in the Chair, and  
Councillors: T. Adamson, 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:** Councillors K. Argyle and I. Fordham

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**GP20/114     Apologies**

Apologies were received from Councillors K. Argyle and I. Fordham

**GP20/115     Declarations of Interests**

None

**GP20/116     Requests for Dispensations**

None

**GP20/117     To receive the report of the County Councillors**

**County Councillor Mrs J. Hood**

Councillor Mrs Hood had no report on this occasion.

**County Councillor I. Parry**

Councillor Parry was not in attendance at the meeting.

**GP20/118     Representations from Members of the Public**

None

**GP20/119     Minutes**

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on the 1 October 2019 (Minute Numbers GP20/097 – GP20/113), be approved as a correct record.

**GP20/120     Minutes of Sub-Committees**

- a) Management Sub-Committee held on 24 September 2019 (Minute Numbers MAN20/008 – MAN20/014), that the draft minutes be noted and the recommendations of the Sub-Committee contained in Minute Numbers MAN20/012 and MAN20/013 be adopted.

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

- b) Tourism & Town Promotion Sub-Committee held on 15 October 2019 (Minute Numbers TTP20/021 – TTP20/028), that the draft minutes be noted.
- c) Environment Sub-Committee held on 15 October 2019 (Minute Numbers ENV20/018 – ENV20/023), that the draft minutes be noted.

**GP20/121     Neighbourhood Plan**

The Committee considered the current position of the Draft Stone Neighbourhood Plan following a summary, provided by the Town Clerk.

The Inspectors report has been considered by the Neighbourhood Plan Steering Group and the outcome of that consideration is the report circulated (today) from planning consultant, Urban Vision. The report accepts the majority of the inspectors proposals with a small number of changes. If the Town Council approves the changes, the document will be submitted to Stafford Borough Council for further consideration.

RESOLVED: That the proposals of the Neighbourhood Plan Steering Group are supported, with authorisation given to the Town Clerk, in consultation with the Chairman of the General Purposes Committee and Chairman of the Neighbourhood Plan Steering Group, to make minor amendments as necessary.

**GP20/122     HS2 Phase 2a**

The Committee considered the current position with regard to the Council's petition to the House of Lords.

The Town Clerk provided an update from a letter supplied by HS2 Ltd. It said that HS2 Phase 2a had moved towards the final stages of the parliamentary process and would end with the Royal Assent of the Bill. Once passed the Act would give HS2 Ltd the powers it needs to build and run the railway. HS2 Ltd is currently undertaking groundwork investigations. It has established a number of information points, the closest one being the library in Stone. There are plans in the future to invite the Town Council to meet with representatives for a discussion on its 'Growing Spaces' project involving local schools, and also skills and employment initiatives.

The Town Clerk confirmed that little reference had been made to the petition process in the House of Lords where the Town Council has a petition waiting to be presented. There has been some problems with the date of the hearing and it wasn't known whether this had been resolved.

Councillor Mrs Hood advised that everything will now be on hold until after the General Election.

Councillor Mrs Hood advised that residents have expressed concern about the proposal to build an extra lane at the Aston Roundabout and are extremely concerned about the road safety issues it will create.

Councillor Kelt informed the Committee that email updates are issued regularly by HS2 and members of the public can sign up to receive them.

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## GP20/123 Financial Regulations

The Committee considered updating the Town Council's Financial Regulations to allow the Council to make payments by PayPal. If agreed, paragraph 5.10 of Financial Regulations would need to be updated as follows:

- "5.10 Payments may be made by way of cheque, direct debit, bank transfer, purchasing card, PayPal, internet banking, BACS or CHAPS, provided that:*
- a. All cheques and the initial authorisation for direct debits shall be signed by two individuals included within the bank mandate, at least one of which shall be a Member of the Council and not more than one shall be an officer.*
  - b. Transfers between Council bank accounts may be authorised by the RFO.*
  - c. Payments via purchasing card can be made by a single authorised officer, and are limited to £1,000 in any single transaction, with a maximum of £5,000 outstanding at any one time.*
  - d. Electronic payments, including PayPal and payments via internet banking, can be made by a single authorised officer, but the supporting paperwork should also be signed by a second officer. All such payments should be included within a monthly report to the General Purposes Committee which lists "non-cheque" payments since the last report, subject to the exceptions set out in paragraph 5.8 above."*

RESOLVED: That the changes to the Financial Regulations are accepted to enable the Town Council to make future payments by PayPal.

## GP20/124 Bank Mandate

The Committee considered the following proposed resolution in order to update the Council's bank mandate:

*"That a banking relationship will be maintained with National Westminster Bank Plc (the **Bank**) in accordance with this mandate and that:*

- the individuals identified as **Authorised Signatories** may, in accordance with the **Signing Rules**:*
  - sign cheques and give instructions for Standing Orders, Direct Debits, electronic payments, banker's drafts and other*
  - payments on the accounts even if it causes an account to be overdrawn or exceed any limit*
  - sign, accept or endorse bills of exchange.*
  - request and give counter-indemnities for the issue of letters of credit or Guarantees (including bonds, indemnities and*
  - undertakings)*
- **Authorised Signatories** identified in the **Signing Rules** for unlimited amounts may, in accordance with the **Signing Rules**:*
  - sign agreements for electronic products, including payment systems, and appoint or remove administrators and operators of those electronic products. The Business / Organisation authorises the administrators and operators to exercise the powers detailed in the terms of each electronic product. These powers may be extensive and include the power to make payments and access*

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*information on behalf of the Business / Organisation, and in the case of administrators, the power to appoint and remove other administrators (with the same powers) and operators*

- *any **Authorised Signatory** may give other instructions or requests for information to the Bank in relation to the accounts; opening accounts with the same **Signing Rules and Authorised Signatories**; closing accounts; or other banking services or products*
- *the Bank may accept instructions that do not have an original written signature provided the Bank is satisfied that the instruction is genuine and subject to any other agreement the Bank may require for those instructions*
- *The mandate will continue until the Customer completes a new mandate I passes a new Authority advising the changes in authority on the account(s)."*

RESOLVED: That changes to the bank mandate are accepted.

RESOLVED: That the authorised signatories are: Councillors Andrew Best, Kerry Dawson, Jim Davies, Lin Davies, Mark Green and Jill Hood together with the Town Clerk and the Assistant Town Clerk (business), and the signing rules are as stated in paragraph 5.10 of the Council's Financial Regulations (GP20/123 above).

**GP20/125     Richard Vernon Trust**

The Committee considered the appointment of a new Trustee to the Richard Vernon Trust following Councillor Kenney's decision to step down.

RESOLVED: That Councillor Jonathan Powell is appointed as a Trustee to the Richard Vernon Trust (to 2023).

**GP20/126     Rural Services Network**

The Committee considered an invitation from Rural Services Network for the Town Council to join a new Special Interest Group of the Local Government Association, with a mission to be the national champion for rural market towns.

An email and letter from the Director of Rural Services Network, a leaflet explaining the work of the Rural/Market Towns Group and a list of councils who have been approached, had been circulated with the agenda for the meeting.

RESOLVED: That the Town Council declines the invitation to become a member of the special interest group.

**GP20/127     Non-Cheque Payments**

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

**GP20/128     Update from Working Groups:**

**Neighbourhood Plan Steering Group**

The Chairman of the Neighbourhood Plan Steering Group, Councillor Mrs Hood, had shared information about the work of the Group, earlier in the meeting (GP20/121).

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**Stone Area Parish Liaison Group**

Councillor Davies advised that the next meeting of the Stone Area Parish Liaison Group would be taking place in the New Year.

**Traffic Management in High Street Working Group**

Councillor Kenney confirmed that no meeting had taken place.

The Group was asked to consider the issues of cycle routes through the town and the proposed changes to the Aston roundabout.

**VE Day 2020 Commemoration Working Group**

Councillor Kenney reported that the VE Day 2020 preparations were progressing and that a full report would be given in the New Year.

**GP20/129**

**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 the Annual General Meeting on 8 October and was pleased to report that the Squadron was in good health. The Acting Commanding Officer was providing excellent leadership to a record number of 40 cadets. The Squadron will be meeting on Wednesday evening and will be on parade on Remembrance Sunday.

**Age Concern Stone & District**

Councillor Thornicroft advised that no meeting of Age Concern Stone & District had taken place.

**Stafford & Stone Access Group**

Councillor T. Kelt advised that he had attended an interesting meeting of the Access group and the Stafford Borough Mayor had also been present. The next meeting of the Access Group will be held next week.

**Stone Common Plot Trustees**

It was reported that a meeting of the Trustees had taken place but no details were available on its content.

**Stone Community Hub Liaison Group**

Councillor Mrs Hood reported that she had attended the Annual General Meeting last week and was pleased to hear the report given. The Community Hub are looking to set up a new Youth Club in Stone (with some difficulty experienced in forming and running it). The Hub are working hard and providing a good service to the town with the Food Bank providing an essential life line to service users.

**SPCA Executive Committee**

Councillor Green confirmed that no meeting had taken place.

**The meeting was adjourned to enable the Planning Committee meeting and confidential items on the Council Meeting agenda to take place, before reconvening for the confidential items on this agenda.**

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**GP20/130      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.

**GP20/131      Confidential Minutes**

RESOLVED:

- a) That the Confidential Minutes of the General Purposes Committee meeting held on the 1 October 2019 (Minute Numbers GP20/097 and GP20/113), be approved as a correct record.

**CHAIRMAN**

# Stone Town Council – Management Sub-Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 12 November 2019

**PRESENT:** Councillor J. Davies in the Chair and  
Councillors: Mrs L. Davies, I. Fordham, M. Green and T. Kelt

By Chairman's invitation: Councillors: A. Best, Mrs K. Dawson and Mrs J. Hood

**ABSENT:** Councillors: K. Argyle, Mrs A. Burgess and R. Kenney

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**MAN20/015** **Apologies**

Councillors: K. Argyle, Mrs A. Burgess and R. Kenney

**MAN20/016** **Declarations of Interest and Requests for Dispensations**

None received

**MAN20/017** **Representations from Members of the Public**

None received

**MAN20/018** **Minutes**

That the Minutes of the Management Sub-Committee Meeting held on the 24 September 2019 (Minute No's MAN20/008 – MAN20/014), be approved as a correct record.

**MAN20/019** **Safeguarding Policy**

The Sub-Committee considered the draft Safeguarding Policy\* which had been issued with the agenda for the meeting.

RECOMMENDED: That the draft Safeguarding Policy is recommended for approval by the General Purposes Committee.

**MAN20/020** **Members Motions Under Standing Order 4**

**Councillor Mark Green**

*'Last year the War Memorial at Sandon was refurbished and looks really good.*

*The Stone War Memorial is looking tired and would benefit from similar*

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*refurbishment. I believe that both Sandon and our Memorials were created by the same sculptor.*

*The Sub-Committee is asked to support an investigation into the costs of a professional clean'.*

RECOMMENDED: That investigations are undertaken by the Town Council to identify the most appropriate and sympathetic method of cleaning a listed monument and that an estimate of the costs is obtained.

## **MAN20/021    Updates**

The Sub-Committee received updates on the following:

a.    Plan HEADSTONE

The Town Clerk advised the Sub-Committee that a revised version of the Headstone Protocol had been prepared and would be submitted to the General Purposes Committee for consideration.

b.    Website

The Town Clerk advised the Sub-Committee that hosting of the Town Council's website had been transferred to Staffordshire County Council. There has been some minor teething difficulties which are largely now resolved.

The Town Clerk informed the Sub-Committee that the Marketing and Events Assistant would be looking at improving the content of the website in relation to the community centres as well as the website's content generally.

c.    Service Continuity Plan

The Town Clerk advised the Sub-Committee that there were no changes to report. Although preparations for a Service Continuity Plan had not been documented, the Town Council was continuing to improve its preparedness.

d.    Data Protection Act 2018

The Town Clerk advised the Sub-Committee that there were no changes to report. The Town Council has complied with the necessary key requirements (as advised by NALC) and other items were being dealt with as they arise.

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e. Review of the Grant Aid Application process

The Town Clerk advised the Sub-Committee that a review of the documents had been undertaken and small revisions would be recommended to the next meeting of the General Purposes Committee.

**Chairman**

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# Stone Town Council – Estates Sub-Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 12 November 2019

**PRESENT:** Councillor I. Fordham in the Chair and  
Councillors: A. Best, Mrs L. Davies, M. Green, Mrs J. Hood, C. Thornicroft and  
R. Townsend

By Chairman's invitation: Councillor Mrs K. Dawson

**ABSENT:** Councillors: M. Hatton and R. Kenney

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**EST20/009     Apologies**

Councillor R. Kenney

**EST20/010     Declarations of Interest and Requests for Dispensations**

None received

**EST20/011     Representations from Members of the Public**

None received

**EST20/012     Minutes of Previous Meeting**

That the minutes of the Estates Sub-Committee meeting held on the 13 August 2019 (Minute Numbers EST20/001 – EST20/008), be approved as a correct record subject to correction of the spelling Weatherspoon, which should read Wetherspoon (EST20/007).

**EST20/013     Audit of Assets**

The Sub-Committee received a progress report on implementation of its recommendations from a previous meeting, relating to the audit of assets (Minute Number EST20/006):

Noticeboard (Recommendation 1) – This is an item for consideration when the budget is determined for 2020-21. A quotation has been received and a meeting arranged to determine the exact location of the noticeboard to be installed in Stafford Street. After a survey of the ground to ensure the positioning is possible, the necessary permissions will be sought from the owner of the land.

LED Lights (Recommendation 2) – Replacement lights will be installed as a

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matter of course.

Bus Shelters – (Recommendation 3) – All Town Council bus shelters have been cleaned with the exception of the one sited in Manor Rise.

It has been verified that the Crown Street bus shelter is not owned by the Town Council.

Bus Shelter additional improvement works:

- New panels and repaint – Replacement panels have been ordered. Appropriate weather is needed to enable the repaint work to be done. The Crown Street bus shelter is not owned by the Town Council.
- Repaint: Christchurch Way and Manor Rise – Appropriate weather is needed to enable the repaint work to be undertaken.
- Prune Laurel: Oulton Road – The work has been done.

Bus Shelters – (Recommendation 4) – Will be routinely cleaned in April and maintenance requirements identified as a matter of course.

The Granville Square bus shelter has just been cleaned by the County Council. The programmed frequency of clean is once yearly.

Bus Shelters – on Newcastle Road and Stafford Road (Recommendation 5) – As above.

Paintwork at Frank Jordan Centre – (Recommendation 6) – The Conservation Officer's advice is that the external paintwork must be refreshed with a classic colour.

Appointment of Working Group – (Recommendation 7) – A Working Group has been appointed to look at how use of the Frank Jordan Centre and Stone Station Community Centre can be increased. A report on its meetings will be given later in the agenda.

The Chairman proposed that the order of the following agenda items be switched to provide an opportunity for Councillor Hatton to join the meeting for item 6 (EST20/015).

## **EST20/014      Reports of Working Groups**

### **Market Strategy**

The Market Strategy Working Group would report back to the Sub-Committee when performance of the markets and their pricing structure had been reviewed. It was considered that the best time for doing this would be post-Christmas trading.

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## **Use of Frank Jordan Centre and Stone Station**

The Vice Chairman provided a verbal update on the work of the Working Group. The Town Clerk who had supported one of its meetings, had advised the Working Group that business was being lost because no Wi-Fi facilities are available for use by hall hirers at either venue and no projection equipment is available.

The costs of providing public Wi-Fi and projection equipment in both venues was reported by the Town Clerk.

The Sub-Committee concluded that the Town Council would like to reach a position where it can market both venues with Wi-Fi facilities installed. The Town Clerk stated that this would be included in the budget report at the Sub-Committee's next meeting.

It was agreed that the Working Group would investigate the best and most cost effective method for installing projection equipment into both centres before reporting back to the next Sub-Committee meeting. Upon reaching this point, the Working Group will draw to a close, handing over its recommendations to the Marketing & Events Assistant.

## **EST20/015 Members Motions Under Standing Order 4**

### **Councillor Mark Hatton**

*'I would like to propose that the Town Council transfers its electricity supply to a renewable energy provider for all sites where it has direct control over the electricity supplier.*

*The Sub-Committee is asked to support this initiative'.*

RECOMMENDED: As the proposer was not present at the meeting, the motion could not be considered.

**Chairman**

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## **Stone Town Council - General Purposes Committee**

**3<sup>rd</sup> December 2019**

### **Budget Monitoring – October 2019**

#### **Report of Town Clerk**

#### **Purpose of Report**

1. To inform the Committee of the Council's current financial position compared with its budget for the year, and to recommend action in any areas of concern.

#### **Background**

2. The Council's budget was approved in February 2019. Good financial management requires the Council to:
  - a. Keep the amount of the budget that it requires under review,
  - b. Monitor spending and income against budget projections, and,
  - c. Take appropriate action to ensure that the Council's financial stability is maintained.
3. This one of a series of regular reports which are presented to the General Purposes Committee on a broadly quarterly basis. The reports consider the Council's financial position at the end of the most recent month available at the time the report is written. On this occasion, the report considers the position as at the end of October 2019.
4. The report will first look at any adjustments proposed to the budget for 2019-20. It will then highlight any areas where net spending differs from that planned in the budget and focus on the income received from the Council's major income generating activities.
5. Finally, the report will list spending by the Council (excluding salaries, salary related costs and the Mayor's Charity Fund) for the period since the last budget monitoring report for Members' information.

#### **Adjustments to 2019-20 Budget**

6. The meeting of the Council on 4<sup>th</sup> June 2019 considered the final accounts for 2018-19 and approved a number of unspent budgets to be rolled over into the current year. These rollovers have now been added to the approved budget of the Council.
7. Appendix A sets out the agreed budget adjustments and the consequent changes to the current approved budget.

### **Comparison of Budget with Actual Spending and Income**

8. Appendix B sets out a comparison of the budget to date with spending up to the end of October 2019. The budget to date has been estimated with reference to spending patterns in the previous year and other available information, but is a fairly broad estimate with a significant margin for error in most areas of the budget. Nevertheless it is a good starting point for identification of potential problems.
9. Members should note that positive numbers in the table reflect expenditure or an adverse variance (overspend), whereas negative numbers represent income or a favourable variance (underspend).
10. Overall, at the end of October 2019, net spending was £156,332 compared with a budget up to that time of £171,018 – a net underspending to date of £14,686.
11. There is only one significant adverse variance within the figures. This relates to the administration budget, which has spent £3,375 more than was originally anticipated by this time of the year. The overspending relates to the significantly higher take up of iPads by Councillors than expected, with the budget forecasting a take up of six out of 18 Councillors, and the actual figure being 16 out of 18.
12. This additional spending on iPads will be compensated for over the life of the Council by reductions in paper, printing and other related costs. This overspend should therefore be balanced by additional savings in future years, and so will be rolled forward to be set against future budgets.
13. Significant favourable variances are:
  - a. Stone Station (£1,066): Expenditure is around £1,200 less than expected, while income is about £150 down.
  - b. Car Parking (£2,525): The Councils Crown Wharf and Northesk Street are now closed to the public and no further expenditure should be incurred.
  - c. Public Conveniences (£3,850): The legal agreement with Stafford Borough Council for transfer of responsibility for Station Road Toilets is still awaited. The Borough are continuing with the upkeep of the toilets until such time as the agreement is completed. There has therefore been no expenditure by this Council so far.
  - d. Allotments (£2,044): This is largely due to the taps a Newcastle Road costing less than expected.
  - e. Grants to Outside Bodies (£2,865): Grant applications and awards have been less than expected.
  - f. Salaries & Employment Costs (£1,014): This is largely due to the gap between the former Frank Jordan Centre caretaker leaving and the new caretaker taking up the post.

- g. Insurances (£2,064): This underspending is due to the improved terms that were agreed when the Council's insurance contract was renewed earlier this year. This is a full year saving.
- 14. It can thus be seen at this stage that costs are generally under control, though actual net spending varies from the estimated approved budget to date in some areas.
- 15. It should be noted that the Borough Council have not yet provided details of the 2019 elections costs, and these are not expected until February. This is an area where costs have been higher than expected in the past.

#### **Income from Major Income Generating Activities**

- 16. Income from the Frank Jordan Centre, Stone Station and the Town Market together represents almost 15% of the Council's total income. Virtually all of the remaining income is fixed in advance of the year (Precept/Concurrent Functions Allowance), but this 15% can vary within the year in accordance with the Council's success with letting its community centres and market stalls.
- 17. With this in mind, Members need to closely monitor these income items to ensure that its budget remains in balance.
- 18. Attached at Appendix C are a set of graphs showing a comparison of income received to date with the level anticipated for each month. Whilst it must be remembered that the way the income has been profiled is quite crude, the graphs are showing a position where income is above target for the Frank Jordan Centre and the Station, but below target for the Town Market.

#### **Council Spending**

- 19. Appendix D lists all spending (excluding salaries, salary related costs and the Mayor's Charity Fund) for the period since the last budget monitoring report for Members' information.

#### **Recommendations**

- 20. The Committee is recommended to:
  - a. Note the approved adjustments to the Council's budget set out at Appendix A.
  - b. Note the Council's performance against budget at the end of October 2019.
  - c. Note the details of the Council's spending since the last budget monitoring report.
  - d. Consider any action it wishes to take in the light of the information within this report.

# Stone Town Council

## Budget Adjustments 2019-20

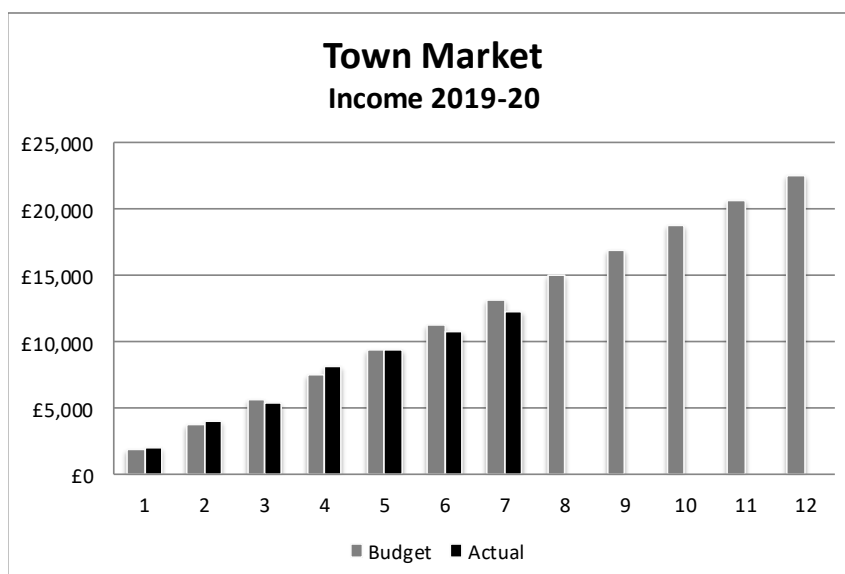
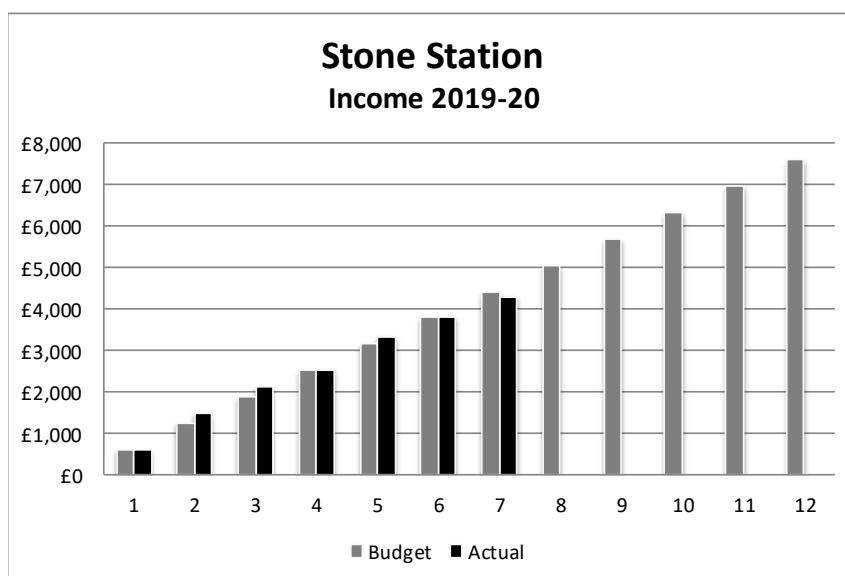
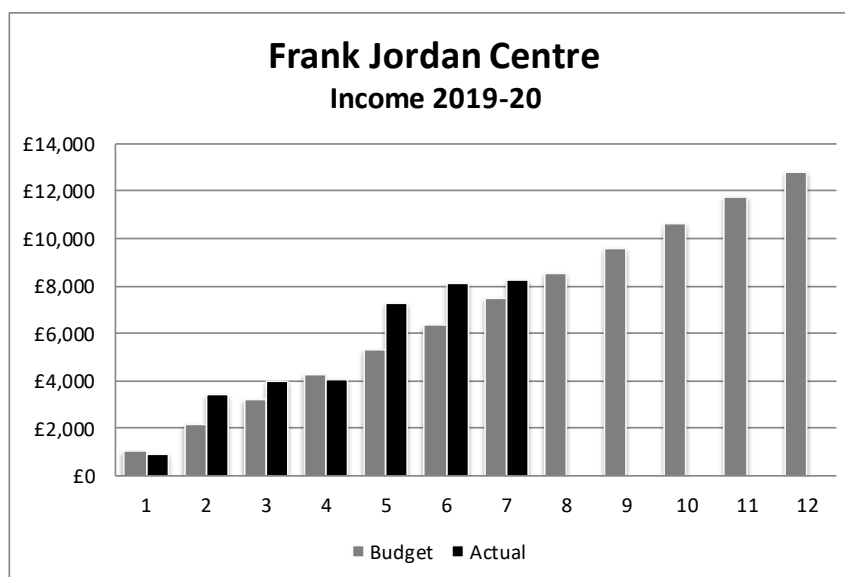
	Contribution to (from) Reserves £	Salaries & Employment Costs £	Crown Meadow Imp'ments £	Grants to Outside Bodies £	Admin- istration £	Allotments £	Building Maintenance £	£	£	£
<b>Council 4th June 2019</b>										
Rollover re Crown Meadow Improvements	-960		960							
Rollover re Grants to Outside Bodies	-5,300			5,300						
Rollover re Administration	-7,500				7,500					
Rollover re Allotments	-1,350					1,350				
Rollover re Building Maintenance	-9,700						9,700			
<b>GP Committee 2nd July 2019</b>										
New Post - Events & Marketing Assistant	-1,500	4,900			-3,400					
<b>TOTAL</b>	<b>-26,310</b>	<b>4,900</b>	<b>960</b>	<b>5,300</b>	<b>4,100</b>	<b>1,350</b>	<b>9,700</b>	<b>0</b>	<b>0</b>	<b>0</b>
Original Budget	-126,442	145,400	1,900	9,800	25,700	2,500	10,000			
Current Budget	-152,752	150,300	2,860	15,100	29,800	3,850	19,700	0	0	0

# Stone Town Council

## Budget Monitoring Statement 2019-20

Revenue Account to End of Period 7      Oct-19

	Original Budget £	Current Budget £	Budget to Date £	Actual to Date £	Variance to Date £	Budget Remaining £
<b>Major Income Generating Activities</b>						
Frank Jordan Centre						
Income	-12,800	-12,800	-7,467	-8,232	-766	-4,568
Expenditure	19,600	19,600	10,600	10,558	-41	9,042
Net	6,800	6,800	3,133	2,326	-807	4,474
Stone Station						
Income	-7,600	-7,600	-4,433	-4,283	150	-3,317
Expenditure	16,100	16,100	9,391	8,175	-1,216	7,925
Net	8,500	8,500	4,958	3,892	-1,066	4,608
Town Market						
Income	-22,600	-22,600	-13,183	-12,345	838	-10,255
Expenditure	9,400	9,400	5,483	4,530	-953	4,870
Net	-13,200	-13,200	-7,700	-7,815	-115	-5,385
<b>Other Activities</b>						
Stone Heritage Centre	125,000	125,000	0	0	0	125,000
Car Parking	4,500	4,500	2,625	100	-2,525	4,400
Bus Shelters & Street Furniture	4,600	4,600	2,000	1,049	-951	3,551
Public Conveniences	6,600	6,600	3,850	0	-3,850	6,600
Street Lighting	500	500	292	585	293	-85
Dog & Litter Bins	700	700	408	359	-49	341
Joules Clock	300	300	175	0	-175	300
Town Electricity Supply	400	400	233	150	-83	250
Building Maintenance	10,000	19,700	0	0	0	19,700
Grounds Maintenance	18,200	18,200	9,000	8,824	-176	9,376
Crown Meadow Improvements	1,900	2,860	1,668	843	-825	2,017
Westbridge Park	0	0	0	0	0	0
Allotments	2,500	3,850	1,725	-319	-2,044	4,169
Christmas Lights	15,000	15,000	7,000	6,203	-797	8,797
Advertising	0	0	0	0	0	0
Tourism & Town Promotion	21,100	21,100	13,000	12,923	-77	8,177
Community Bus	0	0	0	0	0	0
Grants to Outside Bodies	9,800	15,100	8,000	5,135	-2,865	9,965
Salaries & Employment Costs	145,400	150,300	85,817	84,776	-1,041	65,524
Accommodation	4,200	4,200	450	605	155	3,595
Insurances	8,500	8,500	9,700	7,636	-2,064	864
Administration	25,700	29,800	21,000	24,375	3,375	5,425
Audit & Legal Fees	1,200	1,200	0	-84	-84	1,284
Town Council Elections	28,000	28,000	0	0	0	28,000
Allowances - Mayor & Deputy Mayor	3,200	3,200	1,867	1,435	-432	1,765
Regalia & Presentations	500	500	292	802	510	-302
Civic Activities	1,500	1,500	1,000	1,660	660	-160
Remembrance Sunday & War Memorials	2,000	2,000	0	136	136	1,864
Miscellaneous	1,500	1,500	875	1,151	276	349
Interest	-600	-600	-350	-415	-65	-185
Neighbourhood Plan	9,900	9,900	0	0	0	9,900
<b>Total</b>	<b>454,200</b>	<b>480,510</b>	<b>171,018</b>	<b>156,332</b>	<b>-14,686</b>	<b>324,178</b>
<b>Precept &amp; Financing</b>	<b>-327,758</b>	<b>-327,758</b>	<b>-327,758</b>	<b>-327,720</b>	<b>38</b>	
<b>Contribution to (from) Reserves</b>	<b>-126,442</b>	<b>-152,752</b>	<b>156,740</b>	<b>171,388</b>	<b>14,648</b>	



# Stone Town Council

## Spending 1st July 2019 to 30th September 2019

Date	Reference	Supplier	Description	Amount	Month
01/07/2019	D/Dbt 19/007	Prism Solutions	Analogue line	£46.69	Jul-19
02/07/2019	Elec 19/013	Staffordshire Parish Councils' Association	Cllr training course	£45.00	Jul-19
02/07/2019	19/011	J G Fenn Ltd	Stationery	£41.61	Jul-19
02/07/2019	Elec 19/013	Current Electrical & Property Services	Setting up marquees - June 2019	£410.00	Jul-19
03/07/2019	Elec 19/013	Origin Studios (SOT) Ltd	Artwork - updating of calendar of events	£225.00	Jul-19
03/07/2019	Elec 19/013	Veolia ES (UK) Ltd	Waste collection - June 19 STN	£82.53	Jul-19
03/07/2019	Elec 19/013	Veolia ES (UK) Ltd	Waste collection - June 19 FJC	£119.14	Jul-19
03/07/2019	D/Dbt 19/007	Stafford Borough Council	Rates - FJC July 19	£427.00	Jul-19
03/07/2019	D/Dbt 19/007	Stafford Borough Council	Rates- STN - July 19	£221.00	Jul-19
03/07/2019	D/Dbt 19/007	Stafford Borough Council	Rates - Mkt - July 19	£114.00	Jul-19
03/07/2019	D/Dbt 19/007	Stafford Borough Council	Rates - Northesk C/P July 19	£131.00	Jul-19
03/07/2019	D/Dbt 19/007	TV Licensing	TV Licence - 15 Station Rd	£154.50	Jul-19
05/07/2019	Elec 19/013	MJ Plant	Grounds maint June 19	£1,409.00	Jul-19
05/07/2019	Elec 19/013	MJ Plant	Hedge cutting - Mt Rd allot	£155.00	Jul-19
08/07/2019	D/Dbt 19/007	British Gas	Gas - FJC 28/02 to 31/05	£773.19	Jul-19
08/07/2019	D/Dbt 19/007	EE	Caretaker mobile - STN	£24.65	Jul-19
08/07/2019	D/Dbt 19/007	EE	Caretaker mobile - FJC	£24.64	Jul-19
09/07/2019	19/011	Miscellaneous	Grant - Min No; GP20/043 refer	£500.00	Jul-19
09/07/2019	19/013	Miscellaneous	Grant Min No:GP 20/043	£500.00	Jul-19
09/07/2019	19/011	Miscellaneous	Grant - Min No; GP20/043 refer	£500.00	Jul-19
09/07/2019	19/011	Miscellaneous	Grant - Min No; GP20/043 refer	£500.00	Jul-19
09/07/2019	Elec 19/013	Water Logic	Water machine supplies	£7.29	Jul-19
09/07/2019	19/013	Miscellaneous	Music Festival Act	£50.00	Jul-19
09/07/2019	19/013	Miscellaneous	Music Festival Act	£50.00	Jul-19
09/07/2019	19/011	Miscellaneous	Grant - Min No; GP20/043 refer	£500.00	Jul-19
09/07/2019	19/011	Miscellaneous	Grant - Min No; GP20/043 refer	£495.00	Jul-19
09/07/2019	19/013	Miscellaneous	Grant Min No:GP 20/043	£500.00	Jul-19
09/07/2019	19/011	Miscellaneous	Grant - Min No; GP20/043 refer	£500.00	Jul-19
10/07/2019	19/014	Miscellaneous	Music Festival Act	£50.00	Jul-19
10/07/2019	19/014	Miscellaneous	Music Festival Act	£50.00	Jul-19
10/07/2019	19/014	Miscellaneous	Music Festival Act	£50.00	Jul-19
10/07/2019	19/013	Hazzard Promotions	Music Festival Act	£500.00	Jul-19
11/07/2019	D/Dbt 19/007	Information Commissioner	GDPR registration	£35.00	Jul-19
15/07/2019	Elec 19/015	Miscellaneous	Fee for performing - Music Festival	£200.00	Jul-19
15/07/2019	Elec 19/015	J & S Security Services	Security - Music Fest 13 July 19	£792.00	Jul-19
15/07/2019	Elec 19/015	Miscellaneous	Fee for performing - Music Festival	£250.00	Jul-19
15/07/2019	Elec 19/015	Water Plus	Water charges - FJC -16to28 June 19	£17.35	Jul-19
15/07/2019	Elec 19/015	Virgin Media Business	Tele calls - June 19 / rent July 19	£44.07	Jul-19
15/07/2019	Elec 19/016	Staffordshire Parish Councils' Association	Cllr training course	£20.00	Jul-19
15/07/2019	Elec 19/015	Miscellaneous	Fee for performing - Music Festival	£50.00	Jul-19
15/07/2019	Elec 19/015	Miscellaneous	Fee for performing - Music Festival	£50.00	Jul-19
15/07/2019	Elec 19/015	Stafford Borough Council	Qtly rent of office accom	£150.00	Jul-19
15/07/2019	Elec 19/015	Miscellaneous	Fee for performing - Music Festival	£600.00	Jul-19
15/07/2019	Elec 19/015	Miscellaneous	Fee for performing - Music Festival	£250.00	Jul-19
15/07/2019	19/015	Mrs C Parton	Card - sub cttee member indicators	£7.99	Jul-19
15/07/2019	19/015	Mrs C Parton	Cable ties & water - Music Festival	£11.94	Jul-19
16/07/2019	Elec 19/016	Miscellaneous	2nd prize busking comp	£50.00	Jul-19
16/07/2019	Elec 19/016	Miscellaneous	Cll planning traing course	£175.00	Jul-19
16/07/2019	Elec 19/016	PC World Business	5 x USB sticks	£33.30	Jul-19
16/07/2019	Elec 19/016	Virgin Media Business	Broadband charges	£147.25	Jul-19
17/07/2019	D/Dbt 19/007	Sage Pay	Computer software	£15.00	Jul-19

17/07/2019	Elec 19/016	Empire Hire Ltd	Stage Hire	£1,550.00	Jul-19
18/07/2019	Elec 19/016	Miscellaneous	3rd prize busking comp	£25.00	Jul-19
18/07/2019	Elec 19/016	Miscellaneous	1st prize busking comp	£75.00	Jul-19
19/07/2019	D/Dbt 19/007	World Pay	Charge - card payments	£20.00	Jul-19
22/07/2019	D/Dbt 19/007	British Gas	Gas-FJC 31/05-30/06	£97.48	Jul-19
22/07/2019	D/Dbt 19/007	British Gas	Elec - STN June 19	£63.60	Jul-19
22/07/2019	D/Dbt 19/007	British Gas	Elec - FJC 23/03 - 01/07	£324.76	Jul-19
23/07/2019	D/Dbt 19/007	British Gas	Gas - STN - June 19	£127.24	Jul-19
24/07/2019	Elec 19/016	Mailing room	annual maint - franking machine	£160.00	Jul-19
25/07/2019	D/Dbt 19/007	Prism Solutions	ICT Provision	£646.76	Jul-19
25/07/2019	19/015	Oak Tree Farm Rural Project	Donation in lieu of Mr Robinson judging allot comp	£75.00	Jul-19
26/07/2019	Elec 19/018	J G Fenn Ltd	Stationery	£82.41	Jul-19
26/07/2019	Elec 19/018	Panda Press (Stone) Ltd	1iv Sun - Order of Service	£295.00	Jul-19
26/07/2019	D/Dbt 19/007	Pitney Bowes	Postage - franking machine	£200.00	Jul-19
28/07/2019	19/015	Steve's Sound Systems	PA system - Civ Sun 19	£90.00	Jul-19
29/07/2019	Elec 19/018	The Secret Kitchen	Civ Sun buffet & waiters	£510.00	Jul-19
29/07/2019	Elec 19/018	The Secret Kitchen	Civ Sun 2 x waitress	£60.00	Jul-19
30/07/2019	Elec 19/018	Panda Press (Stone) Ltd	Posters - Stone by Sea	£40.00	Jul-19
30/07/2019	Elec 19/018	Panda Press (Stone) Ltd	Flyers - Stone by Sea	£79.00	Jul-19
31/07/2019	Elec 19/019	Mark Green	Beverages - wine - reception Civ Sun	£79.10	Jul-19
31/07/2019	Elec 19/019	Trudy Williams	Tea, coffee, milk reception	£9.08	Jul-19
31/07/2019	Elec 19/019	Hammond Hygiene Solutions Ltd	Cleaning supplie - FJC	£63.90	Jul-19
31/07/2019	D/Dbt 19/007	NatWest	Bank charges	£40.06	Jul-19
01/08/2019	D/Dbt 19/008	Prism Solutions	Analogue line - FJC	£46.69	Aug-19
01/08/2019	Elec 19/020	Panda Press (Stone) Ltd	Addition to CCTV signs	£125.00	Aug-19
01/08/2019	Elec 19/020	Panda Press (Stone) Ltd	Banners - Stone by the Sea	£135.00	Aug-19
02/08/2019	Elec 19/020	Chubb Fire	Fire extinguisher maintenance - FJC	£195.38	Aug-19
02/08/2019	Elec 19/020	Chubb Fire	Fire extinguisher maintenance - STN	£208.83	Aug-19
02/08/2019	Elec 19/020	Current Electrical & Property Services	Setting up marquees - July 2019	£625.00	Aug-19
05/08/2019	Elec 19/020	M J Plant	Groundg maint July 19 7 annual grass cutting - Crown Meadow	£1,779.00	Aug-19
05/08/2019	Elec 19/020	M J Plant	Weed control - amphitheatre & surround	£300.00	Aug-19
05/08/2019	Elec 19/020	M J Plant	Maint of benches CM & amphitheatre	£325.00	Aug-19
05/08/2019	Elec 19/020	M J Plant	Hedge cutting/ removal of cuttings	£95.00	Aug-19
05/08/2019	Elec 19/020	M J Plant	New bench - Lichfield Road	£275.00	Aug-19
05/08/2019	Elec 19/020	Veolia ES (UK) Ltd	Waste collection - FJC - July 19	£119.43	Aug-19
05/08/2019	Elec 19/020	Veolia ES (UK) Ltd	Waste collection - STN - July 19	£107.43	Aug-19
05/08/2019	D/Dbt 19/008	Stafford Borough Council	Rates - FJC	£427.00	Aug-19
05/08/2019	D/Dbt 19/008	Stafford Borough Council	Rates - STN	£221.00	Aug-19
05/08/2019	D/Dbt 19/008	Stafford Borough Council	Rates - MKT	£114.00	Aug-19
05/08/2019	D/Dbt 19/008	Stafford Borough Council	Rates Northesk St Car Park	£131.00	Aug-19
05/08/2019	19/015	Greg Simister	cable ties/ key cut/ mkt over pay(as per voucher)	£20.99	Aug-19
06/08/2019	D/Dbt 19/008	EE	Caretakers mobile - FJC	£25.58	Aug-19
06/08/2019	Elec 19/021	Virgin Media Business	Tele calls July/ rental Aug 19	£64.46	Aug-19
06/08/2019	19/016	Mrs C Parton	Reimbursement - postage - agendas	£24.32	Aug-19
06/08/2019	D/Dbt 19/008	EE	Analogue line - STN	£25.58	Aug-19
06/08/2019	Elec 19/021	Halton Print & Promotional	STC flag	£355.50	Aug-19
06/08/2019	Elec 19/021	Active Weed Control Ltd	Japanes Weed treatment	£97.50	Aug-19
08/08/2019	19/016	Miscellaneous	Grant Min No. GP20/030	£300.00	Aug-19
08/08/2019	Elec 19/021	Angel Springs Ltd	Water machine sanatisation	£14.40	Aug-19
08/08/2019	Elec 19/021	Angel Springs Ltd	Water machine sanatisation	£7.20	Aug-19
08/08/2019	19/016	Mr L Trigg	Reimbursement for HDMI cable	£14.99	Aug-19
09/08/2019	Elec 19/021	MEB Total Ltd	Electrical work - FJC	£88.99	Aug-19
12/08/2019	D/Dbt 19/008	British Gas	Elec - FJC July 19	£66.72	Aug-19
12/08/2019	Elec 19/021	Virgin Media Business	Broadband	£51.75	Aug-19
15/08/2019	19/016	W T Lynn Ltd	Storeroom key for Hub - key lost	£12.10	Aug-19
16/08/2019	D/Dbt 19/008	Sage Pay Europe	Computer software	£15.00	Aug-19
20/08/2019	D/Dbt 19/008	World Pay	Charge - card transactions	£22.46	Aug-19
21/08/2019	D/Dbt 19/008	British Gas	Gas -STN -July 19	£29.98	Aug-19

22/08/2019	D/Dbt 19/008	British Gas	Elec-STN-July 19	£64.09	Aug-19
22/08/2019	D/Dbt 19/008	British Gas	Gas-FJC-July 19	£20.63	Aug-19
27/08/2019	D/Dbt 19/008	Prism Solutions	ICT Provision	£575.34	Aug-19
28/08/2019	Elec 19/021	Staffordshire Cobbler Ltd	Engrave shields x 2	£16.58	Aug-19
28/08/2019	Elec 19/021	Mazars LLP	Ext audit 2018-19	£800.00	Aug-19
29/08/2019	Elec 19/022	BT Payment Services Ltd	Rent of fire alarm line - FJC	£100.50	Aug-19
29/08/2019	Elec 19/021	Stafford Borough Council	Road closure - Music Festival	£111.00	Aug-19
29/08/2019	Elec 19/022	J G Fenn Ltd	Stationery	£31.06	Aug-19
29/08/2019	Elec 19/022	Miscellaneous	Performace - Mkt Sq - 17 Aug 19	£300.00	Aug-19
29/08/2019	Elec 19/021	Miscellaneous	Water heater - SCH - FJC	£387.75	Aug-19
29/08/2019	Elec 19/022	BT Payment Services Ltd	Rent of fire alarm line - STN	£100.50	Aug-19
29/08/2019	Elec 19/021	Stafford Borough Council	Road closure - Stone by sea	£111.00	Aug-19
29/08/2019	Elec 19/022	Christmas Plus	Hire of xmas light display	£6,202.75	Aug-19
29/08/2019	Elec 19/021	Stafford Borough Council	Road closure - Civ Sun	£111.00	Aug-19
30/08/2019	19/017	Miscellaneous	Merit Award N/C Rd Allots	£10.00	Aug-19
30/08/2019	19/017	Miscellaneous	Merit Award Mt Rd Allots	£10.00	Aug-19
30/08/2019	19/017	Miscellaneous	Most Imp Allot Award	£15.00	Aug-19
30/08/2019	19/016	Miscellaneous	Best Kept Allot Award	£25.00	Aug-19
30/08/2019	D/Dbt 19/008	Pitney Bowes	Postage - franking machine	£200.00	Aug-19
30/08/2019	D/Dbt 19/008	NatWest	Bank charges	£53.74	Aug-19
02/09/2019	Elec 19/022	BMA Window Cleaner	Cleaning of windows -STN	£25.00	Sep-19
02/09/2019	Elec 19/022	BMA Window Cleaner	Cleaning of windows -FJC	£65.00	Sep-19
02/09/2019	D/Dbt 19/009	Prism Solutions	Analogue line - FJC	£46.69	Sep-19
03/09/2019	Elec 19/022	Siemens Ltd	Qtly Lease rental - 21 Sept-20 Dec19	£150.00	Sep-19
03/09/2019	D/Dbt 19/009	Stafford Borough Council	Rates - FJC	£427.00	Sep-19
03/09/2019	Elec 19/022	Stafford Borough Council	Hanging baskets - Town	£5,250.00	Sep-19
03/09/2019	D/Dbt 19/009	Stafford Borough Council	Rates - Mkt Sq	£114.00	Sep-19
03/09/2019	D/Dbt 19/009	Stafford Borough Council	Rates - STN	£221.00	Sep-19
04/09/2019	Elec 19/022	Canal & River Trust	Water pipe in towpath - allots	£250.00	Sep-19
04/09/2019	Elec 19/022	Current Electrical & Property Services	Setting up marquees - Aug 19	£750.00	Sep-19
05/09/2019	Elec 19/022	CAM-TEC LTD	Ann maint - CCTV - 20 Sep-19 Sep-20	£380.00	Sep-19
06/09/2019	D/Dbt 19/009	EE	Caretakers mobile - FJC	£26.32	Sep-19
06/09/2019	D/Dbt 19/009	EE	Caretakers mobile - STN	£26.33	Sep-19
06/09/2019	Elec 19/023	West Midlands Employers	Marketing Ass Job advert	£220.00	Sep-19
09/09/2019	Elec 19/023	Water Plus	Water supply Mt Rd Allot - 30 May-29 Aug 19	£104.72	Sep-19
09/09/2019	Elec 19/023	Water Plus	Water supply - STN - 16 June-29 Aug 19	£173.57	Sep-19
09/09/2019	Elec 19/023	Veolia ES (UK) Ltd	Waste collection - FJC	£144.04	Sep-19
09/09/2019	Elec 19/023	Veolia ES (UK) Ltd	Waste collection - STN	£132.04	Sep-19
10/09/2019	Elec 19/023	Panda Press (Stone) Ltd	Posters - Classic Car Event	£25.00	Sep-19
10/09/2019	Elec 19/023	Angel Springs Ltd	Water machine sanitisation - office	£4.86	Sep-19
10/09/2019	Elec 19/023	Angel Springs Ltd	Water machine sanitisation - STN	£7.20	Sep-19
10/09/2019	Elec 19/023	NPower Ltd	Pillar - 61 High Street	£33.36	Sep-19
10/09/2019	Elec 19/023	Panda Press (Stone) Ltd	Flyers - Classic Car Event	£80.00	Sep-19
10/09/2019	Elec 19/023	NPower Ltd	Pillar - 30 High Street	£48.62	Sep-19
12/09/2019	Elec 19/023	CommuniCorp	Local Councils Update subscription	£100.00	Sep-19
12/09/2019	19/018	Miscellaneous	Grant - Min No. GP20/080	£500.00	Sep-19
12/09/2019	D/Dbt 19/009	British Gas	Elec - FJC - 24 july-23 Aug 19	£99.48	Sep-19
13/09/2019	Elec 19/023	MJ Plant	Install water supply at N/C Rd/ new gate post	£835.00	Sep-19
13/09/2019	Elec 19/023	Lawrence Davis	Letterheads	£75.00	Sep-19
13/09/2019	Elec 19/023	MJ Plant	Grounds maint - amphitheatre, crown mea, Mt rd allot	£1,409.00	Sep-19
13/09/2019	Elec 19/023	MJ Plant	Clean gutters, downpipe & flat roof -FJC	£80.00	Sep-19
16/09/2019	Elec 19/025	Staffordshire Playing Fields Association	Subscription 2019	£20.00	Sep-19
16/09/2019	Elec 19/024	Panda Press (Stone) Ltd	Banners - Classic Car Event	£135.00	Sep-19
16/09/2019	Elec 19/024	J G Fenn Ltd	Stationery	£141.01	Sep-19
16/09/2019	Elec 19/024	Virgin Media Business	Broadband - Sept 19	£51.75	Sep-19
18/09/2019	D/Dbt 19/009	Sage Pay Europe	Computer software	£15.00	Sep-19
19/09/2019	D/Dbt 19/010	World Pay	charge - card trans -Aug 19	£22.58	Sep-19
20/09/2019	D/Dbt 19/010	British Gas	Gas - STN - Aug 19	£26.53	Sep-19

23/09/2019	D/Dbt 19/010	British Gas	Gas-FJC- Aug 19	£35.85	Sep-19
23/09/2019	D/Dbt 19/010	British Gas	Elec - STN - Aug 19	£58.03	Sep-19
23/09/2019	Elec 19/025	Reach Publishing	advertising of post - marketing	£400.00	Sep-19
23/09/2019	Elec 19/025	British Telecommunications PLC	Balance of broadband when changing supplier	£141.37	Sep-19
24/09/2019	Elec 19/025	Hammond Hygiene Solutions Ltd	Cleaning materials & consumables	£42.15	Sep-19
24/09/2019	Elec 19/025	CAM-TEC LTD	Temp loan of hard drive	£150.00	Sep-19
25/09/2019	D/Dbt 19/010	Prism Solutions	ICT Provision	£574.04	Sep-19
25/09/2019	Elec 19/026	Miscellaneous	Reimbursement for poppy display around Planr Tree	£116.15	Sep-19
25/09/2019	Elec 19/026	Altodigital Networks Ltd	Photocopying charges 14 June - 16 Sept 19	£43.88	Sep-19
27/09/2019	Elec 19/026	Hampshire Flags	Flags for Trafalgar Dinner	£46.80	Sep-19
27/09/2019	Elec 19/026	J G Fenn Ltd	Stationery	£95.57	Sep-19
27/09/2019	Elec 19/026	W T Lynn Ltd	Key for store cupboard	£12.10	Sep-19
30/09/2019	D/Dbt 19/010	The Arch Rent Collectors	Qtly rent of STN - 29-09 to 24-12-19	£1,087.50	Sep-19
30/09/2019	D/Dbt 19/010	NatWest	Bank charges - Sep 19	£36.00	Sep-19

NOTE: The table above excludes salary and related payments, payments from the Mayor's Charity, and transfers between the Council's bank accounts.

## **Stone Town Council - General Purposes Committee**

**3<sup>rd</sup> December 2019**

### **Budget 2020-21 to 2022-23 – Overview**

#### **Report of Town Clerk**

#### **Introduction**

1. This report sets out the prospects for the Council's 2020-21 to 2022-23 budget. It considers the overall position of the Council, the context in which the budget needs to be set and the standstill budget, which is the starting point for the determination of the 2020-21 precept.

#### **Background**

2. Before addressing the figures relating to the budget, it is first necessary to consider the context in which the budget needs to be set.
3. For a number of years, the Council has received payments of almost £30,000 from Stafford Borough Council in addition to the precept. For 2020-21 this includes £18,399 to compensate for a previous reduction in this Council's Taxbase due to benefit changes and £11,461 for the cost of concurrent functions. Neither of these payments are a legal requirement and, at the time of writing this report, neither have been confirmed for continuation beyond the next financial year. The figures in this report assume that these payments will continue into the foreseeable future at the same cash level as 2020-21.
4. The Secretary of State has the power to require a referendum of local people before the Council Tax can be put up by more than a specified percentage. Currently, parish councils are exempt from this requirement, though this may change if Council Tax increases in the sector become excessive.

#### **Standstill Budget**

5. The table at Appendix A sets out the Council's current and forecast position for each budget. It is also summarised below by Sub-Committee:

<b>Actual</b>		<b>Budget</b>	<b>Forecast</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2018-19</b>		<b>2019-20</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
<b>£</b>		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
33,703	Estates	164,400	154,300	97,200	60,300	61,700
15,408	Environment	24,910	22,200	18,660	19,260	19,760
35,471	Tourism & Town Promotion	36,100	32,000	39,600	36,700	37,700
174,844	Management	233,700	230,600	205,100	209,900	213,700
5,502	Neighbourhood Plan	9,900	2,000	7,900	-	-
-19,462	Earmarked Reserves	-134,710	-126,810	-7,900	-	-
<b>245,465</b>	<b>TOTAL</b>	<b>334,300</b>	<b>314,290</b>	<b>360,560</b>	<b>326,160</b>	<b>332,860</b>

6. The figures above and in Appendix A are based on the following:
  - a. Known and forecast expenditure for the remainder of the current financial year.
  - b. Forecast expenditure for the next three years, based on a standstill position. These figures therefore assume that current services will continue with no growth or cutbacks other than those which are already been committed by previous decisions of the Council.
  - c. An estimation of likely cost levels for 2020-21, with further inflation of 2% per annum on salaries and 3% on all other costs from April 2019, unless specific information is available.
  - d. A 3% per annum increase in fees and charges.
7. In addition, budgets which are actually under the control of the General Purposes Committee have been included within the Management Sub-Committee above, to ensure that all budgets can be examined at the sub-committee level before reporting back to General Purposes for decision.
8. It can be seen from the above table that the current budget is forecast to underspend by around £20,010, after providing for a number of budget adjustments agreed by the Committee during the year.
9. Based on the indicative Council Tax levels agreed by the Council at the time of setting last year's budget of a 1.1% per annum increase each year over the 2019-20 level of £50.10 for a Band D property, the three-year standstill budget would show a deficit of £31,315 in 2020-21, with surpluses of £14,779 in 2021-22 and £19,391 in 2022-23.

#### **Standstill Budget 2020-21**

10. The standstill budget for 2020-21, at £360,560, is £47,860 more than the forecast made when the 2019-20 budget was approved in February 2019. The main reasons for this difference are:
  - a. An increase in forecast spending on the Stone Heritage Centre during 2020-21. This covers both capital and revenue spending, and is in accordance with the report presented to the Committee earlier in the year.
  - b. An improvement in trading at the Frank Jordan Centre, offset by a reduction at the Council's markets.
  - c. The closure of the Council's car parks
  - d. The removal of budgets for the transfer of public conveniences and Westbridge Park from Stafford Borough Council.
  - e. One-off costs for VE Day celebrations and the provision of a new noticeboard.

- f. The cost of employing the Marketing and Events Assistant, partly offset by savings in other budgets.
  - g. Savings in insurance costs due to the new five year contract.
  - h. An increase in the Miscellaneous budget to take account of the level of uncertainty in new budgets and election costs.
- 11. These and other forecast changes will be considered in more detail in the various reports to sub-committees during December and January.

### **The Budget Process**

- 12. The standstill budget is, however, just the starting point for the budget process. Members will want to review the amounts provisionally included. In addition, there are likely to be other areas where members will want to undertake new developments, or stop/change the things that the Council is doing now.
- 13. Budgets have been allocated to each of the sub-committees, and over the next few weeks they will need to consider these budgets in detail to determine the best pattern of spending to meet the Council's objectives and obligations. The results of those deliberations will then be reported to the next meeting of this Committee on the 22<sup>nd</sup> January 2020 to determine the budget recommendations to Council.

### **Recommendations**

- 14. That the Committee notes the standstill budget position for 2020-21, 2021-22 and 2022-23 and the issues related to setting the precept, and:
  - a. Asks each sub-committee to consider its financial needs for the next three years and report back to the General Purposes Committee on 21<sup>st</sup> January 2020 with its budget proposals,
  - b. Considers whether it wishes to give any specific instructions to these bodies which they would need to have regard to while preparing their proposed budgets.

# Stone Town Council

Appendix A

## Standstill Budget 2020-21 to 2022-23

Actual 2018-19		Budget 2019-20	Forecast 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23
£		£	£	£	£	£
15,363	Frank Jordan Centre	6,800	3,400	3,500	3,600	3,700
8,747	Stone Station	8,500	8,900	9,200	9,500	9,800
-	Stone Heritage Centre	125,000	125,000	75,000	41,000	42,200
-5,171	Town Market	-13,200	-10,100	-10,400	-10,700	-11,000
4,340	Car Parking	4,500	100	-	-	-
8,908	Bus Shelters & Street Furniture	4,600	4,600	7,900	4,900	5,000
-	Public Conveniences	6,600	-	-	-	-
782	Street Lighting	500	600	600	600	600
405	Dog & Litter Bins	700	700	700	700	700
-	Joules Clock	300	1,000	300	300	300
329	Town Electricity Supply	400	400	400	400	400
-	Building Maintenance	19,700	19,700	10,000	10,000	10,000
15,145	Grounds Maintenance	18,200	17,300	16,600	17,100	17,600
1,432	Crown Meadow Improvements	2,860	3,700	2,000	2,100	2,100
-	Westbridge Park	-	-	-	-	-
-1,168	Allotments	3,850	1,200	60	60	60
12,975	Christmas Lights	15,000	13,000	16,000	16,500	16,900
60	Advertising	-	-	-	-	-
18,909	Tourism & Town Promotion	21,100	19,000	23,600	20,200	20,800
3,527	Community Bus	-	-	-	-	-
4,637	Grants	15,100	15,100	10,100	10,400	10,700
141,081	Salaries & Employment Costs	150,300	149,000	158,300	161,600	164,700
4,455	Accommodation	4,200	4,100	4,500	4,600	4,800
8,073	Insurances	8,500	6,500	6,700	6,900	7,100
19,169	Administration	29,800	29,800	23,000	23,700	24,400
2,632	Audit & Legal Fees	1,200	1,200	2,000	2,000	1,200
-	Town Council Elections	28,000	28,000	-	-	-
2,250	Allowances - Mayor & Deputy Mayor	3,200	3,200	3,300	3,400	3,500
223	Regalia & Presentations	500	950	500	500	500
1,681	Civic Dinner & Hospitality	1,500	1,700	1,700	1,700	1,700
1,856	Remembrance Sunday & War Memorials	2,000	2,000	2,000	2,100	2,100
818	Miscellaneous	1,500	1,400	5,000	5,000	5,000
-572	Interest	-600	-850	-500	-500	-500
5,502	Neighbourhood Plan	9,900	2,000	7,900	-	-
-11,461	Concurrent Functions Allowance	-11,500	-11,500	-11,500	-11,500	-11,500
-8,460	Rollover Reserve	-24,810	-24,810	-	-	-
-7,002	Neighbourhood Plan Reserve	-9,900	-2,000	-7,900	-	-
-	Crown Wharf Reserve	-100,000	-100,000	-	-	-
-4,000	WW1 Reserve	-	-	-	-	-
<b>245,465</b>	<b>TOTAL</b>	<b>334,300</b>	<b>314,290</b>	<b>360,560</b>	<b>326,160</b>	<b>332,860</b>

# Application for Grant Aid



Name of organisation:

Purpose of organisation:

Amount of grant requested:

Total cost of project (if appropriate):

Reason for grant request:

Benefits to Stone residents:

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

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:

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

# Application for Grant Aid



## Personal Details of Applicant

Name of organisation:	
Address:	Contact name:
	Contact telephone no:
	Contact email address:
<p>In submitting this application, I confirm that it is put forward with the full knowledge and approval of the submitting organisation, and agree that its contents may be made available to the public and that the application and any communications relating to it may be stored in a computerised system.</p> <p>I confirm that I have read the "Notes for Grant Applications" document. I have enclosed the organisation's most recent set of accounts and, where appropriate, a statement providing details of how grants made previously have been spent and a statement of support from the Council's representative on the Management Committee</p>	<p>Signed:</p>  <p>Name:</p>  <p>Position in organisation:</p>

### How the information in this application will be used:

The first two pages of this application will be included in a public Council agenda, together with the organisation's accounts and any further information (other than this page) submitted in support of the application. It will also be stored within the Council's computer systems and published on its website. As part of a public record, the information will be stored indefinitely.

The information on this page will not be included in the public agenda, nor published on the Council's website. It may, however, be stored within the Council's computer systems and may need to be disclosed if required by legislation. As part of a public record, the information will be stored indefinitely.

Whilst the form above requests an address, telephone number and email address, you are only required to provide sufficient information for the Council to contact you with any queries in advance of the application being considered and to let you know the outcome.

## Notes for Grant Applications

Stone Town Council has a sum of money which is available for local organisations to bid against for grant aid. In order to ensure that these funds are distributed as fairly and effectively as possible, the Council has determined a set of guidelines against which applications will be considered. These guidelines are set out below.

### Qualifying Criteria

In order to be considered for a grant from Stone Town Council, applicants must be a properly constituted organisation and meet the following conditions:

1. They provide a service or services which benefit the residents of the Town Council's area.
2. They must not be political or primarily a lobbying organisation.
3. They have fully completed the Council's application process by the advertised deadline, which will include:
  - a. Completion of the standard application form,
  - b. Provision of the most up to date set of accounts for the organisation available at the date of the application deadline, where applicable,
  - c. Details of how any grants provided to the organisation in previous years have been spent.
  - d. Where the Council appoints a member to the organisation's management committee or similar body, a statement of support from that member in relation to the grant application.

### Limits on the Level of Grants Available

In order to consider competing demands fairly, the Council will expect to award grants only at the July and February meetings of its General Purposes Committee, though it may be prepared to vary this in cases of extreme emergency.

The Council will aim to distribute grants widely, and to those applicants presenting the greatest need. To this end, other than in very exceptional circumstances, grants will be awarded:

1. Up to a maximum of £500 per organisation in any financial year.
2. To organisations holding less than 12 months' net expenditure (excluding grants) in reserves. The definition of reserves in this case excludes reserves which are legally earmarked to specific spending and cannot be used to support the proposals for which grant aid has been sought.

Where an application would exceed these limits, organisations are still invited to apply to the Council, but will need to explain in the "exceptional request" section of the application form why the Council should treat it as an exception. Similarly, any emergency applications for meetings other than July and February should complete this section to explain why the request would not wait until the following meeting.

### Application Process

In order to be considered at the July or February meetings, fully completed applications will need to be received at the Council's offices at 15 Station Road, Stone, ST15 8JP no later than three weeks in advance of the published date of the meeting.

Applications can also be emailed to [clerk@stonetowncouncil.gov.uk](mailto:clerk@stonetowncouncil.gov.uk) in Microsoft Word or Adobe Acrobat (.pdf) format. Copies of the form in either format are available on request to this address, and can be downloaded from the Council's website at [www.stonetowncouncil.gov.uk](http://www.stonetowncouncil.gov.uk).

For further help and information please contact the Town Council at the above address, or telephone 01785 619740.

Grant recipients should note that whilst they are welcome to acknowledge any grant from the Town Council, the payment of a grant does not create a partnership and the organisation still retains full responsibility for their activities.

# Stone

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## Town Council



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### Plan HEADSTONE

Version 1.1

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November 2019

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# 1 INTRODUCTION

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- 1.1 Plan HEADSTONE will be invoked upon the death of the Sovereign or of another member of the Royal Family (as listed at Appendix A). It covers the actions to be taken by Stone Town Council from the official notification through to the conclusion of the funeral. It should be noted that there may be a short time between any media announcements and the issue of the formal notification.
- 1.2 The national codeword for the protocol for the death of the Sovereign is LONDON BRIDGE, other codewords are listed at Appendix A. The Stone Town codeword is HEADSTONE followed by the relevant national codeword, i.e. for the death of the sovereign the Stone Town codeword is HEADSTONE – LONDON BRIDGE.
- 1.3 Consequent upon the death of the Sovereign (but not upon the death of another member of the Royal Family) there will also be the proclamation of the accession of the new Sovereign.
- 1.4 It should be noted that this document may be changed for updates to national guidance or local decision at any time. It is correct as at the date and time of issue. Of particular significance in this version is that, whilst LONDON BRIDGE plans are relatively firm at a national level at the time of writing, the plans for other royals are not. References to these plans are therefore a reasonable extrapolation of LONDON BRIDGE plans, rather than a reflection of national policy.

# 2 WHO IS RESPONSIBLE FOR WHAT?

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- 2.1 The national plan has responsibilities for the County Council (SCC), Stafford Borough Council (SBC) and Stone Town Council (STC). This plan has significant changes from the previous version in the balance of responsibility between SBC and STC, and a number of previously proposed STC responsibilities have become optional within the latest national guidance.
- 2.2 In particular, the current version of plan HEADSTONE moves full responsibility to all activities related to St Michael's and St Wulfad's Church and public floral tributes to SBC.

# 3 MOURNING

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- 3.1 Death of the Sovereign - mourning starts from the day of death ('D'-day) until the day of the funeral ten days later (D + 10).
- 3.2 Death of a Senior Member of the Royal Family - mourning starts from the day of death (D-day) until the day of the funeral eight days later (D + 8).

## 4 NOTIFICATION

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- 4.1 News will be in the public domain very quickly but formal notification will be by an announcement from Buckingham Palace or 10 Downing Street. After the formal announcement Staffordshire County Council (SCC) and Stafford Borough Council (SBC) will implement their LONDON BRIDGE protocol; authority for implementation within SBC lies with the Chief Executive, the Head of Law and Administration or the Director on call.
- 4.2 SBC will notify, by telephone, one of the Town Clerk, the Assistant Town Clerk (Business & Finance), or the Assistant Town Clerk (Democratic). If none of these officers can be contacted, SBC will instead try to contact the Chair or Vice-Chair of the General Purposes Committee or the Chair or Vice-Chair of the Management Sub-Committee. The first person in this list to be contacted will immediately assume the role of Headstone Executive and be responsible for the execution of this plan. This person will retain the role as Executive until the Town Clerk becomes available (or one of the Assistant Town Clerks in the extended absence of the Town Clerk) who will then take over the role. Contact details are contained in Appendix B.
- 4.3 In certain circumstances and if the Town Clerk believes the invocation of HEADSTONE may be imminent, appropriate preparatory action may be prudent. However, no public activity regarding HEADSTONE should take place until the formal announcement has been made.

## 5 PREPARATION

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- 5.1 In preparation for the future invocation of Plan HEADSTONE, the following actions will be undertaken by Stone Town Council:
  - a. Liaise with Staffordshire County Council and Stafford Borough Council to ensure that Plan HEADSTONE is up to date with current requirements.
  - b. Ensure that up to date contact details are available to Stafford Borough Council (NOTE: Members' contact details are available on the Council website, but not officers' details.)
  - c. Assemble the "Go-Box" containing items that will be required to support the Council's actions under Plan HEADSTONE. (Appendix C)
  - d. Determine the locations of flags flying in Stone and ensure that their owners are aware of the flags protocol. (Appendix D)
  - e. Determine the wording of any official documents to be produced by the Town Council. (Appendix E)

- f. Make a standing arrangement with a local florist for the Council's floral tribute to be available at short notice.

## 6 UPON NOTIFICATION

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6.1 For all notifications, the following actions will be performed:

- a. Contents of the HEADSTONE 'go box' to be made available.
- b. The Union Flag to replace any other flag flying on the flagpole at the top of the High Street (the flag in Stonefield Park will be attended to by SBC). The Union Flag is to be flown at half-mast (the procedure is at Appendix D).
- c. A link to the national website added in a prominent position on the Town Council's website (NOTE: The Council should not have its own related website content).
- d. A link to SBC's website will be added to the Town Council's website to access the national online book of condolences (URL to be provided by SBC)
- e. Advise all Councillors of the position by email and send the pre-agreed message of sympathy (details at Appendix E).
- f. Review the Mayor's civic engagements and other Council activities to ensure that they remain appropriate for a period of mourning.
- g. Issue black arm bands to council officers and members, to be worn on all official occasions during the period of mourning.
- h. Apply black ribbons to the Mayoral chain and to the badges of the Deputy Mayor, the Mayor's consort and Deputy Mayor's Consort and to the two cadets' maces.
- i. Check that all other flags are being flown at half mast, advising those responsible as necessary.
- j. Order from the appointed florist the Council floral tribute. (NOTE: Due to the short timescales involved, an artificial wreath will be held available for the Mayor to lay, to be replaced by a real floral wreath at a later date).
- k. Arrange with the Rector of St Michael's and St Wulfad's Church that the Town Mayor will be the first person to sign the condolence book, followed by Stone Town Councillors and officers.

6.2 In addition for LONDON BRIDGE, black ribbons will be placed on all pictures of the queen.

## 7 DURING PERIOD OF MOURNING - SOVEREIGN

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7.1 Throughout the period of mourning Councillors will wear black arm bands or black rosettes on all official occasions. Any tie worn should be black.

- 7.2 Where the Mayor, Deputy Mayor or their consorts are required to wear badges of office, they will be worn on black ribbons. The Mayor's Cadets' maces will also have black ribbons attached.
- 7.3 Proclamation Day (D + 1)
- a. The new sovereign is proclaimed at St James Palace, London at 11:00am.
  - b. Council's website needs to contain link to official website.
- 7.4 Day after Proclamation Day (D + 2)
- a. At 12:00pm Proclamation is announced in Wales, Scotland and Ireland.
  - b. At 12:30pm Proclamation is announced in Market Square, Stafford by the High Sheriff.
  - c. At 2:00pm boroughs and districts make proclamations
- 7.5 Day of Funeral (D + 10)
- a. Stone will not be holding an official two-minute silence
- 7.6 Public Condolence Books will be open from 8:00am on D + 1 until 5:00pm on D + 11.
- 7.7 Within Stone, the book will be at St Michael's and St Wulfad's Church, and within the times above, will be open daily from 8:00am until dusk.

## **8 DURING PERIOD OF MOURNING – SNR ROYAL FAMILY MEMBER**

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- 8.1 Throughout the period of mourning Councillors will wear black arm bands or black rosettes on all official occasions. Any tie worn should be black.
- 8.2 Where the Mayor, Deputy Mayor or their consorts are required to wear badges of office, they will be worn on black ribbons. The Mayor's Cadets' maces will also have black ribbons attached.
- 8.3 Day of Funeral (D + 8)
- a. Stone will not be holding an official two-minute silence
- 8.4 Public Condolence Books will be open from 8:00am on D + 1 until 5:00pm on D + 9.
- 8.5 Within Stone, the book will be at St Michael's and St Wulfad's Church, and within the times above, will be open daily from 8:00am until dusk.

## **9 AFTER PERIOD OF MOURNING**

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- 9.1 SBC will clean up floral tributes and collect pages of condolence.

- 9.2 Black ribbons to remain on pictures of Queen until pictures on new monarch available.

## APPENDIX A: MEMBERS OF THE ROYAL FAMILY

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### MEMBERS OF THE ROYAL FAMILY COVERED BY *HEADSTONE*

HM The Queen – *State funeral (The Sovereign)* – (Code name LONDON BRIDGE)

HRH The Duke of Edinburgh – *Ceremonial funeral* – (Code name FORTH BRIDGE)

HRH The Prince of Wales – *Ceremonial Funeral* – (Code name MENAI BRIDGE)

HRH The Duchess of Cornwall – *Non-Ceremonial Funeral*

HRH The Duke of Cambridge – *Non-Ceremonial Funeral*

HRH The Duchess of Cambridge – *Non-Ceremonial Funeral*

HRH Prince George of Cambridge – *Non-Ceremonial Funeral*

HRH Princess Charlotte of Cambridge – *Non-Ceremonial Funeral*

HRH Louis of Cambridge – *Non-Ceremonial Funeral*

HRH Prince Henry (Harry) of Sussex – *Non-Ceremonial Funeral*

HRH The Duchess of Sussex – *Non-Ceremonial Funeral*

HRH The Duke of York – *Non-Ceremonial Funeral*

HRH The Earl of Wessex – *Non-Ceremonial Funeral*

HRH The Princess Royal – *Non-Ceremonial Funeral*

HRH The Countess of Wessex – *Non-Ceremonial Funeral*

HRH The Duke of Gloucester – *Non-Ceremonial Funeral*

HRH The Duke of Kent – *Non-Ceremonial Funeral*

HRH Prince Michael of Kent – *Non-Ceremonial Funeral*

HRH Princess Michael of Kent – *Non-Ceremonial Funeral*

HRH Princess Alexandra – *Non-Ceremonial Funeral*

## APPENDIX B: CONTACT DETAILS

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To be included in final version. Currently excluded for data protection purposes.

## APPENDIX C: CONTENTS OF “GO-BOX”

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### **For the Town Council:**

Up-to-date copy of the Plan HEADSTONE document.

Two, new, Admiralty-quality union flags complete with appropriate fittings.

Black arm bands for Councillors and Officers

Black ribbons to attach to:

- Mayoral chain
- Deputy Mayor, Mayor’s Consort and Deputy Mayor’s Consort badges
- Cadet’s maces

Black ribbon for photographs of the Queen

Artificial floral wreath (to be used until it can be replaced with real floral wreath)

## APPENDIX D: FLAGS PROTOCOL

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### **Death of the Sovereign**

#### **D Day: Day of Death**

On the FORMAL announcement of the Death of the Sovereign the Union flag will replace any other flag flying on the flagpole at the top of the High Street and will immediately be put to half-mast until 8:00am on the morning following the State Funeral, 10 days after the day of death - apart from D + 1 and D + 2

#### **D + 1: Proclamation Day**

The day following the death will be Proclamation Day (the day when the new Sovereign is proclaimed). The flags will, at the start of the day be flying at half-mast; it will then be flown at the mast-head from 11:00am (or 2:00pm if it is a Sunday – but this is to be confirmed). to coincide with the Reading of the Principal Proclamation at St James Palace.

#### **D + 2: Day following Proclamation Day**

The flag will remain at mast-head until 1:00pm the following day when it would be returned to half-mast. This is because the Proclamation, having been read in London on Proclamation Day, will then be read in Belfast, Edinburgh and Cardiff followed by Counties and Boroughs/ Districts

#### **D + 11: Day following the State Funeral**

Flag raised to Mast-Head at 8:00am.

### **Death of Other Senior Member of the Royal Family**

#### **D Day: Day of Death**

On the FORMAL announcement of Death of a Snr member of the Royal Family the Union flag will replace any other flag flying on the flagpole at the top of the High Street and will immediately be put to half-mast.

#### **D + 8: Royal Funeral**

8 days after the day of death – flag to remain at half-mast

#### **D + 9: Day after the Royal Funeral**

Flag returned to mast-head at 8:00am on the morning following the Royal Funeral

**Information on Flying a Flag at Half-mast:**

Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole. Flags cannot be flown at half-mast on poles that are more than 45° from the vertical, but a mourning cravat can be used instead (see the Flag Institute's website for further details ([www.flaginstitute.org](http://www.flaginstitute.org))).

When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.

When a British national flag is at half-mast, other flags on the same stand of poles should also be at half-mast or should not be flown at all. Flags of foreign nations should not be flown, unless their country is also observing mourning.

## APPENDIX E: STONE TOWN COUNCIL OFFICIAL DOCUMENTS

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Template to be provided by Stafford Borough Council – currently awaited.

# Scrutiny

## Terms of Reference

### Topic for Scrutiny:

Crime and Anti-Social Behaviour (ASB) in Stone during the last 12 months.

### Reason for Review:

Relatively significant increase in reported crime in the Stone area (25% in February and 22% in May 2019) highlighted by the LPT commander. Of particular concern are increases in burglary, drugs abuse and online sexual offences (e.g. 'sexting').

### Aim and Objectives:

To

- review the actions taken and the performance of Stafford Borough Local Police Team (LPT).
- write an independent report of the findings that provides, as necessary, constructive feedback to enable lessons to be learnt,
- publish the report to relevant stakeholders.

### Areas to be covered by the review:

To examine

- How, and when, the LPT recognised that Stone was experiencing an increase in reported incidents?
- What objectives were set, and what plan was put in place?
- What action was taken? Was this in line with operating procedures?
- What the results were?
- What the on-going strategy/plan is?

through

- reviewing relevant data for the period concerned,
- engaging with local policing lead to understand specific matters,
- engaging, as necessary, with local community groups.

### Working Group Members:

Staffs SNP  
S. Frodsham  
T. Handley  
R. Scholes

assisted by Stafford LPT and the Commissioners' Office.

### Reports and Publications of Use:

Any relevant police reports on the increase in crime, their response and any impact made.

### Timeframe:

ToR to be agreed	Early September 2019
Scrutiny	September and October
Initial Draft Report	end November
Final report	end December

## 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
01/10/2019	D/Dbt 19/010	Prism Solutions	Analogue line - FJC	£46.69	Oct-19
02/10/2019	Elec 19/027	MEB Total Ltd	Qtly fire alarm test - Oct 19	£67.64	Oct-19
02/10/2019	Elec 19/027	Current Electrical & Property Services	Setting up marquees - Sept 19	£555.00	Oct-19
03/10/2019	Elec 19/027	Stafford Borough Council	Bin - Amph - July to Sept 19	£45.20	Oct-19
03/10/2019	Elec 19/027	Stafford Borough Council	Instal & remove bollards July-Sept 19	£387.00	Oct-19
03/10/2019	Elec 19/027	Stafford Borough Council	Doggie bins x4 Jul-Sep 19	£134.52	Oct-19
03/10/2019	D/Dbt 19/010	Stafford Borough Council	Rates - FJC	£427.00	Oct-19
03/10/2019	D/Dbt 19/010	Stafford Borough Council	Rates - STN	£221.00	Oct-19
03/10/2019	D/Dbt 19/010	Stafford Borough Council	Rates - MKT	£114.00	Oct-19
04/10/2019	Elec 19/027	Veolia ES (UK) Ltd	Waste coll - Sept 19 - FJC	£119.14	Oct-19
04/10/2019	Elec 19/027	Veolia ES (UK) Ltd	Waste coll - Sept 19 - STN	£107.14	Oct-19
07/10/2019	D/Dbt 19/010	EE	Mobile - caretaker - FJC	£30.51	Oct-19
07/10/2019	D/Dbt 19/010	EE	Mobile - caretaker - STN	£30.52	Oct-19
08/10/2019	Elec 19/028	Virgin Media Business	Telephone calls - Sept & Oct 19	£97.49	Oct-19
09/10/2019	Elec 19/028	Angel Springs Ltd	Watercooler supplies etc	£33.92	Oct-19
09/10/2019	Elec 19/028	Angel Springs Ltd	Watercooler supplies etc	£5.00	Oct-19
09/10/2019	Elec 19/028	B Hygienic Ltd	Hygiene services - FJC	£854.50	Oct-19
09/10/2019	Elec 19/028	Angel Springs Ltd	Watercooler supplies etc	£15.50	Oct-19
09/10/2019	Elec 19/028	Stafford Borough Council	Qtly rent of accommodation	£150.00	Oct-19
09/10/2019	Elec 19/028	Water Plus	Water charges - 28 Ju-28 Sep 19	£136.56	Oct-19
09/10/2019	D/Dbt 19/010	Pitney Bowes	Postage - Franking machine	£200.00	Oct-19
10/10/2019	Elec 19/029	Miscellaneous	Morris Dancers - 28 Sept 19	£150.00	Oct-19
11/10/2019	D/Dbt 19/010	British Gas	Elec - FJC -24 Aug-23 Sep 19	£100.12	Oct-19
11/10/2019	Elec 19/024	Mailing room	Qtly rental - franking machine 01-10 to 31-12-19	£60.00	Oct-19
14/10/2019	Elec 19/029	J G Fenn Ltd	Stationery	£128.83	Oct-19
14/10/2019	Elec 19/029	M J Plant	Supply skip - Mt Rd Allot	£315.00	Oct-19
14/10/2019	Elec 19/029	M J Plant	Grounds maint	£1,409.00	Oct-19
14/10/2019	Elec 19/029	Virgin Media Business	Broadband - Oct 19	£51.75	Oct-19
16/10/2019	D/Dbt 19/010	Sage Pay Europe	Computer software	£15.00	Oct-19
21/10/2019	Elec 19/030	Stafford Borough Council	Annual premises Licence - High Street, Mkt Sq & Mill Street	£70.00	Oct-19
21/10/2019	Elec 19/030	Panda Press (Stone) Ltd	Menu cards	£65.00	Oct-19
21/10/2019	Elec 19/030	Panda Press (Stone) Ltd	Hand flags - Trafalgar	£119.00	Oct-19
21/10/2019	Elec 19/030	Hammond Hygiene Solutions Ltd	Cleaning products	£40.70	Oct-19

Date	Reference	Supplier	Description	Amount	Month
21/10/2019	Elec 19/030	Prism Solutions	Laptop, software & setting up	£1,530.65	Oct-19
22/10/2019	D/Dbt 19/010	World Pay	Charges - card transactions	£20.00	Oct-19
22/10/2019	D/Dbt 19/010	World Pay	Charges - card transactions	£5.61	Oct-19
22/10/2019	D/Dbt 19/010	British Gas	Gas charges - STN- 01 Sept - 30 Sept 19	£91.37	Oct-19
23/10/2019	D/Dbt 19/010	British Gas	Gas FJC- 01 Sept- 30 Sept 19	£103.60	Oct-19
24/10/2019	D/Dbt 19/010	British Gas	Elec - STN - 01Sep-30 Sept 19	£61.55	Oct-19
25/10/2019	D/Dbt 19/010	Prism Solutions	ICT Provision	£574.04	Oct-19
28/10/2019	Elec19/031	Love Tablecloths	Table cloths - FJC events	£191.25	Oct-19
28/10/2019	Elec19/031	J G Fenn Ltd	Stationery	£286.75	Oct-19
28/10/2019	Elec19/031	Miscellaneous	Reimbursement for hire of Santa Suit	£20.00	Oct-19
28/10/2019	Elec19/031	BMA Window Cleaner	Window cleaning - FJC	£65.00	Oct-19
28/10/2019	Elec19/031	BMA Window Cleaner	Window cleaning - STN	£25.00	Oct-19
29/10/2019	Elec19/031	B Hygienic Ltd	Toilet rolls - FJC	£55.78	Oct-19
29/10/2019	Elec19/031	Panda Press (Stone) Ltd	Banners x 2 - Switch-On	£110.00	Oct-19
30/10/2019	Elec19/031	Mr L Trigg	Reimbursement for Music CDs	£19.47	Oct-19
30/10/2019	Elec19/031	E On	Street lighting maint - 2019-20	£584.67	Oct-19
30/10/2019	Elec19/031	Active Weed Control Ltd	Japanese Knotweed	£97.50	Oct-19
31/10/2019	D/Dbt 19/011	NatWest	Bank charges - Oct 19	£76.44	Oct-19