



# Stone

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## Town Council

**Town Clerk**  
Les Trigg

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Stone  
ST15 8JP

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9 December 2019

Dear Councillor,

A meeting of the **MANAGEMENT SUB COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 17 DECEMBER 2019** at 7:10pm, or on the rising of the Environment Sub-Committee, if later.

I trust you will be able to attend.

Les Trigg  
Town Clerk

Councillors: J. Davies (Chair), I. Fordham (Vice Chairman), K. Argyle, Mrs A. Burgess,  
Mrs L. Davies and T. Kelt

### **AGENDA**

1. **To receive apologies for absence**
2. **Declarations of Interest and Requests for Dispensations Received**
3. **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

4. **Minutes of Previous Meeting**

To confirm as a correct record the minutes of the meeting of the Management Sub-Committee held on 12 November 2019, Minute No's MAN20/015 – MAN20/021 (attached).

5. **Budget 2020-21 – 2022-23**

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

6. **Updates:**

- a. Website
- b. Service Continuity Plan
- c. Data Protection Act 2018

Will any Councillors who wish to speak at this meeting, but are not members of the Sub-Committee, please inform the Chairman before the start of the meeting

Members of the public are welcome to attend the Management Sub-Committee Meeting as observers and/or to make representations to the committee in accordance with the Council's scheme of public participation. Details of this scheme are displayed in the Council's notice boards and are also available from the Town Council.

# 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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\* 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.

*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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\* 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 – Management Sub-Committee

17<sup>th</sup> December 2019

### Management Sub-Committee Budget 2020-21 to 2022-23

#### Report of Town Clerk

#### Introduction

1. The Management Sub-Committee considers, on behalf of the General Purposes Committee, the budgets under the control of that Committee. The purpose of this report is to determine the level of budget for these services that the Sub-Committee wishes to recommend to the General Purposes Committee meeting on 21<sup>st</sup> January 2020.

#### Background

2. The General Purposes Committee on 3<sup>rd</sup> December 2019 considered the standstill budget for 2020-21 and indicative figures for the next two years based on a number of assumptions contained within the report.
3. The figures to be considered by this Sub-Committee are:

<b>Actual 2018-19 £</b>		<b>Budget 2019-20 £</b>	<b>Forecast 2019-20 £</b>	<b>Budget 2020-21 £</b>	<b>Budget 2021-22 £</b>	<b>Budget 2022-23 £</b>
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	2,000
-	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
<b>180,349</b>	<b>TOTAL</b>	<b>243,600</b>	<b>232,600</b>	<b>213,000</b>	<b>209,900</b>	<b>214,500</b>

4. In respect of the figures above, Members should note:

- a. The Grants budget is currently significantly unspent, with only around £5,135 having been awarded so far this year. Any sum remaining unspent at the end of the financial year will be rolled-over and added to the budget for spending in 2020-21.
  - b. The Salaries and Employment Costs budget for 2020-21 includes the full year costs of the Marketing and Events Assistant post and increases in employers' pension contributions following the triennial actuarial review of the Staffordshire pension scheme. Pay awards have been allowed for at 2% per annum.
  - c. The Insurance budget includes the impact of the improved terms agreed when the Council's contract was renewed earlier this year.
  - d. The 2019-20 forecast includes the estimated cost of the May 2019 election. We are still awaiting notification by Stafford Borough Council of the cost that this Council will be charged for the election, and have been advised that this is unlikely to be available until January/February next year. This will probably be too late for consideration as part of the budget process. No provision has been made for by-elections, so should any be required the costs would need to be met from reserves.
  - e. The Miscellaneous budget has been increased by £3,600 over the 2019-20 forecast to allow a small contingency due to the higher level of uncertainty than usual in the budget – for example, the uncertainty over Election Fees and the opening of the Heritage Centre.
  - f. The Neighbourhood Plan budget for 2020-21 represents the spending of the balance of the reserve that the Council put aside for production of the Plan. Any amounts not spent can be returned to the Council's reserves or used as a contingency to fund the cost of future plan updates.
  - g. Other budgets have been provided at broadly current levels, plus inflation.
5. As reported to the meeting of the General Purposes Committee on 3<sup>rd</sup> December, the standstill budget is just the starting point for the budget process. Members will want to review this standstill budget and 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.
6. The Sub-Committee is asked to consider the standstill budget and any areas of growth or savings which they would want to be taken into account in setting the budget for 2020-21 and future years.

### **Budget Changes**

- 7. At the Sub-Committee's last meeting it was proposed to investigate and cost the possible cleaning of the war memorial. This has been referred to a professional company, but at the time of writing this report an estimate has not yet been received.

8. A decision will need to be made by the Sub-Committee whether to recommend that this be included in the budget.

**Recommendations**

9. Members are asked to recommend their proposed budget for consideration by the General Purposes Committee on 21<sup>st</sup> January 2020.