



**Town Clerk**

Les Trigg

15 Station Road  
STONE  
ST15 8JP

**Tel: 01785 619740**

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29 May 2024

Dear Councillor,

A meeting of the **TOWN COUNCIL** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 4 JUNE 2024 at 7:00pm** for consideration of the matters itemised in the following agenda.

Les Trigg  
Town Clerk

**Agenda**

1. **To receive apologies for absence**
2. **Declarations of Interest**
3. **Requests for Dispensations Received**
4. **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.

5. **To confirm as a correct record the minutes of the Annual Meeting of the Town Council held on 14 May 2024, Minute Numbers C25/001 – C25/013 (attached).**

6. **To receive the draft minutes and decisions of the under mentioned Committees:**

- a) Planning Consultative Committee meeting held on 21 May 2024, Minute Numbers PC25/001 – PC25/006 (attached).

7. **Internal Auditor's Report 2023-24**

The Council is required to consider an Internal Audit Report before approving the accounts for submission to the External Auditors. The following reports have been enclosed:

- a. Formal Internal Audit submission to the External Auditors
- b. Report from Internal Auditor

Members are asked to consider the reports.

8. **Annual Governance Statement 2023-24**

To consider the Annual Governance Statement for submission to the external auditor (attached).

9. **Council Accounts 2023-24**

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

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

Information for Quarter ending 31 March 2024 (attached).

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

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

On this occasion reports are enclosed for the Town Mayor and Deputy Town Mayor 2023-24 and Town Mayor and Deputy Town Mayor 2024-25.

Members of the public are welcome to attend the Town Council meeting as observers and/or to make representations to the committee in accordance with the Council's scheme of public participation. Details of the scheme are displayed in the Council's notice boards and website.

Please access the Council Chamber from the rear of the building.

# Stone Town Council

## Minutes of the Annual Meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 14 May 2024

**PRESENT:** Councillor J. Davies in the Chair for Minute Number C25/001  
Councillor P. Leason in the Chair thereafter and  
Councillors: A. Best, L. Davies, I. Fordham, J. Hood, B. Kenney, R. Kenney,  
J. Metters, N. Powell and C. Thornicroft

Officers: L. Trigg, R. Edwards and T. Williams

**ABSENT:** Councillors: J. Battrick, A. Burgess, K. Dawson, T. Kelt, A. Mottershead J. Powell  
and R. Townsend

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### Prayers

Before the meeting began Reverend Jim Cartlidge led prayers.

### **C25/001** To appoint the Town Mayor for the ensuing year

Councillor J. Davies invited nominations for Town Mayor for the ensuing year.

Councillor I. Fordham nominated Councillor Philip Leason, who he informed the Council was well qualified for the role having served previously as Town Mayor and recently as Mayor of Stafford Borough. He said that Councillor Leason had carried out both roles with a smile, his customary dignity, and good humour. He added that Councillor Leason was also in possession of a remarkable knowledge of Stone, its history and its people, which will prove especially useful in the coming months.

Councillor R. Kenney seconded the nomination and with no further nominations all members agreed.

RESOLVED: To appoint Councillor Philip Leason MBE JP as Stone Town Mayor for the year 2024-25.

After Councillor Leason had received his Chain of Office the Town Clerk invited him to sign the Declaration of Acceptance of Office.

Councillor Leason announced that his wife, Mrs Edith Leason, would be his Consort.

Councillor Leason advised the Council that Reverend Jim Cartlidge of St Michael

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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.

and St Wulfad's Church had been asked to take on the role of Mayor's Chaplain, which he had accepted.

Councillor Leason thanked the Council for allowing him the honour of his appointment as Town Mayor for the year 2024-25. He said that becoming Mayor in a town he had lived in all his life was particularly special.

Councillor Leason advised the Council that he had first been elected Town Mayor in 1987-88 having taken over from the late Mr Harry Brunt. In this year it had poured with rain on Civic Sunday and the culvert carrying Scotch Brook under Stafford Street had burst and flooded the lower parts of the town. He said the experience had led to some hesitation in asking him to take on the Town Mayor role in 2007-08 when he once again took over from the late Harry Brunt. This time there were no disasters, and a sunny Civic Sunday was enjoyed by all. He hoped this good experience would be repeated this year.

During his first term of office thirty-seven years ago, Councillor Leason was Town Mayor with Councillor Doug James the Mayor of Stafford, and he told Councillors that he looked forward to working with his son Frank this year.

Councillor Leason explained that it was only when taking on the role of Mayor that you fully recognise the extent of the community work that goes on in the town and the volunteers that give their time tirelessly. Both he and Edith looked forward to visiting the various groups and promoting Stone as the wonderful town that it is. He acknowledged what an exciting year it will be with the opening of the new theatre and heritage centre which have been keenly talked about for many years and were coming to fruition at last.

Councillor Leason informed the Council that his main Mayor's Charity for the year would be Stone Community First Responders, but he hoped to be able to make donations to other local charities as well.

The Town Mayor thanked the past Mayor and Mayoress, Councillor Jim and Councillor Mrs Lin Davies for all they had done for the town in their year in office.

**C25/002    To appoint the Deputy Town Mayor for the ensuing year**

Councillor Leason invited nominations for Deputy Town Mayor.

Councillor Jill Hood proposed Councillor Jason Metters as Deputy Town Mayor for the ensuing year. She said that he was an excellent young man who worked with humility, common sense, and great intelligence. He has a very keen interest in environmental matters and as a young Deputy Mayor will connect well with youngsters in the town.

The nomination was seconded by Councillor J. Davies, and with no further nominations all members were in support of the motion.

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RESOLVED: To appoint Councillor Jason Metters as Deputy Town Mayor for the year 2024-25.

Councillor Metters received his Deputy Town Mayor's Chain of Office and signed the Declaration of Acceptance of Office.

Councillor Metters informed the Council that his Consort would be Miss Sarah Goodall.

**C25/003 To thank and record the Town Council's appreciation of the services of the retiring Town Mayor, Deputy Town Mayor and their Consorts**

The Town Mayor invited Councillor Rob Kenney to address the Council.

Councillor Kenney expressed on behalf of Town Councillors their thanks and appreciation for the hard work undertaken by the past Mayor and Mayoress, Councillor Jim and Councillor Mrs Lin Davies, the past Deputy Mayor and Deputy Mayoress, Councillor Robert Townsend and Mrs Helen Townsend, during their mayoral term of office 2023-24.

**C25/004 Apologies for Absence**

Apologies were received from Councillors: K. Dawson, T. Kelt, J. Powell and R. Townsend.

**C25/005 Declarations of Interest**

None received.

**C25/006 Requests for Dispensations**

None received.

**C25/007 Minutes**

RESOLVED:

- a) That the minutes of the meeting of the Town Council held on 2 April 2024 (Minute Numbers C24/099 – C24/106), be approved as a correct record.

**C25/008 Committee Minutes**

RESOLVED:

- a) The draft minutes of the General Purposes Committee meeting held on 2 April 2024 (Minute Numbers GP24/187 – GP24/203), were noted.

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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) The draft minutes of the Planning Consultative Committee meeting held on 2 April 2024 (Minute Numbers PC24/067 – PC24/072), were noted.

**C25/009 Committee Terms of Reference**

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

The Town Clerk advised the Council that changes had been made to clarify quoracy rules and the position of ex-officio members should the Council choose not to appoint all Councillors to either committee.

RESOLVED: The terms of reference for the Council's General Purposes and Planning Committees were approved.

**C25/010 To determine membership and elect the Chairman and Vice-Chairman of General Purposes Committee and Planning Committee for 2024-25**

**Membership of the General Purposes Committee**

RESOLVED: That all Members be appointed to the General Purposes Committee for the year 2024-25.

**Chairman of the General Purposes Committee:**

RESOLVED: That Councillor Rob Kenney be appointed as Chairman of the General Purposes Committee for the year 2024-25.

**Vice Chairman of the General Purposes Committee:**

RESOLVED: That Councillor Ian Fordham be appointed as Vice Chairman of the General Purposes Committee for the year 2024-25.

**Membership of the Planning Consultative Committee:**

RESOLVED: That all Members be appointed to the Planning Consultative Committee for the year 2024-25.

**Chairman of the Planning Consultative Committee:**

RESOLVED: That Councillor Tom Kelt be appointed as Chairman of the Planning Consultative Committee for the year 2024-25.

**Vice Chairman of the Planning Consultative Committee:**

RESOLVED: That Councillor Clive Thornicroft be appointed as Vice Chairman of the Planning Consultative Committee for the year 2024-25.

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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.

**C25/011** To defer other business under Standing Order 2, paragraph (j) to an appropriate meeting of the General Purposes Committee

RESOLVED: That all other business under this Standing Order be deferred to the General Purposes Committee

**C25/012** 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.

**C25/013** Confidential Committee Minutes

- a) The draft Confidential Minutes of the General Purposes Committee meeting held on 2 April 2024, (Minute Numbers GP24/187, GP24/202 and GP24/203), were noted.

**TOWN MAYOR**

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# Stone Town Council – Planning Consultative Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 21 May 2024

**PRESENT:** Councillor C. Thornicroft in the Chair, and  
Councillors: J. Battrick, A. Best, K. Dawson, J. Davies, L. Davies, I. Fordham,  
J. Hood, P. Leason and J. Metters

Officers: L. Trigg, R. Edwards and T. Williams

**ABSENT:** Councillors: A. Burgess, T. Kelt, B. Kenney, R. Kenney, A. Mottershead, J. Powell,  
N. Powell and R. Townsend

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**PC25/001**     **Apologies**

Apologies were received from Councillors: T. Kelt, B. Kenney, R. Kenney,  
A. Mottershead, J. Powell, N. Powell and R. Townsend

**PC25/002**     **Declarations of Interest and Requests for Dispensations**

Councillor K. Dawson declared a personal interest in planning application  
24/39082/HOU (72 The Fillybrooks)

Councillor J. Hood declared a personal interest in planning application  
24/39082/HOU (72 The Fillybrooks)

**PC25/003**     **Representations from Members of the Public**

None

**PC25/004**     **Minutes**

RESOLVED:

That the minutes of the Planning Consultative Committee meeting held on 2  
April 2024 (Minute Numbers PC24/067 – PC24/072), be approved as a correct  
record.

**PC25/005**     **Planning Applications**

**Application Number** – 24/38698/FUL

**Applicant** – Lisa Howells (Howells Property Investment Ltd)

**Location** – St John’s, Granville Terrace, Stone

**Development** – Replacement of four original coloured glass windows with steel  
framed units, in line with all other windows in the property. Three of these  
windows were damaged beyond repair prior to purchase of the building, but  
they were overlooked and missed off the documents when the original



application was submitted. The replacement windows will match all other windows on the building which have been replaced with full planning and listed building consent.

**Observations:** No objections

**Application Number** – 24/38699/LBC

**Applicant** – Lisa Howells (Howells Property Investment Ltd)

**Location** – St John’s, Granville Terrace, Stone

**Development** – Replacement of four original coloured glass windows with steel framed units, in line with all other windows in the property. Three of these windows were damaged beyond repair prior to purchase of the building, but they were overlooked and missed off the documents when the original application was submitted. The replacement windows will match all other windows on the building which have been replaced with full planning and listed building consent.

**Observations:** No objections

**Application Number** – 24/39027/ADV

**Applicant** – Mr S. Plimbley (Kier Construction)

**Location** – Stone Community Fire Station, The Fillybrooks, Stone

**Development** – Proposed signage

**Observations:** The Town Council has no objections to new signage but feels very strongly that the word ‘community’ is incorporated into the name/title.

The Town Council asks that this valuable community facility is called ‘Stone Community Fire & Police Station’.

**Application Number** – 24/38998/HOU

**Applicant** – Mrs F. Reid

**Location** – 16 Alma Street, Stone

**Development** – Replace two front sash windows

**Observations:** The Town Council has no objections to the installation of replacement timber windows in the conservation area.

**Application Number** – 24/39082/HOU

**Applicant** – Mr A & N Shoebridge-Tomkinson

**Location** – 72 The Fillybrooks, Stone

**Development** – Single storey side and rear extension

**Observations:** No comments were made.

PC25/006

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

**Application Number** – SCC/24/0028/FULL-MAJ

**Applicant** – Severn Trent Water Ltd

**Location** – kiosk at Pirehill Sewage Treatment Works, Beacon Road, Aston-by-Stone, ST15 0WJ

**Development** – installation of 1 No. Motor Control Centre (MCC)

**Observations:** No comment

**CHAIRMAN**

# Annual Internal Audit Report 2023/24

ENTIT Stone Town Council RITY

www.stonetowncouncil.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. <b>NO PETTY CASH HELD</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

20/02/2024 21/05/2024 DD/MM/YYYY

ENR MORRIS AQUA

Signature of person who carried out the internal audit

 SIGNATURE REQUIRED

Date 21/05/2024

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).





Black Rose Solutions Limited

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Penkridge  
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ST19 5BU

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

21<sup>st</sup> May 2024

Dear Les,

**Stone Town Council – Internal Audit 2023/24**

I confirm that I have carried out an examination of your accounts and procedures, in line with the Practitioners Guide 2023 and in accordance with the requirements of the Accounts and Audit Regulations 2015. (See additional note on next page about the role of internal audit.)

I can state that I found no material errors, omissions or irregularities in your financial records and I have no significant concerns about your internal control procedures.

Please refer to the enclosed report for further details of the audit work covered.

I would also confirm that I am totally independent of your Council and have no contact with any Member or employee.

Yours sincerely,

*S Morris*

Mrs Sandra Morris ACMA

Enc  
Note about Scope of Internal Audit  
Full Internal Audit Report

**Summary of Findings**

Comments marked **REC** denote an issue recommended for action as it may affect the Internal Audit response on the AGAR (Annual Governance and Accounting Return).

Comments marked **note** are included for reference or information.

Items referenced **FR** – relates to clause in the council's financial regulations.

Items reference **PG** – relates to a clause in the practitioners Guide.



# Black Rose Solutions Limited

## **Note about purpose and scope of Internal Audit and improving councillor oversight.**

I would draw your attention to the Practitioners Guide

4.4. It is not the purpose of either internal or external audit to detect or prevent fraud.

4.8. essential competencies to be sought from any internal audit service should include: understanding the role of internal audit in reviewing systems rather than undertaking detailed checks that are more appropriately the responsibility of management.

As your Internal auditor I review and test the systems of control, this will be through examining procedure documents, discussion with staff and examining a selection of transactions, reconciliations, approvals, publications etc.

I examine, test and report on risks based on my understanding of the council's operations, my knowledge of statutory requirements, best practice and issues that have arisen elsewhere – and anything else that my instincts lead me towards. The Practitioners Guide contains a lot of information about this.

This means there is a chance that I will detect errors and frauds, but there can be no guarantee. There is a better chance that I will identify an opportunity to improve your control procedures.

For example - the only way for me to detect that a councillor who has approved an invoice or a reconciliation has not *properly* checked it (perhaps just signed on trust or a brief glance) is if I find a discrepancy. If I do not find a discrepancy, it does not guarantee that it was checked properly – but I have to trust that the signature is in line with the policy.

The best chance of a council detecting errors and frauds is by councillors and staff being vigilant and maintaining an enquiring mind about all financial transactions.

It is never an act of mistrust to ask for clarification or to seek further assurance.

It is too easy to “leave it to the expert” and feel silly for asking. It is essential that enough councillors understand the financial operations of the council and training should be sought if this is not the case.

Some simple examples of things that I check – and could also be checked by councillors (even occasional check of this nature can assist in detecting fraud or error).

**Opening/Closing Balances** - When reviewing accounts, bank statements, reconciliations, you should check the closing balance on the previous statement matches the opening balance on this one. Check that the balances agree to an official document from the bank, print from the system etc. Check back to an online statement if you have access.

**Sequential Numbering** - for sales receipts, invoices, cheques – verify that there are no numbers missing from the sequence – if so, seek explanation.

**Transaction details** – make sure that invoice details match the payment details and the bank statement details. For new/unknown/irregular suppliers also verify the details from a secondary source – website, companies house, VAT number checker etc.

# Black Rose Solutions Ltd

## Interim Internal Audit - Report

Name of Council - **Stone Town Council**

Date of Audit - **21st May & 20th February 2024**

### Annual Return - Internal Control Objectives

<b>A. Appropriate accounting records have been properly kept throughout the financial year.</b>	YES
Is the cashbook maintained and up to date?	yes
Is the cashbook arithmetic correct?	yes
Is the cashbook regularly balanced?	yes
The council uses the Sage accounting system, no errors or omissions were noted	

<b>B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</b>	YES
Are payments supported by invoices?	yes
Is all expenditure approved?	yes
Is VAT appropriately accounted for?	yes
Does the Council hold Power of Competence?	yes
If not, does the council monitor s137 expenditure against limit?	n/a

<b>C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</b>	YES
Does a review of the minutes identify any unusual financial activity?	no
Do minutes record the council carrying out an annual risk assessment?	yes
Is Insurance cover appropriate and adequate?	yes
Are internal financial controls documented and regularly reviewed?	yes
	<b>Review</b>
Risk Assessment	Mar-24
Financial Regulations	Mar-24
Standing Orders	Mar-24

<b>D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</b>	YES
Has the council prepared an annual budget in support of its precept?	yes
Is actual expenditure against the budget regularly reported to the council?	yes
Are there any significant unexplained variances from budget?	no
Are reserves appropriate?	yes

21/05/2024

<b>E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</b>	YES
Is income properly recorded and promptly banked?	yes
Does the precept recorded agree to the Council Tax authority's notification?	yes
Are security controls over cash and near-cash adequate and effective?	yes
Is the council VAT registered?	yes
Are returns submitted in a timely manner?	yes
Is VAT reclaimed on exempt business activities reviewed and considered insignificant?	yes
Are receipts for business activities within the registration threshold?	n/a

<b>F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</b>	N/a
The council holds no petty cash	

<b>G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.</b>	YES
Do all employees have contracts or employment with clear terms and conditions?	yes
Do salaries paid agree with those approved by the council?	yes
Are other payments to employees reasonable and approved by the council?	yes
Have PAYE/NIC been properly operated by the council as an employer?	yes
Does line 4 include only Salary, NI & Pension	yes
Does the council monitor off payroll working (IR35)	yes

<b>H. Asset and investments registers were complete and accurate and properly maintained.</b>	YES
Does the council maintain a register of all material assets owned or in its care?	yes
Are the assets and investments registers up to date?	yes
Do asset insurance valuations agree with those in the asset register?	yes

<b>I. Periodic and year-end bank account reconciliations were properly carried out.</b>	YES
Is there a bank reconciliation for each account?	yes
Is a bank reconciliation carried out regularly and in a timely fashion and approved by council?	yes
Are there any unexplained balancing entries in any reconciliation?	no
Is the value of investments held summarised on the reconciliation?	n/a

<b>J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.</b>	YES
Are year end accounts prepared on the correct accounting basis (receipts and payments or income and expenditure) ?	I&E
Are debtors and creditors properly recorded?	yes
Do accounts agree with the cashbook?	yes
Is there an audit trail from underlying financial records to the accounts?	yes

<b>K. If the authority certified itself as exempt from a limited assurance review in 22/23, it met the exemption criteria and correctly certified itself exempt</b>	N/a
The council did not certify itself exempt	

<b>L. The authority publishes information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.</b>	YES
<b>All councils - Accounts and Audit Regulations 2015</b> Accounts remain pulished for 5 years	ok
<b>Transparency Code for Larger Authorities (income/expenditure &gt;£200k)</b> <b>Quarterly:-</b> All items of expenditure above £500 Government Procurement Card transactions Procurement information (initiations to tender > £5k)	yes n/a yes
<b>Annually:-</b> local authority land social housing assets grants to voluntary, community and social enterprise organisations organisation chart trade union facility time parking account parking spaces senior salaries (>£50k) constitution (standing orders) pay multiple social housing fraud	yes n/a yes yes n/a n/a n/a n/a yes n/a n/a
<b>One off:-</b> Waste contracts	n/a
The council falls into large authority thresholds for Transparency Code guidelines, so the code details what advised to be published. But this is not a legal requirement.	



<b>M. The authority has demonstrated that during summer 2023 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations. (Evidenced by website or minutes)</b>	YES

<b>N. The authority has complied with the publication requirements for 2022/23 AGAR.</b>	YES
Notice of Period for Exercise of Electors Rights	yes
Section 1 Annual Governance Statement	yes
Section 2 Accounting Statements	yes
Notice of Conclusion of Audit	yes
Section 3 External Audit Report & Certificate	yes
Internal Audit Report	yes

<b>O. Trust funds (including charitable) – The council met its responsibilities as a trustee.</b>	YES
The council has oversight of two charities Town Hall Charity (505718) - Sole Trustee Richard Vernon Trust (236666) - 3 councillors appointed Filings for both are up to date, finances and meetings are separate from the council.	

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## **Introduction**

1. This report sets out the Council's accounts for 2023-24. It compares the final outturn figures with the original budget for the year and the forecast produced as part of the budget process.
2. The proposed financial submission to the Council's external auditors is also attached for approval.

## **Background**

3. The Council's financial year runs from 1 April to 31 March. It is required to keep its accounts for that period in accordance with legal requirements, to report them for approval by the Council within three months of the year end, and to submit an annual return to its external auditors to a similar timescale.
4. The Council is also required to employ the services of an internal auditor, who examines the accounts, reviews the Council's internal control, completes the internal audit section of the annual return, and may produce a report identifying any areas of concern to Members. This internal audit has been performed by Sandie Morris, who will be reporting independently to the Council, as required.
5. Subject to certain limited requirements, councils which turn-over less than £6.5 million per annum are not expected to comply with the accounting standards required of larger local authorities and have more freedom to determine their own form of accounts, subject to national recommendations on proper practices.

## **Accounts 2023-24**

6. The Council's net revenue spending for 2023-24 was £562,226. This can be seen in detail in the Income and Expenditure Account set out at Appendix 1. The resulting effect on the Council's balance sheet can be seen at Appendix 2.
7. This net spending of £562,226 compares with £300,248 in the previous year, an approved budget of £774,214 and a forecast made at the time the 2024-25 budget was prepared of £729,430. This is set out in more detail in Appendix 3.
8. Explanations of the major variations between the original budget and the forecast were included in a series of budget reports to this Committee and its Sub-Committees during

December 2022 and January 2023. Details of the major variations from the forecast that was made at the time the 2024-25 budget was prepared are set out later in the report.

9. In a number of cases identified below, spending was originally anticipated and provided for in 2023-24, but that expenditure has been delayed until the current year. In such cases I have recommended that the budgets be rolled forward to the new financial year to meet the costs when they are incurred. A figure of £150,888 has been contributed to the Rollover Reserve to allow this transfer between years to happen. The details of the makeup of this reserve are set out in the explanation of variances below.

### **Explanation of Variances from Forecast**

10. Appendix 3 shows that the Council's net expenditure for 2023-24 was £167,204 less than forecast at the time the budget was prepared in January. Of this, £150,888 relates to budgets rolled over into the current financial year, leaving a true variance of £16,316 underspent.
11. Details of the more significant variances from forecast and proposals for rollover are set out below:
12. **Frank Jordan Centre (net £1,703 overspent)** – Income was almost exactly as expected, with an increase in expenditure of around £1,700, largely due to the work to bring the Walton Suite and Stonefield Room back into use.
13. **Stone Station (net £9,352 underspent)** – This is largely due to the Council planned work on roof repairs not taking place. The £30,000 budget to undertake these repairs has been rolled forward into 2024-25.
14. **Town Market (net £3,562 overspent)** - Income was around £1,900 less than expected, with an increase in expenditure of around £1,600.
15. **Bus Shelters and Street Furniture (£4,022 underspent)** – Some recurring maintenance tasks and repairs were not undertaken in the year, including painting and glass replacement, and provision of a new bench. Some of this will be undertaken this year with the cost met from this year's budget, however a sum of £2,500 has been rolled forward to 2024-25.
16. **Building Maintenance (£10,000 underspent)** – This unspent provision has been rolled forward into 2024-25.
17. **Grounds Maintenance (£324 underspent)** – An additional contract payment was made in March 2024 which was expected to be in April when the budget was prepared. Against this, anticipated work on replanting of borders and Walton Roundabout, and the replacement of the lock gate, were not undertaken in 2023-24. £1,600 has been rolled forward into the 2024-25 budget to cover the cost of these items.
18. **Crown Meadow Improvements (£3,925 underspent)** – A number of planned works were not completed by March 2024, and the budgets have been rolled over into 2024-25 to allow

them to be completed. The sums involved are £525 for bridge cleaning, £500 for scrape 1 willow removal, £1,560 for a new hedgerow, and £1,000 for the scrape 1 cutback.

19. **Allotments (£2,828 underspent)** – This largely relates to work to clear a Newcastle Road allotment (£300), skip hire at Newcastle Road (£300) and an underspending against the provision for asbestos removal (£1,825). These amounts have all been rolled forward into 2024-25.
20. **Environmental Initiatives (£1,190 underspent)** – Spending under this budget has been delayed. The unspent £1,190 has been rolled forward into 2024-25 via the rollover reserve.
21. **Christmas Lights (£1,631 underspent)** – Costs were lower than budgeted for due to lower than expected electricity costs and the contingency remaining unused.
22. **Salaries and Employment Costs (£6,684 underspent)** – This is mainly due to staff vacancies during the year.
23. **Administration (£1,565 overspent)** – The overspend is due to the recruitment costs of new staff. It is offset by the underspending on salaries and employment costs due to staff vacancies.
24. **Interest (£1,135 underspent)** – The underspend is due to higher than anticipated bank balances and the consequent increase in interest receipts.
25. **Stone Heritage Centre Capital (£99,588 underspent)** – This underspending is due to the whole of the project budget being provided in 2023-24, with unspent amounts being rolled forward to meet costs in 2024-25. The underspend includes £40,000 grant received for furniture and equipment at the Centre.
26. **Inflation contingency (£10,130 underspent)** – This represents the unused portion of the inflation contingency built into the 2023-24 budget.

#### **Audit Submission**

27. The completed financial statement to be submitted to the Council's external auditors is attached at Appendix 4 and the summary year-end bank reconciliation which will accompany it is at Appendix 5. It should be noted that the net expenditure shown in the audit return is £1,213 different than set out in other parts of this report. This is because the Mayor's Charity Fund is required to be included within the accounts for external reporting purposes, but it is excluded from internal income and expenditure reports for the sake of clarity.

#### **Recommendations**

28. The Council are recommended to:
  - a. Approve the Council's Accounts for 2023-24 as set out in this document, including the use of the rollover reserve to allow the transfer of budgets between financial years and the proposed use of those budgets in 2024-25.

- b. Note the variances between the forecast outturn for 2023-24 and the actual outturn, and the reasons identified for the major variances.
- c. Approve the financial statement for submission to the Council's external auditors.

# Stone Town Council

## Income and Expenditure Account 2023-24

2022-23			2023-24	
£	£		£	£
<b>Income</b>				
22,883		Frank Jordan Centre	36,585	
7,164		Stone Station	9,478	
16,603		Town Market	16,167	
-		Crown Meadow Improvements	-	
4,049		Allotments	4,380	
1,019		Tourism & Town Promotion	1,010	
-		Salaries & Employment Costs	-	
374		Administration	1,025	
2,122		Civic Dinner & Hospitality	1,291	
1		Miscellaneous	-	
2,515		Interest	6,035	
-		Stone Heritage Centre (Setup)	40,024	
	<b>56,731</b>	<b>Total Income</b>		<b>115,996</b>
<b>Expenditure</b>				
17,063		Frank Jordan Centre	26,688	
16,662		Stone Station	19,247	
12,459		Town Market	14,430	
-		Car Parking	-	
2,766		Bus Shelters & Street Furniture	2,078	
962		Street Lighting	1,039	
763		Dog & Litter Bins	839	
-		Joules Clock	-	
590		Town Electricity Supply	703	
21,473		Grounds Maintenance	22,776	
5,521		Crown Meadow Improvements	975	
2,871		Allotments	1,452	
-		Environmental Initiatives	-	
17,785		Christmas Lights	22,869	
25,525		Tourism & Town Promotion	24,568	
4,655		Grants to Outside Bodies	3,900	
169,183		Salaries & Employment Costs	200,116	
5,496		Accommodation	7,020	
6,620		Insurances	6,893	
26,373		Administration	43,240	
1,440		Audit & Legal Fees	1,183	
-		Town Council Elections	27,786	
2,682		Allowances - Mayor & Deputy Mayor	2,924	
3,359		Regalia & Presentations	235	
3,735		Civic Dinner & Hospitality	3,859	
2,708		Remembrance Sunday & War Memorials	2,449	
1,678		Miscellaneous	515	
-		Neighbourhood Plan	-	
4,611		Stone Heritage Centre (Setup)	240,436	
	<b>356,978</b>	<b>Total Expenditure</b>		<b>678,222</b>
	<b>300,248</b>	<b>Total Net Expenditure</b>		<b>562,226</b>
<b>Financing</b>				
355,843		Precept	369,163	
21,419		Council Tax Support Grant	21,552	
11,461		Concurrent Functions Allowance	11,461	
-192,774		Transfer from (to) Earmarked Reserves	154,676	
	<b>195,949</b>	<b>Total Financing</b>		<b>556,852</b>
	<b>-104,298</b>	<b>Net Surplus for Year</b>		<b>-5,374</b>

# Stone Town Council

## Balance Sheet as at 31 March 2024

<u>2022-23</u>			<u>2023-24</u>	
£	£		£	£
		<b>Current Assets</b>		
8,498		Debtors	9,961	
2,296		Payments in Advance	2,340	
2,083		VAT Recoverable	2,017	
540,268		Cash at Bank and In Hand	381,176	
	<b>553,145</b>	<b>Total Current Assets</b>		<b>395,495</b>
		<b>Current Liabilities</b>		
17,640		Creditors	13,538	
6,007		Receipts in Advance	12,071	
6,197		Payroll Taxation	7,847	
	<b>29,844</b>	<b>Total Current Liabilities</b>		<b>33,456</b>
	<u><b>523,302</b></u>	<b>Total Net Assets</b>		<u><b>362,039</b></u>
		<b>Represented by</b>		
207,364		General Fund Balances	201,989	
313,144		Earmarked Reserves	158,468	
2,794		Mayor's Charity Fund	1,581	
	<u><b>523,302</b></u>	<b>Total Reserves and Balances</b>		<u><b>362,039</b></u>



# Stone Town Council

## Comparison of Actual 2023-24 with Budget and Forecast

Actual 2022-23 £		Actual 2023-24 £	Actual Compared With Approved Budget		Actual Compared With Forecast Outturn		Report Paragraph
			Budget 2023-24 £	Variance 2023-24 £	Forecast 2023-24 £	Variance 2023-24 £	
-5,821	Frank Jordan Centre	-9,897	3,350	-13,247	-11,600	+1,703	12
9,498	Stone Station	9,768	44,970	-35,202	39,300	-29,532	13
-	Stone Heritage Centre	0	25,000	-25,000	-	+0	
-4,144	Town Market	-1,738	-6,630	+4,892	-5,300	+3,562	14
2,766	Bus Shelters & Street Furniture	2,078	3,960	-1,882	6,100	-4,022	15
962	Street Lighting	1,039	960	+79	1,000	+39	
763	Dog & Litter Bins	839	760	+79	840	-1	
-	Joules Clock	-	-	-	-	-	
590	Town Electricity Supply	703	1,790	-1,087	760	-57	
-	Building Maintenance	-	10,000	-10,000	10,000	-10,000	16
21,473	Grounds Maintenance	22,776	27,210	-4,434	23,100	-324	17
5,521	Crown Meadow Improvements	975	525	+450	4,900	-3,925	18
-1,178	Allotments	-2,928	230	-3,158	-100	-2,828	19
-	Environmental Initiatives	-	2,750	-2,750	1,190	-1,190	20
17,785	Christmas Lights	22,869	26,880	-4,011	24,500	-1,631	21
24,506	Tourism & Town Promotion	23,558	26,750	-3,192	24,500	-942	
4,655	Grants to Outside Bodies	3,900	4,000	-100	4,000	-100	
169,183	Salaries & Employment Costs	200,116	208,200	-8,084	206,800	-6,684	22
5,496	Accommodation	7,020	6,770	+250	7,770	-750	
6,620	Insurances	6,893	7,000	-107	6,700	+193	
25,999	Administration	42,215	40,650	+1,565	40,650	+1,565	23
1,440	Audit & Legal Fees	1,183	1,550	-367	1,400	-217	
-	Town Council Elections	27,786	30,000	-2,214	27,790	-4	
2,682	Allowances - Mayor & Deputy Mayor	2,924	3,190	-266	3,400	-476	
3,359	Regalia & Presentations	235	230	+5	1,000	-765	
1,613	Civic Dinner & Hospitality	2,569	2,000	+569	2,500	+69	
2,708	Remembrance Sunday & War Memorials	2,449	1,800	+649	2,000	+449	
1,677	Miscellaneous	515	2,000	-1,485	1,000	-485	
-2,515	Interest	-6,035	-1,500	-4,535	-4,900	-1,135	24
-	Neighbourhood Plan	-	-	-	0	-	
4,611	Stone Heritage Centre (Capital)	200,412	273,689	-73,277	300,000	-99,588	25
-	Inflation Contingency	-	26,130	-26,130	10,130	-10,130	26
<b>300,248</b>		<b>562,226</b>	<b>774,214</b>	<b>-211,988</b>	<b>729,430</b>	<b>-167,204</b>	

## Section 2 – Accounting Statements 2023/24 for

## ENT Stone Town Council RITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	433,460	523,301	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	355,843	369,163	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	90,976	149,009	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	169,183	200,116	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	187,795	479,319	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	523,301	362,038	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	540,268	381,176	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	288,868	293,300	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

30/04/2024

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

04/06/2024

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

# Stone Town Council

## Summary Bank Reconciliation as at 31st March 2024

### BANK RECONCILIATION

#### Balance per bank statements as at 31 March 2024

	<b>£</b>	<b>£</b>
Current Account	1,500.00	
Business Reserve	366,341.63	
National Savings	<u>13,334.35</u>	
		381,175.98

#### Less: unpresented cheques at 31 March 2024

None	<u>                    </u>	0.00
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#### Add: unbanked cash at 31 March 2024

None	<u>                    </u>	0.00
------	-----------------------------	------

**Net balances as at 31 March 2024** **381,175.98**

### CASH BOOK

**Opening Balance 1 April 2023** 540,267.66

Add: Receipts in the year	594,900.90	
Less: Payments in the year	<u>753,992.58</u>	
		-159,091.68

**Closing balance per cash book as at 31 March 2024** **381,175.98**

## **Local Government Transparency Code 2015**

### **Procurement Information**

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

None

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

Prism – Broadband/Wi-fi at Heritage Centre

Cam-Tec – CCTV at Heritage Centre

### **Payment Information**

The attached appendix sets out all Council payments for the period over £250, excluding salary and related payments, payments from the Mayor's Charity and transfers between the Council's bank accounts.

## **Openness of Local Government Bodies Regulations 2014**

Decisions that would otherwise have been taken by the Town Council or one of its Committees that have been delegated to an officer:

1. Under a specific express authorisation; or
2. Under a general authorisation to officers to take such decisions and, the effect of the decision is to:
  - a. grant a permission or licence;
  - b. affect the rights of an individual; or
  - c. award a contract or incur expenditure which, in either case, materially affects the Town Council's financial position.

None

Date: 20/05/2024  
Time: 16:55:30

## Stone Town Council - Payments over £250

Page: 1

The table below lists payments over £250 made by the Council in the period identified.

The table includes payments by cheque, direct debit, PayPal, payment card, 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. All amounts exclude VAT.

Payment Date From : 01/01/2024

Payment Date To : 31/03/2024

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
03/01/2024	30084580	Stafford Borough Council	SBC Rates FJC Jan 2024	279.00
17/01/2024	043243	MEB Total Ltd	Attend to boiler fault - Frank Jordan Centre	319.51
17/01/2024	043241	MEB Total Ltd	Annual Gas Service - Frank Jordan Centre/Stone Station	385.00
17/01/2024	129060	E On	Highways Lighting Maint & Energy 23/24	1,039.44
17/01/2024	5105	Christmas Plus	CHRISTMAS PLUS LTD	2,250.00
18/01/2024	713392024481449	Pozitive Energy	Station Elec Usage Dec' 2023	455.69
18/01/2024	713382024481488	Pozitive Energy	FJC Electricity Usage Dec' 2023	311.69
25/01/2024	190852	Prism Solutions	Prism	995.77
25/01/2024	151042627	Heard Catering	Catering for Mayor's Pig Race 46 at £7.50 per head	345.00
29/01/2024	713402024493735	Pozitive Energy	Gas usage 01/12/2023 - 31/12/2023	537.47
29/01/2024	713412024493734	Pozitive Energy	Gas usage 01/12/2023 - 31/12/2023	820.31
02/02/2024	24954	Stone Gazette Ltd	2 Full Pages Advert	430.00
02/02/2024	905201ALTO	Altdigital Networks Ltd	Machine Collection	399.00
07/02/2024	2401029	Crown Highways	Remove and store poles for Walton Xmas Lights	749.75
09/02/2024	031	C Shingler T/A Hindsight Heritage	Attend committee meetings and research	1,125.00
12/02/2024	124442	B Hygienic Ltd	Annual Service/rental Station Toilet	336.00
13/02/2024	201615202448186	Pozitive Energy	Heritage Centre Gas 01/12 to 31/12/23	733.53
14/02/2024	713382024504892	Pozitive Energy	FJC Elec usage - 01/01 to 31/01/24	326.36

Date: 20/05/2024  
Time: 16:55:30

## Stone Town Council - Payments over £250

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
14/02/2024	713402024504700	Pozitive Energy	FJC Gas Usage - 01/01 to 31/01/24	1,145.41
14/02/2024	INV-0939	Hamp Flooring Ltd	Fit barrier matting to entrance at FJC	475.00
14/02/2024	713392024504902	Pozitive Energy	STN Elec Usage - 01/01 to 31/01/24	438.80
15/02/2024	713412024504183	Pozitive Energy	STN Gas usage - 01/01 to 31/01/24	702.58
19/02/2024	201615202450432	Pozitive Energy	Heritage Centre Gas 01/01 to 31/01/24	882.93
20/02/2024	1511	Glawton Ltd TA XSEvents	Stage & Lighting Hire - Stone Music Festival	350.00
22/02/2024	SINV00629955	J G Fenn Ltd	Heritage Centre - Cleaning materials	283.97
26/02/2024	192666	Prism Solutions	Prism IT Managed Service - Mar 24	998.21
27/02/2024	18563867	PC World Business	Ipad Air - R Edwards	540.83
06/03/2024	044289	MEB Total Ltd	Repairs to pipework leak at FJC	501.46
14/03/2024	713392024525320	Pozitive Energy	STN Elec Usage - 01/02 to 29/02/24	404.31
14/03/2024	713412024525506	Pozitive Energy	STN Gas usage - 01/02 to 29/02/24	524.49
14/03/2024	713402024525506	Pozitive Energy	FJC Gas Usage - 01/02 to 29/02/24	683.86
15/03/2024	713382024526624	Pozitive Energy	FJC Elec usage - 01/02 to 29/02/24	294.74
18/03/2024	195182	Prism Solutions	Grant Heritage Centre - Dell Laptop and set up costs	857.67
19/03/2024	201615202452957	Pozitive Energy	Heritage Centre Gas 01/02 to 29/02/24	580.18
21/03/2024	2400039695	St John Ambulance	Grant HC - First Aid and Fire Marshall Training Course -	696.00
22/03/2024	2713561811	Adobe Systems Software	Adobe Acrobat Pro Subscription x 3	727.92
25/03/2024	5813476/CE/46417	The Arch Rent Collectors	STN Rent - 25/03/24 to 23/06/24	1,184.25
25/03/2024	194262	Prism Solutions	Prism IT Managed Service - April 24	997.17
25/03/2024	7070294286	Stafford Borough Council	Install/Remove Bollards - Jan - Mar 24	457.47
28/03/2024	18	MJ Plant	Annual topping of Crown Meadow x 2	354.00
28/03/2024	23	MJ Plant	Marquee setup - January 24	262.50
28/03/2024	24	MJ Plant	Marquee setup - February 24	765.00
28/03/2024	21	MJ Plant	March - Grounds maint, Amp, CM, MR Allot, Abbey	1,732.00

Date: 20/05/2024  
Time: 16:55:30

## Stone Town Council - Payments over £250

Page: 3

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
28/03/2024	22	MJ Plant	Marquee Set up - December	907.50
28/03/2024	25	MJ Plant	Marquee Set up - March 24	695.00
28/03/2024	17	MJ Plant	CM scrape - removal of Willow and bullrushes	500.00
28/03/2024	26	MJ Plant	Marquee Cleaning	1,530.00
28/03/2024	19	MJ Plant	Annual tree pruning - Cm, Amp, TC, Stafford Rd, other	1,311.00
				<u>33,622.77</u>



**STONE TOWN COUNCIL MEETING**

**4 June 2024**

**CIVIC ANNOUNCEMENTS**

**Town Mayor**

Saturday 1 June 2024	Festival Family Fishing Day
Wednesday 5 June 2024	Wells Plastics 40 <sup>th</sup> Birthday and Rebrand Party
Thursday 6 June 2024	80 <sup>th</sup> Anniversary of D-Day Flag Raising and Service at the flagpole in Stone High Street
Sunday 9 June 2024	80 <sup>th</sup> Anniversary of D-Day Commemorative event at the flagpole in Stone High Street
Sunday 9 June 2024	Car Boot Sale, Steeplechase and Dog Derby
Monday 10 June 2024	Stafford Photographic Society Private View
Thursday 13 June 2024	Mediumship Evening

**Deputy Mayor**

Saturday 29 May 2024	Puppet Tree Festival in Market Square, Stone
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**TOWN MAYOR**



## **TOWN MAYOR'S REPORT – 4 Jun 24**

### **Thursday 28 Mar 24**

It was a huge pleasure for the Mayor and Mayoress to attend this year's Girl Guides' *A Handful of Songs*. The overall concepts, the staging as well as the choreography were brilliant, and the colourful and imaginative costumes were a particular highlight. Above all, the energy and enthusiasm of the performers was extraordinary. The only disappointment was that the performance still had to be put on outside of Stone because the Crown Wharf Theatre was not yet available.

### **Saturday 30 March 24**

The Crown Wharf Theatre may not yet be available but the success of the pub itself is self-evident and the Mayor and Mayoress were invited to assist in the judging of the *Chocolate Corker Dog Show*. This was a light-hearted event for local dog owners and was for the benefit of Guide Dogs for the Blind.

### **Tuesday 2 Apr 24**

Jack Scott of our Town is an internationally acclaimed 'ultra runner' who, earlier this year, won the non-stop, 268-mile, Montane Winter Spine Race 2024 breaking the course record by over 10 hours in an incredible time of 72:55:05. The Mayor was delighted to present Jack Scott in the Council Chamber with a formal certificate of congratulations from the Town Council.

### **Thursday 11 April 24**

The Mayor and Mayoress joined many other local civic heads at the Stafford Borough Mayor's Civic Dinner at Stafford Rugby Club.

### **Monday 15 April 24**

The Town Mayor and Mayoress were honoured to be able to represent Stone and to promote the Town at the ceremonial opening of the Crown Court in Stafford. The other dignitaries present included HM Lord Lieutenant for Staffordshire, the High Sheriff of Staffordshire and High Sheriff of Shropshire.

### **Tuesday 16 April 24**

The joint benefice of St Michael & St Wulfad, Stone, with St Saviour, Aston, is currently in vacancy. Until a permanent rector is appointed the Rev Preb Terry Bloor has taken control in the interim. To help build his familiarity with the Town the Mayor and Mayoress were pleased to welcome him to the Council Chamber and to discuss aspects of town life.

### **Saturday 20 April 24**

The annual re-enactment of the battle between St George and the Black Knight is always a crowd-pleaser. This year the sun shone and the swords flashed in the Market Square where the forces of evil were once more overcome by our Patron Saint. The Mayor avoided suffering any collateral damage and was pleased to award prizes for the best costumes worn by the children.

The evening brought an impressive gathering of local civic heads to the Stone House Hotel for the annual Civic Dinner. It is a measure of the high profile that Stone enjoys in the county that not only did the Mayor and Mayoress host visitors from South Staffordshire on the one hand and Staffordshire Moorlands on the other, but also the County Council Chairman and, for the first time for a long time, the High Sheriff. An excellent meal was enjoyed and the raffle realised an excellent sum for this year's charities.

### **Sunday 21 April 24**

The sun also shone as the local Scouts, led by the excellent Stone Scout and Guide Band, paraded through the town to St Michael & St Wulfad's Church for their annual Scouts' St George's Day Service. The Town Mayor joined the Scouts Commissioner, Phil Elliot, to take the salute.

### **Wednesday 24 April 24**

A good relationship between Stone and its military neighbours at MoD Stafford has always been of benefit to all parties. The Royal Air Force Tactical Supply Wing was founded at the then 16MU over 50 years ago and the Mayor and Mayoress were delighted to host the new Commanding Officer, Wing Commander Steve Bloomer, who was accompanied by the Wing Warrant Officer, Gav Morley. A walking tour of the town concluded with lunch in the Crown Wharf. Our visitors were both very impressed,

### **Saturday 27 April 24**

All good things are worth waiting for. After many years of false starts and abandoned promises a refurbished and much-improved Westbridge Park was reopened boasting a wide range of new facilities. The Town Mayor was present when the Stafford Borough Mayor conducted the formal opening ceremony.

The Mayor and Mayoress moved from Westbridge Park to the National Memorial Arboretum to represent the Stone community at the RAF Tactical Supply Wing (TSW) President's Dinner. They were welcomed by Air Vice-Marshal Graham Howard. Also present were HM Lord Lieutenant for Staffordshire, the Mayor of Stafford Borough and many distinguished serving and ex-serving members. The evening was an opportunity to strengthen further the links reinforced three days earlier.

### **Friday 3 May 24**

It was an unexpected pleasure to have a third opportunity to visit HMS Collingwood during the mayoral year; the annual Ceremonial Divisions had been brought forward in the 2024 calendar. The Town Mayor and Mayoress were delighted to meet again the Mayor and Mayoress of Fareham (to be the only civic representatives) and, in conversation with the reviewing officer (Vice-Admiral Martin Connell), the Town Mayor was pleased to learn of the continuing high respect in the Royal Navy for our most famous son, John Jervis, Admiral of the Fleet the Earl of St Vincent.

### **Saturday 4 May 24**

The Town Mayor and Mayoress were grateful for the support given to the Mayor's charity street collection, by the Mayor's Secretary, some councillors and, particularly, the ever-dependable Stone Lions.

### **Saturday 11 May 24**

For his last formal engagement of the year, the Mayor attended Stafford Borough Council's annual meeting where Cllr Frank James was made Mayor. The Town Mayor was pleased to attend also the civic service, parade and reception, and to have the opportunity to congratulate the new Borough Mayor.

### **DEPUTY TOWN MAYOR'S REPORT – 4 Jun 24**

No report on this occasion

## **TOWN MAYOR'S REPORT – 4 June 24**

### **Wednesday 15th May**

The Trustees of Stone Common Plot AGM

It was nice to be able to thank the Trustees for all the work they do to make sure that this wonderful asset for Stone is so well maintained.

### **Thursday 16th May**

Stafford Samaritans 60th AGM

An interesting event learning about the work of the group and meeting some of the volunteers. The guest speaker was the new Governor of HMP Stafford, and she spoke about her career and the way the Samaritans train cohorts to act as listeners.

### **Thursday 16 May**

Sponsored Cyle Ride

On Thursday 23rd May I welcomed a group of Falklands Veterans Cyclists who are on a charity ride from Land's End to John O'Groats, including Chris Warner from Stone. Chris is the caretaker of Christchurch Middle School, and all the pupils came into Stone to see him and his fellow cyclists pass through.

## **DEPUTY TOWN MAYOR'S REPORT – 4 June 24**

### **Wednesday 15 May**

On the 15<sup>th</sup> of May I attended the Stone District Scouts Annual General Meeting. I was glad to see the turnout and that so many members of our community were there to volunteer their time for the benefit of young people in Stone. They reported a 6% increase of interest to the Scouts, and whilst they are still eager to attract more volunteers, the plans that they have to the organisational structure of the Scouts shows that they are trying to run the organisation with expertise and efficiency. This is to empower the Scout leaders to focus on their areas of interest (which is working with the young people), and opening up opportunities for trustees and experts outside the traditional Scouts channels to bring their expertise in business and management along.

I was very well welcomed and had a lovely conversation with Elizabeth Birch, and other attendees. The Chairman paid homage to District Commissioner Philip Elliot for his dedicated service over the last 5 years, however he has announced his retirement.

It was wonderful to see so many people dedicated to providing a positive pathway to community involvement, and I was glad to have been welcomed with such warmth characteristic of the community in our town.