



Stone

Town Council

Town Clerk

Les Trigg

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15 Station Road

STONE

ST15 8JP

3 December 2024

Dear Councillor,

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 10 DECEMBER 2024 at 7:05pm**, or on the rising of the Council meeting, if later.

Les Trigg
Town Clerk

AGENDA

1. Apologies for Absence

To receive apologies for absence, and to consider the approval of any reasons given for absence under Section 85(1) of the Local Government Act 1972.

2. Declarations of Interest

3. Requests for Dispensations Received

4. To receive a report from County Councillors representing Stone Town

- County Councillor Mrs J. Hood
- County Councillor I. Parry

5. To receive a report from Borough Councillors representing Stone Town

6. 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.

7. 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 2024, Minute No's GP25/076 – GP25/094 (attached).

8. Minutes of Sub-Committees

- a) Environment Sub-Committee held on 5 November 2024, Minute Numbers ENV25/019 – ENV25/026 (attached)
 - i. To consider the draft minutes
- b) Tourism & Town Promotion Sub-Committee held on 19 November 2024, Minute Numbers TTP25/016 – TTP25/025 (attached)
 - i. To consider the draft minutes
- c) Estates Sub-Committee held on 19 November 2024, Minute Numbers EST25/009 – EST25/016 (attached)
 - i. To consider the draft minutes

9. Budget 2025-26 to 2027-28 - Overview

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

10. Liaison with Member of Parliament

To consider the appropriate arrangements for liaising with the town's Member of Parliament for Stone.

11. Heritage Centre

To consider an update on the Stone Heritage Centre.

12. Government Consultation on Remote Meetings

To consider a government consultation seeking views on the introduction of remote attendance and proxy voting in local authority meetings in England.

Further information is available here: [Enabling remote attendance and proxy voting at local authority meetings - GOV.UK](#)

Responses are via email or an online survey: [Enabling remote attendance and proxy voting at local authority meetings - Ministry of Housing, Communities and Local Government - Citizen Space](#)

Email: remoteattendanceconsultation@communities.gov.uk

The closing date is 19 December 2024 and a copy of the questions that are asked in the survey are attached.

13. Town Council Payments

To receive a list of payments made by the Council during the period 1 to 31 October 2024 (attached).

14. Update from Working Groups:

To receive updates from Working Group co-ordinators:

- a) Stone Heritage Centre Steering Group (Chairman: R. Kenney)
- b) Engagement with Young People Working Group (Co-ordinator: K. Dawson)

15. To receive reports from Town Councillors on attendance at meetings as a representative of the Town Council

Stone Area Parish Liaison Group – Cllr J. Davies

Stone ATC – Town Mayor & one Cllr – Cllrs: P. Leason and J. Davies

Age Concern Stone & District – Cllrs: J. Davies and C. Thornicroft

Stafford & Stone Access Group – Cllr T. Kelt

Stone Common Plot Trustees – Cllrs: A. Burgess, J. Hood, T. Kelt, C. Thornicroft and R. Townsend

Stone Community Hub Liaison Group – Cllrs: J. Battrick, J. Hood and J. Powell

SPCA Executive Committee – Cllr T. Kelt

Stone Traders' Group Directors Meeting – Cllrs: A. Burgess, I. Fordham, J. Hood and T. Kelt (Councillors attend on a rotating basis)

West Midlands Railway and other rail matters – Cllr T. Kelt

16. 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.

17. Confidential Minutes

To approve the Confidential Minutes of the General Purposes Committee held on 5 November 2024, Minute Numbers GP25/076 and GP25/094 (attached).

18. To consider the Confidential Minutes and recommendations of the undermentioned Sub-Committees:

- a) Estates Sub-Committee Meeting held on 19 November 2024, Minute Numbers: EST25/009, EST25/015 and EST25/016 (attached).
 - i. To consider the draft minutes

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

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 5 November 2024

PRESENT: Councillor R. Kenney in the Chair, and
Councillors: J. Battrick, A. Best, J. Davies, K. Dawson, I. Fordham, J. Hood, T. Kelt,
B. Kenney, P. Leason, J. Metters, N. Powell, C. Thornicroft and R. Townsend

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

ABSENT: Councillors: A. Burgess, L. Davies, A. Mottershead and J. Powell

GP25/076 Apologies

Apologies were received from Councillors: L. Davies and A. Mottershead.

Where a reason for absence is given, this reason was approved for the purposes of Section 85(1) of the Local Government Act 1972.

GP25/077 Declarations of Interest

None

GP25/078 Requests for Dispensations

None

GP25/079 To receive the report of the County Councillors

County Councillor Jill Hood

The Chairman invited Councillor Hood to address the Committee.

Tree Work

Councillor Hood advised the Committee that Staffordshire County Council had started work on the uneven blockwork around the trees in the High Street.

County Councillor I. Parry

Councillor Parry was not in attendance at the meeting.

GP25/080 To receive the report of Borough Councillors

The Chairman invited Borough Councillors to address the Committee.

Councillor Leason advised the Committee that he had called in planning application 22/36231/OUT (Stonefield Works, Oulton Road). He suggested the plans did not fully meet local planning policy and further clarification was needed on retention of the central block on the Longton Road which a lot of people believed was a non-designated heritage site. He said the building had the potential

* 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.

to be retained and converted into apartments. There was no objection to demolition of the rest of the site to make way for new housing. The developer has been asked what research has been done on the options to save the building. He said there had been deficiencies in sports provision and a problem with drainage.

Councillor Leason advised the Committee that he had attended the Licensing Committee which endorsed the Statement of Licensing Policy for 2025. He said there had been updates on Pavement Licences and Drink Spiking guidance, and Counter Terrorism guidance had been added to the policy.

Councillor Hood advised the Committee that planning application 22/36231/OUT (Stonefield Works, Oulton Road) had been deferred by the Borough Council which she said was due to Councillor Fordham's magnificent presentation at the Planning Committee meeting.

Councillor Fordham advised the Committee that there were three reasons for deferral: the non-designated heritage asset aspect; questions about the quality of the drainage around Cross Street and whether it could cope with additional water run-off; and the Section 106 Agreement which did not contain any monies for additional sports facilities.

Councillor Kenney reported on Stafford Borough Council's 'High Street Boost Stone' Programme advising the Committee that the primary focus was on regeneration of the High Street but also looked to offer support to non-High Street businesses. Councillor Kenney expressed disappointment at the low turnout of High Street traders. The Programme had been well supported by traders in other towns (Eccleshall and Stafford) and attendees had the opportunity to receive one to one support from an expert, within the setting of their business. Of the six attendees in Stone, five represented start-up businesses.

GP25/081 Representations from Members of the Public

None

GP25/082 Minutes

RESOLVED:

That the minutes of the General Purposes Committee meeting held on 1 October 2024 (Minute Numbers GP25/054 – GP25/075), be approved as a correct record.

GP25/083 Minutes of Sub-Committees

There were no sub-committee minutes.

GP25/084 Budget Monitoring – September 2024

The report* of the Town Clerk was noted.

A question was raised about the underspend in some categories which was particularly relevant to Environment Sub-Committee budgets due to challenges in getting bus shelters repaired and grounds maintenance work completed on Crown Meadow and the allotment sites.

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

The Town Clerk confirmed that receipt of invoices for work done could be slow sometimes, but inclement weather and other factors also had an impact. He said that discussions with the Grounds Maintenance Contractor were ongoing in respect of what might be achievable by the end of the year. Project updates were routinely given at Environment Sub-Committee meetings.

GP25/085 National Pay Award 2024-25

The Committee considered the report* of the Town Clerk (which had been circulated with the agenda for the meeting) on the outcome of the 2024-25 national pay award negotiations for local government staff and its impact on the Council.

RESOLVED: That the Committee accepts the recommendations of the Town Clerk and adopts the new salary levels for staff for 2024-25, as set out in the report.

GP25/086 Heritage Centre

The Committee considered an update on Stone Heritage Centre.

The Town Clerk put forward to the Committee a proposal to set the opening date for the Heritage Centre as Thursday 12 December 2024, on a three-day week basis on Thursdays, Fridays and Saturdays.

The Heritage Centre Steering Group would like the people of Stone to get involved in offering their own heritage items for display but until the Heritage Centre was open, people wouldn't know their treasures were needed.

The Town Clerk confirmed that there would be a number of displays, but the primary function of the opening initially would be to attract and communicate to people that artifacts were needed for display.

The Town Clerk advised the Committee that the Heritage Centre Manager had been holding discussions with several organisations about loaning artefacts and options to swap them around and was also looking to compile a loans catalogue locally.

The Town Clerk advised the Committee that from Sunday 10 November 2024 (and for some days after) the Heritage Centre would be open with an exhibition on Remembrance.

The Town Clerk advised the Committee that £35,000 of the Government's £40,000 grant has been spent with further expenditure in progress. He said they were well on target to reach the 500-visitor requirement by the end of the year.

RESOLVED: That the Committee approve the public opening of the Heritage Centre on Thursday 12 December 2024 on a three-day week basis on Thursdays, Fridays and Saturdays.

GP25/087 Government Consultation on Remote Meetings

The Committee considered a government consultation seeking views on the introduction of remote attendance and proxy voting in local authority meetings in England.

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Links to the full consultation and online survey had been provided with the agenda for the meeting.

The Town Clerk advised the Committee that the national consultation could be supported by Councillors individually or collectively as a Town Council.

The Committee agreed that, as the consultation close date was 19 December 2024, the item would be brought forward to the next meeting (on 10 December 2024).

GP25/088 Members' Motion under Standing Order 4

Councillor Jill Hood

We have heard that Stone Community Fire Station is to become known as Stone Fire and Police Station, dropping the word community. The change to the name also means that the free community facility, originally offered in the contract as a condition of PFI Funding will no longer be offered to various community groups.

There seems to be little or no consultation with local community groups even though the original PFI Funding promised free use of the facility.

I ask Stone Town Council to ask the Fire and Police Commissioner (Ben Adams) what plans have been made for the removal of the free community room facility and does he have an offer of free alternative facilities for community use.

Councillor Hood advised the Committee that she was aggrieved on behalf of a number of groups as the town was promised a community facility at Stone Fire Station when the buildings were constructed ten or so years ago and now that the Police were relocating there the community facility has been lost with no consultation with the groups who used it and no offer of an alternative option.

RESOLVED: That the Town Council write to the Police and Fire Commissioner, Mr Ben Adams, to ask what provision had been made for the loss of the community facility and his plans to offer an alternative free facility for community use.

GP25/089 Nominations for SPCA Executive and AGM Arrangements

The Committee considered an invitation to nominate a representative to stand for election to Staffordshire Parish Councils Association's Executive. It was noted that the election will take place at the Association's AGM on the evening of Monday 16 December 2024 (with a closing date of Friday 15 November 2024 for nominations).

The Committee noted that Councillor Tom Kelt was halfway through his term of office on the Executive Committee which ended in December 2025.

No further nominations to the Executive Committee were made and no motions for debate were put forward to the Annual General Meeting.

GP25/090 Town Council Payments

RESOLVED: To note the list* of Town Council payments made during the period 1 to 30 September 2024.

* 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.

GP25/091 Update from Working Groups:

Stone Heritage Centre Steering Group

There was no additional update from the Steering Group.

Engagement with Young People

Councillor Dawson had no report on the work of the working group, on this occasion.

GP25/092 To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council

Stone Area Parish Liaison Group

Councillor J. Davies advised the Committee that he was looking to hold the next meeting of the Liaison Group in the Heritage Centre and would soon be setting a date.

Stone ATC

Councillor J. Davies advised the Committee that a meeting of the Squadron's Civilian Welfare Committee had been arranged for 17 November 2024.

Age Concern Stone & District

Councillor Thornicroft reported on Age Concern Stone & District's AGM held on 18 October 2024. The office opens on Mondays Wednesdays and Fridays. There is usually a lively discussion at coffee mornings, ably manned by former Stone Town Mayor, Kristan Green. The Tuesday lunch club was well attended and expecting a busy winter. There is high demand for the hospital car scheme and new volunteer drivers are always welcomed.

The treasurer reported that the accounts were in good order and running with a small surplus. The existing committee members were re-elected unopposed for a new term. The volunteers spoke of their experiences at working at Age Concern and said what an honour it was to support local people.

Stafford & Stone Access Group

Councillor Kelt advised the Committee that at a recent meeting the Access Group were considering uploading agendas and minutes of meetings to their website.

Stone Common Plot Trustees

Councillor Hood advised the Committee that there had been no meeting.

Stone Community Hub Liaison Group

Councillor Hood advised the Committee that no meeting of the Hub Liaison Group had taken place.

SPCA Executive Committee

Councillor Kelt advised the Committee that two meetings were coming up in December with one of them being the Annual General Meeting (discussed above).

Stone Traders Group Directors' Meeting

Councillor Hood advised the Committee that no meeting had taken place.

* 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.

West Midlands Railway and other rail matters

Councillor Kelt advised the Committee that he had nothing new to report.

GP25/093 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 items of business.

GP25/094 Town Council Office Accommodation

The Committee considered the report of the Town Clerk about Town Council office accommodation.

RESOLVED: That the Committee delegate to the Town Clerk, in consultation with the Chairman, the authority to secure additional office accommodation for rental.

CHAIRMAN

Stone Town Council – Environment Sub-Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 5 November 2024

PRESENT: Councillor R. Townsend in the Chair and
Councillors: J. Battrick, T. Kelt, B. Kenney, R. Kenney, J. Metters, N. Powell and
C. Thornicroft

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

By Chairman's Invitation: None

ABSENT: Councillors: A. Burgess, P. Leason and J. Powell

ENV25/019 Apologies

Councillor: P. Leason

ENV25/020 Declarations of Interest

None

ENV25/021 Request for Dispensations

None

ENV25/022 Representations from Members of the Public

None

ENV25/023 Minutes of Previous Meeting

The minutes of the Environment Sub-Committee meeting held on 17 September 2024 (Minute Numbers ENV25/011 – ENV25/018), were approved as a correct record.

ENV25/024 Environmental Sub-Committee Works Update

The Chairman drew the Sub-Committee's attention to the Grounds Maintenance Works Update which had been enclosed with the agenda for the meeting.

He referenced the most recent comments which included:

Asbestos on Allotment Plots

The asbestos removal work has been held up by the plot holder (where the asbestos is sited) renewing the lease of his plot for another twelve months. The plot holder has requested a replacement material be installed as it is in use to retain the ground.

The Town Clerk emphasised that the Council had been professionally advised that the asbestos was low risk and did not present a danger if left undisturbed.

The Sub-Committee raised questions about who had introduced the asbestos to the plot and questioned whether the installer should be held responsible for the costs of removal.

The allotment agreement now prohibits the use of asbestos, but the Town Council has committed a sum in the budget to remove existing asbestos as in this case.

Wooden Footbridge

The Grounds Maintenance Contractor has started work on the footbridge which will be completed soon.

Angler's Car Park

Repairs to the car park surface had not been possible during the summer months but the Grounds Maintenance Contractor will complete the work during the winter.

The Chairman advised the Sub-Committee that the Deputy Town Clerk was in regular contact with the Grounds Maintenance Contractor and updates were received monthly. He said it was hoped that much of the outstanding work would be finished by the end of the calendar year.

ENV25/025 Crown Meadow Update

i) Chairman's Verbal Report

The Chairman advised the Sub-Committee that the important issues relating to maintenance and improvement work on Crown Meadow were in the Grounds Maintenance Update document.

He said that additionally an issue had been raised by a member of the public about feeding the swans and the Town Council was seeking advice on this point.

The Chairman advised the Sub-Committee that additional information on Crown Meadow had been added to the website with lots of lovely photographs taken by Mr Dave Emley.

He said the plan was now to get more information out to the public about Crown Meadow. This could include a press release about the swans, why they were there and whether they should be fed or not.

The Town Clerk informed the Sub-Committee that safety signs (to be supported on long poles) were soon to be installed as a public warning about the potential risks to health and safety on Crown Meadow. One of the signs was brought into the Council Chamber to show Sub-Committee members.

Councillor Jill Hood expressed her view that she was against littering Crown Meadow and the fact that there was a river there was common sense.

The Chairman informed the Sub-Committee that warning signs had been recommended by the Town Council's Health and Safety Consultants (as a prevention measure) and would only be installed at the three main pedestrian entrance points (on the pavement side of the footbridge, on Anglers' Car Park, and the footpath on Trent Road by Workhouse Bridge), not within Crown Meadow itself.

ii) To consider 2025-26 Projects

The Chairman advised the Sub-Committee that there were two projects he would like to propose to the Working Group.

Footpath – The footpath across Crown Meadow is regularly under water making the route impassable and forcing people to walk wider. Following discussions with the Grounds Maintenance Contractor a solution would be to raise the footpath level (surface finish to be discussed) in some sections so that it was above the sitting water level.

Coppicing of Willow – The second proposal, originating from the Grounds Maintenance Contractor, was to undertake significant coppicing of tall mature Willow from the perimeter of the scrapes. This will reduce the seeds they produce from blowing and then setting within the scrapes.

One Sub-Committee member suggested that heavy cutting back of the trees might not sit well with everyone.

The Chairman advised the Sub-Committee that a proposal for the management and containment of Himalayan Balsam was almost ready for circulation.

The plan would involve a call for volunteers from late spring for two or three meets to pull up the Himalayan Balsam and manage safe disposal.

The Town Clerk confirmed that the Town Council had insurance to cover volunteers, but this was for a limited number of people and

would require monitoring, given the plan to use volunteers at the Heritage Centre.

ENV25/026 Reports of Working Groups

Environmental Working Group

The Chairman invited Councillor Kelt to address the Sub-Committee.

Councillor Kelt advised the Sub-Committee that the next meeting of the Stafford Borough Community Panel would be held in December 2024.

Chairman

Stone Town Council – Tourism & Town Promotion Sub-Committee

**Minutes of the meeting held in the Council Chamber
at 15 Station Road, Stone, on Tuesday 19 November 2024**

PRESENT: Councillor J. Hood in the Chair and
Councillors: A. Best, A. Burgess, J. Davies and L. Davies and P. Leason

Co-opted Member: J. Cook

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

By Chairman's invitation: No Councillors

ABSENT: Councillors: K. Dawson, B. Kenney, R. Kenney, A. Mottershead and J. Powell

TTP25/016 Apologies

Councillors: B. Kenney and R. Kenney

TTP25/017 Declarations of Interest

None

TTP25/018 Requests for Dispensations

None

TTP25/019 Representations from Members of the Public

None

TTP25/020 Minutes of Previous Meeting

The Minutes of the Tourism & Town Promotion Sub-Committee meeting held on 17 September 2024 (Minute Numbers TTP25/009– TTP25/015), were approved as a correct record.

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

TTP25/021 Calendar of Events

The Sub-Committee considered the Town Council's Calendar of Events for 2024-25 and gave updates on events that had taken place:

2024 – Events that have taken place

- Remembrance Commemorations (10 and 11 November 2024)

The Chairman advised the Sub-Committee that the Remembrance commemorations at Walton and Stone had run smoothly on both 10 and 11 November, appropriately honouring the soldiers who fought and lost their lives in the two world wars and other conflicts.

The Chairman said that on Remembrance Sunday she noticed that there were people standing on the sidelines wearing medals who would have been most welcome to take part in the parade.

Although no complaints were received by the Town Council about the quality of the sound, questions were raised about whether the people at the back of the parade could hear the service. The Chairman said she hoped the Council could find the budget to have speakers installed in the High Street, next year.

She said the Parade Marshal and Church had done the commemorative services proud.

- Vegan Market (Saturday 16 November 2024)

The Chairman confirmed that a successful vegan market had taken place on Saturday 16 November 2024, the first market of its kind to be held in the town.

The market stalls had been erected a little too close to the shop fronts which caused a problem with access for wheelchair users and mobility scooters outside one shop as stock had been displayed on the pavement.

Members of the Sub-Committee who had been to the market reported that it was well attended with a wide variety of produce available. They said the market had provided something different and the shopkeepers at the bottom end of town were pleased the stalls extended so far down.

The Sub-Committee expressed that it was keen to book the market again in 2025.

2024/2025 – Upcoming/Agreed

- Christmas Lights Switch-On (Thursday 21 November 2024)

The Chairman informed the Sub-Committee that Stone in Bloom had installed 25 Christmas trees in the town and for the first time had planted a live 6ft Christmas tree (decorated) in the anchor bed on Christchurch Way.

* 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.

- Texas Flag Raising, marking the anniversary of Texas joining the Union on 29 December 1845 (Sunday 29 December 2024)
The usual small-scale arrangements for the Texas Flag Raising event in December will be made.
- Texas Flag Raising, marking Texas State's independence from Mexico (Saturday 1 March 2025)
The usual arrangements for the marking of Texas State's independence from Mexico will be put in place.
- St George's Day Re-enactment (Saturday 19 April 2025)
The Chairman expressed the need to ensure the booking was secure with the Knight re-enactment group.
- VE Day Commemoration (Thursday 8 May 2025)
Councillor Davies advised the Sub-Committee that a report of the working group would be given later in the meeting.
- Floating Market/Waterside Events (24, 25, 26 May 2025)
The Chairman said she hoped the successful Floating Market would return in 2025.
- Music Event/Street Party
The Chairman advised the Sub-Committee that the Town Council had been asked by Stone Traders' Group not to hold any celebration in the month of May 2025 as it would clash with the Food and Drink Festival.
- Any other suggested new events for 2025
The Chairman invited Sub-Committee members to put forward new ideas for events in 2025.

A Literary Book Festival was suggested. The Chairman said that a Book Festival had been held in Stone some years ago lasting for about a week. As the event had been very expensive, further research would be needed to ensure that it was a viable option.

The Chairman called for ideas for a children's event to add to the popular Puppet Festival that was proposed be held again in 2025.

- Date for installation of Christmas trees in 2025
The Chairman advised the Sub-Committee that the Town Council needed to be mindful that the Christmas tree installation in 2025 did not clash with Stone Traders' Group event dates in the High Street.

TTP25/022 Town Markets

The Sub-Committee considered Minute Number GP25/047 (from the General Purposes Committee meeting on 6 August 2024) relating to income from the Town's Markets

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The Town Clerk advised the Sub-Committee that the General Purposes Committee had noted from the Budget Monitoring Report that income from markets had gone down significantly. The Committee recommended the matter be referred to the Tourism & Town Promotion Sub-Committee, as the sub-committee responsible for markets.

RESOLVED: To refer the issue to the Market Strategy Working Group for consideration and a report back.

TTP25/023 Christmas Lights

The Sub-Committee considered issues relating to the Christmas Lights.

The Town Clerk advised the Sub-Committee that after issues in previous years with the Walton Roundabout lights, the Town Council's electrical contractor would be testing the installation on the morning of the Christmas Lights Switch On.

The Town Clerk informed the Sub-Committee that the Christmas lights in the town were on a three-year cycle for changes to the display but as the display intended for last year had been late in arriving, the new lights had been introduced this year.

TTP25/024 Stone Traders Group

The Sub-Committee received advice from Stone Traders Group that Town Council representation was no longer needed at its management meetings. The reason was that the Group did not see that there was any benefit or purpose to the arrangement continuing.

The Town Clerk informed the Sub-Committee that he had advised the Group's Secretary that the benefit was in the long term when members of the Council had regularly attended meetings and understood both the role and the point of view of the Traders which would reflect in more informed discussions in the Council Chamber.

Councillor Fordham asked that it be recorded that he had not been invited to any Stone Traders Group Meetings.

The Traders Group had also advised in its correspondence a proposal to remove several of its events that were similar to Town Council events. These included the Four Wheel Fest, Transport Fest and any music festival.

TTP25/025 Reports from Working Groups

The Chairman invited co-ordinators from each Working Group to address the Sub-Committee:

Remembrance Plaques Working Group

Councillor L. Davies advised the Sub-Committee that she would have a test/prototype plaque ready as soon as she was able.

* 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.

Councillor J. Davies confirmed that the Working Group was aiming to progress the installation of plaques at the homes of fallen soldiers from World War 1 and World War 2. He said the Working Group's research had identified the homes of individuals named on the War Memorial and would be recommending which individuals were commemorated on a rolling programme. The rolling programme would continue for some time in collaboration with the ATV/JAT and coincide with the opening of the Heritage Centre.

Market Strategy Working Group

The Chairman reported that no meeting of the Market Strategy Working Group had taken place.

Friendship Agreement Working Group

Councillor J. Davies advised the Sub-Committee that he had sought feedback from members of the working group on various ideas and was in touch with the President of the Association of Amici di Neresheim. He said he had also sourced various examples of policies from other organisations which provided a useful template.

VE Day Working Group

Councillor J. Davies advised the Sub-Committee that the working group was making several recommendations in respect of marking VE Day 2025. The first recommendation was to hold a small-scale celebration on the evening of 8 May 2025, which was also the day of the Food and Drink Festival. He said the Working Group did not propose the Town Council attempt to compete with national events that were taking place on that day.

He suggested on behalf of the Working Group that the Council also consider holding an end of WWII event at the end of the summer, something similar to the Summer Street Party held in August 2024. This occasion could mark both Victory in Europe and Victory in Japan.

Councillor Davies put forward the suggestion to make budgetary provision for a beacon lighting event by the canal on the evening of 8 May, preceded with an open-air celebration in Stonefield Park. The celebrations would benefit from the purchase of two VE 80 flags for Stonefield Park and the flagpole in the High Street.

Councillor Davies proposed that the Heritage Centre Manager and Marketing and Events Organiser were invited to join the Working Group to look after the work needed and to lead in with the going live of the heritage centre.

He said that a meeting of the VE Day Working Group would be arranged as soon as possible.

Councillor Leason advised the Sub-Committee that the Borough Council will be planting the pictorial bed in Stonefield Park to commemorate the end of the war.

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He said that if two separate events were held, a small event could take place in the amphitheatre prior to the beacon lighting on the canal.

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 19 November 2024

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

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

By Chairman's invitation:

ABSENT: Councillors: R. Kenney, A. Mottershead and N. Powell

EST25/009 **Apologies**

Councillor: R. Kenney

EST25/010 **Declarations of Interest**

None received.

EST25/011 **Requests for Dispensations**

None received.

EST25/012 **Representations from Members of the Public**

None received.

EST25/013 **Minutes of Previous Meeting**

RESOLVED:

That the minutes of the Estates Sub-Committee meeting held on the 17 September 2024 (Minute Numbers EST25/001 – EST25/008), be approved as a correct record.

EST25/014 **Exclusion of the Press and Public**

RESOLVED: Pursuant to the Public Bodies (Admission to Meetings) Act 1960, that the Public and Press be excluded from the meeting whilst the next items of business are discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate.

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

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

EST25/015 **Confidential Minutes**

RESOLVED:

That the Confidential Minutes of the Estates Sub-Committee meeting held on the 17 September 2024 (Minute Numbers EST25/001, EST25/007 and EST25/008), be approved as a correct record.

EST25/016 **Update on Stone Station**

The Town Clerk provided an update on Stone Station in respect of the extended use of the lease.

Chairman

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

Introduction

1. This report sets out the prospects for the Council's 2025-26 to 2027-28 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 2025-26 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 £40,000 from Stafford Borough Council in addition to the precept. For 2025-26 this includes £26,210 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, have not been finally confirmed though they are based on provisional figures provided by Stafford Borough. The figures in this report assume that these payments will continue into the foreseeable future at the same cash level as estimated for 2025-26.
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 are considered to be excessive. Any change to this position would be likely to be made public during December, would be expected to be subject to consultation.
5. Recent year's budgets have been prepared in the context of major inflationary pressures, particularly with respect to energy. For this reason, the three-year budgets have been calculated without taking into account the effects of inflation. A separate estimate of inflation beyond this date was made across the whole budget as an "inflation contingency" and added to the General Purposes Committee budget.
6. The "Budget 2024-25" figures in the table below include a reallocation of £15,870 from this inflation contingency to individual budget lines to meet inflationary pressures throughout the rest of the financial year.
7. Inflation for 2025-26 is expected to be significantly lower than in recent years, but this may change in the future. The same approach has therefore been used this year, with no inflation beyond 31st March 2025 being provided within individual budget lines and a separate inflation contingency being included within the General Purposes Committee

budget. This contingency will continue to be reviewed in order that the most up to date estimates of inflation can be used when the Council finalises its budget in February 2024.

8. The figures below assume that all Council services will continue at broadly their current level, adjusted for any known variations within existing Council policy.

Standstill Budget

9. 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:

Actual 2023-24		Budget 2024-25	Forecast 2024-25	Budget 2025-26	Budget 2026-27	Budget 2027-28
£		£	£	£	£	£
4,531	Estates	58,300	27,820	12,400	22,400	22,400
20,823	Environment	38,950	34,800	21,000	21,000	21,000
44,691	Tourism & Town Promotion	48,160	49,120	47,980	53,980	50,980
480,722	General Purposes	448,458	420,820	343,990	359,980	423,850
-154,676	Earmarked Reserves	-150,888	-150,888	-	-	-
396,090	TOTAL	442,980	381,672	425,370	457,360	518,230

10. 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 have already been committed by previous decisions of the Council.
- c. A provisional estimate of 2.5% for cost inflation, including salaries, in 2025-26, with 3% per annum over the following two years. Energy costs have, however been assumed to increase by 5% per annum across the three years, and a 5% increase in all fees and charges has been built in.

11. It can be seen from the above table that the current budget is forecast to underspend by around £61,300, after providing for a number of budget adjustments agreed by the Committee during the year. This underspending is largely due to improved performance at the Frank Jordan Centre, an underspending on Station roof repairs, staff vacancies, and a revised opening date for the Heritage Centre.

Standstill Budget 2025-26

12. The standstill budget for 2025-26, at £425,370, is £13,940 less than the forecast made when the 2024-25 budget was approved in February 2024. The main reasons for this difference are a decrease in the amount needed to be provided for the cost of inflation and improved

performance at the Frank Jordan Centre, offset by the increase in National Insurance costs, though there are also a number of other, smaller variations either way making up the figure.

Service Developments and Savings

13. The standstill budget is, however, just the starting point for the budget process. The Committee will want to review the amounts provisionally included. In addition, there are likely to be other areas where the Council may want to undertake new developments or stop/change the things that it is doing now.
14. Some budgets have been allocated to Sub-Committees, and some retained by this Committee. At meetings in January, these budgets will need to be considered in detail to determine the best pattern of spending to meet the Council's objectives and obligations and determine the budget recommendations to Council.

Recommendations

15. That the Committee notes the standstill budget position for 2025-26, 2026-27 and 2027-28 and the issues related to setting the precept, and:
 - a. Authorises the reallocation of the inflation contingency, in accordance with the figures in this report.
 - b. Asks each sub-committee to consider its financial needs for the next three years and report back to the next meeting of the General Purposes Committee with its budget proposals,
 - c. Considers its own budgets at the next meeting of this Committee.
 - d. Considers whether it wishes to give any specific instructions to sub-committees to which they would need to have regard while preparing their proposed budgets.

Stone Town Council

Standstill Budget 2025-26 to 2027-28

Actual 2023-24 £		Budget 2024-25 £	Forecast 2024-25 £	Budget 2025-26 £	Budget 2026-27 £	Budget 2027-28 £
-9,897	Frank Jordan Centre	-14,880	-29,750	-23,100	-13,100	-13,100
9,769	Stone Station	43,080	30,400	17,800	17,800	17,800
-	Stone Heritage Centre (Running)	45,000	20,000	45,000	45,000	45,000
-1,737	Town Market	-6,100	-3,380	-2,020	-2,020	-2,020
2,078	Bus Shelters & Street Furniture	7,500	4,720	5,150	5,150	5,150
1,039	Street Lighting	1,000	940	1,000	1,000	1,000
839	Dog & Litter Bins	900	860	900	900	900
-	Joules Clock	-	-	-	-	-
703	Town Electricity Supply	700	650	650	650	650
-	Building Maintenance	20,000	20,000	10,000	10,000	10,000
22,776	Grounds Maintenance	23,600	23,000	23,050	23,050	23,050
975	Crown Meadow Improvements	11,735	11,200	-	-	-
-2,928	Allotments	2,425	600	-2,050	-2,050	-2,050
-	Environmental Initiatives	1,190	-	-	-	-
22,869	Christmas Lights	23,260	24,000	21,000	24,000	21,000
23,558	Tourism & Town Promotion	31,000	28,500	29,000	32,000	32,000
3,900	Grants	4,000	4,000	4,000	4,000	4,000
200,116	Salaries & Employment Costs	236,340	228,100	237,200	238,400	239,300
7,020	Accommodation	6,900	8,240	7,260	7,260	7,260
6,893	Insurances	10,700	10,560	10,760	10,760	10,760
42,215	Administration	36,380	36,380	36,380	36,380	48,380
1,183	Audit & Legal Fees	1,500	1,860	1,450	1,450	1,450
27,786	Town Council Elections	-	-	-	-	30,000
2,924	Allowances - Mayor & Deputy Mayor	3,400	2,940	3,440	3,440	3,440
235	Regalia & Presentations	200	700	200	200	3,500
2,569	Civic Dinner & Hospitality	2,500	2,600	2,600	2,600	2,600
2,449	Remembrance Sunday & War Memorials	2,000	2,500	2,500	2,500	2,500
515	Miscellaneous	1,000	800	800	800	800
-6,035	Interest	-3,300	-6,400	-5,600	-4,300	-3,600
-	Neighbourhood Plan	-	-	-	-	-
200,412	Stone Heritage Centre (Setup)	103,298	110,000	-	-	-
-	Market Square Improvements	10,000	10,000	-	-	-
-	Inflation Contingency	-	-	9,460	22,950	39,920
-11,461	Concurrent Functions Allowance	-11,460	-11,460	-11,460	-11,460	-11,460
-154,676	Rollover Reserve	-150,888	-150,888	-	-	-
-	Neighbourhood Plan Reserve	-	-	-	-	-
396,090	TOTAL	442,980	381,672	425,370	457,360	518,230

Who we would like to hear from

Responses are invited from local authority elected members, all types and tiers of authorities, and local authority sector representative organisations. We are also particularly keen to hear from those members of the public who have point of view based on their interest in accessing local democracy in their area or standing as a candidate for local government at any tier to represent their local community at some future point.

Question 1

Please tick all that apply - are you responding to this consultation as:

a) an elected member – if so please indicate which local authority type(s) you serve on

- Town or Parish Council
- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type - please state

b) a council body – if so please indicate which local authority type

- Town or Parish Council
- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type - please state

c) a member of the public

d) a local government sector body – please state

The proposal for remote attendance

The government intends to legislate to give local authorities the flexibility to allow elected members to attend formal council meetings remotely. We believe that this modernising measure of providing broad flexibility to enable remote attendance will have the dual positive impacts of diversifying the representation of those willing and able to stand for elected office and enhance the resilience of local authorities in the face of local or national emergencies.

The intent is that this legislative change would give local authorities the flexibility to allow members to attend remotely.

Question 2

Do you agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings?

Yes/No

If you answered No to the above question please go directly to question 4.

Question 3

If you answered Yes to the above question, do you think that there should be specific limitations on remote attendance?

Please tick all the options below that correspond with your view and use the free text box for any other comments.

- a) Any formal meeting allowing remote attendance should have at least two thirds of members in physical attendance.
- b) Members should only be able to attend council meetings remotely in exceptional circumstances, such as those who are medically or physically unable to attend, or for reasons of local or national emergencies.
- c) There should be no limitations placed upon councils with regard to setting arrangements for remote attendance of council meetings, up to and including full remote attendance.
- d) [Free text box]

Question 4

If you are an elected member can you anticipate that you personally may seek to attend some of your council meetings remotely?

- yes
- no
- I am not an elected member

Question 4a

If you answered No please use the free text below

[Free text box]

Question 4b

If you answered Yes, could you indicate below which of the following options best describes your likely pattern of attending meetings remotely

- very occasionally
- from time to time
- regularly but not always
- all the time

Question 5

If you are responding to this consultation on behalf of a council as a whole, what proportion of the council's current elected members are likely to seek to attend council meetings remotely over the course of a year?

- less than 10%
- more than 10% but less than 50%
- more than 50% but less than 90%
- most of them 90% to 100%

Question 6

The government recognises that there may be cases in which it is necessary for councils to hold meetings fully remotely. Do you think there should be limitations placed on the number of fully remote meetings councils should be able to hold?

- a) Councils should be able to allow full remote attendance at up to half of council meetings within a twelve-month calendar period.
- b) Councils should only have the flexibility to change a meeting from in-person to online, or vice versa, due to unforeseen and exceptional circumstances.
- c) Councils should not have the flexibility to conduct fully remote meetings to ensure there is always an in-person presence.
- d) [Free text box]

Question 7

Do you think there are there any necessary procedural measures that would help to ensure a remote or hybrid attendance policy is workable and efficient?

Please tick all the options that correspond with your view and use the free text box for any other comments.

- a) Councils should be required to publish a list of attendees joining the meeting remotely and give notice if a meeting is being held with full remote attendance.

b) Councils should be required to ensure that standard constitutional arrangements are followed for hybrid and fully remote meetings.

c) Councils should be required to make arrangements to ensure restricted items (where a council decision is taken in private to protect confidentiality) are managed appropriately and to require remotely attending members to join from a private location.

d) Other [Free text box]

Question 8

Do you think legislative change to allow councillors to attend local authority meetings remotely should or should not be considered for the following reasons?

Tick all the statements below that apply to your point of view.

Should be considered because

Should not be considered because

It is a positive modernising measure.

Councillors should be physically present at all formal meetings.

It would likely increase the diversity of people willing and able to stand for election in their local area, making councils more representative of the communities they serve.

It could lead to a significant number of councillors habitually attending remotely and ultimately reduce the effectiveness of councils.

Councils would be more resilient in the event of local or national emergencies which prevent in-person attendance.

It would be more difficult for councillors to build personal working relationships with colleagues, and engage with members of the public in attendance at meetings.

Free text box – please state any other reasons

Free text box – please state any other reasons

Question 9

In your view, would allowing councillors to attend formal local authority meetings remotely according to their needs particularly benefit or disadvantage individuals with protected characteristics, for example those with disabilities or caring responsibilities?

Please tick an option below:

- it would benefit members
- it would disadvantage members
- neither

Please use the text box below to make any further comment on this question.

[Free text box]

Date: 27/11/2024
Time: 16:15:00

Stone Town Council - Payments

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The table below lists payments made by the Council in the period identified, for the Committee's information.

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 : 01/10/2024

Payment Date To : 31/10/2024

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
01/10/2024	INV0630254	Furniture@Work	Grant Heritage Centre - 7 tables & 1 table trolley	1,185.00
01/10/2024	5813476/CE/49380	The Arch Rent Collectors	SSTN Rent 29.09 to 24.12.24	1,184.25
01/10/2024	6230	Prism Solutions	Leased line rental - Aug 24	59.90
01/10/2024	6230	Prism Solutions	Leased line rental - Aug 24	60.90
01/10/2024	6230	Prism Solutions	Leased line rental - Aug 24	49.99
04/10/2024	003168	R Mountfords	Heritage Centre - Wall fixings	5.30
04/10/2024	32991388	PayPro Europe Ltd	Mail Merge Toolkit subscription to 2/10/25	86.04
04/10/2024	565368	Paul Castrey Expenses	Heritage Centre - USB for time lapse photography	11.24
04/10/2024	SPFA	Staffordshire Playing Fields Association	Subscription SPFA 24/25	20.00
07/10/2024	V02272085247	EE	EE Mobiles - 29 Sept to 28 Oct	29.60
07/10/2024	8802090	British Gas	Elec Supply Ampitheatre 19 Aug to 19 Sept	13.02
08/10/2024	343200	Mr David Littlehales	Paint for FJC - redecoration	60.00
09/10/2024	01019987	VALDA ENERGY	FJC Gas usage 01.09 to 31.10	563.36
09/10/2024	1000134671	Staffordshire County Council	Pre-Employment Medical - GH	45.00
09/10/2024	7070295532	Stafford Borough Council	SBC Hanging Baskets x 106 (chg for 105)	5,985.00
09/10/2024	01019987	VALDA ENERGY	SSTN Elec Usage 01.09 to 31.10	834.65
09/10/2024	INV-0044	Keele Christmas Tree Farm	Christmas trees x 100	1,500.00
09/10/2024	01019987	VALDA ENERGY	FJC Gas usage 01.09 to 31.10	563.36

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Stone Town Council - Payments

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
10/10/2024	8844413	British Gas	Elec Usage - Feeder Pillar 1, 21.08 to 21.09.24	28.88
10/10/2024	8840363	British Gas	Elec Usage 61 High Street 21.08 to 21.09.24	22.04
11/10/2024	977535	Miscellaneous	Envelopes for raffle	5.82
14/10/2024	INV3000786	MEB Total Ltd	FJC - Replace damaged patress box in Stonefield Room	56.21
14/10/2024	INV5001447	MEB Total Ltd	SSTN - Caretaker's Flat - Repairs to boiler	334.73
14/10/2024	444008-033	Virgin Media Business	Telephone Rental & Calls - 22 Aug - 22 Sep 24	90.39
15/10/2024	INV277034130	Zoom Video Comm Inc	Zoom Subscription - Oct 14 to Nov 13	25.98
17/10/2024	0304	Paul Castrey Expenses	HC - Batteries for alarm	2.92
17/10/2024	15995	All Print Equipment Ltd	Photocopier Usage - Sept 24	8.32
17/10/2024	50763	Panda Press (Stone) Ltd	Trafalgar Dinner Menus	82.00
17/10/2024	5353	Christmas Plus	3 x Clusterline - Post Office	324.00
17/10/2024	CD-243521823	Culligan	Water Cooler Rental - October	23.06
17/10/2024	SI-234116	Mailing room	Franking Machine Rental - 31.10 to 30.01.25	60.00
21/10/2024	wp-INV07070376	Water Plus	Water Usage - SSTN 5/09 to 05/10	111.16
21/10/2024	01019987	VALDA ENERGY	SSTN Elec Usage 01.09 to 31.10	834.65
21/10/2024	01019987	VALDA ENERGY	FJC Elec Usage 01.09 to 31.10.24	635.40
21/10/2024	01019987	VALDA ENERGY	SSTN Gas usage01.09 to 31.10	480.61
22/10/2024	wp-INV07091013	Water Plus	Water Usage FJC - 06.09 to 06.10.24	94.10
22/10/2024	1932	Miscellaneous	Restrung the Star of Stone Painting	20.00
22/10/2024	INV0954	The Mill at Stone	71 Trafalgar Dinner Meals plus 5 drivers	1,600.16
22/10/2024	7070295615	Stafford Borough Council	SBC Qtr Office Rent 20/07/24 to 20/10/24	150.00
22/10/2024	Lottery	Stafford Borough Council	Annual Lottery Licence	20.00
22/10/2024	Premises Licence	Stafford Borough Council	Annual Premises Licence Market Square	70.00
24/10/2024	41UG031-0008	Geoxphere TA Parish Online	Parish Online Digital Mapping Subscription 24/25	600.00
24/10/2024	12573	Staffordshire Parish Councils' Association	Trafalgar Dinner Choir	150.00

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Stone Town Council - Payments

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
24/10/2024	GB47839WAAEUI	Rachel Edwards	Pencils	11.12
24/10/2024	743014903/001/10	Virgin Media Business	Broadband Usage - 6 Oct - 5 Nov 24	50.00
25/10/2024	206779	Prism Solutions	Prism IT Managed Service - Nov 24	1,216.06
28/10/2024	9011658	British Gas	Heritage Centre Elec 9/09 to 9/10	98.56
29/10/2024	025769	R Mountfords	Cable ties/cutters	28.29
29/10/2024	50902	Panda Press (Stone) Ltd	Safety signs for Crown Meadow	559.00
29/10/2024	68244	Paul Castrey Expenses	HC - Cleaning materials	3.58
29/10/2024	SOT1138830	Veolia ES (UK) Ltd	Waste Collection SSTN - Sept 2024	75.85
29/10/2024	SOT1138829	Veolia ES (UK) Ltd	Waste Collection FJC - Sept 2024	115.12
29/10/2024	DS-AEU-INV-GB-20	Rachel Edwards	HC - 2 x flag poles and flags	64.16
29/10/2024	025769	R Mountfords	FJC - Paint	31.22
29/10/2024	50898	Panda Press (Stone) Ltd	HC - Remembrance Panels for Table Top Displays	190.00
30/10/2024	208036	Prism Solutions	Set up new user - G Hodson	107.00
31/10/2024	50874	Panda Press (Stone) Ltd	Patches for Christmas Switch on Banners	115.00
				<u>20,752.00</u>