

**Town Clerk**  
Les Trigg

**Tel: 01785 619740**  
**Email: clerk@stonetowncouncil.gov.uk**

15 Station Road  
STONE  
ST15 8JP

28 January 2025

Dear Councillor,

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 4 FEBRUARY 2025 at 7:00pm**, for consideration of the matters itemised in the following agenda.

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 and Declarations under Section 106 of the Local Government Finance Act 1992**

**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 10 December 2024, Minute No's GP25/095 – GP25/112 (attached).

## 8. **Minutes of Sub-Committees**

- a) Tourism & Town Promotion Sub-Committee held on 14 January 2025, Minute Numbers TTP25/026 – TTP25/034 (attached)
  - i. To consider the draft minutes
  - ii. To consider the Recommendations contained in Minute Numbers TTP25/031 (NOTE: the recommendations in Minute Number TTP25/033 will be considered as part of agenda item 10)
- b) Environment Sub-Committee held on 14 January 2025, Minute Numbers ENV25/027 – ENV25/035 (attached)
  - i. To consider the draft minutes (NOTE: the recommendations in Minute Number ENV25/034 will be considered as part of agenda item 10)
- c) Estates Sub-Committee held on 14 January 2025, Minute Numbers EST25/017 – EST25/026 (attached)
  - i. To consider the draft minutes (NOTE: the recommendations in Minute Number EST25/023 will be considered as part of agenda item 10)

## 9. **General Purposes Sub-Committee – Budget 2025-26 to 2027-28**

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

## 10. **To Determine the 2025-26 to 2027-28 Budget for recommendation to the Council**

To consider the report of the Town Clerk (attached) and budget recommendations related to Sub-Committees.

## 11. **Grants to Local Organisations**

To consider the following requests for grants from local organisations which meet the criteria within the Council's grants policy:

- a. **Organisation: Big Top Musical Adventures**  
**Amount Requested:** £500  
**Reason:** To offer sound hearing sessions to support the mental and emotional well-being of Stone residents.
- b. **Organisation: Bromfield Court Residents Focus Group**  
**Amount Requested:** £250  
**Reason:** To purchase plants and shrubs for a spring and summer display at Bromfield Court.

NOTE: This application will be withdrawn if the accounting information is not received within the minimum notice period for the meeting.

- c. **Organisation: Stone Lions Club**  
**Amount Requested:** £500  
**Reason:** Prostate screening
- d. **Organisation: Stone Gang Show**  
**Amount Requested:** £500  
**Reason:** To support Stone Gangshow

To consider the following requests for grants from local organisations which do not meet the criteria within the Council's grants policy:

NOTE: These applications do not meet the Council's approved grants criteria, so will not be considered unless a motion is moved and seconded for each application individually that the criteria is waived, and the application approved:

- e. **Organisation: Stafford & District Bereavement & Loss Support**  
**Amount Requested:** £500  
**Reason:** To support the 'Circle of Friends' group who meet fortnightly at Coop Funeral Care in Stone.
  - i. Level of reserves
- f. **Organisation: Douglas MacMillan Hospice**  
**Amount Requested:** £200  
**Reason:** To support Dramatherapy sessions in the children's hospice.
  - i. Turnover is over £100,000
  - ii. Level of reserves

## 12. **Meeting Schedule for 2025-26**

To determine the Council's Meeting Schedule for the Year 2025-26 (attached).

Note: As Stafford Borough Council's 2025-26 programme of meetings is not yet available, some amendments may subsequently need to be made to avoid clashes.

## 13. **Membership of Stone Community Hub Liaison Group**

To appoint a new member to Stone Community Hub Liaison Group following the resignation of Councillor Jill Hood.

## 14. **Heritage Centre**

To consider an update on the Stone Heritage Centre.

## 15. **Stafford District (B) Payphone Consultation**

To consider a British Telecom consultation seeking views on proposals to remove telephone boxes in Stone after research has shown that the payphones are no longer regularly used.

An email from Stafford Borough Council is attached along with a spreadsheet detailing the locations of the telephone boxes and a BT payphone notice.

**16. Standards Consultation**

To consider a government consultation seeking views on introducing a mandatory minimum code of conduct for local authorities in England to ensure consistency of approach amongst councils investigating serious breaches of their member codes of conduct, including the introduction of the power of suspension.

Full details of the consultation are available here: [Strengthening the standards and conduct framework for local authorities in England - GOV.UK](#)

Responses are via an online survey: [Strengthening the standards and conduct framework for local authorities in England - Ministry of Housing, Communities and Local Government - Citizen Space](#)

The closing date is 26 February 2025, and a copy of the questions asked in the survey are attached.

**17. Town Council Payments**

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

**18. 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)

**19. 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. Powell and one vacancy

SPCA Executive Committee – Cllr T. Kelt

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

**20. 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.**



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

- a) Estates Sub-Committee Meeting held on 14 January 2025, Minute Numbers: EST25/017, EST25/025 and EST25/026 (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 10 December 2024

**PRESENT:** Councillor R. Kenney in the Chair, and  
Councillors: J. Battrick, J. Davies, I. Fordham, J. Hood, T. Kelt, B. Kenney, P. Leason,  
J. Metters, A. Mottershead, J. Powell and R. Townsend

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

**ABSENT:** Councillors: A. Best, A. Burgess, L. Davies, K. Dawson, N. Powell and C. Thornicroft

### **GP25/095 Apologies**

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

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

### **GP25/096 Declarations of Interest**

None made.

### **GP25/097 Requests for Dispensations**

None received.

### **GP25/098 To receive the report of the County Councillors**

#### **County Councillor Jill Hood**

The Chairman invited Councillor Hood to address the Committee.

#### Meeting with County Highways

County Councillor Hood reported to the Committee that she had today (10 December 2024) met with Staffordshire County Council Highways officers, from various departments within the service.

The most pressing item of note was that she had some money to spend in the town and needed to identify a suitable project.

Councillor Hood invited Town Councillors to put forward ideas for highways related improvements where the work could be completed swiftly and within a defined timescale (necessary because the County elections were taking place in May 2025).

Councillor Hood informed the Committee about a complaint made by residents who had witnessed a highways team arrive to a job, sit in their truck while the engine was idling (throwing wrappers out of their window), and then disappearing.

\* 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.

She said the matter was swiftly dealt with by the County Council and urged Councillors to report future instances of questionable conduct to her or the Highways Department.

Councillor Hood advised the Committee that Staffordshire County Council was proposing to install a cattle grid and tank on the Coppice as a remedy to the longstanding flooding issue that had continued to occur there. The tank was designed to capture boulders and stones carried with the flood water which could be periodically emptied. She said Staffordshire County Council had tried everything to prevent the houses from flooding.

Councillor Hood informed the Committee that the County were looking at the key points on the gyratory (the one-way system) in Stone where pedestrians were randomly crossing the road. The highways team were in collaboration with Morrisons, and she was hopeful that something positive would come from the review after the serious accident involving a pedestrian on Christchurch Way. She said this would be a capital programme with S.106 money fed into the project.

#### **County Councillor I. Parry**

Councillor Parry was not in attendance at the meeting.

#### **GP25/099 To receive the report of Borough Councillors**

The Chairman invited Borough Councillors to address the Committee.

Councillor Fordham made Councillors aware that the Borough Council, as statutory licensing authority, had at last week's Council meeting adopted the revised policies for the control of licensed establishments, taxis, pavement licenses and gambling establishments. The policies would shortly be published on the Borough Council's website and become effective from January 2025.

#### **GP25/100 Representations from Members of the Public**

None received.

#### **GP25/101 Minutes**

RESOLVED:

That the minutes of the General Purposes Committee meeting held on 5 November 2024 (Minute Numbers GP25/076 – GP25/094), be approved as a correct record.

#### **GP25/102 Minutes of Sub-Committees**

- a) Environment Sub-Committee held on 5 November 2024 (Minute Numbers ENV25/019 – ENV25/026), that the draft minutes be noted.
- b) Tourism & Town Promotion Sub-Committee held on 19 November 2024 (Minute Numbers TTP25/016 – TTP25/025), that the draft minutes be noted.

- c) Estates Sub-Committee held on 19 November 2024 (Minute Numbers EST25/009 – EST25/016), that the draft minutes be noted.

### **GP25/103 Budget 2025-26 to 2027-28 - Overview**

The Committee considered the report of the Town Clerk\* (which had been enclosed with the agenda for the meeting) commencing the process for examining the budget and precept level for the financial year 2025-26 for recommendation to the Council.

The Town Clerk advised the Committee that the figures in the report set the scene for the budget preparation. They were based on a standstill position (after looking at potential levels of inflation and fees and charges) and represented the continuation of the Council's existing activity and policies.

The Town Clerk reminded the Committee of the budget process, beginning with the Committee's consideration of the overall position of the Council followed by each of the sub-committees considering (in January 2025) the details of their own budgets and any changes they might want to make. The budget details for all sub-committees would then be brought back together at the next meeting of the General Purposes Committee for determination of the budget recommendation to the Council.

The Council would determine the budget and precept to be requested from Stafford Borough Council in February 2025.

The Chairman proposed a further recommendation (to those detailed in the report) that the Committee add £30,000 to enable a contribution to be made to the installation of an ANPR system at the top of the High Street. He said this would be a potential solution to the ongoing traffic management issues over many years. He also suggested approaching other authorities to ask for a contribution to the costs.

The Committee expressed support for the ANPR system which was suggested as the only way of taking control of traffic movements through the High Street. The safety of residents had been a big concern over several years due to motorists either not understanding or wilfully ignoring the traffic management order rules.

**RESOLVED:**

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 the Town Clerk's 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. Agrees to consider its own budgets at the next meeting of this Committee.
- d. Did not give any specific instructions to sub-committees to which they would need to have regard while preparing their proposed budgets.

\* 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.

- e. Agrees to consider contributing £30,000 towards the installation of an ANPR system in the High Street.

**GP25/104 Liaison with Member of Parliament**

The Committee considered appropriate arrangements for liaising with the Town's Member of Parliament for Stone.

The Chairman advised the Committee that he had chatted with Sir Gavin Williamson at an event in August and had pointed out to him that he had visited many of the community groups in the town but hadn't met with the Town Council, yet. Sir Gavin Williamson said he was in favour of an arrangement being made.

RESOLVED: That the Town Council formally writes to Sir Gavin Williamson CBE MP inviting him to attend a future meeting of the General Purposes Committee.

**GP25/105 Heritage Centre**

The Committee considered an update on Stone Heritage Centre.

The Town Clerk advised the Committee that the Heritage Centre was opening its doors on Thursday 12 December 2024 on a three-day week basis on Thursdays, Fridays and Saturdays.

He said the Council was calling for members of the public who held historic items of interest to come forward to register their artefacts for future display at the heritage centre. A press release had been issued inviting people to contact the Heritage Centre Manager for more information, and for guidance purposes, a list of suitable items had been published on the Town Council's Facebook page and website.

It was reported that on Friday 6 December 2024 the Cubs, Squirrels and Beavers had spent an educational evening at the Heritage Centre, and it had been lovely to see how engaged and excited the children were, when collected.

The Town Clerk advised the Committee that the period of the grant would conclude on 31 December 2024. He said the £40,000 award had been spent and visitor numbers were now in the 600s which had exceeded the 500-visitor requirement by some margin.

The Town Clerk said the Heritage Centre Manager had been interviewed on BBC Radio Stoke during morning of 10 December 2024 about the opening of the Centre and call for items.

The Heritage Centre Manager was thanked for his hard work in bringing the facility forward.

**GP25/106 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. Links to the full consultation and online survey had been provided with the agenda for the meeting.

\* 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 Chairman advised the Committee that the national consultation could be supported by Councillors individually and collectively as a Town Council.

The Committee discussed the advantages and disadvantages of remote meetings and made the following key points:

- That the Committee was broadly happy to see the introduction of remote meetings but only in special and clearly defined circumstances.
- That the process should be tightly controlled to avoid regular remote attendance and consequential loss of coherence, a worrying and significant disadvantage of remote working.
- Remote meetings should be held only in exceptional circumstances (such as the Covid-19 pandemic) rather than be the norm.
- Concerns were expressed that remote meetings did not encourage prior or post meeting discussion/conversation and only worked for the Town Council during the Covid-19 pandemic because Councillors knew one another and were already used to working together. A lot of interaction, communication and team building would be lost.
- The technical means to hold remote meetings must be available.
- Attendees who are present both in person and remotely can make meetings challenging technically and make them difficult to control with examples given of experiences elsewhere that did not work well when trying to link in with people.
- The decision to hold remote meetings should not be forced upon councils who should be free to decide for themselves.
- Most Councillors were opposed to proxy voting (voting outside of the Council Chamber) for reasons relating to the importance of hearing the debate and being fully informed.

RESOLVED: That the Town Clerk in consultation with the Chairman of the General Purposes Committee summarise and submit the Committee's responses to the remote meetings survey questions in line with the discussion.

**GP25/107 Town Council Payments**

RESOLVED: To note the list\* of Town Council payments made during the period 1 to 31 October 2024.

An apparent duplicated payment in the report was not duplicated but a cancelled payment that had appeared in the report in error.

**GP25/108 Update from Working Groups:**

**Stone Heritage Centre Steering Group**

There was no additional update from the Steering Group.

**Engagement with Young People**

Councillor Dawson was not available to give a report.

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**GP25/109 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 a date for a meeting of Stone Area Parish Liaison Group would be arranged early in the New Year now the opening of the Heritage Centre was set.

**Stone ATC**

Councillor J. Davies advised the Committee that a meeting of the Squadron's Civilian Welfare Committee had taken place on Monday 9 December but neither he nor the Town Mayor were able to attend. He understood the next meeting would be held on or around 7 January 2025.

**Age Concern Stone & District**

Councillor Davies was not aware that a meeting of Age Concern Stone & District had taken place since Councillor Thornicroft's last report.

**Stafford & Stone Access Group**

Councillor Kelt advised the Committee that no meeting of Stafford & Stone Access Group had taken place, but he had updated the website to incorporate agendas and minutes of meetings.

**Stone Common Plot Trustees**

Councillor Hood advised the Committee that a meeting of Stone Common Plot Trustees had taken place in the usual format.

**Stone Community Hub Liaison Group**

Councillor Hood advised the Committee that a meeting of the Community Hub Liaison Group had taken place in the Council Chamber and attendees were introduced to the new Community Hub Manager.

Councillor Hood said that a request had been made for a window in the kitchen to be replaced, and that the Hub would like permission to store some items upstairs in the mezzanine.

Councillor Hood indicated a wish to stand down from the Group.

**SPCA Executive Committee**

Councillor Kelt advised the Committee that a meeting of the SPCA Executive Committee had been cancelled due to the proximity of the Annual General Meeting scheduled on Monday 16 December 2024.

**Stone Traders' Group Directors Meeting**

Following advice received from Stone Traders Group, considered by the Tourism & Town Promotion Sub-Committee on 19 November 2024 (Minute Reference TTP25/024) there would no longer be Town Council representation at management meetings.

**West Midlands Railway and other Rail Matters**

Councillor Kelt advised the Committee that he had attended a meeting at the end of November and the new Stakeholder Manager from West Midlands Trains had been present. They discussed engineering work disrupting weekend and particularly Sunday travel and difficulties in sorting out the bus route replacement

\* 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.

service. He said the recent bad weather had extended the need for the replacement bus service.

Councillor Kelt reported that HS2 was not yet dead and buried in that a discussion could resurrect the Birmingham to Crewe section but not as a high-speed line.

He reported that there were almost 58,000 journeys in the April to June quarter this year which was a 1.9% increase over the journeys taken in the same quarter last year (2023).

**The meeting was suspended and reconvened after the Planning Consultative Committee meeting had concluded.**

**GP25/110 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.

**GP25/111 Confidential Minutes**

RESOLVED:

That the Confidential Minutes of the General Purposes Committee meeting held on 5 November 2024, Minute Numbers GP25/076 and GP25/094 be approved.

**GP25/112 Confidential Minutes Sub-Committees**

- a) Estates Sub-Committee Meeting held on 19 November 2024, Minute Numbers: EST25/009, EST25/015 and EST25/016.

RESOLVED: To note the minutes.

**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 14 January 2025**

**PRESENT:** Councillor J. Hood in the Chair and  
Councillors: A. Best, A. Burgess, J. Davies, K. Dawson, P. Leason and R. Kenney

Co-opted Member: J. Cook

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

By Chairman's invitation: No Councillors

**ABSENT:** Councillors: L. Davies, B. Kenney, A. Mottershead and J. Powell

**TTP25/026 Apologies**

Councillors: L. Davies, B. Kenney, A. Mottershead and J. Powell

**TTP25/027 Declarations of Interest and declarations under Section 106 of the Local Government  
Finance Act 1992**

None made.

**TTP25/028 Requests for Dispensations**

None received.

**TTP25/029 Representations from Members of the Public**

None received.

**TTP25/030 Minutes of Previous Meeting**

The Minutes of the Tourism & Town Promotion Sub-Committee meeting held on 19 November 2024 (Minute Numbers TTP25/016– TTP25/025), were approved as a correct record.

**TTP25/031 Calendar of Events**

The Sub-Committee considered the Town Council's Calendar of Events for 2025-26 and gave updates on events that 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.

## **2024 – Events that have taken place**

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

The Chairman advised the Sub-Committee that the Christmas Lights Switch-On event had gone very well. The evening had been a brilliant night in bitterly cold temperatures with a peppering of snow.

She said a debrief would be arranged and Town Councillors were invited to contribute their thoughts.

The Chairman announced that Sue Campbell Kelly and Mary Gale, who had supported the Christmas lights Switch-On for 25 years, were stepping down from their roles, making 2024 their last year. She said they had done a wonderful job running the musical entertainment alongside Kieron Harrison at Christ Church Academy. Each year these elements of the programme had ran like a dream and she asked that the Town Council take the opportunity to recognise their service and register its thanks.

The Sub-Committee suggested the ladies be invited to a future Council meeting to be formally thanked by the Town Mayor and Town Councillors (marking the occasion with a photograph and coverage, if possible, by A Little Bit of Stone).

The Town Clerk informed the Sub-Committee that Stone Lions had reported they were not able to continue with the lost children duty in 2025. It was suggested they be asked to continue using the Age Concern office as their base.

Thankfully Stone Lions would continue to arrange the attendance of Father Christmas who did a wonderful job on stage.

The Chairman thanked everyone who took part in the event.

Texas Flag Raising, marking the anniversary of Texas joining the Union on 29 December 1845 (Sunday 29 December 2024)

The Chairman invited Councillor Davies to report on the Texas Flag Raising, which was well attended, particularly by the Army Cadets. Mr Dave Cranswick looked after the flags.

Councillor Davies suggested using the PA system next year for playing the Texas State Song.

## **2025/2026 – Upcoming/Agreed**

The following events were agreed in principle by the Sub-Committee (with the need to set some of the dates):

- Texas Flag Raising, marking Texas State's independence from Mexico (Saturday 1 March 2025)  
The usual arrangements to apply.

\* 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.

- St George's Day Re-enactment (Saturday 26 April 2025)  
The Chairman advised the Sub-Committee that the Re-enactment Group were pleased to be returning to Stone to perform on Saturday 26 April 2025.
- VE Day Commemoration (Thursday 8 May 2025)  
As there is no proposed VE Day Bank Holiday, and the weekend clashes with the Stone Food and Drink Festival, the Council's main 'end of World War II' event has been programmed for around the time of VJ Day rather than VE Day (see below).

The Council will be observing the national commemoration timetable on VE Day including flag raising at 9.30am, a church service and the lighting of a beacon beside the canal at 9.30pm.

- Floating Market/Waterside Events (24, 25, 26 May 2025)  
The Chairman said she hoped the successful Floating Market would return in 2025 and suggested the Heritage Centre have a special display which would bring people into to the town.
- Puppet Tree Jamboree  
The Chairman advised the Sub-Committee that she had spoken with Mr Leech with a view to setting a date for a Puppet Tree Jamboree in the summer.
- Florence Brass Band Concert & Burma Star Commemoration  
The Chairman advised the Sub-Committee that the Florence Brass Band were keen to perform in Stonefield Park in August 2025.
- Summer Children's Event  
The Chairman called for ideas for a children's event to take place in Market Square in the summer.
- Classic Car Event  
The Sub-Committee supported the arrangements for a classic car event in 2025.
- Vegan Market  
The arrangements for a return of the vegan market will be discussed with the organiser to iron out some small teething problems.
- VJ Day Commemoration (Saturday 16 August 2025)  
A music event would be held on Saturday 16 August with an 'End of WWII theme'.
- Music Event/Street Party (Saturday 16 August 2025)  
This will be linked with the VJ Day Commemoration (see above).
- Christmas Lights Switch-On (Thursday 20 November 2025)  
The usual arrangements will apply.

\* 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 (Monday 29 December 2025)  
The usual arrangements will apply.
- Any other suggested new events for 2025/26  
The Chairman invited Sub-Committee members to put forward new ideas for events in 2025.

RECOMMENDED: That the items listed above form the Council's events programme for 2025.

**TTP25/032 Stone Traders' Group**

The Sub-Committee considered Stone Traders' Group's proposed event schedule for 2025 which had been enclosed with the agenda for the meeting.

It was noted that several of the Traders' Group's events had been removed from the schedule as they were similar to Town Council events.

**TTP25/033 Budget 2025-26 – 2026-27**

The Sub-Committee received a report of the Town Clerk\* (issued with the agenda for the meeting) which considered the level of budget that the Sub-Committee may wish to recommend to the General Purposes Committee at its meeting on 4 February 2025 for the services under its control.

The Sub-Committee reviewed the standstill budget, and the amounts included for each service. It also considered potential costs and savings when setting the budget for 2025-26 and future years.

The Town Clerk advised the Sub-Committee that an additional £5,000 had been included in the base budget to enable the Council to hold a music festival or street party as this type of large-scale event had begun taking place regularly.

In addition, following comments about the hanging baskets being poor in quality last year (2024) Stafford Borough Council had given 50% off for the 2025 display delivering a saving of £3,000 which was reflected in the budget.

The Town Clerk advised the Sub-Committee that no provision had been made in the budget for the VE and VJ Day celebrations (other than the street party/music festival) and that it may wish to add £1,000 for these events.

RECOMMENDED: That the standstill budget set out in the Town Clerk's report is accepted, after making the adjustment set out below:

1. An allowance of £1,000 should be made for the additional costs of VE day and VJ Day events. These events would be in addition to a VJ Day themed High Street event on 16 August 2025, which would be funded from the existing Tourism and Town Promotion budget.

\* 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.

## **TTP25/034 Reports from Working Groups**

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

### **Remembrance Plaques Working Group**

Councillor J. Davies advised the Sub-Committee that the VE 80 and heritage centre exhibition provided an opportunity to move the project forward. He said that a test/prototype plaque would be ready by May 2025.

Councillor J. Davies reminded the Sub-Committee that the project would be ongoing over an extended period and was not targeted at this year's VE and VJ Day celebrations exclusively.

### **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 the Group was waiting to see how things were clarified regarding Bagnacavallo. He was aware that Comune di Bagnacavallo had extended an invitation to the Town Mayor to express greetings for the Christmas and New Year festivities.

Councillor Davies reminded Councillors that the purpose of the Working Group was to produce a Council policy that ensured control was maintained whenever people were travelling around the world and speaking on behalf of Stone. He said Stone was lucky to have many links and co-ordinating them enabled the sharing of experiences.

Councillor Leason advised the Sub-Committee that a number of groups in Stone had previously enjoyed active links with Dreieich in Germany, but the Stafford Borough twinning connection had sadly ceased.

### **VE/VJ Day Working Group**

Councillor J. Davies advised the Sub-Committee that a useful meeting had taken place on Monday between the Chairman of the Sub-Committee, Town Clerk and Marketing and Events Organiser to consider the arrangements for the VE and VJ celebrations.

He said it was important to make sure the children of the town were included along with the Army and Air Cadets, Scout & Guide Band and school children. It was agreed that schools would be asked about their plans for celebrating the occasions to ensure there was no repetition.

\* 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.

It was proposed that the programme in Stone would include the raising of the VE Day flag at 9.30am and culminate with the lighting of the beacon by the canal at 9.30pm in line with the national recommendations of the Pageantmaster, Bruno Peek.

Councillor Davies advised the Sub-Committee that people of the town felt strongly that VJ Day was not forgotten. The Forgotten Army were continuing to fight in the Far East for some weeks after VE Day.

It was suggested the Town Council seek local people who were in the town on 8 May 1945 to capture their experiences as a valuable record of social history.

Councillor Davies said he would be sending out notes on what was agreed to take forward, assuming the General Purposes Committee was willing to agree the recommendations included at TTP25/031 above.

Councillor Leason suggested incorporating the Peace Pole into the commemoration and for the Quakers to be approached.

**Chairman**

# Stone Town Council – Environment Sub-Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 14 January 2025

**PRESENT:** Councillor R. Townsend in the Chair and  
Councillors: J. Battrick, A. Burgess, T. Kelt, R. Kenney, P. Leason, J. Metters and  
C. Thornicroft

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

By Chairman's Invitation: A. Best and J. Hood

**ABSENT:** Councillors: B. Kenney, J. Powell and N. Powell

### **ENV25/027 Apologies**

Councillors: B. Kenney, J. Powell and N. Powell

### **ENV25/028 Declarations of Interest and Declarations under Section 106 of the Local Government Finance Act 1992**

None made.

### **ENV25/029 Request for Dispensations**

None received.

### **ENV25/030 Representations from Members of the Public**

None received.

### **ENV25/031 Minutes of Previous Meeting**

The minutes of the Environment Sub-Committee meeting held on 5 November 2024 (Minute Numbers ENV25/019 – ENV25/026), were approved as a correct record.

### **ENV25/032 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 said the works update was regularly reviewed with plenty of communication between himself, the Deputy Town Clerk and Grounds Maintenance Contractor.

The Chairman advised the Sub-Committee that most projects had fallen behind schedule due to inclement weather, machinery/motor vehicle breakdowns and ill-health. The Grounds Maintenance Contractor had however committed to a completion date of 31 March 2025 for all outstanding works.

### **ENV25/033 Crown Meadow**

The Chairman referred the Sub-Committee to his written reports\* (circulated to Members with the agenda) which included three detailed proposals for the following works:

- i) Willow Trees  
To cut back the standard Willow trees/shrubs located around scrape One (believed to be responsible for the large number of Willow saplings that were setting) so they produced less seeds to blow on to Scrape One.

A new budget item of £300 would be needed for this purpose.

- ii) Footpaths  
To raise the height of the diagonal path (that provided the most direct route across Crown Meadow) to a level that was higher than the grass to prevent it from holding water.

It was proposed that the budget for the planting of the shelved hedgerow project totalling £1,560, would be diverted to this project with an additional contingency of £1,000 (depending on the extent of the work needed and cost of materials).

The Chairman assured the Sub-Committee that the material used would be a good quality aggregate mix, the same as that used on the riverside path which didn't wash away.

The work would also include reinstatement of the drainage from Scrape Two to Scotch Brook.

The suggestion was made to replace the two Cherry trees in the amphitheatre.

- iii) Himalayan Balsam  
A plan (drawn up following professional advice) for the select group of volunteers to work on pulling up/curtailing the spread of Himalayan Balsam on Crown Meadow.

This action would assist in preventing the plant from dominating and the negative impact on diversity and wildlife. The work would



need to be undertaken at the correct time which was between April and June 2025.

#### **ENV25/034 Budget 2025-26 – 2027-28**

The Sub-Committee received a report of the Town Clerk\* (issued with the agenda for the meeting) which considered the level of budget that the Sub-Committee may wish to recommend to the General Purposes Committee at its meeting on 4 February 2025 for the services under its control.

The Sub-Committee reviewed the standstill budget (initially considered by the General Purposes Committee on 10 December 2024) and the amounts included for each service. It also considered other areas of growth or savings when setting the budget for 2025-26 and future years.

The Sub-Committee considered whether it wished to recommend to the General Purposes Committee additional sums for inclusion in the Environmental Initiatives budget.

The Chairman confirmed that an unspent sum of £1,190 (relating to an energy audit during the previous year) will be carried forward to 2025-26 and proposed that this sum be increased to £2,000 to enable the Council to address any environmental initiatives that arise during the coming year.

The Sub-Committee supported all budget proposals and their recommendation to the General Purposes Committee.

**RECOMMENDED:** That the standstill budget set out in the Clerks Report for the years 2025-26 and 2027-28 is accepted, after making the adjustments set out below, arising from consideration of reports presented at this meeting:

- The £1,560 in the current year's budget for Hedgerows is used instead for improvements to the paths at Crown Meadow in 2025-26 with a contingency of an additional £1,000.
- £300 is added in the current year for cutting back Willow trees.
- An Environmental Initiatives budget of £810 for 2025-26 is added to the anticipated carried forward sum of £1,190.

**ENV25/035 Reports of Working Groups**

Environmental Working Group

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

Councillor Kelt advised the Sub-Committee that a meeting of the Stafford Borough Sustainability Panel had taken place in December 2024 and the main items of discussion were the Sustainability Strategy (currently under development), Council Score Cards and School Enrichment Programme (which would be rolled out across the Borough).

The next meeting will take place in February 2025.

**Chairman**

# Stone Town Council – Estates Sub-Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 14 January 2025

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

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

By Chairman's invitation: R. Townsend

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

**EST25/017 Apologies**

Councillor: L. Davies, A. Mottershead, J. Powell and N. Powell

**EST25/018 Declarations of Interest and Declarations under Section 106 of the Local Government Finance Act 1992**

None made.

**EST25/019 Requests for Dispensations**

None received.

**EST25/020 Representations from Members of the Public**

None received.

**EST25/021 Minutes of Previous Meeting**

RESOLVED:

That the minutes of the Estates Sub-Committee meeting held on the 19 November 2024 (Minute Numbers EST25/009 – EST25/016), be approved as a correct record.

**EST25/022 Flooring at Stone Station**

The Sub-Committee considered the merits of replacing the flooring at Stone Station.

\* 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 Chairman expressed his view that an alternative more attractive flooring to the existing office grade carpet would improve the aesthetics and functionality of the Stone Station Community Centre and in turn attract more hirers.

He suggested the flooring could be replaced when redecoration of the interior was undertaken.

The Town Clerk advised the Sub-Committee that the costs of replacing the carpet with a suitable hard flooring was estimated to be between £10,000 and £16,000 depending on the type and quality of flooring chosen.

It was reported that a recent user of the Station Community Centre had noticed a lot of condensation and potential dry rot which was noted for further investigation.

The Sub-Committee concluded that it did not support expenditure on flooring to the value of the estimates due to concerns about the Station's viability as parking is a scarce resource now the railway station is in service. It was also pointed out that permissions may be needed from the Borough Council and English Heritage as the Community Centre is a Grade 2 listed building.

#### **EST25/023      Budget 2025-26 – 2027-28**

The Sub-Committee received a report of the Town Clerk\* which considered the level of budget that the Sub-Committee may wish to recommend to the General Purposes Committee at its meeting on 4 February 2025 for the services under its control.

The Sub-Committee reviewed the standstill budget, and the amounts included for each service. It also considered other costs and savings to be taken into account when setting the budget for 2025-26 and future years.

The Town Clerk advised the Sub-Committee that the Frank Jordan Centre was an extremely successful facility and had become a very popular hiring venue.

He informed the Sub-Committee that there was £1,100 in the current budget for refurbishing the Christchurch Way bus shelter, but the Grounds Maintenance Contractor had advised that the estimate was out of date and the cost of materials had increased the price to £3,000.

The Sub-Committee concluded that it would not make provision for the refurbishment of the shelter at a cost of £3,000 when it may be subject to vandalism in the future. An alternative option would be to use the £1,100 budget already available to remove it.

County Councillor Jill Hood informed the Sub-Committee that she had been

\* 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.

approached by a Highways officer to discuss the idea of marketing the bus stops and on the basis that this may involve opportunities for funding or improvement the Sub-Committee decided to leave the budget untouched and to review the situation next year.

The Town Clerk advised the Sub-Committee that the Stone Station lease required the Town Council to keep it maintained and suggested setting a budget of £12,000 for painting the external doors and interior, funded from the Building Maintenance reserve.

As the task was not straightforward maintenance and required working from height it was not considered suitable work for the caretaker to undertake.

**RECOMMENDED:** That the standstill budget set out in the Town Clerk's report is accepted, after making the adjustments set out below:

1. An additional provision of £12,000 should be made in 2025-26 for re-painting the Stone Station which should be funded from the Building Maintenance Reserve.

**EST25/024 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.**

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

**EST25/025 Confidential Minutes**

**RESOLVED:**

That the Confidential Minutes of the Estates Sub-Committee meeting held on the 19 November 2024 (Minute Numbers EST25/009, EST25/015 and EST25/016), be approved as a correct record.

**EST25/026 Update on Stone Station**

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

He advised the Sub-Committee that no response had been received from the landlord's legal department on the proposals the Town Council had made.

**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.

Meeting: **General Purposes Committee**

Date: **4<sup>th</sup> February 2025**

Report of: **Town Clerk**

**Management Sub-Committee Budget 2025-26 to 2027-28**

## **Introduction**

1. Following the removal of the Management Sub-Committee, budgets previously considered by that Sub-Committee now fall to the General Purposes Committee. The purpose of this report is to determine the level of budget for the specific services below that the Committee wishes to recommend for consideration as part of the Council's overall budget alongside the Sub-Committee recommendations later on today's agenda.

## **Background**

2. The Committee, on 10<sup>th</sup> December 2024, considered the standstill budget for 2025-26 and indicative figures for the next two years based on a number of assumptions contained within the report.
3. The standstill budget was prepared on the basis that all Council services will continue at broadly their current level. Inflation has not, however, been included in individual budgets beyond 2024-25. A separate estimate of inflation beyond this date has been made across the whole of the Council and will be considered as part of the overall budget report later on today's agenda.
4. The figures for this Sub-Committee on the above basis are set out at the top of the next page.
5. In respect of these figures, Committee members should note:
  - a. The Stone Heritage Centre (Setup) budget includes running costs incurred prior to the opening of the Centre and further initial setup costs yet to be incurred. This budget will be removed once initial setup is complete
  - b. The Heritage Centre (Running Costs) budget includes the costs of running the Centre from December 2024. This is currently a very broad estimate, as the centre is a new establishment with no cost history.
  - c. The Grants budget currently has an underspent balance of around £2,600. Any sum remaining unspent at the end of the financial year will be rolled-over and added to the budget for spending in 2025-26.
  - d. The Salaries and Employment Costs budget is forecast to underspend in the current year due vacant posts. Budgets for 2025-26 and subsequent years include the effects of the recently announced National Insurance increase, which is expected to cost the Council around £5,700 per annum.

<b>Actual 2023-24 £</b>		<b>Budget 2024-25 £</b>	<b>Forecast 2024-25 £</b>	<b>Budget 2025-26 £</b>	<b>Budget 2026-27 £</b>	<b>Budget 2027-28 £</b>
200,412	Stone Heritage Centre (Setup)	103,298	110,000	-	-	-
-	Stone Heritage Centre (Running)	45,000	20,000	45,000	45,000	45,000
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
-	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
480,722	<b>TOTAL</b>	<b>448,458</b>	<b>420,820</b>	<b>343,990</b>	<b>359,980</b>	<b>423,850</b>

- e. The increased forecast for the Accommodation budget reflects an underestimate of the 2023-24 accommodation charges from Stafford Borough for the use of the Council's offices (which are paid in 2024-25) and the cost of the fire risk assessment.
  - f. The Administration budget for 2027-28 includes the cost of replacement iPads.
  - g. Election costs have only been provided for in 2027-28. No provision has been made for future by-elections, so should any be required the costs would need to be met from reserves.
  - h. The interest budget provides for reducing income following a estimated reductions in both interest rates and the Council's level of reserves.
  - i. The Inflation Contingency represents forecast increased costs for the whole of the Council. It will be considered in the overall budget report later on today's agenda.
  - j. Other budgets have been provided at broadly current levels. No provision has been made for any Neighbourhood Plan spending, though £7,580 is still held in the Neighbourhood Plan reserve.
6. As reported to the meeting of this Committee on 10<sup>th</sup> December 2024, the standstill budget is just the starting point for the budget process. Members of the Committee will want to review this standstill budget and the amounts provisionally included. In addition, there are

likely to be other areas where the Committee will want to undertake new developments or stop/change the things that they are doing now.

7. The Committee is asked to consider the standstill budget and any areas of growth or savings which they would want to be taken into account in setting the budget for 2025-26 and future years.

### **Recommendations**

8. The Committee is asked to recommend their proposed budget for further consideration later in the agenda when the Committee determines the overall budget for recommendation to the Council.
9. It should be noted that the Committee's decision on this item will not have the status of a resolution, and may be amended as part of the determination of the overall budget recommendations to the Council.



Meeting: **General Purposes Committee**

Date: **4<sup>th</sup> February 2025**

Report of: **Town Clerk**

**Budget 2025-26 to 2027-28 – Recommendation to Council**

## **Introduction**

1. This report considers the Budget to be recommended to the Council for 2024-25 and the indicative budgets for 2025-26 to 2027-28.

## **Background**

2. At a series of meetings during January 2025, Sub-Committees have considered their potential budgets for 2025-26 to 2027-28, and consideration of this Committee's budget was undertaken earlier in today's meeting. It is now the role of this Committee to consider these proposals and decide, for recommendation to the Council meeting on 18<sup>th</sup> February 2025:
  - a. The budget for 2025-26.
  - b. Any contributions to or from reserves to be built into the budget.
  - c. The precept and Council Tax for 2025-26.
  - d. Indicative figures for 2026-27 and 2027-28 for each of the above items.
3. At the time of writing this report, the budget recommendations are not all available due to the consideration of this Committee's budgets being undertaken earlier in today's meeting. This report will thus focus on the sums available to spend and the impact on reserves. Details of all budget proposals will be available at the meeting.
4. 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.
5. 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.
6. 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.
7. The figures below, therefore, assume that all Council services will continue at broadly their current level, adjusted for any known variations within existing Council policy.

## Payments by Stafford Borough Council

8. For a number of years, the Council has received payments of over £30,000 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. 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.

## Council Tax

9. Currently the Town Council's share of the Council Tax in Stone is £61.00 per year for a property classed as Band D. This compares to the national average of £85.88 per year for all local precepting authorities in 2024-25.
10. With reference to the determination of the Council Tax level by the Council for 2025-26, 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.
11. It has been confirmed that this power will not be used for 2025-26. This is likely to continue into the future providing that the sector as a whole "shows restraint".

## Standstill Budget

12. A "standstill" budget was presented to the last meeting of this Committee. The figures are set out in Appendix A and can be summarised as follows:

<b>Actual</b>		<b>Budget</b>	<b>Forecast</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2023-24</b>		<b>2024-25</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
<b>£</b>		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
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	<b>TOTAL</b>	<b>442,980</b>	<b>381,672</b>	<b>425,370</b>	<b>457,360</b>	<b>518,230</b>

13. The figures above and in Appendix A are based on the following:
- Known and forecast expenditure for the remainder of the current financial year.
  - Forecast expenditure for the next three years, based on a standstill position. These figures 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.
  - 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.

### **Reserves and Balances**

14. In considering its recommendations to Council, the Committee will also need to consider the level of general reserves (balances) held by the Council.
15. Excluding the reserves earmarked for the Neighbourhood Plan and rollovers, the standstill budget projects that the Council will be holding a reserve of around £250,000 as at 31<sup>st</sup> March 2026.
16. I would normally recommend that a Council the size of Stone Town Council should hold general reserves equivalent to around six months' net expenditure (approx. £200,000), unless there is a good, financially sound reason not to do so. Where balances are lower than this amount, there should be a plan to return them to this level, and an understanding by Councillors of the increased financial risk to the Council and the potential need for mitigations until the reserves are reinstated.
17. The level of reserves across the three years of the medium-term financial plan (MTFS) will need to be taken into account when assessing Sub-Committee and other proposals for budget changes and recommending a final budget to the Council.

### **Conclusions**

18. This report has set out the background to setting the budget for 2025-26 and determining the financial strategy for the following two years. The Committee is thus asked to make recommendations to the Council regarding:
  - a. Whether it accepts the proposed standstill budget, and the assumptions behind it, as the baseline for setting the budget for 2025-26 and the medium-term financial strategy (MTFS).
  - b. What adjustments it would want to make to the standstill budget, after consideration of the recommendations made by Sub-Committees and consideration of the Committee's own budget.
  - c. What Council Tax and precept levels should be set for 2025-26, with indicative figures for 2026-27 and 2027-28, in order to ensure that the budget is balanced such that reserves do not fall to an unacceptable level in any year.
19. It should be remembered that whilst this Committee is responsible for making recommendations on the budget, the Council is free to set the Council Tax at any level in any year and does not have to follow this Committee's recommendations. In addition, only the Council's decision regarding the 2025-26 precept/Council Tax is binding. The indicative figures for the following two years can be changed as part of future budget setting processes.

## **Recommendations**

20. That the Committee considers the Sub-Committee and other budget proposals which will be presented to the meeting, alongside the additional information in this report, and determine the budget and precept level for recommendation to the Council.



# Application for Grant Aid



Name of organisation: Big top Musical adventures

Purpose of organisation: Making inclusive music (active/receptive).

Amount of grant requested:  
£500

Total cost of project (if appropriate):  
£1153

Reason for grant request:

In today's fast-paced world, stress, anxiety, and depression are increasingly prevalent. This project recognises the growing need for accessible and affordable support for mental and emotional well-being within the Stone community. By offering free sound healing (sound bath) sessions, we aim to provide a proactive approach to well-being. Rather than solely focusing on addressing existing mental health challenges, this initiative encourages individuals to prioritise their mental and emotional health through a unique and accessible holistic practice. Sound healing offers a valuable complement to traditional mental health services. It provides a safe and supportive space for individuals to relax, reduce stress, and cultivate inner peace. Furthermore, this project seeks to inclusively address a gap in local services by offering a readily available and affordable option for residents to experience the benefits of sound healing.

By fostering a sense of community and connection through shared experiences, this project aims to contribute to a more resilient and supportive community. When individuals feel connected and supported, they are better equipped to navigate life's challenges and thrive.

#### Reason for Grant Request:

- **Addressing a Critical Community Need:**
  - The current climate presents significant challenges to mental and emotional well-being, with increased levels of stress, anxiety, and depression reported across the population.
  - This project directly addresses this critical need by offering a readily accessible and cost-effective solution for residents of Stone to improve their mental and emotional health.
- **Promoting Proactive Well-being:**
  - By providing free sound healing sessions, the project encourages proactive measures for well-being, rather than solely focusing on reactive treatments.
  - Sound healing can serve as a valuable preventative measure, helping individuals build resilience and emotional coping mechanisms before mental health challenges escalate.
- **Filling a Gap in Local Services:**

- While some mental health services are available in Stone, access to affordable and accessible holistic therapies like sound healing may be limited.
- This project aims to fill this gap by offering a unique and valuable service to the community.
- **Building Community Resilience:**
  - By fostering a sense of community and connection through shared experiences, the project contributes to building community resilience.
  - When individuals feel supported and connected, they are better equipped to cope with challenges and thrive.

#### Benefits to Stone residents:

Imagine a community where residents feel less stressed and anxious, where sleep comes more easily, and where a sense of inner peace prevails. This is the vision that drives this project.

Sound healing offers a pathway to these benefits. By reducing stress hormones and promoting relaxation, participants can experience a significant improvement in their overall mood and well-being. Improved sleep quality, a direct consequence of reduced stress, can have a profound impact on physical and mental health.

Beyond stress reduction, sound healing can alleviate physical tension, reduce pain, and support the body's natural healing processes. Moreover, the sound bath experience encourages participants to become more present and mindful, fostering increased self-awareness and emotional regulation.

Ultimately, this project empowers individuals to take proactive steps towards their own well-being. By participating in these free sessions, residents of Stone can discover the transformative power of sound healing and cultivate healthy self-care practices that will benefit them for years to come.

On top of this, a sound bath is an enjoyable experience and people in Stone will be offered 4 free sound bath sessions!

#### Benefits to Stone Residents:

- **Reduced Stress and Anxiety Levels:**
  - Sound healing has been shown to significantly reduce stress hormones like cortisol, promoting a calmer and more relaxed state of mind.
  - Participants can expect to experience reduced anxiety levels, improved mood, and a greater sense of inner peace.
- **Improved Sleep Quality:**
  - The calming vibrations of the crystal singing bowls can help to quiet the mind and prepare the body for restful sleep.
  - Improved sleep quality can have a profound positive impact on overall physical and mental health.
- **Enhanced Physical Well-being:**
  - Sound healing can help to alleviate physical tension, reduce pain, and improve circulation.
  - It can also support the body's natural healing processes.
- **Increased Self-Awareness and Mindfulness:**
  - The sound bath experience encourages participants to become more present and mindful of their inner state.
  - This increased self-awareness can lead to improved emotional regulation and a greater sense of inner peace.
- **Empowerment and Self-Care:**
  - By participating in the sound healing sessions, individuals are taking proactive steps towards their own well-being.
  - This fosters a sense of empowerment and encourages the development of healthy self-care practices.

#### Environmental Impact of proposals:

##### Minimal environmental impact:

- The project primarily involves the use of crystal singing bowls, which are natural materials.

- Outreach efforts will primarily utilise digital platforms and local community networks, word of mouth, minimising the use of printed materials.
- The sessions will take place in a community centre, reducing the need for travel and transportation.

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

Self-funded money being used: £653

£129 for the singing bowls

£84 for the Frank Jordan Centre

£440 Practitioner Fee

Is this an “exceptional” request (see notes)? If so, please explain why the Council should treat it as an exception:

no

Grants awarded by the Council in the last two years, and the uses made of the funding:

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

**Please Ensure that your Latest Accounts are Included with your Application**



**Company Registration No. 09255192 (England and Wales)**

**BIG TOP MUSICAL ADVENTURES COMMUNITY INTEREST COMPANY  
ANNUAL REPORT AND UNAUDITED ACCOUNTS  
FOR THE YEAR ENDED 31 OCTOBER 2023**

FRIDAY



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12/07/2024

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COMPANIES HOUSE

**BIG TOP MUSICAL ADVENTURES COMMUNITY INTEREST COMPANY  
ANNUAL REPORT AND UNAUDITED ACCOUNTS  
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**BIG TOP MUSICAL ADVENTURES COMMUNITY INTEREST COMPANY**  
**COMPANY INFORMATION**  
**FOR THE YEAR ENDED 31 OCTOBER 2023**

---

**Directors** Kathryn Masters  
Dominic MacMillan-Scott  
Rosie Rushton

**Company Number** 09255192 (England and Wales)

**Registered Office** 37 WATERLOO ROAD  
KINGS HEATH  
BIRMINGHAM  
WEST MIDLANDS  
B14 7SD

**Accountants** Accounts and Returns Ltd  
26 Smith St  
Warwick  
CV34 4HS

**BIG TOP MUSICAL ADVENTURES COMMUNITY INTEREST COMPANY  
(COMPANY NO: 09255192 ENGLAND AND WALES)  
DIRECTORS' REPORT**

---

The directors present their report and accounts for the year ended 31 October 2023.

**Directors**

The following directors held office during the whole of the period:

Kathryn Masters  
Dominic MacMillan-Scott  
Rosie Rushton

**Statement of directors' responsibilities**

The directors are responsible for preparing the report and accounts in accordance with applicable law and regulations.

Company law requires the directors to prepare accounts for each financial year. Under that law, the directors have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Small company provisions**

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

Signed on behalf of the board of directors

  
.....  
Rosie Rushton  
Director

Approved by the board on: 27 June 2024

**BIG TOP MUSICAL ADVENTURES COMMUNITY INTEREST COMPANY**  
**ACCOUNTANTS' REPORT**

---

**Accountants' report to the board of directors of BIG TOP MUSICAL ADVENTURES COMMUNITY INTEREST COMPANY on the preparation of the unaudited statutory accounts for the year ended 31 October 2023**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of BIG TOP MUSICAL ADVENTURES COMMUNITY INTEREST COMPANY for the year ended 31 October 2023 as set out on pages 6 - 9 from the company's accounting records and from information and explanations you have given us.

This report is made solely to the Board of Directors of BIG TOP MUSICAL ADVENTURES COMMUNITY INTEREST COMPANY, as a body, in accordance with the terms of our engagement. Our work has been undertaken solely to prepare for your approval the accounts of BIG TOP MUSICAL ADVENTURES COMMUNITY INTEREST COMPANY and state those matters that we have agreed to state to them, as a body, in this report. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than BIG TOP MUSICAL ADVENTURES COMMUNITY INTEREST COMPANY and its Board of Directors as a body for our work or for this report.

It is your duty to ensure that BIG TOP MUSICAL ADVENTURES COMMUNITY INTEREST COMPANY has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and profit of BIG TOP MUSICAL ADVENTURES COMMUNITY INTEREST COMPANY. You consider that BIG TOP MUSICAL ADVENTURES COMMUNITY INTEREST COMPANY is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the accounts of BIG TOP MUSICAL ADVENTURES COMMUNITY INTEREST COMPANY. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.

Accounts and Returns Ltd

26 Smith St  
Warwick  
CV34 4HS

27 June 2024

**BIG TOP MUSICAL ADVENTURES COMMUNITY INTEREST COMPANY**  
**STATEMENT OF INCOME AND RETAINED EARNINGS**  
**FOR THE YEAR ENDED 31 OCTOBER 2023**

	2023 £	2022 £
<b>Turnover</b>	36,170	27,359
Cost of sales	(23,224)	(35,952)
<b>Gross surplus/(loss)</b>	12,946	(8,593)
Administrative expenses	(4,618)	(4,107)
Other operating income	7,500	7,149
<b>Operating surplus/(loss)</b>	15,828	(5,551)
<b>Surplus/(loss) on ordinary activities before taxation</b>	15,828	(5,551)
Tax on surplus/(loss) on ordinary activities	-	-
<b>Surplus/(loss) for the financial year</b>	15,828	(5,551)
Retained earnings at the start of the year	(10,223)	(4,672)
Surplus/(loss) for the financial year	15,828	(5,551)
Dividends	-	-
<b>Retained earnings at the end of the year</b>	5,605	(10,223)

**BIG TOP MUSICAL ADVENTURES COMMUNITY INTEREST COMPANY**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 31 OCTOBER 2023**

	Notes	2023 £	2022 £
<b>Fixed assets</b>			
Tangible assets	4	5,371	5,769
<b>Current assets</b>			
Debtors	5	(7,501)	(26,563)
Cash at bank and in hand		8,785	11,417
		<u>1,284</u>	<u>(15,146)</u>
<b>Creditors: amounts falling due within one year</b>	6	(1,050)	(846)
<b>Net current assets/(liabilities)</b>		<u>234</u>	<u>(15,992)</u>
<b>Net assets/(liabilities)</b>		<u>5,605</u>	<u>(10,223)</u>
<b>Reserves</b>	7		
Profit and loss account		5,605	(10,223)
<b>Members' funds</b>		<u>5,605</u>	<u>(10,223)</u>

For the year ending 31 October 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with the provisions of FRS 102 Section 1A - Small Entities.

The financial statements were approved by the Board of Directors and authorised for issue on 27 June 2024 and were signed on its behalf by

  
Rosie Rushton  
Director

Company Registration No. 09255192





**BIG TOP MUSICAL ADVENTURES COMMUNITY INTEREST COMPANY**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2023**

	2023	2022
	£	£
<b>5 Debtors</b>		
<b>Amounts falling due within one year</b>		
Trade debtors	(7,501)	(26,563)
	(7,501)	(26,563)
<b>6 Creditors: amounts falling due within one year</b>	<b>2023</b>	<b>2022</b>
	£	£
Trade creditors	1,050	846
	1,050	846

**7 Company limited by guarantee**

The company is limited by guarantee and has no share capital.

Every member of the company undertakes to contribute to the assets of the company, in the event of a winding up, such an amount as may be required not exceeding £1.

**8 Average number of employees**

During the year the average number of employees was 0 (2022: 0).

**BIG TOP MUSICAL ADVENTURES COMMUNITY INTEREST COMPANY**  
**DETAILED PROFIT AND LOSS ACCOUNT**  
**FOR THE YEAR ENDED 31 OCTOBER 2023**

This schedule does not form part of the statutory accounts.

	2023	2022
	£	£
<b>Turnover</b>		
Sales	36,170	27,359
<b>Cost of sales</b>	23,224	35,952
Purchases		
<b>Gross profit/(loss)</b>	12,946	(8,593)
<b>Administrative expenses</b>		
Use of home	780	717
Stationery and printing	75	62
Subscriptions	371	-
Insurance	314	304
Depreciation	1,790	1,923
Accountancy fees	1,065	861
Advertising and PR	223	240
	4,618	4,107
<b>Other operating income</b>		
Other operating income	7,500	7,149
<b>Operating profit/(loss)</b>	15,828	(5,551)
<b>Profit/(loss) on ordinary activities before taxation</b>	15,828	(5,551)

100347-15

# CIC 34

## Community Interest Company Report

**Please  
complete in  
typescript, or  
in bold black  
capitals.**

**Company Name in  
full**

Big Top Musical Adventures CIC

**Company Number**

09255192

**Year Ending**

31<sup>st</sup> October 2023

*(The date format is required in full and should match  
the date of the accounts e.g. 31<sup>st</sup> March 2020)*

**Please ensure the company name is consistent with the company name entered on the accounts.**

This template illustrates what the Regulator of Community Interest Companies considers to be best practice for completing a simplified community interest company report. All such reports must be delivered in accordance with section 34 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and contain the information required by Part 7 of the Community Interest Company Regulations 2005.

**(N.B. A Filing Fee of £15 is payable on this document. Please enclose a cheque or postal order payable to Companies House)**

**PART 1 - GENERAL DESCRIPTION OF THE COMPANY'S ACTIVITIES AND IMPACT**

In the space provided below, please insert a general account of the company's activities in the financial year to which the report relates, including a description of how they have benefited the community.

Big Top continued to deliver sessions funded by Children in Need this award allowed Big Top to work in community settings and explore communication and interaction through the arts. We have been working in both Birmingham and Sandwell.

Big Top was awarded funding from Youth Music to begin a new project, Big Top Babies. This project focused on working with families with children under the age of five who had learning disabilities, the project is based in Sandwell.

As hub partners for SIPS Music and Arts and Wolverhampton Music Service Big Top continue to develop musical provision for young people with learning disabilities across the West Midlands. Alongside this Big Top worked with community groups and charities to provide creative music sessions for families of children and young people with learning disabilities.

*(If applicable, please just state "A social audit report covering these points is attached").*

**(Please continue on separate continuation sheet if necessary.)**

**PART 2 – CONSULTATION WITH STAKEHOLDERS** – A “stakeholder” is any person or organisation affected by the company’s activities. Please indicate who the company’s stakeholders are; how the stakeholders have been consulted and what action has the company taken in response to feedback from its consultations. If there has been no consultation you must state ‘There has been no stakeholder consultation held’.

Stakeholders vary depending on projects they include staff students and families within the community. Schools and families have been provided with opportunities to feedback on the company's delivery both formally through questionnaires, and informally. Feedback has also been collected from social media platforms.

*(If applicable, please just state “A social audit report covering these points is attached”).*

**PART 3 – DIRECTORS’ REMUNERATION** – Please indicate below any remuneration the directors have received. Alternatively if you have provided full details in your accounts then you do not need to disclose it here but you must explain in the space below where they are found within the accounts. If no remuneration was received you must state that “no remuneration was received by the directors” below.

No remuneration was received by the directors.

**PART 4 – TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION** – Please insert full details of any transfers of assets other than for full consideration to an asset locked body or for the benefit of the community. This must include the amount, or contain a fair estimate of the value, of such transfer. If this does not apply you must state that “no transfer of assets other than for full consideration has been made” below.

No transfer of assets other than for full consideration has been made.

**(Please continue on separate continuation sheet if necessary.)**

**PART 5 – SIGNATORY (Please note this must be a live signature)**

The original report must be signed by a director of the company

Signed

--

Date

04.07.24
----------

Please note that it is a legal requirement for the date format to be provided in full throughout the CiC34 report.

Applications will be rejected if this information is incorrect.

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Email:	Tel:
DX Number	DX Exchange

When you have completed and signed the form, please attach it to the accounts and send both documents by post to the Registrar of Companies at:

For companies registered in England, Scotland, Wales and Northern Ireland:

**Companies House, Crown Way, Cardiff, CF14 3UZ**

**DX 33050 Cardiff**

Please ensure the company name is consistent with the company name entered on the accounts. (N.B. Please enclose a cheque for £15 payable to Companies House).

# Application for Grant Aid



Name of organisation: Bromfield Court Residents Focus Group.	
Purpose of organisation: To focus on court events and activities	
Amount of grant requested: £250	Total cost of project (if appropriate): £400
Reason for grant request: To purchase plants and shrubs for the court for a spring and summer display. For residents to be able to use these plants for their own spaces encouraging to get out and garden for health.	

**Benefits to Stone residents:**

The scheme is close to the town centre and adjacent to the main road. Improved aesthetics of the scheme will raise the area.

**Environmental Impact of proposals:**

Improved health & wellbeing.  
Green spaces  
Plants that benefit birds and pollinating insects

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

Court amenities match funding for the project.

**Is this an "exceptional" request (see notes)? If so, please explain why the Council should treat it as an exception:**

No

**Grants awarded by the Council in the last two years, and the uses made of the funding:**

None.

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

**Please Ensure that your Latest Accounts are Included with your Application**



# STONE LIONS CLUB



CHARITABLE INCORPORATED ORGANISATION – REGISTERED NUMBER 118041

[Redacted]  
Stone Town Council.

## GRANT APPLICATION FORM – STONE LIONS CLUB

Please find enclosed a Grant Application Form in respect of the Prostate Screening Event to be held by Stone Lions Club on the 29<sup>th</sup> April 2025.

Also enclosed is our last Annual Accounts for 2023/24 (June 2024) plus a copy of our monthly Accounts issued for January 2025. The Annual Accts have a breakdown of our Income and Expenditure for the April 2024 PSA Event.

Please contact if any further information required.

Yours sincerely,

Glyn Ravenscroft,  
Stone Lions Club.



# Application for Grant Aid



Name of organisation:

STONE LIONS CLUB (C.V.O)

Purpose of organisation:

OUR MOTTO IS "WE SERVE"  
WE HAVE VARIOUS FUND RAISING ACTIVITIES THROUGHOUT THE YEAR TO ENABLE US TO HELP THE LOCAL COMMUNITY. ALL 2023/24 AREA & INTERNATIONAL DONATIONS ARE SHOWN ON ANNUAL ACCTS. MORE RECENTLY WE HAVE PLEDGED MONEY TO WALTON PRIMARY SCHOOL & CHRISTCHURCH ACADEMY FOR PROJECTS. WE HAVE RECENTLY MADE DONATIONS TO CHUCKLE PRODUCTIONS AND 'CHILD OF MIND' CHARITY.

Amount of grant requested:

£500 —

Total cost of project (if appropriate):

LAST YEAR £19,321.18

Reason for grant request:

SINCE 2015 WE HAVE BEEN ORGANISING A PROSTATE SCREENING EVENT AT THE STONEHOUSE HOTEL. OUR FIRST YEAR 125 MEN ATTENDED - LAST YEAR IT WAS JUST UNDER 500.  
SINCE COVID WE HAVENOT RECEIVED THE SAME FINANCIAL SUPPORT FROM THE LOCAL BUSINESS COMMUNITY. WE HAVE THEREFORE HAD TO SUPPORT THE EVENT FROM OUR GENERAL "CHARITY" ACCOUNT.  
WE WILL SOON START ADVERTISING OUR EVENT WHICH WILL BE HELD ON TUESDAY 29<sup>th</sup> APRIL 2025

Benefits to Stone residents:

EVERY YEAR THE TESTS HAVE INDICATED A PROSTATE ISSUE FOR SOME MEN WHO WERE UNAWARE THERE WAS A PROBLEM. LAST YEAR 9 MEN HAD A "RED" ALERT AND 7 "AMBER"

WE HAD ONE 'THANK YOU' ~~FROM~~ <sup>FROM</sup> SOMEONE WHO HAD RECEIVED A "RED" RESULT AND SUBSEQUENTLY HAD TREATMENT AT THE CHRISTIE HOSPITAL, MANCHESTER. HE WAS TOTALLY UNAWARE HE HAD A PROBLEM.

Environmental impact of proposals:

Other sources of funding secured or being explored (with amounts where known): WE HAVE RECEIVED SUPPORT FROM SOME LOCAL PARISH COUNCILS AND BUSINESS ORGANISATIONS (ALL DETAILED) ON ANNUAL ACCOUNTS) ALSO DONATIONS ON THE NIGHT. STONEMOUSE HOTEL PROVIDES THE BALLROOM FREE OF CHARGE PLUS REFRESHMENT FOR THE NURSES

Is this an "exceptional" request (see notes)? If so, please explain why the Council should treat it as an exception:

Grants awarded by the Council in the last two years, and the uses made of the funding:

£500 EACH YEAR. ALWAYS DIRECT INTO OUR PSA RESTRICTED FUND

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

Please Ensure that your Latest Accounts are Included with your Application

# Charity Account

Year ending 30 June 2024

	Income	Expenditure	Balance	Balance 2022/23
<b>Fund raising events</b>				
Christmas Raffles	22580.165	7740.660		
Easter Eggs	118225.560	3865.775		
Bobber Hammer raffle	1000.000			
Proms night	6607.000			
Quiz Night	4986.000	286.000		
	<b>5,588.685</b>	<b>11,782.385</b>	<b>4,426.300</b>	<b>4,299.87</b>
<b>Donations received</b>				
[Redacted]	125.00			
[Redacted]	275.00			
Joules Court	45.00			
Market Traders	97.00			
Summerfield Court	51.36			
Rotary Club of Stone	50.00			
[Redacted]	80.00			
Stone Festival Committee	50.00			
Other	5.96			
	<b>779.34</b>	<b>-</b>	<b>779.34</b>	<b>1,084.21</b>
<b>Other Income</b>				
Just Giving	48.64			
Paypal	10.80	612.10		
From 36's account	2,220.00			
	<b>2,279.44</b>	<b>612.10</b>	<b>1,667.34</b>	<b>3,618.07</b>
<b>Welfare Donations given</b>				
Children's books		468.00		
Futures2gether		528.00		
Futures2gether Alton Towers outing		250.00		
LCl Morocco Earthquake		500.00		
RBl Poppy Appeal		100.00		
SCC Early Help Team		280.00		
Honor Sutton		240.00		
DC Partners Appeal		280.00		
Friends of Margaret Junior School		200.00		
Allynas Academy		980.00		
Staffs Venture Club		300.00		
LCl Youth Trust Appeal		100.00		
LCl Activity Alliance		280.00		
		<b>4441.600</b>	<b>-4441.600</b>	<b>-3,260.00</b>

	Income	Expenditure	Balance	Balance 2022/23 2022/23
<b>Welfare Activities</b>				
Peace Poster Competition	1250.00	288.95		
Oak Tree Farm Slayaton		300.00		
Cooker & installation		229.90		
Santa Grotto	1799.00			
Foxfield		389.58		
Spectacle collections		22.00		
Message in a bottle		229.90		
Miscellaneous		55.80		
	3844.00	12207.73	-9667.73	-485.00
<b>Mobility</b>				
Donations received				
	3660.00			
	50.00			
Other	660.00			
	11070.00		11070.00	1744.00
<b>Expenses</b>				
EE Mobile phone		150.89		
Disable Aids		496.00		
Total		646.89	-646.89	819.41
<b>Club operating costs</b>				
Public relations		80.00		
Insurance		74.25		
Lottery Licence		20.00		
		174.25	-174.25	-234.90
<b>Charity Account General Fund</b>	<b>9,991.43</b>	<b>8,252.32</b>	<b>1,739.11</b>	<b>5,946.84</b>



	Income	Expenditure	Balance	Balance 2022/23 2022/23
<b>PSA Testing</b>				
Restricted Fund Donations received				
Stone Town Council	550000			
Hilderstone Parish Council	50000			
Stone Rural Parish Council	200000			
Stone & District Round Table	300000			
Capula	200000			
Hill & Swift	60000			
via Paypal	634600			
Mr Kidd	100000			
Cash donations on night	44,1183000			
Card donations on night	11,1189995			
Gift Aid	11483500			
Testing expenses				
The Doctor's Laboratory		7,183400		
GFCT Ltd		2,57100		
Nurses		54000		
Miscellaneous		76.18		
	<b>8,791.05</b>	<b>10,321.18</b>	<b>-1,530.13</b>	<b>-1,951.78</b>
<b>PSA Restricted Fund</b>	<b>8,791.05</b>	<b>10,321.18</b>	<b>-1,530.13</b>	<b>-7,408.78</b>
<b>Charity Account total</b>	<b>18,782.48</b>	<b>18,573.50</b>	<b>208.98</b>	<b>-1,461.94</b>

Charity Account	General Charity account	PSA Restricted Fund	Total
1 July 2023 Account balance	13,008.34	150.00	13,158.34
Excess income over expenditure	1,739.11		208.98
Excess expenditure over income		1,530.13	
Transfer from General to PSA fund	-1,380.13	1,380.13	
30 June 2024 Account balance	13,367.32	0.00	13,367.32

# Stone Lions Club (009)

## Treasurer's monthly report

Month: **January 2025**

### Charity Account

Balance reported last month		111,423.29
Transactions since		
Mobility donations	100.00	
Mobility expenses	-1,003.86	
Christmas Raffles	854.00	
Donation in m.o. Julie Potter	20.10	
<b>Current balance</b>		<b>112,567.93</b>
Commitments		
895 Skateboard Park	-700.00	
909 Walton Primary School (PL)	-1,500.00	
910 Christ Church Academy (PL)	-1,500.00	
915 Foxfield	-350.00	
Charity Account funds available		8,517.93

### 3C's Account

Balance last month		3,115.00
Transactions since		
Donations		
Subscriptions	24.00	
Cheques credited back		
1 sets of prizes at £130/month	-130.00	
<b>Current balance</b>		<b>3,009.00</b>
Commitments		
9 sets of prizes at £130/month	-1,170.00	
Subscriptions due	100.00	
3C's Account funds available		1,939.00

Charity funds available (exe PSA)  
PSA Restricted Fund

10,456.93  
-

### Admin Account

Balance reported last month		1,848.77
Transactions since		
Tallwister	81.00	
Account exam fee	-37.00	
Regalia	-8.00	
<b>Current balance</b>		<b>1,884.77</b>
Commitments		
District Dues (Jan)	-89.25	
MD Dues (Jan)	-367.50	
Int Dues (Jan)	-393.89	
President's Honarium	-400.00	
DC Gift	-100.00	
Tallwister	160.00	
Ink Cartridge recycling	70.00	
Easy Fundraising	50.00	
Almorer	-40.00	
Account fees	-30.00	
Regalia	15.00	
Centre Night adjustment	-64.00	
<b>Estimated year end balance</b>		<b>788.13</b>

### 3C's account

Total subscriptions due	3,354
Subscriptions received	3,254
Shortfall	100
Due from	12
Others	88

### 3C's cheques not yet cashed

as at 1st January 2025

Month	No	Winner	Agent	£
July	108			10
Aug	105			10
Nov	266			10
Nov	137			10
Dec	203			10
Dec	154			10
Dec	102			10
Dec	237			10
Dec	130			10
				<u>90</u>

# Application for Grant Aid



Name of organisation:

**Stone Gangshow**

Purpose of organisation:

Part of Stone District Scouts, we are in our 58th year. The show is on every two years, and is a fantastic way to bring together members from all 6 Scouts groups in our district. Our focus is always to empower the young people involved, and showcase Scouting to our local community.

Amount of grant requested:  
£500

Total cost of project (if appropriate):  
£13,500

Reason for grant request:

Over previous years, we have managed to source sponsorship from numerous local companies. With rising business costs, there is an expected reluctance to contribute. This leaves our margin for profit, very tight. In the past, any profit is shared across the groups, based on number of individuals involved in the show.



Benefits to Stone residents:

Brings the Scout groups together.

Great opportunity for the children to showcase Scouting

Source of great entertainment

Environmental Impact of proposals:

We expect this to be minimal. The event is done inside, in a full theatre setting.

We encourage lift-sharing, to reduce the volume of vehicles on the road for both our weekly rehearsals and show week.

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

Perhaps a very small amount of programme sponsorship, but as commented above, we are finding this increasingly difficult

Is this an "exceptional" request (see notes)? If so, please explain why the Council should treat it as an exception:

Grants awarded by the Council in the last two years, and the uses made of the funding:

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

**Please Ensure that your Latest Accounts are Included with your Application**

**Stone and District Scout Council**

**Charity Number 1023924**

**Financial Statements**

**Year ended 31 December 2023**

**Stone and District Scout Council**

**Charity Number 1023924**

**Financial Statements**

**Year ended 31 December 2023**

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**Stone and District Scout Council**

**Financial Statements**

**Year ended 31 December 2023**

**Treasurer's Report**

The accounts for the year ended 31st December 2023 comprise the Statement of Financial Activities (SOFA) on page 3, Balance Sheet on page 4 and related notes on pages 5 to 6.

The SOFA comprises an Unrestricted Fund which incorporates the financial activities for the year not applied to other stated activities and includes that ringfenced for the Stone District Service Team (SDST), and Restricted Funds for the Gang Show, District Explorer unit and a grant received specifically for the Squirrels.

The Unrestricted Fund had a surplus of £684 (2022 surplus £195). The Gang Show Fund had a deficit of £891, 2023 being a year that the show was held and making a donation of £1,089 towards the District Levy (2022 surplus of £3,130, having received a donation of £4,000 with little expenditure). The Explorer Fund had a surplus of £421 (2022 deficit of £7). No movement on the Climbing Activities Fund which still has £958 to be used solely for that purpose. During the year a £500 Early Years Grant was received to be used for Squirrel unit purposes.

The balance sheet shows the Unrestricted Fund having net assets of £11,460 including £144 for the SDST Fund (2022 £10,775 including £200 for SDST). The Climbing Fund has net assets of £958 represented by the bank balance. The Gang Show has net assets of £11,655 (2022 £12,547). The Explorer fund had reserves of £1,446 (2022 £1,025).



**Rob Belcher**  
Treasurer

Date: 7/5/24

## STONE AND DISTRICT SCOUT COUNCIL

Year ended 31 December 2023

**Independent Examiner's Report to the Trustees of the Stone and District Scout Council (Charity Number 1023924)**

I report to the Trustees on my examination of the accounts of the District ("the Trust") for the year ended 31 December 2023, set out on pages 3 to 6.

**Responsibilities and basis of report**

As the District's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the District's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent Examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



**Mrs B J Martin**  
**MAAT, Dip Cha**  
**Stone, Staffordshire, ST15 8TU**

**aat** AAT Licensed  
Accountant

Barbara Martin is licensed and regulated  
by AAT under licence number 1003827.

7/5/24

**Stone & District Scout Council**  
**Consolidated Statement Of Financial Activities**

Year ended 31 December 2023

	Unrestricted Funds				2023 Total	Unrestricted Funds				2022 Total
	Restricted Funds			2022 Total		Restricted Funds			2022 Total	
	General Funds	Explorer Unit	Squirrels Grant			Gang Show	General Funds	Explorer Unit		
£	£	£	£	£	£	£	£	£	£	
<b>INCOME</b>										
<b>Capitation &amp; Levies</b>										
Membership	16,850	-	-	-	16,850	14,254	-	-	-	14,254
Levy & Subs	-	370	-	-	370	-	1,084	-	-	1,084
<b>Investment Income</b>										
Bank Interest	155	-	-	109	264	29	-	-	24	53
<b>Donations &amp; Grants:</b>										
Donation Early Years (Squirrels)	-	-	500	-	500	-	-	-	-	-
Donation for Climbing activities	-	-	-	-	-	-	-	958	-	958
<b>Gang Show</b>										
Tickets, Programmes & Raffles	-	-	-	9,632	9,632	-	-	-	-	-
Adverts	-	-	-	675	675	-	-	-	-	-
DVD Sales	-	-	-	500	500	-	-	-	-	-
Donations	-	365	-	-	365	-	-	-	4,000	4,000
<b>Other Income</b>										
Training Income	165	-	-	-	165	-	-	-	-	-
Explorer Activities Contribution	-	53	-	-	53	-	65	-	-	65
Badge Income	83	-	-	-	83	137	-	-	-	137
<b>TOTAL INCOME</b>	<b>17,253</b>	<b>788</b>	<b>500</b>	<b>10,916</b>	<b>29,457</b>	<b>14,420</b>	<b>1,149</b>	<b>958</b>	<b>4,024</b>	<b>20,551</b>
<b>EXPENDITURE</b>										
<b>Capitation &amp; Levies</b>										
Capitation to County & HQ	15,717	220	-	-	15,937	13,295	501	-	-	13,796
<b>Gang Show</b>										
Theatre Costs	-	-	-	3,911	3,911	-	-	-	600	600
Costumes & Storage	-	-	-	2,507	2,507	-	-	-	156	156
Staging & Scenery	-	-	-	581	581	-	-	-	-	-
DVD Costs	-	-	-	1,075	1,075	-	-	-	-	-
Printing, Stationery & Postage	-	-	-	904	904	-	-	-	48	48
Rehearsal Room Hire	-	-	-	1,440	1,440	-	-	-	70	70
Refreshments & Entertaining	-	-	-	300	300	-	-	-	20	20
District Levy Donation	-	-	-	1,089	1,089	-	-	-	-	-
<b>Other Expenditure</b>										
Explorer Activities	-	150	-	-	150	-	270	-	-	270
Explorer Camp	-	213	-	-	213	-	-	-	-	-
First Aid Training Costs	210	-	-	-	210	-	-	-	-	-
Purchase of Badges & Trophies	317	-	-	-	317	-	115	-	-	115
Purchase of Clothing	180	-	-	-	180	-	-	-	-	-
Room Hire	(62)	(216)	-	-	(278)	188	270	-	-	458
Donations	-	-	-	-	-	187	-	-	-	187
SDST Expenses	56	-	-	-	56	-	-	-	-	-
Wreath	25	-	-	-	25	-	-	-	-	-
Sundry	126	-	-	-	126	140	-	-	-	140
Depreciation	-	-	-	-	-	415	-	-	-	415
<b>TOTAL EXPENDITURE</b>	<b>16,569</b>	<b>367</b>	<b>-</b>	<b>11,807</b>	<b>28,743</b>	<b>14,225</b>	<b>1,156</b>	<b>-</b>	<b>894</b>	<b>16,275</b>
<b>SURPLUS / (DEFICIT)</b>	<b>684</b>	<b>421</b>	<b>500</b>	<b>(891)</b>	<b>714</b>	<b>195</b>	<b>(7)</b>	<b>958</b>	<b>3,130</b>	<b>4,276</b>



**Stone and District Scout Council****Year ended 31 December 2023****Notes to the Accounts****1. Accounting Policies****A - Basis of Preparation**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) as amended for accounting periods commencing from 1 January 2016 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The District constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the District's ability to continue as a going concern. The financial statements are prepared in sterling which is the functional currency of the District and rounded to the nearest £.

**B - Funds Structure**

The District has unrestricted general funds. The trustees are free to use these for any purpose in furtherance of the charitable objectives and for the specific biennial gang show being undertaken by the District. Restricted funds are to be solely used by the District Explorer Unit.

**C - Income Recognition**

Income is included in the Statement of Financial Activities (SOFA) when the District becomes entitled to the resources, the trustees are virtually certain they will receive the resources, and the monetary value can be measured with sufficient reliability.

Grants and donations are only included in the SOFA when the District has unconditional entitlement to the resources.

Investment income is included in the accounts when receivable.

**D - Liability Recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the District to pay out resources.

**E - Grants Payable**

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the District.

**F - Tangible Fixed Assets**

Tangible fixed assets are capitalised if they can be used for more than one year and cost more than £250. Climbing equipment is depreciated over 7 years on a straight line basis.

**G - Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

**H - Creditors and provisions**

Creditors and provisions are recognised where the District has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.



## Stone and District Scout Council

Year ended 31 December 2023

## Notes to the Accounts

**1 - Financial instruments****Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

**Basic financial liabilities**

Basic financial liabilities, including creditors, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

**2. Tangible Fixed Assets**

	Climbing Equipment	Total
<b>Cost</b>		
Brought forward	1,551	1,551
Additions	-	-
Disposal	(1,551)	(1,551)
Carried forward	<u>-</u>	<u>-</u>
<b>Depreciation</b>		
Brought forward	1,551	1,551
Charge for the year	-	-
Disposal	(1,551)	(1,551)
Carried forward	<u>-</u>	<u>-</u>
NBV @ 31/12/23	<u>-</u>	<u>-</u>
NBV @ 31/12/22	<u>-</u>	<u>-</u>

**3. Prepayments and Accrued Income**

	2023	2022
Accrued Income	<u>54</u>	<u>-</u>

**4. Creditors and Accruals**

	2023	2022
Accruals	<u>1,327</u>	<u>768</u>

**5. Trustee Expenses, remuneration & benefits and Related Party Transactions**

No trustees have been paid any remuneration or received any benefits.

# Application for Grant Aid



Name of organisation:  
STAFFORD & DISTRICT BEREAVEMENT & LOSS SUPPORT SERVICE

Purpose of organisation:

Providing a free caring and confidential bereavement and loss support service to people over 18 years of age who live in Stone, Stafford and the surrounding district. Counsellors and trained bereavement support workers are volunteers and provide unlimited support sessions for clients either face to face, via telephone or online.

Amount of grant requested:

£500

Total cost of project (if appropriate):

Reason for grant request:

The CIRCLE OF FRIENDS meets fortnightly at Coop Funeral Care in the High Street in Stone and is hosted by Lesley Bailey from a charity called Stafford & District Bereavement & Loss Service (SDBLSS) and Paul Evans from Co-op Funeralcare.

Lesley and Paul both felt a need to provide a welcoming and confidential space for local people to meet with other people who may feel lonely, isolated or going through bereavement or loss and it is often difficult to navigate. Some client from SDBLSS have their sessions at Co-op Funeralcare in Stone.

Lesley is a Trustee, Administrator and Fundraiser for the charity (SDBLSS) and regularly works with people who are struggling with loss as the charity provides free counselling and listening support for people in Stone, Stafford and the surrounding district.

Paul is a funeral arranger at Coop Funeralcare and is supporting local people who need both practical help when dealing with funerals but he also has an empathy and builds friendships with local people at this difficult time.

From both perspectives, a genuine need for a group became important so that local people could meet, talk, share and support each other and have the support from Lesley and Paul. The Circle of Friends group has been running for almost 18 months and attended by approx. 10 - 17 people every fortnight. Tea, coffee, cake and biscuits are provided and they have an occasional guest speaker who may share something that is relevant and helpful for the group.

Local social prescribers and doctors recommend the group as well as people being supported by SDBLSS as they feel this kind of support is of great benefit for people and part of their healing process. Regular and new members of the group also encourage other people to come along.

From feedback from members of the group, they are keen to meet socially and ideas of going to the local theatre and cinema in Stone as a group and going for a meal locally together.

The funding would open up these possibilities and enable us to invite local professionals to speak on a range of subjects. Funding can help with refreshment costs and stationery costs so that leaflets can be arranged that would enable us to promote the group and give these leaflets to the local doctor's surgery and other community organisations.

We have recently pulled together a video which includes Paul and Lesley speaking about the group, but more importantly, those that come along to group spoke about how the group helps them with loneliness or loss and regaining confidence and sociability.

Benefits to Stone residents:

Free group support, a place of welcome and warmth, companionship, friendship, refreshments, support and knowledge regarding bereavement and loss including practical matters.

Environmental Impact of proposals:

N/A

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

None

Is this an "exceptional" request (see notes)? If so, please explain why the Council should treat it as an exception:

N/A

Grants awarded by the Council in the last two years, and the uses made of the funding:

None

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

**Please Ensure that your Latest Accounts are Included with your Application**



**Stafford & District Bereavement & Loss Support Service**  
**Oakridge Business Centre**  
**Weston Road**  
**Stafford**  
**ST16 3RU**  
**Tel: 07828 263554**  
**e-mail: [sdblss@hotmail.co.uk](mailto:sdblss@hotmail.co.uk)**  
**[www.staffordbereavementsupport.org.uk](http://www.staffordbereavementsupport.org.uk)**

**INCOME AND EXPENDITURE ACCOUNT**  
**YEAR ENDED 31<sup>ST</sup> MARCH 2024**

	<b>2024</b>	<b>2023</b>
<b>INCOME</b>		
PayPal Income	£ 1,000.00	£ 250.00
Donations	£ 17,652.48	£ 6,765.75
Easy Fundraising	£ 16.97	
HMP Payment	£ 3,300.00	£ 3,000.00
Clients	£ 645.00	
Yoga on the Lawn	£ 1,042.60	
Friends of B+L		£ 15.00
Concert Nov 23	£ 1,109.10	
Gift Aid		£ 632.97
Grants	£ 733.00	£ 1,000.00
Elvis Concert	£ 304.00	
Coffee and Collection Money	£ 12.07	
Online Shop Gifting	£ 120.90	£ 316.26
<b>Total Income</b>	<b>£ 25,936.12</b>	<b>£ 11,979.98</b>
<b>EXPENDITURE</b>		
Remuneration	£ 7,590.61	£ 7,696.10
Income Tax	£ 397.34	£ 322.46
Administration Expenses	£ 580.36	£ 195.50
Insurance	£ 438.12	
Volunteer Expenses	£ 284.20	£ 144.00
Supervision		£ 225.00
Website		£ 92.54
Venue Hire	£ 360.00	
Rent	£ 3,000.00	£ 2,750.00
Contractor	£ 250.00	
Telephone		£ 126.00
Stationery		£ 122.92
Postage		£ 32.64
<b>Total Expenditure</b>	<b>£ 12,900.63</b>	<b>£ 11,614.91</b>
<b>SURPLUS FOR THE YEAR</b>	<b>£ 13,035.49</b>	<b>£ 365.07</b>
<b>BALANCE OF FUNDS</b>		
Balance brought forward	£ 19,396.35	£ 19,031.28
Surplus for the Year	£ 13,035.49	£ 365.07
Balance carried forward	<b>£ 32,431.84</b>	<b>£ 19,396.35</b>
<b>Represented by:</b>		
Barclays Current Account	£ 33,207.08	£ 19,396.35
Income yet to be banked		£ -
Outgoings yet to be drawn	£ 775.24	£ -

I confirm that the above figures are a true representation of the current finances as far as the information available allows.

C N Barnes

# Application for Grant Aid



Name of organisation: Douglas Macmillan Hospice

Purpose of organisation:

Dougie Mac is a hospice caring for children, young adults and adults based in North Staffordshire – with a geographical reach of around 300 sq. miles – touching the lives of more than 3,000 people locally each year. We have been caring for people across Stoke-on-Trent, Staffordshire and the surrounding areas since 1973. Following the amalgamation in March 2021 of children’s hospice The Donna Louise Trust into Dougie Mac, our care now takes place across two sites in Blurton and Trentham as well as out in the local community and covers all ages from children to adults.

Our dedicated staff and volunteers are central to the care we provide and all we do. We strive to go that extra mile to provide a warm, friendly and peaceful environment both at the hospice or in a family’s home.

**“By taking away the burden of care, they gave us the precious time together that we so desperately wanted and needed. Dougie Mac gave my dad dignity, comfort and peace in his final weeks.” - Daughter of a patient**

Here at Dougie Mac we are committed to expanding and improving our services, always striving to deliver the very best quality of care to meet the ever-changing needs of the local community.

Amount of grant requested: £200

Total cost of project (if appropriate): £30,000

Reason for grant request:

We are asking for a grant to support Dramatherapy sessions in our children’s hospice.

Children’s Services: We offer support to children from birth to young adulthood and their families. Our facilities are home from home and are superbly equipped to care for the various needs of our children and young people, allowing families to create treasured memories together. We know that caring for a child with a life-limiting condition can put incredible demands on families – both physically and emotionally. That’s why our team of nurses, care support workers, social workers, doctors, physiotherapists, counsellors, play and music specialists work together to make every moment count for our families, providing a truly holistic experience. We want to ensure we are looking after every need and so we provide full wrap around care, such as planned short respite stays, day care, sibling group sessions, play therapy, support groups, counselling services, end of life care and bereavement support.

Dramatherapy: Dramatherapy employs a unique approach to therapy by utilising drama, storytelling, role-playing etc, to allow the person to express themselves in a relaxed and more fun way. It combines drama and psychotherapy methods to offer new ways to express what you are thinking or feeling, to cope more effectively with emotional problems.

Benefits of Dramatherapy -

- It helps children to express and explore powerful emotions without having to talk about them

- It allows self-expression in a safe space – you can be who you want to be with no fear of judgement
- Imaginative role play helps with problem-solving too; it helps children to cope and deal with situations
- It helps children to prepare for life scenarios by role playing
- It allows children to think about something they are worried about in a different way. Therefore, removes anxieties.
- It can bring fun at difficult times

Our Dramatherapist has worked with lots of our patients, with one particular patient being referred to him with a lot of anxiety surrounding her diagnosis and treatment. Through utilising a method called creative-expressive, she was able to begin to speak about her diagnosis and explore her thoughts, feeling and anxieties. In turn making a huge difference to her and her family.

**“I don’t know what you did but my little girl is a different person now. Thank you!” - a Dad at Dougie Mac**

Benefits to Stone residents:

Our children’s hospice is currently caring for 6 families in the ST15 postcode area.

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

On average each year we approach 450 Trusts, Foundations, Councils and Philanthropic Groups to secure grants for core costs and various projects at the hospice – for our children’s and adult hospices. So far this year (since 1st April 2024) we have applied for 328 grants with a combined value of £1,273,563. Obviously, not all of these applications will be successful. On average each year we raise about £650,000 for the hospice from grant-making organisations and last year grants ranged from £100 to £250,000.

Is this an “exceptional” request (see notes)? If so, please explain why the Council should treat it as an exception:

The hospice income is over the £100,000 limit as defined in the notes below. In fact, this year we need to raise over £20million to be the comfort that people need. It has been widely reported how many hospices are struggling to raise the funding that is required to keep the doors open. All of our care is provided completely free of charge, and while Dougie Mac receives some statutory funding, around 75% of our care is funded through donations. It’s our supporters, like you, who give families the strength to face each day. And it’s your generosity that means our Trustees and Directors can plan ahead and ensure that end of life care is available, for all that need it, in the months and indeed years to come.

Grants awarded by the Council in the last two years, and the uses made of the funding:

We have not received a grant from the Council in the last 2 years. Our last grant award was for £200 in 2021.

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

## DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES**  
 (including consolidated income and expenditure account)  
 FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Total funds £
					2024	2023
<b>Income:</b>						
Donations and legacies	2	2,011,055	3,307,430	20,777	5,339,262	5,636,673
Charitable activities	3	3,814,329	-	-	3,814,329	3,954,376
Other trading activities	4	9,044,447	-	-	9,044,447	7,808,926
Investment income	5	517,849	-	-	517,849	263,346
Other	6	211,385	-	29,117	240,502	4,763
<b>Total income</b>		<b>15,599,065</b>	<b>3,307,430</b>	<b>49,894</b>	<b>18,956,389</b>	<b>17,668,084</b>
<b>Expenditure</b>						
Costs of raising funds	7	4,718,189	-	-	4,718,189	4,038,271
Charitable activities	8	13,094,060	1,221,507	507	14,316,074	13,485,386
<b>Total expenditure</b>		<b>17,812,249</b>	<b>1,221,507</b>	<b>507</b>	<b>19,034,263</b>	<b>17,523,657</b>
Net gains/ (loss) on investments	17	905,538	-	-	905,538	(436,546)
<b>Net income / (expenditure)</b>		<b>(1,307,646)</b>	<b>2,085,923</b>	<b>49,387</b>	<b>827,664</b>	<b>(292,119)</b>
<b>Transfers between funds</b>	25/26	1,721,477	(1,721,477)	-	-	-
<b>Other recognised gains and (losses)</b>						
Actuarial gain/ (loss) on defined benefit pension schemes	21	(164,000)	-	-	(164,000)	528,000
<b>Net movement in funds</b>		<b>249,831</b>	<b>364,446</b>	<b>49,387</b>	<b>663,664</b>	<b>235,881</b>
<b>Reconciliation of funds:</b>						
Fund balances brought forward		9,665,156	18,320,115	98,418	28,083,689	27,847,808
<b>Fund balances carried forward</b>		<b>9,914,987</b>	<b>18,684,561</b>	<b>147,805</b>	<b>28,747,353</b>	<b>28,083,689</b>

All of the above results were derived from continuing operations. All gains and losses recognised in the year are included above.

The notes on pages 76 to 92 form an integral part of these financial statements

## DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

**CONSOLIDATED BALANCE SHEET**  
 AS AT 31 MARCH 2024

	Notes	Group		Charity	
		2024	2023	2024	2023
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	16	8,929,101	9,000,864	8,929,101	9,000,864
Investments	17	9,558,585	8,699,788	9,558,589	8,699,792
		<b>18,487,686</b>	<b>17,700,652</b>	<b>18,487,690</b>	<b>17,700,656</b>
<b>Current assets</b>					
Stocks	18	10,272	9,034	-	-
Debtors	19	1,749,967	1,980,676	1,924,912	1,980,435
Cash at bank and in hand		10,943,358	9,664,979	10,412,471	9,492,769
		<b>12,703,597</b>	<b>11,654,689</b>	<b>12,337,383</b>	<b>11,473,204</b>
<b>Creditors: amounts falling due within one year</b>	20	<b>(2,443,930)</b>	<b>(1,271,652)</b>	<b>(2,127,975)</b>	<b>(1,131,266)</b>
<b>Net current assets</b>		<b>10,259,667</b>	<b>10,383,037</b>	<b>10,209,408</b>	<b>10,341,938</b>
<b>Total assets less current liabilities being net assets excluding pension liability</b>		<b>28,747,353</b>	<b>28,083,689</b>	<b>28,697,098</b>	<b>28,042,594</b>
<b>Defined benefit pension scheme liability</b>	21	-	-	-	-
<b>Net assets including pension liability</b>		<b>28,747,353</b>	<b>28,083,689</b>	<b>28,697,098</b>	<b>28,042,594</b>
<b>Funds</b>					
<b>Income funds</b>					
Restricted funds	25	147,805	98,418	147,805	98,418
Unrestricted funds:					
Designated funds	26	18,684,561	18,320,115	18,684,561	18,320,115
Other charitable funds		9,914,987	9,665,156	9,864,732	9,624,061
<b>Total funds excluding pension reserve</b>		<b>28,747,353</b>	<b>28,083,689</b>	<b>28,697,098</b>	<b>28,042,594</b>
<b>Pension reserve</b>	21	-	-	-	-
<b>Total funds</b>		<b>28,747,353</b>	<b>28,083,689</b>	<b>28,697,098</b>	<b>28,042,594</b>

The trustees acknowledge their responsibilities for complying with the Act with respect to accounting records and preparation of financial statements.

The financial statements were approved by the Board on 23<sup>rd</sup> September 2024 and agreed on their behalf by:



Mrs S Evans - Chair

The notes on pages 76 to 92 form an integral part of these financial statements



## CONSOLIDATED CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Group		Charity	
		2024	2023	2024	2023
		£	£	£	£
<b>Net cash provided by operating activities</b>	28	1,524,251	1,969,259	1,165,574	2,674,073
<b>Cash flows from investing activities:</b>					
Dividends, interest and rents from investments		517,849	263,346	517,849	263,346
Purchase of property, plant and equipment		(772,480)	(606,765)	(772,480)	(606,765)
Proceeds from sale of property, plant and equipment		-	-	-	-
Proceeds on sale of investments		3,287,228	4,882,731	3,287,228	4,882,731
Purchase of investments		(3,278,469)	(5,042,722)	(3,278,469)	(5,042,722)
<b>Net cash used in investing activities</b>		(245,872)	(503,410)	(245,872)	(503,410)
<b>Change in cash and cash equivalents in the reporting period</b>		1,278,379	1,465,849	919,702	2,170,663
<b>Cash and cash equivalents at the beginning of the reporting period</b>		9,664,979	8,199,130	9,492,769	7,322,106
<b>Cash and cash equivalents at the end of the reporting period</b>		10,943,358	9,664,979	10,412,471	9,492,769

The notes on pages 76 to 92 form an integral part of these financial statements

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

**1 Accounting policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

**1a) Basis of preparation**

The financial statements have been prepared in accordance with the charity's memorandum and articles of association, the Charities Act 2011 and the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £1.

These group financial statements consolidate the results of the charity and its wholly owned subsidiary undertakings for the year ended 31 March 2024 on a line by line basis. The trading results of the subsidiary undertakings are shown in note 13.

A separate Statement of Financial Activities and Income and Expenditure Account for the charity has not been presented because the charity has taken advantage of the exemption afforded by section 408 of the Companies Act 2006.

**1b) Fund accounting**

Unrestricted funds are available for use, at the discretion of the trustees, in furtherance of the general objectives of the charity and which have not been designated for other purposes:

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors, or which have been raised by the charity for particular purposes.

**1c) Income recognition**

All income is included in the Statement of Financial Activities (SOFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the trustees' Annual Report.

Gifts in kind donated for resale are included at fair value, being the expected proceeds from sale less the expected costs of sale. Where estimating the fair value is practicable upon receipt it is recognised in stock and 'Income from other trading activities'. Upon sale, the value of the stock is charged against 'Income from other trading activities' and the proceeds are recognised as 'Income from other trading activities'. Where it is impracticable to fair value the items due to the volume of low value items they are not recognised in the financial statements until they are sold. This income is recognised within 'Income from other trading activities'.

Fixed asset gifts in kind are recognised in full when receivable and are included at fair value.



## Programme of Meetings and Events in 2025-26

**The first meeting on each evening will commence at 7:00pm**

May 2025	13th	Council – Annual Meeting	20th	General Purposes Committee Planning Consult. Committee		
June 2025	3rd	Council General Purposes Committee Planning Consult. Committee Town Hall Charity				
July 2025	1st	Council General Purposes Committee (including Grants) Planning Consult. Committee Richard Vernon Charity	15th	Tourism & Town Promotion Sub Environment Sub Estates Sub Mayor’s Charity	13th	Civic Sunday & Mayor Making
August 2025	5th	Council General Purposes Committee Planning Consult. Committee				
September 2025	2nd	Council General Purposes Committee Planning Consult. Committee	16th	Tourism & Town Promotion Sub Environment Sub Estates Sub		

October 2025	7th	Council General Purposes Committee Planning Consult. Committee			18th Trafalgar Dinner
November 2025	4th	Council General Purposes Committee Planning Consult. Committee Environment Sub	18th	Tourism & Town Promotion Sub Estates Sub	9th Remembrance Sunday 20th Christmas Light's Switch On
December 2025	2 <sup>nd</sup>	Council General Purposes Committee Planning Consult. Committee			7th Civic Carol Service
January 2026			13th	Planning Consult. Committee Tourism & Town Promotion Sub Environment Sub Estates Sub	
February 2026	3rd	General Purposes Committee (including Grants)	17th	Council Planning Consult. Committee	
March 2026	3rd	Council General Purposes Committee Planning Consult. Committee	17th	Tourism & Town Promotion Sub Environment Sub Estates Sub	
April 2026	7th	Council General Purposes Committee Planning Consult. Committee			25th Civic Dinner

**From:** [REDACTED]  
**Subject:** FW: Stafford District (B) Payphone removal proposal/s  
**Date:** 09 December 2024 15:31:49  
**Attachments:** [image001.png](#)  
[image934027.png](#)  
[Annex.xlsx](#)  
[Street Payphone notice English.pdf](#)

---

Good Afternoon

I have received the attached email from BT, they are looking to remove payphones in your parish/ward areas, you may have seen notices displayed at the sites.

I have until the 6 March 2025 to provide our response, to enable me to collate this please could I have your comments back by 4.30pm Friday 28 February 2025. These comments should also include whether you agree, object or wish to adopt.

Kind regards

[REDACTED]

[REDACTED]

[REDACTED] | Development Business Manager  
Stafford Borough Council | Civic Centre | Riverside | Stafford | ST16 3AQ  
[REDACTED] | [REDACTED] | [www.staffordbc.gov.uk](http://www.staffordbc.gov.uk)

**Could you, or anyone you know, be entitled to the Winter Fuel Allowance?  
Find out more from [www.gov.uk/winter-fuel-payment/how-to-claim](http://www.gov.uk/winter-fuel-payment/how-to-claim) or call  
0800 731 0160**

Information you supply to us via email will be dealt with in line with data protection legislation. We will use your information to enable us to fulfil our duties in relation to your enquiry. To that end, where the law allows, your information may be shared with relevant departments within the council, and with other authorities and organisations where required. Stafford Borough Council is the data controller for any personal information you provide. For more information on your data protection rights relating to the service to which your email relates, please visit [www.staffordbc.gov.uk/PrivacyNotice](http://www.staffordbc.gov.uk/PrivacyNotice)

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**From:** [REDACTED]  
**Sent:** 06 December 2024 13:02  
**To:** [REDACTED] Planning Technicians SBC  
[REDACTED]  
**Subject:** Stafford District (B) Payphone removal proposal/s

---

**CAUTION:** This email originated from outside of the Council. DO NOT click links or open attachments unless you recognise the sender and know the content is safe.

**PLEASE NOTE:** This email is from an infrequent correspondent.

## **We plan to remove payphones in your area. You can make representations for 90 days, which ends on 06 March 2025**

Dear Chief Planning Officer,

We've identified 4 public payphones in your area that are no longer needed. We've assessed these using the criteria in Ofcom's [Review of the telephony universal service obligation](#). I've attached the list of payphones that we're planning to remove.

**The kiosk highlighted red is Listed, so our proposal is to remove the telephony and lock the kiosk.**


To make sure that the local community are fully informed, we've placed notices (including the posting date) on these payphones. I've attached a sample copy.

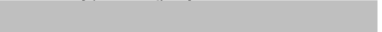
### **Communities can 'adopt' phone boxes to turn into something completely different**

With payphone usage falling, communities are looking at new ways of using them. Thousands of boxes have been reinvented as cafes, mini-libraries, and defibrillator sites. Communities can adopt most red boxes for just £1.

They can also adopt modern glass boxes if they want to house a defibrillator. Visit [bt.com/adopt](https://bt.com/adopt) for more information

### **You can make representations in the next 90 days until 06 March 2025**

We'll take account of representations you make about our plans when we're making our final decision. We'll also write to with you the reasons for our decision (we'll also publish the reasons on )

If you've got any questions or want to make representations, please email us at 

Thanks,

The BT payphones team



This email contains BT information, which may be privileged or confidential. It's meant only for the individual(s) or entity named above. If you're not the intended recipient, note that disclosing, copying, distributing or using this information is prohibited. If you've received this email in error, please let me know immediately on the email address above. Thank you.

We monitor our email system, and may record your emails.

BT Group plc

Registered office: One Braham, Braham Street, London, E1 8EE

Registered in England no: 1800000

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This message has been checked by Libraesva ESG and is found to be clean.

[Report as bad/spam](#)  
[Blocklist sender](#)

Ref.	Call box ID	Address	Post Code	Relevant Public Body	Removal proposal sent	Representation period ends	Mobile coverage				Mobile Coverage OK?	Total calls (last 12 months)	Helpline calls (last 12 months)	High frequency accident location	High frequency suicide location	BT Evidence of other reasonable need
							EE	Three	O2	Vodafone						
											<52 calls	<12 calls or Helplines Partnership approve	No pattern of serious accidents in close proximity	Not identified by Helplines Partnership	No other evidence	
1	01785760218	1 GREENSIDE YARNFIELD STONE	ST15 0NA	Stafford District (B)	06/12/2024	06/03/2025	3	4	4	3	YES	13	2	No	No	No
2	01785812311	PCO PCO1 LICHFIELD ROAD STONE	ST15 8QU	Stafford District (B)	06/12/2024	06/03/2025	4	4	4	3	YES	14	0	No	No	No
3	01785812312	A34 SOUTHBOUND PCO1 PCO1 ASTON STONE	ST15 0BJ	Stafford District (B)	06/12/2024	06/03/2025	4	4	4	3	YES	7	0	No	No	No
4	01889270633	PCO PCO1 INGESTRE STAFFORD	ST18 0RE	Stafford District (B)	06/12/2024	06/03/2025	3	3	4	4	YES	0	0	No	No	No

Notice date:



# We're planning to remove this payphone

Unfortunately, it just isn't used enough for us to carry on running it.

If you think it should stay, please contact your local authority within 90 days of the date on this notice.

Call **0800 661 610** (option 1) to find out how to contact your local authority.



Ministry of Housing,  
Communities &  
Local Government

Open consultation

# Strengthening the standards and conduct framework for local authorities in England

Published 18 December 2024

**Applies to England**

## Contents

1. Scope of this consultation
2. Ministerial foreword
3. Background: Standards and Conduct framework and sanctions arrangements
4. Who we would like to hear from
5. Strengthening the Standards and Conduct framework
6. Introducing the power of suspension with related safeguards
7. Public Sector Equality Duty

Annex A: Personal data



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This publication is available at <https://www.gov.uk/government/consultations/strengthening-the-standards-and-conduct-framework-for-local-authorities-in-england/strengthening-the-standards-and-conduct-framework-for-local-authorities-in-england>



# 1. Scope of this consultation

## Topic of this consultation

This consultation seeks views on introducing a mandatory minimum code of conduct for local authorities in England, and measures to strengthen the standards and conduct regime in England to ensure consistency of approach amongst councils investigating serious breaches of their member codes of conduct, including the introduction of the power of suspension.

## Scope of this consultation

The Ministry of Housing, Communities and Local Government (MHCLG) is consulting on introducing strengthened sanctions for local authority code of conduct breaches in England.

This includes all 'relevant authorities' as defined by Section 27(6) of the Localism Act 2011, which includes:

- a county council
- a unitary authority
- London borough councils
- a district council
- the Greater London Authority
- the London Fire and Emergency Planning Authority
- the Common Council of the City of London in its capacity as a local authority or police authority
- the Council of the Isles of Scilly
- parish councils
- a fire and rescue authority in England constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies,
- a joint authority established by Part 4 of the Local Government Act 1985, an economic prosperity board established under section 88 of the Local Democracy, Economic Development and Construction Act 2009
- a combined authority established under section 103 of that Act,
- a combined county authority established under section 9(1) of the Levelling Up and Regeneration Act 2023
- the Broads Authority

- a National Park authority in England established under section 63 of the Environment Act 1995

It does not cover:

- police and crime commissioners
- internal drainage boards
- any other local authority not otherwise defined as a ‘relevant authority’ above

All references to ‘members’ refer to elected members, mayors, co-opted and appointed members of each of the ‘relevant authorities’ defined above.

## **Geographical scope**

The questions in this consultation paper apply to all relevant local authorities in England as defined above.

They generally do not apply to authorities in Wales, Scotland or Northern Ireland, except in relation to Police and Crime Panels in Wales.

## **Impact assessment**

We will produce a full Public Sector Equality Duty (PSED) assessment, and all necessary impact assessments, as the policy proposals develop further following this consultation.

## **Basic information**

This is an open consultation. We particularly seek the views of individual members of the public; prospective and current elected members/representatives; all relevant local authorities defined above; and those bodies that represent the interests of local authority members/representatives at all levels.

## **Body responsible for the consultation**

The Local Government Capacity and Improvement Division of the Ministry of Housing, Communities and Local Government is responsible for

conducting this consultation.

## Duration

This consultation will last for 10 weeks from 18 December 2024. This consultation closes at 11:59pm on 26 February 2025.

## Enquiries

For any enquiries about the consultation please contact:

[LGstandardsreform@communities.gov.uk](mailto:LGstandardsreform@communities.gov.uk)

## How to respond

You can only respond to this call for evidence through our online consultation platform, [Citizen Space \(https://consult.communities.gov.uk/local-government-standards-and-conduct/strengthening-the-standards-and-conduct-framework\)](https://consult.communities.gov.uk/local-government-standards-and-conduct/strengthening-the-standards-and-conduct-framework).

## 2. Ministerial foreword

The government is determined to fix the foundations of local government so councils can sustainably provide decent public services and shape local places, and so elected representatives can be fully accountable to the public they serve. Doing so is critical to national renewal, our missions, and our plans to push power out of Westminster and into the hands of local people with skin in the game.

At the core of this agenda is a plan to make local government across England fit, legal, and decent – so that councils have the backing from central government to deliver the high standards and strong financial management that they strive for, without needless micromanagement of day-to-day local decision-making. This plan includes:

- fixing our broken audit system
- improving oversight and accountability
- giving councils genuine freedoms to work for, and deliver in the best interests of, their communities
- improving the standards and conduct regime

This consultation is focused on the proposed reforms to the standards and conduct regime that will contribute to making sure England is covered by effective local and strategic authorities that are well-governed, with high standards met and maintained.

It is an honour and a privilege to be elected as a member and with it comes an individual and collective responsibility to consistently demonstrate and promote the highest standards of conduct and public service.

Members take decisions affecting critical local services such as social care, education, housing, planning, licensing, and waste collection. With greater devolution, local authorities will increasingly be taking decisions to shape local transport, skills, employment support, and growth. Decisions that are the responsibility of members impact virtually every citizen's life at some level, and the electorate has a right to expect that it can trust its local elected members to uphold the highest ethical standards and act in the best interests of the communities they serve.

I strongly believe that the vast majority of local elected members maintain high standards of conduct and that they are driven by duty and service. I believe that people stand for elected office in their local communities with the best intentions to act in the interests of those communities, bringing an energy and commitment to working collaboratively, creatively, and respectfully.

Members, officers, reporters and members of public are entitled to support and participate in the local democratic process in the confidence that high standards are maintained. This government wants to celebrate the positive power of public service and, in doing so, we want to give individual authorities appropriate and proportionate means to deal with misconduct effectively and decisively when it does occur. We also want to ensure that anyone can rightly feel confident about raising an issue under the code of conduct whether it impacts them personally and/or is a code conduct breach that brings the reputation of the council into disrepute.

With approximately 120,000 councillors in England across all types and tiers of local government, we know there are rare instances of misconduct.

Robust political debate is part of our democratic system, but we know from local councils that there are examples of bullying, harassment or other misconduct, when from even a very small minority of members can have a seriously destabilising effect, potentially bringing a council into disrepute and distracting from the critical business of delivering for residents.

This government is committed to working with local and regional government to establish partnerships built on mutual respect, genuine collaboration and meaningful engagement. Our ambition is to create a rigorous standards and conduct framework that will actively contribute to ensuring that local government throughout the country is fit, legal, and decent. With this in mind, this consultation seeks your views on a range of proposals to give local leaders the tools they need to establish and maintain a strong and ethical public service and democratic culture, and the people they serve the confidence that local democracy works for them.

### 3. Background: Standards and Conduct framework and sanctions arrangements

The [Localism Act 2011](#) (<http://www.legislation.gov.uk/ukpga/2011/20/part/1/chapter/7/enacted>)<sup>[footnote 1]</sup> established the current standards and conduct framework for local authorities.

The current regime requires every local authority to adopt a code of conduct, the contents of which must as a minimum be consistent with the 7 [‘Nolan’ principles of standards in public life](#) (<https://www.gov.uk/government/publications/the-7-principles-of-public-life>) (selflessness, integrity, objectivity, accountability, openness, honesty and leadership), and set out rules on requiring members to register and disclose pecuniary and non-pecuniary interests. Beyond these requirements, it is for individual councils to set their own local code. The Local Government Association (LGA) published an [updated model code of conduct and guidance](#) (<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020>) in 2021, which councils can choose whether to adopt or not.

Every authority must also have in place arrangements under which it can investigate allegations of breaches of its code of conduct and must consult at least one independent person before coming to decisions. These decisions are normally taken in one of two ways depending on an authority’s specific arrangements. The decision can be made by full council following advice from their standards committee (or equivalent). Alternatively, the decision can be made by the standards committee if they have been given the power to do so. Although a standards committee may contain unelected independent members and co-opted members, only principal councils’ elected members may vote in a decision-making standards committee.

There is no provision in current legislation for a sanction to suspend a councillor found to have breached the code of conduct. Sanctions for member code of conduct breaches are currently limited to less robust measures than suspension, such as barring members from Cabinet, Committee, or representative roles, a requirement to issue an apology or undergo code of conduct training, or public criticism. Local authorities are also unable to withhold allowances from members who commit serious breaches of their code of conduct, and there is no explicit provision in

legislation for councils to impose premises bans or facilities withdrawals where they consider that it might be beneficial to do so.

The government considers that the current local authority standards and conduct regime is in certain key aspects ineffectual, inconsistently applied, and lacking in adequate powers to effectively sanction members found in serious breach of their codes of conduct.

## 4. Who we would like to hear from

Responses are invited from local authority elected members and officers from 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.

Please be assured that all responses to this consultation are anonymous, and no information will be disclosed in any future published response to the consultation, or reporting of the consultation results, that will compromise that anonymity.

### 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 officer – 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 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

d) a member of the public

e) a local government sector body – please state

## **5. Strengthening the Standards and Conduct framework**

### **a) Mandatory minimum prescribed code of conduct**

The government proposes to legislate for the introduction of a mandatory minimum code of conduct which would seek to ensure a higher minimum standard of consistency in setting out the behaviours expected of elected members. The government will likely set out the mandatory code in regulations to allow flexibility to review and amend in future, this will also provide the opportunity for further consultation on the detail.

Codes of conduct play an important role in prescribing and maintaining high standards of public service, integrity, transparency, and accountability. At their best, they establish clear guidelines for behaviour and expectations that members always act ethically in the public's best interest. Currently,

there is significant variation between adopted codes, ranging from those who choose to adopt the LGA's full model code to those who simply conform with the minimum requirement of restating the Nolan principles.

A prescribed model code which covers important issues such as discrimination, bullying, and harassment, social media use, public conduct when claiming to represent the council, and use of authority resources could help to uphold consistently high standards of public service in councils across the country and convey the privileged position of public office. It could also provide clarity for the public on the consistent baseline of ethical behaviour they have a right to expect.

We would be interested in understanding whether councils consider there should be flexibility to add to the prescribed code to reflect individual authorities' circumstances. They would not be able to amend the mandatory provisions.

### **Question 2**

Do you think the government should prescribe a mandatory minimum code of conduct for local authorities in England?

- Yes
- No
- If no, why not? [Free text box]

### **Question 3**

If yes, do you agree there should be scope for local authorities to add to a mandatory minimum code of conduct to reflect specific local challenges?

- Yes – it is important that local authorities have flexibility to add to a prescribed code
- No – a prescribed code should be uniform across the country
- Unsure

### **Question 4**

Do you think the government should set out a code of conduct requirement for members to cooperate with investigations into code breaches?

- Yes
- No
- Unsure



## b) Standards Committees

Currently, there is no requirement for local authorities to constitute a formal standards committee. The only legal requirement is for local authorities to have in place 'arrangements' to investigate and make decisions on allegations of misconduct.

The government believes that all principal authorities should be required to convene a standards committee. Formal standards committees would support consistency in the handling of misconduct allegations, applying the same standards and procedures to all cases and providing a formal route to swiftly identify and address vexatious complainants. Furthermore, having a formal standards committee in place could support the development of expertise in handling allegations of misconduct, leading to more informed decision-making. Removing the scope for less formal and more ad hoc arrangements would also enhance transparency and demonstrate to the public that standards and conduct issues will always be dealt with in a structured and consistent way.

This section of the consultation seeks views on two specific proposals to enhance the fairness and objectivity of the standards committee process. Firstly, it considers whether standards committee membership would be required to include at least one Independent Person, as well as (where applicable [footnote 2](#)) at least one co-opted member from a parish or town council. Secondly, it seeks views on whether standards committees should be chaired by the Independent Person.

### Question 5

Does your local authority currently maintain a standards committee?

- Yes
- No
- Any further comments [free text box]

### Question 6

Should all principal authorities be required to form a standards committee?

- Yes
- No
- Any further comments [free text box]

### Question 7

In most principal authorities, code of conduct complaints are typically submitted in the first instance to the local authority Monitoring Officer to

triage, before referring a case for full investigation. Should all alleged code of conduct breaches which are referred for investigation be heard by the relevant principal authority's standards committee?

- Yes, decisions should only be heard by standards committees
- No, local authorities should have discretion to allow decisions to be taken by full council
- Unsure

### **Question 8**

Do you agree that the Independent Person and co-opted members should be given voting rights?

- Yes – this is important for ensuring objectivity
- No – only elected members of the council in question should have voting rights
- Unsure

### **Question 9**

Should standards committees be chaired by the Independent Person?

- Yes
- No
- Unsure

### **Question 10**

If you have further views on ensuring fairness and objectivity and reducing incidences of vexatious complaints, please use the free text box below.

[Free text box]

## **c) Publishing investigation outcomes**

To enhance transparency, local authorities should, subject to data protection obligations, be required to publish a summary of code of conduct allegations, and any investigations and decisions. This will be accompanied with strong mechanisms to protect victims' identity to ensure complainants are not dissuaded from coming forward for fear of being identified,

There may be a range of views on this, as publishing the outcome of an investigation that proves there is no case to answer could still be considered damaging to the reputation of the individuals concerned, or it could be considered as helpful in exposing instances of petty and vexatious complaints.

### **Question 11**

Should local authorities be required to publish annually a list of allegations of code of conduct breaches, and any investigation outcomes?

- Yes - the public should have full access to all allegations and investigation outcomes
- No - only cases in which a member is found guilty of wrongdoing should be published
- Other views – text box

## **d) Requiring the completion of investigations if a member stands down**

In circumstances where a member stands down during a live code of conduct investigation, councils should be required to conclude that investigation and publish the findings. The government is proposing this measure to ensure that, whilst the member in question will no longer be in office and therefore subject to any council sanction, for the purposes of accountability and transparency there will still be full record of any code of conduct breaches during their term of office.

### **Question 12**

Should investigations into the conduct of members who stand down before a decision continue to their conclusion, and the findings be published?

- Yes
- No
- Unsure

## **e) Empowering individuals affected by councillor misconduct to come forward**

The government appreciates that it can often be difficult for those who experience misconduct on the part of elected members, such as bullying and harassment, to feel that it is safe and worthwhile to come forward and raise their concerns. If individuals believe there is a likelihood that their complaint will not be addressed or handled appropriately, the risk is that victims will not feel empowered to come forward, meaning misconduct continues without action. We recognise that standing up to instances of misconduct takes an emotional toll, particularly in unacceptable situations where the complaints processes are protracted and do not result in meaningful action. We are committed to ensuring that those affected by misconduct are supported in the right way and feel empowered to come forward. This section seeks feedback from local authorities with experience of overseeing council complaints procedures, or sector bodies and individuals with views on how this might be carried out most effectively. We are also keen to hear from those who work, or have worked, in local government, and who have either witnessed, or been the victim of, member misconduct.

### **Question 13**

If responding as a local authority, what is the average number of complaints against elected members that you receive over a 12-month period?

[Number box]

### **Question 13a**

For the above, where possible, please provide a breakdown for complaints made by officers, other elected members, the public, or any other source:

- Complaints made by officers [Number box]
- Complaints made by other elected members [Number box]
- Complaints made by the public [Number box]
- Complaints made by any other source [Number box]

### **Question 14**

If you currently work, or have worked, within a local authority, have you ever been the victim of (or witnessed) an instance of misconduct by an elected member and felt that you could not come forward? Please give reasons if you feel comfortable doing so.

- Yes

- No
- [Free text box]

### **Question 15**

If you are an elected member, have you ever been subject to a code of conduct complaint? If so, did you feel you received appropriate support to engage with the investigation?

- Yes
- No
- [Free text box]

### **Question 16**

If you did come forward as a victim or witness, what support did you receive, and from whom? Is there additional support you would have liked to receive?

[Free text box]

### **Question 17**

In your view, what measures would help to ensure that people who are victims of, or witness, serious councillor misconduct feel comfortable coming forward and raising a complaint?

[Free text box]

## **6. Introducing the power of suspension with related safeguards**

The government believes that local authorities should have the power to suspend councillors for serious code of conduct breaches for a maximum of 6 months, with the option to withhold allowances and institute premises and facilities bans where deemed appropriate. This section of the consultation explores these proposed provisions in greater detail.

While the law disqualifies certain people from being, or standing for election as, a councillor (e.g. on the grounds of bankruptcy, or receipt of a custodial sentence of 3 months or more, or it subject to the notification requirements of the Sexual Offences Act 2003 - meaning on the sex offenders register) councillors cannot currently be suspended or disqualified for breaching their code of conduct.

Feedback from the local government sector in the years since the removal of the power to suspend councillors has indicated that the current lack of meaningful sanctions means local authorities have no effective way of dealing with more serious examples of member misconduct.

The most severe sanctions currently used, such as formally censuring members, removing them from committees or representative roles, and requiring them to undergo training, may prove ineffective in the cases of more serious and disruptive misconduct. This may particularly be the case when it comes to tackling repeat offenders.

The government recognises that it is only a small minority of members who behave badly, but the misconduct of this small minority can have a disproportionately negative impact on the smooth running of councils. We also appreciate the frustration members of the public and councillors can feel both in the inability to deal decisively with cases of misconduct, and the fact that offending members can continue to draw allowances.

### **Question 18**

Do you think local authorities should be given the power to suspend elected members for serious code of conduct breaches?

- Yes – authorities should be given the power to suspend members
- No – authorities should not be given the power to suspend members
- Unsure

### **Question 19**

Do you think that it is appropriate for a standards committee to have the power to suspend members, or should this be the role of an independent body?

- Yes - the decision to suspend for serious code of conduct breaches should be for the standards committee
- No - a decision to suspend should be referred to an independent body
- Unsure
- [Free text box]

### **Question 20**

Where it is deemed that suspension is an appropriate response to a code of conduct breach, should local authorities be required to nominate an alternative point of contact for constituents during their absence?

- Yes – councils should be required to ensure that constituents have an alternative point of contact during a councillor's suspension

- No – it should be for individual councils to determine their own arrangements for managing constituents’ representation during a period of councillor suspension
- Unsure

## a) The length of suspension

The Committee on Standards in Public Life recommended in their 2019 Local Government Ethical Standards<sup>[footnote 3]</sup> (CSPL) report that the maximum length of suspension, without allowances, should be 6 months and the government agrees with this approach. The intent of this proposal would be that non-attendance at council meetings during a period of suspension would be disregarded for the purposes of section 85 of the Local Government Act 1972, which states that a councillor ceases to be a member of the local authority if they fail to attend council meetings for 6 consecutive months.

The government believes that suspension for the full 6 months should be reserved for only the most serious breaches of the code of conduct, and considers that there should be no minimum length of suspension to facilitate the proportionate application of this strengthened sanction.

### Question 21

If the government reintroduced the power of suspension do you think there should be a maximum length of suspension?

- Yes – the government should set a maximum length of suspension of 6 months
- Yes – however the government should set a different maximum length (in months) [Number box]
- No – I do not think the government should set a maximum length of suspension
- Unsure

### Question 22

If yes, how frequently do you consider councils would be likely to make use of the maximum length of suspension?

- Infrequently – likely to be applied only to the most egregious code of conduct breaches
- Frequently – likely to be applied in most cases, with some exceptions for less serious breaches

- Almost always – likely to be the default length of suspension for code of conduct breaches
- Unsure

## **b) Withholding allowances and premises and facilities bans**

Giving councils the discretion to withhold allowances from members who have been suspended for serious code of conduct breaches in cases where they feel it is appropriate to do so could act as a further deterrent against unethical behaviour. Holding councillors financially accountable during suspensions also reflects a commitment to ethical governance, the highest standards of public service, and value for money for local residents.

Granting local authorities the power in legislation to ban suspended councillors from local authority premises and from using council equipment and facilities could be beneficial in cases of behavioural or financial misconduct, ensuring that suspended councillors do not misuse resources or continue egregious behaviour. Additionally, it would demonstrate that allegations of serious misconduct are handled appropriately, preserving trust in public service and responsible stewardship of public assets.

These measures may not always be appropriate and should not be tied to the sanction of suspension by default. The government also recognises that there may be instances in which one or both of these sanctions is appropriate but suspension is not. It is therefore proposed that both the power to withhold allowances and premises and facilities bans represent standalone sanctions in their own right.

### **Question 23**

Should local authorities have the power to withhold allowances from suspended councillors in cases where they deem it appropriate?

- Yes – councils should have the option to withhold allowances from suspended councillors
- No – suspended councillors should continue to receive allowances
- Unsure

### **Question 24**

Do you think it should be put beyond doubt that local authorities have the power to ban suspended councillors from council premises and to



withdraw the use of council facilities in cases where they deem it appropriate?

- Yes – premises and facilities bans are an important tool in tackling serious conduct issues
- No – suspended councillors should still be able to use council premises and facilities
- Unsure

### **Question 25**

Do you agree that the power to withhold members' allowances and to implement premises and facilities bans should also be standalone sanctions in their own right?

- Yes
- No
- Unsure

## **c) Interim suspension**

Some investigations into serious code of conduct breaches may be complex and take time to conclude, and there may be circumstances when the misconduct that has led to the allegation is subsequently referred to the police to investigate. In such cases, the government proposes that there should be an additional power to impose interim suspensions whilst and until a serious or complex case under investigation is resolved.

A member subject to an interim suspension would not be permitted to participate in any council business or meetings, with an option to include a premises and facilities ban.

We consider that members should continue to receive allowances whilst on interim suspension and until an investigation proves beyond doubt that a serious code of conduct breach has occurred or a criminal investigation concludes. The decision to impose an interim suspension would not represent a pre-judgement of the validity of an allegation.

We suggest that:

- Interim suspensions should initially be for up to a maximum of 3 months. After the expiry of an initial interim suspension period, the relevant council's standards committee should review the case to decide whether it is in the public interest to extend.

- As appropriate, the period of time spent on interim suspension may be deducted from the period of suspension a standards committee imposes.

### **Question 26**

Do you think the power to suspend councillors on an interim basis pending the outcome of an investigation would be an appropriate measure?

- Yes, powers to suspend on an interim basis would be necessary
- No, interim suspension would not be necessary
- Any further comments [free text box]

### **Question 27**

Do you agree that local authorities should have the power to impose premises and facilities bans on councillors who are suspended on an interim basis?

- Yes - the option to institute premises and facilities bans whilst serious misconduct cases are investigated is important
- No - members whose investigations are ongoing should retain access to council premises and facilities
- Unsure

### **Question 28**

Do you think councils should be able to impose an interim suspension for any period of time they deem fit?

- Yes
- No
- Any further comments [free text box]

### **Question 29**

Do you agree that an interim suspension should initially be for up to a maximum of 3 months, and then subject to review?

- Yes
- No
- Any further comments [free text box]

### **Question 30**

If following a 3-month review of an interim suspension, a standards committee decided to extend, do you think there should be safeguards

to ensure a period of interim extension is not allowed to run on unchecked?

- Yes – there should be safeguards
- No – councils will know the details of individual cases and should be trusted to act responsibly

### **Question 30a**

If you answered yes to above question, what safeguards do you think might be needed to ensure that unlimited suspension is not misused?

[Free text box]

## **d) Disqualification for multiple breaches and gross misconduct**

When councillors repeatedly breach codes of conduct, it undermines the integrity of the council and erodes public confidence. To curb the risk of repeat offending and continued misconduct once councillors return from a suspension, the government considers that it may be beneficial to introduce disqualification for a period of 5 years for those members for whom the sanction of suspension is invoked on more than one occasion within a 5-year period.

This measure underlines the government's view that the sanction of suspension should only be used in the most serious code of conduct breaches, because in effect a decision to suspend more than once in a 5-year period would be a decision to disqualify an elected member. However, we consider this measure would enable councils to signal in the strongest terms that repeated instances of misconduct will not be tolerated and would act as a strong deterrent against the worst kind of behaviours becoming embedded.

Currently a person is disqualified if they have been convicted of any offence and have received a sentence of imprisonment (suspended or not) for a period of 3 months or more (without the option of a fine) in the 5-year period before the relevant election. Disqualification also covers sexual offences, even if they do not result in a custodial or suspended sentence.

### **Question 31**

Do you think councillors should be disqualified if subject to suspension more than once?

- Yes – twice within a 5-year period should result in disqualification for 5 years
- Yes – but for a different length of time and/or within a different timeframe (in years) [Number boxes]
- No - the power to suspend members whenever they breach codes of conduct is sufficient
- Any other comments [free text box]

### **Question 32**

Is there a case for immediate disqualification for gross misconduct, for example in instances of theft or physical violence impacting the safety of other members and/or officers, provided there has been an investigation of the incident and the member has had a chance to respond before a decision is made?

- Yes
- No
- Unsure
- [Free text box]

## **e) Appeals**

The government proposes that:

- A right of appeal be introduced for any member subject to a decision to suspend them.
- Members should only be able to appeal any given decision to suspend them once.
- An appeal should be invoked within 5 working days of the notification of suspension; and
- Following receipt of a request for appeal, arrangements should be made to conduct the appeal hearing within 28 working days.

The government believes that were the sanction of suspension to be introduced (and potentially disqualification if a decision to suspend occurs a second time within a 5-year period) it would be essential for such a punitive measure to be underpinned by a fair appeals process.

A right of appeal would allow members to challenge decisions that they believe are unjust or disproportionate and provides a safeguard to ensure that the sanction of suspension is applied fairly and consistently.

We consider that it would be appropriate to either create a national body, or to vest the appeals function in an existing appropriate national body, and views on the merits of that are sought at questions 38 and 39 below. Firstly, the following questions test opinion on the principle of providing a mechanism for appeal.

**Question 33**

Should members have the right to appeal a decision to suspend them?

- Yes - it is right that any member issued with a sanction of suspension can appeal the decision
- No – a council’s decision following consideration of an investigation should be final
- Unsure

**Question 34**

Should suspended members have to make their appeal within a set timeframe?

- Yes – within 5 days of the decision is appropriate to ensure an efficient process
- Yes – but within a different length of time (in days) [Number box]
- No – there should be no time limit for appealing a decision

The government is also keen to explore if a right of appeal should be provided, either in relation to whether a complaint proceeds to full investigation and consideration by the standards committee, or where a claimant is dissatisfied with the determination of the standards committee.

**Question 35**

Do you consider that a complainant should have a right of appeal when a decision is taken not to investigate their complaint?

- Yes
- No
- Unsure

**Question 36**

Do you consider that a complainant should have a right of appeal when an allegation of misconduct is not upheld?

- Yes
- No

- Unsure

### **Question 37**

If you answered yes to either of the previous two questions, please use the free text box below to share views on what you think is the most suitable route of appeal for either or both situations.

[Free text box]

## **f) Potential for a national appeals body**

There is a need to consider whether appeals panels should be in-house within local authorities, or whether it is right that this responsibility sits with an independent national body. Whereas an in-house appeals process would potentially enable quicker resolutions by virtue of a smaller caseload, empowering a national body to oversee appeals from suspended members and complainants could reinforce transparency and impartiality and help to ensure consistency of decision-making throughout England, setting precedents for the types of cases that are heard.

### **Question 38**

Do you think there is a need for an external national body to hear appeals?

- Yes – an external appeals body would help to uphold impartiality
- No – appeals cases should be heard by an internal panel
- Any further comments [free text box]

### **Question 39**

If you think there is a need for an external national appeals body, do you think it should:

- Be limited to hearing elected member appeals
- Be limited to hearing claimant appeals
- Both of the above should be in scope
- Please explain your answer [free text box]

# 7. Public Sector Equality Duty

## Question 40

In your view, would the proposed reforms to the local government standards and conduct framework particularly benefit or disadvantage individuals with protected characteristics, for example those with disabilities or caring responsibilities?

Please tick an option below:

- it would benefit individuals with protected characteristics
- it would disadvantage individuals with protected characteristics
- neither

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

[Free text box]

## Annex A: Personal data

The following is to explain your rights and give you the information you are entitled to under the Data Protection Act 2018. Note that this section only refers to your personal data (your name address and anything that could be used to identify you personally) not the content of your response to the consultation.

### 1. The identity of the data controller and contact details of our Data Protection Officer

The Ministry of Housing, Communities and Local Government (MHCLG) is the data controller. The Data Protection Officer can be contacted at [dataprotection@communities.gov.uk](mailto:dataprotection@communities.gov.uk).

### 2. Why we are collecting your personal data

Your personal data is being collected as an essential part of the consultation process, so that we can contact you regarding your response and for statistical purposes. We may also use it to contact you about related matters.

### **3. Our legal basis for processing your personal data**

The Data Protection Act 2018 states that, as a government department, MHCLG may process personal data as necessary for the effective performance of a task carried out in the public interest. i.e. a consultation.

### **4. With whom we will be sharing your personal data**

We use a third-party platform, Citizen Space, to collect consultation responses. In the first instance, your personal data will be stored on their secure UK-based servers.

### **5. For how long we will keep your personal data, or criteria used to determine the retention period.**

Your personal data will be held for 2 years from the closure of the consultation.

### **6. Your rights, e.g. access, rectification, erasure**

The data we are collecting is your personal data, and you have considerable say over what happens to it. You have the right:

- a) to see what data we have about you
- b) to ask us to stop using your data, but keep it on record
- c) to ask to have all or some of your data deleted or corrected
- d) to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with



the law. You can contact the ICO at <https://ico.org.uk/> (<https://ico.org.uk/>), or telephone 0303 123 1113.

## **7. Your personal data will not be sent overseas**

## **8. Your personal data will not be used for any automated decision making**

## **9. Your personal data will be stored on a secure government IT system**

Your data will be transferred to our secure government IT system as soon as possible after the consultation has closed, and it will be stored there for the standard 2 years of retention before it is deleted.

- 
1. [Localism Act 2011 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2011/20/part/1/chapter/7)  
(<https://www.legislation.gov.uk/ukpga/2011/20/part/1/chapter/7>)
  2. Only around 36% of the population of England is covered by a parish or town council.
  3. [Local government ethical standards: report - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/local-government-ethical-standards-report)  
(<https://www.gov.uk/government/publications/local-government-ethical-standards-report>)

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## 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, 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 : 01/11/2024

Payment Date To : 31/12/2024

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
01/11/2024	6344	Prism Solutions	Leased line rental - Oct 24	59.90
01/11/2024	6344	Prism Solutions	Leased line rental - Oct 24	49.99
01/11/2024	6344	Prism Solutions	Leased line rental - Oct 24	60.90
01/11/2024	882047	Stone Shoe Repairs Ltd	Electric Pillar keys cut	12.50
06/11/2024	V02281775256	EE	EE Mobiles 29 Oct - 28 Nov	14.80
06/11/2024	V02281775256	EE	EE Mobiles 29 Oct - 28 Nov	14.80
06/11/2024	25550	Stone Gazette Ltd	Half page Ad- Nov/Dec Gazette	400.00
06/11/2024	SINV00655424	J G Fenn Ltd	Copier paper	50.98
06/11/2024	MEM251371-1	Society of Local Council Clerks	SLCC Membership 2025	300.00
10/11/2024	wp-INV07426030	Water Plus	Water Usage Mount Road 09.10 to 09.11.24	13.59
10/11/2024	wp-INV07426030	Water Plus	Water Usage Mount Road 09.10 to 09.11.24	9.66
11/11/2024	9125418	British Gas	Elec Usage Feeder Pillar 1 - 21.09 to 21.10	18.57
11/11/2024	9121667	British Gas	Elec Usage 61 High Street 21.09 to 21.10	26.35
12/11/2024	INV-1000284086	Christmas Tree World	Christmas tree lights x 20 sets	299.83
12/11/2024	444008-034	Virgin Media Business	Telephone Rental & Calls - 22 Oct -21 Nov24	89.93
12/11/2024	Inv1857	The Secret Kitchen	Buffet for 101 - Remembrance Sunday	938.50
14/11/2024	INV281046934	Zoom Video Comm Inc	ZOOM Subscription Nov 14 to Dec 13 2024	25.98
14/11/2024	168277	Ritchie	Grant HC - Saucers	161.03

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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>
14/11/2024	176803306	Steve's Sound Systems	Hire of PA System Armistice & Remembrance	280.00
14/11/2024	50960	Panda Press (Stone) Ltd	Remembrance Order of Service 2024	242.00
14/11/2024	21923	Miscellaneous	Prizes for Christmas Card Winners	10.21
14/11/2024	291850	Miscellaneous	Prizes for Christmas card winners	30.00
14/11/2024	24016	Simon Meddings Associates Ltd	HC Grant - Consultation meeting Oct 24	175.00
14/11/2024	INV-1696	IG Stage Hire	50% payment for Christmas Lights 24 Stage Hire	375.00
14/11/2024	INV-1076	CE & PS Ltd	Barrier hire for Remembrance Parade	245.62
14/11/2024	50943	Panda Press (Stone) Ltd	Interpretation board for Nov 24 exhibition	118.00
14/11/2024	178571447	Paul Castrey Expenses	HC - Restrung picture frame	48.00
14/11/2024	ExpenseClaim	Trudy Williams	Catering expenses for Remembrance 24	92.03
18/11/2024	23067	Open Spaces	Open Spaces Membership 24/25	45.00
18/11/2024	038113	Stone Shoe Repairs Ltd	Spare keys cut for Electric Meters	15.00
18/11/2024	201615202467341	Pozitive Energy	Heritage C Gas Usage 01.10-31.10.24	97.83
19/11/2024	INV3001019	MEB Total Ltd	PA Testing - FJC Nov 24	51.79
19/11/2024	INV3001019	MEB Total Ltd	PA Testing - HC Nov 24	72.53
19/11/2024		Stone Scouts & Guides Brass Band	Donation to S&G Band for Remembrance 24	100.00
19/11/2024	INV3001019	MEB Total Ltd	PA Testing - SSTN Nov 24	51.79
19/11/2024	wp-INV07369492	Water Plus	Water Usage - SSTN - 5.10 to 5.11.24	115.37
20/11/2024	131102	E On	Highways Lighting Maint and Energy 2024/25	940.30
20/11/2024	129668	B Hygienic Ltd	HC - Toilet Rolls	52.86
20/11/2024	177194465	Florence Brass	Florence Brass at Remembrance 2024	200.00
20/11/2024	16099	All Print Equipment Ltd	Photocopier usage - Oct 24	24.95
20/11/2024	2411008	Crown Highways	Installation of poles at Walton for Christmas lights	749.75
21/11/2024	wp-INV07389098	Water Plus	Water Usage FJC - 06.10 to 06.11.24	96.69
21/11/2024	51106	Panda Press (Stone) Ltd	Christmas Cards No Mayor	115.00

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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>
21/11/2024	123	Mr L Trigg	Grit for switch on event	5.82
21/11/2024	01062424	VALDA ENERGY	FJC Gas usage 01.11to 30.11	593.21
21/11/2024	01062420	VALDA ENERGY	SSTN Elec Usage 01.09 to 31.10	7.08
21/11/2024	01062424	VALDA ENERGY	SSTN Elec Usage 01.11 to 30.11	424.95
21/11/2024	01062424	VALDA ENERGY	FJC Elec Usage 01.11 to 30.11.24	424.89
21/11/2024	01062424	VALDA ENERGY	SSTN Gas usage 01.11 to 30.11	538.19
22/11/2024	178571452	R Edwards Expense Claims	Shovel & Grit for Stone Switch on Event	20.36
22/11/2024	178571452	R Edwards Expense Claims	Keys cut for Heritage Centre	15.00
22/11/2024	48	MJ Plant	Canoe Club Hedgecutting	330.00
22/11/2024	49	MJ Plant	Annual maint of Town borders and Walton Roundabout	4,507.00
22/11/2024	47	MJ Plant	FJC Weed Control x 8 visits	328.00
22/11/2024	46	MJ Plant	Weed Control CM, Amp and surrounding area	338.00
22/11/2024	178571452	R Edwards Expense Claims	Shovel & Grit for Stone Switch on Event	12.00
22/11/2024	53	MJ Plant	Marquee set up - Oct 24	1,042.50
22/11/2024	51	MJ Plant	Maint of war memorial, maint of stand and removal of	532.00
22/11/2024	50	MJ Plant	CM - cleaning and painting of CM benches	516.00
22/11/2024	RBL	Royal British Legion	Donation for Bugle playing	50.00
22/11/2024	44	MJ Plant	Sept-Grounds maint, Amp, CM, MR Allot, Abbey Street	1,732.00
22/11/2024	45	MJ Plant	Oct - Grounds Maint of Amp, CM, MR, Abbey St and old	1,732.00
22/11/2024	51120	Panda Press (Stone) Ltd	Christmas Cards with Mayor	159.00
25/11/2024	208502	Prism Solutions	Prism IT Managed Service -Dec 24	1,286.26
25/11/2024	743014903/001/11	Virgin Media Business	Broadband Usage 6.11 to 5.12	50.00
25/11/2024	52	MJ Plant	Marquee set up - Sept 24	695.00
26/11/2024	21112024	Samantha Lloyd Music	Compere for Christmas Switch on 24	300.00
28/11/2024	INV-1713	IG Stage Hire	20% deposit for Stage Hire Christmas Lights 2025	170.00

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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>
28/11/2024	INV000234	Hearts Cross Medical	Medical support at Christmas Switch on 24	350.00
28/11/2024	SOT1140125	Veolia ES (UK) Ltd	Waste Collection FJC - Oct 24	115.60
28/11/2024	CD-243577315	Culligan	Water cooler rental + 5 refills	43.06
28/11/2024	1	Wish Upon a Princess Parties	Grinch & Cindy Lou appearance fee - switch on 24	200.00
28/11/2024	SOT1140126	Veolia ES (UK) Ltd	Waste Collection SSTN - Oct 24	76.21
28/11/2024	803	Luke Gessner	Artist fee - Luke Gessner - Switch on 2024	150.00
28/11/2024	9301436	British Gas	Heritage Centre Elec 09.10 to 09.11	116.08
28/11/2024	18857383	Currys Group Ltd	Office - Dehumidifier and toaster	156.65
29/11/2024	564	Hazzard Promotions	Hire of sound system for Switch on 24	400.00
29/11/2024	5476	Christmas Plus	Installation of Festive Display 2024 - 70%	5,250.00
29/11/2024	39652	Paul Castrey Expenses	HC - Vinyl gloves for exhibits	9.73
29/11/2024	INV-1081	CE & PS Ltd	Christmas Switch on 24 - Hire of lighting & barriers install	1,059.60
29/11/2024	INV-1081	CE & PS Ltd	Replace electrical timer (B&M pillar)	340.00
02/12/2024	6654	Prism Solutions	Leased line rental - Nov 24	60.90
02/12/2024	6654	Prism Solutions	Leased line rental - Nov 24	59.90
02/12/2024	6654	Prism Solutions	Leased line rental - Nov 24	49.99
03/12/2024	SBC Rates	Stafford Borough Council	SBC Rates SSTN - Dec 2024	180.00
03/12/2024	SBC Rates	Stafford Borough Council	SBC Rates Market square Dec 2024	21.00
03/12/2024	SBC Rates	Stafford Borough Council	SBC Rates FJC Dec 2024	279.00
04/12/2024	wp-INV07531253	Water Plus	Water Usage - Newcastle Road - 15.10 to 15.11.24	53.70
04/12/2024	3445	B&M Retail Ltd	HC - Christmas Tree Decorations	13.33
05/12/2024	6227	Wash Tub	Laundry - tablecloths for Civic Events	78.00
05/12/2024	177962167	JB Window Cleaner	Window Cleaning Nov 24	25.00
05/12/2024	6636360567	ARGOS	HC - Christmas Tree & Lights	42.71
05/12/2024	177962167	JB Window Cleaner	Window Cleaning Nov 24	30.00

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05/12/2024	177962167	JB Window Cleaner	Window Cleaning Nov 24	65.00
06/12/2024	9411705	British Gas	Elec Usage 61 High Street 21.10 to 21.11	20.97
06/12/2024	026-5241052-0088	Amazon	Personal security alarms for staff	11.95
06/12/2024	INV0004602819	Eurooffice Ltd	Copier Paper, Envelopes, clear pockets	56.37
06/12/2024	9374246	British Gas	Elec Usage Ampitheatre- 19.10-19.11	13.02
09/12/2024	V02291922724	EE	EE Mobiles 29 Nov - 28 Dec	14.80
09/12/2024	V02291922724	EE	EE Mobiles 29 Nov - 28 Dec	14.80
09/12/2024	178571457	R Mountfords	FJC Diy - Undercoat, brush, padlock	33.30
10/12/2024	4277253	Signs4Less	FJC - Wheelchair access sign	24.95
10/12/2024	wp-INV07710825	Water Plus	Water Usage - Mount Road 9.11 to 9.12.24	1.26
10/12/2024	9413130	British Gas	Elec Usage Feeder Pillar 1 -21.10 to 21.11	25.05
10/12/2024	INV5001939	MEB Total Ltd	SSTN - Repairs to boiler in the flat	204.59
12/12/2024	444008-035	Virgin Media Business	Telephone Rental & Calls - 22 Nov - 21 Dec 24	91.51
13/12/2024	211211	Prism Solutions	Grant HC - TV Stand	331.18
13/12/2024	1000139359	Staffordshire County Council	Annual Website Hosting	150.00
13/12/2024	211211	Prism Solutions	Grant HC - Canon Printer	866.76
13/12/2024	IL/4152	Lowe & Elliott	SSTN Building Valuation for Insurance purposes	266.66
13/12/2024	IL/4152	Lowe & Elliott	HC Building Valuation for Insurance purposes	266.67
13/12/2024	IL/4152	Lowe & Elliott	FJC Building Valuation for Insurance purposes	266.68
13/12/2024	211211	Prism Solutions	Grant HC - Samsung TV	521.95
16/12/2024	0151254184	EPSON UK Ltd	Grant HC -Epson Scanner - Expression 13000XL	2,767.50
16/12/2024	INV-GB-131191221	Amazon	Drinks refills for chamber coffee machine	32.00
18/12/2024	CD-243631975	Culligan	Water Cooler Rental - Dec 24	23.06
18/12/2024	7070295906	Stafford Borough Council	Install/Remove Bollards Oct to Dec 24	471.90
18/12/2024	7070295902	Stafford Borough Council	Emptying Bins Ampitheatre- Oct - Dec 24	54.31

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18/12/2024	INV284960885	Zoom Video Comm Inc	ZOOM Subscription Dec 14 to Jan 13 2025	25.98
18/12/2024	INV5002003	MEB Total Ltd	FJC Annual boiler service	192.50
18/12/2024	7070295905	Stafford Borough Council	Emptying bins T&M Canal and	161.68
18/12/2024	INV5002003	MEB Total Ltd	SSTN Annual boiler service	192.50
19/12/2024	01100963	VALDA ENERGY	FJC Elec Usage 1.11-30.11.24	6.07
19/12/2024	01100963	VALDA ENERGY	FJC Gas Usage 1.11-30.11.24	18.03
19/12/2024	01100967	VALDA ENERGY	FJC Gas Usage -01.12 to 31.12.24	673.04
19/12/2024	01100967	VALDA ENERGY	SSTN Gas Usage - 01.12 to 31.12.24	608.22
19/12/2024	01100963	VALDA ENERGY	SSTN Gas Usage 1.11-30.11.24	14.15
19/12/2024	01100967	VALDA ENERGY	SSTN Elec Usage - 01.12 to 31.12.24	446.44
19/12/2024	01100963	VALDA ENERGY	STTN Elec Usage 1.11-30.11.24	4.13
19/12/2024	01100967	VALDA ENERGY	FJC Elec Usage - 01.12 to 31.12.24	486.87
20/12/2024	13023	Paul Castrey Expenses	HC - Scales, door stop, key fobs	16.65
20/12/2024	14631	Paul Castrey Expenses	HC - Extension Cable	7.50
20/12/2024	16201	All Print Equipment Ltd	Photocopier usage - Nov 24	50.11
20/12/2024	wp-INV07667304	Water Plus	Water Usage - FJC 6.11 to 6.12.24	122.86
20/12/2024	wp-INV07660738	Water Plus	Water Usage - SSTN 5.05 to 5.11.24 adjusted charges	24.83
23/12/2024	wp-INV07710825	Water Plus	Water Usage - Mount Road 9.11 to 9.12.24	194.95
23/12/2024	201615202469789	Pozitive Energy	HC Gas Usage 1.11-30.11.24	133.81
24/12/2024	743014903/001/12	Virgin Media Business	Broadband Usage 6.12 to 05.01.25	50.00
27/12/2024	210405	Prism Solutions	Prism IT Managed Service - Jan 25	1,255.53
27/12/2024	5813476/CE/50572	The Arch Rent Collectors	Station Rent 25.12 to 24.03.25	1,184.25
28/12/2024	9595069	British Gas	Heritage Centre Elec - 9.11 to 9.12.24	239.41
30/12/2024	SOT1141326	Veolia ES (UK) Ltd	Waste Collection FJC - Nov 24	106.72
30/12/2024	SOT1141327	Veolia ES (UK) Ltd	Waste Collection - SSTN Nov 24	75.85

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31/12/2024	wp-INV07792506	Water Plus	Water Usage Newcastle Rd 15.11-15.12.24	16.18
				50,093.33