



To: Members of Uttoxeter Town Council

Dear Councillor,

NOTICE IS HEREBY GIVEN that the Annual Meeting of Uttoxeter Town Council will be held in the **Ballroom, Uttoxeter Town Hall** commencing at **7.15 pm** (following the Annual Parish Community Meeting) on **Tuesday, 12 May 2026** and Members are hereby summoned to attend for the purposes of transacting the following business.

The meeting will be open to the public and the press unless the Council otherwise directs as in accordance with Public Bodies (Admission to Meetings) Act 1960.

Any members of the public wishing to attend the meeting are encouraged to contact the Clerk 24 hours prior to the meeting to register their attendance within the meeting room for either addressing Council under Public Participation or wishing to attend within the public gallery.

Signed T L Jeffery

T L Jeffery
Town Clerk

6 May 2026

To: Town Councillors T Ashby, D Boot, J Glandfield, R Hawkins, D Holland, B Houlihan (Mayor), A Johnstone, P Krupski, Z Krupski, C Lancaster, A Mansfield (Deputy Mayor), A Noyes, S Page, C Sylvester, L Sylvester, C Wain

To: County Councillor P Allen and Borough Councillor G Allen (Town Councillors R Hawkins, P Krupski, Z Krupski and A Mansfield are also Borough Councillors for the Town)

AGENDA

1. APPOINTMENT OF MAYOR 2026/27

- (a) In accordance with Standing Order 5(e), Council to appoint the Mayor for 2026/27. See Appendix A regarding Members' length of service.
- (b) The Mayor to receive the Mayor's Chain of Office and sign his/her Declaration of Acceptance of Office.
- (c) The retiring Mayor, Councillor B Houlihan to receive his Past Mayor's Jewel of Office.

2. APPOINTMENT OF DEPUTY MAYOR 2026/27

To appoint the Deputy Mayor for 2026/27.

3. CHAIR'S WELCOME

The Chair provide a welcome to the Meeting and a brief on the provisions of the Filming of Meetings as in accordance with "The Openness of Local Government Bodies Regulations 2014", a reminder that the Council has Signed up to the Civility and Respect Pledge, on the use of mobile phones during the meeting and the evacuation procedure in the event of a fire. Council is advised that suitably trained Evac Chair Operators are in attendance.

4. APOLOGIES FOR ABSENCE

- (a) To report receipt of approved apologies for Councillors absence.
- (b) To minute the names of Councillors who are absent and apologies have not been received.

5. PUBLIC PARTICIPATION

In accordance with Standing Order 3(e-h), the meeting be adjourned for up to 15 minutes to allow for public participation where members of the public may make representations, ask or answer questions and give evidence at a meeting which they were entitled to attend in respect of the business on the Agenda or business pertinent to the Council. The period of time designated for public participation at a meeting as in accordance with Standing Orders 3(f) and 3(g), shall not exceed (3) minutes unless directed by the Chair of the meeting. It was noted that Members of the public may not take part in the Council meeting itself.

6. **DECLARATIONS OF INTEREST**

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer.

7. **DISPENSATION PROCEDURE**

To consider and approve dispensation requests as in accordance with Standing Order 13(d), that all Dispensation requests shall be in writing and submitted to the Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the Dispensation is required. Council will decide whether to grant the dispensation at the relevant meeting. Unless Council grant the relevant delegated power to Committee, it is Council that decides whether to grant the dispensation.

8. **MINUTES**

- (a) To approve the minutes of the Meeting held on 14 April 2026. See Appendix B.
- (b) To approve the Recommendations of the Footpaths Committee Meeting held 23 April 2026. See Appendix C.
- (c) To approve the Recommendations of the Policy and Planning Committee Meeting held 28 April 2026. See Appendix D.
- (d) To approve the Recommendations of the Town Hall Entertainments Committee Meeting held 28 April 2026. See Appendix E.
- (e) To approve the Recommendations of the Finance and General Purposes Committee Meeting held 28 April 2026. See Appendix F.

9. **ACCOUNTS**

- (a) To consider and approve the accounts for payment. See Appendix G.
- (b) To consider the monthly summaries of the Council's income for April 2026. See Appendix H.

10. **BANK BALANCES**

At 6 May 2026 the bank balances stood at:

RBS Current Account	£ 10,277.00
RBS Special Interest Account	£127,400.82
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors' Account	£ 701.50
RBS Deposit Account 32 Carter Street	£ 625.22
RBS 19A High Street Deposit Account	£ 338.81
CCLA Public Sector Deposit Fund Account	£ 85,000.00

11. **COMMITTEE STRUCTURE/APPOINTMENT OF COMMITTEES**

As in accordance with Standing Order 5j(v-vii), Council is asked to give consideration to, in readiness for LGR as reported to Council on 13 May 2025, a revised Committee Structure for its Standing Committees and Other Committees including the appointment of Chair, Vice-Chair, Committee Membership, review of the terms of reference and day/time of meetings for the following:

- (a) **FINANCE AND GENERAL PURPOSES COMMITTEE (STANDING COMMITTEE)** (to be held on the 4th Tuesday of the month at 5.30pm - 7 Members)

Chair: Councillor

Vice-Chair: Councillor

Councillors:

Terms of reference: To consider matters and make recommendations to Council in relation to:

- 19A High Street
- 32 Carter Street
- Christmas Lights Tender/Contract
- Cemetery Tender/Contract
- Town Hall Tender/Contract
- Properties Tender/Contract
- Redfern's Cottage, 34-36 Carter Street
- The Kiosk
- Quality Council status
- The continuation of the refurbishment of the Town Hall (*former Community Projects*)

- Review the Council's financial procedures
- Climate Change Emergency - Reduce pesticide use and other harmful activities and Manage land for nature

Council's instruction is sought.

(b) **POLICY AND PLANNING COMMITTEE (STANDING COMMITTEE)** (to be held on the 4th Tuesday of the month at 10.00am - 8 Members)

Chair: Councillor

Vice-Chair: Councillor

Councillors:

Terms of reference: To consider matters and make recommendations to Council in relation to:

- Allotments inc. Allotment Building and to receive Recommendations from the Allotments Committee
- Highways
- Millennium Monument
- Partnerships inc. future healthcare provisions for the town and surrounding area
- War Memorial
- The Cemetery inc. Cemetery Chapels
- St Mary's Closed Churchyard
- Planning including Neighbourhood Planning (Delegated Power to respond to planning applications).
- Liaise/meet with developers on developments of 10 or more, to discuss S106 Requirements for the Town.
- Climate Change Emergency:
 1. Actively support small and large planning applications for new renewable energy in the area.
 2. Use your voice.
 3. Reduce pesticide use and other harmful activities and Manage land for nature.
 4. Use your powers wisely - Ensure you know the climate change or nature implications of decisions before you make them.
 5. Use differential car-parking charges to support low-carbon vehicles.

Council's instruction is sought.

(c) **COUNCIL'S OTHER COMMITTEES** – Council's instruction is sought.

(i) **ALLOTMENTS COMMITTEE** (4 Members plus 1 Representative of 4 Allotment Associations).

Chair: Councillor

Vice-Chair: Councillor

Councillors:

Terms of reference: To meet with Allotment Association Members and make recommendations to the Council's Policy and Planning Committee.

(ii) **EMERGENCY PLAN** (3 Members plus the Mayor, Town Clerk and Office Manager)

Chair: Town Mayor

Councillors:

Terms of reference: To prepare an Emergency Plan to submit to ESBC.

(iii) **FOOTPATHS COMMITTEE** (3 Members and representatives of Uttoxeter Walking Club and UNRN/Biodiversity Group)

Chair: Councillor

Vice-Chair: Councillor

Councillor:

Terms of reference: To consider matters relating to public footpaths in the area including climate change emergency 'manage land for nature' and make recommendations to Council.

(iv) **PERSONNEL COMMITTEE** (6 Members)

Chair: The Mayor

Councillors:

Terms of reference: To consider staffing personnel matters and make recommendations to Council.

- (v) **PERSONNEL APPEALS COMMITTEE** (3 Members)
 Chair: Councillor
 Councillors:
Terms of reference: To consider staffing personnel appeals and make recommendations to Council.
- (vi) **TOWN HALL & TOWN CENTRE ENTERTAINMENTS COMMITTEE** (7 Members plus Non-Council Representatives from Uttoxeter Lions and other local Community Organisations/Outside Bodies):
 Chair: Councillor
 Vice-Chair: Councillor
 Councillors:
Terms of reference:
- Dr Johnson Celebrations.
 - To plan strategy for the markets including all associated administration and management and make recommendations to Council.
 - To organise a calendar of public events at the Town Hall and Town Centre inc. Christmas Lights Switch On, Festivals, etc.
 - Provide marketing of the Town Hall to increase publicity and bookings including buying in expertise (*from the Town Hall Advertising and Promotion budget*).
- (vii) **UTTOXETER IN BLOOM COMMITTEE** (4 Members and Representatives from local Organisations/local residents)
 Chair: Councillor
 Vice-Chair: Councillor
 Councillors:
Terms of reference: To consider all matters in relation to Uttoxeter in Bloom (inc. the Heart of England/Britain in Bloom entry) and make recommendations to Council.
- (viii) **TOWN CENTRE FORUM** (5 Members and Representatives of other organisations/local businesses)
 Chair: Councillor
 Vice-Chair: Councillor
 Councillors:
Terms of reference: To consider matters relating to and make recommendations to Council for the following:
- Consider issues affecting the Town Centre.
 - Production of a Tourism and Business website promoting the town and its businesses.
 - Build Partnerships
 - Town Centre development inc. liaison with external Partnerships
 - The means by which positive change might begin to be achieved.
 - Climate Change Emergency ('promote practical action by local people', 'bring together groups of people for bulk purchases' and 'develop and promote lift-sharing scheme'.
 - Seek Business Support available from other Partners for promotion.
- (ix) **COMPLAINTS COMMITTEE** (3 Members)
 Chair: The Mayor
 Vice-Chair:
 Councillors:
Terms of reference: To consider matters and make recommendations to Council in relation to formal complaints or concerns received by the Town Council from any member of the electorate regarding its Administration inc. sitting Councillors and its procedures, as in accordance with the Council's Complaints Procedure and any other relevant Policies.
- (x) **UTTOXETER YOUTH COUNCIL** (5 Members and Representatives from Oldfields Hall Middle School, Windsor Park Middle School, Ryecroft Middle School and Thomas Alleyne's High School and Staffordshire Council of Voluntary Youth Services (SCVYS)
 Chair: Councillor
 Vice-Chair: Councillor

Councillors:

Terms of reference: To be determined by Committee at its first meeting

Council is reminded that the Mayor and Deputy Mayor are ex officio members of all Council's Committees.

(d) **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES** – Council is asked to Appoint its Representatives for the following:

- (i) **UTTOXETER GENERAL CHARITIES** (formerly The Charity Trustees) (4 Members)
Councillors
- (ii) **EMERGENCY CO-ORDINATING COMMITTEE**
The Town Mayor and the Town Clerk.
- (iii) **ENVIRONMENT AGENCY** (Flood warning information meetings) (1 Member)
Councillor
- (iv) **OLDFIELDS SPORTS CENTRE MANAGEMENT COMMITTEE** (2 Members)
Councillors
- (v) **PATIENT PARTICIPATION GROUP, BALANCE STREET** (1 Member)
Councillor
- (vi) **POLICE PARTNERSHIP MEETING**
The Mayor, Deputy Mayor, the Town Clerk plus 4 Members
Councillors
- (vii) **QUARRY LIAISON COMMITTEE** (1 Member)
Councillor
- (viii) **STAFFS PARISH COUNCILS' ASSOCIATION (SPCA) EXECUTIVE COMMITTEE** (1 Member)
Councillor B Houlihan remains as nominated as Representative by SPCA
- (ix) **UTTOXETER HERITAGE TRUST** (formerly Redfern Cottage Steering Group – Non-Voting Representatives) (2 Members)
Councillors
- (x) **FAIRTRADE STEERING GROUP** (3 Members inc. Mayor)
The Mayor together with Councillors
Note: Town Mayor is Patron of Fairtrade Uttoxeter (UTC 13/11/19 Item 21(b))
- (xi) **EAST STAFFORDSHIRE PARISH AND TOWN COUNCIL FORUM** (1 Member)
Councillor
- (xii) **COMPASSIONATE COMMUNITIES** (4 Members inc. Mayor and Deputy Mayor)
The Mayor, Deputy Mayor plus Councillors
- (xiii) **EAST STAFFORDSHIRE TOURISM PARTNERSHIP** (2 Members)
Councillors
- (xiv) **UTTOXETER NATURE GROUP (FORMERLY UNRN)** (2 Members)
Councillors
- (xv) **ESBC STANDARDS COMMITTEE**
ESBC advise if Vacancy is available and Councillor would have to apply as 'No Voting Representative'
- (xvi) **ST MARY'S FIRST SCHOOL LOCAL AUTHORITY GOVERNOR**
Councillor Glandfield was Appointed on 8 April 2025 for a 5-year term of office.

Council's instruction is sought.

12. **BANK MANDATES**

- (a) **Royal Bank of Scotland/Natwest Bank** - To request Council authorise six signatures for the Council's Bank Accounts (Royal Bank of Scotland/Natwest Bank Mandate) for the upcoming year including the Mayor and Deputy Mayor. Council's instruction is sought.
- (b) **CCLA** – To report that Councillors Glandfield and Houlihan are the two Appointed Signatories for the CCLA Account.

13. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025/26 PART 3 FOR THE YEAR ENDING 31 MARCH 2026

To report that S Durrands will be in attendance to assist the Clerk/RFO with year-end procedures on 18 May 2026 and Council's Internal Audit for the fiscal year ending 31 March 2026 will take place on 28 May 2026. Council is informed that the end of year accounts and AGAR will be included for consideration by Council at its meeting scheduled to take place on 9 June 2026.

14. ATTENDANCE RECORD

As Resolved by Council's Policy and Planning Committee at its meeting held on 23 July 2013 to publish the attendance record of Council and Standing Committee Meetings annually. Council is advised that the Attendance Record will be incorporated upon the website in due course.

15. STANDING ORDERS

In accordance with Standing Order No. 5j(ix). Council is asked to review and adopt NALC's latest Model Standing Orders. See Appendix I. Council's instruction is sought.

16. FINANCIAL REGULATIONS

In accordance with Standing Order No. 5j(ix), Council is asked to review and adopt NALC's latest Model Financial Regulations. See Appendix J. Council's instruction is sought.

17. CODE OF CONDUCT

Council is asked to review and adopt the Code of Conduct (National Code of Conduct) as provided from ESBC. See Appendix K. Council's instruction is sought

18. ASSET REGISTER

In accordance with Standing Order No. 5j(xiii), Council is asked to review Council's Asset Register for 2025/26. See Appendix L. Council's instruction is sought.

19. ESBC - REGISTER OF MEMBERS INTEREST FOR TOWN COUNCILLORS

To report receipt of an email dated 23 April 2026 received from ESBC's Principal Democratic Services Officer requesting Members complete the latest Members' Interests Forms and return it to the Clerk, as forwarded to Members and as available in the Town Hall Reception for completion. Members are reminded that it is their responsibility to ensure the forms are kept up to date.

20. TOWN COUNCIL INSURANCE PROVISIONS

In accordance with Standing Order No. 5j(xiv), Council is informed that its Insurance Policy is within the 3rd year of a 3-year contract commencing from 29 April 2024 with Zurich Insurance Plc in the sum of £8,007.16 inc vat and insurance premium tax.

21. CALENDAR OF MEETINGS 2026/27

In accordance with Standing Order No. 5j(xxi), Council is reminded that the ordinary meetings of the Council will take place at Uttoxeter Town Hall commencing at 7.00pm on the second Tuesday of the month, with the exception of August. The Council's Extraordinary Estimates/Precept Meeting will take place, in private, on Tuesday, 24 November 2026 at 7.00pm.

22. NALC - CIVILITY AND RESPECT PLEDGE

Council is asked to consider its continued Acceptance of the Civility and Respect Pledge (as Resolved by Council at its meeting held on 14 March 2023 - "Agrees that the Council will treat Councillors, Clerks, Employees, Members of the Public, and Representatives of Partner Organisations and Volunteers with Civility and Respect in their roles and that it:

- Has put in place a training programme for councillors and staff;
- Has signed up to the Code of Conduct for councillors;
- Has good governance arrangements in place including staff contracts and a dignity at work policy;
- Will seek professional help at the early stages should civility and respect issues arise;
- Will commit to calling out bullying and harassment if and when it happens;
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the Local Council Award Scheme;
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate."

Council's instruction is sought.

Council is advised that as in accordance with the advice received from SPCA, due to Council considering its HR Provisions under Item No. 31, and one of the quotations includes a full review of all Council's Policies including Risk Assessments as part of their proposal with the Council, Council is advised that all Policies, will be included for due consideration by Council at a future meeting (following 26 September 2026) and that all existing Policies remain in place as adopted by Council on 13 May 2025.

23. TOWN MAYOR AND DEPUTY MAYOR'S REPORT

- (a) To report that the retiring Mayor, Councillor B Houlihan attended the following events since the date of the last meeting:
 - 22.04.26 Painsley Catholic College's Presentation Evening
 - 27.04.26 Young Enterprise Staffordshire Showcase
 - 28.04.26 Present Certificates for Rotary
 - 30.04.26 Choral and Concerto Concert
 - 10.05.26 The Mayor of Leek's Civic Celebration
- (b) To report that the retiring Deputy Mayor, Councillor A Mansfield had not attended any events since the date of the last meeting.

24. TO RECEIVE WRITTEN QUESTIONS FROM MEMBERS OF UTTOXETER TOWN COUNCIL

25. REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

- (a) To report that no County Councillor Report has been received at the time the Agenda was issued.
- (b) To report receipt of a combined Borough Councillor Report on ESBC matters arising since the date of the last meeting. See Appendix M.

26. REPORTS FROM MEMBERS WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE TOWN COUNCIL

27. TOWN CLERK'S REPORT

To report that since the date of the last meeting in conjunction with the Mayor and Deputy Mayor, the Clerk has received/responded/issued/actioned a number of matters. See Appendix N.

28. POLICE UPDATE

- (a) Council is reminded that information on Police Reports for Uttoxeter is available via <https://www.staffordshire.police.uk/area/your-area/staffordshire/east-staffordshire/uttoxeter-town/about-us/top-reported-crimes-in-this-area>
- (b) Council is asked to consider providing the Town Hall, free of charge, to the Local Policing Team for a Multi-Agency Event (similar to the one held at the Leisure Centre), 10am-2pm, on a date to be determined (Aug-Sept). Council's instruction is sought.

29. ESBC - PLANNING APPLICATIONS

Council is asked to give consideration to the undermentioned Planning Applications:

- (a) P/2023/00533 – *As Resolved by Council's Policy and Planning Committee on 28 April 2026 that 'with respect to Planning Application No. P2023/00533, Council wishes to reiterate its comments that the 'connection road' that has been incorporated within the development is a breach to the original planning consent and the Council will wait for this to be enforced by ESBC in due course.*

To report receipt of an email on 29 April 2026 from ESBC's Planner advising the Council that *'the comments on the 'connection road' on land west of Uttoxeter, I would advise if the reference is to the spine road and its completion, it is pointed out that relevant condition of the outline planning permission (application ref: P/2013/00882) specifically provides that "No more than 501 dwellings shall be commenced until the connection of the northern and southern accesses (New Road and Bramshall Road) has been completed." The northern and southern accesses are now connected and so there no breach of planning on that matter. If the 'connection road' being referred to means something other than the spine road, let me know please', as forwarded to Members on 29 April 2026. Council's instruction is sought.*

- (b) P/2026/00386 - Change of use of first and second floors to 2 bedsits at Instore Furniture, 31 High Street, ST14 7HN.

- (c) P/2026/00388 - Outline planning application for employment development within Use Classes E(g)(iii) (industrial processes), B2 (general industrial), and / or B8 (storage and distribution) together with access, service yards and parking areas, associated landscaping, earthworks, drainage and other associated infrastructure and works with all matters reserved except for access (Phase 2) at Land to the West of Uttoxeter, A50 Bypass.

30. SCC INFORMATION GOVERNANCE – COUNCIL'S DATA PROTECTION SERVICES

Council is advised that SCC provide the Council with its Data Protection Services which is due for renewal on 5 June 2026.

To report receipt of an email dated 23 April 2026 advising Council that, for Teir 2 Services, renewal would be in the sum of £310 (£300 last year) for the year and this service includes Information and Cyber Security, Data Protection & Freedom of Information, all items in Teir 1 plus the following Sign off data protection impact assessments, Sign off records of processing, E-Bulletins and ICO Liaison. Council's instruction is sought.

31. COUNCIL'S HR PROVISIONS (PLUS HEALTH AND SAFETY PROVISIONS)

Council is reminded that Peninsula, Council's current Provider would require written notice by no later than 26 June 2026 if the Council decided not to automatically renew with Peninsula.

To report receipt of three quotations (plus vat) for the Council's HR Provisions (plus Health and Safety Provisions) commencing from 26 September 2026, as follows:

Peninsula:

Option 1 – HR Provisions only:

- 12 Months Employment Services with BrightHR, EAP/Optional Insurance - £214.53 per month
- 36 Months Employment Services with BrightHR, EAP/Optional Insurance - £183 per month
- 60 Months Employment Services with BrightHR, EAP/Optional Insurance - £152 per month

Option 2 - HR and H&S Provisions:

- 12 Months Employment Services and Health & Safety with BrightHR, BrightSafe, EAP & Optional Insurance - £350 per month
- 36 Months Employment Services and Health & Safety with BrightHR, BrightSafe, EAP & Optional Insurance - £310 per month
- 60 Months Employment Services and Health & Safety with BrightHR, BrightSafe, EAP & Optional Insurance - £259 per month

WorkNest:

Option 1 - HR Provisions

- 12-month support agreement - Employment Law/HR Fixed Fee Service - £225 per month
- 36-month support agreement - Employment Law/HR Fixed Fee Service - £185 per month
- 60-month support agreement (with 36-month break clause) for Employment Law/HR Fixed Fee Service - £165 per month

Option 2 - HR Provisions and H&S Provisions

- 12-month Combined HR and H&S - Fixed Fee Service - £370 per month
- 36-month Combined HR and H&S - Fixed Fee Service - £310 per month
- 60 month Combined HR and H&S - Fixed Fee Service - £270 per month

Croner:

Option 1 - For HR Provisions only and includes a one-off health and safety audit for the following:

- 12 months: £261 per month
- 36 months: £176 per month
- 60 months: £153 per month

Option 2 - HR and H&S Services combined, the following costs apply:

- 12 months: £383 per month
- 36 months: £277 per month
- 60 months: £245 per month

Council is advised that:

- An online meeting took place with Councillors Houlihan and Mansfield, the Clerk and Office Manager to obtain further information on the services being offered by WorkNest.
- In total WorkNest provides its services to over 450 Town, Community and Parish Councils across England and Wales and provides service specific to your sector. They have an experienced team specialising in this tier of local government, all of whom are familiar with the

sector and its requirements. Further information is available via <https://worknest.com/sectors/local-government-authorities/>

- WorkNest offer site visits and a full review of all Council's Policies and Assets as part of the Health and Safety service.

Council's instruction is sought.

32. **ANNUAL BUILDING INSPECTIONS**

Council is advised that the Annual Building Inspections have been carried out, defects as follows:

- Town Hall:
 - Paintwork defects noted on exterior to Town Hall (To be monitored in the short-term and the Events Team will liaise with Council's Architect to source alternative companies who specialise in working on listed buildings and Keim paints.
 - Emergency light protector cage is hanging off (external fire exit door, Ballroom) - this has been added to the TH repairs and maintenance list.
- Adam Peaty Suite – no defects
- 19A High Street – Gate/frame/wall needs attention – this will be looked at as part of the works to the side alley and been added to the TH maintenance list
- Cemetery including Chapels:
 - Minimal loose stone noted on entrance gates pillar - To be monitored and actioned accordingly when required.
 - Remembrance/Service Chapels – flaking paint evident, particularly around door areas - To be monitored in the short-term and quote obtained for work to be carried out in 2027.
- Redfern Cottage - Reported by Volunteers that "there is water coming in from top Dormer window". Council is advised that this has been added to the maintenance list.
- 32 Carter Street – no defects
- Kiosk, Market Place – no defects
- St Mary's Parish Church – no defects
- War Memorial, including uplighters – Refurbishment Project to be carried out in 2026-27.
- Millennium Monument – Refurbishment project to be carried out in 2026-27.
- Stone Jubilee Bench – Cleaning and repointing to be carried out in 2026-27.
- Pop-up Electrics, Market Place – no defects
- Area of Reflection – no defects
- Telephone box Micro Library, Westlands Road – paint peeling on the door - To be monitored in the short-term and quote obtained for work to be carried out in 2027
- Millfield Allotments – no defects
- Millfield Victory Allotments – no defects
- Park Avenue Allotments – no defects
- Alexandra Crescent Allotments – no defects
- Bus Shelters Ashbourne Road and Bentley Road – no defects
- Streetlights – no defects

Council's instruction is sought.

33. **WE LOVE UTTOXETER COMMUNITY HUB, ST JOHN'S HALL**

As Resolved by Council on 14 April 2026 that the Clerk liaise with The Community Foundation for Staffordshire and Shropshire to provide Council with an update on:

- (a) The condition of the walls within St John's Hall as reported.*
- (b) A Councillor tour of the venue following the refurbishment completion.*
- (c) Attendance at a future Council Meeting to provide an update on what services will be provided from the We Love Uttoxeter Community Hub.*

To report receipt of an email on 22 April 2026 from the Chair of the Community Foundation for Staffordshire and Shropshire advising Council that with respect to:

- (a) I cannot see anything at all, so I think the councillor may be confused/mistaken.*
- (b) I would welcome this and I will provide details of a suitable dates to be offered in due course.*
- (c) I am hopeful that I will provide Members with an update on what services will be provided from the We Love Uttoxeter Hub during the tour of the venue.*

Council's instruction is sought.

34. FAIRTRADE UTTOXETER

- (a) To report receipt of an email on 15 April 2026 from the Secretary of Fairtrade Uttoxeter reminding Council that:
- *'Fairtrade is a system which seeks to ensure that people in the developing world who produce the goods we consume receive a fair price for their produce and a "Fairtrade premium" which enables their community to develop health, education, and other services to offer the people a brighter future. Goods which carry the Fairtrade Symbol fund this support.*
 - *A Fairtrade Town is one which informs residents about Fairtrade and encourages them to buy Fairtrade products, and works with other organisations such as churches, schools, and local businesses to promote Fairtrade.*
 - *Uttoxeter became a Fairtrade Town in 2017 following an 18 month campaign supported by Uttoxeter Town Council and led by an independent Fairtrade Uttoxeter Steering Group.*
 - *Since then, Uttoxeter's Fairtrade Town status has been renewed on four occasions, the last being in July 2023 for a three year period. The Fairtrade Steering Group has to submit a further application for reapproval by 23 July 2026.*
 - *The support of the Town Council is essential to the success of the application, and the Fairtrade Group has benefited from excellent support from the Council over the past 11 years. This support has included the Mayor acting as Patron of the Group, representation on the steering group and events such as the annual Town Mayor's Fairtrade Coffee morning during the annual Fairtrade Fortnight. The application for reapproval would be strengthened if the Council passed a resolution renewing its support, thus providing evidence of its continued commitment. A draft resolution is included below for consideration by the council.'*

Council is asked to reaffirm its support for Uttoxeter being a Fairtrade Town as follows:

'Uttoxeter Town Council fully endorses the principles of Fairtrade and will continue to support the work of the Fairtrade Uttoxeter Steering Group in the future. This will include each Mayor acting as Patron of the Group and the Council continuing to support events such as the annual Mayor's Fairtrade Coffee Morning during each Fairtrade Fortnight; hosting information displays about Fairtrade; and advertising Uttoxeter's Fairtrade Town Status on its stationery and other communications.' Council's instruction is sought.

- (b) To report receipt of an email on 14 April 2026 from Fairtrade Uttoxeter providing Council with the Minutes from the meeting held on 13 April 2026, as forwarded to Members.
- (c) To report receipt of an email on 30 April 2026 from Fairtrade Uttoxeter seeking promotion of the Fairtrade Coffee Morning at Redfern's Cottage on 9 May 10-12, as forwarded to Members and Staff.

35. UTTOXETER FESTIVAL – SATURDAY, 13 JUNE 2026

Council is reminded that the Town's Festival will take place within the town centre on Saturday, 13 June 2026, 10am-6pm.

36. S137 COMMUNITY SUNDRY GRANT APPLICATIONS

Council is advised that £9,800 remains within the S137 Community Sundry Grants budget.

To report receipt of a S137 Community Sundry Grant Application dated 23 April 2026 received from Wilfred House seeking a grant of £869 towards their kitchen refurbishment project. See Appendix O. Council's instruction is sought.

37. MILLENNIUM MONUMENT REFURBISHMENT PROJEC - UPDATE

To report receipt of an email dated 28 April 2026 from the Stonemasons of Worcester advising that they are progressing with the production of the replacement plaques which will be installed in mid-late May/early June.

Council is asked to give consideration to organising an unveiling following the refurbishment of the Millennium Monument. Council's instruction is sought.

38. TOILETS REFURBISHMENT UPDATE

Councillor P Krupski to report receipt of an update from ESBC's Enterprise Team on the refurbishment of toilets, if available.

39. **THE MALTINGS – UPDATE**

Borough Councillor P Krupski to provide Council with an update from ESBC's Enterprise Team on the Maltings if available.

40. **CORRESPONDENCE FROM A LOCAL RESIDENT – BARRIER WITHIN DROVERS CLOSE/ASDA CARPARK**

To report receipt of a number of emails dated 22 April from a local resident expressing their concern regarding the increase in cars using Drovers Close due to the broken barrier located on the boundary of Asda carpark/Drovers Close and seek Council's support in contacting Evolve to request that the barrier be reinstated under health and safety as a matter of urgency. Council's instruction is sought.

Council is advised that:

- (a) The Clerk made contact with Evolve on 21 April 2026 who has advised that 'they are in the process of obtaining comparative quotes to reinstall the barrier or another option on this location'. The Clerk to provide an update if available.
- (b) The local resident has reported the highway concerns for health and safety to SCC regarding the use of Drovers Close.

41. **INTRODUCTION TO THE LOCAL COUNCIL AWARD SCHEME**

To report receipt of an email on 20 April 2026 from SPCA's County Executive Officer encouraging all of Staffordshire's Councils to sign up for the Bronze Level of the Local Council Award Scheme, as forwarded to Members. Council's instruction is sought.

42. **SPEEDING IN BRAMSHALL ROAD**

As Resolved by Council on 14 April 2026 that the Clerk liaise with:

- (i) The Community Speedwatch Team to advise that a local resident has suggested sessions be held in Bramshall Road during peak times.*
- (ii) County Councillor Allen to report the concerns raised from a local resident regarding speeding traffic in Bramshall Road.*

To report receipt of the following emails dated:

- (a) 23 April 2026 from The Uttoxeter Community Speedwatch Team advising Council that 'Having read your email, I must point out some important issues. The community Speedwatch team can only operate in certain specific locations which are decided by the Police in company with the Safer Roads partnership. We must be visible at all times. There are times when we should not operate, namely during the school run period, although CSW Control have relaxed this rule lately. We try to spread our sessions throughout the day and week to cover as much of the time and area as we can. If you would like us to try different locations we can certainly suggest this to CSW Control. Our role is seen by Staffordshire Safer Roads as being informative and educational rather than enforcement, which is and will always be the remit of Staffordshire Police. I hope this helps you.' Council's instruction is sought.
- (b) To report that at the time the Agenda was issued, no response has been received from County Councillor Allen. The Clerk to provide an update is available.

43. **SCC INFORMATION GOVERNANCE SUPPORT – APRIL 2026 BULLETIN**

To report receipt of an email dated 10 April 2026 received from Council's Data Protection Officers providing Council with a copy of the above mentioned, as issued to Members and Council's Office Manager. Members are reminded to contact the Clerk if they wish to attend DPO/GDPR/Cyber refresher training.

44. **PENINSULA – HR UPDATES**

To report receipt of the following, as forwarded to Members, Council's Office Manager and Council's Payroll Provider:

- (c) Are you doing enough to support women in your business dated 9 April 2026.
- (d) Make sure you're managing women's health dated 12 April 2026.
- (e) Learn how BRAINBOX+ supports HR and H&S needs like employee appraisals and manual handling dated 13 April 2026.
- (f) There's a new body enforcing employee rights dated 16 April 2026.
- (g) Ensure you avoid sexual harassment claim dated 17 April 2026.
- (h) Your sexual harassment policies need updating dated 20 April 2026.

- (i) Checking your contracts ahead of a new leave year | Reinforcing a strong Health & Safety culture dated 20 April 2026.
- (j) Don't let tribunals harm your business dated 26 April 2026.
- (k) Is your business Health & Safety compliant dated 28 April 2026.
- (l) Is absenteeism costing your business dated 30 April 2026.
- (m) Sickness stops your business succeeding dated 3 May 2026.
- (n) The key changes to right to work checks | Noise Action Week: Protect your employees' hearing dated 5 May 2026.

45. HMRC SUPPORT

To report receipt of the following, as forwarded to Members, Council's Office Manager and Council's Payroll Provider:

- (a) Year-end payroll – what to do now dated 10 April 2026.
- (b) Employer Bulletin: important information for employers dated 15 April 2026.
- (c) Statutory payments – sickness and new baby basics dated 17 April 2026.
- (d) Tell ABAB Survey 2026 dated 20 April 2026.
- (e) Working arrangements, travel, cars and staff benefits dated 29 April 2026.
- (f) Take steps now for Making Tax Digital for Income Tax dated 1 May 2026.
- (g) Take control of VAT returns and schemes with our help dated 5 May 2026.

46. STAFFORDSHIRE PENSION FUND

To report receipt of the following emails, as forwarded to Members, Council's Office Manager and Council's Payroll Provider:

- (a) Dated 17 April 2026 from SCC's Pension Governance & Communications Manager Re: on Key Dates and Information for the Webinar on 29 April 2026.
- (b) Dated 29 April 2026 Re: Employer Training Session - 2026 LGPS Regulation Changes.

47. COUNCIL IN PRIVATE – PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the above Act it is requested that the public and press are not present due to the confidential nature of the business to be transacted and are asked to withdraw.

48. PERSONNEL APPEALS COMMITTEE RECOMMENDATIONS

49. LOCAL GOVERNMENT REORGANISATION

50. ANNUAL REMEMBRANCE PARADE – DRONE UPDATE

51. STAFFING INCLUDING TRAINING

52. AGENDA ITEMS FOR NEXT MEETING

UTTOXETER TOWN COUNCIL - LENGTH OF SERVICE, MAY 2026

Membership	Date of Membership inc. previous service	Period Served from April 1974 to May 2025	Office Held – Year
T Ashby	May 2023 to date	3 years	
D Boot	May 2023 to date	3 years	
J Glandfield	May 2023 to date	3 years	Town Mayor 2024-25 Deputy Mayor 2023-24
R Hawkins	27 July 2021 (Uncont. Election)-May 2023 May 2023 to date	4 years and 10 months	
B Houlihan	May 2023 to date	3 years	Deputy Mayor 2024-25 Town Mayor 2025-26
D Holland	11 February 2025 (Co-opted) to date	1 year and 3 months	
A Johnstone	8 July 2025 (Co-opted) to date	10 months	
P Krupski	May 2023 to date	3 years	
Z Krupski	February 2017-May 2019 May 2019-May 2023 May 2023 to date	9 years and 3 months	Deputy Mayor 2018-19
C Lancaster	May 2023 to date	3 years	
A Mansfield	May 2023 to date	3 years	Deputy Mayor 2025-26
A Noyes	May 1999-2007 May 2011-2015 May 2016-2019 May 2023 to date	19 years	Town Mayor 2016-17 Deputy Mayor 2015-16
S Page	May 2023 to date	3 years	
C Sylvester	May 2019-May 2023 May 2023 to date	7 years	Town Mayor 2021-22
L Sylvester	28 July 2020-May 2023 May 2023 to date	5 years and 10 months	
C Wain	May 2015- 2019 May 2023 to date	7 years	

As Resolved by Council at its meeting held on 10 March 2020, Resolved that:

- (i) The persons eligible to be appointed as Town Mayor shall be those Members of Council who have served a term of office of no less than two years as a Councillor or served a full year as Deputy Mayor.
 - (ii) The position of Deputy Mayor does not require any previous years' service.
 - (iii) The Clerk be authorised to incorporate (i) and (ii) as above within Council's Standing Orders accordingly (Standing Order 8(b)(i-ii))
- As in accordance with advice from NALC, in accordance with LGA 1972 Section 88(2), Council Resolved at its meeting held on 13 October 2009 that 'The Deputy Mayor does not automatically proceed to Mayor.'

A



B

UTTOXETER TOWN COUNCIL

MINUTES OF THE MEETING HELD ON TUESDAY, 14 APRIL 2026 IN THE ALAN DEAN SUITE, UTTOXETER TOWN HALL COMMENCING AT 7.00PM AND THERE WERE PRESENT:

Chair and Town Mayor - Councillor B Houlihan

Councillors: T Ashby, D Boot, J Glandfield, R Hawkins, D Holland, A Johnstone, P Krupski, Z Krupski, C Lancaster, A Mansfield (Deputy Mayor), S Page, C Sylvester, L Sylvester, C Wain
Officers in attendance – T Jeffery (Town Clerk/RFO) and M McGinley (Office Manager)
It was noted that 1 member of the public was in attendance in the meeting.

Prior to the meeting, the Chair paid tribute to the passing of former Town Mayor Hugh Montgomery. He reported that the Clerk had sent Council's sincere condolences to Hugh's family.

1. CHAIR'S WELCOME

The Chair welcomed members and members of the public to the meeting and he provided a brief on the provisions of the Filming of Meetings as in accordance with "The Openness of Local Government Bodies Regulations 2014", reminded that the Council had Signed up to the Civility and Respect Pledge, use of mobile phones during the meeting and the evacuation procedure in the event of a fire. Council was advised that the Clerk and Councillors Ashby and Boot were the Council's trained Evac Chair Operators.

2. APOLOGIES FOR ABSENCE

(a) The Clerk reported receipt of approved apologies for absence from Councillor A Noyes.

RESOLVED that the same be accepted and approved.

(b) To minute the names of Councillors who are absent and apologies have not been received.
None.

3. PUBLIC PARTICIPATION

In accordance with Standing Order 3(e-h), the meeting be adjourned for up to 15 minutes to allow for public participation where members of the public may make representations, ask or answer questions and give evidence at a meeting which they were entitled to attend in respect of the business on the Agenda. The period of time designated for public participation at a meeting as in accordance with standing order 3(e) shall not exceed (3) minutes unless directed by the Chair of the meeting. It was noted that Members of the public may not take part in the Council meeting itself.

The Chair welcomed the member of the public to the meeting. It was noted that no member of the public wished to address Council on an Agenda Item on this occasion.

4. DECLARATIONS OF INTEREST

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which is not included in the register of interests. Members were reminded that they were required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer.

None received.

5. DISPENSATION PROCEDURE

To consider and approve dispensation requests as in accordance with Standing Order 13(d), that all Dispensation requests shall be in writing and submitted to the Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the Dispensation is required. Council will decide whether to grant the dispensation at the relevant meeting. Unless Council grant the relevant delegated power to Committee, it was Council that decided whether to grant the dispensation. None received.

6. MINUTES

- (a) The minutes of the Council Meeting held on 10 March 2026 were approved as a correct record and signed by the Chair.

It was noted that Councillor Page abstained from the above mentioned vote due to not being in attendance at the meeting.

- (b) Council gave consideration to the Recommendations of the Town Hall Entertainments Committee Meeting held on 5 March 2026.

RESOLVED that the Recommendations of the Town Hall Entertainments Committee Meeting held on 5 March 2026, be approved and ordered to form part of the minutes attached hereto as Appendix A.

- (c) Council gave consideration to the Recommendations of the Policy and Planning Committee Meeting held on 24 March 2026.

RESOLVED that the Recommendations of the Policy and Planning Committee Meeting held on 24 March 2026, be approved and ordered to form part of the minutes attached hereto as Appendix B.

- (d) Council gave consideration to the Recommendations of the Finance and General Purposes Committee Meeting held on 24 March 2026.

RESOLVED that the Recommendations of the Finance and General Purposes Committee Meeting held on 24 March 2026, be approved and ordered to form part of the minutes attached hereto as Appendix C.

- (e) Council gave consideration to the Recommendations of the Town Centre Forum held on 26 March 2026.

RESOLVED that the Recommendations of the Town Centre Forum Meeting held on 26 March 2026, be approved and ordered to form part of the minutes attached hereto as Appendix D.

7. ACCOUNTS

- (a) Council gave consideration to the list of accounts submitted for payment in the sum of £42,246.90 which included BACS/cheque payments made since the date of the last meeting.

RESOLVED that the list of accounts as above be accepted and approved, and the Mayor and Deputy Mayor be authorised to sign it.

- (b) Council gave consideration to the monthly summaries of the Council's income for March 2026.

RESOLVED that the same be noted.

8. BANK BALANCES

At 14 April 2026 the bank balances stood at:

RBS Current Account	£ 10,002.50
RBS Special Interest Account	£ 42,121.10
RBS General Reserve Fund Account	£ 0.00
RBS Town Mayors' Account	£ 641.50
RBS Deposit Account 32 Carter Street	£ 624.78
RBS 19A High Street Deposit Account	£ 338.57
CCLA Public Sector Deposit Fund Account	£ 85,000.00

The Clerk reported that as Resolved by Council on 13 January 2026, upon receipt of the first Precept payment from ESBC (anticipated to be after 17 April 2026), the transfer of £100,000 from the RBS Special Interest Bearing Account back to the RBS General Reserve Account would be carried out.

9. UTTOXETER TOWN MAYOR AND DEPUTY MAYOR EVENTS ATTENDED REPORT

- (a) The Clerk reported that the Mayor attended the following event since the last meeting:

21.03.26 Opening of Tonileigh Aesthetics
08.04.26 Multi Agency Event at the Leisure Centre

- (b) The Clerk reported that the Deputy Mayor had not attended any events since the last meeting.

10. TO RECEIVE WRITTEN QUESTIONS FROM MEMBERS OF UTTOXETER TOWN COUNCIL

None received.

11. REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

- (a) The Clerk reported that no County Councillor Report had been received from County Councillor P Allen on this occasion.

- (b) The Clerk reported receipt of a combined Borough Councillor Report on ESBC matters arising since the date of the last meeting which included the following:

Borough Councillor P Krupski reported she had:

- 3rd March - Attended a Licencing subcommittee meeting.
- 4th March - Attended a UHCC committee meeting.
- 5th March - Attended a Leaders Advisory group meeting.
- 7th March - Attended a local Councillors surgery in Uttoxeter Library, where a number of issues were raised by the public who attended.
- 13th March - Worked with the Enforcement team and PCSO regarding children on the roof of the Maltings and entering one of the vacant units.
- 14th March - Contacted County Cllr Allen regarding overgrown trees on Bramshall Road as raised by a local resident.
- 16th March - Attended a full council meeting at ESBC.
- 17th March - Attended a Scrutiny Value for Money Call in meeting.
- 17th March - Emailed County Cllr Allen about the County Council honouring their pledge to install a Pedestrian crossing in Bridge Street.
- 17th March - Emailed the Planning dept. at ESBC to inquire about plans for the Wheatsheaf site.
- 18th March - Contacted ESBC regarding a Pavement Licence.
- 20th March - Contacted the Enforcement team regarding another break in at the Maltings.
- 24th March - Attended a Teams meeting regarding the scoping paper for VFM on fly tipping.
- 25th March - Attended a Friends of Bramshall Park committee meeting.
- 30th March - Attended the opening of the newly refurbished Bradley Street toilets.

Borough Councillor Z Krupski reported he had:

- 4th March - Attended a UHHC committee meeting.
- 5th March - Attended a Leaders Advisory Group Meeting.
- 8th March - Attended the Uttoxeter Town Hall Wedding Fair .
- 9th March - Attended a ESBC call in pre-meeting.
- 16th March - Attended a full Council Meeting at ESBC.
- 17th March - Chaired the Value For Money Scrutiny Committee re Burton Place.
- 24th March - Chaired the Teams meeting regarding the scoping paper for VFM on fly tipping.
- 26th March - Reviewed the Chairman's report for the VFM Meeting with ESBC on 9 April.
- 30th March - Attended the opening of the newly refurbished Bradley Street Toilets.

Borough Councillor R Hawkins reported he had:

- 4th March - Supported a resident at a meeting with Social Services in Burton.
- 4th March - Attended a meeting of the Development Committee via zoom.
- 5th March - Attended a meeting of the Leader's Advisory Group in Burton.
- 11th March - Chaired a meeting of the Uttoxeter Nature Forum Group at Globe Centre.
- 12th March - Attended a meeting of the East Staffs VCSE Network in Barton-under-Needwood.
- 12th March - Attended a meeting of the Leader's Advisory Group.
- 16th March - Attended a full ESBC Council Meeting.

- In addition, spoke to a range of residents on matter such as the new Food Waste collection service, the Bramshall Meadows 'through route', the Maltings 'landscaping'; and recent shop closures and the impact of 'absentee landlords'.

Borough Councillor A Mansfield reported he had:

- Been in contact with a number of organisations to encourage them to consider applying for the Councillor Community Fund and the Community Regeneration Fund when both relaunch later in the spring. If fellow Councillors work with community organisations who would benefit from funding, I would be happy to have a conversation to see if either fund would be suitable for them.
- Raised the issue of inappropriate parking in the ESBC-owned car park at the rear of the Maltings with the Council's Civil Enforcement Team.
- Chaired a meeting of the ESBC Audit Committee and attended meetings of the Standards Committee, Leaders Advisory Group, and Full Council. One item pertinent to Uttoxeter that was discussed at Full Council was the proposed Sports Hub project at the quarry site in Spath. Unfortunately, the arrangement that was in place with a local landowner to lease their land as part of the ecological considerations in relation to the project had fallen through. This meant that ESBC and the Staffordshire FA need to find a new landowner willing to lease their land in order to move the project forwards. The planned improvements to the floodlights at Oldfields Sports and Social Club and to the rugby/football pitch at Bramshall Road Park were still progressing as planned.

Councillor C Sylvester sought clarification if a pedestrian crossing had been previously incorporated in Bridge Street and removed. Borough Councillor P Krupski confirmed that no pedestrian crossing had previously been located in Bridge Street.

RESOLVED that the same be noted.

12. **TOWN CLERK'S REPORT**

The Clerk reported that since the date of the last meeting and in conjunction with the Mayor and Deputy Mayor, she had received/responded/issued/actioned a number of matters which included the following:

- Various SPCA E-Bulletins/Correspondence received Re: For Parish Councils - Staffordshire Food Waste Service Communications dated 11 March 2026, Staffordshire Day dated 13 March 2026, CloudyIT Digital Learning Series - IT Training for Parish Councils dated 20 March 2026, Free Health and Wellbeing Training on 26 March dated 24 March 2026, Introducing Our New Planning Advice Service for Member Councils dated 24 March 2026, Staffordshire Day events and toolkit dated 26 March 2026, SPCA Free Planning Advice Service dated 31 March 2026, End of Year – Need to Know dated 1 April 2026, SPCA March 2026 Bulletin dated 1 April 2026, Free online briefing on 16 April at 12.30pm: Introduction to the Local Council Award Scheme dated 7 April 2026, Planning for non-planners: Thursday 16 April 6:30pm – 8:30pm received 8 April 2026, as forwarded to Members.
- NALC Correspondence - CEO Bulletin dated 5 March 2026, NALC events dated 10 March 2026, CEO Bulletin dated 12 March 2026, NALC Events dated 17 March 2026, SPCA Response to Local Government Reorganisation in Staffordshire dated 17 March 2026, CEO Bulletin dated 19 March 2026, NALC events dated 24 March 2026, We have launched a new toolkit to help you engage with MPs and Parliamentarians dated 25 March 2026, CEO Bulletin dated 26 March 2026, CEO Bulletin dated 2 April 2026, Jobs newsletter dated 6 April 2026, NALC Events dated 7 April 2026, as forwarded to Members.
- SLCC Correspondence – SLCC Weekly News Digest dated 16 March 2026, SLCC News Bulletin dated 18 March 2026, Weekly Digest dated 31 March 2026, News Bulletin dated 1 April 2026, SLCC Weekly News Digest dated 6 April 2026, as forwarded to Members.
- SCC PTTRO Temporary or Emergency Road Closure Orders – various PTTRO's for Uttoxeter (4481100 – Sycamore Close received 4 March 2026, 4485837 – Various Streets in East Staffs received 5 March, 4480621 – Temp. Rd and Temp. Footway Closure Order for Pinfold Street received 6 March, 4478934 - Bennetts Lane, Bramshall & Loxley Lane, Loxley received 16 March, 4486238 – Stone Road, Bramshall received 19 March 4485866 - Loxley Lane received 19 March, 4484514 - Cross Road received 19 March 2026, 4486340 – Stone Road and Bennetts Lane, received 31 March 2026), as forwarded to Members and Staff.

- (e) The Defibrillator Check was carried out on 9 March 2026 and The Circuit duly updated.
- (f) My Staffordshire dated 6 March, 20 March and 25 March 2026, as forwarded to Members.
- (g) Received and responded to an email on 6 March 2026 from a member of the public seeking van access into Fairfield carpark. Council was advised that the member of the public was encouraged to liaise with ESBC's Carparking Civil Enforcement Team direct.
- (h) National Allotments Newsletter – March received 6 March 2026 and 2 April 2026, as forwarded to Members.
- (i) Email on 6 March 2026 from Vaughtons Re: Welcome to our March Newsletter, as forwarded to Members.
- (j) Email from ESBC's Democratic Services Officer Re: What does it mean to be a 21st Century Parish and Town Councillor or Clerk - free workshops, as forwarded to Members.
- (k) Today's the day! The Great British Spring Clean is back! Dated 13 March 2026, as forwarded to Members.
- (l) Placed the order with Bradley Accounting and Taxation Services on 18 March 2026 for £415 plus vat per annum for carrying out all Payroll Services for the Council (including HMRC and Pensions) for 2026-27, as included within the Admin Professional Fees, as Resolved by Council on 13 January 2026 (Precept).
- (m) Received and responded to a number of emails on 18 March 2026 from a member of the public and Council's SID Contractor regarding Stafford Road SID Signs.
- (n) Email on 17 March 2026 from The British Heart Foundation Re: your support has been invaluable this Heart Month, as forwarded to Members.
- (o) Email on 18 March 2026 from The Community Foundation of Staffordshire and Shropshire Re: Grant Alert - New Communities Resettlement Fund, as forwarded to Members.
- (p) Received emails since the date of the last meeting via the Mayor from a Town Councillor Re: Governance for petty cash and Governance for annual leave and lieu time. Council was advised the responses from the Clerk and Office Manager would be issued to the Mayor following liaison with Council's Data Protection Officer and Internal Auditor.
- (q) Email 19 March 2026 from PSGA Re: PSGA Newsletter and latest news for local councils, as forwarded to Members and the Admin Team.
- (r) Email from SCC on 20 March 2026 Re: Get ready for Staffordshire Day and Staffordshire Day free webinar to boost your business dated 1 April 2026, as forwarded to Members and Staff.
- (s) Received and responded to an email from Fradswell PC seeking information on the Community Speed Watch set up and management. Council is advised that the Clerk has passed on contact details for the Town Speed Watch for their response direct.
- (t) Received an email on 17 March 2026 from WaterPlus advising Council of the 2026-27 water price changes – what you need to know, as issued to Members on 23 March 2026.
- (u) Parish Online Newsletter #65 dated 23 March 2026, as forwarded to Members.
- (v) Attended the Policy and Planning Committee at 10am on 24 March 2026 and the Finance and General Purposes Committee at 5.30pm on 24 March 2026.
- (w) The Rural Bulletin - 24 March 2026, as forwarded to Members.
- (x) ES Business News - Issue 28 dated 24 March 2026, as forwarded to Members.
- (y) Attended the Rialtas Suite 'a new chapter for Council software' (Council's accounts package provider) Briefing on 24 March 2026.
- (z) Received and responded to an email on 24 March 2026 from a local resident Re: litter picking within the Town and parks. Council is advised that the Clerk provided the local resident with contact details for The Friends of Bramshall Park.
- (aa) Attended the Town Centre Forum Meeting on 27 March 2026 at 5.45pm.
- (bb) Received The Circuit Newsletter: Your Spring Update from British Heart Foundation on 27 March 2026, as forwarded to Members.
- (cc) My Staffordshire Newsletter, received 27 March 2026, as forwarded to Members.
- (dd) Email from Trent Rivers Trust on 27 March 2026, as forwarded to Members.
- (ee) SCC, Libraries news update email received 29 March 2026, as forwarded to Members.
- (ff) SLCC, Weekly News Digest email received 30 March 2026, as forwarded to Members.
- (gg) SPCA, ONH Staffordshire Planning Advice Service email received 30 March 2026, as forwarded to Members.
- (hh) SCC, Staffordshire Means Business email received 31 March 2026, as forwarded to Members.

- (ii) The Rural Services Network, Bulletin, What's new at RSN HQ this week? Email received 31 March 2026, as forwarded to Members.
- (jj) Attended the SPCA Forvis Mazars LLP presentation online presentation on 7 April 2026 in readiness for end of year Audit.
- (kk) Received the 2025/26 Annual Governance and Accountability Returns (AGARs) from Forvis Mazars on 1 April 2026.
- (ll) Issued Members with photos of the advertising boards within the Bus Station promoting town events.
- (mm) RSN Rural Funding Digest - April 2026 Edition, as forwarded to Members on 8 April 2026.
- (nn) Received an email on 1 April 2026 from ESBC's Licensing Team updating Council on the Pavement Licence - Privilege Bar Ltd, as forwarded to Members on 8 April 2026.
- (oo) Received and responded to an email from The Community Foundation of Staffordshire and Shropshire on 8 April 2026 Re: Burton & Uttoxeter trust transfer search.
- (pp) Email on 4 April 2026 from Fairtrade Uttoxeter inviting Members to the AGM and GM of the Fairtrade Uttoxeter Steering Group on Monday 13 April 2026 at 4.30pm at Redfern's Cottage Museum, Carter Street. Council was advised that the Group would have to submit an application for renewal of Uttoxeter's Fairtrade Town Status by July 2026, as forwarded to Members on 8 April 2026.
- (qq) Council was advised that MidMC advised on 8 April 2026 that they would need to remove one of the SID Sign located in Kingfisher Way to carry out additional works as roadside works had not been successful in reinstating the SID in working order.
- (rr) Received the Pavement Licences from ESBC's Licensing Team for Mint Cocktail Company Ltd and Privilege Bar Ltd on 8 April 2026. Council was advised that copies had been filed in the electronic ESBC Pavement Licence folder.
- (ss) Received the latest SID Data from MidMC which the Admin Team had incorporated within the Council's website.
- (tt) Email on 8 April 2026 from The Community Foundations for Staffordshire and Shropshire providing their Programmes Newsletter April 2026, as forwarded to Members.

RESOLVED that with respect to 12(a)-(tt) as above, the same be accepted and approved.

13. REPORTS FROM MEMBERS WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE TOWN COUNCIL

Councillor P Krupski reported attendance at the Fairtrade Uttoxeter AGM on 13 April 2026 and that the Minutes from the meeting had been circulated to Members on 14 April 2026.

14. POLICE UPDATE

- (a) As reported to Council on 9 December 2025, information on Police Reports for Uttoxeter are available via <https://www.staffordshire.police.uk/area/your-area/staffordshire/east-staffordshire/uttoxeter-town/about-us/top-reported-crimes-in-this-area>
- (b) The following Police Drop In sessions will take place within the Town in April:
 - 16th Saddlers Coffee café 11-12hrs drop in.
 - 17th Eco Centre 10.30-12hrs (place of welcome)
 - 19th Dovefields Retail Park 11-12hrs
 - 20th Library drop in 14/15.30hrs
 - 27th Renew Church drop in with trent and dove housing 10.30/12:00hrs.
 - 29th St Marys Church 10:30-12:00
 - Others may be added throughout the month.

Councillors were welcome to attend any of the above mentioned Drop In sessions.

RESOLVED that with respect to 14(a)-(b) as above, the same be noted.

15. ESBC - PLANNING APPLICATIONS

Council was asked to make its comments on the undermentioned Planning Applications as received from ESBC:

- (a) *As Resolved by the Policy and Planning Committee on 24 March 2026 with respect P/2026/00226 (Reserved Matters application relating to P/2023/00406 for the erection of 3*

detached dwellings including details of access, appearance, landscaping, layout and scale at Brook House, Wood Lane, ST14 8BD), Council seeks clarification from ESBC that:

- (i) *The original timeframe for the application has not expired.*
- (ii) *If it has, Council seek an extension to 15 April 2026.*
- (iii) *If it has not, Council has no comment to make at this stage*

The Clerk reported receipt of an email on 27 March 2026 from ESBC's Planning Team advising Council that with respect to P/2023/00406, the date was 20 February 2024 and the application had not expired. Given the update, Committee Resolved that if the application had not expired, Council had no comment to make at this stage.

- (b) P/2023/00533 - Reserved Matters application relating to outline planning permission P/2020/00253 for the erection of 144 No. dwellings including details of access, appearance, landscaping, layout and scale and details in relation to the proposed discharge of conditions 6 (partial), 9, 10, 12, 14, 16, 18, 20, 21 and 26 of the outline approval (Phase 2F Bramshall Meadows) (SECOND REVISED SCHEME). Further revised plans received at Land West of Uttoxeter, A50 Bypass, ST14 7RB.

The Clerk reported receipt of an email from ESBC's Planning Officer on 8 April 2026 providing Council with detailed information on all planning applications for the Land West of Uttoxeter, to be duly considered by the Policy and Planning Committee on 28 April 2026, as issued to Members.

- (c) P/2024/01375 - Reserved Matters application pursuant to outline approval (with details of access) under ref: P/2017/01307 to provide for the proposed erection of 92 No. dwellings (including associated garaging/parking), formation of town park and re-naturalisation of Picknall Brook and alteration of existing vehicular access off Hockley Road and Pinfold Street including details of appearance, landscaping, layout and scale (REVISED DESCRIPTION AND SCHEME) HIGHWAY RELATED REVISED SUBMISSION at Bamford Works, Pinfold Street, ST14 8BT.
- (d) P/2024/01376 - Erection of 27 No. dwellings with new vehicular access off Pinfold Street, associated garaging and parking, demolition of existing walls on Balance Street and Pinfold Street, erection of electricity sub-station, provision of public open space, landscaping and associated infrastructure/enabling works (including re-naturalisation of bank to Picknall Brook) (REVISED SCHEME) HIGHWAY RELATED REVISED SUBMISSION at Bamford Works, Pinfold Street, ST14 8JB.
- (e) P/2026/00213 - Application under Section 73 of the Town and Country Planning Act 1990 for the variation of Condition 4 of P/2023/01008 relating to the Change of use from C3 dwelling to C2 residential care home for 4(no) children to vary the age range to cater for children up to 18 years old at 48 Holly Road, ST14 7NA. *(Previous Application of P/2025/01380 was withdrawn)*
- (f) P/2026/00284 - Crown reduction by 3 metres to the side that overhangs neighbouring property and crown raising by 3.3 metres from ground level of 1 Maple tree at Church of St Mary The Virgin, Bridge Street, ST14 8AW.
- (g) P/2026/00289 - Installation of external render to front, side and rear elevations at 86 Westlands Road, ST14 8DL.
- (h) P/2026/00303 - Reduce crown by up to 3 metres one Lime tree (T2) (TPO 96-G1) at Wood Leighton House, Woodleighton Road, ST14 8FD.

RESOLVED that with respect to:

- (i) P/2026/00226, Council had no comment to make at this stage.
- (ii) P/2023/00533, be deferred for consideration by the Policy and Planning Committee on 28 April 2026.
- (iii) P/2024/01375, Council requests that ESBC's Planning Team liaise with the Developer to request they consider an alternative access into the development by means of a one-way access from Pinfold Street towards the railway line (to eliminate the impact of additional vehicles using the Balance Street/Carter Street junction) and the exit from the development be via Trinity Road at the far end of the site.

- (iv) P/2024/01376, Council requests that ESBC's Planning Team liaise with the Developer to request they consider an alternative access into the development by means of a one-way access from Pinfold Street towards the railway line (to eliminate the impact of additional vehicles using the Balance Street/Carter Street junction) and the exit from the development be via Trinity Road at the far end of the site.
- (v) P/2026/00213, Council wishes to express its concerns regarding the current and future use of parking provisions for this application.
 - (i) It is noted that the Council's expectation was that staff/visitor parking for this application/property would be via the driveway/courtyard within the property boundary however, it is understood that parking is taking place on the roadside adjacent to and opposite the property causing hazardous access to/from the neighbouring St Mary's First School and the Heath Community Centre.
 - (ii) Council requests that ESBC liaise with SCC as the owner of the property to express the Council's concerns regarding the hazardous parking outside and opposite the property.
- (i) P/2026/00284, given this is the Town Council's Application, the same be noted.
- (ii) P/2026/00289, Council had no comment to make at this stage.
- (iii) P/2026/00303, Council had no comment to make at this stage.

16. EARMARKED RESERVES

For Members information, Council was asked to review its current Earmarked Reserves as at 1 March 2026, subject to End of year expenditure for 2025-26, in readiness for 2026-27 as follows:

322 Elections	11,303.69 (+ Precept = 1 x Byelection HW)
323 Cemetery Extension Infrastructure Reserve	0.00
324 Cemetery Tree Works/Bulbs	2,110.00 (Cem Wildflower project)
325 Cupola Lights Reserve	5,500.00 (£500 annually)
326 Town Hall Refurb/4a Carters Square	35,613.23 (future refurbishment)
327 St Mary's Closed Churchyard Tree & Clock EMR	2,500.00 (inc. service)
328 Footpaths Funding Reserve	2,060.00
329 Bus Shelter Repairs Reserve	630.00
331 Millenium Monument	3,635.00 (+ 26-27 Precept sum)
335 TH Exterior Décor – 5Yr Programme	8,500.00 (£3,000 annually)
336 War Memorial Reserve	8,629.88 (£2,000 annually + Precept)
337 Christmas Lights Reserve	1,005.50 (inc. £1k infrastructure)
341 T.Centre/Signage/Gateway/SIDS	3,248.55
342 BioDiversity Strategy Reserve	145.96 (Exp. Uttox. Nature Group)
343 Kiosk	1,500.00 (inc. Rep/Maint.)
344 32 Carter Street Rep./Maint EMR	500.00 (inc. Rep/Maint.)
347 Town Hall Clock Wks	1,000.00 (inc. Service)
348 TH Internal Décor 5-8 Yr programme	4,000.00 (£2,000 annually)
350 Micro Library	50.00
	91,931.81

Council's instruction was sought

RESOLVED that the same be accepted and approved.

17. REVIEW OF COUNCIL'S INTERNAL AUDITOR FOR 2026-27

Council was asked to review and reappointment Toplis Associates for its Internal Audit provisions for 2026-27. Council's instruction was sought.

Council was advised that the Joint Panel of Accountability and Governance (JPAG) states that *'under 4.11 – There is no requirement to rotate auditors but the independence of the appointed person or firm should be reviewed every year with regard to; personal independence, financial independence, and professional independence.'*

RESOLVED that Council reappoints Toplis Associates for its Internal Audit provisions for 2026-27, funded by the Accounting Services budget allocation.

18. ESBC - CONSULTATION LAUNCH- HOUSING ALLOCATIONS POLICY (2026)

The Clerk reported receipt of an email on 19 March 2026 from ESBC's Allocations and Lettings Team advising Council that *'ESBC has launched a public consultation on proposed changes to its Housing Allocations Policy. The proposed changes aim to ensure the policy remains fair, transparent and aligned with current housing needs, with a renewed focus on local connection and prioritising those in greatest housing need. ESBC would welcome your views and would appreciate your support in sharing this consultation with relevant service users, stakeholders and networks. Access to the consultation and further information is available via the link below: <https://www.eaststaffsbc.gov.uk/council-and-democracy/consultations> The consultation package consists of a summary of the proposed changes and the draft Housing Allocations Policy. The consultation will run until Thursday 23rd April 2026'*, as forwarded to Members on 19 March 2026. Council's instruction was sought.

RESOLVED that Council had no comment to make at this stage.

19. MODERNISATION OF THE ADAM PEATY SUITE AS SUGGESTED BY COUNCIL'S DESIGNATED PREMISES SUPERVISOR (DPS)

As Recommended by the Finance and General Purposes Committee on 24 March 2026, Council was advised that a meeting took place on 13 April with Council's newly appointed DPS Mint Cocktail Company and the Events Team regarding their suggestions on the modernisation of the Adam Peaty Suite.

Council's Office Manager reported that it had been suggested that an undercounter fridge and glass washer be provided, along with minor works to the bar, review of the aesthetics including a more practical floor to be incorporated. She reported that she and the Admin Assistant would provide the F&GP Committee with a detailed mood board including costings at its next meeting.

Councillor Hawkins expressed his thanks to the Office Manager for facilitating this meeting due to his recent unforeseen circumstances. It was noted that Members concurred with the suggested way forward to modernise the Adam Peaty Suite as part of enhancing the partnership with MINT Cocktail in providing and promoting the Town Hall as an exciting venue for local events and weddings which would also have a positive impact on the High Street.

RESOLVED that the same be noted.

20. COMMUNITY BANKING HUB FOR THE TOWN

As Resolved by Council on 10 March 2026 that 'the Clerk contact LINK to request that, following the announcement of the closure of Lloyds Bank within the Town on 18 June 2026, Council request that LINK be requested to carry out an up to date assessment of the facilities available within the town centre (including after 5pm and weekends) from 19 June 2026 with a view of providing additional ATM's and/or a Banking Hub within the town centre to improve facilities available for the community.'

Council was advised that the Clerk completed the request for an assessment via the link provided by Cash Access UK to LINK on 12 March 2026.

The Clerk reported receipt of an email on 23 March 2026 from LINK Scheme Ltd advising Council that *'We have looked in detail at your cash access request and we cannot move this forward because:*

- *There are already cash services near you (within 1 mile in the city, and 3 miles in the country) which are suitable for the needs of the local area.*
- *We have looked at the same issues in this area in the last twelve months. We know how important it is for people to be able to deposit and withdraw cash. We want to make sure everyone can access and manage their money easily and you can use our Cash Locator tool to find out more about the cash access services near to you.'*

Council's instruction was sought.

RESOLVED that the same be noted, with disappointment.

21. ABSENT LANDLORDS WITHIN THE TOWN

The Clerk reminded Council of its Resolution dated 10 February 2026 and she reported receipt of an email from Jacob Collier MP dated 24 March 2026 advising Council that 'Thank you for your reply. Given the additional information you have provided, we will not pursue the specific matter of Greggs closing any further. Your concerns relating to absentee landlords have been shared and will be raised with relevant colleagues as appropriate. I will keep you updated as to any relevant feedback.' The Clerk reported that no further update had been received. Council's instruction was sought.

RESOLVED that upon receipt of a response from Jacob Collier MP, this matter be included for further consideration by Council in due course.

22. TOWN HALL RAILINGS - USE FOR PROMOTIONAL BANNER FOR UTTOXETER CHORAL SOCIETY

The Clerk reported receipt of an enquiry from Council's website from Uttoxeter Choral Society Publicity Co-Ordinator on 1 April 2026 as follows:

'As you are aware Uttoxeter Choral Society dates back to 1881 and has brought much joy to the community over the years. Originally known as the Uttoxeter and Tutbury Choral Forum, to this day we still maintain a connection with Tutbury. We hold two performances per year during Spring and Autumn. Our spring concert shall be held as usual at The Priory Church of St Mary in Tutbury. We are a self-funding registered charity which means we rely on ticket sales to keep the society running. We promote study and practice of choral music, bringing joy to the community through its members which in turn promotes wellbeing for all involved. We wondered if the council would give permission for us to attach a banner to the railings to inform the town of our forthcoming concert. If this is possible we would be truly grateful.'

Council was informed that the Events Team had advised that the railings were currently used for Council organised/Council involved events only. Council's instruction was sought. Following due debate, it was

RESOLVED that the Clerk liaise with Uttoxeter Choral Society Publicity Co-Ordinator to advise that:

- (i) Council considered their request and wishes to reiterate that the Town Hall railings are used for promoting Town Council organised/involved events only.
- (ii) There are a number of electronic advertising boards located within the Bus Station and Carters Square for possible use for the promotion of their events.

23. WE LOVE UTTOXETER COMMUNITY HUB, ST JOHN'S HALL

The Clerk reported that the Chair of the Community Foundation of Staffordshire and Shropshire had provided her with photos of the recent refurbishment of St John's Hall which had been circulated to Members on 14 April 2026. She reported that an update on the refurbishment, the opening of the We Love Uttoxeter Community Hub and what services to be provided from the Hub would be provided by the Foundation in due course. The Clerk reported that the Foundation were currently reviewing the services to be provided from the Hub including Youth provisions.

Councillor Boot reported that he understood that cracks had appeared within the walls of St John's Hall during the refurbishment. The Clerk reported that she was not aware of this and she would liaise with the Community Foundation as a matter of priority. Council's instruction was sought.

RESOLVED that the Clerk liaise with The Community Foundation for Staffordshire and Shropshire to provide Council with an update on:

- (a) The condition of the walls within St John's Hall as reported.
- (b) A Councillor tour of the venue following the refurbishment completion.
- (c) Attendance at a future Council Meeting to provide an update on what services will be provided from the We Love Uttoxeter Community Hub.

24. SPEEDING IN BRAMSHALL ROAD

Councillor P Krupski requested this matter be included within the Agenda following an approach from a local resident at a Councillor Surgery expressing their concerns with the speeding traffic in Bramshall Road.

Councillor P Krupski asked Council to consider liaising with the Community Speedwatch Team to request Speedwatch sessions be held during peak times and as suggested by the local resident, at a revised location to the one previously carried out which was outside the entrance to Bramshall Park. Council's instruction was sought.

Councillors C Sylvester and Johnstone reported that the locations where the Community Speedwatch Volunteers stood were as in accordance with the instruction from the Police Community Speedwatch Team given that the volunteers had to be visible to all road users at all times. Councillor C Sylvester reported that he would liaise with the Community Speedwatch Team regarding carrying out sessions during peak times as suggested, however, he and Councillor Johnstone reported that this would be subject to volunteers being available during these times. Councillor C Sylvester reported that the volunteers would welcome the opportunity to change positions however health and safety criteria had to be adhered to.

Councillor Z Krupski reported that the Police, Fire and Crime Commissioners Office would be carrying out a review of speeding issues and he reported that he would provide them with the comments made by the local resident. Following due debate, it was

RESOLVED that the Clerk liaise with:

- (i) The Community Speedwatch Team to advise that a local resident has suggested sessions be held in Bramshall Road during peak times.
- (ii) County Councillor Allen to report the concerns raised from a local resident regarding speeding traffic in Bramshall Road.

25. SPCA - NEIGHBOURHOOD GOVERNANCE PACK

(a) The Clerk reported receipt of an email from SPCA on 18 March 2026 advising Council that *'as part of the West Midlands County Associations of Local Councils (WMCALC), SPCA are pleased to share with you our Neighbourhood Governance Pack. It is designed to help your council influence the emerging Neighbourhood Governance proposals. This pack brings together a briefing for councillors, a draft council motion and a template letter you can send to your MP. It is designed to make it as simple as possible for your council to act. You can:*

- *Use the template motion at your next council meeting to formally agree your position.*
- *Send the covering letter to your local MP, encouraging them to lobby for a strong and influential role for parish and town councils in the new neighbourhood governance framework.*
- *Adapt any of the documents to reflect your local context or priorities.*

SPCA hope this pack helps you respond confidently and consistently to the ongoing uncertainty around your role in Neighbourhood Governance. If you need any further support, or would like help tailoring the materials, please contact SPCA', as forwarded to Members on 19 March 2026 and circulated within the Agenda pack.

RESOLVED that the same be noted.

(b) Council gave consideration to the following ready-to-use template motion received from SPCA that parish or town councils could adopt. The Chair reported that this Motion reflected the current policy context, including the Government's intention not to rely solely on parish and town councils for neighbourhood governance, and the lack of detailed guidance on how new structures would work alongside existing local councils. He reported that given Town and Parish Council's closeness to communities, he urged Council to consider accepting this Motion – for 'Ensuring an Influential Role for Parish/Town Councils in Neighbourhood Governance' as follows:

1. *That the Government's English Devolution and Community Empowerment (EDCE) Bill introduces a new duty on all local authorities to establish "effective neighbourhood governance" structures, with further detail to be set out in forthcoming regulations.*
2. *That the Government has stated it wants all local authorities to have a way of working with neighbourhoods "so they are not relying on town and parish councils to do it," indicating that parish and town councils may not automatically be recognised as the primary neighbourhood governance mechanism.*

3. *That the Secretary of State will have powers to define neighbourhood areas and set criteria for neighbourhood governance arrangements, but these definitions and criteria have not yet been published, creating uncertainty about the future role of parish and town councils within the new framework. [nalc.gov.uk]*
4. *That parish and town councils are the most local and democratically accountable tier of government, with established relationships in communities and a strong track record of facilitating local engagement and service delivery.*

This Council believes:

1. *That parish and town councils should play a central and influential role in any new system of neighbourhood governance, reflecting their democratic mandate and deep local knowledge.*
2. *That any new neighbourhood governance structures should complement, not duplicate or marginalise, existing parish and town councils.*
3. *That clear guidance from Government is essential to avoid confusion, overlap, and the dilution of local democratic accountability.*
4. *That parish and town councils are offered the opportunity to join any neighbourhood governance structures created in their area.;*

Council gave consideration to the following:

1. Call on our local Member of Parliament to press the Secretary of State for Housing, Communities and Local Government to:
 - Ensure that parish and town councils are formally recognised as key partners within the emerging neighbourhood governance framework;
 - Guarantee that the forthcoming regulations and guidance clearly set out how parish and town councils will be integrated into neighbourhood governance structures;
 - Provide assurance that new neighbourhood governance arrangements will not duplicate functions or undermine the democratic legitimacy of parish and town councils.
2. Write to the MP enclosing this motion and requesting active lobbying on behalf of parish and town councils during the development of regulations under the EDCE Bill.
3. Engage with our principal authority to express the Council's expectation that parish and town councils be meaningfully involved in shaping local responses to the neighbourhood governance duty.
4. Publicly communicate this Council's position to residents, reaffirming our commitment to maintaining strong, local, democratic representation.'

Council's instruction was sought.

RESOLVED that the Town Council adopts the Motion as provided by SPCA and agrees to:

- (i) Liaise with Jacob Collier MP to press the Secretary of State for Housing, Communities and Local Government to:
 - Ensure that parish and town councils are formally recognised as key partners within the emerging neighbourhood governance framework;
 - Guarantee that the forthcoming regulations and guidance clearly set out how parish and town councils will be integrated into neighbourhood governance structures;
 - Provide assurance that new neighbourhood governance arrangements will not duplicate functions or undermine the democratic legitimacy of parish and town councils.
- (ii) Liaise with Jacob Collier MP enclosing a copy of this Motion as adopted by Council, and to request active lobbying on behalf of parish and town councils during the development of regulations under the EDCE Bill.
- (iii) Engage with SCC and ESBC as principal authorities for the Town, to express the Council's expectation that parish and town councils be meaningfully involved in shaping local responses to the neighbourhood governance duty.
- (iv) Publicly communicate the Council's position to residents, reaffirming our commitment to maintaining strong, local, democratic representation.

26. S137 COMMUNITY SUNDRY GRANT APPLICATIONS

Council was advised that £10,000 was within the 2026-27 S137 Community Sundry Grant budget allocation for up to 31 March 2027.

The Clerk reported receipt of the following:

- (a) Email of thanks dated 23 March 2026 from Uttoxeter Rotary Club expressing their sincere thanks to Council for the recent S137 Sundry Grants issued which would really make a difference. Council was advised that The Rotary Club were hoping to have some TV coverage over the screening days and a banner will be produced featuring logos of all supporters. Council was advised that the Council's Coat of Arms had been issued accordingly.

RESOLVED that the same be noted.

- (b) S137 Sundry Grant Application dated 26 March 2026 from Uttoxeter Armed Forces Day Community Event seeking a grant of £200. Council's instruction was sought.

RESOLVED that a S137 Sundry Grant in the sum of £200 be awarded to The Royal British Legion toward the Uttoxeter Armed Forces Day Community Event, funded by the S137 Sundry Grant budget allocation.

It was noted that Councillor Page abstained from the above mentioned vote.

27. ANNUAL COMMENDATION AWARDS – ACCEPTANCE FROM RECIPITENTS

The Clerk reported that all recipients had confirmed their acceptance (with delight) of the Annual Commendation Award above mentioned and will be attending the Presentation during the Annual Parish Community Meeting on 12 May 2026.

RESOLVED that the same be welcomed and noted.

28. MILLENNIUM MONUMENT PROJECT UPDATE

The Chair reported that, in readiness for the refurbishment of the Millennium Monument which included the replacement of the 12 plaques, he asked Council to consider the inscriptions on the black granite plaques being in silver or gold. He reported that the Clerk had circulated samples as provided by The Stonemasons of Worcester for Council's consideration. The Chair sought Members preference as follows:

Gold Inscription – 3 in favour

Silver – 9 in favour

It was noted that Councillor Holland abstained from the vote due to having no preference.

The Chair reported that he and Councillor P Krupski had reviewed the Draft Inscription plaques as received from The Stonemasons of Worcester which now included inscriptions in lower case to increase visibility and ease to read. He asked Council to consider replacing the full stop within the inscription wording as circulated within Bartley Gorman's plaque with a comma (after 'Federation' and before 'One'). Following due debate, it was

RESOLVED that the Clerk liaise:

- (i) With the family of Bartley Gorman regarding the minor amendment to his plaque upon the Millennium Monument.
- (ii) With The Stonemasons of Worcester to advise that Council:
 - (a) Accepted and approved the plaque inscriptions in Silver.
 - (b) Amend the plaque of Bartley Gorman with a comma after 'Federation' and before 'One'.

29. BRADLEY STREET TOILETS UPDATE

Councillor P Krupski reported that the toilets in Bradley Street were opened on 31 March 2026 following the recent refurbishment and positive comments had been received. There were some minor works still to be carried out which would be completed shortly. She reported that Phase 2 would be refurbishment of the disabled toilets at the side of the building and the baby changing room inside the main building. It was understood that the Changing Places provision would be Phase 3. Members expressed sincere thanks to Councillor P Krupski for continuing to pursue ESBC on the refurbishment of the toilets within the town.

RESOLVED that the same be noted.

30. THE MALTINGS – UPDATE

Borough Councillor P Krupski reported that she was continuing to liaise with ESBC's Enterprise Team and the Cabinet Lead regarding the recent vandalism and antisocial behaviour with young individuals accessing the Maltings roof, breaking into units and smashing windows.

The Clerk reported that she was also liaising with ESBC and the Police regarding the issues with unauthorised access being gained to the former Iceland building. It was noted that Members expressed their concerns with health and safety risks. Following due debate, it was

RESOLVED that the Mayor, Deputy Mayor and the Clerk be tasked with writing to ESBC to express the Council's concerns with the current vandalism and antisocial behaviour within the Maltings and to request that ESBC, as owner and having full liability for the Maltings site, as a matter of some urgency, secure all units within the site to minimise unauthorised access into the units and to the roofs throughout the site.

31. REMEMBRANCE PARADE – DRONE UPDATE

The Clerk reported receipt of an email on 16 March 2026 from the Drone Provider advising Council that the cost for preparation of a drone video of the Remembrance Parade and some stills including editing and supply, including a substantial discount, would be £400 which covered the insurance and licence costs.

The Clerk reported that, as suggested by the RBL for obtaining numbers in attendance at the Parade, it was understood that the above mentioned Drone footage would not be able to provide this information as initially thought. The Clerk reported that she understood special software would be required for this to be carried out which was not available by this provider.

Councillor Wain reported that the numbers attending the Parade changed on an annual basis for Organisations involved within the Parade. The Clerk concurred with the comment and reported that the drone was suggested to try to establish numbers in attendance within the Parade including spectators in readiness for Martyn's Law requirements for up to 799 people or over 800 people event requirements from April 2027. Council's instruction was sought. Following due debate, it was

RESOLVED that the Clerk seek additional information/costings for drone provision including number collection provisions and include this matter for further consideration by Council at its meeting on 12 May 2026.

32. SCC INFORMATION GOVERNANCE SUPPORT – MARCH 2026 BULLETIN

The Clerk reported receipt of an email dated 6 March 2026 received from Council's Data Protection Officers providing Council with a copy of the above mentioned, as issued to Members and Council's Office Manager.

RESOLVED that the same be accepted and approved.

33. PENINSULA – COUNCIL'S HR PROVIDER

The Clerk reported receipt of the following emails, as issued to Members, Council's Office Manager and Council's Payroll Provider:

- (a) Don't overlook your Health & Safety obligations dated 5 March 2026.
- (b) Is your business ready for the Fair Work Agency dated 6 March 2026.
- (c) New family leave payments and how to support pregnant staff dated 9 March 2026.
- (d) Refresh your documentation or face repercussions dated 12 March 2026.
- (e) Protect productivity on bank holidays and grounds maintenance H&S essentials dated 16 March 2026.
- (f) It's here! Meet BRAINBOX+ dated 17 March 2026.
- (g) Are you aware of your new legal obligations? dated 19 March 2026.
- (h) Your business could be at risk of non-compliance dated 22 March 2026.
- (i) April is Stress Awareness Month: Support your staff dated 26 March 2026.
- (j) When did you last review your employment contracts dated 27 March 2026.

- (k) How strong are your employment contracts dated 29 March 2026.
- (l) Imminent employment law changes dated 2 April 2026.
- (m) You must meet your Health & Safety obligations dated 4 April 2026.
- (n) Are you breaching the Employment Rights Act 2025 dated 7 April 2026.
- (o) Statutory Sick Pay costs are now higher dated 8 April 2026.

RESOLVED that with respect to 33(a)-(o), the same be accepted and approved.

34. HMRC SUPPORT

The Clerk reported receipt of the following, as forwarded to Members and Council's Payroll Provider:

- (a) Your guide to VAT returns and schemes dated 9 March 2026.
- (b) Parties, presents and PSAs dated 11 March 2026.
- (c) Important information for employers dated 16 March 2026.
- (d) National Minimum Wage rates increase from 1 April 2026 dated 8 April 2026.

RESOLVED that with respect to 34(a)-(d), the same be accepted and approved.

35. STAFFORDSHIRE PENSION FUND

The Clerk reported receipt of the Staffordshire Pension Fund: LGPS Employer Focus Newsletter March 2026 dated 2 April 2026, as forwarded to Members and Council's Office Manager and Council's Payroll Provider.

RESOLVED that the same be accepted and approved.

The Chair expressed his thanks to the member of the public for their attendance and participation within the meeting. It was noted that he left the meeting at this time.

36. COUNCIL IN PRIVATE – PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the above Act it was requested that the public and press were not present due to the confidential nature of the business to be transacted and were asked to withdraw.

RESOLVED that the same be accepted and approved.

37. LOCAL GOVERNMENT REORGANISATION

Council was advised that the Clerk submitted the Council's responses to Consultation on Proposals for LGR in Staffordshire and Stoke on Trent on 19 March 2026, as circulated to Members on 11 March 2026.

The Clerk reported receipt of an email on 19 March 2026 from ESBC's Digital & Communications Officer for Corporate Services Re: 'A county-wide press release has been issued urging Staffordshire residents and businesses to submit their views on the Local Government Reorganisation consultation before it closes on Thursday 26th March 2026. Residents can read all five proposals and submit their views online at www.staffordshirestokeLGR.org.uk The full press release can be found on our website - <https://www.eaststaffsbc.gov.uk/news/2026/one-week-left-have-your-say-biggest-shake-local-government-staffordshire-and-stoke-trent>', as forwarded to Members and Staff. Council's instruction was sought.

The Chair reported that it was anticipated that a response would be received in June 2026.

RESOLVED that the same be noted.

38. STAFFING INCLUDING TRAINING

- (a) The Chair reported the staff lieu time hours for up to 3 April 2026 was 15¼. Council were reminded of the previous two months lieu time hours which were 13¾ (28 February 2026) and 23¾ (6 February 2026).

RESOLVED that the same be accepted and approved.

It was noted that Councillors Boot and Wain abstained from the above mentioned vote.

(b) Events Team Update – The Chair provided Council with an update from the Events Team on events/interments since the date of the last meeting as follows:

- Ballroom Events/bookings 7
- Tea Dances 2
- Craft & Produce 1
- ADS Events/bookings 0
- Cemetery Interments 3

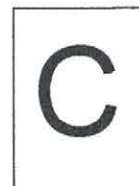
RESOLVED that the same be noted.

39. **AGENDA ITEMS FOR NEXT MEETING**

None received.

The Clerk reminded Members that the Annual Parish Community Meeting would take place on 12 May 2026 at 6.30pm within the Ballroom, followed by the Council's Annual Meeting commencing at 7.15pm.

The meeting was closed at 8.27pm.



UTTOXETER TOWN COUNCIL

RECOMMENDATIONS OF THE FOOTPATHS COMMITTEE MEETING HELD IN THE ALAN DEAN SUITE, UTTOXETER TOWN HALL ON THURSDAY, 23 APRIL 2026 AT 3.00PM

Councillor T Ashby - Chair

Councillor: D Boot, P Krupski

Non-Council Members: MA Trenery representing UNRN, D Brisbane and M Darwen representing Uttoxeter Walking Club

Officer in attendance – T Jeffery, Town Clerk

1. CHAIR'S WELCOME

The Chair provided a welcome to the Meeting, the first of the New Year and he provided a brief on the provisions of the Filming of Meetings as in accordance with "The Openness of Local Government Bodies Regulations 2014", a reminder that the Council has Signed up to the Civility and Respect Pledge, the use of mobile phones during the meeting and the evacuation procedure in the event of a fire.

2. APOLOGIES FOR ABSENCE

- (a) Approved apologies were received from Councillors B Houlihan and A Mansfield (ex-officios).

RECOMMENDED that the same be noted and approved.

- (b) It was noted that all Members were in attendance.

RECOMMENDED that the same be noted.

3. PUBLIC PARTICIPATION

In accordance with Standing Order 3(e-h), the meeting be adjourned for up to 15 minutes to allow for public participation where members of the public may make representations, ask or answer questions and give evidence at a meeting which they were entitled to attend in respect of the business on the Agenda. The period of time designated for public participation at a meeting as in accordance with standing order 3(e) shall not exceed (3) minutes unless directed by the Chair of the meeting. It was noted that Members of the public may not take part in the Council meeting itself.

It was noted that Non-Council Members were Members of the Footpaths Committee who participated throughout the meeting.

4. DECLARATION OF INTEREST

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer.

None received.

5. RECOMMENDATIONS FROM THE LAST MEETING HELD ON 18 SEPTEMBER 2025

The Chair reported that any outstanding matters from the above-mentioned meeting were included within the Agenda.

RECOMMENDED that the same be noted.

6. HISTORY AND NATURE TRAIL - UPDATE ON THE WALK FROM UTTOXETER TO DOVERIDGE

(a) Mr Brisbourne provide the following updates on the signs and pillbox:

- A new sign and Waymarker had been installed from the Doveridge end of the trail.
- The pillbox door remained open. He would continue to liaise with the landowner. It was noted that there was evidence of empty bottles within the pillbox that was being used by unknown persons.

Committee instruction was sought. Following due debate, it was

RECOMMENDED that the Clerk:

- (i) Liaise with the local Policing Team to provide an update on the pillbox within the trail (easily accessible from Doveridge end).
- (ii) Liaise with SCC's Rights of Way team to ascertain responsibility and ownership of pillboxes.
- (iii) Provide Committee with an update at its next meeting.

(b) Mr Darwen provided Committee with an update on the repair of a broken gate and he suggested Committee consider incorporating signage to direct users to the Footpath in the future.

RECOMMENDED that the same be noted.

7. FOOTPATH UTTOXETER TOWN 2A (FOOTPATH FROM THE RETAIL PARK TO DOVEFIELDS)

The Clerk reported receipt of the following:

(a) Email on 6 February 2026 from A member of The Ramblers Association to advise Committee that *'The Ramblers Walking Club Volunteers and SCC's Footpath Team have spent 4 days clearing this path. There was a very narrow width of paving available to walkers. There were trees overshadowing the path and masses of greenery that had come from adjacent houses. They have broken fences the fences leaning outwards. There is a property which has access to the path via a broken down gate. There is a lot of litter e.g. bottles and cans in and around. There is no litterbin nearby. We have erected a footpath way mark at the end of the road.'*

RECOMMENDED that the same be noted.

(b) Update from Mr Darwen on 20 February 2026 advising that Footpath 2A was fully cleared of litter, overgrowth and debris as carried out by the Walking Club volunteers and the installation of a way marker post. Mr Darwen to circulate before and after photos of the works. Committee instruction was sought.

Mr Darwen shared photos with Members of works carried out within the Footpath by the Ramblers Association volunteers. He advised Committee that he had reported the broken stile to SCC's Rights of Way reporting system and that he would continue to keep Committee updated.

He reported that this walk included the remains of a railway bridge which could be incorporated within a History Walk. He reported that he had made initial contact with Redfern Cottage regarding this and signage being incorporated however, no response had been received at this time.

RECOMMENDED that:

- (i) Mr Darwen express Committees sincere thanks to The Ramblers Walking Club Volunteers and SCC's Rights of Way Team for their hard work in clearing and improving Footpath 2A for residents and visitors to enjoy.
- (ii) Mr Darwen liaise with Councillor P Krupski regarding the History Walk and signage to enable her to liaise with Redfern Cottage accordingly.

8. **FOOTPATH No. 14 (WEST HILL/BALANCE HILL TO KINGFISHER WAY AND FROM DEMONTFORT WAY)**

As Recommended by Committee at its last meeting that Footpath No. 14 remain as a Standing Item and Members to bring any matters relating to Footpath No. 14 to Committees attention.

Mr Brisbourne reported that he had recently walked Footpath No. 14 and took photos, which had been issued to Members on 20 April 2026 via the Clerk. He reported that the last two photos showed a gate post which had collapsed/moved but it was still on site. He reported that the Footpath was clear and walkable.

Mr Darwen reported that this Footpath included a step down from the Demontfort Way end to a gully which was adjacent to a broken stile. He queried if the stile was required in this location given the land surrounding it did not have any livestock. It was noted that part of the Footpath was uneven and would benefit from some minor repair works (hardcore or tarmac). Committee instruction was sought. Following due debate, it was

RECOMMENDED that the Clerk:

- (i) Report the broken stile to SCC's Rights of Way Reporting system.
- (ii) Liaise with SCC's Rights of Way Officer to request a site meeting with Mr Darwen and Mr Brisbourne to view parts of Footpath No. 14 that were in need of some minor improvements.

9. **FOOTPATH Nos. 15-16 (TIMBER LANE AND BENTLEY FIELDS AREA)**

- (a) As Recommended by Committee at its last meeting that Footpath Nos. 15-16 remain as a Standing Item to enable any updates to be reported to Committee.

Mr Brisbourne reported that he had recently walked Footpath Nos. 15-16 and took photos, which had been issued to Members on 20 April 2026 via the Clerk. He reported that:

- Part of the fencing at the edge of Footpath 15 which included barbed wire, had been trampled down.
- There was a hole in the ground accessible due to the trampled fencing.
- He had cut back the overhanging thorny rose bush to enable ease of passage.
- Footpath No. 16 remained closed at this time due to the development works and he sought clarity on when this would be reopened.

RECOMMENDED that the Clerk liaise with SCC's Rights of Way Officer to request a site meeting with Mr Darwen and Mr Brisbourne to view parts of Footpath No. 15 that were in need of some minor improvements and to provide an update on Footpath No. 16.

- (b) The Clerk reported that no update has been received from ESBC.

RECOMMENDED that the same be noted.

- (c) The Clerk reported that no further correspondence had been received from the member of the public since 22 October 2025 regarding him applying for the unofficial developer footpath to be adopted as a public right of way.

RECOMMENDED that the same be noted.

10. **FOOTPATH No. 27-29 (SPRINGFIELD ROAD TO HEATH ROAD/SIDE OF MILLFIELD VICTORY ALLOTMENTS)**

As Recommended by Committee at its previous meetings that Footpath Nos. 27-29 remain as a Standing Item and Members to bring any matters relating to these Footpaths to Committees attention. Committee instruction was sought.

The Clerk provided Committee with an update following a search of the Council's Archive documents relating to this Footpath and previous works carried out by SCC under the Safer Routes for Schools Initiative. She reported that this footpath was unregistered and therefore was not under ownership or responsibility of any local Authority.

The Chair reported that issues with overflowing drains within the grounds of Windsor Park Middle School had been reported on a number of occasions on social media which was contributing to the flooding the footpath. The Clerk reported receipt of a video from an allotment holder in September 2025 showing flooding of the drains from school grounds during heavy rainfall.

Councillor Boot reported that he had photos showing the overflowing drains/grids within the grounds of Windsor Park Middle School which he would issue to the Clerk accordingly. Following due debate, it was

RECOMMENDED that the Clerk write to the Uttoxeter Learning Trust responsible for Windsor Park Middle School to request that, before winter, the Trust explore ongoing issues with the drains located within the grounds of Windsor Park Middle School which are overflowing and causing additional flooding within Footpath No. 27 (in between Windsor Park Middle School and the Millfield Victory Allotments *(include photos)*).

11. FOOTPATH No. 30 (FOOTPATH AT THE BACK OF ELKES)

Councillor P Krupski requested that this matter be included within the Agenda and she reported that she had received a complaint in November 2025 that Footpath No. 30 being overgrown with nettles and sharp shrubbery. She reported that this had been reported to SCC's Rights of Way Team given this is used by residents and children walking to school. She reported that she had recently walked Footpath No. 30 which was clear and walkable. She reported that she would continue to monitor this footpath.

RECOMMENDED that Footpath No. 30 remain as a Standing Item within the Agenda.

12. DIVERSION OF FOOTPATHS No. 32 & 33 (DOVE WAY / A50 / COTTONMILL FARM)

The Clerk reported that no updates had been received from SCC regarding the above mentioned. Following due debate, it was

RECOMMENDED that the Clerk liaise with:

- (i) SCC's Rights of Way Team to seek an update on the above mentioned diversion and Uttoxeter being considered as a 'pilot' for diversion of a footpath on a 'A' road, as previously advised.
- (ii) ESBC and the local Policing Team to report additional graffiti within the underpass located within Pennycroft Community Park.

13. CRAKEMARSH WALK

Mr Brisbourne reported that he had recently walked this Footpath and was pleased that it was walkable around the quarry site. He reported that he would continue to monitor this and provide Committee with updates accordingly. It was noted that the Clerk provided an update on the FA's address to Council on 9 December 2025 regarding progression of the Uttoxeter Sports Hub.

RECOMMENDED that Mr Brisbourne provide Committee with an update at its next meeting.

14. 5 AND 8 MILE WALKS

Mr Brisbourne reported that due to unforeseen circumstances, he had been unable to progress updating the 5 and 8 mile walks. He reported that some changes would need to be included to enable the mileage of the walks to remain at 5 and 8 miles. He reported that he was hopeful to liaise with the Clerk over the coming months.

RECOMMENDED that Mr Brisbourne and the Clerk provide Committee with and update at its next meeting.

15. UTTOXETER COUNTRYSIDE CODE & KEEP DOGS ON LEAD SIGNS

The Chair reported that he and Mr Brisbourne had installed the 'keep dogs on lead' signs within the local footpaths within the town boundary.

The Chair reported sought assistance from Councillor Boot with the Uttoxeter Countryside Code signs, following which, would be installed accordingly.

Mr Darwen and Mr Brisbourne were delighted to report an increase in membership for Uttoxeter Walking Club to 55 members who were utilising the local walks within the town and the surrounding areas.

RECOMMENDED that the same be noted and welcomed.

16. **DATE OF NEXT MEETING**

Thursday, 16 July 2026 at 2.30pm.

The meeting closed at 4.10pm.



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UTTOXETER TOWN COUNCIL

RECOMMENDATIONS OF THE POLICY AND PLANNING COMMITTEE ARISING FROM ITS MEETING HELD IN THE ALAN DEAN SUITE, UTTOXETER TOWN HALL ON TUESDAY, 28 APRIL 2026 AT 10.00 AM

Chair – Councillor B Houlihan

Councillors: T Ashby (Vice-Chair), D Boot, J Glandfield, P Krupski, C Lancaster, A Noyes, L Sylvester, A Johnstone (Observer)

Officer in attendance – T Jeffery, Town Clerk

It was noted that Council's Neighbourhood Plan Consultant UVE CIC was in attendance for Item No. 6 and Representatives for The Wheatsheaf Site were in attendance for Item No. 19.

1. CHAIR'S WELCOME

The Chair provided a brief on the fire procedure in the event of a fire, provisions of the Filming of Meetings as in accordance with "The Openness of Local Government Bodies Regulations 2014", a reminder that the Council had Signed up to the Civility and Respect Pledge and the use of mobile phones during the meeting.

2. APOLOGIES FOR ABSENCE

- (a) The Clerk reported receipt of approved apologies from Councillor A Mansfield (ex-officio).

RECOMMENDED that the same be accepted and approved.

- (b) The Clerk reported that all other Members were in attendance.

RECOMMENDED that the same be noted.

3. PUBLIC PARTICIPATION

In accordance with Standing Order 3(e-h), the meeting be adjourned for up to 15 minutes to allow for public participation where members of the public may make representations, answer questions and give evidence at a meeting which they were entitled to attend in respect of the business on the Agenda. The period of time designated for public participation at a meeting as in accordance with standing order 3(e) shall not exceed (3) minutes unless directed by the Chair of the meeting.

It was noted that Representatives for The Wheatsheaf Site were in attendance for Item No. 19 – The Wheatsheaf Site.

4. DECLARATIONS OF INTEREST

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which was not included in the register of interests. Members were reminded that they were required to leave the room during the discussion and voting on matters in which they had a disclosable pecuniary interest, whether or not the interest was entered in the register of members' interests maintained by the Monitoring Officer.

Councillor Houlihan declared an interest in Item No. 7.

5. ESBC - PLANNING APPLICATIONS

Committee gave consideration to Planning Applications:

- (a) *As Resolved by Council's Policy and Planning Committee on 27 January 2026 that 'with respect to Planning Application No. P/2023/00533, Council wishes to request that the Planning Authority provide the Town Council with a detailed update, given the number of amendments to the original consent, on the incorporation of variety of land uses within the development (Community Hub, Retail provision, Health Facilities, Sports provisions, etc) as in accordance with the original planning consent permitted.'*

The Clerk reported receipt of an email on 13 April 2026 from ESBC's Planning Officer providing Council with a detailed update on permissions for planning applications for the Land West of Uttoxeter, as forwarded to Members.

- (b) *As deferred from Council on 14 April 2026 - P/2023/00533 - Reserved Matters* application relating to outline planning permission P/2020/00253 for the erection of 144 No. dwellings including details of access, appearance, landscaping, layout and scale and details in relation to the proposed discharge of conditions 6 (partial), 9, 10, 12, 14, 16, 18, 20, 21 and 26 of the outline approval (Phase 2F Bramshall Meadows) (SECOND REVISED SCHEME) at Land West of Uttoxeter, A50 Bypass, ST14 7RB.
- (c) P/2026/00326 - Continued use of building as Use Class E(d) (leisure) including the creation of 6 padel courts, 2 pickleball courts with ancillary facilities at Unit 2, Robert Bakewell Way, ST14 5AU.
- (d) P/2026/00327 - Listed Building application for the repair and cleaning of the existing War Memorial, Market Place.

Following due debate, it was

RESOLVED that with respect to:

- (i) 5(a), the same be noted.
- (ii) Planning Application No. P2023/00533, Council wishes to reiterate its comments that they feel that the 'connection road' that has been incorporated within the development is a breach to the original planning consent and the Council will wait for this to be enforced by ESBC in due course.
- (iii) Planning Application No. P/2026/00326, Council had no comment to make at this stage.
- (iv) Planning Application No. P/2026/00327, given this is the Town Council's application, the same be noted.

6. UTTOXETER NEIGHBOURHOOD PLAN – UPDATE

The Chair welcome UVE CIC to the meeting who provided Committee with the following update following the Neighbourhood Plan Steering Group Meeting held on 20 April 2026:

- The Steering Group discussed the updated growth figure from ESBC. ESBC had confirmed that this was still being calculated, and we are awaiting confirmation in the near future from ESBC's Principal Planner - Policy.
- In the meantime, the Steering Group are continuing to access any undeveloped brownfield sites on the ESBC Brownfield register. These will be considered for suitability for residential housing allocations in the emerging Neighbourhood Plan. It is the intention of the Steering Group to prepare an evidence paper on any proposed sites for the May P&P to consider, before Full Town Council in June 2026.
- The Steering Group has prepared a short project timetable for the forthcoming stages and plans to deliver the Regulation-14 consultation in late September 2026 as planned (as circulated to Members on 22 April 2026)
- It was noted that brownfield sites could be used for housing however this would be depended on a number of factors, size of the site, flood zones, etc. She reported that ESBC had already made a decision on the sites included within the Local Plan and she reminded Committee that other Policies within the Neighbourhood Plan would be triggered.
- It was anticipated that the housing brownfield sites could deliver around 100 units. However, if ESBC give a greater figure, the Council could leave this to strategic sites that come under the emerging Local Plan.
- With respect to the possibility of future housing developments upon the town boundary/neighbouring village, the Council would need to ensure that it continues to protect the Strategic Green Gap.

Committee instruction was sought.

RECOMMENDED that the same be accepted and approved.

It was proposed, seconded and carried that Councillor Ashby (Vice-Chair) Chair the meeting for Item No. 7. It was noted that Committee agreed for Councillor Houlihan to remain in the Chamber during the debate.

7. SCC - CONSULTATION NO '77' STONE RD-SMITHFIELD RD JUNCTION, UTTOXETER

The Clerk reported receipt of an email on 10 April 2026 from SCC Integrated Transport Team advising Committee that *'During the 2020 review of parking restrictions in Uttoxeter, several locations were identified for potential enhancements through the introduction of new or adjustments to existing Traffic Regulation Orders (TRO). These changes aim to enhance parking facilities, optimise traffic flow, and enhance safety within the town and surrounding area. These proposed measures were temporarily postponed pending the availability of a budget to support their implementation, and we are pleased to confirm that the necessary budget is now in place. One such proposal will look at the current restrictions on B5027 Stone Road, C351 Smithfield Road and Springfield Road: B5027 Stone Road'* as forwarded to Members on 14 April 2026. Council was asked to complete the online questionnaire by 4 May 2026. Committee instruction was sought. Following due debate, it was

RESOLVED that the Clerk be tasked, forthwith to:

(a) Complete the Questionnaire as follows:

- (i) Question 6 – Council does not support the proposals.
- (ii) Question 7 - Council does not support the proposals due to the following:
 - The current residents parking within Smithfield Road provides a natural traffic calming measure.
 - The removal of resident parking within Smithfield Road will increase the speed of traffic travelling to/from the town centre which would have a negative impact on the town and its residents.
 - The proposals for installing and maintaining the double yellow lines and reconfiguration of the zebra crossings would be at a significant cost to SCC, for little or no benefit to the town or its residents.
 - The zebra crossing, as currently located, remains adequate and services the town provisions sufficiently and effectively.
 - If the zebra crossing was located nearer to the junction, Council wishes to express its concerns that this would become more hazardous to pedestrians and road users.
 - The installation of double yellow lines in Smithfield Road would make the junction to/from Fairfield Road and other side streets more hazardous due to the increase in speed of traffic within Smithfield Road.
 - The installation of double yellow lines would trigger parking issues in adjacent neighbouring streets due to the increase in users of Fairfield Road free carpark.

(b) Liaise with Jacob Collier MP and County Councillor Allen to provide them with the Council's comments as above, for their information and action.

It was noted that Councillor Houlihan abstained from the above mentioned vote.

It was proposed, seconded and carried that Councillor Houlihan return as Chair for the meeting from this point.

8. BIODIVERSITY AUDIT FOR YOUR COUNCIL - CLEAR OUTPUTS WITH HIGH VALUE INFORMATION

The Clerk reported receipt of an email on 2 April 2026 from GC Biodiversity Solutions Re: Biodiversity Audit For Your Council - Clear Outputs with High Value Information, as forwarded to Members on 8 April 2026. Committee instruction was sought.

RECOMMENDED that the noted.

9. ENFORCEMENT OF THE PLANNING CONDITIONS FOR BRAMSHALL MEADOWS/ST MODWEN DEVELOPMENT FOR THE LINK ROAD

The Clerk reminded Committee of its Recommendations from 24 March 2026 and she reported:

- (a) Receipt of an email update from County Councillor Allen dated 20 April 2026, as forwarded to Members. Committee instruction was sought.

The Chair reported that until the estate was completed, SCC does not have the responsibility for the road and that they would make their decision on adopting the road in the future.

Councillor Boot reported that he had liaised with County Councillor Allen regarding the concerns raised and reported that due to a number of matters, SCC were not in a position to proceed with the adoption at this time.

Councillor Noyes reiterated his concerns that the road that was in place was a 'connection road' and not a 'link road' as in accordance with the original consent. The Clerk reported that ESBC's CEO had confirmed on 25 February 2026, as reported to Council that ESBC Planning Officers had concluded there was no breach in relation to the original planning permission granted. Following due debate, it was

RECOMMENDED that the same be noted.

- (b) The Chair reported that no response had been received from Jacob Collier MP at this time. Committee instruction was sought.

Councillor Noyes reiterated his concerns that the road that was in place was a 'connection road' and not a 'link road' as in accordance with the original consent granted some 14 years ago. He reported that Council had contacted Jacob Collier MP regarding the Secretary of State assisting in pursuing the issues with the connection road as provided. The Clerk reported that following the update from ESBC's CEO, this matter had not been progressed. It was noted that Members were confused on the route/location of the link road as previously granted by ESBC. Following due debate, it was

RECOMMENDED that the Clerk:

- (i) Write to ESBC to seek detailed information and a design plan for the original planning consent granted (and any later modifications including dates) with respect to the link road within the Bramshall Meadows development to/from Bramshall Road to/from New Road which the Council understand was a specific 'link road' relatively straight through the centre of the development.
- (ii) Upon receipt, include this matter for further consideration by Committee at a future meeting.

10. PLANNING AND COMPULSORY PURCHASE ACT 2004, TOWN AND COUNTRY PLANNING (LOCAL PLANNING) (ENGLAND) REGULATIONS 2012 REGULATION 14 - ASHBOURNE AIRFIELD DESIGN CODE – SUPPLEMENTARY PLANNING DOCUMENT - ADOPTION STATEMENT

The Clerk reported receipt of an email on 15 April 2026 from Derbyshire Dales DC advising Committee that, with respect to their previous correspondence on the Ashbourne Airfield Design Code Supplementary Planning Document, Council was advised that it was adopted by the Council on the 26 March 2026.

'The SPD will apply to that part of the Derbyshire Dales District Council area for which it is the local planning authority, and is a Supplementary Planning Document for the Derbyshire Dales Local Plan 2017. Copies of the Supplementary Planning Document and the Consultation Statement which outlines the Council's response to the main issues raised on the draft consultation Supplementary Planning Document are available for inspection at the following locations:

- Derbyshire Dales District Council, Town Hall, Bank Road, Matlock DE4 3NN
- Ashbourne Leisure Centre, Clifton Road, Ashbourne DE6 1DR
- Ashbourne Library, Compton, Ashbourne DE6 1DA
- The documents can also be viewed and downloaded from the Council's website
Ashbourne Airfield Design Code – Derbyshire Dales District Council

Any person who considers that the Ashbourne Airfield Design Code Supplementary Planning Document has not been prepared in line with the relevant Statutory requirements may apply to the High Court for permission to apply for judicial reviews of the decision to adopt the Supplementary Planning Document within three months of the adoption date', as forwarded to Members. Committee instruction was sought.

RECOMMENDED that the same be noted.

11. A50/A500 UPDATE

The Clerk reported receipt of an email from Jacob Collier MP on 21 April 2026 providing Council with an update on the upgrades for the A50/A500 including McDonalds roundabout, as issued to local residents, as forwarded to Members. Committee instruction was sought.

RECOMMENDED that the Clerk liaise with Jacob Collier MP to advise that Council:

- Welcomes the plans for upgrading the four roundabouts located within the A50 including McDonalds roundabout within the town.
- Looks forward to receiving updates on the project including further information on designs, the public consultation and timescales for the improvements to be implemented.

12. DOVE WAY - SPEED LIMIT

As Recommended by Committee on 24 March 2026 that this matter be included for further consideration by Committee on 28 April 2026. Committee instruction was sought.

RECOMMENDED that the Clerk liaise with County Councillor Allen to ascertain if an update is available at this time.

13. STAFFORDSHIRE PLAYING FIELDS ASSOCIATION MEMBERSHIP

The Clerk reported receipt of an email from SPCA on 20 April 2026 enquiring 'If your council has a playing field your council might want to join the Staffordshire Playing Fields Association. Founded in 1927, they help sports clubs, parish councils, play associations, etc. to upgrade and improve their facilities, as well as help to preserve playing fields and green spaces for use by future generations. They also offer playing fields specific legal advice and low-cost loans to improve playing fields/play facilities. We are encouraging members with playing fields to join the SPFA and make use of their services. Attached is a PDF outlining who they are, what they do, and a membership form. Annual membership costs £20 for parish/town councils. If you want to join, please complete the attached Membership Form and Standing Order. If you are already a member, please use the new Standing Order form to renew your annual membership. Please return any forms to the SPFA treasurer, details are on the form. Please do share this email with any village hall, sports club, voluntary organisations in your parish that also have a playing field / space' as forwarded to Members. Committee instruction was sought. The Clerk reported that she had included this Membership for consideration in readiness for LGR.

RECOMMENDED that the Clerk progress with joining the Staffordshire Playing Fields Association Membership for the Council in the sum of £20 per annum, funded by the Subscriptions budget allocation.

14. ESBC PAVEMENT LICENCE – FORM BY MILLER LTD

The Clerk reported receipt of an email from ESBC's Licensing Officer on 22 April 2026 Re: Pavement Licence Application for Form by Miller Ltd, as forwarded to Members. Committee was advised that ESBC required its comments by 6 May 2026. Committee comments were sought.

RESOLVED that the Clerk liaise with ESBC's Licensing Officer to:

- (i) Advise that Council supports the application for 'Form By Miller Ltd' subject to Form By Miller Ltd ensure that suitable access for wheelchairs, mobility scooters and pushchairs be provided at all times to enable ease of passage.
- (ii) Request that ESBC's Licensing and Enforcement Teams regularly visit the town centre to monitor the Pavement Licences issued to ensure that compliance is being carried out as in accordance with the approval from ESBC.

It was noted that Councillor abstained from the above mentioned vote.

15. **MILLENNIUM MONUMENT**

The Clerk reported that agreement had been received from the family of the late Bartley Gorman regarding the Millennium Monument refurbishment project and the updating of his plaque, as Resolved by Council on 14 April 2026. The Clerk reported that the Stonemasons of Worcester had advised that would were hopeful to progress with the refurbishment project within the next 2-3 weeks.

RECOMMENDED that the same be noted and welcomed.

16. **ORDNANCE SURVEY MAPS**

The Clerk reported receipt of an email on 20 April 2026 from Ordnance Survey Maps Re: May Webinar: Digital Mapping for Local Councils, as forwarded to Members.

RECOMMENDED that the same be noted.

17. **RURAL SERVICES NETWORK**

The Clerk reported receipt of the following email from Rural Services Network, as forwarded to Members dated:

- (a) 18 March 2026 Re: Have your say! - The impact of cuts on local public services 2025/2026 Survey.
- (b) The Rural Bulletin dated 8 April 2026.
- (c) RMTG Roundup April 2026 dated 13 April 2026.
- (d) The Rural Bulletin dated 14 April 2026.
- (e) The Rural Bulletin dated 21 April 2026.

RECOMMENDED that with respect to 17(a)-(e), the same be noted.

18. **COMMITTEE IN PRIVATE – PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the above Act it was requested that the public and press were not present due to the confidential nature of the business to be transacted and were asked to withdraw.

RECOMMENDED that the same be accepted and approved.

19. **WHEATSHEAF SITE**

- (a) The Chair reminded Committee of its Recommendation from 24 March 2026 and he invited the Representatives on behalf of the Owners of the Wheatsheaf Site to join the meeting. He Suspended Standing Orders to enable them to provide an update on more definitive plans for the Wheatsheaf site and update on the crossing provision within Bridge Street, in private, as requested.

It was noted that the Representatives provided Committee with a brief presentation on more definitive plans for the Wheatsheaf site which, it was anticipated, following feedback from the Committee, would form the Pre-App documents to be issued to ESBC hopefully, later this week. The presentation was followed by a question and answer session from Members. The Chair expressed his thanks to the Representatives from The Wheatsheaf Site for attending the Committee meetings to provide updates. It was noted that the Representatives reported that they would continue to provide Council with updates accordingly on the application and crossing information which was welcomed by Members.

It was noted that the Representatives left the meeting at this point in the meeting. The Chair Reinstated Standing Orders.

RECOMMENDED that the same be noted.

- (b) Committees comment were sought. Following brief debate, it was

RECOMMENDED that:

- (i) The Clerk express Committees thanks to the Representatives from The Wheatsheaf site for their presentations to the Council and for their offer to continue to keep the Council updated on the progression of the Pre-App/Planning Application and regarding information relating to the pedestrian crossing in Bridge Street.
- (ii) Council consider the planning application for The Wheatsheaf Site upon receipt from ESBC in due course.

20. WAR MEMORIAL REFURBISHMENT PROJECT

- (a) The Clerk reported receipt of an email from ESBC's Principal Conservation Officer on 15 April 2026 advising Council that, following direct conversations with The Stonemasons on Worcester and Council's Architect, she had:
- Granted permission for the removal of the Borough owned wooden planters forthwith and will arrange for ESBC's Open Spaces Team to remove them from the Town War Memorial asap.
 - Requested scaffolding be incorporated asap to enable a thorough and close-up inspection of the stonework across all elevations by The Stonemasons of Worcester and Council's Architect.

Committee was advised that during this process, the Stonemasons of Worcester would carry out a comprehensive photographic audit, documenting the current condition of the structure in detail as requested by ESBC's Conservation Officer. This would include capturing any areas of concern such as cracking, weathering, displacement, or previous repairs. All findings would be compiled into a formal report, including observations and any recommended next steps. Once the inspection and report had been completed, ESBC's Conservation Officer would attend a site visit. This would provide an opportunity to review the findings in person, discuss any areas of concern, and agree on an appropriate course of action moving forward.

The Clerk reported receipt of an email on 28 April 2026 from ESBC's Open Spaces Team confirming that they would progress with the removal of the wooden planters in due course, as agreed with ESBC's Conservation Officer which would be relocated within the town centre.

RECOMMENDED that the same be accepted and approved.

- (b) The Clerk reported receipt of an email on 28 April 2026 from the Partners regarding the commemorative structure to replace the planters advising Council that they required a further site meeting to progress designs. The Clerk reported that she would continue to provide Committee with updates when available.

RECOMMENDED that the same be noted.

21. FUTURE SPORTS PROVISIONS FOR THE TOWN

The Chair reported that no further updates had been received from the FA regarding the above mentioned. Committee instruction was sought.

RECOMMENDED that the Clerk

- (i) Liaise with the FA's Head of Delivery to seek an update on the future sports provisions for the town.
- (ii) Provide Committee with an update at its next meeting.

22. SUPPORT IMPROVEMENTS TO HEALTH PROVISIONS FOR THE TOWN RESIDENTS – UTTOXETER NEIGHBOURHOOD HEALTH HUB

The Chair provided Committee with an update on the initial meeting held on 21 April 2026 with a number of GP practices within 30 minutes of Uttoxeter Town Centre to progress conversations on a possible Neighbourhood Health Hub within Uttoxeter which included the following:

- He reported that representatives from Balance Street Practice, Balance Street PPG, Well Street Practice, Tardis Surgery, a Representative from the Moorlands Rural Primary Care Network (PCN), Councillors Houlihan and Mansfield, the Clerk and UVS CIC were in attendance in the meeting which had been positive.
- He would provide an update to the GP Practices unable to attend the meeting (Abbots Bromley Surgery, Northgate Surgery, Dove River Practice (Tutbury and Sudbury), Waterhouses Practice, Mill Street Surgery (Rocester), Tean & Blythe Bridge Surgery and Alton Surgery) over the coming weeks.
- The Notes from the meeting which had been issued to all 10 GP Practices on 27 April 2026 for their information which recorded a number of Actions to be carried out including the following:
 - Interested GP Practices had been encouraged to provide a 'wish list' of services that they would like to see made available at a Neighbourhood Health Hub to enable progression of a Business Case for running such services with responses to be provided at the next full Neighbourhood Health Hub catch-up meeting which will take place within the next 3 months.
 - All interested GP Practices review and issue (if possible) the surveys to their patients, to enable additional evidence to be obtained, similar to the survey responses as circulated to them previously.
 - He would be looking at the existing Models including visiting the Neighbourhood Health Hub in Mansfield and the newly opened Diagnostic Centre in Stoke to seek further information on Governance, funding, what service provisions are provided, what GP Practices are in partnership, etc.
 - The Neighbourhood Healthcare Hub Group would provide an update at the next full Neighbourhood Health Hub meeting catch-up meeting (date to be determined).
 - Dr Atherton would liaise with the Midland Partnership Foundation Trust (MPFT) to seek information and guidance for MIND Health, Combined Healthcare, NHS England, etc. and provide an update at the next meeting.
- A 'Sub Neighbourhood Healthcare Hub Group' meeting consisting of Councillor Mansfield, the Moorlands Rural PCN Rep, GP from Balance Street Practice, GP from Cheadle Well Street Practice and the Manager at Cheadle Well Street Practice, who have been tasked to meet within the next 4 weeks to:
 - Progress data and evidence gathering including combined populations for the interested GP Practice areas, level of demand/need.
 - Liaise with the Integrated Care Board (ICB), Integrated Care Systems, Midland Partnership Foundation Trust for District Nurse Provisions and provide updates at the next meeting.
 - Review the Governments Neighbourhood Health Framework document (released March 2026) with a view to looking at potential funding streams and opportunities for Health Hub and Diagnostic Centre.

Committee instruction was sought.

RECOMMENDED that:

- (i) The Clerk be tasked forthwith with issuing Members with the Notes from the Initial Neighbourhood Health Hub Meeting held on 21 April 2026.
- (ii) The Chair provide Committee with an update at its next meeting, in private, if available.

The meeting closed at 11.40am.



UTTOXETER TOWN COUNCIL

RECOMMENDATIONS OF THE TOWN HALL ENTERTAINMENTS COMMITTEE ARISING FROM ITS MEETING HELD AT UTTOXETER TOWN HALL ON TUESDAY, 28 APRIL 2026 COMMENCING AT 3.00PM

Chair: Councillor Z Krupski

Councillors: R Hawkins (Vice-Chair), C Lancaster, C Sylvester & D Boot.

Non-Council Members: C Wain, C Large & T Adams from Utttoxeter Lions.

(C Large & T Adams attended at 3.40pm)

Officers in attendance: M McGinley, A Wain & J Mather

1. CHAIR'S WELCOME

The Chair provided a brief on the provisions of the Recording and Filming of Meetings as in accordance with "The Openness of Local Government Bodies Regulations 2014" and the fire evacuation procedure in the event of a fire.

2. APOLOGIES FOR ABSENCE

(a) Approved apologies were received from Cllr L Sylvester

(b) The names of Councillors who are absent and apologies had not been received – Cllr A Mansfield

3. PUBLIC PARTICIPATION

In accordance with Standing Order 3(e-h), the meeting be adjourned for up to 15 minutes to allow for public participation where members of the public may make representations, ask or answer questions and give evidence at a meeting which they were entitled to attend in respect of the business on the Agenda.

The period of time designated for public participation at a meeting as in accordance with standing order 3(e) shall not exceed (3) minutes unless directed by the Chair of the meeting. It was noted that Members of the public may not take part in the Committee meeting itself.

It was noted that no members of the public wished to address committee on this occasion.

4. DECLARATIONS OF INTEREST

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which is not included in the register of interests. Members were reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer.

Councillor Z Krupski reported that he was in attendance in the meeting as Town Councillor and not as a Representative from Utttoxeter Lions which he was a Member.

5. MINUTES OF LAST MEETING HELD ON 5 MARCH 2026

It was noted that the minutes of the last meeting held on 5 March 2026 were provided to members prior to the meeting for their information.

Cllr Boot requested an item from AOB be discussed as he had not received feedback from his requested meeting with the Office Manager. The Office Manager advised Cllr Boot that an email containing notes requiring his approval, from the meeting held on the 17 March 2026, had been sent to him on the 18 March 2026. Cllr Boot then confirmed receipt of the email and would respond accordingly in due course.

RECOMMENDED that the same be noted.

6. CHRISTMAS LIGHTS SWITCH ON

- a) It was reported that the Events Team had received a quote for the entertainment/compere for the event which is as follows:

Lighting for trailer and feature lights	£300
DJ and Master of Ceremonies	£250
Event Management and organisation	£150
Stagehands	£150
Full PA System, PA Operation and Live work	£375
Sound Part - Band 90 Minute set	£690

Total £1915 (VAT exempt)

It was reported that the additional cost this year is for additional stagehands and increase in band cost.

RECOMMENDED that the quote be accepted.

- b) It was reported that the Events Team had continued to seek quotes for HVM barriers/concrete blocks for road closures during the Event. Tippers and JCB are both unable to help. Cllr D Boot reported that he had found a company who quoted £1,500 +VAT for 9 barriers on the understanding they needed placing and also removing at specific times.

RECOMMENDED that the Events Team contact ESBC to see if they are able to help. In addition, Cllr D Boot to continue to try and obtain a cheaper quote.

- c) It was reported that the Uttoxeter Rotary Club following their offer of attending the Event, had now asked for a donation to provide their Santa and Sleigh to the Christmas Event.

RECOMMENDED that the requested donation regretfully be declined as the budget had already been set for the 2026 event and such donation wasn't accounted for.

- d) Committee considered what the split of the security costs would be with the Uttoxeter Lions. The total cost of security for the event is £3,845.22.

The Uttoxeter Lions suggested a £1,000.00 contribution to the security costs, in line with their current costs for Security. Uttoxeter Town Council proposed a 30% contribution which equates to £1,153.00. The Lions reported that they would need to return to the Uttoxeter Lions with the proposal before a decision could be made.

RECOMMENDED that The Lions report back to the Committee at the next Town Hall Entertainments meeting following, The Lions Business meeting scheduled for the 14 May 2026.

- e) Committee and Lions representatives discussed arrival times for the funfair and stall holders. The Lions reported that they had been in contact with Warwick Funfairs to arrange a meeting to discuss logistics.

RECOMMENDED that the Town Council Events Team staff and Lions representatives arrange a meeting as soon as possible, with Warwick Funfairs in May to discuss timings.

- f) Committee and Lions representatives discussed potential event names for the new merged event in 2026. Suggestions were:

Uttoxeter Christmas Glow and Gather
 Uttoxeter Christmas Lights and Delights
 Uttoxeter Christmas Extravaganza
 Uttoxeter Cracker Switch on Night

RECOMMENDED that: after a unanimous vote was taken, it was agreed that the event be called "Uttoxeter Christmas Lights and Delights" and the Events Team and Lions representatives work together to create promotional material and release a save the date in mid-May 2026 for the new exciting event. Chair added that both parties could and should continue using their brand names to promote the event against the agreed promotional strapline "Uttoxeter Christmas Lights and delights".

7. POPPY TEA

- a) It was reported that a quote had been received to provide the buffet for Poppy Tea, the cost is £8.00 per head which includes cupcakes. Previously the cupcakes have been purchased separately.

RECOMMENDED that: the same be noted.

- b) It was reported that the Events Team have sought further sponsorship from Taylor Wimpey and RBA, as well as the sponsorship already secured from JCB, to cover the cost of the Poppy Tea buffet

RECOMMENDED that: the same be noted.

8. GENERAL EVENTS TEAM UPDATES

- a) It was reported that the Wedding Fayre held on Sunday, 8 March 2026 was very well received, and the Town Hall had benefited from 5 enquiries and 2 bookings as a result of the Fayre. A second event was proposed to be held on Sunday, 11 October 2026.

RECOMMENDED that: the second Uttoxeter Town Hall Wedding Fayre be approved and planned in for the date of 11 October 2026

- b) It was reported that the Easter Party event was well received with both children and parents, and given it is a low-cost event it would be worth holding another in 2027.

RECOMMENDED that: the same be noted and the Events Team plan this in for 2027.

9. NEXT MEETING DATE & FREQUENCY OF MEETINGS

TBC (following The Lions next Business Meeting scheduled for the 14 May 2026)



F

UTTOXETER TOWN COUNCIL

RECOMMENDATIONS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE ARISING FROM ITS MEETING HELD IN THE ALAN DEAN SUITE, UTTOXETER TOWN HALL ON TUESDAY, 28 APRIL 2026 AT 5.30 PM

Chair – Councillor R Hawkins

Councillors: D Boot, B Houlihan, Z Krupski, A Noyes, C Sylvester, A Johnstone (Observer)

Officer in attendance: T Jeffery, Town Clerk

It was noted that was one member of the public was in attendance in the meeting and a Representative from Widgit in attendance for Item No. 5

1. CHAIR'S WELCOME

The Chair provided a brief on the fire procedure in the event of a fire, the provisions of the Recording and Filming of Meetings as in accordance with "The Openness of Local Government Bodies Regulations 2014", a reminder that the Council has Signed up to the Civility and Respect Pledge and regarding the use of mobile phones during the meeting.

2. APOLOGIES FOR ABSENCE

- (a) The Clerk reported that approved apologies had been received from Councillors S Page and A Mansfield (ex-officio).

RECOMMENDED that the same be accepted and approved.

- (b) The Clerk reported that all other Members were in attendance.

RECOMMENDED that the same be noted.

3. PUBLIC PARTICIPATION

In accordance with Standing Order 3(e-h), the meeting be adjourned for up to 15 minutes to allow for public participation where members of the public may make representations, answer questions and give evidence at a meeting which they were entitled to attend in respect of the business on the Agenda. The period of time designated for public participation at a meeting as in accordance with standing order 3(e) shall not exceed (3) minutes unless directed by the Chair of the meeting. It was noted that members of the public may not take part in the Council meeting itself.

It was noted that the Representatives from Widgit were in attendance to provide Committee with a Presentation under Item No. 5 – Widgit Symbols. It was noted that the member of the public in attendance did not wish to address Committee on any item included within the Agenda.

4. DECLARATIONS OF INTEREST

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which was not included in the register of interests. Members were reminded that they were required to leave the room during the discussion and voting on matters in which they had a disclosable pecuniary interest, whether or not the interest was entered in the register of members' interests maintained by the Monitoring Officer.

None received.

5. WIDGIT SYMBOLS FOR INCLUSION AND ACCESSIBILITY WITHIN UTTOXETER TOWN HALL

- (a) The Chair welcomed the Widgit Symbols Global Education Specialist who was in attendance to provide Committee with a presentation on Widgit Symbols and the possibility of making Uttoxeter Town Hall more inclusive and accessible. The Chair Suspended Standing Orders and welcome the Widgit Representative to the meeting.

The Widgit Representative expressed her thanks to Committee for inviting her to provide a presentation on the benefits of using Widgit Symbols within the Town Hall and possibly within the Town. She reported that:

- She was Widgit Symbols Global Education Specialist, with 14 years' experience in mainstream and SEN settings. Through this experience, it highlighted the importance of accessible communication.
- She had provided Members with a 'Widgit Symbol Friendly Organisation Pack' and had a display board for Members perusal.
- Widgit created resources for children and families to access their communities who often felt lost or had a lack of communication outside of the school environment.
- Widgit had carried out lots of research with the Autism Society and 64% said that they actively avoided going shopping due to difficulties they experienced.
- Widgit believe in the power of symbols to support communication and understanding. They produced the Licence Widgit and work nationally and internationally, initially with schools which has now extended to include other organisations including Dementia charities.
- Their unique combination of software and symbols empowers practitioners to support the diverse needs of symbol users of all ages. When it comes to unlocking potential, Widgit believe symbols have a positive impact, helping to ensure no-one feels left behind.
- Symbols are images which are used to support text, making the meaning clearer and easier to understand. They provide a visual representation of a concept. Symbol Sets are comprehensive collections of images that give greater support than clip art or icon sets. Symbol Sets often follow a schematic structure, or set of design 'rules', that help the reader independently grow their own vocabulary.
- Children and adults with a learning impairment or a communication challenge for instance, Autism, Down Syndrome or Dyslexia benefit from the use of Widgit symbols.
- Some people with severe learning difficulties will never be able to read and write; others will have some capability but find decoding text very difficult. It is estimated that there are 1.5 million people in the UK alone with a learning disability with 10% of the population have dyslexia and 4% of them severely so and these numbers are growing.
- Over 200 languages are currently spoken in UK homes and in 2010, 16% of children in maintained primary schools did not have English as their first language. Symbols are used to enable non-native speakers to communicate and understand English text.
- Children beginning to read or who struggle with text, the symbols can help children to access text when they are beginning to read by reinforcing the meaning of the written word. This can enable progress in many aspects of the curriculum and prevents children from being held back by their reading ability. It also significantly improves behaviour, motivation and learning.
- 20% of the population struggle with reading text and need pictures to help them. 16% of the adult population are classed as functionally illiterate.
- Children and adults with severe physical difficulties use Widgit Symbols as a communication aid. Where peoples physical abilities are restricted or they cannot speak, symbols can be used to help them to communicate their needs and wants, enabling them to make choices. Symbols empower them to be able to share their thoughts and ideas in ways that others can more easily understand.
- If someone has had an accident and is unable to speak, because of their injury or because they cannot speak the local language, symbols can be used as two-way communication to explain and understand the situation.
- Symbols can reinforce the meaning of text and increase their confidence.
- Symbols can aid in the learning of a foreign language by offering additional support for the understanding of vocabulary and grammar.
- Reading is a difficult, multi-step task that must be actively taught and learned. Symbol support is a helpful bridge from the known (pictures/objects) to the unknown (the printed word). Symbols provide a visual representation of an idea or word. They are particularly useful for those who have children with language difficulties, as the symbol image helps reinforce the meaning of the written word and text.

- The Widgit Symbol set contains over 20,000 symbols incorporating everyday home, play, school and areas vocabulary that can be used to support and help children to recognise and learn spoken words, symbols can help explain new concepts, and can be used to point to symbols of facial expressions to explain how they are feeling
- Symbols have been shown to increase motivation and to have a role in managing behaviour. By using symbols, children are able to fully understand what is required of them and what is going to happen next. These easily understood symbols can help reduce the anxiety that many children face throughout the day.
- Symbols can also give these children a voice to express themselves when words fail them.
- Information will be provided on the schools using Widgit within Uttoxeter and if Uttoxeter Town Council agreed to proceed, they would be only the second local authority to use Widgit (Stratford launched on 25 April 2026) and they would be the first local authority in Staffordshire.

It was noted that Councillor Houlihan left the meeting at this point in the meeting to attend a Mayoral Event within the Ballroom

The presentation was followed by a brief question and answer session. The Chair expressed his thanks to the Representative from Widgit Symbols for her informative update. It was noted that the Representative from Widgit left the meeting at this point in the meeting. The Chair Reinstated Standing Orders accordingly.

RECOMMENDED that the same be noted.

- (b) Councillor Johnstone reported that she had not had the opportunity to liaise with St Mary's First School regarding the system they had in place however she understood that it was not Widgit, it was an alternative provider. Councillor Noyes reported that he would liaise with St Mary's First School to seek this information. Committee instruction was sought.

RECOMMENDED that the Clerk:

- Liaise with the Events Team to discuss what Widgit provisions would be required for the Town Hall.
- Liaise with Widgit to seek information and proposals for use of Widgit within the Town Hall.
- Include this matter for further consideration by Committee at a future meeting.

6. PETTY CASH

The Chair reported that Councillor Houlihan had requested that this matter be included within the Agenda to enable Committee to consider the current and future procedure for management and governance of its petty cash. Committee was advised that the current process was carried out as in accordance with current Financial Regulations, as agreed with Council's Internal Auditor and reviewed and adopted by Council on 9 September 2025.

The Chair reported that, as in accordance with Standing Orders, the Council would be reviewing its Standing Orders, Financial Regulations, Committee Structure and the Terms of Reference for Committees at its Annual Meeting which was scheduled to take place on 12 May 2026. He reported that he felt it would be appropriate for the Council to review its Committees/Terms of Reference and Financial Regulations prior to this matter being further considered by Committee. He suggested that this item be deferred for further consideration by Committee at its next meeting. Committee instruction was sought.

RECOMMENDED that following Council's review of its Committee structure and Terms of Reference, Petty Cash be deferred for further consideration by Committee at its next meeting.

7. TOWN HALL REPAIRS AND MAINTENANCE

The Clerk reported that a start date was still awaited from Council's Architect and Greenheart Construction Ltd for the works to the Town Hall side alley and roof light.

RECOMMENDED that the Clerk continue to liaise with Council's Architect and Greenheart Construction Ltd and provide Council with updates accordingly.

It was noted that Councillor Noyes and the member of the public left the meeting at this point.

8. **COMMITTEE IN PRIVATE – PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**
Pursuant to Section 1(2) of the above Act it was requested that the public and press were not present due to the confidential nature of the business to be transacted and were asked to withdraw.

RECOMMENDED that the same be accepted and approved.

9. **DESIGNATED PREMISES SUPERVISOR (DPS) PROVISIONS FOR UTTOXETER TOWN HALL UPDATE**

- (a) The Clerk reported that the DPS Variance to Licence for MINT Cocktail had been submitted to ESBC on 28 April 2026 by the Events Team, in the sum of £23, funded by the Licences budget allocation. She reported that she would continue to liaise with the former DPS to provide an update accordingly.

RECOMMENDED that the same be accepted and approved.

- (b) The Clerk reported that the Events Team would provide Committee with ideas and costings for the modernisation of the Adam Peaty Suite including flooring, glass washer and undercounter fridge at a future meeting (May or June). Committee was advised that at this time, meetings were ongoing and the Events Team and MINT Cocktail were seeking costings accordingly.

RECOMMENDED that the Clerk liaise with the Events Team to request ideas and costings be presented to Committee at the earliest opportunity.

- (c) The Clerk reported that the Office Manager had further attempted to make contact with the former, former DPS with respect to an amount of bar stock, majority of which had been opened and expired in November 2024 which was now an environmental concern. The Clerk provided Committee with an update on advice received from Council's Solicitor and former DPS fees. Committee instruction was sought.

Councillor Boot reported that opened stock would have a zero value to the former, former DPS. He suggested that Council's Events Team produce an detailed inventory of the items, stating the bottles were opened/leaking/dirty/damaged and that the inventory log be used against the unpaid DPS fees. He reported that he understood the Council could dispose of the items if the former, former DPS had left them in situ for 12 months and one day and that any unopened bottles should be retained. He encouraged the Events Team to look at the Guidance rules that would apply. Following due debate, it was

RECOMMENDED that the Clerk liaise with the Events Team to:

- (i) Look into the 12 months and one day Guidance rules as suggested.
- (ii) Carry out a detailed inventory of the items stating the bottles were opened/leaking/dirty/damaged and that the inventory log be used against the unpaid DPS fees. Any unopened bottles should be retained subject to the Guidance.

10. **32 CARTER STREET**

The Clerk reported that Council's Tenant had withdrawn their request for permission for a EV charging point to be installed at 32 Carter Street.

RECOMMENDED that the same be noted.

The meeting closed at 6.02pm.

UTTOXETER TOWN COUNCIL

G

ACCOUNTS TO BE PASSED FOR PAYMENT AT THE MEETING TO BE HELD ON 12 MAY 2026

ACCOUNTS ALREADY PAID BY CHEQUE - CURRENT ACCOUNT

Cheq No.	Payee	Description	Net	Vat	Amount
009480	Friends of Bramshall Road Park	2026-27 - UIB - Grant	250.00	-	250.00
Already Paid by Cheque Sub - Total			250.00	0.00	250.00

ACCOUNTS ALREADY PAID BY BACS PAYMENT - CURRENT ACCOUNT

Payment ID	Payee	Description	Net	Vat	Amount
555893989	Friends of Bramshall Park	2025-26 - Reim UIB Grant Exps.	46.94	-	46.94
555928199	XX Heffernan	2026-27 - Reim Booking Overpayment 07/07/26	60.00	-	60.00
555989415	MidMC Computer Services Ltd	2026-27 - Office Equip. - Monthly IT Support, Endpoint Licences & Email	228.80	45.36	272.16
556232364	XX Maddox	2026-27 - Occasional Staff Exps. - Annual Inspection Reports Training	62.86	-	62.86
558453118	Uttoxeter Royal British Legion	2026-27 - S137 Sundry Grant towards The Armed Forces Day	200.00	-	200.00
557042960	Hemingways Marketing Services	2026-27 - UIB - B&Q Gift Vouchers	1,675.00	-	1,675.00
557043194	Draycott Nurseries and Landscapes Sales Ltd	2026-27 - UIB - Gift Vouchers	1,675.00	-	1,675.00
557204273	XX McGinley	2026-27 - Licensing - Reimb. DPS Variation Licence Application	23.00	-	23.00
557655750	Combined Staff Salaries	2026-27 - Staff Salaries - Mth 2 08/05/26	9,108.48	-	9,108.48
557656196	HMRC	2026-27 - Staff Salaries - Contribs - Mth 2	2,808.88	-	2,808.88
557656372	Staffordshire Pension Fund	2026-27 - Staff Salaries - Contribs - Mth 2	2,917.04	-	2,917.04
Already Paid BACS Payments Sub - Total			18,804.00	45.36	18,849.36
Payments already made by Cheques/BACS Sub - Total			19,054.00	45.36	19,099.36

NO CHEQUE PAYMENTS TO BE PASSED

Cheq No.	Payee	Description	Net	Vat	Amount
Cheque Payments to be made Sub - Total			-	-	-

ACCOUNTS TO BE PASSED FOR PAYMENT BY BACS

Pay. ID	Payee	Description	Net	Vat	Amount
TBA	Bropam Ltd	2026-27 - Office Equip. - Stationery (Clerk's Printer Ink)	75.92	15.18	91.10
TBA	C Bradbury	2026-27 - T/Hall Ents. - Tea Dance Entertainment Fee - Apr 26	250.00	-	250.00
TBA	ESEC	2026-27 - UIB - H/Baskets - Redfern's Cottage, Library & T/Hall	342.00	68.40	410.40
TBA	Hamilton	2026-27 - T/Hall Rep./Maint. - Window Cleaning	47.50	-	47.50
TBA	Heart of England in Bloom	2026-27 - UIB - Town Entry Fee	155.00	-	215.00
As Above	Heart of England in Bloom	2026-27 - UIB - Cemetery Entry Fee	60.00	-	-
TBA	InReach Group Limited	2026-27 - Office Equip. - Copier 23/03/26 - 20/04/26	117.80	23.56	141.36
TBA	Lift & Engineering Services Ltd	2026-27 - T/Hall Rep./Maint. - Lift Annual Service Contract 2026-27	461.19	92.24	553.43
TBA	Lyreco UK	2026-27 - Office Equip. - Stationery	122.55	24.51	147.06
TBA	MidMC Computer Services Ltd	2026-27 - Office Equip. - Monthly IT Services - May	754.50	150.90	1,492.20
As Above	MidMC Computer Services Ltd	2026-27 - Office Equip. - Monthly IT Services - June	376.50	75.30	-
As Above	MidMC Computer Services Ltd	2025-26 - SIDS Data Collect. - March	112.50	22.50	-
TBA	MMA Design (Derby) Ltd	2026-27 - War Mem. - Heritage Impact Assessment & OS Data Purchase	28.46	5.69	432.55
As Above	MMA Design (Derby) Ltd	2026-27 - War Memorial - Prof. Architect Fees	332.00	66.40	-
TBA	Molly Maid	2026-27 - T/Hall Cleaning Contract - April	370.00	74.00	444.00
TBA	Odlings Ltd	2026-27 - Cem. - Sanctum	120.00	24.00	144.00
TBA	P M Gravedigging	2026-27 - Cem. Gravedigging Services - Apr	850.00	-	850.00
TBA	The Home Doctor (Uttoxeter) Ltd	2026-27 - T/Hall Rep./Maint. - Check Pest Control Boxes	185.00	37.00	420.00
As Above	The Home Doctor (Uttoxeter) Ltd	2026-27 - T/Hall Rep./Maint. - Drain Clearance	165.00	33.00	-
TBA	W H Darby UK Limited	2025-26 - Past Mayors Jewel of Office	540.09	108.02	648.11
TBA	XX Wootton	2026-27 - Website - WordPress Hosting Annual Fee	240.00	-	240.00
BACS Payments to be made Sub - Total			5,706.01	820.70	6,526.71
Payments to be made Sub - Total			5,706.01	820.70	6,526.71

DIRECT DEBITS

April	Royal Bank of Scotland	Bank Charges to 31/03/26	37.94	-	37.94
2026-27	Bankline	Bank Charges	38.00	-	38.00
	BT Group Plc	Telephone	440.64	88.13	528.77
	EE	Office Equip. - Clerk Office Mobile	21.00	4.20	25.20
	E-On Next	T/Hall S/Charge - Elect.	17.36	0.87	18.23
	E-On Next	Cem. Chapels Elect - S/Charge	25.95	1.30	27.25
	British Gas Business	T/Hall Elect.	607.62	121.52	729.14
	British Gas Business	Cemetery Gas	35.56	1.78	37.34
	Siemens Financial	Photocopier Rental 22/04-21/06/2026	484.06	96.81	580.87
	Go Cardless / EPOS Now Ltd	EPOS Licence & Protection Care Plan	39.00	7.80	46.80
	Peninsula	Admin. Professional Fees - HR Services	200.50	40.10	240.60
	Total Energies Gas & Power	T/Hall - Gas	1,178.44	235.69	1,414.13
	ESEC	T/Hall - Rates	2,035.00	-	2,035.00
	ESEC	Market - Rates	77.85	-	77.85
	Pennon Water Services	Cemetery Water	38.00	-	38.00
	Water Plus	T/Hall - Water	150.59	-	150.59
Sub - Total			5,427.31	598.20	6,025.51
GRAND TOTAL			30,187.32	1,464.26	31,651.58

Approved: UTC 12/05/2026 Town Mayor

Deputy Mayor Cllr

UTTOXETER TOWN COUNCIL**SALES LEDGER INVOICES ISSUED AND ACTUAL INCOME
RECEIVED IN APRIL 2026****SALES LEDGER INVOICES ISSUED – 01.04.2026 TO 30.04.2026**

4527 Hire of Ballroom (14,21,28 April)	£ 63.00
4528 Hire of Ballroom (15.04.26)	£ 60.00
4529 Redfern's Cottage Peppercorn Rent 2026-27	£ 1.00
4530 Allotment Rent (Park Avenue) 2026-27	£ 156.00
4531 Allotment Rent (Millfield & Alexandra) 2026-27	£ 1,524.00
4532 Rent (May) – 32 Carter Street	£ 600.00
4533 Rent (May) – 19a High Street	£ 440.00
4534 Rent (May) – Allotment Building	£ 72.33
4535 Rent (May) – Kiosk	£ 256.45
Total sum of Inv. Issued	<u>£ 3,172.78</u>

ACTUAL INCOME RECEIVED**General**

RBS – Bank Interest up to 30.04.26 – Current Account	£ 13.97
RBS – Bank Interest up to 30.04.26 – Special Interest Account	£ 75.55
SLCC – Refund from Overpaid Invoice	£ 102.00
ESBC – 1 st part payment of Precept 2026-27	£200,877.50
ESBC – 1 st part payment of Support Tax Grant 2026-27	£ 11,847.50
Civic Trust – Redfern Cottage – Reimburse Insurance	£ 40.00
Sub-Total – General Inc.	<u>£212,956.52</u>

Town Hall Entertainments

Easter Party Ticket Sales	£ 6.00
Easter Party Ticket Sales	£ 7.00(-7p charge)
Tea Dance Admissions	£ 374.00
Tea Dance Raffle	£ 63.00
Sub-Total – T/Hall Ent.	<u>£ 450.00</u>

Markets

Wednesday Outdoor	£ 129.50
Friday Outdoor	£ 18.50
Saturday Outdoor	£ 127.00
Craft & Produce Market	£ 394.50
Sub-Total – Markets Inc.	<u>£ 669.50</u>

Cemetery

Chapel Donations	£ 0.00
Interments/Memorials/Transfer of Ownership	£ 602.00(-6.02charge)
Interments/Memorials/Transfer of Ownership	£ 2,141.00
Sub-Total – Cem.	<u>£ 2,743.00</u>

TOTAL INCOME RECEIVED APR. 2026 BEFORE CHARGES	<u>£216,819.02</u>
TOTAL EPOS CARD PAYMENT CHARGES	<u>£ 6.09</u>
TOTAL <u>ACTUAL</u> INCOME RECEIVED APR. 2026	<u>£216,812.93</u>



UTTOXETER TOWN COUNCIL – NALC MODEL STANDING ORDERS (UPDATED 2025)

Annual General Meeting 12 May 2026



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INTRODUCTION

This is an update to Model Standing Orders 14 and 18.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;

- vii. to exclude the public and press;
- viii. to adjourn the meeting; or
- ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (5) minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings

Committee meetings

Sub-committee meetings

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, ask and answer questions and give evidence at a meeting which they are entitled to attend in respect of the business as included on the agenda. Questions from members of the public should be pertinent to the affairs of the Council.
- f The period of time designated for public participation at a meeting in accordance with

- standing order 3(e) shall not exceed (15) minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than (3) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i [A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair of the meeting may at any time permit a person to be seated when speaking. *UTC 21/7/21 – Suspended 3(i) below Council Resolved at its meeting held on 27 July 2021 and reaffirmed its Resolution on 21 May 2024 that ‘going forward, all Town Councillors be Granted a Dispensation and previous Standing Order 3(i) be suspended, to permit any Member of the Town Council to remain seated when speaking if they wished to’*
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council or Committee, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council or Committee (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- t The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;

- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.
- w **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**
- x A meeting shall not exceed a period of (2) hours. Council will Resolve to either grant an extension to the meeting to continue or the business shall be adjourned as (w).

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (1) day before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee

- and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.
- f The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- g The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a The Chair of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within (7) days of having been requested to do so by (2) members of the committee [or the sub-committee], any (2) members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (5) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS (INCLUDING MAYOR AND DEPUTY MAYOR)

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.
- b The Council Resolved at its meeting held on 10 March 2020 that:
 - (i) The persons eligible to be appointed as Town Mayor shall be those Members of Council who have served a term of office of no less than two years as a Councillor or served a full year as Deputy Mayor.
 - (ii) The position of Deputy Mayor does not require any previous years' service.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (3) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (3) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;

- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION *See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings



Committee meetings



Sub-committee meetings



- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
 "The chair of this meeting does not believe that the minutes of the meeting held on [date] in respect of (Item No.) were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- e If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.
 - f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS *See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or
 - iii. it is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension

from office.

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (3) days before the meeting confirming their withdrawal of it;
 - iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
 - ix. liaise, as appropriate, with the Council's Data Protection Officer;
 - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
 - xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
 - xii. arrange for legal deeds to be executed; (*see also standing order 23*);
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
 - xiv. record every planning application notified to the Council and the Council's response to the local planning authority filed electronically (Group Data, ESBC, Planning Application Comments) for such purpose;
 - xv. refer a planning application received by the Council to the [Chair or in their absence the Vice-Chair (if there is one) of the Council] OR [Chair or in their absence Vice-Chair (if there is one) of the (Council or Policy and Planning Committee)] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [(the Policy and Planning) committee];

- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect. (*see also standing order 23*).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors prior to its approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below [£60,000] or due to special

- circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
 - c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
 - d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
 - e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of [Council] OR [the (Personnel) committee] OR [the (Personnel Appeals) committee] is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of [the (Personnel) committee] OR [the (Personnel Appeals) committee] or, if they are not available, the vice-chair (if there is one) of [the (Personnel) committee] OR [the (Personnel Appeals) committee] of absence occasioned by illness or other reason and that person shall report such absence to [the (Council or the Personnel) committee] OR [the (Personnel Appeals) committee] at its next meeting.
- c. The chair of [the (Personnel) committee] OR [the (Personnel Appeals) committee] or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the (Personnel) committee] OR [the (Personnel Appeals) sub-committee].
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of [the (Personnel) committee] OR [the (Personnel Appeals) committee] or in their absence, the vice-chair of [the (Personnel) committee] OR [the (Personnel Appeals) committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the (Council or Personnel) committee] OR [the (Personnel Appeals) sub-committee].

- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chair or vice-chair of [the (Personnel) committee] OR [the (Personnel Appeals) committee], this shall be communicated to another member of [the (Personnel) committee] OR [the (Personnel Appeals) committee], which shall be reported back and progressed by resolution of [the (Council or Personnel) committee] OR [the (Personnel Appeal) committee].
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION *See also standing order 21.*

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list) - See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS *See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

The above is applicable to a Council with a common seal.

OR

[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (5) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

UTTOXETER TOWN COUNCIL

NALC MODEL FINANCIAL REGULATIONS (MARCH 2025) FOR ENGLAND



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Included for review and adoption by Council on at its meeting on 12 May 2026

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. [The Clerk has been appointed as RFO and these regulations apply accordingly.] The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**
 - **approving an annual governance statement;**
 - **borrowing;**
 - **declaring eligibility for the General Power of Competence; and**
 - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council shall:
 - determine and review annually the bank mandate for all council bank accounts;
 - authorise any grant or single commitment in excess of [£5,000]; and

2. Risk management and internal control

- 2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk/RFO shall prepare, for approval by [the council], a business risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. The accounting control systems determined by the RFO must include measures to:**
 - **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least [once in each quarter], and at each financial year end, the Chair or a member of the F&GP Committee {or, in the absence of the above, a cheque signatory} shall verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. The completion of this activity shall be reported to Council within the Town Clerk's Report for due consideration by Council.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council has measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
 - 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
 - 3.7. The internal auditor shall be appointed by [the council] and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
 - 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
 - 3.9. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
 - 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
 - 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
 - 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.
- 4. Budget and precept**
- 4.1. **Before setting a precept, the council must calculate its [council tax (England)/budget (Wales)] requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
 - 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by [the council] at least annually in [November] for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the [Chair of the Council or relevant committee]. {The RFO will inform Council of any salary implications before they consider their draft their budgets at the annual Estimates meeting.}

- 4.3. No later than [November] each year, the RFO shall prepare a draft budget with detailed estimates of all [receipts and payments/income and expenditure] for the following financial year {along with a forecast for the following [three financial years]}, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. {Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.}
- 4.5. Having considered the proposed budget, the council shall determine its [council tax (England)/budget (Wales)] requirement by setting a budget. The council shall set a precept for this amount no later than [mid-January] for the ensuing financial year.
- 4.6. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.7. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.8. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.9. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers where possible.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed [£60,000] including VAT, the Clerk shall {seek formal tenders from at least [three] suppliers agreed by [the council]} OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- 5.8. For contracts greater than [£3,000] excluding VAT the Clerk [or RFO] shall seek at least [3] fixed-price quotes;
- 5.9. where the value is between [£500] and [£3,000] excluding VAT, the Clerk [or RFO] shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}
- 5.10. For smaller purchases, [the clerk] shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- [the Clerk], under delegated authority, for any items below [£500] excluding VAT.
 - the Clerk, in consultation with the Chair of the Council {or Chair of the F&GP committee}, for any items below [£5,000] excluding VAT.
 - {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT}
 - {in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}
 - the council for all items over [£5,000];
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk in conjunction with the Chair and Chair of F&GP authorise expenditure of up to [£5,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services {above [£250] excluding VAT} unless a formal contract is to be prepared or an official order would

be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by [the RFO].

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with the Royal Bank of Scotland/Natwest (following the closure of the local Branches) banking will take place via the local Post Office. The arrangements shall be reviewed regularly for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by [the RFO]. {Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO}.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by [online banking/cheque], in accordance with a resolution of the council {or duly delegated committee}{or a delegated decision by an officer}, unless [the council] resolves to use a different payment method.
- 6.6. {For each financial year [the RFO] may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council {or a duly delegated committee} may authorise in advance for the year}.
- 6.7. {A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made as included in the Council's monthly Payments List - to reduce the risk of duplicate payments.}
- 6.8. {A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:
 - i. {any payments of up to [£500] excluding VAT, within an agreed budget}.
 - ii. payments of up to [£5,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.

- iv. Fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council {or finance committee}. The council {or committee} shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, [the RFO] shall be appointed as the Service Administrator along with the Office Manager. The bank mandate agreed by the council shall identify six councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online via the RFO at any time.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrators shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent [by email] to [two] authorised signatories.
- 7.5. In the prolonged absence of the RFO Service Administrator [the Office Manager] shall set up any payments due before the return of the Service Administrator.
- 7.6. Two [councillors who are] authorised signatories shall check the payment details against the invoices before approving each payment to be made using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online {and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}.
- 7.8. A full list of all payments made in a month shall be provided to the next [council] meeting {and appended to the minutes}.
- 7.9. With the approval of [the council] in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are [signed/approved online] by [two authorised members]. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of [the council] provided that each payment is approved online by [two authorised bank signatories], evidence is retained and any payments are reported to [the council] at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed {or approved online} by [two members], evidence of this is retained and any payments are reported

to council when made. The approval of the use of a banker's standing order shall be reviewed by [the council] at least every two years.

- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by [two of] the Clerk and [the RFO] [a member]. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every [two years].
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by [two members]{and the invoice(s) countersigned by the Clerk/RFO}.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. {Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to [the Chair] and will also be restricted to a single transaction maximum value of [£250] unless authorised by council in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with a specified limit. The limit will be set by [the council]. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk {and RFO} and {Office Manager} and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members of staff should only be used when no alternative payment provision is available, not exceeding £250, incurred on behalf of the Council (e.g. Permits, Licences and online payments).

Payment cards provision will be reviewed by the F&GP Committee in 2026-27 as part of its petty cash review.

10. Petty Cash (Current process reviewed and adopted by Council on 9 September 2025)

- 10.1. The RFO shall maintain a petty cash [float] of [£200] and may provide petty cash to officers for the purpose of defraying operational and other expenses.
 - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment, maximum expenditure per transaction is £25.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

- c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.
- d) Due to the closure of the local Natwest Bank in June 2025, the Clerk/RFO will replenish the petty cash float as and when required, sum due to be reimbursed to the Clerk/RFO.

Petty cash provision will be reviewed by the F&GP Committee in 2026-27.

11. Payment of salaries and allowances

- 11.1. As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council {or relevant committee}.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the [Secretary of State/Welsh Assembly Government] (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Office Manager or RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. [The RFO] shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by [the RFO] and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date} on a quarterly basis OR any repayment claim under Section 33 of the VAT Act 1994 shall be made at least annually where the claim exceeds £100, and before the end of the financial year.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. {[The officer in charge of each section] shall be responsible for the care and custody of stores and equipment [in that section].}
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. {Stocks shall be kept at the minimum levels consistent with operational requirements.}
- 15.4. {The Office Manager shall be responsible for periodic checks of stocks and stores and inventory checks at least annually.}

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies

granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to [the Council] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers {in consultation with the Clerk}.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

18. [Charities]

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations [annually] and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

20. Mayoral Bank Account and Allowances

20.1 Any monies held within the Mayoral Bank Account raised by the current Town Mayor shall be spent by 31 May each year after his/her term of office has ended. No monies will be carried forward without prior consent of the Council.

20.2 In the event that the Mayoral and Deputy Mayoral Allowances being expended directly by the Town Mayor/Deputy Mayor, the retiring Town Mayor/Deputy Mayor, at the end of his/her term of office, the RFO to request that they issue a breakdown by 31 May each year detailing how the Mayoral/Deputy Mayoral Allowances have been expended. Any monies remaining will be returned to the Town Council.

20.3 In the event that the Mayoral and Deputy Mayoral Allowances be expended directly by the Town Clerk and RFO, the retiring Town Mayor/Deputy Mayor at the end of his/her term of office will be provided with a full breakdown of Accounts by 31 May each year detailing expenditure of the Mayoral Allowances.

21. Payment of S137 Sundry Grants

21.1 When a S137 Sundry Grant payment has been agreed by a meeting of the Council, the Clerk/RFO shall include a copy of the relevant Minute together with a copy of the form to the grantee with the cheque payment/payment by BACS. The Clerk/RFO requests that the grantee acknowledges receipt of the payment.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



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UTTOXETER TOWN COUNCIL

CODE OF CONDUCT FOR COUNCILLORS – PART 5A

Included for review and adoption - Council's Annual General Meeting on 12 May 2026
(Previously reviewed/adopted on 10 May 2022, 6 May 2023, 21 May 2024, 13 May 2025)

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1 DEFINITIONS

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

2 PURPOSE OF THE CODE OF CONDUCT

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

3 GENERAL PRINCIPLES OF COUNCILLOR CONDUCT

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

4 APPLICATION OF THE CODE OF CONDUCT

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

The Clerk has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from either the Clerk or from ESBC's Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

5 STANDARDS OF COUNCILLOR CONDUCT

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

6 GENERAL CONDUCT

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack. In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

2.4 I do not do anything which falls within the IHRA Working Definition of Anti-Semitism

2.5 I do not do anything which falls within the APPG Definition of Islamophobia

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the Council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - i. I have received the consent of a person authorised to give it;
 - ii. I am required by law to do so;
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - iv. the disclosure is:
 - 1. reasonable and in the public interest; and
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and
 - 3. I have consulted the Clerk or ESBC's Monitoring Officer prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others.

However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with the Clerk or ESBC's Monitoring Officer.

7 PROTECTING YOUR REPUTATION AND THE REPUTATION OF THE COUNCIL

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Clerk and ESBC's Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from the Clerk and ESBC's Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Clerk any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt to be recorded within the Gifts and Hospitality File.**
- 10.3 I register with the Clerk any significant gift or hospitality that I have been offered but have refused to accept and reference to be recorded accordingly within the Gifts and Hospitality File.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

APPENDICES

APPENDIX A – THE SEVEN PRINCIPLES OF PUBLIC LIFE

The principles are:

Selflessness - Holders of public office should act solely in terms of the public interest.

Integrity - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty - Holders of public office should be truthful.

Leadership - Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

APPENDIX B - REGISTERING INTERESTS

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Clerk who will issue the completed register to ESBC's Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Clerk and complete an Update on your register which will be issued to ESBC's Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Clerk who will seek advice from ESBC's Monitoring Officer with the reasons why you believe it is a sensitive interest. If ESBC's Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Town Council member in exercise of your executive function, you must notify the Clerk of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which ***directly relates*** to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest. **Disclosure of Non-Registerable Interests**
7. Where a matter arises at a meeting which ***directly relates*** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which ***affects*** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative, close associate; or

- c. a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2** you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.
9. Where a matter **affects** your financial interest or well-being:
- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

TABLE 1: DISCLOSABLE PECUNIARY INTERESTS

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council - (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class. Or The

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

TABLE 2: OTHER REGISTRABLE INTERESTS

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b) any body
 - (i) exercising functions of a public nature
 - (ii) any body directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

APPENDIX C DISPENSATIONS

- 7.1 The Council may, on a written request made to the Council's Town Clerk by a Councillor, grant a dispensation relieving the Councillor from all or any of the restrictions in paragraph in cases described in the dispensation.
- 7.2 The Council may grant a dispensation only if, after having had regard to all relevant circumstances, the Council considers that:
 - 7.2.1 without the dispensation the number of persons prohibited by Section 31(4) Localism Act 2011 from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business,
 - 7.2.2 without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business,
 - 7.2.3 granting the dispensation is in the interests of persons living in the authority's area,
 - 7.2.4 without the dispensation each member of the Council's executive would be prohibited by Section 31(4) Localism Act 2011 from participating in any particular business to be transacted by the Council's executive, or
 - 7.2.5 it is otherwise appropriate to grant a dispensation.
- 7.3 A dispensation must specify the period for which it has effect, and the period specified may not exceed four years.

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UTTUXETER TOWN COUNCIL

ASSET REGISTER

2026-27

CONTENTS:

1. BUILDINGS AND LAND
2. CIVIC REGALIA
3. CLOCKS, TOKENS
4. MINUTES, BURIAL LEDGERS, MANORIAL RIGHTS, ETC.
5. HIGHWAYS
6. FURNITURE/EQUIPMENT INCLUDING MARKET STALLS, ABOVE GROUND LEVEL SANCTUMS, ETC.
7. DEEDS, ETC.

NOTE: ALL ASSETS VALUES INCLUDED ARE AS REVISED 15 AUGUST 2018 (AS IN ACCORDANCE EXTERNAL AUDITORS)
AND AS APPROVED BY UTTUXETER TOWN COUNCIL 11 SEPTEMBER 2018

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UTTOXETER TOWN COUNCIL

(ASSET REGISTER 2021-22 INCLUDED REVISED INSURANCE VALUES FOR THE TOWN HALL & CARTER STREET PROPERTIES AS AT 7/7/21)

1. BUILDINGS AND LAND

Building/Address	Description	Insurance	Purchase / Details	Asset Value (Revised in 2017-18)
The Town Hall High Street Uttoxeter ST14 7HN	Designed by Thomas Fradgley. Built in 1854. Grade II Listed Building, with 1960s extension to the rear. Note: In December 2008, Council sold all the land and buildings, including the large room over the archway (Leased back to the Town Council), to the north of the Town Hall, and the land and buildings to the west of the Town Hall, to Taylor Wimpey which it is understood was transferred to the new Owners of Carters Square in 2010. Note: In June 2017, Council purchase Part of Unit 4a Carters Square to extend the facilities at the Town Hall.	Insured for £6,259,857.19 (Note: Reinstatement Value as at 7 July 2021) Previously insured for £5,357,564.88 April 2021 <i>Note: Previously Insured for £4,760,127.00 as at June 2017 (Prior to purchase of part of 4a Carters Square)</i>	Transferred to the Town Council from Uttoxeter Urban & District Council in 1974 UTC Purchased Part of Unit 4a Carters Square for £50,000 in June 2017	Transferred to UTC in 1974 therefore, at no cost to the Council 2016-17 - Revised Asset value for the T/Hall - £1.00 2017-18 – Revised Asset value to £50,001
Cemetery Stafford Road Uttoxeter	Three acres and 13 square perches (1.25 Hectares) of land were purchased in 1861 for £671. 17s 2d. Contents, signs, bollards, bunkers, seats, etc. Purchase of 1.5069 acres – Extension to Uttoxeter Cemetery	Land valued at £12,000 an acre. Total £40,000. Contents insured for £10,000 Zurich – 25 March 2022 – confirmed PLI in place	Transferred to the Town Council from Uttoxeter Urban & District Council and Joint Burial Cttee in 1974 Completed purchase 25 March 2022 – Bowcock & Pursail	Transferred to UTC in 1974 therefore, at no cost to the Council Revised Asset value for the Cemetery - £1.00 £37,500 for the land plus Land Registry fees, etc
Cemetery Chapel Stafford Road Uttoxeter	The Chapel is a Grade II Listed Building. Two separate Chapels, (originally, one Church of England and one Roman Catholic), linked by a covered archway, were designed by Benjamin Wilson, Architect, of Derby, in an "Ornamental Gothic" style, and the work cost £1,333. The Bishop of Stafford consecrated the Chapel on 25 June 1861. The Chapels were refurbished in 2003 at a cost of approximately £181,000. Extension inc. Dec 2025.	£945,338.74	Transferred to the Town Council from Uttoxeter Urban & District Council and Joint Burial Cttee in 1974 Book of Rem. was Donated to UTC by Uttoxeter Lionesses	Transferred to UTC in 1974 therefore, at no cost to the Council Revised Asset value for the Cemetery Chapels - £1.00

Cemetery – Garden of Remembrance	Contents of Chapel, pews, furniture, Book of Remembrance, etc. transferred in 1974. <i>(Organ as donated by local Funeral Director is to be removed as no longer in working order)</i>	Contents insured for £10,000.	Purchased: 10 x March 2017 (for £3,340), 10 x Sept 2017 (for £3,450) 20 x May 2022 (for £9,000) 10 x May 2023 (for £5,200) 20 x Nov 2025 (for £11,940)	Asset value for all 70x - £32,930 As updated 12/12/25
Queen Elizabeth II Memorial Benches	2 no. purchased (1 no. March 2023 and 1 no. April 2023)	£1,039.55	Purchased April 2023 - £898 (£449 each)	Asset value - £898
Toilet located in Cemetery Chapels	Public Disabled Toilet – installed April 2008.	Insured within Buildings cover	Purchased £2,500	Asset value - £2,500
St. Mary's Closed Churchyard	Town Council took on responsibility for maintenance of the grounds/boundary wall/clock in 1974.	Insured for £88,261.58	Not UTC Owned – UTC Resp. for Maint.	Not UTC Owned – for Maintenance of grounds/boundary wall only No asset value recorded
32, 34, 36 Carter Street Uttoxeter	Timber framed 17C buildings.	£2,153,390.87 – (revised reinstatement values as at 7 July 2021 32 Carter Street - £445,000 34-36 Carter Street (following extensive refurbishment) £1,060,000 (Note: Reinstatement Value as at 7 July 2021)	32-42 Carter Street purchased 25/7/1983 in the sum of £40,000 38-42 - Sold 1985	Revised Asset value for 32-36 Carter Street to the cost price - £40,000

The Kiosk Market Place Uttoxeter	Built as weighing machine for the Proprietors of the Market Tolls in 1854 and designed by Thomas Fradgley (who also designed Town Hall). Known also as the Johnson Memorial from around 1877. It was refurbished in 2005 and the Rotarians paid for a Lantern to be placed on top of the Kiosk. (Original lamp lost in 1960s) The lantern is a Windsor Street Luminaire with cast base mounting finished in polished and lacquered copper with clear polycarbonate glazing on black pedestal.	Previously insured for £5,357,564.88 Note: April 2021 insured for £848,508.62 Insured for £155,529.45 Note: Refurbished June 2021 by Midland Conservation Ltd (Exterior £16,617.64 plus Interior £4,438)	Transferred to the Town Council from Uttoxeter Urban & District Council in 1974	Transferred to UTC in 1974 therefore, at no cost to the Council Revised Asset value for the Kiosk - £1.00
War Memorial Market Place Uttoxeter	Erected in 1926, following demolition of the shops on Bear Hill. Special lighting was placed in flower boxes to floodlight the memorial in August 2002. Three additional bronze plaques sited upon the War Memorial 25 April 2018 depicting 46 add. Names missing from the War Memorial. <i>Refurbishment due to take place in 2026 clean and repairs (planters to be permanently removed by ESBC) (£13,014 plus scaffolding hire)</i>	Insured for £128,788.22 Three add. Plaques funded by JCB	Transferred to the Town Council from Uttoxeter Urban & District Council in 1974 Gifted to the Town	Transferred to UTC in 1974 therefore, at no cost to the Council Revised Asset value for the War Memorial - £1.00
Millennium Monument Market Place Uttoxeter	Circular monument made of stone with stainless steel bar on top. The top face is a sundial with a depiction of the solar system as at the start of the Millennium. The four main plaques around the sides are dedicated to the main sponsors (M J Barrett Construction, JCB, Elkes Biscuits, and Uttoxeter Racecourse.) Unveiled 23 September 2000 by the Rt Hon Earl of Shrewsbury and Talbot DL. UTC in November 2002 accepted responsibility of ownership. <i>Refurbishment due to take place in May/June 2026 clean, repair and replacement of the exist. Stone with 12 no. black granite plaques (£5,538.50)</i>	Insured for £147,950.12	£53,000 (Purchased 2000/01)	Revised Asset value for the Millennium Monument to purchase price - £53,000

Millfield Victory Allotment Off Heath Road Uttoxeter	"Two acres two roods and thirteen perches or thereabouts." Land situated between The Cockstubbles and Windmill Close, Heath Road. Leased to Uttoxeter Allotment Holders Association rent currently @ £1,524 for 2026-27 (inc. sum to cut external boundary hedge on Footpath No. 27-29) reviewed annually	Land valued at £12,000 an acre (covered by PLI only) £30,000	Transferred to the Town Council from Uttoxeter Urban & District Council in 1974	Transferred to UTC in 1974 therefore, at no cost to the Council Revised Asset value for the Millfield Victory Allotments - £1.00
Brick and Tile Building Millfield Victory Allotment Off Heath Road Uttoxeter	Leased (P&P 25/9/25/UTC 14/10/25) from 1 November 2025 until 31 October 2027 (2 yr Lease to former Tenant) @ £868 per annum. (fixed rent)	Under terms of the lease, the tenant insures the building. Valued/insured July 2013 for reinstatement costs of £68,751.33	Transferred to the Town Council from Uttoxeter Urban & District Council in 1974	Transferred to UTC in 1974 therefore, at no cost to the Council Revised Asset value for the Brick Building located at the Millfield Victory Allotments - £1.00
Park Avenue Allotments	Allotment site has 13 plots and is 2,179.7m2 (Area provided by ESBC 7/6/18) Annual Rent to Park Avenue £156 per annum for 2026-27, reviewed annually	Covered by Public Liability Insurance only (Allotment Holders Ass. Provide Cover)	Leased to the Town Council from ESBC on 22 May 2018 for a term of 99 years	Leased to the Town Council on 22 May 2018 for 99 years Revised Asset value for the Park Avenue Allotments - £1.00
Alexandra Crescent Allotments	Allotment site has 16 plots and is 3,172.12m2 (Area provided by ESBC 22/11/18 and forms part of Millfield Allotment annual rental)	Covered by Public Liability Insurance only (Allotment Holders Ass. Provide Cover)	Letter 6/7/2010 informing UTC transfer to UTC from ESBC 1 April 1974 (Documentation obtained 22/11/2018 – Added as Asset/Insured)	Revised Asset value for the Alexandra Crescent Allotments - £1.00
Bus Shelters: Ashbourne Road	Brick and tile construction.	Insured for £5,358.81	UTC took over responsibility - ESBC denial of ownership in the late 1980s. (ESBC took over resp. of all bus shelters in the town in 1974).	Revised Asset value for Ashbourne Road Bus Shelter - £1.00

Bentley Road	No. 3 bay 3.2m x 1.3m cantilever flat roof passenger waiting shelter with midrails and aluminium frame powder coated in British Racing Green with half end panels.	Insured for £4,297.19	£1,493 purchased by UTC in 2000	Revised Asset value for Bentley Road Bus Shelter - £1,493
Deed of Gift relating to St John Ambulance HQ Carter Street (See below)	The deeds to these premises were handed to Uttoxeter Town Council by the Trustees of the St John Ambulance Room, Carter Street, Uttoxeter, for safe keeping and include the Deed of Gift from the Trustees to the Town Council for them to act as permanent Trustees.	-	Gifted	No Asset value included
Former Building – known as St John's Hall – in 2026 - 'We Love Uttoxeter Community Hub'	25 Year Lease issued to The Community Foundation of Staffordshire & Shropshire commencing from 1 April 2025, peppercorn rent of £1 pa (Building Condition Inspection Survey carried out by Council November 2024 which accompanies the Lease) - Refurb. carried out by the Foundation in April 2025	Insurance for building, restoration and repairing lease to The Community Foundation of Staffordshire & Shropshire	Leased – as in accordance with the original Deed of Gift – to be used by the Community for the Community	
Jubilee Stone Bench	Commemorating the Diamond Jubilee of HM Queen Elizabeth II to be situated within Market Place, Uttoxeter (<i>clean and repoint to be carried out in May/June 2026 - £250</i>)	£3,554.67	£1,900 (<i>Purchased in 2011 – funded by donations raised during D Brookes Term of Office</i>)	Revised Asset value for the Jubilee Stone Bench to purchase price - £1,900
Coat of Arms	Coat of Arms plus a hand painted heading to the letters patent and frame (located in the Alan Dean Suite landing and Chamber)	£11,206.06	£6,305 Coat of Arms £226 Frame (<i>Purchased 2011-13</i>)	Revised Asset value for the Coat of Arms - £6,531
Organ	Heraldic Shield (<i>purchased from Midland Signs via Council's Architect Montague Architects</i>)	£1,777.36	£520 Heraldic Shield (<i>Purchased 2011-13</i>)	Revised Asset value for the Heraldic Shield - £520
	A Yamaha electronic organ (located within the Adam Peaty Suite) – As RES UTC 8 April 2025 – Disposed of April 2026)	Covered on Town Hall contents insurance cover from 1 June 2018	Gifted to the Town Council from Councillor Martin Blencowe	Revised Asset value - £0.00
Area of Reflection, Market Square (WWI Centenary Commemorative Plaque, 2 memorial benches and 1 6ft Soldier Silhouette)	8-foot-high plasma cut from 6mm thick steel, galvanized and powder coated black RAF Commemorative Bench (Purchased by the RBL in the sum of £730) and WWI Commemorative Bench (Purchased by the Uttoxeter Knights in the sum of £730)	Insured for £1,500 (<i>Confirmed Email from Zurich dated 02 Nov 2018</i>) £2,146.24	Gifted to UTC from JCB 5 November 2018 Purchased by RBL and Uttoxeter Knights and gifted to the Town Council	Asset value - £1.00 Asset value - £2.00

	6FT Soldier Silhouette (Purchased by the RBL in the sum of £325)	£465.02	Purchased by RBL, gifted to the Town Council	Asset value - £1.00
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2. CIVIC REGALIA

Item	Description	Insurance	Purchase / Details	Asset Value (Revised = 2017-18)
Mayor's Chain of Office	Hall marked silver link chain with hand painted Jewel on black velvet collar, in presentation case. Refurbished and re-valued October 2007. Refurbished and added to new black velvet collar August 2023 (£1,049 plus vat plus case refurbishment £158.13 plus vat) & repairs/refurbished April 2024 £560)	Insured for £7,374.49	Transferred to the Town Council from Uttoxeter Urban & District Council in 1974	Transferred to UTC in 1974 therefore, at no cost to the Council Revised Asset value for the Mayor's Chain of Office - £1.00
Consort's Medallion	Hand painted hall marked silver Jewel with double ribbon in leatherette case.	Insured for £1,010.65	Donated to UTC from retiring Mayor, John Whittaker and Mrs Kathleen Brough, April 2007.	Revised Asset value for the Consort's Medallion - £1.00
Deputy Mayor's Chain of Office	Presented by Uttoxeter Inner Wheel Club on 25 April 1995 to mark their Golden Jubilee. Council resolved in June 1995 to purchase a Jewel for the chain, at a cost of £150. <i>Note: The Clerk incorporated the Deputy Mayor's Chain of Office upon a black velvet collar (adapted former Mayoral Chain of Office collar) in August 2023</i>	Insured for £1,010.65	Donated to UTC by Uttoxeter Inner Wheel Club on 25 April 1995 UTC Purchased Jewel for the Chain in June 1995 at a cost of £150	Revised Asset value for the Deputy Mayor's Chain of Office - £1.00 Revised Asset value for the Deputy Mayor's Chain of Office Jewel - £150
Mayoral Board	Oak board inscribed with names of Mayors from 1974 to date	Insured for £3,243.18	Transferred to the Town Council from Uttoxeter Urban & District Council in 1974	Transferred to UTC in 1974 therefore, at no cost to the Council Revised Asset value for the Mayoral Board - £1.00

Uttoxeter Urban District Council Chairmen's Board	Oak board inscribed with names of Chairmen from 1895 to 1973	Insured for £3,148.72	Transferred to the Town Council from Uttoxeter Urban & District Council in 1974	Transferred to UTC in 1974 therefore, at no cost to the Council Revised Asset value for the Urban District Council Chairmen's Board - £1.00
Uttoxeter Rural District Council Chairmen's Board	Oak board inscribed with names of Chairmen from 1896 to 1973	Insured for £3,148.72	Transferred to the Town Council from Uttoxeter Urban & District Council in 1974	Transferred to UTC in 1974 therefore, at no cost to the Council Revised Asset value for the Uttoxeter Rural District Council Chairmen's Board - £1.00
Town Crier's Regalia	Tricorn hat, Breeches, Waistcoat, Pair of 18 th Century Buckles, Hand Bell, Jabot, Tights, Top Coat and Cape, Walking Stick (Stored in Clerk's Office)	Insured for £3,399.67 (Cost of replacement by Michaels, 83 Wades Road, Filton, Bristol, BS34 7EB (civicrobes.com)).	Donated to UTC by Uttoxeter Inner Wheel Club on 25 April 1995	Revised Asset value for the Town Crier's Regalia - £1.00

3. CLOCKS, TOKENS

Item	Information	Description	Insurance	Purchase / Details	Revised Asset Value
The Town Hall Clock	Uttoxeter Lions Club presented UTC with a clock, which hangs from the balcony of the Town Hall.	Electronic clock with Lions emblem.	Insured for £4,761.05	Donated to the UTC on behalf of the Town by Uttoxeter Lions in 2000 UTC maintains the Clock	Revised Asset value for the Town Hall Clock - £1.00
Buntings Brewery Clock	Mr Douglas Bowyer refurbished the clock in 2006, free of charge.	Turret Clock. Cast iron faced rim with pendulums.	Insured for £20,613.04	Transferred to the Town Council from Uttoxeter Urban & District Council in 1974	Transferred to UTC in 1974 therefore, at no cost to the Council

Round Wooden Case Clock	Part clock in Carter Square Tower and part in Redfern Cottage Courtyard	Uttoxeter made clock, presumably purchased at the time of the opening of the Town Hall.	Insured for £1,830.66	Transferred to the Town Council from Uttoxeter Urban & District Council in 1974	Revised Asset value for the Buntings Brewery Clock - £1.00
Collection of Orme Tokens	Deed of Gift dated 1 September 1997, under condition that they be held on display at Uttoxeter Heritage Centre, for the benefit of the people of Uttoxeter. In the event of the Heritage Centre closing, then the tokens should remain on display at Uttoxeter Town Hall, or other suitable location within the town. Donated by Miss Beatrice Orme	208 Tokens.	Insured for £22,549.53	Gifted to the Town Council by Miss Beatrice Orme on 1 September 1997. Tokens currently on display at the former Heritage Centre, now Redfern Cottage Museum of Life	Gifted to UTC by Miss Orme, therefore, at no cost to the Council Revised Asset value for the Collection of Orme Tokens - £1.00

4. MINUTES, BURIAL LEDGERS, MANORIAL RIGHTS, ETC.

Item	Description	Location	Purchase / Details	Revised Asset Value
Minute Books	From 1896 to present day. Uttoxeter Urban District Council 1896 – 1974 Uttoxeter Town Council 1974 – Present day.	Bound volumes kept in fireproof cabinet in Clerk's Office	Transferred to the Town Council from Uttoxeter Urban & District Council in 1974 Prev. Minute Books binding J S Wilson & Son (Bookbinders) Ltd 500pgs per book - £107.89 inc del	Transferred to UTC in 1974 therefore, at no cost to the Council Revised Asset value for the Minute Books - £1.00

Burial Ledgers, Above Ground Level Sanctum Ledger, Grants of Exclusive Right, etc.	From 1872 to present day. Joint Burial Committee to Uttoxeter Town Council	Original Ledgers kept in fireproof cabinet, in perpetuity, within the Admin Office Fireproof cabinet	Transferred to the Town Council from Uttoxeter Urban & District Council in 1974	Transferred to UTC in 1974 therefore, at no cost to the Council Revised Asset value for the Burial Ledgers, etc. - £1.00
Manorial Rights	Dated 4 September 1903. C. S. Kynnersley to Uttoxeter Urban District Council "grant of one third part or share of and in the Manor or Lordship of Uttoxeter in the County of Stafford."	Original kept in fireproof cupboard in Clerk's Office	Transferred to the Town Council from Uttoxeter Urban & District Council in 1974	Transferred to UTC in 1974 therefore, at no cost to the Council Revised Asset value for the Manorial Rights - £1.00
Members' Register of Interests	Current.	Register kept in fireproof cabinet in Clerk's Office	No cost	No Asset cost recorded

5. HIGHWAYS - Item	Description	Insurance	Purchase / Details	Revised Asset Value
Town Entry Signs x 6 (Installed in Stafford Road, Highwood Road, Bramshall Road, Rocester Road, New Road and Derby Road)	(1200 x 875mm) made from resin, Green face, Black on Black and Gold Text. A picture of St Mary's Church and the War Memorial on an oval plate, and inscription "Welcome to Uttoxeter, an Historic Market Town". Signs erected in August 2001. One sign replaced in 2009 due to damage at a cost of £953.55 plus vat.	Insured for £7,114.26	Purchased in April 2001 £2,909.10 for 6 x Signs plus posts. SCC installed signs and provided posts January 2002	Revised Asset value for the Town entry signs - £2,909.10 Note: A replacement sign for Bramshall Road was claimed for on insurance in June 2018 at a value of £1,814 (inc. carriage/installation)
Street Lighting	UTC responsible for 4 streets (unadopted) (6 Lighting columns) - Eaton Street – 2 columns (replacement of 1 column Oct 2007 £998.85. - Chorlton Terrace – 1 column - Colne Mount – 1 column - Heath Cross/Cockstubbles footpath – 2 columns (UTC accepted responsibility for these in October 2006). Council responsible for servicing additional columns, making a total of 23.	Insured for £42,104.97	Transferred to the Town Council from Uttoxeter Urban & District Council in 1974 UTC funds all associated costs on an annual basis for the 23 street lighting columns as recorded	Transferred to UTC in 1974 therefore, at no cost to the Council Revised Asset value for the 23 Street Lights @ £1.00 each - £23.00
Christmas Lights	Original lights (10 30yr old+ lights disposed of April 2017) New lights purchased 2005 - £30,710. 10 refurbished displays purchased in April/May 2017 via City Illuminations Existing lights value unknown. Extension to include part of Church Street Contract updated November 2025 - £900	Insured for £62,678.25	Donated to UTC by ESBC £30,710 plus refurbishment cost for 2015/2016 totalling £2,875 2017-18 purchased 10 x refurbished displays purchased for £1,000	Originally donated from ESBC UTC replaced the majority of the Lights in 15/16 £33,585 17/18 – Revised Asset value for the Christmas Lights - £34,585
Red Telephone Box /Micro Library (Nov 2018)	Junction Stafford Rd/Westlands Road – Council agreed to adopt 2009	Insured for £989.92	Purchased for £1.00 in 2009	Revised Asset value - £1.00

Floral Trees x 4 large metal	Situated around the town centre	Insured for £8,241.83	2 x Purchased by UTC at £750 each from DSK Engineering in 2002/2016 2 x Donated to UTC from ESBC Replacement floral tree for Market Place inc. bunting pole in April/May 2017 £650 from DSK Engineering	Revised Asset value for 2 x UTC owned floral trees - £1,500 Revised Asset value for 2 x floral trees donated from ESBC - £1.00each (x2)= £2 Revised Asset value for bunting pole - £650
Barrier Flower Baskets	38 barrier flower baskets (Note: Reviewing April/May 2022 with ESBC)	Insured for £9,397.69	Purchased via a Bloom Grant funding from ESBC	Revised Asset value for barrier baskets - £38.00
Bench Seats x 4	Situated to the front of the Town Hall. Given to the Town by ESBC 2000 (inc. Adam Peaty Plaques) Painted annually by Cllr Z Krupski	Insured for £6,177.13	Donated to the Town by ESBC in 2000	Revised Asset value for Town Hall benches - £1.00 each (x 4) = £4
Stevenson's Bench	Donated to the Town on 8/9/2009 by Mr Basil Stevenson from Ontario, Canada in memory of the Stevenson's Yellow Bus Service 1926-1994. UTC Resp. for Maint.: Refurbished 2015 £1,500 and 2021 - £275 (replace slats). Painted annually by Cllr Z Krupski	Insured for £2,913.20	Donated to the Town by Mr Basil Stevenson.	Revised Asset value for Stevenson's Bench - £1.00
Speed Indicator Devices (SIDS) x 10 Including 9 posts and 9 sockets (Bramshall Road x2, Stafford Road x2, New Road x2, Highwood Road x2 and Kingfisher Way x2)	To be used as part of the Town Council's Traffic Calming measures at various locations within the Town Extended Warranty for last 4 no. SID's purchased in 2022 (other cannot be covered without full inspection at Elan City) taken out 1/4/25-31/3/28 (payable £539.44 pa)	Insured for £28,620.29	4 x Ordered January 2021 - installed April 2021 2 x Ordered July 2021 - installed September 2021. 2 x Ordered January 2022 - installed March 2022 - Extended warranty until 31/3/28 with ElanCity.	Asset Value - Total - £18,096 (£7,064.86, 3,642.65, £3,642.24 and £3,745.60)

			2 x Ordered April 2022 – installed May 2022. Extended warranty until 31/3/28 with ElanCity.	Maintained and monitored by MidMC
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6. FURNITURE, EQUIPMENT

See separate inventory for furniture and equipment for:

Administrative Offices & Council Chamber
Photocopier (As at 22/01/25 – 5-Yr Lease
Canon IRD DXC39221 Copier – Updated 10/2/25)

Town Hall premises including CCTV cameras (x6)

Insurance / Details

£13,348.82 (Leased)

£1,715.00 purchase price
for 2x Cameras in September
2011

£630.00 purchase price
for 1x Camera in November
2014, 1 x May 2024 (£520)

£1,285 for 2 add. Cameras and
Replacement of other dome
Cameras and upgraded system
March 2023 (foc)

All items Gifted to UTC

All items Gifted/Donated

Removed 6/9/23 following return to ESBC

Removed 6/9/23 following
return to ESBC

Sold 13 November 2023 - £1,800

Revised Asset Value

No Asset value as Leased

Revised Asset value - £1,715

Revised Asset value - £1,150

Replacements for cover as above
Oct 2019-July 2020

Revised Asset value - £1.00

Revised Asset value - £1.00

Revised Asset value - £0.00

Revised Asset value - £0.00

Revised Asset value - £0.00

Redfern Cottage, the former Heritage Centre Furniture

Cemetery / Cemetery Chapel Furniture

Market Stalls (x32) Metal stall frames/wooden boards

10 x 5ftx4ftx18mm Replacement Exterior Grade Plywood
wooden counter boards purchased from Gavin Kenning
Engineering Ltd in November 2017

Ivor Williams (LM187) Market Trailer

7. DEEDS, ETC.

Deed Boxes:

1. Carter Street
2. Joint Burial Committee
3. St John Ambulance HQ
4. War Memorial Site

Box File 1:

1. Town Hall Deeds
 - 22 March 1810 – Assignment of Message and premises in Uttoxeter for £150.
 - 27 February 1829 – Abstract of Title – Right Hon Henry, Lord Willoughby de Broke.
 - 1833 – Abstract of Title – Freehold Message and premises situate in the town of Uttoxeter.
 - 1852 Abstract of Title to a Capital Message Warehouse, Building Ground and other hereditaments at Uttoxeter.
 - 25 March 1853 – Conveyance.
2. 1982 – Agreement between East Staffordshire District Council and Uttoxeter Town Council 1 August 1982. Rights of access over land adjacent to Town Hall and to rear bar including letter from East Staffordshire District Council allowing the Town council to use land for market purposes.
3. Kissing Gates on Pedestrian Entrances into the Cattle Market. Instructions to Counsel to advise and to settle proceedings. Advice and Statement of Claim from F S Hawthorn and Sons.
4. Official Copy of Land Registry – Edition Date 28 June 2006.
5. Town Hall Manorial Rights – dated 4 September 1903. C S Kynnersley to Uttoxeter Urban District Council grant of 1/3rd part or share of and in the Manor or Lordship of Uttoxeter in the County of Stafford.
6. Town Hall Gates and Access (Court Order 1994).
7. Sale of land/buildings at Town Hall. Copy of contract documents including lease of room over archway including ownership changes.

Box File 2:

1. Allotments.
 - (a) Lease to Allotment Holders Association.
 - (b) Allotments – Leases from ESBC – The Signed Lease Park Avenue Allotment as of 22 May 2018 for 99-year Lease.
Note: Deeds located at ESBC 2008 – Chased number of occasions. UTC to consider the Draft Lease for Westlands Road Allotments as at 12 June 2018. ESBC remain responsible for Westlands Road and Victoria Allotments as at 19 March 2021.
Copies of documentation within the files.
 - (c) Conveyance for part Millfield Allotment.
 - (d) Lease of Allotment Building.

Box File 2 Cont.:

2. Kiosk – Leases.
3. Lease 32 Carter Street (2001/2004) including current to date.
4. 42 Carter Street - Lease.
5. 34-36 Carter Street. 25-year lease to Uttoxeter Heritage Board (expiry 2035)
6. Orme's Deed of Gift – Tokens.

7. Cemetery – Consecrated Ground Certificate/Consecration of Burial Ground, Uttoxeter Cemetery - 12 September 2006 including Purchase of Cemetery extension purchased in March 2022.
8. Charities – including Stevenson's Charity.
9. Treasury Stock Certificates – Cemetery.
10. The Cockstubbles – Conveyance 22 July 1921 and Conveyance 16 April 1940.
11. Markets – Lease Agreement. Licence for Uttoxeter Town Council – ESBC Markets Agreement.
12. Tribute to our Great Uncle James Nuttall – Archive copy.
13. Oddments: (One envelope)
 - Tenancy – Rooms, town Hall.
 - Lease – Northgate, Church Street.
 - Lease – 8 Ashbourne Road, Rocester.
 - Council Chamber – Hawthorn House (demolished).
14. 19A High Street - Lease.
15. Park Avenue Allotment Lease from ESBC.
16. Westlands Road Allotment Lease from ESBC (TBC).
17. Balance Hill Allotments Lease from ESBC (TBC).
18. Alexandra Crescent Allotments documentation from ESBC.

Reviewed and Adopted at the Annual General Meetings held on 13 May 2014, 19 May 2015, 10 May 2016, 13 December 2016, 9 May 2017
 UTC 11 July 2017 Authorised permission to update Asset Register following exchange of Contracts 23/6/17
 Reviewed and Adopted at the Annual General Meeting 8 May 2018, Reviewed/Amended 15 August 2018 – As approved by Chair of F&GP/Internal Auditor. Included for Adoption by UTC on 11 September 2018
 Revised 22 November 2018 – Adopted 11 December 2018.
 Reviewed/Adopted by Council at its Annual Meetings held on 14 May 2019, 5 May 2021, 10 May 2022, Clerk's Report 14 June 2022 – Advised Council that the Asset Register had been updated on 24 May 2022 with SIDS/AGLS, 16 May 2023.
 Updates given to Council via Town Clerk's Report on updated Assets. Reviewed/Adopted by Council at its Annual Meeting 21 May 2024, Updated November 2024 for St John's Hall.
 Reviewed/Adopted by Council at its Annual Meeting on 13 May 2025.
 Included for review/adoption by Council on 12 May 2026.

ESBC BOROUGH COUNCILLOR COMBINED REPORT – 12 MAY 2026

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Borough Councillor P Krupski reports she has:

- 2nd April - Attended a Leaders Advisory Group meeting.
- 4th April - Attended UHCC Easter event.
- 9th April - Attended the Scrutiny Value for Money meeting to investigate Fly tipping in Burton and Uttoxeter.
- 15th April - Attended a UHCC committee meeting.
- 30th April - Attended the UK's Real Estate Investment and Infrastructure forum for the constituency. Along with our MP, potential investors and individuals representing projects within East Staffordshire we walked through the Town centre and the Maltings to gain information for possible joint ventures or operational partnerships for the regeneration of areas within Uttoxeter. I also accompanied the visit to Uttoxeter racecourse where the development/improvement of the A50/A500 were discussed.
- Assisted local residents with enquiries relating to Food bin collections, drainage issues and funding for projects.

Borough Councillor Z Krupski reports he has:

- 1st April Attended the ESBC Audit Committee.
- 2nd April Attended the Leaders Advisory Committee.
- 4th April Attended the UHCC Easter Event.
- 8th April Meeting with the Monitoring Officer.
- 9th April Chaired the Value for Money Scrutiny Committee.
- 13th April Attended the Police, Crime & Fire Commissioners review of Policy.
- 21st April Attended the ESBC 106 Panel Review.
- 27th April Attended the ESBC, I D Verde Quarterly Review.
- 30th April Attended the UK Real Estate Investment and infrastructure Forum for the constituency. Along with our MP, investors and individuals from across the UK we visited the Maltings, High Street, Carter Street and the racecourse looking at possible joint regeneration ventures.
- Assisted several local residents regarding problems of fly tipping and planning issues.

Borough Councillor R Hawkins reports he has:

- 2nd April - Met with Trent & Dove Community Officer, to discuss potential sites to be developed for the better encouragement of nature in the town.
- 2nd April - Attended a meeting of the ESBC Leader's Advisory Group.
- 10th April - Attended the ESBC Value for Money Scrutiny Group meeting.
- 13th April - Attended the ESBC Climate Change Scrutiny Group meeting.
- 28th April - Attended the Redfern's Cottage Heritage Trust Management meetings.
- 29th April - Attended the ESBC Development Committee meeting.
- 30th April - Attended a luncheon, organised by UKReiiF, whose representatives were visiting Burton and Uttoxeter on a Regeneration fact-finding mission.
- Had conversations with organisations about applications for funding through the Councillor Community Fund and Community Regeneration Fund; as well as conversations with residents about topics as diverse as the Bradley Street toilets, the Maltings demolition, pedestrianisation of the High Street and help for local businesses.

Borough Councillor A Mansfield will provide Council with an update in the meeting on 12 May 2026.

27. TOWN CLERK'S REPORT – 12 MAY 2026

To report that since the date of the last meeting and in conjunction with the Mayor and the Deputy Mayor, the Clerk has received/responded/issued/actioned a number of matters:

- (a) Various SPCA E-Bulletins/Correspondence received Re: Advice Documents/Templates dated 20 April 2026, BC Casting Call - Community Heritage Items in Need of Restoration dated 21 April 2026, The Staffordshire & Stoke-on-Trent Visitor Map 2026 dated 23 April 2026, Explore Chairmanship Course: Thursday 7th May 7pm – 9pm dated 24 April 2026, Councillor Introduction Course: Monday 11th May 7pm – 9pm dated 24 April 2026, SPCA HR and H&S Support dated 29 April 2026, SPCA May 2026 Bulletin dated 30 April 2026, Terrorism threat level increased to severe dated 5 May 2026, as forwarded to Members.
- (b) NALC Correspondence - CEO Bulletin dated 9 April 2026, Jobs newsletter dated 14 April 2026, CEO Bulletin dated 16 April 2026, NALC events dated 21 April 2026, CEO Bulletin dated 23 April 2026, CEO Bulletin dated 30 April 2026, NALC events dated 5 May 2026, Utility Aid - Smarter energy solutions dated 6 May 2026, as forwarded to Members.
- (c) SLCC Correspondence – SLCC Weekly News Digest – 13 April 2026, News Bulletin dated 20 April 2026 including update on Martyn's Law, SLCC Weekly News Digest dated 27 April 2026, SLCC Weekly News Digest dated 4 May 2026, as forwarded to Members and Council's Office Manager.
- (d) SCC PTTRO Temporary or Emergency Road Closure Orders – various PTTRO's for Uttoxeter (4478343 - Draycott Cliff, Six Roads End received 20 April 2026, 4465454 - Stone Road, Bramshall received 21 April 2026, 4491003 - Forest Road, Six Roads End & Forest Road & Thorney Lane, Marchington Woodlands received 22 April 2026, 2415586RCHRP - Mosley Drive received 23 April 2026, 4493432 – TRO and Temp. suspension of Left and Right Hand Turns Order - Forest Road, Lichfield Road, Draycott Cliff, Newborough Road and Wood Lane, Six Roads End received 6 May 2026), as forwarded to Members and Staff.
- (e) Staffordshire Means Back to Business/SCC News dated 21 April 2026 and 27 April 2026, as forwarded to Members and Staff.
- (f) The Circuit – To report that a Defibrillator Check was carried out on 13 April 2026 and The Circuit duly updated.
- (g) My Staffordshire Newsletter dated 10 April 2026, as forwarded to Members.
- (h) Email on 10 April 2026 from Keep Britain Tidy Re: Dog Fouling Solution - Spring Offer, as forwarded to Members.
- (i) Email dated 10 April 2026 from CAB's Head of Advice Services providing Council with the Q4 Advice Report for the Uttoxeter provisions. Council is advised that *'the service continues to be busy and CAB have had some great successes on behalf of clients with more than £42,000pa of financial gains during that time'*, as forwarded to Members.
- (j) Email on 10 April 2026 from MidMC advising Council that *'we took down the SID on Kingfisher on 9 April and got it in the workshop for repair, it was blowing fuses due to a problem on the main circuit board, so after some extensive component-level checking, a faulty diode on the main power input was found and repaired. The SID is now in full working order and cleaned, front panel resealed, new padlock replaced and has been reinstated'*. Council is advised that these works will be funded by the SID's budget allocation.
- (k) Email on 11 April 2026 from The National Allotment Association Regional Branch Re: West Mids Vacancy For Volunteer Deputy Regional Representative, as forwarded to Members.
- (l) Received and responded to an email on 13 April 2026 from a member of the public seeking an update on The Wheatsheaf site following the Policy and Planning Committee meeting on 24 March 2026.
- (m) Received and responded to an email on 13 April 2026 from CFO Innovate2Educate Partnership requesting Council consider, on 14 April 2026, a S137 Sundry Grant for the Uttoxeter Youth Climate Action Summit which is taking place on 28 April 2026. It is noted that the Agenda was issued on 8 April 2026 and that Council cannot make retrospective payments for an event that has taken place.
- (n) Received a call from Council's Tenant at 32 Carter Street seeking an update on the scaffolding located at the former Coach and Horses which is restricting their access. Council is advised that the Clerk has emailed ESBC's Conservation Officer to seek an update.
- (o) Copied into an email from Council's Architect on 14 April 2026 to The Stonemasons of Worcester seeking further information to support the Listed Building Application as requested by ESBC's Conservation Officer (DAS and Condition Survey).
- (p) Following receipt of a leaflet received from Councillor Johnstone from the recent Multi Agency Event held at Uttoxeter Leisure Centre Re: Hate Crime Awareness Training. To report that the Clerk issued Members with details on 15 April 2026 for online, free of charge Hate Crime

Awareness Training. It is noted that Members wishing to attend, book their place direct via Eventbrite links provided.

- (q) Email on 15 April 2026 from Uttoxeter Scouts seeking support for a Treasurer for Uttoxeter Scouts, as forwarded to Members.
- (r) Attended an online meeting with a prospective HR meeting Company with the Mayor and Council's Office Manager.
- (s) Responded to a number of emails to the Mayor regarding Petty Cash and Toil Governance following liaison with a number of local Councils, Council's DPO and Council's Internal Auditor.
- (t) Received an email on 16 April 2026 from Blachere Illuminations UK Ltd Re: Christmas Lights, as issued to the Events Team for their information/action.
- (u) On 16 April 2026 Attended the SLCC Staffordshire Branch Meeting in Stowe by Chartley.
- (v) Liaised with local Police and Council's CCTV Provider PC Paynes regarding ongoing antisocial behaviour, vandalism and an attempted break in at the Town Hall, as advised to Members on 17 April 2026.
- (w) Copied into a number of emails from a local resident to Council's SID's Management Provider MidMC Re: extended data for Stafford Road SID's for March 2026.
- (x) Email on 20 April 2026 from Council's Evac Chair Provider Re: Martyn's Law - Know your legal duties, as forwarded to Members and Council's Office Manager.
- (y) Email on 20 April from Crowd Guard Re: Why opt in to Snapshot Live, as forwarded to Members and Council's Office Manager.
- (z) Email from The National Allotment Association on 21 April 2026 Re: WM Region Quarterly meeting - 16 May 2026, as forwarded to Members.
- (aa) Carried out the transfer of £100,000 from the Council's SPIB Account to the Council's General Reserve Account as Resolved by Council on 13 January 2026 and update provided to Council on 14 April 2026.
- (bb) Liaised with We Heart Events regarding the event on 13 June 2026. Council is advised that We Heart Events will be funding the banners and leaflets for the Festivals for the town for 2026.
- (cc) Received and responded to an email from a local resident regarding suggestions for planting within the raised bed in Stafford Road. Council is advised that the local resident has been encouraged to contact ESBC's Open Spaces team.
- (dd) Email on 24 April 2026 from Rural Services Network Re: You're Invited! RSN Seminar: Rural Transport, as forwarded to Members.
- (ee) Email received on 27 April 2026 from the Curator at Redfern Cottage advising Council that they wish to contact the BCC Re: the restoration of the clock mechanism of the Buntings Clock within the Community Heritage items for restoration.
- (ff) Email on 28 April from the National Allotment Association Re: National Allotment Survey, as forwarded to Members.
- (gg) Received an email from MidMC on 28 April 2026, as copied to a local resident, providing further data for the Stafford Road SID's as requested.
- (hh) Attended the Staffordshire Pension Fund Employer Training Session on 29 April 2026 11am-1pm and slides from the meeting shared with Council's Payroll Provider.
- (ii) Received and responded to emails from SCC on 29 April 2026 seeking an alternative location for the Staffy Dog celebrating Staffordshire Day following feedback from local residents. Council is advised that outside the Town Hall was the suggested location.
- (jj) Received and responded to emails from Redfern Cottage on 30 April 2026 supporting the suggestion of the Buntings Brewery Clock being included for consideration for the Community Heritage items in need of restoration, as issued to Members on 22 April and 30 April 2026.
- (kk) Email from SCC on 30 April 2026 Re: 'It's almost Staffordshire Day', as forwarded to Members and Staff.
- (ll) Email on 1 May 2026 from SCC Re: Discover giant Staffys in Staffordshire, as forwarded to Members and Staff.
- (mm) Received email on 1 May 2026 from PC Paynes advising Council that its CCTV Device Health Check Report had been carried out and all the Council's CCTV is in working order.
- (nn) Email SCC on 1 May 2026 Re: Happy Staffordshire Day, as forwarded to Members and Staff.
- (oo) Email from Zurich Insurance on 1 May 2026 Re: Spring updates for your council, as forwarded to Members and Council's Office Manager.
- (pp) Email on 1 May 2026 from RBS Bankline Re: What's new in Bankline, as forwarded to all Members of Staff.
- (qq) Email on 5 May 2026 from Keep Britain Tidy Re: Dog Fouling Solution - Last call for orders, as forwarded to Members.

- (rr) To report receipt of 2 emails from ESBC's Planning Officers advising Council that P/2024/01375 and P/2024/01376 will be considered by ESBC's Planning Committee on 12 May 2026 and seeking UTC Representatives to attend/speak on behalf of the Council, as forwarded to Members.
- (ss) 6 May 2026 met with Councillor Z Krupski to review the proposed revised Committee Structure as received, in readiness for review/adoption by Council on 12 May 2026.
- (tt) Received and responded to an email on 6 May 2026 from ESBC's Conservation Officer, copied to Council's Architect, seeking an update from ESBC's Open Spaces Team regarding the permanent removal of the planters from the War Memorial in readiness for the scaffolding to be installed to enable a detailed condition report to be carried out, as requested by the Conservation Officer, as reported to the P&P Committee on 28 April 2026.



S137 COMMUNITY SUNDRY GRANT APPLICATION FORM



Applicant Details:

Name (if an organisation) Wilfred House
Address inc. postcode: Carter Street Uttoxeter Staffs ST14 8EY

Contact person: *Removed for circulation*

Daytime Tel ephone no: *Removed for circulation*

Project / Activity Information: Refresh the kitchen which is broken down, replace white goods that are broken beyond repair and refresh the surfaces damaged flooring and sink unit.

What is your project / activity?

What would this grant be used to pay for?

To buy a fridge and a cooker.

When and where will the activity take place?

Wilfred House kitchen asap.

Have you previously received a sundry grant for this project/activity? no

Grant Request and Income:

What is the amount of grant that you wish to apply to the Council for? £869.00

Council asks that Applicants are mindful that the Council only has £10,000 available within its Sundry Grants budget for the entire year. This money is to be used to provide Grants to support as many local groups/organisations/individuals as possible with their worthwhile projects.

Please outline the use of the grant applied for:

To buy a new cooker and a fridge.

We currently have no working cooker or fridge. Wilfred House, provide an excellent cost effect hiring arrangement to many local community groups. We host a myriad of activities and these basic items are needed to enable us to offer users the facilities to make refreshments. These, basic facilities are essential to many groups, to enable them to provide the social interaction and convivial atmosphere which helps to battle loneliness and isolation in our community.

What is the total cost of your project/activity? £869

Please state how much money have you currently secured towards your project and where the monies have come from? We are currently applying for other grants for flooring, cupboards sink units and work surfaces etc. Therefore, we are only asking for a small amount as a contribution towards this much larger project.

Please provide the current Bank Balance and Financial Information on the individual / organisation applying for the grant.

£14,608.00 however £10,000.00 of which is set aside specifically for a new boiler and the remainder is to offset regular bills and outstanding invoices.

Enclosures (please state):

Please provide the current Bank Balance and Financial Information on the individual / organisation applying for the grant. See above.

If successful, my/our preference would be to receive the sundry grant via Cheque / BACS payment. Please state payable to or Account Details: By Cheque to "Wilfred House "

Impact on our Community:

Which of the following purposes does your project/activity support? (please state):

Yes / Improve the Uttoxeter area (within the town boundary) and/or

Yes / Encouraging involvement in Uttoxeter community activities, and/or

Yes / Improve community facilities in Uttoxeter, and/or

Yes / Benefit/Support the community of Uttoxeter and its residents, and/or

Yes / Support local charities/organisations, and/or

Yes / Supporting local youth services, young people inc. school activities, and/or

Yes / Supporting Fairtrade priorities, and/or

Yes / Supporting Biodiversity and Climate Change initiatives

Please advise the Council how will you measure the impact that your project/event has

We will talk to all of our users and gain statements to substantiate the benefit to them if required.

Completed by:

Removed for circulation

Date: 23 April 2026