

# Stone Town Council – Management Sub-Committee

## Minutes of the meeting held in the Council Chamber on Tuesday 20 September, 2016

**PRESENT:** Councillor A Osgathorpe in the Chair and  
Councillors J Davies, M Green, T Jackson, R Kenney and G Neagus

By Chairman's invitation: Councillors I Fordham, Mrs K Green, Mrs J Hood

**ABSENT:** Councillors Mrs J Farnham, Mrs E Mowatt and M Williamson

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**MAN17/007** Apologies

Apologies were received from Councillors Mrs J Farnham, Mrs E Mowatt and M Williamson

**MAN17/008** Declarations of Interest and Requests for Dispensations

None received

**MAN17/009** Representations from Members of the Public

None received

**MAN17/010** National Pay Award 2016-17 and 2017-18

This item was referred from the General Purposes Committee Meeting on 2<sup>nd</sup> August, Minute Number GP17/044.

The Sub-Committee considered the report of the Town Clerk\* as originally submitted to the General Purposes Committee on 2<sup>nd</sup> August 2016.

**RECOMMENDED:** to accept the National Pay Award 2016-17 and 2017-18 and to ask the Town Clerk to report back to the next meeting of this Sub-Committee with a comparison of salaries paid by this Council with those paid by other similar Councils.

**MAN17/011 Committee Minutes**

The Sub-Committee considered the report of the Town Clerk\* circulated with the agenda.

RECOMMENDED: to accept the recommendations in the report that:

- a. The principles which underlie the current production of minutes should be supported.
- b. Where Members views are that minutes are either too detailed or not detailed enough, the Clerk should be informed and the detail in future minutes adjusted accordingly. (NOTE: Individual current minutes can be adjusted, if required, when draft minutes are under consideration)
- c. The minuting of declarations of interest should be expanded to include whether an interest is pecuniary or personal, whether it is already in the register of interests, and if not in the register, what the interest is.
- d. No changes should be made to the current minute referencing scheme.
- e. Meetings should not be routinely recorded, though specific meetings could be where there could be potential benefits.

In addition, the Sub-Committee requested that when an item had been referred from a previous meeting, the referring minute number should be quoted.

**MAN17/012 Paperless Meetings**

The Sub-Committee considered the report of the Town Clerk\* circulated with the agenda.

RECOMMENDED: To approve the electronic serving of papers to Members, and offer all Members the option to take part in a trial.

**MAN17/013 Website Development**

The Sub-Committee considered the report of the Town Clerk\* circulated with the agenda.

RECOMMENDED: to proceed with initial considerations re developing the "Members" site, and to consider options related to the "Town" site for report back to a future meeting.

**MAN17/014 Update from Working Groups**

No active Working Groups

**MAN17/015 Update on current issues**

- Website - covered in Minute Number MAN17/013
  
- Outstanding actions listed in the Council handbook
  - Data Protection policy – still outstanding
  - Asset register – still outstanding
  - Staffing guidelines – this has been approved by the General Purposes Committee

**Town Mayor**