

# Stone Town Council – Management Sub-Committee

## Minutes of the meeting held in St Michael’s Suite at the Frank Jordan Centre, Lichfield Street, Stone on Tuesday 21 November 2017

**PRESENT:** Councillor M. Green in the Chair and  
Councillors Mrs E. Mowatt, A. Osgathorpe, Mrs E. Mowatt, J. Davies and  
R. Kenney

By Chairman’s invitation: Mrs K. Green, Mrs J. Hood and I. Fordham

**ABSENT:** Councillor G. Neagus, M. Shaw, Mrs M. Goodall and M. Williamson

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**MAN18/005** Apologies

Apologies were received from Councillor G. Neagus, M. Shaw, Mrs M. Goodall and M. Williamson

**MAN18/006** Declarations of Interest and Requests for Dispensations

None received

**MAN18/007** Representations from Members of the Public

None received

**MAN18/008** Code of Conduct

The Sub-Committee considered a draft copy of the Council’s Code of Conduct\*, in accordance with the Council’s programme of reviewing its policies and procedures on a regular basis. The Code included a suggested update at paragraph 13 on page 3 to add the words ‘the details of’ in the first line.

A discussion took place about the rules and processes relating to standards and the Code of Conduct of members; as well as the effectiveness of the system.

It was suggested that Stone Town Council’s Code of Conduct should include the process for making complaints.

**RECOMMENDED:** that the item be deferred to the January 2018 meeting of the General Purposes Committee.

**RECOMMENDED:** That the Town Clerk writes to Stafford Borough Council asking for a list of the Members who sit on the Standards Committee and how many

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

times they have acted upon cases referred to it.

**MAN18/009 Surveillance Camera Code of Practice**

The Sub-Committee considered a report of the Town Clerk\*, the purpose of which is to consider the Council's compliance with the Surveillance Camera Code of Practice following the introduction of an updated CCTV system at the Frank Jordan Centre.

The use of surveillance cameras requires compliance with the Data Protection Act 1998 including registration with the Information Commissioner's Office.

**RECOMMENDED:** That the legal requirements placed on the Council as a CCTV operator be noted as well as the current situation regarding the Council's compliance with the Code.

**MAN18/010 Updates on Current Issues**

**Website**

There are no updates and a report will be provided at the next meeting of the Sub-Committee.

**Outstanding actions listed in the council handbook**

Business Continuity Plan - The Town Clerk advised that a great deal is being done, that continuity had improved although not yet documented in a written plan.

**Grant Application Policy Review** – This item is due for consideration at the next meeting of the Sub-Committee.

**RECOMMENDED:** The updates on current issues were noted.

**Town Mayor**

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