



Stone

Town Council

Town Clerk
Les Trigg

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Stone
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27 July 2020

Dear Councillor,

A VIRTUAL meeting of the **MANAGEMENT SUB COMMITTEE** will be held on **TUESDAY 4 AUGUST 2020 at 7:10pm**, or upon the rising of the Planning Committee, if later.

The Agenda is set out below, and I trust you will be able to attend.

The meeting will be streamed live on YouTube and members of the public are welcome to observe.

View Meeting: <https://www.youtube.com/channel/UCXHye7pCvT-mVBouN3IUTWQ>

Les Trigg
Town Clerk

Councillors: J. Davies (Chair), I. Fordham (Vice Chairman), K. Argyle, Mrs A. Burgess,
Mrs L. Davies and T. Kelt

AGENDA

1. **To receive apologies for absence**
2. **Declarations of Interest and Requests for Dispensations Received**
3. **Representations from Members of the Public**

To consider representations from members of the public on items to be considered at this meeting, in accordance with the Council's scheme of public participation.

4. **Minutes of Previous Meeting**

To confirm as a correct record the minutes of the meeting of the Management Sub-Committee held on 17 December 2019, Minute Numbers MAN20/022 – MAN20/027 (attached).

5. **Service Continuity Plan**

To consider the lessons learned from the current COVID-19 emergency for inclusion in the Council's Service Continuity Plan.

6. **Planning Committee**

To consider changing the name of the Town Council's Planning Committee to 'Planning Consultative Committee'.

7. **Resolutions Progress Report**

To receive an update on the resolutions progress report.

8. **Updates:**

- a. Website
- b. Facebook

Will any Councillors who wish to speak at this meeting, but are not members of the Sub-Committee, please inform the Chairman before the start of the meeting.

Members of the public are welcome to attend the Management Sub-Committee Meeting as observers and/or to make representations to the committee in accordance with the Council's scheme of public participation. Details of this scheme are displayed in the Council's notice boards website.

Stone Town Council – Management Sub-Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 17 December 2019

PRESENT: Councillor J. Davies in the Chair and
Councillors: K. Argyle, Mrs L. Davies, I. Fordham and T. Kelt

By Chairman's invitation: Councillors: T. Adamson, A. Best, M. Hatton,
Mrs J. Hood, J. Powell, R. Townsend

ABSENT: Councillors: Mrs A. Burgess, M. Green (Mayoral duty) and R. Kenney

MAN20/022 Apologies

Councillors: M. Green (Mayoral duty) and R. Kenney

MAN20/023 Declarations of Interest and Requests for Dispensations

None received

MAN20/024 Representations from Members of the Public

None received

MAN20/025 Minutes

That the Minutes of the Management Sub-Committee Meeting held on the 12 November 2019 (Minute No's MAN20/015 – MAN20/021), be approved as a correct record.

MAN20/026 Budget 2020-21 – 2022-23

The Sub-Committee received the report of the Town Clerk* which considered the level of budget that the Sub-Committee may wish to recommend to the General Purposes Committee at its meeting on 21 January 2020 for the services under its control.

The Town Clerk advised the Sub-Committee that the cost of cleaning the War Memorial (raised at the Sub-Committee's last meeting) had been referred to a professional company, but an estimate would not be able to be produced until the poppy wreaths (laid on Remembrance Sunday) had been removed from its perimeter. He recommended that, if the Sub-Committee wished to include this in the budget, a £5,000 contingency should be provided in 2020-21.

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

The Sub-Committee suggested that funding opportunities through the War Memorial Trust should also be explored.

The Town Clerk advised the Sub-Committee that the costs of the parish elections held in May 2019 were still not known, as Stafford Borough Council have not yet been able to provide this information. The £28,000 in the Town Council Elections budget for the current financial year therefore remains the same as the original estimate of the possible costs.

RECOMMENDED: That the budget figures included in the Clerk's report are accepted with the addition of a £5,000 contingency in 2020-21 for the refurbishment of Stone War Memorial.

MAN20/027 Updates

The Sub-Committee received updates on the following:

a. Website

The Town Clerk advised the Sub-Committee that there had been a small number of teething problems following the transfer of the Town Council's website hosting to Staffordshire County Council. He understood that these have now been resolved.

The Town Clerk informed the Sub-Committee that the Marketing and Events Assistant would be looking at improving the content of the website in relation to the community centres and marketing aspects of the Town Council's services generally.

b. Service Continuity Plan

The Town Clerk advised the Sub-Committee that there were no additional updates to report.

c. Data Protection Act 2018

The Town Clerk advised the Sub-Committee that there were no additional updates to report. He advised Members to ensure that they used their official email addresses for all Town Council business for Data Protection and Freedom of Information purposes.

Chairman

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