



# Stone

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## Town Council

**Town Clerk**  
Les Trigg

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11 September 2020

Dear Councillor,

A VIRTUAL meeting of the **MANAGEMENT SUB COMMITTEE** will be held on **TUESDAY 22 SEPTEMBER 2020** at **7:15pm**, 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 4 August 2020, Minute Numbers MAN20/028 – MAN20/035 (attached).

**5. Updates:**

- a. Website
- b. Facebook
- c. Service Continuity Plan (see Minute Reference MAN20/032)
- d. Resolutions Progress Report
- e. IT Contract

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 and website.

# Stone Town Council – Management Sub-Committee

## Minutes of the meeting held virtually on Tuesday 4 August 2020

**NOTE: Due to the Coronavirus Pandemic (COVID-19) and Government Guidelines on public gatherings, the meeting was held virtually on Zoom. Members of the public were invited to observe the meeting streamed live on YouTube.**

**PRESENT:** Councillor J. Davies in the Chair and  
Councillors: Mrs A. Burgess, Mrs L. Davies, I. Fordham, M. Green, T. Kelt and  
R. Kenney

By Chairman's invitation: Councillors: T. Adamson, Mrs J. Hood, J. Powell and  
R. Townsend

**ABSENT:** Councillor: K. Argyle

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**MAN20/028 Apologies**

Councillor: K. Argyle

**MAN20/029 Declarations of Interest and Requests for Dispensations**

None received

**MAN20/030 Representations from Members of the Public**

None received

**MAN20/031 Minutes**

That the Minutes of the Management Sub-Committee Meeting held on the 17 December 2019 (Minute No's MAN20/022 – MAN20/027), be approved as a correct record.

**MAN20/032 Service Continuity Plan**

The Sub-Committee was asked by the Chairman to consider the lessons learned during the current COVID-19 emergency in order that detail could be added to the Town Council's Service Continuity Plan currently under development.

The Chairman advised the Committee that an effective Service Continuity Plan will require a detailed review of existing services in light of what has been experienced. The review requires identification of the shortcomings and things done well prior to initiating improvements that will ensure the Town Council is

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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.

able to continue delivering services to the town.

The Chairman provided a broad outline of the steps that are needed to be taken. These are to:

- Identify where and how the existing arrangements met the challenge
- Identify the arrangements that didn't meet the challenge
- Identify how any new services helped to meet the challenge and identify any areas that were unnecessary
- Identify new services that should be included in future continuity arrangements
- Review risks and how best to manage them
- Make recommendations to the General Purposes Committee

The Sub-Committee agreed that it would prepare COVID-19 emergency recommendations for inclusion in the Town Council's Service Continuity Plan.

The Chairman suggested, and it was agreed, that he would invite (by email) Sub-Committee members to submit their views to him for collation in preparation for consideration at a future Sub-Committee meeting. Recommendations would in due course be submitted to the General Purposes Sub-Committee.

#### **MAN20/033 Planning Committee**

The Sub-Committee was asked by the Chairman to consider the benefits of changing the name of the Town Council's Planning Committee to 'Planning Consultative Committee'.

The Chairman reminded the Sub-Committee that the Planning Committee does not make decisions on planning applications. It is consulted (by the Local Planning Authority and occasionally Staffordshire County Council) and provides recommendations (in line with material planning considerations and a detailed local knowledge of Stone). A name change would deliver a more accurate representation of the work undertaken and would assist people in understanding the limits of its powers.

**RECOMMENDED:** That the Sub-Committee recommends to the General Purposes Committee that the name of the Town Council's 'Planning Committee' is changed to 'Planning Consultative Committee'.

#### **MAN20/034 Resolutions Progress Report**

The Chairman asked whether an update was available on the Resolutions Progress Report and the Assistant Town Clerk (Democratic) advised that an updated version of the report would be distributed to members.

The Chairman asked that a report also be issued detailing the outcomes of Planning applications and decisions made by the Borough Council.

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The Chairman confirmed that he would like the Resolutions Progress Report to become a standing agenda item in an updated form.

**MAN20/035** Updates

The Chairman invited feedback from the Sub-Committee on the technical aspects and functionality (not the content) of the Town Council's website and Facebook page:

a. Website

No feedback was shared on use of the website as a tool.

The Chairman suggested the Sub-Committee keep the website item under review and that other Sub-Committees (for example the Tourism & Town Promotion Sub-Committee) begin looking at how the tool is being utilised.

The Chairman asked that if there are items for the Management Sub-Committee then these should be put forward for consideration.

b. Facebook

The Town Council's Facebook page is not yet live.

**Chairman**