



Town Clerk

Les Trigg

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15 Station Road
STONE
ST15 8JP

26 April 2021

Dear Councillor,

You are hereby summoned to attend the **ANNUAL MEETING** of the **TOWN COUNCIL** to be held **VIRTUALLY** via Zoom on **TUESDAY 4 MAY 2021** at **7.00pm** when the following business will be transacted.

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

AGENDA

1. To appoint the Town Mayor for the ensuing year

After the election the Town Mayor will:

- a) Don the Mayor's Chain of Office
- b) Sign the Declaration of Acceptance of Office
- c) Announce the name of the person who will act as Consort
- d) Announce the name of the person who will act as Town Mayor's Chaplain
- e) Address the Council

2. To appoint the Deputy Town Mayor for the ensuing year

After the election the Deputy Town Mayor will announce the name of the person who will act as the Deputy Town Mayor's Consort and address the Council.

3. **To thank and record the Town Council's appreciation of the services of the retiring Town Mayor, Deputy Town Mayor and their Consorts**
4. **To receive apologies for absence**
5. **Declarations of Interest and Requests for Dispensations**
6. **To confirm as a correct record the minutes of the Town Council meeting held on the 13 April 2021, Minute Numbers C20/174 – C20/180 (copy attached)**
7. **To receive the draft minutes and decisions of the undermentioned Committees:**
 - a) General Purposes Committee meeting held on the 13 April 2021, Minute Numbers GP20/366 – GP20/383 (copy attached)
 - b) Planning Consultative Committee meeting held on the 13 April 2021, Minute Numbers P20/151 – P20/156 (copy attached)
8. **Committee Terms of Reference**

To consider, and update if necessary, the terms of reference for the Council's General Purposes and Planning Consultative Committees.

A copy of the terms of reference are attached to the electronic version of the agenda.
9. **To determine the membership and elect the Chairman and Vice Chairman of the General Purposes Committee and the Planning Consultative Committee for 2021-22**
10. **To defer other business under Standing Order 2, paragraph (j) to an appropriate meeting of the General Purposes Committee.**

Members of the public are welcome to attend the Council meeting as observers

Stone Town Council

Minutes of the meeting held virtually on Tuesday 13 April 2021

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 Mrs J. Hood in the Chair and
Councillors: A. Best, Mrs A. Burgess, J. Davies, Mrs L. Davies, Mrs K. Dawson,
I. Fordham, T. Kelt, R. Kenney, P. Leason, J. Powell, C. Thornicroft and
R. Townsend

ABSENT: Councillors: K. Argyle, M. Green, M. Hatton and J. Hickling

The Deputy Town Mayor, Councillor Mrs Hood, informed the meeting that the Mayor, Councillors and Officers were deeply saddened at the death of His Royal Highness Prince Philip, the Duke of Edinburgh. Their thoughts were with Her Majesty the Queen and the Royal Family.

Councillor Mrs Hood invited the Town Council to join her in observing a minutes silence in honour of his memory.

Councillor Mrs Hood wished the Town Mayor, Councillor Mark Green, a speedy recovery following his surgery (which had taken place today).

Councillor Mrs Hood invited the Reverend Prebendary Cardinal to lead prayers

C20/174 Apologies

Apologies were received from Councillors: K. Argyle, M. Green and J. Hickling

C20/175 Declarations of Interest and Requests for Dispensations

None

C20/176 Representations from Members of the Public

The Town Council noted that the Council's Public Participation Scheme had been suspended until after the by-election for the Stonefield and Christchurch Ward.

* 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.

C20/177 **Minutes**

RESOLVED:

That the minutes of the meeting of the Town Council held on the 2 March 2021 (Minute Numbers C20/165 – C20/173), be approved as a correct record.

C20/178 **Committee Minutes**

RESOLVED:

- a) The minutes of the General Purposes Committee meeting held on the 24 February 2021 (Minute Numbers GP20/347 – GP20/350), were noted.
- b) The minutes of the General Purposes Committee meeting held on the 2 March 2021 (Minute Numbers GP20/351 – GP20/365), were noted.
- c) The minutes of the Planning Consultative Committee meeting held on the 2 March 2021 (Minute Numbers P20/145 – P20/150), were noted.

C20/179 **Civic Announcements**

There were no Civic Announcements due to the Coronavirus pandemic and Government requirements on social distancing.

C20/180 **Town Mayor's and Deputy Town Mayor's Reports of Engagements**

There were no reports from the Town Mayor and Deputy Town Mayor on this occasion due to the COVID-19 pandemic and Government requirements on social distancing and mass gatherings.

TOWN MAYOR

* 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.

Stone Town Council – General Purposes Committee

Minutes of the meeting held virtually, on Tuesday 13 April 2021

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 R. Kenney in the Chair, and
Councillors: A. Best, Mrs A. Burgess, J. Davies, Mrs L. Davies, Mrs K. Dawson,
I. Fordham, Mrs J. Hood, T. Kelt, P. Leason, J. Powell, C. Thornicroft and
R. Townsend

ABSENT: Councillors: K. Argyle, M. Green, M. Hatton and J. Hickling

GP20/366 **Apologies**

Apologies were received from Councillors: K. Argyle, M. Green and J. Hickling

GP20/367 **Declarations of Interests**

Councillor R. Kenney declared a pecuniary interest in item 12 (Minute Number GP20/377) – Stone Farmers’ Market.

GP20/368 **Requests for Dispensations**

None

GP20/369 **To receive the report of the County Councillors**

County Councillor Mrs J. Hood

The Chairman invited Councillor Mrs Hood to address the Committee.

Councillor Mrs Hood advised the Committee that she and the Chairman, Councillor Kenney, had been liaising with a number of residents about the recent sale of pockets of land in Stone that were outlined in the Stone Neighbourhood Plan as Local Green Spaces and Local Green Infrastructure.

She said that three pieces of land had been purchased and then sold (via auction) by one single vendor, attracting unsuspecting purchasers who were probably hoping to obtain planning permission. However, professional advice had confirmed that the land would be difficult to develop because of its protected status.

Councillor Mrs Hood asked whether the Town Clerk could identify the pockets of land that might potentially be subject to sale, to assist residents and allay their fears and concerns.

County Councillor I. Parry

Councillor Parry was not in attendance at the meeting.

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GP20/370 To receive the report of Borough Councillors

The Chairman invited Councillor Fordham to address the Committee.

Councillor Fordham advised the Committee that five Borough Independent Councillors had been elected as Members of Stafford Borough Council, all of them representing the two district wards in Stone. To add to this number, a new sixth Borough Independent elected to Haywood and Hixon ward, had recently joined their ranks.

Councillor Fordham said the existing Independent Councillors were very pleased to welcome the new Councillor and looked forward to working with him.

GP20/371 Representations from Members of the Public

The Committee noted that the Town Council's Public Participation Scheme had been suspended until after the by-election for the Stonefield and Christchurch Ward.

GP20/372 Minutes

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on 24 February 2021 (Minute No's GP20/347 – GP20/350), be approved as a correct record.
- b) That the minutes of the General Purposes Committee meeting held on 2 March 2021 (Minute No's GP20/351 – GP20/365), be approved as a correct record.

GP20/373 Minutes of Sub-Committees

RESOLVED:

- a) Tourism & Town Promotion Sub-Committee held on 16 March 2021 (Minute Numbers TTP20/058 – TTP20/065), that the draft minutes be noted and the recommendations of the Sub-Committee contained in Minute Number TTP20/062 be adopted.
- b) Environment Sub-Committee held on 16 March 2021 (Minute Numbers ENV20/045 – ENV20/052), that the draft minutes be noted and the recommendations of the Sub-Committee contained in Minute Number ENV20/051 be adopted.

The Chairman invited additional new Members to join the Single Use Plastics Working Group and the Environmental Issues Working Group.

As no volunteers came forward the Chairman suggested the item be brought back to the General Purposes Committee on the next occasion that there is a report from the working groups.

GP20/374 **Neighbourhood Plan Steering Group**

The Committee considered the draft notes of the Neighbourhood Plan Steering Group meeting held on 23 March 2021 which had been circulated with the agenda for the meeting.

The Committee noted an inaccuracy in the notes which stated that the Neighbourhood Plan referendum should be advertised in the 'June' edition of the Stone & Eccleshall Gazette when it should be the 'May/June' edition.

The Chairman invited the Chairman of the Neighbourhood Plan Steering Group, Councillor Mrs Hood to address the Committee.

Councillor Mrs Hood advised the Committee that the neighbourhood Plan referendum would be taking place on Thursday 6 May 2021. She provided information on the process and reminded Members about the hard work that had gone in to producing the Plan's detailed content with the support of Urban Vision and in the consultation stages with residents of Stone.

Councillor Mrs Hood stressed the importance of people voting in the referendum for the Neighbourhood Plan which if made, would carry weight legally and form part of the Borough Council's planning process.

Councillor Mrs Hood urged everyone to tell others about the referendum and the need for local people to vote 'yes' for the Neighbourhood Plan. She said that widespread publicity would include advertisements in the May/June edition of the Gazette (which will be issued during the weekend before the referendum), a Little Bit of Stone, the Town Council's website and posters displayed in and around the town.

GP20/375 **Appointment of Town Mayor and Deputy Town Mayor Elect**

The Committee considered the appointment of a Town Mayor and Deputy Town Mayor Elect.

RESOLVED: That the Mayor Elect for 2021-22 is Councillor J. Powell, and the Deputy Mayor Elect is Councillor Mrs K. Dawson.

GP20/376 **Council Meetings**

The Committee considered the report* of the Town Clerk (circulated with the agenda for the meeting) which considered the arrangements for Council meetings following the ending of legal approval to hold virtual meetings.

The Town Clerk informed the Committee that the legal basis of virtual meetings finishes on 6 May 2021 which presents some difficulties for the Town Council as it does not have room to accommodate meetings that will be in accordance with Covid-19 requirements.

The Town Clerk informed the Committee that virtual meetings had assisted members of the public significantly in engaging with the work of the Council. Viewing figures had been far in excess of the numbers of people who had regularly attended physical meetings.

* 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 Town Clerk informed the Committee about the Government's request for a call for evidence on whether it should consider making virtual meetings legal in the future. He suggested the Council's experience and viewing figures are put forward in response.

The Town Clerk informed the Committee about a national legal challenge suggesting virtual meetings had always been legal but the outcome of this was not known. He confirmed that he had identified no reasons why meetings that do not make formal decisions could not be held virtually.

Committee Members expressed their views about the importance of returning to face to face meetings when circumstances allow and suggested that opportunities to live stream these physical meetings, for the benefit of people not willing or able to attend in person, be explored.

RESOLVED:

That the Town Council make the following meeting arrangements:

- a. Move the May meetings of the full Council, the General Purposes Committee and the Planning Consultative Committee to 4th May 2021 and hold them virtually.
- b. Change the date of the Annual Public Meeting to 27th May 2021.
- c. Delegate to the Town Clerk, in consultation with the Town Mayor and the Chairmen of the General Purposes and Planning Consultative Committees, authority to set the dates of the June Council and Committee meetings.
- d. Consider arrangements for Council, Committee and Sub-Committee meetings in July 2021 onwards at the June meeting of the General Purposes Committee.
- e. Continue to hold steering group and working group meetings virtually until decided otherwise by the groups themselves.
- f. Organise future Town Hall Trust and Richard Vernon Trust meetings virtually until decided otherwise by each Trust individually.
- g. Authorise the Town Clerk to submit details of the Council's positive experiences regarding public interest in the work of the Council as a result of virtual meetings to the Government's "Call for evidence".
- h. That the Town Clerk investigates the possibility of using technology to live stream and record physical meetings (and determine the time period the recording should be held for).

GP20/377 **Stone Farmers' Market**

Having declared a pecuniary interest in this item, Councillor Mrs Hood took the Chair and the Chairman, Councillor Kenney, left the meeting.

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The Committee considered the use of the Market Square as part of the Stone Farmers' Markets on 1st May 2021 and 5th June 2021 to help support the return of the Market to the High Street. The item required consideration because Market Square is currently rented out for use by The Lounge, an adjoining bar and restaurant.

The Committee expressed its desire to support the long awaited return of the Farmer's Market in the High Street, which would benefit all traders in the town as well as surrounding local businesses.

RESOLVED: That The Town Clerk is asked to inform The Lounge that Market Square will not be available for use on the Farmer's Market dates of 1 May and 5 June 2021.

Upon the conclusion of the item Councillor Kenney returned to the chair.

GP20/378 **Welcome Back Fund**

The Committee considered a letter (circulated with the agenda for the meeting) sent by the Secretary of State for Housing, Communities and Local Government to the Chairman of the National Association of Local Councils (NALC) regarding the sharing of Welcome Back Fund allocations received by principal councils with town and parish councils in their area. Stafford Borough Council had been allocated £121,848 from this Fund.

RESOLVED: That the Town Clerk is asked to advise Stafford Borough Council that it would welcome the opportunity to engage with the Borough Council on the use of the Welcome Back funds in the Stone area and to ask that it considers passing some of the funding to the Town Council, as strongly encouraged by the Secretary of State.

GP20/379 **Stafford District (B) Payphone Consultation**

The Committee considered a British Telecom consultation seeking views on proposals to remove telephone boxes in Stone after research had shown that the payphones were no longer regularly used.

An email from Stafford Borough Council had been included with the agenda for the meeting, along with a spreadsheet detailing the locations of the telephone boxes and a BT notice offering information on kiosk adoption.

The Chairman informed the Committee that there was just one telephone box listed in the Stone parish which was new style and located on the Lichfield Road (near to the Three Crowns Public House).

RESOLVED: That the Town Clerk advises Stafford Borough Council that the Town Council has no objections to removal of the payphone but asks whether British Telecom would consider putting the kiosk to an alternative use.

GP20/380 **Parish Council Workshop – Invitation**

The Committee considered an invitation from Stafford Borough Council to a Parish Council Workshop on the topic of communication and how best to engage with residents. A copy of the invitation had been circulated with the agenda for the meeting.

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RESOLVED: That the Town Council expresses (to the Borough Council) the preference for the Parish Council Workshop to be arranged on Tuesday 27 April 2021 at 6:00pm and that Councillors: R. Kenney, J. Powell and R. Townsend would attend.

GP20/381 Town Council Payments

RESOLVED: To note the list* of Town Council payments made by the Council during the period 1 to 28 February 2021.

GP20/382 Update from Working Groups:

Neighbourhood Plan Steering Group

A summary of the content of the meeting had been given by Councillor Mrs Hood earlier in the agenda.

Stone Area Parish Liaison Group

Councillor Davies advised the Committee that the next meeting of the Liaison Group would be held tomorrow (14 April 2021).

Traffic Management in Stone Working Group

Councillor Kenney advised the Committee that no meeting had taken place.

Promotion of Stone Working Group

Councillor Powell advised the Committee that the Working Group was currently in the process of setting a suitable date for the next meeting.

Heritage Centre Working Group

Councillor Kenney advised the Committee that the first meeting of the Working Group had taken place on site. The Group had accessed the fire station (which was not yet ready to be handed over) and had met with several possible new external members of the working group.

The Chairman invited Councillor Leason to give the names of potential group members which included the Managing Director of Joules, a retired school teacher and local historian, the author of The Staffordshire Encyclopaedia and other work, an expert on the Trent and Mersey Canal and owner of a railway and canal museum.

The Committee suggested appointing a member with a strong commercial and marketing background and it was acknowledged that the services of a professional specialist could be employed as necessary.

Councillor Leason advised the Committee that the County Museums Officer would be recommending a member that had skills in modern technology, relating to uses in a modern heritage centre setting.

Councillor Mrs Hood said that she had been asked to contact a teacher who had a great interest in culture and heritage and was waiting for a reply on whether they were interested in joining the Working Group. She asked the Committee to bear this in mind.

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Councillor Mrs Davies asked to be considered as a Town Council member of the working group and the Chairman requested that the item be added to the agenda for the next meeting of the General Purposes Committee.

RESOLVED: That the following external (non Councillor) members are co-opted to the Heritage centre Working Group:

- Steve Nuttall (Managing Director at Joules Brewery)
- Steve Booth (Retired School Teacher and local historian)
- Tim Cockin (Author of The Staffordshire Encyclopaedia and other works)
- Teresa Fuller (Expert on the Trent & Mersey Canal and owner of a railway and canal museum)

GP20/383 To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council

Stone ATC

Councillor Davies advised the Committee that no meeting had taken place.

Age Concern Stone & District

Councillor Thornicroft advised the Committee that although no meeting had taken place, he was able to share an update from the Trustees.

Age Concern had continued to offer assistance to members of the public, despite the office being closed over the period of the lockdown. The answerphone goes through to the Stone Helpline which in turn passes potential clients back. The Age Concern team is continuing to offer support with attendance allowance and carers allowance claims. There were plans for the office to open after Easter but it wasn't known when the usual activities (hospital transport, coffee mornings and lunch club) could recommence.

Stafford & Stone Access Group

No report was invited or given but a meeting of the Access Group had been due to take place in April.

Stone Common Plot Trustees

Councillor Kenney confirmed that no meeting had taken place.

Stone Community Hub Liaison Group

Councillor Powell advised that no meeting had taken place.

SPCA Executive Committee

Councillor Green was not available to provide a report.

CHAIRMAN

Stone Town Council – Planning Consultative Committee

Minutes of the meeting held virtually on Tuesday 13 April 2021

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: A. Best, Mrs A. Burgess, Mrs J. Hood, Mrs L. Davies, Mrs K. Dawson,
I. Fordham, T. Kelt, R. Kenney, P. Leason, J. Powell, C. Thornicroft and
R. Townsend

ABSENT: Councillors: K. Argyle, M. Green, M. Hatton and J. Hickling

P20/151 **Apologies**

Apologies were received from Councillors: K. Argyle, M. Green and J. Hickling

P20/152 **Declarations of Interest and Requests for Dispensations**

As a member of Stafford Borough Council's Planning Committee, Councillor Mrs Hood did not wish to comment on the planning applications listed and abstained from voting on all items.

P20/153 **Representations from Members of the Public**

The Committee noted that the Town Council's Public Participation Scheme had been suspended until after the by-election for the Stonefield and Christchurch Ward.

P20/154 **Minutes**

RESOLVED:

- a) That the minutes of the Planning Consultative Committee meeting held on 2 March 2021 (Minute Numbers P20/145 – P20/150), be approved as a correct record.

P20/155 **Planning Applications**

Application Number – 20/33579/FUL

Applicant – Mr A. Roe (A. J. Roe Properties)

Location – 2 Oulton Road, Stone

Development – Conversion of former tattoo studio (Sui generis) to form new retail sales premises (A1). Demolition of existing two storey lean-to extension and erection of new store/accommodation

Observations: The Town Council would like to receive a lot more information on

this proposal, to include a level of detail that would be comparable to the planning application previously withdrawn (19/31330/FUL). Full planning details would allow an opportunity to provide Stafford Borough Council with meaningful observations.

Application Number – 21/33758/FUL

Applicant – Mr R. Trippett

Location – Stone Business Park, Blocks 1 & 2 (Phase 1), Diamond Way, Stone

Development – Variation of conditions 2 and 11 and removal of condition 19 on application 16/23975/FUL

Observations: The Town Council has no objections as long as the need to avoid disturbance to Brooms Park residents is recognized.

Application Number – 20/33322/HOU

Applicant – Mr R. Conlon

Location – 3 Squires Court, Stone

Development – Single storey side extension

Observations: No observations

Application Number – 20/33452/LBC (amended plans)

Applicant – Mr A. Howells (BHG Developments)

Location – Land at St Johns Church, Granville Terrace, Stone

Development – Minor internal works to listed building and repositioning of roof lights approved by listed building consent APP/Y3425/Y/16/3164144

Amendments – The initial application didn't clearly show the proposed works and the newest submission does show this detail. Please refer to the heritage statement where the proposed works are set out in a list. New drawings and heritage statement also highlight the removal of internal walls (units 1 and 2)

Observations: No observations

Application Number – 21/34064/PTEL

Applicant – Hutchinson UK Ltd

Location – Street Record, The Fillybrooks, Stone

Development – Proposed 18m Phase 8 Monopole C/W wrapround cabinet at base and associated ancillary works

Observations: No observations

Application Number – 20/33518/HOU

Applicant – Mrs K. Munslow

Location – 147A Lichfield Road, Stone

Development – Alterations and new first floor extension

Observations: The Town Council is concerned about the potentially overbearing nature of this development bearing in mind the size of the proposal.

P20/156

To note the following items considered under delegated powers where no objections were forwarded to Stafford Borough Council due to no Member asking for the item to be considered by a special meeting of the Committee.

Application Number – 20/32679/FUL (amended plans)

Applicant – Dr G. Rhys

Location – 6 Mill Farm Barns, Mill Street, Stone

Development – Retrospective boundary fence

Amendments – The existing and proposed fence has been amended to show steel grates at the bottom as opposed to concrete boards in an attempt to mitigate flood water flows.

Observations: The Town Council wishes to repeat the observations made in response to the original plans, submitted to Stafford Borough Council on 4 November 2020:

The Town Council supports the comments made by Councillor I. Fordham in the 'Call In' document submitted to Stafford Borough Council.

CHAIRMAN

Stone

Town Council



Terms of Reference

Committees & Sub-Committees

May 2021

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1 GENERAL PURPOSES COMMITTEE

PURPOSE

- 1.1 The purpose of the General Purposes Committee is to consider policy issues in relation to, and to scrutinise the operation of, all aspects of Council work which can be legally delegated by the Council.

MEMBERSHIP AND APPOINTMENT

- 1.2 The Committee shall consist of the whole membership of the Town Council, unless otherwise determined by the Council. These members shall be appointed by the Council in May to serve until the following May's Council meeting. Appointments to fill any casual vacancies that may arise during the year shall be made by the Council in accordance with the above principles.

CHAIRMAN AND VICE CHAIRMAN

- 1.3 The Chairman and Vice-Chairman shall be appointed by the Council in May to serve until the following May's Council meeting. Appointments to fill any casual vacancies that may arise in these posts during the year shall be made by the Council in accordance with the above. If neither the Chairman nor the Vice-Chairman are able to preside at a meeting of the Committee, the members of the Committee present shall elect a temporary Chairman for the duration of the meeting.

QUORUM

- 1.4 No business shall be dealt with unless at least six Councillor members of the Committee are present. If there is no quorum, all items for which the Committee would be inquorate shall be deferred until the next meeting of the Committee.

ATTENDANCE BY COUNCILLORS WHO ARE NOT MEMBERS OF THE COMMITTEE

- 1.5 Any member of the Council who is not a member of the Committee may attend the meeting and may speak on any item, with the permission of the Chairman in advance of the meeting. Such a member may not make or second any proposals or amendments, and may not vote.
- 1.6 The requirements of the Council's Code of Conduct will apply to all Councillors present at the meeting, whether members of the Committee or not.

ATTENDANCE BY THE GENERAL PUBLIC

- 1.7 Meetings will normally be open to the public unless there is a specific resolution of the Committee to consider an item of business in private.

FREQUENCY OF MEETINGS

- 1.8 Meetings will normally be held on dates determined by the General Purposes Committee. Where changes are required to these dates, this shall be determined by the Committee. If such a decision needs to be made outside a meeting, it shall be determined by the Town Clerk following consultation with the Chairman whenever possible.

AGENDA AND PROCEEDINGS

- 1.9 The agenda shall be drawn up and circulated by the Town Clerk. The provisions of the Council's Standing Orders for Business shall apply to meetings of the Committee.

REPORTING

- 1.10 Decisions of the Committee shall have the status of resolutions, which shall be binding on the Council providing that the item can be legally delegated by the Council. Where an item cannot be legally delegated, decisions shall have the status of recommendations to the full Council.

FUNCTIONS

- 1.11 To consider policy issues in relation to, and to scrutinise the operation of, all aspects of Council work which can be legally delegated by the Council.
- 1.12 To appoint chairmen, vice-chairmen and members to sub-committees.
- 1.13 To appoint Council representatives to outside bodies.
- 1.14 To distribute the Council's grants budget.
- 1.15 To recommend the annual budget and precept to the Council.

RELATIONSHIP WITH OTHER COMMITTEES AND SUB-COMMITTEES

- 1.16 The General Purposes Committee shall consider reports in the form of draft or approved minutes from each of its Sub-Committees in accordance with Standing Orders.
- 1.17 The General Purposes Committee minutes shall be reported to the full Council in accordance with Standing Orders. Draft minutes shall be reported if not yet approved by the Committee.
- 1.18 If a difference of opinion develops between its Sub-Committees, the General Purposes Committee shall determine how the matter will be resolved.
- 1.19 If a difference of opinion develops between Committees, the Council shall determine how the matter will be resolved.

2 PLANNING CONSULTATIVE COMMITTEE

PURPOSE

- 2.1 The purpose of the Planning Consultative Committee is to consider planning applications within the Town Council area and make comments to Stafford Borough appropriately, and to consider policy issues in relation to planning applications.

MEMBERSHIP AND APPOINTMENT

- 2.2 The Committee shall consist of the whole membership of the Town Council, unless otherwise determined by the Council. These members shall be appointed by the Council in May to serve until the following May's Council meeting. Appointments to fill any casual vacancies that may arise during the year shall be made by the Council in accordance with the above principles.

CHAIRMAN AND VICE CHAIRMAN

- 2.3 The Chairman and Vice-Chairman shall be appointed by the Council in May to serve until the following May's Council meeting. Appointments to fill any casual vacancies that may arise in these posts during the year shall be made by the Council in accordance with the above. If neither the Chairman nor the Vice-Chairman are able to preside at a meeting of the Committee, the members of the Committee present shall elect a temporary Chairman for the duration of the meeting.

QUORUM

- 2.4 No business shall be dealt with unless at least six Councillor members of the Committee are present. If there is no quorum, all items for which the Committee would be inquorate shall be deferred until the next meeting of the Committee.

ATTENDANCE BY COUNCILLORS WHO ARE NOT MEMBERS OF THE COMMITTEE

- 2.5 Any member of the Council who is not a member of the Committee may attend the meeting and may speak on any item, with the permission of the Chairman in advance of the meeting. Such a member may not make or second any proposals or amendments, and may not vote.
- 2.6 The requirements of the Council's Code of Conduct will apply to all Councillors present at the meeting, whether members of the Committee or not.

ATTENDANCE BY THE GENERAL PUBLIC

- 2.7 Meetings will normally be open to the public unless there is a specific resolution of the Committee to consider an item of business in private.

FREQUENCY OF MEETINGS

- 2.8 Meetings will normally be held on dates determined by the General Purposes Committee. Where changes are required to these dates, this shall be determined by the Committee. If such a decision needs to be made outside a meeting, it shall be determined by the Town Clerk following consultation with the Chairman whenever possible.

AGENDA AND PROCEEDINGS

- 2.9 The agenda shall be drawn up and circulated by the Town Clerk. The provisions of the Council's Standing Orders for Business shall apply to meetings of the Committee.

REPORTING

- 2.10 Decisions of the Committee shall have the status of resolutions, which shall be binding on the Council providing that the item can be legally delegated by the Council. Where an item cannot be legally delegated, decisions shall have the status of recommendations to the full Council.

FUNCTIONS

- 2.11 To consider planning applications within the Town Council area and make comments to Stafford Borough appropriately.
- 2.12 To consider policy issues in relation to planning applications.

RELATIONSHIP WITH OTHER COMMITTEES AND SUB-COMMITTEES

- 2.13 The Planning Consultative Committee minutes shall be reported to the full Council in accordance with Standing Orders. Draft minutes shall be reported if not yet approved by the Committee.
- 2.14 If a difference of opinion develops between Committees, the Council shall determine how the matter will be resolved.

3 ENVIRONMENT SUB-COMMITTEE

PURPOSE

- 3.1 The purpose of the Environment Sub-Committee is to consider policy issues in relation to, and to scrutinise the operation of, environmental services provided by the Town Council and to make recommendations to the General Purposes Committee accordingly.

MEMBERSHIP AND APPOINTMENT

- 3.2 The Sub-Committee shall consist of seven members, or any other number as determined by the General Purposes Committee, drawn from the membership of the Town Council. These members shall be appointed by the General Purposes Committee in May to serve until the following May's meeting of that Committee. Appointments to fill any casual vacancies that may arise during the year shall be made by the General Purposes Committee in accordance with the above principles.
- 3.3 The Town Mayor and Chairman of the General Purposes Committee shall be ex-officio members of the Sub-Committee.
- 3.4 The Sub-Committee may make recommendations to the General Purposes Committee for the co-option of non-Councillor members to the Sub-Committee due to the particular expertise they are able to offer.

CHAIRMAN AND VICE CHAIRMAN

- 3.5 The Chairman and Vice-Chairman shall be appointed by the General Purposes Committee in May to serve until the following May's meeting of that Committee. Appointments to fill any casual vacancies that may arise in these posts during the year shall be made by the General Purposes Committee in accordance with the above principles. If neither the Chairman nor the Vice-Chairman are able to preside at a meeting of the Sub-Committee, the members of the Sub-Committee present shall elect a temporary Chairman for the duration of the meeting.

QUORUM

- 3.6 No business shall be dealt with unless at least three Councillor members of the Sub-Committee are present. If there is no quorum, all items for which the Sub-Committee would be inquorate shall be deferred until the next meeting of the Sub-Committee.

ATTENDANCE BY COUNCILLORS WHO ARE NOT MEMBERS OF THE SUB-COMMITTEE

- 3.7 Any member of the Council who is not a member of the Sub-Committee may attend the meeting and may speak on any item, with the permission of the Chairman in

advance of the meeting. Such a member may not make or second any proposals or amendments, and may not vote.

- 3.8 The requirements of the Council's Code of Conduct will apply to all Councillors present at the meeting, whether members of the Sub-Committee or not.

ATTENDANCE BY THE GENERAL PUBLIC

- 3.9 Meetings will normally be open to the public unless there is a specific resolution of the Sub-Committee to consider an item of business in private.

FREQUENCY OF MEETINGS

- 3.10 Meetings will normally be held on dates determined by the General Purposes Committee. Where changes are required to these dates, this shall be determined by the Sub-Committee. If such a decision needs to be made outside a meeting, it shall be determined by the Town Clerk following consultation with the Chairman whenever possible.

AGENDA AND PROCEEDINGS

- 3.11 The agenda shall be drawn up and circulated by the Town Clerk. The provisions of the Council's Standing Orders for Business shall apply to meetings of the Sub-Committee.

REPORTING

- 3.12 Decisions of the Sub-Committee shall have the status of recommendations to the General Purposes Committee. From time to time items may be specifically referred to the Sub-Committee together with delegated powers to act. In this latter case, the decisions of the Sub-Committee shall be binding on the Council.

FUNCTIONS

- 3.13 To consider matters of policy related to environmental services provided by the Town Council. Whilst the scope of these services is likely to change from time to time, at the date of approval of these terms of reference this consisted of:
- a. The Crown Meadow
 - b. Grounds Maintenance
 - c. Allotments
- 3.14 To scrutinise the operation of the above services.
- 3.15 To recommend to the General Purposes Committee the budget required for the ongoing provision of the services under its purview, and to make recommendations for improvements or reductions in services as required to meet the needs of the Council.

- 3.16 To recommend to the General Purposes Committee, as part of the annual budget process, any budgeted items within its responsibility that it would specifically wish to consider and approve before spending is incurred.

RELATIONSHIP WITH OTHER SUB-COMMITTEES

- 3.17 Whilst the Sub-Committee is responsible for recommending policy related to the provision of environmental services, it should be noted that policy issues related to management, staffing and finance fall under the purview of the Management Sub-Committee, even where they relate to an environmental asset or service.
- 3.18 If a difference of opinion develops between Sub-Committees, the General Purposes Committee shall determine how the matter will be resolved.

4 ESTATES SUB-COMMITTEE

PURPOSE

- 4.1 The purpose of the Estates Sub-Committee is to consider policy issues in relation to, and to scrutinise the operation of, the physical building and infrastructure assets provided by the Town Council and to make recommendations to the General Purposes Committee accordingly.

MEMBERSHIP AND APPOINTMENT

- 4.2 The Sub-Committee shall consist of seven members, or any other number as determined by the General Purposes Committee, drawn from the membership of the Town Council. These members shall be appointed by the General Purposes Committee in May to serve until the following May's meeting of that Committee. Appointments to fill any casual vacancies that may arise during the year shall be made by the General Purposes Committee in accordance with the above principles.
- 4.3 The Town Mayor and Chairman of the General Purposes Committee shall be ex-officio members of the Sub-Committee.
- 4.4 The Sub-Committee may make recommendations to the General Purposes Committee for the co-option of non-Councillor members to the Sub-Committee due to the particular expertise they are able to offer.

CHAIRMAN AND VICE CHAIRMAN

- 4.5 The Chairman and Vice-Chairman shall be appointed by the General Purposes Committee in May to serve until the following May's meeting of that Committee. Appointments to fill any casual vacancies that may arise in these posts during the year shall be made by the General Purposes Committee in accordance with the above principles. If neither the Chairman nor the Vice-Chairman are able to preside at a meeting of the Sub-Committee, the members of the Sub-Committee present shall elect a temporary Chairman for the duration of the meeting.

QUORUM

- 4.6 No business shall be dealt with unless at least three Councillor members of the Sub-Committee are present. If there is no quorum, all items for which the Sub-Committee would be inquorate shall be deferred until the next meeting of the Sub-Committee.

ATTENDANCE BY COUNCILLORS WHO ARE NOT MEMBERS OF THE SUB-COMMITTEE

- 4.7 Any member of the Council who is not a member of the Sub-Committee may attend the meeting and may speak on any item, with the permission of the Chairman in

advance of the meeting. Such a member may not make or second any proposals or amendments, and may not vote.

- 4.8 The requirements of the Council's Code of Conduct will apply to all Councillors present at the meeting, whether members of the Sub-Committee or not.

ATTENDANCE BY THE GENERAL PUBLIC

- 4.9 Meetings will normally be open to the public unless there is a specific resolution of the Sub-Committee to consider an item of business in private.

FREQUENCY OF MEETINGS

- 4.10 Meetings will normally be held on dates determined by the General Purposes Committee. Where changes are required to these dates, this shall be determined by the Sub-Committee. If such a decision needs to be made outside a meeting, it shall be determined by the Town Clerk following consultation with the Chairman whenever possible.

AGENDA AND PROCEEDINGS

- 4.11 The agenda shall be drawn up and circulated by the Town Clerk. The provisions of the Council's Standing Orders for Business shall apply to meetings of the Sub-Committee.

REPORTING

- 4.12 Decisions of the Sub-Committee shall have the status of recommendations to the General Purposes Committee. From time to time items may be specifically referred to the Sub-Committee together with delegated powers to act. In this latter case, the decisions of the Sub-Committee shall be binding on the Council.

FUNCTIONS

- 4.13 To consider matters of policy related to the physical building and infrastructure assets provided by the Town Council. Whilst the scope of these services is likely to change from time to time, at the date of approval of these terms of reference this consisted of:
- a. The Frank Jordan Centre
 - b. Stone Station Community Centre
 - c. The Town Market
 - d. Car Parking
 - e. Bus Shelters and Street Furniture
 - f. The Provision of Dog and Litter Bins
- 4.14 To scrutinise the operation of the above services.

- 4.15 To recommend to the General Purposes Committee the budget required for the ongoing provision of the services under its purview, and to make recommendations for improvements or reductions in services as required to meet the needs of the Council.
- 4.16 To recommend to the General Purposes Committee, as part of the annual budget process, any budgeted items within its responsibility that it would specifically wish to consider and approve before spending is incurred.

RELATIONSHIP WITH OTHER SUB-COMMITTEES

- 4.17 Whilst the Sub-Committee is responsible for recommending policy related to the provision of the Council's physical building and infrastructure assets, it should be noted that policy issues related to management, staffing and finance fall under the purview of the Management Sub-Committee, even where they relate to an asset providing services to the public.
- 4.18 If a difference of opinion develops between Sub-Committees, the General Purposes Committee shall determine how the matter will be resolved.

5 MANAGEMENT SUB-COMMITTEE

PURPOSE

- 5.1 The purpose of the Management Sub-Committee is to consider policy issues in relation to, and to scrutinise the operation of, the Council's management, staffing and finance, and to make recommendations to the General Purposes Committee accordingly.

MEMBERSHIP AND APPOINTMENT

- 5.2 The Sub-Committee shall consist of seven members, or any other number as determined by the General Purposes Committee, drawn from the membership of the Town Council and having regard to the political make-up of the Council. These members shall be appointed by the General Purposes Committee in May to serve until the following May's meeting of that Committee. Appointments to fill any casual vacancies that may arise during the year shall be made by the General Purposes Committee in accordance with the above principles.
- 5.3 The Town Mayor and Chairman of the General Purposes Committee shall be ex-officio members of the Sub-Committee.
- 5.4 The Sub-Committee may make recommendations to the General Purposes Committee for the co-option of non-Councillor members to the Sub-Committee due to the particular expertise they are able to offer.

CHAIRMAN AND VICE CHAIRMAN

- 5.5 The Chairman and Vice-Chairman shall be appointed by the General Purposes Committee in May to serve until the following May's meeting of that Committee. Appointments to fill any casual vacancies that may arise in these posts during the year shall be made by the General Purposes Committee in accordance with the above principles. If neither the Chairman nor the Vice-Chairman are able to preside at a meeting of the Sub-Committee, the members of the Sub-Committee present shall elect a temporary Chairman for the duration of the meeting.

QUORUM

- 5.6 No business shall be dealt with unless at least three Councillor members of the Sub-Committee are present. If there is no quorum, all items for which the Sub-Committee would be inquorate shall be deferred until the next meeting of the Sub-Committee.

ATTENDANCE BY COUNCILLORS WHO ARE NOT MEMBERS OF THE COMMITTEE

- 5.7 Any member of the Council who is not a member of the Sub-Committee may attend the meeting and may speak on any item, with the permission of the Chairman in advance of the meeting. Such a member may not make or second any proposals or amendments, and may not vote.
- 5.8 The requirements of the Council's Code of Conduct will apply to all Councillors present at the meeting, whether members of the Sub-Committee or not.

ATTENDANCE BY THE GENERAL PUBLIC

- 5.9 Meetings will normally be open to the public unless there is a specific resolution of the Sub-Committee to consider an item of business in private.

FREQUENCY OF MEETINGS

- 5.10 Meetings will normally be held on dates determined by the General Purposes Committee. Where changes are required to these dates, this shall be determined by the Sub-Committee. If such a decision needs to be made outside a meeting, it shall be determined by the Town Clerk following consultation with the Chairman whenever possible.

AGENDA AND PROCEEDINGS

- 5.11 The agenda shall be drawn up and circulated by the Town Clerk. The provisions of the Council's Standing Orders for Business shall apply to meetings of the Sub-Committee.

REPORTING

- 5.12 Decisions of the Sub-Committee shall have the status of recommendations to the General Purposes Committee. From time to time items may be specifically referred to the Sub-Committee together with delegated powers to act. In this latter case, the decisions of the Sub-Committee shall be binding on the Council.

FUNCTIONS

- 5.13 To consider matters of policy related to the Council's management, staffing and finance.
- 5.14 To scrutinise these areas of operation.
- 5.15 To recommend to the General Purposes Committee the budget required for the ongoing provision of the services under its purview, and to make recommendations for improvements or reductions in services as required to meet the needs of the Council.

- 5.16 To recommend to the General Purposes Committee, as part of the annual budget process, any budgeted items within its responsibility that it would specifically wish to consider and approve before spending is incurred.

RELATIONSHIP WITH OTHER SUB-COMMITTEES

- 5.17 Whilst the other Council Sub-Committees are responsible for recommending policy related to the provision of Council services to the public, it should be noted that policy issues related to management, staffing and finance fall under the purview of this Sub-Committee, even where they relate to a service or asset under the purview of another Sub-Committee.
- 5.18 If a difference of opinion develops between Sub-Committees, the General Purposes Committee shall determine how the matter will be resolved.

6 TOURISM AND TOWN PROMOTION SUB-COMMITTEE

PURPOSE

- 6.1 The purpose of the Tourism & Town Promotion Sub-Committee is to consider policy issues in relation to, and to scrutinise the operation of, tourism and town promotion services provided by the Town Council and to make recommendations to the General Purposes Committee accordingly.

MEMBERSHIP AND APPOINTMENT

- 6.2 The Sub-Committee shall consist of seven members, or any other number as determined by the General Purposes Committee, drawn from the membership of the Town Council. These members shall be appointed by the General Purposes Committee in May to serve until the following May's meeting of that Committee. Appointments to fill any casual vacancies that may arise during the year shall be made by the General Purposes Committee in accordance with the above principles.
- 6.3 The Town Mayor and Chairman of the General Purposes Committee shall be ex-officio members of the Sub-Committee.
- 6.4 The Sub-Committee may make recommendations to the General Purposes Committee for the co-option of non-Councillor members to the Sub-Committee due to the particular expertise they are able to offer.

CHAIRMAN AND VICE CHAIRMAN

- 6.5 The Chairman and Vice-Chairman shall be appointed by the General Purposes Committee in May to serve until the following May's meeting of that Committee. Appointments to fill any casual vacancies that may arise in these posts during the year shall be made by the General Purposes Committee in accordance with the above principles. If neither the Chairman nor the Vice-Chairman are able to preside at a meeting of the Sub-Committee, the members of the Sub-Committee present shall elect a temporary Chairman for the duration of the meeting.

QUORUM

- 6.6 No business shall be dealt with unless at least three Councillor members of the Sub-Committee are present. If there is no quorum, all items for which the Sub-Committee would be inquorate shall be deferred until the next meeting of the Sub-Committee.

ATTENDANCE BY COUNCILLORS WHO ARE NOT MEMBERS OF THE SUB-COMMITTEE

- 6.7 Any member of the Council who is not a member of the Sub-Committee may attend the meeting and may speak on any item, with the permission of the Chairman in

advance of the meeting. Such a member may not make or second any proposals or amendments, and may not vote.

- 6.8 The requirements of the Council's Code of Conduct will apply to all Councillors present at the meeting, whether members of the Sub-Committee or not.

ATTENDANCE BY THE GENERAL PUBLIC

- 6.9 Meetings will normally be open to the public unless there is a specific resolution of the Sub-Committee to consider an item of business in private.

FREQUENCY OF MEETINGS

- 6.10 Meetings will normally be held on dates determined by the General Purposes Committee. Where changes are required to these dates, this shall be determined by the Sub-Committee. If such a decision needs to be made outside a meeting, it shall be determined by the Town Clerk following consultation with the Chairman whenever possible.

AGENDA AND PROCEEDINGS

- 6.11 The agenda shall be drawn up and circulated by the Town Clerk. The provisions of the Council's Standing Orders for Business shall apply to meetings of the Sub-Committee.

REPORTING

- 6.12 Decisions of the Sub-Committee shall have the status of recommendations to the General Purposes Committee. From time to time items may be specifically referred to the Sub-Committee together with delegated powers to act. In this latter case, the decisions of the Sub-Committee shall be binding on the Council.

FUNCTIONS

- 6.13 To consider matters of policy related to tourism and town promotion services provided by the Town Council. Whilst the scope of these services is likely to change from time to time, at the date of approval of these terms of reference this consisted of:
- a. Christmas Lights
 - b. Tourism
 - c. Town Promotion
- 6.14 To scrutinise the operation of the above services.
- 6.15 To recommend to the General Purposes Committee the budget required for the ongoing provision of the services under its purview, and to make recommendations

for improvements or reductions in services as required to meet the needs of the Council.

- 6.16 To recommend to the General Purposes Committee, as part of the annual budget process, any budgeted items within its responsibility that it would specifically wish to consider and approve before spending is incurred.

RELATIONSHIP WITH OTHER SUB-COMMITTEES

- 6.17 Whilst the Sub-Committee is responsible for recommending policy related to the provision of tourism and town promotion services, it should be noted that policy issues related to management, staffing and finance fall under the purview of the Management Sub-Committee, even where they relate to a tourism and town promotion service.
- 6.18 If a difference of opinion develops between Sub-Committees, the General Purposes Committee shall determine how the matter will be resolved.

7 MAYOR'S CHARITY SUB-COMMITTEE

PURPOSE

- 7.1 The purpose of the Mayor's Charity Sub-Committee is to support the Town Mayor in determining appropriate charities, raising funds and distributing those funds to the chosen charities.

MEMBERSHIP AND APPOINTMENT

- 7.2 The Sub-Committee shall consist of seven members, or any other number as determined by the General Purposes Committee, drawn from the membership of the Town Council. The Town Mayor, Deputy Town Mayor, and Town Mayor for the previous year will automatically be members of the Sub-Committee, taking up three of the seven places.
- 7.3 In the event that the previous Town Mayor is no longer a member of the Council they will not be a member of the Sub-Committee, but shall be invited to attend and take part in discussions related to the distribution of funds raised during their term of office. They will not be able to vote.
- 7.4 The balance of the Sub-Committee's members shall be appointed by the General Purposes Committee in May to serve until the following May's meeting of that Committee. Appointments to fill any casual vacancies that may arise during the year shall be made by the General Purposes Committee in accordance with the above principles.
- 7.5 For the period between the appointment of the Mayor Elect in April and the Town Mayor in May, the Mayor Elect will become an eighth member of the Sub-Committee, unless they are already a member.
- 7.6 The Chairman of the General Purposes Committee shall be an ex-officio member of the Sub-Committee.
- 7.7 The Sub-Committee may make recommendations to the General Purposes Committee for the co-option of non-Councillor members to the Sub-Committee due to the particular expertise they are able to offer.

CHAIRMAN AND VICE CHAIRMAN

- 7.8 The Sub-Committee shall be chaired by the Town Mayor. The Deputy Mayor shall be the Vice-Chairman. If neither the Chairman nor the Vice-Chairman are able to preside at a meeting of the Sub-Committee, the members of the Sub-Committee present shall elect a temporary Chairman.

QUORUM

- 7.9 No business shall be dealt with unless at least three Councillor members of the Sub-Committee are present. If there is no quorum, all items for which the Sub-Committee would be inquorate shall be deferred until the next meeting of the Sub-Committee.
- 7.10 No meeting should be held without the Town Mayor present, however it is accepted that there may be times when the Town Mayor will need to declare an interest on an individual agenda item and this is reflected in these quorum arrangements.

ATTENDANCE BY COUNCILLORS WHO ARE NOT MEMBERS OF THE SUB-COMMITTEE

- 7.11 Any member of the Council who is not a member of the Sub-Committee may attend the meeting and may speak on any item, with the permission of the Chairman in advance of the meeting. Such a member may not make or second any proposals or amendments, and may not vote.
- 7.12 The requirements of the Council's Code of Conduct will apply to all Councillors present at the meeting, whether members of the Sub-Committee or not.

ATTENDANCE BY THE GENERAL PUBLIC

- 7.13 Meetings will normally be open to the public unless there is a specific resolution of the Sub-Committee to consider an item of business in private.

FREQUENCY OF MEETINGS

- 7.14 There shall be a minimum of two meetings per year, to determine the incoming Town Mayor's charities for the year and to determine the distribution of funds raised during the Mayor's term of office. Other meetings will be called at times to be agreed between the Town Mayor and the Town Clerk.

AGENDA AND PROCEEDINGS

- 7.15 The agenda shall be drawn up and circulated by the Town Clerk. The provisions of the Council's Standing Orders for Business shall apply to meetings of the Sub-Committee.

REPORTING

- 7.16 The minutes of the Sub-Committee shall be reported to the General Purposes Committee.
- 7.17 The Sub-Committee shall have full delegated authority to undertake the functions listed below, providing that there is no financial or other impact on the Council outside the use of funds already accumulated by the Mayor's Charity Fund.

7.18 In this latter case, approval shall be required from the General Purposes Committee.

FUNCTIONS

7.19 To determine:

- a. The charities to be supported by the Town Mayor during their term of office.
- b. The events to be held to raise funds for those charities.
- c. The distribution of funds to the supported charities.

RELATIONSHIP WITH OTHER SUB-COMMITTEES

7.20 The responsibilities of this Sub-Committee are unlikely to overlap with those of other Sub-Committees.

7.21 If a difference of opinion develops between Sub-Committees, the General Purposes Committee shall determine how the matter will be resolved.

8 NEIGHBOURHOOD PLAN STEERING GROUP

PURPOSE

- 8.1 The purpose of the Neighbourhood Plan Steering Group is to oversee the preparation of the Council's Neighbourhood Plan, and to make recommendations to the General Purposes Committee accordingly.

MEMBERSHIP AND APPOINTMENT

- 8.2 The Steering Group shall consist of up to ten members drawn from the membership of the Town Council and up to five non-Councillor members. These members shall be appointed by the General Purposes Committee in May to serve until the following May's meeting of that Committee. Appointments to fill any casual vacancies that may arise during the year shall be made by the General Purposes Committee in accordance with the above principles.
- 8.3 The Town Mayor and Chairman of the General Purposes Committee shall be ex-officio members of the Steering Group.

CHAIRMAN AND VICE CHAIRMAN

- 8.4 The Chairman and Vice-Chairman shall be appointed by the General Purposes Committee in May to serve until the following May's meeting of that Committee. Appointments to fill any casual vacancies that may arise in these posts during the year shall be made by the General Purposes Committee in accordance with the above principles. If neither the Chairman nor the Vice-Chairman are able to preside at a meeting of the Steering Group, the members of the Steering Group present shall elect a temporary Chairman for the duration of the meeting.

QUORUM

- 8.5 No business shall be dealt with unless at least five members of the Steering Group are present, at least three of which shall be Councillor members. If there is no quorum, all items for which the Steering Group would be inquorate shall be deferred until the next meeting of the Steering Group.

ATTENDANCE BY COUNCILLORS WHO ARE NOT MEMBERS OF THE STEERING GROUP

- 8.6 Any member of the Council who is not a member of the Steering Group may attend the meeting and may speak on any item, with the permission of the Chairman in advance of the meeting. Such a member may not make or second any proposals or amendments, and may not vote.

- 8.7 The requirements of the Council's Code of Conduct will apply to all Councillors and non-Councillor members present at the meeting, whether members of the Steering Group or not.

ATTENDANCE BY THE GENERAL PUBLIC

- 8.8 Meetings will not be open to the public.

FREQUENCY OF MEETINGS

- 8.9 Meetings will normally be held on dates determined by the Steering Group. Where changes are required to these dates, this shall be determined by the Steering Group. If a decision on a meeting date needs to be made outside a meeting, it shall be determined by the Town Clerk following consultation with the Chairman whenever possible.

AGENDA AND PROCEEDINGS

- 8.10 The agenda, if any, shall be drawn up and circulated by the Town Clerk. The provisions of the Council's Standing Orders for Business shall apply to meetings of the Sub-Committee.

REPORTING

- 8.11 Decisions of the Steering Group shall have the status of recommendations to the General Purposes Committee.

FUNCTIONS

- 8.12 To oversee the preparation of the Council's Neighbourhood Plan, and to make recommendations to the General Purposes Committee accordingly.
- 8.13 To recommend to the General Purposes Committee the budget required for the ongoing provision of the Neighbourhood Plan.

RELATIONSHIP WITH COUNCIL SUB-COMMITTEES

- 8.14 Whilst the Steering Group is responsible for overseeing the preparation of the Council's Neighbourhood Plan, it should be noted that policy issues related to management, staffing and finance fall under the purview of the Management Sub-Committee, even where they relate to the Neighbourhood Plan.
- 8.15 If a difference of opinion develops between this Steering Group and any Council Sub-Committee, the General Purposes Committee shall determine how the matter will be resolved.

9 WORKING GROUPS (ALL)

PURPOSE

- 9.1 The purpose of each Council working group is to give a level of in-depth consideration to specific issues beyond that which would normally be possible in larger forums such as a committee or sub-committee, and to make recommendations to their parent body (committee or sub-committee) accordingly.
- 9.2 In most cases, working groups should operate on a “task and finish” basis.

MEMBERSHIP AND APPOINTMENT

- 9.3 Working group numbers are not prescribed, but groups are unlikely to be effective with less than three or more than five members.
- 9.4 Working group members are appointed by the parent body that requires the in-depth consideration to be undertaken, and may be drawn from the membership of the Town Council. The Town Mayor and Chairman of the General Purposes Committee are ex-officio members of all working groups.
- 9.5 The working group or parent body may make recommendations for the co-option of non-Councillor members to the working group due to the particular expertise they are able to offer. All such appointments will require the approval of the General Purposes Committee, and all co-opted members will be required to comply with the Council’s code of conduct.

CHAIRMAN AND VICE CHAIRMAN

- 9.6 Working groups will determine their own chairmanship arrangements, and need not appoint a chairman or vice, however a Councillor member of the group who is also a member of the parent body should be identified as having the responsibility to report back to the parent body on the work of the group.

QUORUM

- 9.7 As working groups have no decision making powers, there is no requirement for quoracy.

ATTENDANCE BY COUNCILLORS WHO ARE NOT MEMBERS OF THE WORKING GROUP

- 9.8 Any member of the Council who is not a member of a working group may attend a meeting and may speak on any item if invited by the group. Such a member should not take part in the formulation of the group’s recommendations.
- 9.9 The requirements of the Council’s Code of Conduct will apply to everyone present at a meeting, whether members of the working group or not.

ATTENDANCE BY THE GENERAL PUBLIC

- 9.10 Working group meetings will not be open to the public.

FREQUENCY OF MEETINGS

- 9.11 Working groups will arrange their own meeting timetable, in order to meet any reporting requirements placed upon them by their parent body.

AGENDA AND PROCEEDINGS

- 9.12 The calling of meetings, booking of venues, preparation of agendas and minutes etc. will not be undertaken by the Town Council's staff. Attendance of Town Council staff at working groups will be on an exceptional basis, if their expertise may be required to inform the group's discussions.
- 9.13 There is no requirement for either a formal agenda or minutes, but if a working group wishes to prepare these it will be a matter for the group's members. Working group minutes will not form part of the official minutes of the Council.
- 9.14 The provisions of the Council's Standing Orders for Business shall not apply to meetings of working groups.

REPORTING

- 9.15 Working groups have no powers to make any decision or to act in any way on behalf of the Council.
- 9.16 At each meeting of its parent body, the nominated representative of each working group will be expected to report on the work of the group, and to present any recommendations. Such recommendations will not be considered by the parent body without a full written report circulated with the meeting agenda and setting out the nature of the recommendations and their implications for the Council.

FUNCTIONS

- 9.17 The function of each working group is to give a level of in-depth consideration to specific issues beyond that which would normally be possible in larger forums such as a committee or sub-committee, and to make recommendations to their parent body accordingly.

RELATIONSHIP WITH OTHER WORKING GROUPS

- 9.18 Where the terms of reference of individual working groups may overlap, it is the responsibility of the parent body to provide clarification. Where this overlap applies to working groups appointed by different parent bodies this responsibility will fall to the General Purposes Committee.