



Stone

Town Council

Town Clerk
Les Trigg

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Stone
ST15 8JP

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9 November 2021

Dear Councillor,

A meeting of the **MANAGEMENT SUB COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 16 NOVEMBER 2021 at 7:10pm**, or upon the rising of the Estates Sub-Committee, if later.

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

Attendees are asked to wear face masks other than when taking part in the meeting.

Les Trigg
Town Clerk

Councillors: J. Davies (Chairman), I. Fordham (Vice Chairman), K. Argyle, Mrs A. Burgess,
Mrs L. Davies, M. Green 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**

- a) To confirm as a correct record the minutes of the meeting of the Management Sub-Committee held on 27 July 2021, Minute Numbers MAN22/001 – MAN22/010 (attached).
- b) To confirm as a correct record the minutes of the meeting of the Management Sub-Committee held on 19 October 2021, Minute Numbers MAN22/011 – MAN22/014 (attached).

5. **Working Groups**

To review the operation of working groups.

A list of current working groups with their parent (sub) committee is attached.

6. **Charity Policy**

To consider the Town Council's policies on national and large charities who apply for grant aid.

A copy of the Council's current policy is attached.

7. **Updates:**

- a) Website/Facebook
- b) Service Continuity Plan

8. **Exclusion of the Press and Public**

To resolve, pursuant to the Public Bodies (Admission to Meetings) Act 1960, that the Public and Press be excluded from the meeting whilst the next items of business are discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate.

9. **Confidential Minutes**

To confirm as a correct record the confidential minutes of the Management Sub Committee, held on 27 July 2021, Minute Numbers MAN22/001 and MAN22/010.

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 in the Council Chamber at 15 Station Road, Stone, on Tuesday 27 July 2021

PRESENT: Councillor J. Davies in the Chair and
Councillors: K. Argyle, Mrs A. Burgess, Mrs L. Davies and R. Kenney

By Chairman's invitation: Mrs J. Hood and P. Leason

ABSENT: Councillor: I. Fordham, M. Green, T. Kelt and J. Powell

MAN22/001 Apologies

Councillors:, I. Fordham, M. Green, T. Kelt and J. Powell

MAN22/002 Declarations of Interest and Requests for Dispensations

None received

MAN22/003 Representations from Members of the Public

None received

MAN22/004 Minutes

That the Minutes of the Management Sub-Committee Meeting held on the 27 April 2021 (Minute No's MAN20/053 – MAN20/058), be approved as a correct record.

MAN22/005 Policies and Procedures

The Sub-Committee considered the updated Press and Media Protocol which had been attached to the agenda for the meeting.

The Town Clerk advised the Sub-Committee that the main differences in the updated Protocol were that it had been tightened and expanded to include social media and self generated items such as Members' own websites or YouTube channels. The updated Protocol also focusses on the point that members of the public don't necessarily always understand when a Councillor is acting as a Councillor and provides guidance in this respect.

The Town Clerk advised the Sub-Committee that the most significant of the individual changes was that Councillors should not describe themselves as

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Councillors unless they are doing something directly related to council business, including ward casework. They should not describe themselves as Councillor when doing something for another body to ensure there is no question of confusion about their position.

The Town Clerk reminded the Sub-Committee that using a Councillor's own email address for council business was subject to Freedom of Information.

RECOMMENDED: That the Press and Media Protocol is accepted by the Town Council.

MAN22/006 **Headstone**

The Chairman invited the Town Clerk to update the Sub-Committee on project Headstone after implementation following the death of HRH Prince Philip, Duke of Edinburgh.

The Town Clerk advised the Sub-Committee that the Headstone protocol had worked well although there hadn't been as many actions to implement as would have been required under normal circumstances (outside of Covid-19 restrictions).

The Town Clerk advised the Sub-Committee that the action points agreed with Stafford Borough Council had not gone exactly to plan but good communication links had ensured that things did work out in the end. For example, the Town Council had been told not to issue its own press release using its own words (amongst other things) but the County Council and Borough Council proceeded to produce their own statements and Stone Town Council then followed their lead.

The Town Clerk advised the Sub-Committee that the document would be updated with new members of the Royal Family but he did not believe there was a need to update the procedures.

The Sub-Committee concluded that the protocol had worked well and the Town Clerk was thanked for his efforts.

MAN22/007 **Financial Control**

The Chairman advised the Sub-Committee that this item had been listed on the agenda after Councillors had expressed a desire to better understand the financial controls of larger town councils (rather than the financial controls of smaller councils which had been covered on various training courses).

The Chairman invited the Town Clerk to brief the Sub-Committee on the Town Council's financial management and control procedures.

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The Town Clerk explained the Town Council's financial management and control procedures in detail (splitting the topic into strategic and operational financial management) with the support of an accompanying note* that was distributed at the meeting.

At the end of the briefing the Sub-Committee concluded that it was satisfied appropriate financial procedures were in place. The Chairman stressed that it was incumbent upon Councillors to take responsibility for checking reports (particularly the regular payments list and bank reconciliations) conscientiously.

MAN22/008 Updates

The Chairman invited the Town Clerk to provide updates on the following:

a. Website

The Town Clerk advised the Sub-Committee that some improvements had been made to the website but more time was needed to modernise its design.

He explained that the website was a Council information website as opposed to a community website that sought to publicise the town.

The Town Clerk advised the Sub-Committee that no new work had been undertaken in relation to Facebook.

The Sub-Committee expressed concern about potential data protection issues with Facebook and the Town Clerk suggested that a Facebook page, if launched, should include only news and event items.

b. Service Continuity Plan

The Town Clerk advised the Sub-Committee that time spent working from home had demonstrated an ability to do so which was useful to know in respect of service continuity.

He advised that there was still a lot of paper in the office and the Deputy Town Clerk was looking at the potential for digitising the office filing system.

The Sub-Committee concluded that the measures in place were effective but further lessons would continue to be learned to improve resilience in the future.

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MAN22/009 Exclusion of the Press and Public

To resolve, pursuant to the Public Bodies (Admission to Meetings) Act 1960, that the Public and Press be excluded from the meeting whilst the next items of business are discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate.

RESOLVED: To exclude the Press and Public from the next item of business.

MAN22/010 Staffing Matters

The Sub-Committee considered the Town Clerk's report on staff recruitment which had been issued with the agenda for the meeting.

The Sub-Committee concluded that it would revisit the staffing needs of the Council in respect of the Heritage Centre and Events and Marketing requirements when the staffing needs for the Heritage Centre had been identified.

Chairman

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Stone Town Council – Management Sub-Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 19 October 2021

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

By Chairman's invitation: Mrs J. Hood, P. Leason and R. Townsend

ABSENT: Councillor: K. Argyle, Mrs A. Burgess, M. Green and J. Powell

MAN22/011 Apologies

Councillors:, K. Argyle, M. Green, and J. Powell

MAN22/012 Declarations of Interest and Requests for Dispensations

None received

MAN22/013 Representations from Members of the Public

None received

MAN22/014 Community Involvement with Young People

The Sub-Committee considered the options for better representing young people and promoting youth engagement in the Town Council's activities.

A copy of Councillor Mrs Dawson's Youth Council Research Summary* had been attached to the agenda for the meeting.

A copy of the Protocol for the Appointment of Student Advisors in Association with Ringwood School and the NALC publication 'Whatever, yeah?' had been attached to the electronic version of the agenda.

The Chairman reminded the Sub-Committee that the item had been put forward to the General Purposes Committee by Councillor Mrs Dawson and the Management Sub-Committee had been asked to consider its recommendations on how to proceed.

The Chairman thanked Councillor Mrs Dawson for raising the issue, for her written paper and for the research she had undertaken in identifying the work done on youth engagement by other local councils around the country. The Sub-

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Committee expressed how helpful her paper had been.

The Chairman referred the Sub-Committee to some notes he had distributed outside of the meeting which were based on youth engagement being a good idea with many mutual benefits to the Town Council and young people personally.

The Sub-Committee considered the various models that could be used to achieve the aim and concluded that the best option would be for young people to be invited to act as specialist or 'student advisors' at Tourism & Town Promotion Sub-Committee, Environment Sub-Committee and Estates Sub Committee meetings (particularly in respect of matters relating to civic pride). The Management Sub-Committee was considered to be less suitable because it deals primarily with internal council matters.

The Sub-Committee agreed that a working group should develop a protocol for implementing the engagement process which should address the following points:

- The process for the nomination of young people, their allocation to specific sub-committees and the length of the term of membership.
- The numbers of young people appointed at one time. It was suggested that two people are appointed for each Sub-Committee to begin with, although that number was also considered too narrow.
- The process for establishing how children would be approached to ensure inclusivity. This would include decisions on which school are contacted and consideration as to how appropriate representation is achieved from home schooled children, looked after children and children attending schools outside of town including Catholic schools.
- The personal development of children.
- Development of an induction and mentoring process.
- The process by which the input of young people is recorded and taken forward.

The Town Clerk advised the Sub-Committee that the Town Council's Standing Orders would not need to be amended as the young people involved would be under 18 and will not be treated as co-opted members.

RECOMMENDED: That the Town Council engage with the younger people of Stone through an invitation to attend relevant Sub-Committee meetings as Student Advisors (in the capacity similar to that of a council officer).

RECOMMENDED: That the General Purposes Committee appoint a working group to consider and implement the process by which young people are appointed as 'Student Advisors'.

Chairman

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Stone Town Council
Memberships of Working Groups
2021-22

Committee/Sub-Committee	Working Groups
<p>GENERAL PURPOSES COMMITTEE</p>	<p style="text-align: center;">1. Neighbourhood Plan Steering Group</p> <p>Chairman: Councillor Mrs J. Hood Members: Councillors: A. Best, I. Fordham and J. Powell Co-opted Members: J. Bonser and A. Osgathorpe</p> <p style="text-align: center;">2. Stone Area Parish Liaison Group</p> <p>Councillor J. Davies</p> <p style="text-align: center;">3. Heritage Centre Steering Committee</p> <p>Chairman: R. Kenney Vice Chairman: P. Leason Members: Councillors: Mrs J. Hood, Mrs L. Davies and Mrs K. Dawson</p> <p>Co-opted non Councillor Members: Mr S. Nuttall, Mr S. Booth, Mr T. Cockin, Miss H. Frost</p> <p style="text-align: center;">4. Engagement with Young People Working Group</p> <p>Councillors: Mrs L. Davies and Mrs K. Dawson</p>
<p>PLANNING CONSULTATIVE COMMITTEE</p>	<p>No Working Groups</p>
<p>ENVIRONMENT SUB-COMMITTEE</p>	<p style="text-align: center;">1. Single Use Plastics Working Group</p> <p>Councillors: Mrs A. Burgess, M. Hatton, T. Kelt, P. Leason, R. Townsend and J. Powell Co-opted non Councillor Member: Mrs T. Lindop</p>

	<p>2. Environmental Issues Working Group</p> <p>Councillors: Mrs A. Burgess, M. Hatton, T. Kelt, P. Leason and R. Townsend</p>
<p>ESTATES SUB-COMMITTEE</p>	<p>1. Improving Use of Community Centres (Frank Jordan Centre & Station) Working Group</p> <p>Councillors: A. Best, Mrs J. Hood, R. Kenney, M. Hatton and R. Townsend.</p>
<p>MANAGEMENT SUB-COMMITTEE</p>	<p>No working groups</p>
<p>TOURISM & TOWN PROMOTION SUB-COMMITTEE</p>	<p>1. Remembrance Plaques Working Group</p> <p>Councillors: J. Davies, Mrs L. Davies, Mrs J. Hood and P. Leason</p> <p>2. Promotion of Stone Working Group</p> <p>Councillors: Mrs J. Hood, Mrs L. Davies, Mrs A. Burgess, J. Powell, R. Kenney and M. Green</p> <p>Business Group Representatives: Jon Cook (A Little Bit of Stone), Lee Walker (Walton Businesses), Michelle Hughes (Stone Pub Watch), Jamie Richards (Stone Business Network), Susan Hughes (Stone Traders Group)</p> <p>3. Queen’s Platinum Jubilee Working Group</p> <p>Councillors: K. Argyle J. Davies, Mrs L. Davies, Mrs J. Hood, P. Leason, R. Kenney and S. Walley.</p> <p>4. Market Strategy (Market Pricing & Strategy) Working Group</p> <p>Chairmen of the General Purposes Committee, Estates Sub-Committee and Tourism and Town Promotion Sub-Committee</p>

MAYOR'S CHARITY SUB-COMMITTEE	No Working Groups
In addition, the Town Mayor and the Chairman of the General Purposes Committee are ex-officio members of all committees, sub-committees and working groups as set out in Standing Orders.	

Notes for Grant Applications

Stone Town Council has a sum of money which is available for local organisations to bid against for grant aid. In order to ensure that these funds are distributed as fairly and effectively as possible, the Council has determined a set of guidelines against which applications will be considered. These guidelines are set out below.

Qualifying Criteria

In order to be considered for a grant from Stone Town Council, applicants must be a properly constituted organisation and meet the following conditions:

1. They provide a service or services which benefit the residents of the Town Council's area.
2. They must not be political or primarily a lobbying organisation.
3. They have fully completed the Council's application process by the advertised deadline, which will include:
 - a. Completion of the standard application form,
 - b. Provision of the most up to date set of accounts for the organisation available at the date of the application deadline, where applicable,
 - c. Details of how any grants provided to the organisation in previous years have been spent.
 - d. Where the Council appoints a member to the organisation's management committee or similar body, a statement of support from that member in relation to the grant application.

Limits on the Level of Grants Available

In order to consider competing demands fairly, the Council will expect to award grants only at the July and February meetings of its General Purposes Committee, though it may be prepared to vary this in cases of extreme emergency.

The Council will aim to distribute grants widely, and to those applicants presenting the greatest need. To this end, other than in very exceptional circumstances, grants will be awarded:

1. Up to a maximum of £500 per organisation in any financial year.
2. To organisations holding less than 12 months' net expenditure (excluding grants) in reserves. The definition of reserves in this case excludes reserves which are legally earmarked to specific spending and cannot be used to support the proposals for which grant aid has been sought.

Where an application would exceed these limits, organisations are still invited to apply to the Council, but will need to explain in the "exceptional request" section of the application form why the Council should treat it as an exception. Similarly, any emergency applications for meetings other than July and February should complete this section to explain why the request would not wait until the following meeting.

Application Process

In order to be considered at the July or February meetings, fully completed applications will need to be received at the Council's offices at 15 Station Road, Stone, ST15 8JP no later than three weeks in advance of the published date of the meeting.

Applications can also be emailed to clerk@stonetowncouncil.gov.uk in Microsoft Word or Adobe Acrobat (.pdf) format. Copies of the form in either format are available on request to this address, and can be downloaded from the Council's website at www.stonetowncouncil.gov.uk.

For further help and information please contact the Town Council at the above address, or telephone 01785 619740.

Grant recipients should note that whilst they are welcome to acknowledge any grant from the Town Council, the payment of a grant does not create a partnership and the organisation still retains full responsibility for their activities.