



**Town Clerk**

Les Trigg

**Tel: 01785 619740**

**Email: [clerk@stonetowncouncil.gov.uk](mailto:clerk@stonetowncouncil.gov.uk)**

15 Station Road  
STONE  
ST15 8JP

9 May 2022

Dear Councillor,

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held at the **Frank Jordan Centre, Lichfield Street, Stone**, on **TUESDAY 17 MAY 2022 at 7:00pm**, for consideration of the matters itemised in the following agenda.

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

Les Trigg  
Town Clerk

**AGENDA**

1. **To receive apologies for absence**
2. **Declarations of Interest**
3. **Requests for Dispensations Received**
4. **To receive a report from County Councillors representing Stone Town**
  - County Councillor Mrs J. Hood
  - County Councillor I. Parry
5. **To receive a report from Borough Councillors representing Stone Town**
6. **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.

**7. Minutes of Previous Meetings**

- a) To confirm as a correct record the minutes of the meeting of the General Purposes Committee held on 5 April 2022, Minute No's GP22/181 – GP22/197 (attached).

**8. Minutes of Sub-Committees**

There are no Sub-committee minutes for consideration.

**9. Sub-Committee Terms of Reference**

To consider, and update if necessary, the terms of reference for the Council's Sub-Committees.

A copy of the terms of reference are attached to the electronic version of the agenda.

**10. To appoint the Members, Chairmen and Vice Chairmen of the following Sub-Committees:**

- Tourism & Town Promotion
- Environment
- Estates
- Management
- Neighbourhood Plan Steering Group
- Mayor's Charity Sub-Committee

**11. Appointment to Outside Bodies**

**To make appointments of Council representatives to the following bodies:**

- Stone ATC (Mayor plus 1 member – currently Town Mayor & J. Davies)
- Age Concern Stone & District (2 members – currently J. Davies and C. Thornicroft)
- Stafford & Stone Access Group (1 member – currently T. Kelt)
- Trustees of the Town Hall Charity (all members)
- Stone Community Hub Liaison Group (3 members – currently Mrs L. Davies, Mrs J. Hood and J. Powell)
- Stone Area Parish Liaison Group (1 member – currently J. Davies)

NOTE: Current membership of the following bodies will continue until the stated dates, or until retirement by an individual member, even if the members cease to be members of the Council

- Stone Common Plot Trustees (four-year term)  
Currently Mrs L. Davies, Mrs J. Hood, T. Kelt and R. Kenney (all members' terms run to May 2023). One vacancy is available.
- Richard Vernon Trust (four-year term)  
Currently J. Davies, Mrs L. Davies and J. Powell (all members' terms run to 2023)
- SPCA Executive Committee (One member for a two-year term)  
Currently: M. Green (to December 2023)

12. **Town Council Surgeries**

To consider the report of the Town Clerk (attached).

13. **Town Council Payments**

To receive a list of payments made by the Council during the period 1 to 31 March 2022 (attached).

14. **Update from Working Groups:**

- a) Neighbourhood Plan Steering Group
- b) Stone Heritage Centre Steering Committee
- c) Engagement with Young People
- d) Queen's Platinum Jubilee Steering Group

15. **To receive reports from Town Councillors on attendance at meetings as a representative of the Town Council**

Stone Area Parish Liaison Group – J. Davies

Stone ATC – Town Mayor & J. Davies

Age Concern Stone & District – Cllrs J. Davies and C. Thornicroft

Stafford & Stone Access Group – Cllr T. Kelt

Stone Common Plot Trustees – Cllrs: Mrs L. Davies, Mrs J. Hood, T. Kelt and R. Kenney

Stone Community Hub Liaison Group – Cllrs: Mrs L. Davies, Mrs J. Hood & J. Powell

SPCA Executive Committee – Cllr M. Green

16. **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.**

17. **Confidential Minutes**

To approve the Confidential Minutes of the General Purposes Committee held on 5 April 2022, Minute Numbers GP22/181, GP22/196 and GP22/197 (attached).

Members of the public are welcome to attend the General Purposes Committee meeting as observers and/or to make representations to the committee in accordance with the Council's scheme of public participation. Details of the scheme are displayed in the Council's notice boards and website.

# Stone Town Council – General Purposes Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 5 April 2022

**PRESENT:** Councillor R. Kenney in the Chair, and  
Councillors: K. Argyle, A. Best, J. Davies, Mrs L. Davies, Mrs K. Dawson, I. Fordham,  
Mrs J. Hood, T. Kelt, P. Leason, J. Powell, C. Thornicroft and S. Walley

Officers: L. Trigg and Mrs T. Williams

**ABSENT:** Councillors: Mrs A. Burgess, M. Green, M. Hatton, J. Hickling and R. Townsend

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**GP22/181     Apologies**

Apologies were received from Councillors Mrs A. Burgess, M. Green and J. Hickling.

**GP22/182     Declarations of Interests**

None

**GP22/183     Requests for Dispensations**

None

**GP22/184     To receive the report of the County Councillors**

**County Councillor Mrs J. Hood**

Councillor Mrs Hood advised the Chairman that she would not deliver a report on this occasion.

**County Councillor I. Parry**

Councillor Parry was not in attendance at the meeting.

**GP22/185     To receive the report of Borough Councillors**

The Chairman invited Councillor Fordham to address the Committee.

Councillor Fordham advised the Committee that Stafford Borough Council was now a hung council following the decision by two Conservative Members to cross the floor to join the Borough Independents.

**GP22/186     Representations from Members of the Public**

None

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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.

**GP22/187     Minutes**

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on 1 March 2022 (Minute Numbers GP22/166 – GP22/180), be approved as a correct record.

**GP22/188     Minutes of Sub-Committees**

- a) Tourism & Town Promotion Sub-Committee held on 15 March 2022 (Minute Numbers TTP22/036 – TTP22/042), that the draft minutes be noted.
- b) Environment Sub-Committee held on 15 March 2022 (Minute Numbers ENV22/031 – ENV22/038), that the draft minutes be noted, and the recommendations of the Sub-Committee contained in Minute Numbers ENV22/034 b) and ENV22/037 (not ENV22/038 as stated on the agenda) be adopted.

**GP22/189     Appointment of Town Mayor and Deputy Town Mayor Elect**

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

The Committee also considered the arrangements for Mayor Making.

RESOLVED: That the Town Mayor Elect for 2022-23 is Councillor J. Powell, and the Deputy Town Mayor Elect is Councillor A. Best.

RESOLVED: That Mayor Making takes place at St Michael & St Wulfad's Church during the Civic Sunday Church Service (on 10 July 2022), rather than at the Annual Meeting held in the Council Chamber (on 10 May 2022).

**GP22/190     Town Council Surgeries**

The Committee received a written follow up report on Town Council Surgeries from Councillor Walley which had been enclosed with the agenda for the meeting.

The report followed a Members Motion under Standing Order 4, raised at the General Purposes Committee meeting on 5 October 2021 (Minute Number GP22/095).

The Chairman invited Councillor Walley to address the Committee.

Councillor Walley advised the Committee that since the meeting in October 2021 he had worked on the detail of his idea in consultation with the Town Clerk and proposed that the Town Council hold a series of monthly outdoor 'Resident Engagement Events' in different locations in Stone starting in May 2022 for a period of six months for the purpose of gathering views on local issues and offering residents a means of meeting Town Councillors face to face.

The Committee discussed the proposal and confirmed its interest in improving engagement and communication with members of the public by facilitating the

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opportunity for people to talk and to express views about local issues, with surgeries providing a useful means of doing this. It was also recognised that many issues are not under the Town Council's direct control but are national government, County or Borough related.

Town Councillors did however express several concerns about the detail of Councillor Walley's proposal which included:

- The outside environment would not be suitable or comfortable. There is no privacy in the street and people's conversations will be overheard.
- The Council should not expect members of the public to approach them just because they happen to be there in the street.
- Councillor safety could be compromised particularly in the current climate. The wearing of body camera equipment would not prevent attacks or keep Councillors safe.
- The wearing of body camera equipment would be recording personal and private conversations which is not acceptable. It would also appear impersonal and threatening, giving the wrong message to people feeling anxious or vulnerable.
- The whereabouts of Councillors should not be advertised.
- Councillors are already approachable through lots of different modes/methods of communication.
- There are other ways of running surgeries.
- The Fire Station is no longer a community fire station (in respect of offering community rooms for general hire).

The following suggestions were made by the Committee:

- To hold virtual Zoom sessions with individual members of the public and a specific Councillor or a Councillor on surgery duty. Residents could access the technology from their own homes or somewhere convenient to them which may include the library (subject to a private room being available) if they don't have access at home.
- To pursue the original proposal to hold surgeries at the Frank Jordan Centre in a private and comfortable environment.
- To pursue the proposal to hold surgeries at other venues within the various wards.
- That body cams are used but only turned on in the unlikely event that a person's manner or behaviour requires it. Most of the time they would not be needed or used. Data protection would need investigation.
- To increase the visibility of Councillors through the use of 'A Little Bit of Stone' and other social media outlets.
- To offer flexibility and choice in the range of ways that Members of the public can contact Town Councillors. This could encompass all modes of communication and working with partners such as the Church, Community Hub and Age Concern.
- That the logistical arrangements need to be determined including the appointment of Councillors and booking arrangements.

**RESOLVED:** That the Council hold a monthly surgery at the Frank Jordan Centre for a trial period of three months, followed by a report to the General Purposes Committee on the long-term proposals for Councillor surgeries.

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RESOLVED: That the Town Clerk works in consultation with the Chairman of the General Purposes Committee and Councillor Walley on the arrangements for the surgeries and a suitable start date.

**GP22/191      National Pay Award 2021-22**

The Committee considered the report\* of the Town Clerk informing the outcome of the 2021-22 national pay award negotiations for local government staff and its impact on the Council.

The Town Clerk advised the Committee that this was the pay award from April 2021 which related to staff on the National Association of Local Councils (NALC) terms and conditions of employment.

RESOLVED: That the Committee adopts the new 2021-22 salary levels for staff on national pay scales as set out in the report.

**GP22/192      Town Council Payments**

RESOLVED: To note the list\* of Town Council payments made during the period 1 to 28 February 2022.

**GP22/193      Update from Working Groups:**

**Neighbourhood Plan Steering Group**

Councillor Mrs Hood reported that the Neighbourhood Plan Steering Group had not met.

**Heritage Centre Steering Committee**

Councillor Kenney advised the Committee that the work of the Heritage Centre Steering Committee was currently on hold while the procurement of services was progressing with the County Council.

The Town Clerk confirmed that the papers drafted by the County were being put together by the architect to go to tender.

**Engagement with Young People**

Councillor Mrs Dawson informed the Committee that although the Working Group had not met, the Town Clerk has sent a letter to schools, and she has sent a letter to home educators to ask their opinions on the scheme.

One acknowledgement has been received back but no solid responses as yet.

**Queen's Platinum Jubilee Steering Group**

Councillor Mrs Hood informed the Committee that the Group was making good progress with lots of exciting plans coming forward.

She said that Sunday 5 June 2022 was going to be a really good day once the Borough Council has confirmed the Town Council can use Westbridge Park.

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**GP22/194     To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council**

**Stone Area Parish Liaison Group**

Councillor Davies advised the Committee that the next meeting of the Liaison Group would take place on 27 April 2022.

**Stone ATC**

Councillor Davies advised the Committee that the next meeting of Stone ATC would be held on 3 May 2022.

**Age Concern Stone & District**

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

**Stafford & Stone Access Group**

Councillor Kelt advised the Committee that no meetings had taken place.

**Stone Common Plot Trustees**

Councillor Kenney advised the Committee that the Stone Common Plot AGM would be taking place on 27 April 2022.

**Stone Community Hub Liaison Group**

Councillor Mrs Hood advised the Committee that no meeting had been held.

**SPCA Executive Committee**

Councillor Green was not available to provide a report.

**The meeting was adjourned and then reconvened after the open session of the Planning Consultative Committee meeting had taken place.**

**GP22/195     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 items of business.

**GP22/196     National Pay Award 2021-22**

The Committee considered the report of the Town Clerk concerning the National Pay Award 2021-22 related to staff not on the national pay scales.

RESOLVED: That the recommendations in the report be adopted.

**GP22/197     Staffing Matters**

The Committee considered the report of the Town Clerk concerning the salary of a member of staff.

RESOLVED: That the recommendations in the report be adopted.

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# Stone

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## Town Council



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### Terms of Reference

### Committees & Sub-Committees

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May 2022

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# 1 GENERAL PURPOSES COMMITTEE

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## 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

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### 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

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#### 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

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### 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. Oversight of the Appearance of the Town Centre
  - 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

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### 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

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### 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. Town Markets
  - b. Christmas Lights
  - c. Tourism
  - d. 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

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### 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

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### 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 HERITAGE CENTRE STEERING GROUP

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### PURPOSE

- 9.1 The purpose of the Heritage Centre Steering Group is to oversee the establishment of the Stone Heritage Centre, and to make recommendations to the General Purposes Committee accordingly.

### MEMBERSHIP AND APPOINTMENT

- 9.2 The Steering Group shall consist of up to ten members in total, drawn from the membership of the Town Council and co-opted, non-Councillor members. These members shall be appointed by the General Purposes Committee to serve until the completion of the project, but may be changed by that Committee at any time in accordance with the above principles.
- 9.3 In addition to the above, the Town Mayor and Chairman of the General Purposes Committee shall be ex-officio members of the Steering Group if not directly appointed in their own right.

### CHAIRMAN AND VICE CHAIRMAN

- 9.4 The Chairman of the Group shall be the Chairman of the General Purposes Committee, if directly appointed as a member of the Group<sup>1</sup>. If this is not the case, the Chairman shall be a Town Councillor who would be appointed by the General Purposes Committee for the duration of the project, but whose appointment may be reviewed by the Committee at any time.
- 9.5 The Vice Chairman shall be a Town Councillor who would be appointed by the General Purposes Committee for the duration of the project, but whose appointment may be reviewed by the Committee at any time.
- 9.6 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 Town Councillor as a temporary Chairman for the duration of the meeting.

### QUORUM

- 9.7 No business shall be dealt with unless at least three members of the Steering Group are present, including at least three 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.

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<sup>1</sup> But not if an ex-officio member only.

## ATTENDANCE BY COUNCILLORS WHO ARE NOT MEMBERS OF THE STEERING GROUP

- 9.8 Any member of the Council who is not a member of the Steering Group may attend the meeting and may speak on any item, if invited by the Chairman in advance of the meeting. Such a member may not make or second any proposals or amendments, and may not vote.
- 9.9 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

- 9.10 Meetings will not be open to the public.

## FREQUENCY OF MEETINGS

- 9.11 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

- 9.12 There is no requirement for either a formal agenda or minutes.
- 9.13 The agenda, if any, shall be drawn up and circulated by the Town Clerk.
- 9.14 If the Steering Group wishes to prepare minutes it will be a matter for the Group's members. Steering Group minutes will not form part of the official minutes of the Council.
- 9.15 Other than as outlined above, or on an exceptional basis as agreed with the Chairman, the calling of meetings, booking of venues, preparation of agendas and minutes etc. will not normally be undertaken by the Town Council's staff.
- 9.16 The provisions of the Council's Standing Orders for Business shall not apply to meetings of the Steering Group other than to the extent determined by the Chairman to ensure the orderly and efficient conduct of business.
- 9.17 Where appropriate, the Steering Group has the power to establish sub-groups from within its membership to deal with specific work streams. Recommendations to the General Purposes Committee must, however, be considered and agreed by the Steering Group prior to presentation.

## REPORTING

- 9.18 Decisions of the Steering Group shall have the status of recommendations to the General Purposes Committee, other than where they represent guidance to the Town Clerk in the exercise of delegated powers.
- 9.19 At each scheduled meeting of the General Purposes Committee, the Chairman or their nominated representative will be expected to report on the work of the Group, and to present any recommendations to the Committee. Such recommendations will not be considered by the Committee without a full written report or detailed minutes circulated with the meeting agenda and setting out the nature of the recommendations and their implications for the Council.

## FUNCTIONS

- 9.20 To oversee the establishment of the Stone Heritage Centre and to make recommendations to the General Purposes Committee accordingly.
- 9.21 To advise the General Purposes Committee on its strategic policies relating to the establishment of the Heritage Centre
- 9.22 To provide guidance to the Town Clerk in respect of the operational aspects of establishing the Heritage Centre.

## RELATIONSHIP WITH OTHER COUNCIL BODIES

- 9.23 Whilst the Steering Group is responsible for overseeing the establishment of the Heritage Centre, it should be noted that policy issues related to management, staffing and finance fall under the purview of the Management Sub-Committee and/or the General Purposes Committee, even where they relate to the Heritage Centre.
- 9.24 If a difference of opinion develops between this Steering Group and any other Council body, the General Purposes Committee shall determine how the matter will be resolved.

## DURATION

- 9.25 The Steering Group will be automatically disbanded if it is still in existence at the date the Heritage Centre commences operation.

## 10 QUEEN'S PLATINUM JUBILEE STEERING GROUP

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### PURPOSE

- 10.1 The purpose of the Queen's Platinum Jubilee Steering Group is to determine and organise the Council's events to celebrate the Queen's Platinum Jubilee, and to make recommendations to the General Purposes Committee accordingly.

### MEMBERSHIP AND APPOINTMENT

- 10.2 The Steering Group shall consist of eight members in total, drawn from the membership of the Town Council. These members shall be appointed by the General Purposes Committee to serve until the completion of the project, but may be changed by that Committee at any time in accordance with the above principles.
- 10.3 In addition to the above, the Town Mayor and Chairman of the General Purposes Committee shall be ex-officio members of the Steering Group if not directly appointed in their own right.

### CHAIRMAN AND VICE CHAIRMAN

- 10.4 The Chairman and Vice Chairman of the Group shall be appointed by the General Purposes Committee for the duration of the project, but may be reviewed by the Committee at any time.
- 10.5 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

- 10.6 No business shall be dealt with unless at least three members of the Steering Group are present. 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

- 10.7 Any member of the Council who is not a member of the Steering Group may attend the meeting and may speak on any item, if invited by the Chairman in advance of the meeting. Such a member may not make or second any proposals or amendments, and may not vote.
- 10.8 The requirements of the Council's Code of Conduct will apply to all members present at the meeting, whether members of the Steering Group or not.

## ATTENDANCE BY THE GENERAL PUBLIC

- 10.9 Meetings will not be open to the public.

## FREQUENCY OF MEETINGS

- 10.10 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

- 10.11 There is no requirement for either a formal agenda or minutes.
- 10.12 The agenda, if any, shall be drawn up and circulated by the Town Clerk.
- 10.13 If the Steering Group wishes to prepare minutes it will be a matter for the Group's members. Steering Group minutes will not form part of the official minutes of the Council.
- 10.14 Other than as outlined above, or on an exceptional basis as agreed with the Chairman, the calling of meetings, booking of venues, preparation of agendas and minutes etc. will not normally be undertaken by the Town Council's staff.
- 10.15 The provisions of the Council's Standing Orders for Business shall not apply to meetings of the Steering Group other than to the extent determined by the Chairman to ensure the orderly and efficient conduct of business.
- 10.16 Where appropriate, the Steering Group has the power to establish sub-groups from within its membership to deal with specific work streams. Recommendations to the General Purposes Committee must, however, be considered and agreed by the Steering Group prior to presentation.

## REPORTING

- 10.17 Decisions of the Steering Group shall have the status of recommendations to the General Purposes Committee, other than where they represent guidance to the Town Clerk in the exercise of delegated powers.
- 10.18 At each scheduled meeting of the General Purposes Committee, the Chairman or their nominated representative will be expected to report on the work of the Group, and to present any recommendations to the Committee. Such recommendations will not be considered by the Committee without a full written report or detailed minutes circulated with the meeting agenda and setting out the nature of the recommendations and their implications for the Council.

## FUNCTIONS

- 10.19 To determine and organise the Council's events to celebrate the Queen's Platinum Jubilee and to make recommendations to the General Purposes Committee accordingly.
- 10.20 To advise the General Purposes Committee on its strategic policies relating to the Queen's Platinum Jubilee celebrations.
- 10.21 To provide guidance to the Town Clerk in respect of the operational aspects of Queen's Platinum Jubilee celebrations.

## RELATIONSHIP WITH OTHER COUNCIL BODIES

- 10.22 Whilst the Steering Group is responsible determining and organising the Council's events to celebrate the Queen's Platinum Jubilee it should be noted that policy issues related to management, staffing and finance fall under the purview of the Management Sub-Committee and/or the General Purposes Committee, even where they relate to the Jubilee.
- 10.23 If a difference of opinion develops between this Steering Group and any other Council body, the General Purposes Committee shall determine how the matter will be resolved.

## DURATION

- 10.24 The Steering Group will be automatically disbanded once the Queen's Platinum Jubilee events have taken place.

## 11 WORKING GROUPS (ALL)

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### PURPOSE

- 11.1 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.
- 11.2 In most cases, working groups should operate on a “task and finish” basis.

### MEMBERSHIP AND APPOINTMENT

- 11.3 Working group numbers are not prescribed, but groups are unlikely to be effective with less than three or more than five members.
- 11.4 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.
- 11.5 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

- 11.6 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

- 11.7 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

- 11.8 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.
- 11.9 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

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

## FREQUENCY OF MEETINGS

- 11.11 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

- 11.12 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.
- 11.13 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.
- 11.14 The provisions of the Council's Standing Orders for Business shall not apply to meetings of working groups.

## REPORTING

- 11.15 Working groups have no powers to make any decision or to act in any way on behalf of the Council.
- 11.16 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

- 11.17 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

- 11.18 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.



### Introduction

1. The General Purposes Committee has previously considered a Members' Motion and a follow up report from Councillor Walley making proposals for the introduction of Town Council surgeries, or "Resident Engagement Events".
2. At this Committee's meeting on 5<sup>th</sup> April 2022 it was agreed that the Council would hold monthly surgeries at the Frank Jordan Centre for a trial period of three months, followed by a report to the General Purposes Committee on the long term proposals for Councillor surgeries. It was further agreed that the Town Clerk would work in consultation with the Committee Chairman and Councillor Walley on the arrangements for the surgeries and a suitable start date.
3. This report details the outcome of these consultations for consideration by the Committee.

### Proposals

4. Discussions related to surgery proposals focused on six main questions:
  - a. When should the surgeries be held?
  - b. How should they be publicised?
  - c. Which Councillors should attend?
  - d. How should the surgeries be organised?
  - e. How will issues raised by residents be dealt with?
  - f. How will the outcome of the trial be fed back?
5. The proposals to the Committee in respect of these questions are set out below.
6. **When should the surgeries be held?** There was some discussion about whether surgeries would be better held in the evening or at a weekend. It was proposed that, for the trial period, the first surgery be held at a weekend, the second in an evening, and the third left open for decision subject to feedback from the first two trial events.
7. Provision bookings have been made at the Frank Jordan Centre for:
  - a. Wednesday 8<sup>th</sup> June 2022 – 6:30pm to 8:30pm
  - b. Saturday 2<sup>nd</sup> July 2022 – 10:30am to 12:30pm
  - c. Saturday 6<sup>th</sup> or Wednesday 10<sup>th</sup> August – times as above

8. **How should they be publicised?** An initial press release should be produced, together with reminder releases for subsequent surgeries. Details should also be available on the Council's website.
9. **Which Councillors should attend?** In order to cover all Wards, it is proposed that one Councillor from Walton North and two Councillors from each of the other Wards should attend each event (though this could be changed to two from Walton North and three from other Wards if more Councillors would like to be regularly involved). A rota would be drawn up by the office, with any Councillor unable to attend expected to liaise with their Ward colleagues to ensure full Ward representation at each event.
10. In addition, one further Councillor would attend to act as co-ordinator for the event, meeting residents, directing them to an appropriate Councillor to deal with their enquiry, and undertaking any other tasks required to ensure that the surgery runs smoothly and effectively. In order to avoid confusion and limit numbers at each surgery, Councillors who are not acting as one of the specified Ward Councillors or the co-ordinator will be asked not to attend.
11. **How should the surgeries be organised?** It is proposed that 10 minute appointments would be available in advance, to be booked via the office, and the remaining time made available for walk-in attendees. Each Councillor would have their own table and chairs to meet residents, with one set of table and chairs well away from the rest to allow for confidential conversations if necessary. A seating area would be available for residents who are unable to see a Councillor immediately to wait comfortably. All Councillors should remain in the same room throughout the surgery for safety purposes.
12. The Councillor acting as co-ordinator for the event will have a key role in ensuring that other Councillors' time is used effectively, and residents are not kept waiting any longer than necessary.
13. **How will issues raised by residents be dealt with?** A standard form will be produced to allow Ward Councillors to record who they have seen, the enquiries raised, and the advice offered. This will need to be undertaken within the requirements of data protection.
14. It is anticipated that many enquiries will require signposting to another tier of council or another organisation. A "who does what" document setting out the relative responsibilities of the County, Borough and Town Councils will be made available to Councillors, together with a list of key contact phone numbers/email addresses.
15. Whilst many enquiries will be able to be dealt with immediately, some may need further work or a Council decision. There may also be a need to establish a Working Group to consider queries raised and perhaps some agreed answers to items that are regularly raised to ensure consistency.
16. **How will the outcome of the trial be fed back?** A report will be produced by Councillor Walley reviewing the trial and making recommendations to the General Purposes Committee on how to proceed further. It is anticipated that this would be available at the September meeting of this Committee.

17. In order to facilitate this, it will be necessary for Councillor Walley to attend all three of the trial surgeries, either in the role of Ward Councillor or co-ordinator.

### **Conclusions**

18. This report has considered the practical aspects of implementing the agreed Council policy of holding Councillor surgeries for a trial period.
19. The Committee is asked to consider the proposals in this document and determine whether it wishes to proceed on that basis.

### **Recommendations**

20. The Committee is recommended to:
- a. Support the proposals in this report for the surgery trial period.
  - b. Authorise the Town Clerk, in consultation with the Chairman of this Committee, to make any changes required to ensure the effective operation of the trial.

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## Stone Town Council - Payments

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The table below lists payments made by the Council in the period since the last report, for the Committee's information.

The table includes payments by cheque, direct debit, PayPal, telephone banking and online banking. It excludes salary and related payments, payments from the Mayor's Charity, and transfers between the Council's bank accounts, which can be seen by any Member on request. All amounts exclude VAT.

Payment Date From : 01/03/2022

Payment Date To : 31/03/2022

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
26/03/2022	6801744	Water Logic	Water Cooler Rental - Office Feb 22	9.32
30/03/2022	VE01091735	Veolia ES (UK) Ltd	Waste Collection Feb 2022	85.64
14/03/2022	INV138012047	Zoom Video Comm Inc	ZOOM Subscription Mar / Apr 22	47.96
23/03/2022	stw-INV05920117	Water Plus	Water Usage FJC 28/11/21 to 08/03/22	194.56
01/03/2022	67091	Prism Solutions	Line Rental	46.69
01/03/2022	67091	Prism Solutions	Line Rental	44.45
18/03/2022	713412022157634	Pozitive Energy	Gas Usage Feb 2022	345.31
04/03/2022	STW-INV05839483	Water Plus	Water Usage STN 28/11/21 to 16/02/22	196.12
18/03/2022	713392022157463	Pozitive Energy	Elec Usage Feb 2022	216.83
04/03/2022	stw-INV05837808	Water Plus	Water Usage Mount Rd 28/11/21 to 16/02/22	91.67
09/03/2022	V01966500266	EE	Mobile Phone Charges	21.53
09/03/2022	V01966500266	EE	Mobile Phone Charges	21.62
09/03/2022	V01966500266	EE	Mobile Phone Charges	22.99
11/03/2022	2596524	British Gas	Elec Supply 61 High St 21/01/22 to 27/02/22	16.12
18/03/2022	INV-135772-49084	AutoEntry	AutoEntry Monthly Subscription - Mar 22	9.00
25/03/2022	5813476/CE/24082	The Arch Rent Collectors	Stone Station Rent 25/03/22 to 23/06/22	1,184.25
28/03/2022	VE01091734	Veolia ES (UK) Ltd	Waste Collection Feb 2022	71.80
18/03/2022	713402022157657	Pozitive Energy	Gas Usage FJC Feb 2022	441.70

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
18/03/2022	713382022157466	Pozitive Energy	Elec Usage Feb 2022	226.07
24/03/2022	743014903/001/03	Virgin Media Business	Broadband Usage 06/03/21 to 05/04/22	50.00
11/03/2022	2589901	British Gas	Elec Supply Feeder Pillar 1 21/01/22 to 21/02/22	8.80
18/03/2022	SINV00548358	J G Fenn Ltd	A4 Copier Paper x 5 reams	35.12
07/03/2022	2202063	Crown Highways	Part 3 Installation of posts for canopy of lights at Walton	749.75
07/03/2022	INV-0673	Current Electrical & Property Services	Marquees set up - Feb 22	400.00
04/03/2022	971723063	British Gas	Elec Standing Charges - Jan / Feb 22	14.78
25/03/2022	444008-003	Virgin Media Business	Telephone Rental Charges / Call Cost 22/2/22 to	88.48
25/03/2022	695516ALTO	Altodigital Networks Ltd	Copier charges 9/12/21 to 9/3/22	19.79
18/03/2022	111706	B Hygienic Ltd	Annual hire of baby change unit, hand sanit, disposal	754.00
08/03/2022	444008-002	Virgin Media Business	Telephone Rental Charges / Call Cost 22/1/22 to	88.10
08/03/2022	444008-001	Virgin Media Business	Telephone Rental Charges / Call Cost 19/10/21 to	416.46
11/03/2022	7070289569	Stafford Borough Council	Road Closures for Craft Markets 2022	121.23
25/03/2022	7070289751	Stafford Borough Council	Install & removal of High Street bollards Jan to Mar 2022	398.61
25/03/2022	7070289749	Stafford Borough Council	Qtr Charge for Litterbin Emptying - Amphi Jan to Mar 22	46.55
01/03/2022	437054	KSV Vending	Hot Chocolate for drinks dispenser	31.18
18/03/2022	15629	Call Handling Services Ltd	Stone Helpline Charges Feb 22	5.99
11/03/2022	982580270	British Gas	Elec Supply Amphi Feb 22	9.02
18/03/2022	244/22/0098250	Siemens Ltd	Photocopier Rental 21/03/22 to 20/6/22	150.00
25/03/2022	170322	JB Window Cleaner	Window Cleaning	65.00
25/03/2022	170322	JB Window Cleaner	Window Cleaning	25.00
18/03/2022	INV-1319	IG Stage Hire	Stage Hire Deposit for Xmas Lights Switch On 17/11/22	150.00
25/03/2022	INV3073	Hampshire Flags	Paper handwaving flags for St George's Day Event	68.50
25/03/2022	SINV00548995	J G Fenn Ltd	Laminating pouches, pencils and various stationery	75.32
25/03/2022	7070289750	Stafford Borough Council	Empty 6 bins along canal - Jan to Mar 22	138.54
18/03/2022	276379	Hammond Hygiene Solutions Ltd	Various cleaning / hygiene materials	58.80

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## Stone Town Council - Payments

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
18/03/2022	01782344020	J G Fenn Ltd	Envelopes and sticky notes	34.95
29/03/2022	112368	B Hygienic Ltd	Toilet Rolls for FJC dispensers	55.78
30/03/2022	ORD508242-1	Society of Local Council Clerks	Town & Parish Council VAT Guide	35.00
30/03/2022	ORD508242-1	Society of Local Council Clerks	Delivery charge for VAT Book	4.00
31/03/2022	971733031	British Gas	Elec Standing Charges Feb / Mar 22	17.11
31/03/2022	2-280676	Mrs C Shaw	Expenses - recorded delivery	2.25
31/03/2022	INV-0688	Current Electrical & Property Services	Marquees set up - March 22	690.00
31/03/2022	Job93411	Trudy Williams	TW Expenses - ironing of tablecloths	52.20
31/03/2022	1440	Trudy Williams	TW Expenses - washing tablecloths	30.00
25/03/2022	155399	Prism Solutions	Prism IT Service Charge Mar 2022	922.57
22/03/2022	BI894499	Pitney Bowes	Franking machine postage	200.00
16/03/2022	CRET-1595267	Gear4music Ltd	Repair to PA - Collection Costs	7.49
01/03/2022	GS/CAP022611	Staffordshire County Council	S115E Licence Fee - Stafford Street - installation of notice	109.00
				<u>9,423.00</u>