



Town Clerk

Les Trigg

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15 Station Road

STONE

ST15 8JP

10 May 2023

Dear Councillor,

You are hereby summoned to attend the **ANNUAL MEETING** of the **TOWN COUNCIL** to be held in the **COUNCIL CHAMBER at 15 STATION ROAD, STONE**, on **TUESDAY 16 MAY 2023 at 7.00pm** when the following business will be transacted.

Les Trigg
Town Clerk

AGENDA

1. To appoint the Town Mayor for the ensuing year

After the appointment the Town Mayor will:

- a) Accept the Chain of Office from the outgoing Mayor
- b) Sign the Declaration of Acceptance of Office
- c) Announce the name of the person who will act as Consort
- d) Announce the name of the person who will be asked to act as Town Mayor's Chaplain

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

After the appointment the Deputy Town Mayor will:

- a) Accept the Chain of Office from the outgoing Deputy Mayor

- b) Sign the Declaration of Acceptance of Office
 - c) Announce the name of the person who will act as Consort
3. **To thank and record the Town Council's appreciation of the services of the retiring Town Mayor, Deputy Town Mayor and their Consorts.**
4. **To receive apologies for absence**
5. **To note receipt by the Town Clerk of declarations of acceptance of office from Town Councillors, and to determine appropriate action in any cases where acceptances have not been received.**

6. **Dispensations**

To consider granting dispensations under the Council's Code of Conduct for the period up to the Council's Annual General Meeting in May 2027 to:

- a) All Town Councillors who live within the Town Council boundary in respect of the Council's budget and precept process.
 - b) All Town Councillors who are also Staffordshire County Councillors and/or Stafford Borough Councillors in respect of matters related to the business of those Councils.
7. **Declarations of Interest and Requests for Dispensations**
8. **To confirm as a correct record the minutes of the Town Council meeting held on 4 April 2023, Minute Numbers C23/105 – C23/113 (copy attached)**
9. **To receive the draft minutes and decisions of the undermentioned Committees:**
- a) General Purposes Committee meeting held on 4 April 2023, Minute Numbers GP23/193 – GP23/212 (copy attached)
 - b) Planning Consultative Committee meeting held on 4 April 2023, Minute Numbers PC23/067 – PC23/072 (copy attached)

10. **Committee Terms of Reference**

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

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

11. **To determine the membership and elect the Chairman and Vice Chairman of the General Purposes Committee and the Planning Consultative Committee for 2023-24:**
- a) Membership of the General Purposes Committee
 - b) Appointment of the Chairman and Vice Chairman of the General Purposes

Committee

- c) Membership of the Planning Consultative Committee
- d) Appointment of the Chairman and Vice Chairman of the Planning Consultative Committee

12. General Power of Competence

To consider whether the Council wishes to readopt the General Power of Competence.

13. To defer other business under Standing Order 2, paragraph (j) to an appropriate meeting of the General Purposes Committee.

14. 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.

15. Confidential Minutes

To receive the draft Confidential Minutes of the General Purposes Committee held on 4 April 2023, Minute Numbers GP23/193, GP23/211 and GP23/212 (attached).

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

Stone Town Council

Minutes of the Meeting held in St Michael's Suite at the Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 4 April 2023

PRESENT: Councillor J. Powell in the Chair and
Councillors: K. Argyle, J. Davies, Mrs L. Davies, Mrs K. Dawson, I. Fordham,
M. Green, Mrs J. Hood, T. Kelt, R. Kenney, C. Thornicroft, R. Townsend and
S. Walley

Officers: L. Trigg, R. Mincher, Ms L. Thorley and Mrs T. Williams

ABSENT: Councillors: A. Best, Mrs A. Burgess, M. Hatton, J. Hickling and P. Leason

Before the meeting began Reverend Prebendary Cardinal led prayers.

C23/105 Apologies

Apologies were received from Councillors: A. Best and P. Leason.

C23/106 Declarations of Interest and Requests for Dispensations

None received.

C23/107 Representations from Members of the Public

Due to this meeting taking place in the pre-election period for Town Council elections, the Town Council's Scheme of Public Participation had been suspended.

C23/108 Minutes

RESOLVED:

- a) That the minutes of the meeting of the Town Council held on 7 March 2023 (Minute Numbers C23/096 – C23/104), be approved as a correct record.

C23/109 Committee Minutes

RESOLVED:

- a) The minutes of the General Purposes Committee meeting held on 7 March 2023 (Minute Numbers GP23/172 – GP23/192), were noted.

* 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.

- b) The minutes of the Planning Consultative Committee meeting held on 7 March 2023 (Minute Numbers PC23/061 – PC23/066), were noted.

C23/110 Civic Announcements

The Civic Announcements, which had been previously circulated, were noted.

Councillor Mrs Hood drew Members attention to Stone Gangshow which was taking place from Wednesday 12 to Saturday 15 April 2023. She said that the Scouts, Cubs, Explorers and Beavers movement would be very grateful for the support.

C23/111 Town Mayor's and Deputy Town Mayor's Reports of Engagements

The Town Mayor's and Deputy Town Mayor's reports of engagements, which had been previously circulated, were noted.

The Town Mayor drew the Council's attention to the ATC Cadet's Induction evening where he had found it most pleasing to see so many young people from Stone joining up to a wonderful organisation. They also handed over the Officer Commanding baton to the next person in charge.

The Town Mayor said that the Church Service at St Michael & St Wulfad's Church commemorating the bicentenary of the death of the Earl St Vincent had been a poignant event. To experience an afternoon remembering one of Stone's most favourite sons and having the opportunity to go into the crypt was an interesting and honourable experience.

The meeting was temporarily suspended and then reconvened after the public session of the General Purposes Committee, and the Planning Consultative Committee meetings had taken place.

C23/112 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.

C23/113 Confidential Committee Minutes

- a) The confidential Minutes of the General Purposes Committee meeting held on 7 March 2023 (Minute Numbers GP23/172, GP23/190, GP23/191 and GP23/192) were noted.

TOWN MAYOR

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

Stone Town Council – General Purposes Committee

Minutes of the meeting held in St Michael’s Suite at the Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 4 April 2023

PRESENT: Councillor R. Kenney in the Chair, and
Councillors: K. Argyle, J. Davies, Mrs L. Davies, Mrs K. Dawson, I. Fordham,
M. Green, Mrs J. Hood, T. Kelt, J. Powell, C. Thornicroft, R. Townsend and S. Walley

Officers: L. Trigg, R. Mincher, Ms L. Thorley and Mrs T. Williams

ABSENT: Councillors: A. Best, Mrs A. Burgess, M. Hatton, J. Hickling and P. Leason

GP23/193 Apologies

Apologies were received from Councillors: A. Best and P. Leason (who as Borough Mayor was on a mayoral duty).

Where a reason for absence is given, this reason was approved for the purposes of Section 85(1) of the Local Government Act 1972.

GP23/194 Declarations of Interests

Councillor Fordham declared a personal interest in agenda item 20 (Minute Number GP23/212).

GP23/195 Requests for Dispensations

The Town Clerk advised the Committee that a dispensation request had been received from Councillor Fordham who was seeking permission to speak (but not vote) on agenda item 20 (Minute Number GP23/212).

As chairman and trustee of Stone Community Hub, Councillor Fordham wished to offer clarification of factual information to inform the discussion where required.

RESOLVED: That the Committee grant Councillor Fordham the dispensation to speak (but not vote) on agenda item 20 (Minute Number GP23/212).

GP23/196 To receive the report of the County Councillors

County Councillor Mrs J. Hood

The Chairman invited Councillor Mrs Hood to address the Committee.

Highway Maintenance

Councillor Mrs Hood advised the Committee that the road resurfacing/improvement works programmed for Walton roundabout were expected to begin imminently. She said that she would be meeting with Highways officers later in the week to discuss a number of enquiries which included a request from residents of Eccleshall Road for a crossing that would assist children in accessing school safely.

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County Councillor I. Parry

Councillor Parry was not in attendance at the meeting.

GP23/197 To receive the report of Borough Councillors

Due to this meeting taking place in the pre-election period for Borough Council elections, no Borough Councillor reports were considered by the Committee.

GP23/198 Representations from Members of the Public

Due to this meeting taking place in the pre-election period for Town Council elections, the Town Council's Scheme of Public Participation had been suspended.

GP23/199 Minutes

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on 7 March 2023 (Minute Numbers GP23/172 – GP23/192), be approved as a correct record.

GP23/200 Minutes of Sub-Committees

RESOLVED:

- a) Environment Sub-Committee held on 21 March 2023 (Minute Numbers ENV23/029 – ENV23/037), that the draft minutes be noted, and the recommendations of the Sub-Committee contained in Minute Numbers ENV23/035 and ENV23/036 be adopted.
- b) Tourism & Town Promotion Sub-Committee held on 28 March 2023 (Minutes Numbers TTP23/037 – TTP23/042), that the draft minutes be noted.

GP23/201 Mayor Elect

The Committee considered the appointment of a Town Mayor and Deputy Town Mayor Elect for the year 2023-24.

RESOLVED: That the Council would not appoint a Town Mayor and Deputy Town Mayor Elect until the Annual Meeting on 16 May 2023.

GP23/202 Heritage Centre

The Committee considered an update on Stone Heritage Centre and the appointment of a main contractor for the building works.

The Town Clerk advised the Committee that he and the Chairman (of the General Purposes Committee) had met with the architect and the newly appointed contractor, and the week commencing 17 April 2023 had been given as the start date for the work. They were still working on providing a date when the work would be complete, but this was expected to be during July 2023.

* 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.

GP23/203 Annual Review of Risk Management

The Committee received the report* of the Town Clerk on the Annual Review of Risk Management. The report had been enclosed with the agenda for the meeting.

The Town Clerk advised the Committee that the risks identified following the Covid-19 pandemic had been retained in recognition of the possibility that something similar could happen again in the future. The identified risks reflecting other changes/new activity occurring during the previous year had also been included in the report.

RESOLVED: That the Annual Review of Risk Management be accepted by the Town Council.

GP23/204 Covid-19 Commemorative Orchard

The Committee considered the wording of the plaque for the commemorative orchard at Crown Meadow.

The Chairman invited Councillor Townsend (Chairman of the Environment Sub-Committee) to address the Council.

Councillor Townsend advised the Committee that the orchard (containing six trees) had been planted, the Grounds Maintenance Contractor had almost finished refurbishing the bench and had offered to make a wooden plinth on which the plaque would be mounted. All that remained to be done was to take a decision on the wording for the plaque and to arrange an opening ceremony.

The Committee expressed the view that the word 'commemorative' should not feature on the plaque and that the word 'reflection' was much more appropriate. The Committee agreed that the orchard was intended as a quiet area for reflecting on all the good work that had been done through the Covid-19 pandemic as well as on the lives that had been lost.

RESOLVED: That the Committee revisit the words for the plaque after suggestions had been put forward to the Town Clerk by individual Councillors.

GP23/205 Cycle to Work Scheme

The Committee considered the report* of the Town Clerk (which had been enclosed with the agenda for the meeting) on the Cycle to Work scheme.

The Town Clerk reminded the Committee that the proposal put forward by the Environment Sub-committee to introduce a Cycle to Work scheme and to make it available to staff, had been agreed by the General Purposes Committee last year.

He said the scheme was effectively an interest free loan applied through salary sacrifice to reduce an employee's salary by the repayment value, with the benefit of also reducing their income tax and national insurance liability. The employer would make savings on employer national insurance.

The Town Clerk advised the Committee that after looking at the detail of the scheme and the potential providers, he recommended the services of 'Green

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Commute Initiative'. He said the Committee needed to consider the maximum value of loan that would be made available and the maximum repayment term over which it could be paid back.

As applicants to the scheme were not allowed to be paid less than the minimum wage even after the salary sacrifice reduction, the repayment period could not be too short as this would penalise lower paid staff. In addition, he recommended the eligibility criteria should require new employees to have successfully completed their probationary period.

The Town Clerk reassured the Committee that the contract would include the requirement to repay the loan if an employee left the Town Council's employment before the end of the repayment term.

RESOLVED: That following the Committee's previous decision to offer a Bike to Work scheme to employees, it further approved:

- a. Adopting the following elements within the scheme:
 - i. Green Commute Initiative (GCI) is the Council's supplier.
 - ii. The level of loan offered by the council should be capped at £3,000.
 - iii. The maximum repayment period will be 36 months.
 - iv. Eligibility will be limited to staff who have successfully completed their probationary employment period.

- b. That the Town Clerk be authorised to:
 - i. Draw up the Bike to Work salary sacrifice agreement and related documentation for the scheme on the basis set out in the report.
 - ii. Enter into Bike to Work agreements with staff.
 - iii. Reduce the maximum loan and/or monthly payment limit below the specified sums if considered appropriate in individual cases.

GP23/206 Members' Motion under Standing Order 4

Due to this meeting taking place in the pre-election period for Town Council elections, no Members Motions were considered by the Committee.

GP23/207 Town Council Payments

RESOLVED: To note the lists* of Town Council payments made during the period 1 to 28 February 2023.

GP23/208 Update from Working Groups:

Neighbourhood Plan Steering Group

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

Stone Heritage Centre Steering Group

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

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Engagement with Young People

Councillor Mrs Dawson confirmed that no meeting had taken place.

GP23/209

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 be held after the May 2023 parish elections.

Stone ATC

Councillor Davies informed the Committee that a meeting of the Air Cadets Welfare Committee had recently taken place. He said the shooting range will be up and running before too long and the Annual General Meeting had been set for Tuesday 25 April 2023. The current Officer Commanding was moving to another job in the Wing and a new officer will be leading the Squadron.

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 a well-attended meeting of the Stafford & Stone Access Group had taken place (on 3 April) with the main item of discussion being theatre access, particularly in relation to Stafford Gatehouse Theatre. The stairs are considered dangerous in the second chamber, and it has been suggested that HSE are asked to provide an independent view. Councillor Kelt said that he hoped those overseeing the construction of new theatres would follow the guidance provided by a manual written for new build theatres.

Councillor Kelt advised the Committee that a second topic of discussion related to proposals for a minimum accessibility standard for large developments in the Local Plan. He said the Group was waiting for the next public consultation round to provide the opportunity for making comments/observations.

Stone Common Plot Trustees

Councillor Mrs Hood advised the Committee that no meeting of the Stone Common Plot Trustees had taken place.

Stone Community Hub Liaison Group

Councillor Mrs Hood advised the Committee that no meeting of the Stone Community Hub Liaison Group had taken place.

SPCA Executive Committee

Councillor Green had not attended meetings of the SPCA Executive Committee.

Stone Traders Group Directors' Meeting

Councillor Davies advised the Committee that he had attended a constructive meeting of Stone Traders Group Directors' where he had learned about the initiatives for new events in the town. He said it will be good to see the results of the traders' joint endeavours, with the Town Council's support.

The meeting was temporarily suspended and then reconvened after the Planning Consultative Committee meeting and the closed session of the Town Council meeting had taken place.

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GP23/210 **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.

GP23/211 **Confidential Minutes**

RESOLVED:

That the Confidential Minutes of the General Purposes Committee meeting held on 7 March 2023, Minute Numbers GP23/172, GP23/190, GP23/191 and GP23/192 be approved.

GP23/212 **Frank Jordan Centre**

The Town Clerk reported on discussions with Stone Community Hub.

CHAIRMAN

Stone Town Council – Planning Consultative Committee

Minutes of the meeting held in St Michael's Suite at the Frank Jordon Centre, Lichfield Street, Stone, on Tuesday 4 April 2023

PRESENT: Councillor T. Kelt in the Chair, and
Councillors: K. Argyle, J. Davies, Mrs L. Davies, Mrs K. Dawson, I. Fordham, M. Green, Mrs J. Hood, R. Kenney, J. Powell, C. Thornicroft, R. Townsend and S. Walley

Officers: L. Trigg, R. Mincher, Ms L. Thorley and Mrs T. Williams

ABSENT: Councillors: A. Best, Mrs A. Burgess, M. Hatton, J. Hickling and P. Leason

PC23/067 **Apologies**

Apologies were received from Councillors: A. Best and P. Leason

PC23/068 **Declarations of Interest and Requests for Dispensations**

Councillor Mrs Hood confirmed that, as a member of Stafford Borough Council's Planning Committee, she would not speak or vote on the planning applications listed on the agenda.

Councillor Kenney declared a pecuniary interest in planning application 23/37141/COU.

Councillor Kenney declared a personal interest in planning application 23/37106/FUL.

Councillor Mrs Hood declared a personal interest in planning application 23/37106/FUL.

PC23/069 **Representations from Members of the Public**

Due to this meeting taking place in the pre-election period for Town Council elections, the Town Council's Scheme of Public Participation had been suspended.

PC23/070 **Minutes**

RESOLVED:

That the minutes of the Planning Consultative Committee meeting held on 7 March 2023 (Minute Numbers PC23/061 – PC23/066), be approved as a correct record.

Planning Applications

Application Number – 23/37141/COU

Applicant – Mr G. Underhill

Location – Unit 1, Whitebridge Park, Whitebridge Way, Stone

Development – Change of use of existing rear first floor office space for general administrative functions (Use Class E(g)) to recreational use soft play, children's parties, children's sports and fitness (Use Class E(d))

Observations: No objections are raised but the Town Council request that the car parking arrangements are reviewed in relation to public safety.

Councillor Kenney left the room while the Committee considered planning application 23/37091/FUL.

Application Number – 23/37091/FUL

Applicant – H&H Holman Properties Ltd

Location – Unit 2 Stone Business Park, Diamond Way, Stone

Development – The unit is currently let to an occupier as office space, who had now elected to have less space. Therefore, the works involved in the proposal aim to split the current unit and provide 2 reduced size units.

Observations: No objections

Councillor Kenney returned to the meeting when consideration of the planning application had concluded.

Application Number – 20/32644/FUL (amended plans)

Applicant – Screwfix Direct Limited

Location – Units 5–7 Diamond Way, Business Park, Diamond Way, Stone

Development – Variation of Condition 7 of planning application reference 21/33758/FUL to allow extended opening times pursuant to units 5 to 7

Observations: The Town Council wishes to repeat its observations made in response to an earlier consultation on this planning application (letter dated 23 July 2020), and on planning application 16/23975/FUL (letter dated 7 September 2016).

Members object due to the inappropriate development in close proximity to a residential area and concerns regarding noise and vibration.

Application Number – 23/37106/FUL

Applicant – Mr L. Capernaros (Crown Wharf Theatre)

Location – Crown Wharf Theatre, Crown Street, Stone

Development – Installation of heating and ventilation system including external ducting and verification of internal seating arrangement.

Observations: No objections

Application Number – 23/37231/POR

Applicant – Mr M. Jamshidi (Jams Properties Limited)

Location – First Floor 42 – 44 High Street, Stone

Development – Change of use from Use Class E to Use Class C3 i.e. 1no 1 bedroom apartment. The apartment is to be accessed from the existing front door which is located on the High Street. Existing signage is to be removed i.e. the horizontal signage below the 1st floor windows and the signage surrounding the entrance door. The front door and windows are to be retained under this application. If necessary, thermal upgrades to window are to be made by installing new windows behind the existing in order to retain the existing aesthetic. Any further changes to the front door and/or windows are to be made under a separate application. Internal alterations include the reorganisation of the plan arrangements and any other upgrades as deemed necessary by Building Control e.g. thermal, fire or sound upgrades etc.

Observations: The Town Council does not wish to see refuse bins (wheelie or other) permanently located in the High Street and there is no access providing bin storage at the rear. The Town Council therefore objects to the change of use on the grounds that the property is in the conservation area and there is no provision for bin storage in the planning application.

Application Number – 21/35277/FUL

Applicant – K. Hand

Location – 6 Radford Street, Stone

Development – Front elevation alterations to include new storefront at ground floor

Observations: Application not yet received from the Borough Council.

PC23/072

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

None

CHAIRMAN

Stone

Town Council



Terms of Reference

Committees & Sub-Committees

April 2023

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1 GENERAL PURPOSES COMMITTEE

PURPOSE

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

MEMBERSHIP AND APPOINTMENT

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

CHAIRMAN AND VICE CHAIRMAN

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

QUORUM

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

ATTENDANCE BY COUNCILLORS WHO ARE NOT MEMBERS OF THE COMMITTEE

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

ATTENDANCE BY THE GENERAL PUBLIC

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

FREQUENCY OF MEETINGS

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

AGENDA AND PROCEEDINGS

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

REPORTING

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

FUNCTIONS

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

RELATIONSHIP WITH OTHER COMMITTEES AND SUB-COMMITTEES

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

2 PLANNING CONSULTATIVE COMMITTEE

PURPOSE

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

MEMBERSHIP AND APPOINTMENT

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

CHAIRMAN AND VICE CHAIRMAN

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

QUORUM

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

ATTENDANCE BY COUNCILLORS WHO ARE NOT MEMBERS OF THE COMMITTEE

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

ATTENDANCE BY THE GENERAL PUBLIC

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

FREQUENCY OF MEETINGS

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

AGENDA AND PROCEEDINGS

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

REPORTING

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

FUNCTIONS

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

RELATIONSHIP WITH OTHER COMMITTEES AND SUB-COMMITTEES

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

3 ENVIRONMENT SUB-COMMITTEE

PURPOSE

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

MEMBERSHIP AND APPOINTMENT

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

CHAIRMAN AND VICE CHAIRMAN

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

QUORUM

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

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

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

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

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

ATTENDANCE BY THE GENERAL PUBLIC

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

FREQUENCY OF MEETINGS

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

AGENDA AND PROCEEDINGS

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

REPORTING

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

FUNCTIONS

- 3.13 To consider matters of Council policy related to environmental services. 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
 - d. Environmental damage issues (e.g. climate change, waste control, pollution, bio-diversity, green spaces)
- 3.14 To scrutinise the operation of the above services.
- 3.15 To recommend to the General Purposes Committee the budget required for the ongoing provision of the services under its purview, and to make recommendations

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

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

RELATIONSHIP WITH OTHER SUB-COMMITTEES

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

4 ESTATES SUB-COMMITTEE

PURPOSE

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

MEMBERSHIP AND APPOINTMENT

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

CHAIRMAN AND VICE CHAIRMAN

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

QUORUM

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

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

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

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

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

ATTENDANCE BY THE GENERAL PUBLIC

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

FREQUENCY OF MEETINGS

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

AGENDA AND PROCEEDINGS

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

REPORTING

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

FUNCTIONS

- 4.13 To consider matters of policy related to the physical building and infrastructure assets provided by the Town Council. Whilst the scope of these services is likely to change from time to time, at the date of approval of these terms of reference this consisted of:
- a. The Frank Jordan Centre
 - b. Stone Station Community Centre
 - c. 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

PURPOSE

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

MEMBERSHIP AND APPOINTMENT

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

CHAIRMAN AND VICE CHAIRMAN

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

QUORUM

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

ATTENDANCE BY COUNCILLORS WHO ARE NOT MEMBERS OF THE COMMITTEE

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

ATTENDANCE BY THE GENERAL PUBLIC

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

FREQUENCY OF MEETINGS

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

AGENDA AND PROCEEDINGS

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

REPORTING

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

FUNCTIONS

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

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

RELATIONSHIP WITH OTHER SUB-COMMITTEES

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

6 TOURISM AND TOWN PROMOTION SUB-COMMITTEE

PURPOSE

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

MEMBERSHIP AND APPOINTMENT

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

CHAIRMAN AND VICE CHAIRMAN

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

QUORUM

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

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

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

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

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

ATTENDANCE BY THE GENERAL PUBLIC

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

FREQUENCY OF MEETINGS

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

AGENDA AND PROCEEDINGS

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

REPORTING

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

FUNCTIONS

- 6.13 To consider matters of policy related to tourism and town promotion services provided by the Town Council. Whilst the scope of these services is likely to change from time to time, at the date of approval of these terms of reference this consisted of:
- a. 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

PURPOSE

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

MEMBERSHIP AND APPOINTMENT

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

CHAIRMAN AND VICE CHAIRMAN

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

QUORUM

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

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

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

ATTENDANCE BY THE GENERAL PUBLIC

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

FREQUENCY OF MEETINGS

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

AGENDA AND PROCEEDINGS

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

REPORTING

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

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

FUNCTIONS

7.19 To determine:

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

RELATIONSHIP WITH OTHER SUB-COMMITTEES

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

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

8 NEIGHBOURHOOD PLAN STEERING GROUP

PURPOSE

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

MEMBERSHIP AND APPOINTMENT

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

CHAIRMAN AND VICE CHAIRMAN

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

QUORUM

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

ATTENDANCE BY COUNCILLORS WHO ARE NOT MEMBERS OF THE STEERING GROUP

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

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

ATTENDANCE BY THE GENERAL PUBLIC

- 8.8 Meetings will not be open to the public.

FREQUENCY OF MEETINGS

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

AGENDA AND PROCEEDINGS

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

REPORTING

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

FUNCTIONS

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

RELATIONSHIP WITH COUNCIL SUB-COMMITTEES

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

9 HERITAGE CENTRE STEERING GROUP

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 Group¹. 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.

¹ 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 WORKING GROUPS (ALL)

PURPOSE

- 10.1 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.
- 10.2 In most cases, working groups should operate on a “task and finish” basis.

MEMBERSHIP AND APPOINTMENT

- 10.3 Working group numbers are not prescribed, but groups are unlikely to be effective with less than three or more than five members.
- 10.4 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.
- 10.5 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

- 10.6 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

- 10.7 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

- 10.8 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.
- 10.9 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

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

FREQUENCY OF MEETINGS

- 10.11 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

- 10.12 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.
- 10.13 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.
- 10.14 The provisions of the Council's Standing Orders for Business shall not apply to meetings of working groups.

REPORTING

- 10.15 Working groups have no powers to make any decision or to act in any way on behalf of the Council.
- 10.16 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

- 10.17 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

- 10.18 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.