



**Town Clerk**

Les Trigg

**Tel: 01785 619740**

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

15 Station Road  
STONE  
ST15 8JP

17 May 2023

Dear Councillor,

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 23 MAY 2023 at 7:00pm** for consideration of the matters itemised in the following agenda.

Les Trigg  
Town Clerk

**AGENDA**

**1. Apologies for Absence**

To receive apologies for absence, and to consider the approval of any reasons given for absence under Section 85(1) of the Local Government Act 1972.

**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 4 April 2023, Minute No's GP23/193 – GP23/212 (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
- Mayor's Charity Sub-Committee

**11. To appoint Members to the following Steering/Working Groups:**

- Neighbourhood Plan Steering Group
- Stone Heritage Centre Steering Group
- Engagement with Young People

**12. Appointment to Outside Bodies**

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

- Stone ATC (Mayor plus 1 member)
- Age Concern Stone & District (2 members)
- Stafford & Stone Access Group (1 member)
- Trustees of the Town Hall Charity (all members)
- Stone Community Hub Liaison Group (3 members)
- Stone Area Parish Liaison Group (1 member)
- Stone Traders Group Directors' Meeting (Councillors attend on a rotating basis)

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 (5 Members for a four-year term)  
Currently Mrs L. Davies, Mrs J. Hood, T. Kelt and R. Kenney (members' terms run to May 2023) and C. Thornicroft (term runs to May 2026).
- Richard Vernon Trust (3 members for a four-year term)  
Currently J. Davies, Mrs L. Davies and J. Powell (all members' terms run to 2023)

- SPCA Executive Committee (1 member for a two-year term)  
Currently: M. Green (to December 2023)

13. **Covid-19 Reflection Orchard**

To consider the wording of the Plaque in the Reflection Orchard.  
This item has been carried forward from the previous meeting of the Committee.  
Reference Minute Number: GP23/204.

A copy of the suggested wording prepared by Councillor Townsend is attached.

14. **Heritage Centre**

To consider an update on the Stone Heritage Centre.

15. **Town Council Payments**

To receive a list of payments made by the Council during the period 1 March to 30 April 2023 (attached).

16. **Update from Working Groups:**

- a) Neighbourhood Plan Steering Group
- b) Stone Heritage Centre Steering Group
- c) Engagement with Young People

17. **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, R. Kenney and C. Thornicroft  
Stone Community Hub Liaison Group – Cllrs: Mrs L. Davies, Mrs J. Hood & J. Powell  
SPCA Executive Committee – Cllr M. Green (previously a Town Councillor)  
Stone Traders' Group Directors Meeting – J. Davies, I. Fordham, Mrs J. Hood, T. Kelt, J. Powell, C. Thornicroft and S. Walley (Councillors attend on a rotating basis)

18. **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.**

19. **Confidential Minutes**

To approve the 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 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 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.

---

\* 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.

**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

---

\* 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.

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.

---

\* 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.



### **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.**

---

\* 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.

**GP23/210**     **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



---

Terms of Reference

Committees & Sub-Committees

---

April 2023

# Contents

<b>1</b>	<b>General Purposes Committee .....</b>	<b>3</b>
<b>2</b>	<b>Planning Consultative Committee .....</b>	<b>5</b>
<b>3</b>	<b>Environment Sub-Committee.....</b>	<b>7</b>
<b>4</b>	<b>Estates Sub-Committee.....</b>	<b>10</b>
<b>5</b>	<b>Management Sub-Committee .....</b>	<b>13</b>
<b>6</b>	<b>Tourism and Town Promotion Sub-Committee.....</b>	<b>16</b>
<b>7</b>	<b>Mayor’s Charity Sub-Committee .....</b>	<b>19</b>
<b>8</b>	<b>Neighbourhood Plan Steering Group.....</b>	<b>22</b>
<b>9</b>	<b>Heritage Centre Steering Group .....</b>	<b>24</b>
<b>10</b>	<b>Working Groups (All) .....</b>	<b>27</b>

# 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 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.

---

<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 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.

## **Covid-19 Reflection Orchard**

The following wording for the Reflection Orchard plaque has been suggested by Councillor Robert Townsend:

**'You are invited to take a moment of rest and reflection to remember the people of Stone affected by the Covid 19 pandemic. These cherry trees and bench are dedicated to those who lost their lives and to those who worked tirelessly for others.'**

Councillor Townsend has also suggested that small, secondary plaque should also be placed on the bench to indicate when the Orchard was opened, and that it was funded by Stone Town Council.

Date: 16/05/2023

Time: 17:19:11

## Stone Town Council - Payments

Page: 1

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

The table includes payments by cheque, direct debit, PayPal, payment card, 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. All amounts exclude VAT.

Payment Date From : 01/03/2023

Payment Date To : 30/04/2023

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
01/03/2023	68797	Prism Solutions	Leased Line Rental Jan 2023	46.69
01/03/2023	68797	Prism Solutions	Leased Line Rental Jan 2023	44.45
02/03/2023	3199	My Charity Boxes Ltd	15 x Collection Boxes, 1 x Collection Bucket	91.48
02/03/2023	31251510	Royal British Legion	4 x Wreaths	66.67
02/03/2023	201615202329183	Pozitive Energy	Gas Charges Dec 2022	15.96
02/03/2023	201615202329183	Pozitive Energy	Gas Charges Jan 2023	15.96
03/03/2023	INV-0830	Current Electrical & Property Services	Marquees for Feb 2023	730.00
06/03/2023	wp-INVO1266295	Water Plus	Water Usage Mount Road Jan / Feb 23	44.54
06/03/2023	wp-INVO1263748	Water Plus	Water Supply - Stone Station Jan/Feb 23	87.57
07/03/2023	06032023	Stone Shoe Repairs Ltd	2 x keys for Mount Road Allotments	7.50
08/03/2023	CD-223345462	Water Logic	Water Cooler Rental - Office - Nov 2022	17.32
08/03/2023	CD-223203883	Water Logic	Water Cooler Rental - Office - Aug 22	17.32
08/03/2023	CD-223298608	Water Logic	Water Cooler Rental - Office - Oct 2022	17.32
08/03/2023	CD-223391759	Water Logic	Water Cooler Rental - Office - Dec 2022	17.32
08/03/2023	CD-223250015	Water Logic	Water Cooler Rental - Office	17.32
09/03/2023		Lee Walker Family Butcher	Payment for elec to walton Xmas Lights 2020, 21, 22	300.00
09/03/2023	V02082689638	EE	Mobile Phones	12.00
09/03/2023	V02082689638	EE	Mobile Phones	12.00



Date: 16/05/2023

Time: 17:19:11

## Stone Town Council - Payments

Page: 2

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
10/03/2023	2302049	Crown Highways	Remove and store poles for Walton Xmas Lights	749.75
10/03/2023	14073	All Print Equipment Ltd	Photocopier Usage - Feb 2023	13.45
10/03/2023	STC/DL09032023	The Puppet Tree	Deposit for Puppet Event 08/07/23	1,000.00
13/03/2023	wp-INVO1325475	Water Plus	Water Usage Newcastle Rd Jan / Feb 23	19.91
15/03/2023	173690	Prism Solutions	User Swap - reconfig of laptop for new starter	107.00
15/03/2023	201615202330164	Pozitive Energy	Elec Standing Charges Feb 2023	14.42
17/03/2023	17925	Call Handling Services Ltd	Stone Helpline Charges Dec 22 - Feb 23	1.08
17/03/2023	988608719	British Gas	Elec Supply - Amphitheatre Feb 2023	11.63
17/03/2023	118486	B Hygienic Ltd	Supply & install baby changing unit at FJC	294.00
17/03/2023	SINV00593490	J G Fenn Ltd	Milk Pots for Drinks Machine	8.82
17/03/2023	I274687	Fattorini	Purchase 10 badges for past mayors and deputies	2,575.94
20/03/2023	INV192993235	Zoom Video Comm Inc	ZOOM Subscription Mar / Apr 23	51.96
21/03/2023	42245	Robert Mincher	Light bulbs for office store room	3.33
24/03/2023	5813476/CE/38130	The Arch Rent Collectors	STN Rent 25/03/23 to 23/06/23	1,184.25
24/03/2023	2406817173	Adobe Systems Software	Adobe Acrobat Pro Subscription x 3	727.92
24/03/2023	713402023301867	Pozitive Energy	Gas Usage FJC Feb 2023	424.16
24/03/2023	7070292080	Stafford Borough Council	Amphi Litter Bin 01/01/23 to 31/03/23	47.94
24/03/2023	7070292082	Stafford Borough Council	High Street bollards Jan to Mar 2023	416.32
24/03/2023	743014903/001/03	Virgin Media Business	Broadband Usage 06/03/23 to 05/04/23	50.00
24/03/2023	713382023299621	Pozitive Energy	Elec Usage FJC - Feb 2023	153.26
24/03/2023	7070292081	Stafford Borough Council	T&M / Whitebridge Bins 1/1/23 to 31/3/23	142.70
24/03/2023	wp-INVO1515601	Water Plus	Water Usage FJC Feb/Mar 23	62.69
24/03/2023	713412023301867	Pozitive Energy	Gas Usage STN - Feb 2023	168.03
24/03/2023	444008-015	Virgin Media Business	Telephone rental charges Feb/Mar 2023	87.40
27/03/2023	DS-ASE-INV-GB-202	Amazon	Cardboard Crowns for Kings Coronation Event	39.96

Date: 16/05/2023

Time: 17:19:11

## Stone Town Council - Payments

Page: 3

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
27/03/2023	3219	My Charity Boxes Ltd	15 x collection boxes	75.49
27/03/2023	INV-GB-146700411	Amazon	Raffle Drum	54.17
27/03/2023	172745	Prism Solutions	Prism IT Managed Service April 2023	879.25
27/03/2023	4322315	British Gas	Elec Pillar 1 30 High St 21_11_22 to 13_03_23	45.38
28/03/2023	4329871	British Gas	Elec Standing Charges Feb / Mar 23	11.20
28/03/2023	VEO1109556	Veolia ES (UK) Ltd	Waste Collection - Feb 2023	81.68
28/03/2023	VEO1109557	Veolia ES (UK) Ltd	Waste Collection - Feb 2023	67.88
29/03/2023	713392023309130	Pozitive Energy	Elec Usage STN Feb 2023	151.94
03/04/2023		Stafford Borough Council	SBC Rates STN Apr 2023	176.40
03/04/2023	SI-1104	Staffordshire Parish Councils' Association	SPCA Annual Sub inc NALC Affiliation 2023/24	1,325.12
03/04/2023		Stafford Borough Council	SBC Rates Mkt Sq Apr 2023	20.58
03/04/2023		Stafford Borough Council	SBC Rates FJC Apr 2023	283.40
03/04/2023	68942	Prism Solutions	Leased Line Rental Feb 2023	44.45
03/04/2023	wp-INV01607222	Water Plus	Water Usage - STN 16/2 to 16/3/23	79.18
03/04/2023	wp-INV01609223	Water Plus	Water Usage - Mount Rd - 16/2 to 16/2/23	40.60
03/04/2023	68942	Prism Solutions	Leased Line Rental Feb 2023	46.69
04/04/2023	24032023	JB Window Cleaner	Window Cleaning March 23	25.00
04/04/2023	24032023	JB Window Cleaner	Window Cleaning March 23	65.00
06/04/2023	V02093516162	EE	EE Mobile Phones	12.00
06/04/2023	V02093516162	EE	EE Mobile Phones	12.00
06/04/2023	INV-0843	Current Electrical & Property Services	Marquees for March 2023	770.00
11/04/2023		British Gas	BG Lite Correction	75.43
11/04/2023	1000077375	The Flag Shop	5 x 50 Union Jack Hand Flags	70.62
11/04/2023	966893535	British Gas	Elec Supply - Amphitheatre 28/2 to 21/3/23	9.48
11/04/2023	4420919	British Gas	Elec Usage - Feeder Pillar 1 30 High St - March 2023	5.49

Date: 16/05/2023

Time: 17:19:11

## Stone Town Council - Payments

Page: 4

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
11/04/2023	1000077374	The Flag Shop	40 Union Jack Flags for the High Street	599.33
12/04/2023	wp-INVO1669632	Water Plus	Water Usage Newcastle Rd Feb / Mar 2023	17.60
14/04/2023	713382023318006	Pozitive Energy	Elec Usage March 2023	159.41
14/04/2023	713402023318359	Pozitive Energy	Gas Usage March 2023	442.99
14/04/2023	713392023318469	Pozitive Energy	Elec Usage March 2023	170.24
14/04/2023	713412023318359	Pozitive Energy	Gas Usage March 2023	186.05
17/04/2023	INV197659190	Zoom Video Comm Inc	ZOOM Sub Apr / May 2023	25.98
17/04/2023	GB32DVVY0AEUI	Amazon	Adjustable Foot Rest	22.48
19/04/2023	SI-194376	Mailing room	Franking Machine Rental 01/04/23 to 30/06/23	60.00
20/04/2023	7070292222	Stafford Borough Council	SBC Qtr Office Rent 20/4/23 to 19/7/23	150.00
21/04/2023	1413	SB Asbestos Management Ltd	Asbestos survey - Newcastle Rd Allotments	175.00
21/04/2023	INV-9370	EDG Security Limited	Maint and monitoring of security alarms 17/4/23 to	320.00
21/04/2023	73	MJ Plant	Grounds Maint amphi, CM, MR, Abbey St, old bridge	1,682.00
21/04/2023	1000103930	Staffordshire County Council	Procurement support	976.38
21/04/2023	INV-GB-139231811	Amazon	Broom handles used display flags in the High Street	41.66
21/04/2023	77	MJ Plant	Replace steps from Amphitheatre to Crown Meadow	2,275.00
21/04/2023	46591	Panda Press (Stone) Ltd	Civic Dinner Menu Cards 2023	50.00
21/04/2023	SI-912	Rubix Compliance Ltd	Asbestos survey	450.00
21/04/2023	79	MJ Plant	Crown Meadow Orchard - supply and plant 6 x trees	944.00
21/04/2023	75	MJ Plant	Supply and plant hedgerow in Crown Meadow	820.00
21/04/2023	76	MJ Plant	Create new stone pathway through Amphitheatre from	1,425.00
21/04/2023	78	MJ Plant	Annual topping of Crown Meadow	334.00
21/04/2023	DS-ASE-INV-GB-202	Amazon	Table cloth - Coronation Cake Comp	17.96
21/04/2023	DS-ASE-INV-GB-202	Amazon	Table cloth - delivery charge	2.99
24/04/2023	743014903/001/04	Virgin Media Business	Broadband Usage 06/04/23 to 05/05/23	50.00

Date: 16/05/2023

Time: 17:19:11

## Stone Town Council - Payments

Page: 5

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
25/04/2023	wp-INVO1829186	Water Plus	Water Usage FJC Mar / Apl 2023	74.23
25/04/2023	175130	Prism Solutions	Prism IT Managed Service May 2023	914.55
26/04/2023	INV-0850	Current Electrical & Property Services	St George's Event - 60m crowd barriers	366.60
26/04/2023	INV-0850	Current Electrical & Property Services	St George's Event - 32amp power supply	148.00
27/04/2023	INV003259	Stone House Hotel	Food and drinks at Civic Dinner 2023	1,447.25
28/04/2023	VEO1110819	Veolia ES (UK) Ltd	Waste Collection - March 2023	111.99
28/04/2023	UKB-STC01	UK Bjorn Abba Tribute	UK BJORN Abba Tribute at King's Cotonation Event	850.00
28/04/2023	4518375	British Gas	Elec SC - 9/3 to 9/4/23 Heritage Centre	12.40
28/04/2023	VEO1110820	Veolia ES (UK) Ltd	Waste Collection - March 2023	98.19
				<u>29,767.05</u>