



**Town Clerk**

Les Trigg

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15 Station Road  
STONE  
ST15 8JP

2 May 2024

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 14 MAY 2024 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. **Apologies for Absence**
- 5. **Declarations of Interest**
- 6. **Requests for Dispensations Received**
- 7. **To confirm as a correct record the minutes of the Town Council meeting held on 2 April 2024, Minute Numbers C24/099 – C24/106 (copy attached)**
- 8. **To receive the draft minutes and decisions of the undermentioned Committees:**
  - a) General Purposes Committee meeting held on 2 April 2024, Minute Numbers GP24/187 – GP24/203 (copy attached)
  - b) Planning Consultative Committee meeting held on 2 April 2024, Minute Numbers PC24/067 – PC24/072 (copy attached)
- 9. **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.

Changes have been made to clarify quoracy rules and the position of ex-officio members should the Council choose not to appoint all Councillors to either committee.
- 10. **To determine the membership and elect the Chairman and Vice Chairman of the General Purposes Committee and the Planning Consultative Committee for 2024-25:**
  - 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
- 11. **To defer other business under Standing Order 2, paragraph (j) to an appropriate meeting of the General Purposes Committee.**

12. **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.**

13. **Confidential Minutes**

To receive the draft Confidential Minutes of the General Purposes Committee held on 2 April 2024, Minute Numbers GP24/187, GP24/202 and GP24/203 (attached).

Members of the public are welcome to attend the Annual Meeting as observers.

Please access the Council Chamber from the rear of the building.

# Stone Town Council

## Minutes of the Meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 2 April 2024

**PRESENT:** Councillor J. Davies in the Chair and  
Councillors: J. Battrick, A. Best, A. Burgess, L. Davies, I. Fordham, J. Hood, T. Kelt,  
B. Kenney, R. Kenney, P. Leason, J. Metters, A. Mottershead and  
R. Townsend

Officers: L. Trigg, R. Edwards and T. Williams

**ABSENT:** Councillors: K. Dawson, J. Powell, N. Powell and C. Thornicroft

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### Prayers

Before the meeting began Reverend Jim Cartlidge led prayers.

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### Congratulations to Jack Scott

Before the meeting began the Town Mayor, on behalf of the Town Council and the people of Stone, congratulated Jack Scott for his outstanding achievement as an inspirational record breaking British ultra-runner who has excelled on the international ultra-running scene, winning the 2024 Montane Winter Spine Race in record time.

The Town Mayor awarded a Certificate of Appreciation to Jack for winning what is widely regarded as one of the toughest endurance events in the world, completing the race (in January 2024) in an astonishing time of 72 hours and 55 minutes. Jack bettered the course record by more than ten hours and his achievements have put his name firmly alongside some of Stone's other great athletes and Olympic champions.

Jack thanked the Town Council for the recognition afforded him and shared details of his race strategy and challenges on and off the course route.

Upon completion of the item, Jack left the meeting and Council Chamber.

### **C24/099** Apologies

Apologies were received from Councillors: K. Dawson, J. Powell, N. Powell and C. Thornicroft.

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

**C24/100 Declarations of Interest**

None received.

**C24/101 Requests for Dispensations**

None received.

**C24/102 Representations from Members of the Public**

None

**C24/103 Minutes**

RESOLVED:

- a) That the minutes of the Meeting of the Town Council held on 5 March 2024 (Minute Numbers C24/091 – C24/098), be approved as a correct record.

**C24/104 Committee Minutes**

RESOLVED:

- a) The draft minutes of the General Purposes Committee meeting held on 5 March 2024 (Minute Numbers GP24/171 – GP24/186), were noted.
- b) The draft minutes of the Planning Consultative Committee meeting held on 5 March 2024 (Minute Numbers PC24/061 – PC24/066), were noted.

**C24/105 Civic Announcements**

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

The Town Mayor drew the Council's attention to his upcoming civic engagements. He thanked Town Councillors who had volunteered to assist with his Street Collection on Saturday 6 April, and issued a reminder of the upcoming Civic Dinner on Saturday 20 April 2024 at the Stone House Hotel.

The Deputy Town Mayor advised the Council that he had accepted an invitation to attend Oak Tree Farm Rural Project's Annual General Meeting on 17 April 2024.

**C24/106 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.

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The Town Mayor advised the Council that on 1 March 2024 he had the pleasure of welcoming the Mayor of Market Drayton to Stone, along with representatives from Joules Brewery, who were keen to learn how the partnership between the Town Council, Theatre Trust and Joules Brewery had evolved to make Stone's new Heritage Centre a reality. The Mayor of Market Drayton was impressed, and the Town Mayor said that he looked forward to the Town Council having an ongoing close relationship with Market Drayton Town Council in the future.

Last Thursday the Mayor and Mayoress had attended the Stoke Repertory Theatre to see a performance of 'A Handful of Songs' by the Stone Outward Division Girl Guides which was a fantastic show. The Mayor reported that the energy and interest, staging and costumes were brilliant and he looked forward to a time when the Show, as well as other gang shows, could take place at the theatre in Stone.

The Deputy Mayor shared information about his visit to the Opening of the Museum of the Moon Exhibition in Cheadle which was a three-week arts, culture and education event. The exhibition was sold out for its duration and the organising charity, a new organisation currently restricted to the Staffordshire Moorlands, indicated it would be willing to visit Stone if its remit was expanded.

**TOWN MAYOR**

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# Stone Town Council – General Purposes Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 2 April 2024

**PRESENT:** Councillor R. Kenney in the Chair, and  
Councillors: J. Battrick, A. Best, A. Burgess, J. Davies, L. Davies, I. Fordham, J. Hood,  
T. Kelt, B. Kenney, P. Leason, J. Metters, A. Mottershead and R. Townsend

Officers: L. Trigg, R. Edwards and T. Williams

**ABSENT:** Councillors: K. Dawson, J. Powell, N. Powell and C. Thornicroft

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### **GP24/187** Apologies

Apologies were received from Councillors: K. Dawson, J. Powell, N. Powell and  
C. Thornicroft

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

### **GP24/188** Declarations of Interest

None

### **GP24/189** Requests for Dispensations

None

### **GP24/190** To receive the report of the County Councillors

#### **County Councillor Jill Hood**

The Chairman invited Councillor Hood to address the Committee.

#### Measles on the Increase

Councillor Hood advised the Committee that concerningly, cases of measles were  
rising in both the local area and wider Staffordshire, carrying the risk of serious  
health problems for those who contract the virus.

The County Council has in response arranged five pop up Measles, Mumps and  
Rubella vaccination clinics with information about their locations detailed on the  
County's website.

#### Household Waste Recycling Centres

Councillor Hood advised the Committee that the County Council was proudly  
celebrating two years of managing Staffordshire Household Waste Recycling  
Centres of which there are 14 in the county. She said the sites were collectively  
visited 1.6 million times a year by residents and since last year had recycled more  
than 45,000 tonnes of waste with just 1% going to landfill.

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She said that a van permit scheme had been introduced at the centres to manage trade waste disposal and reduce queuing. The scheme came about as a direct result of Councillor Hood highlighting an observation made by a member of the public that the Stone facility was heavily used by businesses from outside the County's boundary. The outcome is that trade waste will now only be accepted from Staffordshire businesses.

Councillor Hood informed the Committee that Staffordshire's Household Waste Recycling service had introduced Hydrogenated Vegetable Oil (HVO) to fuel its fleet vehicles. This is an eco-friendly fuel source to help the authority reduce its carbon emissions. HVO is made from a 100% renewable source and generates around 90% less carbon emissions than traditional diesel fuel.

#### Local Transport Plan

Councillor Hood advised the Committee that the County Council was developing a new Local Transport Plan for Staffordshire, and a programme of informal engagement will take place with residents and businesses from April to September 2024. The first draft of the Local Transport Plan will be prepared in September with a public consultation in October 2024. In December the Local Transport Plan will be taken to the County Council's Cabinet for approval.

Councillor Hood expressed her view that good public transport links were vital in communities, the lack of which leads to social isolation, mental health issues, GP appointments being inaccessible and adverse impacts on the local economy.

She informed the Committee that the County Council had set up an engagement page called 'Let's Talk Transport'. She urged Town Councillors to consult residents and businesses between now and September and to forward their feedback to the County Council.

#### **County Councillor I. Parry**

Councillor Parry was not in attendance at the meeting.

#### **GP24/191 To receive the report of Borough Councillors**

The Chairman invited Borough Councillors to address the Committee.

Councillor Leason advised the Committee that he had recently attended meetings of the Audit and Accounts Committee and the Community Wellbeing Scrutiny Committee.

#### Audit and Accounts Committee

The Committee received a report on the audits undertaken by the Internal Audit Section (who carry out inspections on various departmental operations and their accounts on a rolling basis) and put questions to the Chief Internal Auditor and Risk Manager.

The areas looked at involved the work of the Environmental Protection and Pollution Control Section and the Climate Change Section.

#### Community Wellbeing Scrutiny Committee

Councillor Leason informed the Committee that the Community Wellbeing Scrutiny Committee had received a report from the Chief Inspector of

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Staffordshire Police who confirmed that cases of domestic violence had started to increase.

The Committee received a presentation on recycling and was given information about plans to broaden the recycling service to include weekly collections of food waste from 31 March 2026, plastic film (currently recyclable in supermarkets) from 31 March 2027 and Tetra Paks from 31 March 2026. These are mandatory national timescales which it was hoped would be reached sooner in the Borough.

The Committee received a report on the work of GPs and learned that in Staffordshire more appointments were being offered now than in 2019-20. In October 2023, GP appointments were 12.9% higher than in October 2019, and 8.5% higher than October 2022. A comprehensive report was given on what the GPs were doing in the way of offering night surgeries and other initiatives.

The Committee also received a report from Trading Standards.

**GP24/192 Representations from Members of the Public**

None

**GP24/193 Minutes**

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on 5 March 2024 (Minute Numbers GP24/171 – GP24/186), be approved as a correct record.

**GP24/194 Minutes of Sub-Committees**

- a) Tourism & Town Promotion Sub-Committee meeting held on 19 March 2024 (Minute Numbers TTP24/037 – TTP24/046), that the draft minutes be noted, and the recommendations of the Sub-Committee contained in Minute Number TTP24/043 be adopted.
- b) Environment Sub-Committee held on 19 March 2024 (Minute Numbers ENV24/037 – ENV24/044), that the draft minutes be noted.
- c) Estates Sub-Committee held on 19 March 2024 (Minute Numbers EST24/031 – EST24/037), that the draft minutes be noted.

**GP24/195 Town Mayor and Deputy Town Mayor Elect**

The Committee considered the appointment of a Town Mayor and Deputy Town Mayor Elect for the year 2024-25 and the arrangements for Mayor Making.

RESOLVED: That Councillor Philip Leason MBE JP is appointed as Mayor Elect for 2024-25 and Councillor Jason Metters is appointed Deputy Mayor Elect.

Both Councillor Leason and Councillor Metters thanked the Committee for its support with their appointments.

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**GP24/196**    **Meeting Schedule for 2024-25**

The Committee considered a proposed meeting and civic events schedule\* for the period May 2024 to April 2025.

RESOLVED: To approve the meeting schedule for 2024-25 without amendment.

**GP24/197**    **Bank Mandate**

The Committee considered the need to update the Council's bank mandate and agree the addition of the new Deputy Town Clerk and removal of the previous Deputy Town Clerk and former Councillors.

RESOLVED: That the following changes to the Town Council's bank mandate be accepted and actioned:

- Removal of former Deputy Town Clerk, Rob Mincher, who has left the Town Council's employment.
- Removal of former Town Councillor, Mark Green, following the end of his term as a councillor.
- Addition of new Deputy Town Clerk, Rachel Edwards.

**GP24/198**    **Town Council Payments**

RESOLVED: To note the list\* of Town Council payments made during the period 1 to 29 February 2024.

**GP24/199**    **Update from Working Groups:**

**Stone Heritage Centre Steering Group**

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

**Engagement with Young People**

Councillor Dawson was not available to deliver a report.

**50<sup>th</sup> Anniversary of Stone Town Council**

Councillor Davies informed the Committee that he had consulted members of the working group on the content of a programme for marking the 50<sup>th</sup> Anniversary of Stone Town Council, after which a meeting would be arranged with the Heritage Centre Manager and other members of the team to pull something together.

Councillor Leason confirmed that he had written a note on the Anniversary of the Town Council that was published in 'A Little Bit of Stone'.

The Working Group will be looking to raise public awareness that good work had been done over the 50 year term and that the Town Council was looking forward to the future.

**GP24/200**    **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 a meeting would be arranged soon.

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### **Stone ATC**

Councillor Davies advised the Committee that a meeting of the Stone ATC had been arranged to take place on 9 April 2024.

### **Age Concern Stone & District**

Councillor Davies advised the Committee that Councillor Thornicroft, who had been unable to attend the meeting, had sent him a written update on a recent Age Concern meeting, which Councillor Davies was asked to share.

Councillor Davies advised the Committee that the finances were reported to be in good order and running with a small surplus. Attendees at the coffee mornings were providing a lively discussion. The luncheon club was a victim of its own success in that it was often oversubscribed, and three new volunteer drivers had been recruited to operate the hospital driving scheme.

He said that staff had been invited by the County Council to its unsung heroes event (taking place on Friday 19 April 2024) in recognition of the contribution made by volunteers from Stafford and South Staffordshire. The Chairman reported that they had an excellent group of volunteers working for the charity.

### **Stafford & Stone Access Group**

Councillor Kelt informed the Committee that no meeting had taken place.

### **Stone Common Plot Trustees**

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

### **Stone Community Hub Liaison Group**

Councillor Hood advised the Committee that no meeting of the Liaison Group had taken place.

### **SPCA Executive Committee**

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

### **Stone Traders Group Directors' Meeting**

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

### **West Midlands Railway and other rail matters**

Councillor Kelt advised the Committee that he had no new information to report.

**The meeting was temporarily suspended and then reconvened after the Planning Consultative Committee meeting had taken place.**

## **GP24/201 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.

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**GP24/202**    **Confidential Minutes of Sub-Committees**

- a) Estates Sub-Committee meeting held on 19 March 2024, Minute Numbers EST24/031 and EST24/037.

RESOLVED: To note the minutes.

**GP24/203**    **Internal Audit 2024-25 Onwards**

The Committee considered the report of the Town Clerk\*, which included an extract from the JPAG Practitioners Guide relating to best practice guidance for internal audit.

RESOLVED:

1. To endorse the action of the Town Clerk in extending the contract of the current internal auditor by one year to cover the audit of the 2023-24 accounts.
2. To retain the current scope of internal audit work.
3. To authorise the Town Clerk to re-appoint the current internal auditor for a further period of three years.
4. To review the Council's internal audit provision again for the 2027-28 financial year.

**CHAIRMAN**

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# Stone Town Council – Planning Consultative Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 2 April 2024

**PRESENT:** Councillor T. Kelt in the Chair, and  
Councillors: J. Battrick, A. Best, A. Burgess, J. Davies, L. Davies, I. Fordham,  
J. Hood, B. Kenney, R. Kenney, P. Leason, J. Metters, A. Mottershead and  
R. Townsend

Officers: L. Trigg, R. Edwards and T. Williams

**ABSENT:** Councillors: K. Dawson, J. Powell, N. Powell and C. Thornicroft

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**PC24/067**     **Apologies**

Apologies were received from Councillors: K. Dawson, J. Powell, N. Powell and  
C. Thornicroft

**PC24/068**     **Declarations of Interest and Requests for Dispensations**

Councillor R. Kenney advised the Committee that as a member of Stafford  
Borough Council's Planning Committee, he would not speak or vote on the  
planning applications listed on the agenda.

**PC24/069**     **Representations from Members of the Public**

None

**PC24/070**     **Minutes**

RESOLVED:

That the minutes of the Planning Consultative Committee meeting held on 5  
March 2024 (Minute Numbers PC24/061 – PC24/066), be approved as a correct  
record.

**PC24/071**     **Planning Applications**

**Application Number** – 24/38797/HOU

**Applicant** – Mr R. Harper

**Location** – 20 Mount Crescent, Stone

**Development** – Loft conversion with dormer

**Observations:** No objections

**PC24/072**

**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

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## Town Council



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**Terms of Reference**

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May 2024

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# **1 GENERAL PURPOSES COMMITTEE**

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## **PURPOSE**

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

## **MEMBERSHIP AND APPOINTMENT**

- 1.2 The Committee shall consist of the whole membership of the Town Council, unless otherwise determined by the Council. These members shall be appointed by the Council in May to serve until the following May's Council meeting. Appointments to fill any casual vacancies that may arise during the year shall be made by the Council in accordance with the above principles.
- 1.3 If not otherwise appointed, the Town Mayor shall be ex-officio voting member of the Committee.

## **CHAIRMAN AND VICE CHAIRMAN**

- 1.4 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**

- 1.5 No business shall be dealt with unless at least three voting members of the Committee, or at least one third of the voting members of the Committee if higher, are present and able to vote. 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**

- 1.6 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.
- 1.7 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**

- 1.8 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**

- 1.9 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**

- 1.10 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**

- 1.11 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**

- 1.12 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.
- 1.13 To appoint chairmen, vice-chairmen and members to sub-committees.
- 1.14 To appoint Council representatives to outside bodies.
- 1.15 To distribute the Council's grants budget.
- 1.16 To recommend the annual budget and precept to the Council.

## **RELATIONSHIP WITH OTHER COMMITTEES AND SUB-COMMITTEES**

- 1.17 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.
- 1.18 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.
- 1.19 If a difference of opinion develops between its Sub-Committees, the General Purposes Committee shall determine how the matter will be resolved.

- 1.20 If a difference of opinion develops between Committees, the Council shall determine how the matter will be resolved.

## **2 PLANNING CONSULTATIVE COMMITTEE**

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### **PURPOSE**

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

### **MEMBERSHIP AND APPOINTMENT**

- 2.2 The Committee shall consist of the whole membership of the Town Council, unless otherwise determined by the Council. These members shall be appointed by the Council in May to serve until the following May's Council meeting. Appointments to fill any casual vacancies that may arise during the year shall be made by the Council in accordance with the above principles.
- 2.3 If not otherwise appointed, the Town Mayor and Chairman of the General Purposes Committee shall be ex-officio voting members of the Committee.

### **CHAIRMAN AND VICE CHAIRMAN**

- 2.4 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**

- 2.5 No business shall be dealt with unless at least three voting members of the Committee, or at least one third of the voting members of the Committee if higher, are present and able to vote. 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**

- 2.6 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.
- 2.7 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**

- 2.8 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**

- 2.9 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**

- 2.10 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**

- 2.11 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**

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

## **RELATIONSHIP WITH OTHER COMMITTEES AND SUB-COMMITTEES**

- 2.14 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.
- 2.15 If a difference of opinion develops between Committees, the Council shall determine how the matter will be resolved.

### **3 ENVIRONMENT SUB-COMMITTEE**

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#### **PURPOSE**

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

#### **MEMBERSHIP AND APPOINTMENT**

- 3.2 The Sub-Committee shall consist of seven members, or any other number as determined by the General Purposes Committee, drawn from the membership of the Town Council. These members shall be appointed by the General Purposes Committee in May to serve until the following May's meeting of that Committee. Appointments to fill any casual vacancies that may arise during the year shall be made by the General Purposes Committee in accordance with the above principles.
- 3.3 The Town Mayor and Chairman of the General Purposes Committee shall be ex-officio, voting 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 voting members of the Sub-Committee, or at least one third of the voting members of the Sub-Committee if higher, are present and able to vote. 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 The Sub-Committee's minutes shall be reported to the General Purposes Committee in accordance with Standing Orders. Draft minutes shall be reported if not yet approved by the Sub-Committee.
- 3.18 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 General Purposes Committee, even where they relate to an environmental asset or service.
- 3.19 If a difference of opinion develops between Sub-Committees, the General Purposes Committee shall determine how the matter will be resolved.



## **4 ESTATES SUB-COMMITTEE**

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### **PURPOSE**

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

### **MEMBERSHIP AND APPOINTMENT**

- 4.2 The Sub-Committee shall consist of seven members, or any other number as determined by the General Purposes Committee, drawn from the membership of the Town Council. These members shall be appointed by the General Purposes Committee in May to serve until the following May's meeting of that Committee. Appointments to fill any casual vacancies that may arise during the year shall be made by the General Purposes Committee in accordance with the above principles.
- 4.3 The Town Mayor and Chairman of the General Purposes Committee shall be ex-officio voting 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 voting members of the Sub-Committee, or at least one third of the voting members of the Sub-Committee if higher, are present and able to vote. 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 The Sub-Committee's minutes shall be reported to the General Purposes Committee in accordance with Standing Orders. Draft minutes shall be reported if not yet approved by the Sub-Committee.
- 4.18 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 General Purposes Committee, even where they relate to an asset providing services to the public.
- 4.19 If a difference of opinion develops between Sub-Committees, the General Purposes Committee shall determine how the matter will be resolved.

## **5 TOURISM AND TOWN PROMOTION SUB-COMMITTEE**

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### **PURPOSE**

- 5.1 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**

- 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. 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 voting 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 voting members of the Sub-Committee, or at least one third of the voting members of the Sub-Committee if higher, are present and able to vote. 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**

- 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 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
- 5.14 To scrutinise the operation of the above services.

- 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 The Sub-Committee's minutes shall be reported to the General Purposes Committee in accordance with Standing Orders. Draft minutes shall be reported if not yet approved by the Sub-Committee.
- 5.18 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 General Purposes Committee, even where they relate to a tourism and town promotion service.
- 5.19 If a difference of opinion develops between Sub-Committees, the General Purposes Committee shall determine how the matter will be resolved.

## **6 MAYOR'S CHARITY SUB-COMMITTEE**

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### **PURPOSE**

- 6.1 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**

- 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. 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.
- 6.3 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.
- 6.4 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.
- 6.5 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.
- 6.6 The Chairman of the General Purposes Committee shall be an ex-officio voting member of the Sub-Committee.
- 6.7 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**

- 6.8 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**

- 6.9 No business shall be dealt with unless at least three voting members of the Sub-Committee, or at least one third of the voting members of the Sub-Committee if higher,

are present and able to vote. 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.

- 6.10 No meeting should be held without the Town Mayor present, however it is accepted that there may be times when the Town Mayor is present at a meeting, but will need to declare an interest on an individual agenda item. This would not result in the meeting becoming inquorate unless it would be otherwise inquorate under the provisions of paragraph 6.9 above.

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

- 6.11 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.
- 6.12 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**

- 6.13 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**

- 6.14 There shall be a minimum of one meeting per year, to determine the incoming Town Mayor's charities for the year and to determine the distribution of funds raised during the outgoing 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**

- 6.15 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**

- 6.16 Decisions of the Committee shall have the status of resolutions except:
- a. Where there is a financial or other impact on the Council outside the use of funds already accumulated by the Mayor's Charity Fund. In this case decisions will have the status of recommendations to the General Purposes Committee.
  - b. Where the item cannot be legally delegated by the Council, in which case decisions shall have the status of recommendations to the full Council.



- 6.17 The Sub-Committee’s minutes shall be reported to the General Purposes Committee in accordance with Standing Orders. Draft minutes shall be reported if not yet approved by the Sub-Committee.

## **FUNCTIONS**

- 6.18 To determine:
- a. The charities to be supported by the Town Mayor during their term of office.
  - b. The distribution of funds to the supported charities.

## **RELATIONSHIP WITH OTHER SUB-COMMITTEES**

- 6.19 The responsibilities of this Sub-Committee are unlikely to overlap with those of other Sub-Committees.
- 6.20 If a difference of opinion develops between Sub-Committees, the General Purposes Committee shall determine how the matter will be resolved.

## **7 NEIGHBOURHOOD PLAN STEERING GROUP**

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### **PURPOSE**

- 7.1 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**

- 7.2 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.
- 7.3 The Town Mayor and Chairman of the General Purposes Committee shall be ex-officio members of the Steering Group.

### **CHAIRMAN AND VICE CHAIRMAN**

- 7.4 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**

- 7.5 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**

- 7.6 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.

- 7.7 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**

- 7.8 Meetings will not be open to the public.

## **FREQUENCY OF MEETINGS**

- 7.9 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**

- 7.10 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**

- 7.11 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.
- 7.12 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**

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

## **RELATIONSHIP WITH COUNCIL SUB-COMMITTEES**

- 7.15 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 General Purposes Committee, even where they relate to the Neighbourhood Plan.

- 7.16 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.

## **8 HERITAGE CENTRE STEERING GROUP**

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### **PURPOSE**

- 8.1 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**

- 8.2 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.
- 8.3 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**

- 8.4 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.
- 8.5 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.
- 8.6 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**

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

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

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

- 8.8 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.
- 8.9 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**

- 8.10 Meetings will not be open to the public.

## **FREQUENCY OF MEETINGS**

- 8.11 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**

- 8.12 There is no requirement for either a formal agenda or minutes.
- 8.13 The agenda, if any, shall be drawn up and circulated by the Town Clerk.
- 8.14 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.
- 8.15 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.
- 8.16 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.
- 8.17 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**

- 8.18 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.
- 8.19 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**

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

## **RELATIONSHIP WITH OTHER COUNCIL BODIES**

- 8.23 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 General Purposes Committee, even where they relate to the Heritage Centre.
- 8.24 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**

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

## **9 WORKING GROUPS (ALL)**

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### **PURPOSE**

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

### **MEMBERSHIP AND APPOINTMENT**

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

### **CHAIRMAN AND VICE CHAIRMAN**

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

### **QUORUM**

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

### **ATTENDANCE BY COUNCILLORS WHO ARE NOT MEMBERS OF THE WORKING GROUP**

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



## **ATTENDANCE BY THE GENERAL PUBLIC**

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

## **FREQUENCY OF MEETINGS**

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

## **AGENDA AND PROCEEDINGS**

9.12 The calling of meetings, booking of venues, preparation of agendas and minutes etc. will not be undertaken by the Town Council's staff. Attendance of Town Council staff at working groups will be on an exceptional basis, if their expertise may be required to inform the group's discussions.

9.13 There is no requirement for either a formal agenda or minutes, but if a working group wishes to prepare these it will be a matter for the group's members. Working group minutes will not form part of the official minutes of the Council.

9.14 The provisions of the Council's Standing Orders for Business shall not apply to meetings of working groups.

## **REPORTING**

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

9.16 At each meeting of its parent body, the nominated representative of each working group will be expected to report on the work of the group, and to present any recommendations. Such recommendations will not be considered by the parent body without a full written report circulated with the meeting agenda and setting out the nature of the recommendations and their implications for the Council.

## **FUNCTIONS**

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

## **RELATIONSHIP WITH OTHER WORKING GROUPS**

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