



Stone

Town Council

Town Clerk

Les Trigg

Tel: 01785 619740

Email: clerk@stonetowncouncil.gov.uk

15 Station Road

STONE

ST15 8JP

15 May 2024

Dear Councillor,

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 21 MAY 2024 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 2 April 2024, Minute No's GP24/187 – GP24/203 (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, Steering Groups and Working Groups.

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

Changes have been made to remove references to the Management Sub-Committee and to clarify the reporting of minutes, quoracy rules, the position of ex-officio members, and the status of Mayor's Sub-Committee decisions.

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

- Tourism & Town Promotion
- Environment
- Estates
- 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 Working Group
- 50th Anniversary of Stone Town Council

12. Appointment to Outside Bodies

To make appointments of Council representatives to the following bodies:

- Stone ATC (Mayor plus 1 member)
Currently Councillors: Town Mayor with one post vacant
- Age Concern Stone & District (2 members)
Currently Councillors: J. Davies and C. Thornicroft
- Stafford & Stone Access Group (1 member)
Currently Councillor T. Kelt
- Trustees of the Town Hall Charity (all members)
Currently all Councillors

- Stone Community Hub Liaison Group (3 members)
Currently J. Battrick, J. Hood and J. Powell
- Stone Area Parish Liaison Group (1 member)
Currently J. Davies
- Stone Traders Group Directors' Meeting (Councillors attend on a rotating basis)
Currently Councillors: A. Burgess, I. Fordham, J. Hood and T. Kelt

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 Councillor C. Thornicroft (term runs to May 2026) and Councillors:
A. Burgess, J. Hood, T. Kelt and R. Townsend (terms run to May 2027)
- Richard Vernon Trust (3 members for a four-year term)
Currently Councillors: J. Davies, P. Leason and J. Powell (all members' terms run to May 2027)
- SPCA Executive Committee (1 member for a two-year term)
Currently Councillor: T. Kelt (to December 2025)

13. 80th Anniversary of D-Day

To receive a written report from the Tourism & Town Promotion Sub-Committee's 80th Anniversary of D-Day Working Group on the preparations for the D-Day 80 commemorations in Stone.

14. Heritage Centre

To consider an update on the Stone Heritage Centre.

15. Staffordshire County Council Consultation

To consider a Staffordshire County Council consultation on a proposal to amend the current pedestrian zone timings to extend the 'no vehicles' restrictions to 4.30pm.

A copy of an email from the County Engineer is attached.

Due to Copyright restrictions the drawing referred to in the email from Staffordshire County Council has been sent separately to Councillors.

16. Town Council Payments

To receive a list of payments made by the Council during the period 1 March to 30 April 2024 (attached).

17. Update from Working Groups:

- a) Stone Heritage Centre Steering Group
- b) Engagement with Young People Working Group
- c) 50th Anniversary of Stone Town Council

18. 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 & one vacancy – J. Davies

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

Stafford & Stone Access Group – Cllr T. Kelt

Stone Common Plot Trustees – Cllrs: A. Burgess, J. Hood, T. Kelt, C. Thornicroft and R. Townsend

Stone Community Hub Liaison Group – Cllrs: J. Battrick, J. Hood and J. Powell

SPCA Executive Committee – Cllr T. Kelt

Stone Traders' Group Directors Meeting – Cllrs: A. Burgess, I. Fordham, J. Hood and T. Kelt (Councillors attend on a rotating basis)

West Midlands Railway and other rail matters – Cllr T. Kelt

19. 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.

20. Confidential Minutes

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

21. Insurance Renewal

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

22. Staffing Matters

To consider the report of the Town Clerk (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.

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

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

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 concerning, 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.

* 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.

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

* 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.

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.

* 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.

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.

50th 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 50th 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.

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

Stone 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.

* 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.

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

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

Stone

Town Council



Terms of Reference

Committees & Sub-Committees

May 2024

Contents

1	General Purposes Committee	3
2	Planning Consultative Committee	6
3	Environment Sub-Committee	8
4	Estates Sub-Committee.....	11
5	Tourism and Town Promotion Sub-Committee.....	14
6	Mayor’s Charity Sub-Committee.....	17
7	Neighbourhood Plan Steering Group	20
8	Heritage Centre Steering Group.....	23
9	Working Groups (All).....	26

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.
- 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

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

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

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

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

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

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

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 Group¹. If this is not the case, the Chairman shall be a Town Councillor who would be appointed by the General Purposes Committee for the duration of the project, but whose appointment may be reviewed by the Committee at any time.
- 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.

¹ 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)

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.

D-DAY 80th ANNIVERSARY COMMEMORATION – REPORT TO GP BY CLLR J DAVIES

An event to commemorate the 80th Anniversary of the D-Day Landings (Thursday 6 June 2024) was considered by the Tourism and Town Promotion Sub Committee (TTP) at the meeting on 17 Oct 23. Under TTP24/022 TTP considered the membership of a working group and Cllr Davies offered to put some thoughts for a commemoration together and said he would look at the names of those involved in the D-Day Landings (on the war memorial) and would make enquiries as to whether representatives from MoD Stafford would like to be included. The Chairman suggested displaying the pictures (previously displayed at the Queen's Platinum Jubilee) in the Heritage Centre.

At the meeting of the TTP on 16 Jan, Cllr Davies suggested that a commemorative service would be an appropriate event.

At the next meeting (TTP24/042, 19 Mar 24) Cllr J. Davies recommended that the Council should buy the specially-designed flag and should fly it on the flagpole to mark the Anniversary. He also believed that Cllr Leason was arranging a church service to commemorate the occasion. The Chairman then invited councillors to volunteer to join the Working Group to boost its current number of one. Cllrs Mrs L Davies, Mrs J Hood and R Townsend volunteered and it was agreed that Cllr Leason should also join it.

On 7 Apr 24, Cllr Davies by email gave an update to the members of the working group, plus relevant Council officers. The main points were:

- In light of the large-scale events planned both in the UK and in France on 6 June itself, any attempt by Stone to hold a similar-scale event would suffer in comparison.
- A *D-Day 80 Flag of Peace* (5ft x 3ft at a cost of £28.80 including VAT) had been purchased.
- We should fly the flag on Thursday 6 June and continue to fly it until Monday 10 June (the date in 1944 by when the beachhead was considered secure). In future years we could consider flying it again every 6 June.
- It was believed that St Michael's & St Wulfad's Church was planning to hold an appropriate service of commemoration. Perhaps Sun 9 Jun would be a good date because it would be after the national events were over.
- Cllr Davies had a list of those commemorated on our war memorial from World War 2 and would extract from the list the names of those who gave their lives at around 6 June 1944 in action associated with the Normandy invasion.

The Easter break and the delays to the opening of the Heritage Centre had made further planning very difficult. However, on 29 Apr, Cllr Davies emailed members of the working group with the following updates:

- There would be no service of commemoration at St Michael's & St Wulfad's, although the Stone Historical and Civic Society would be giving a suitably-themed talk in the Church on the evening of 29 May.
- It had been discovered that SBC were planning a large-scale event in Stafford for the evening of 6 Jun although there was nothing published on the SBC website. Nevertheless, it proved that the Town Council was wise not to attempt to put on a rival event in Stone.
- The flag had been procured and Cllr Davies proposed that there should be an initial flag-raising at the top of the High Street in Stone at 11am on 6 June. The vicar of Christ Church, Rev Paul Kingman, with the Ven Ray Pentland, was prepared to arrange a short open-air

service there. We should invite the ex-service organisations, the schools as well as the general public to attend.

- Cllr Davies had produced a list of the men from Stone who had died during Operation Overlord and had found some poignant details.

On 1 May Cllr Davies advised the working group that he presumed they all were happy with the content of that email. In response the Stone Branch of the Royal British Legion confirmed their support. It was expected that the Stone & District Branch of the Royal Air Forces Association would also give active support.

The situation now (12 May) is as follows:

- **Wed 29 May.** The Stone Historic & Civic Society will hold a talk at St Michael's & St Wulfad's Church at 7.30 pm. Admission £3.
- **Thu 6 Jun.** At 11 am the D-Day Flag will be raised at the flagpole at the top of the High St. Rev Paul Kingman will conduct a short service and either AVM The Venerable Ray Pentland or Sqn Ldr (Ret'd) Jim Davies will deliver a short address.
- **Individual Commemorations.** It had been considered whether to hold short commemorations on the anniversaries of the deaths of those men from Stone who gave their lives: W J Silvester (9 Jun); F Spencer (16 Jun); G E Handy (8 Jul); H Cartwright; (15 Jul); H S Bratton-Brown (26 Jul); R Brassington (19 Aug). However, it was felt more suitable to hold just one collective commemoration, on 9 Jun.

MATTERS STILL TO BE CONSIDERED

1. Decide whether to have a beacon lighting in Stone to coincide with National Tribute on 6 Jun.
2. Finalise details for 6 Jun and 9 Jun including arrangements for attendance of schools, ex-services and reps from MoD Stafford. Management of the flag would be in the hands of Mr Dave Cranswick (ex-RN)
3. An on-going D-Day Themed display in the Heritage Centre.

RECOMMENDATIONS

The General Purposes Committee is recommended to resolve that:

1. A flag raising ceremony should take place on 6 Jun as described above, the flag flying until 10 Jun.
2. If possible, a beacon lighting should take place on the evening of 6 Jun.
3. A commemorative event should take place at the flagpole on 9 Jun with timings and other arrangements similar to those for the Texas flag raisings.

From:
Subject: Statutory Consultation - High Street, Stone
Date: 03 May 2024 12:20:10
Attachments: [image001.png](#)
[CDT6627-2127-R01-02-P1 - High Street, Stone Ped Zone Extents.pdf](#)

Dear Sir/Madam,

Representation has been made to the local County Councillor to support amendments to the pedestrian zone timings on High Street, Stone.

The proposal to amend the current pedestrian zone timings is outlined below:

Existing Timings:

No vehicles
10am - 4pm
except for permit
holders
Midnight - 10am
4pm - Midnight
except for access

Proposed Timings:

No vehicles
10am – 4.30pm
Except for access
4.30pm – 10am

The aim of extending the 'No vehicles' restriction to 4.30pm, is to alleviate inappropriate use of the High Street by vehicles during a time when school children are prevalent. There is no permit scheme in operation on the High Street and therefore we also propose to remove 'except for permit holders' from the restriction.

Please see the attached drawing (CDT6627-2127-R01-02 P1) for further details of the scheme.

This email forms part of the statutory consultation for implementing these measures via a Traffic Regulation Order (TRO). Therefore, I would kindly ask that if you have any comments regarding the proposal, you provide them to me by return email.

I would be grateful if you could provide a response by Friday 24th May 2024, as this will enable us to continue with the scheme. If no response is received by this date, we shall proceed under the assumption that you do not object to the proposals. No reminder emails will be sent.

If you have any questions, please do not hesitate to contact me.

Kind regards,

Engineer
Design Hub
Highways and Built County
Third Floor, Staffordshire Place 1
Tipping Street, Stafford ST16 2DH
Email:
www.staffordshire.gov.uk

Date: 15/05/2024

Time: 14:52:35

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 : 01/03/2024

Payment Date To : 30/04/2024

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
01/03/2024	540410124288	PPG Architectural Coatings	Paint for FJC - St Michael's Suite redecoration	187.35
01/03/2024	193771	Prism Solutions	Leased Line Rental - Jan 2024	52.90
01/03/2024	540410124194	PPG Architectural Coatings	Paint for FJC - St Michael's Suite redecoration	4.60
01/03/2024	193771	Prism Solutions	Leased Line Rental - Jan 2024	53.90
01/03/2024	1511590498	ARGOS	STN - Replace GS caretaker's mobile	129.95
04/03/2024	wp-INV04862256	Water Plus	Water Usage - Newcastle Rd - 15.01 to 15.02	20.75
06/03/2024	044289	MEB Total Ltd	Repairs to pipework leak at FJC	501.46
07/03/2024	6934570	British Gas	Elec Supply Ampitheatre 19.01 to 19.02.24	12.40
07/03/2024	75677635	Fasthosts Internet Ltd	Domain Renewal - stonetowncouncil.gov.uk	61.00
08/03/2024	J Davies	Jim Davies	Raffle Prizes for quiz £13.74/prizes £35.10	48.84
08/03/2024	V02201819949	EE	EE mobiles - 29 Feb to 28 Mar	13.72
08/03/2024	2311-24	J & S Security Services	Event Security at Christmas lights switch on	135.00
08/03/2024	V02201819949	EE	EE mobiles - 29 Feb to 28 Mar	13.72
11/03/2024	6969245	British Gas	Elec Usage 61 High Street 21.01 to 21.02.24	18.75
11/03/2024	6966040	British Gas	Elec Usage - Feeder Pillar 1, 30 High Street 21.01 to	13.02
12/03/2024	7070294186	Stafford Borough Council	Craft Markets Road Closure - Jan to Dec 2024	135.00
12/03/2024	15269	All Print Equipment Ltd	Photocopier Usage - Feb 24	17.47
13/03/2024	444008-026	Virgin Media Business	Telephone Rental & Calls - 22 Feb - 21 Mar 24	88.28

Date: 15/05/2024

Time: 14:52:35

Stone Town Council - Payments

Page: 2

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
14/03/2024	713412024525506	Pozitive Energy	STN Gas usage - 01/02 to 29/02/24	524.49
14/03/2024	713392024525320	Pozitive Energy	STN Elec Usage - 01/02 to 29/02/24	404.31
14/03/2024	713402024525506	Pozitive Energy	FJC Gas Usage - 01/02 to 29/02/24	683.86
14/03/2024	SI-215253	Mailing room	2 x Ink for franking machine	112.90
15/03/2024	713382024526624	Pozitive Energy	FJC Elec usage - 01/02 to 29/02/24	294.74
18/03/2024	195182	Prism Solutions	Grant Heritage Centre - Dell Laptop and set up costs	857.67
19/03/2024	201615202452957	Pozitive Energy	Heritage Centre Gas 01/02 to 29/02/24	580.18
20/03/2024	INV247704972	Zoom Video Comm Inc	ZOOM Subscription Mar 14 to Apr 13 2024	25.98
20/03/2024	wp-INV05020401	Water Plus	Water Usage - SSTN 5/02 to 05/03	100.01
21/03/2024	2400039695	St John Ambulance	Grant HC - First Aid and Fire Marshall Training Course -	696.00
22/03/2024	2713561811	Adobe Systems Software	Adobe Acrobat Pro Subscription x 3	727.92
25/03/2024	743014903/001/03	Virgin Media Business	Broadband Usage - 6 Mar - 5 Apr 24	50.00
25/03/2024	7070294285	Stafford Borough Council	Emptying bins T&M Canal & towpath Jan - March	156.97
25/03/2024	wp-INV05090130	Water Plus	Water Usage Mount Road - 09/02 to 09/03/2024	40.61
25/03/2024	7070294286	Stafford Borough Council	Install/Remove Bollards - Jan - Mar 24	457.47
25/03/2024	7070294284	Stafford Borough Council	Emptying bins Amphitheatre- Jan - Mar 24	52.73
25/03/2024	5813476/CE/46417	The Arch Rent Collectors	STN Rent - 25/03/24 to 23/06/24	1,184.25
25/03/2024	194262	Prism Solutions	Prism IT Managed Service - April 24	997.17
26/03/2024	342	NEWTONNEWTON FLAG MAKERS LTD	D-Day Flag - 80 Years	36.00
27/03/2024	wp-INV05140538	Water Plus	Water Usage - FJC 06/02 to 06/03	76.88
28/03/2024	15	MJ Plant	Strimming Tilling Drive foot paths	150.00
28/03/2024	14	MJ Plant	Power wash bus shelters	248.00
28/03/2024	26	MJ Plant	Marquee Cleaning	1,530.00
28/03/2024	23	MJ Plant	Marquee setup - January 24	262.50
28/03/2024	24	MJ Plant	Marquee setup - February 24	765.00

Date: 15/05/2024

Time: 14:52:35

Stone Town Council - Payments

Page: 3

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
28/03/2024	20	MJ Plant	Replace market signs - Newcastle Road	105.00
28/03/2024	19	MJ Plant	Annual tree pruning - Cm, Amp, TC, Stafford Rd, other	1,311.00
28/03/2024	21	MJ Plant	March - Grounds maint, Amp, CM, MR Allot, Abbey	1,732.00
28/03/2024	22	MJ Plant	Marquee Set up - December	907.50
28/03/2024	SOT1127059	Veolia ES (UK) Ltd	FJC - Waste Collection - February 2024	131.82
28/03/2024	SOT1127060	Veolia ES (UK) Ltd	STN - Waste Collection - 01/02 to 29/02/24	106.35
28/03/2024	18	MJ Plant	Annual topping of Crown Meadow x 2	354.00
28/03/2024	17	MJ Plant	CM scrape - removal of Willow and bullrushes	500.00
28/03/2024	RE Exp claim	Rachel Edwards	6 x poppy wreaths	139.94
28/03/2024	16	MJ Plant	Hedge Cutting Mount Road Allotments	137.00
28/03/2024	25	MJ Plant	Marquee Set up - March 24	695.00
28/03/2024	7128206	British Gas	Heritage Centre Electricity 9 Feb to 9 Mar	81.43
02/04/2024	195433	Prism Solutions	SSTN - Leased Line Rental - Feb 24	53.40
02/04/2024	195433	Prism Solutions	FJC - Leased Line Rental - Feb 24	53.40
03/04/2024	DD SBC	Stafford Borough Council	SBC Rates FJC Apr 2024	283.40
03/04/2024	DD SBC	Stafford Borough Council	SBC Rates Mkt Sq Apr 2024	20.58
03/04/2024	wp-INV05190755	Water Plus	Water Usage - Newcastle Road - 15.02 to 15.03	18.42
03/04/2024	DD SBC	Stafford Borough Council	SBC Rates SSTN - Apr 2024	176.40
04/04/2024	025641	R Mountfords	White Emulsion for FJC	14.99
05/04/2024	7197553	British Gas	Elec Supply Ampitheatre 19 Feb to 22 Mar 24	19.30
08/04/2024	V02211623220	EE	EE mobiles - 29 Mar to 28 Apr	13.72
08/04/2024	V02211623220	EE	EE mobiles - 29 Mar to 28 Apr	13.72
09/04/2024	201615202454001	Pozitive Energy	Heritage Centre Gas 01/03 to 05/03/24	113.35
09/04/2024	201615202454001	Pozitive Energy	Heritage Centre Gas 06/03 to 31/03/24	167.36
09/04/2024	7230471	British Gas	Elec Usage - Feeder Pillar 1, 21.02 to 21.03.24	12.18

Date: 15/05/2024

Time: 14:52:35

Stone Town Council - Payments

Page: 4

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
09/04/2024	7232404	British Gas	Elec Usage 61 High Street 21.02 to 21.03.24	17.56
10/04/2024	196736	Prism Solutions	Grant Heritage Centre - IT Infrastructure installation	2,868.98
11/04/2024	444008-027	Virgin Media Business	Telephone Rental & Calls - 22 Mar - 21 Apr 24	87.40
14/04/2024	INV252642410	Zoom Video Comm Inc	ZOOM	25.98
15/04/2024	216806	Mailing room	Franking machine rental 30.04 to 30.07.2024	60.00
16/04/2024	713392024545488	Pozitive Energy	SSTN Elec Usage - 01/03 to 31/03/24	429.34
16/04/2024	713382024545365	Pozitive Energy	FJC Elec usage - 01/03 to 31/03/24	304.97
16/04/2024	713402024545293	Pozitive Energy	FJC Gas Usage - 01/03 to 31/03/24	637.11
16/04/2024	713412024545293	Pozitive Energy	SSTN Gas Usage 01/03 to 31/03/24	535.85
17/04/2024	STC/DL14042024	The Puppet Tree	Deposit for puppet event 29.06.24	1,000.00
17/04/2024	027159	Lindsay Fleetwood	St Georges Day Prize - Gift Card	20.83
19/04/2024	INV-10112	EDG Security Limited	Main and monitor alarm to 15.04.25	330.00
19/04/2024	49367	Panda Press (Stone) Ltd	Civic dinner menu cards	48.00
19/04/2024	SINV00635790	J G Fenn Ltd	10 reams - Copier paper	50.98
19/04/2024	B34/37114	BEB Property Services Limited	Repairs to SSTN roof	8,530.00
19/04/2024	49341	Panda Press (Stone) Ltd	3 x St Georges Day banners	186.00
19/04/2024	IN10119924	NPower Ltd	Elec Usage Christmas 2023	393.81
19/04/2024	15375	All Print Equipment Ltd	Photocopier usage - Mar 24	15.12
22/04/2024	Trainfare	Miscellaneous	PC trainfare to London	56.00
22/04/2024	wp-INV05330649	Water Plus	Water Usage - SSTN 5/03 to 05/04	108.69
22/04/2024	wp-INV05343572	Water Plus	Water Usage FJC- 06.03 to 06.04.24	83.63
23/04/2024	7070294560	Stafford Borough Council	SBC Qtr Office Rent 20/04/24 to 19/07/24	150.00
23/04/2024	INV156	Star Private Hire	Taxi for the Mayor to the Civic Dinner	15.00
24/04/2024	743014903/001/04	Virgin Media Business	Broadband Usage - 6/04 - 5/05/24	50.00
24/04/2024	wp-INV05391133	Water Plus	Water Usage Mount Road - 09/03 to 09/04/2024	43.28

Date: 15/05/2024

Time: 14:52:35

Stone Town Council - Payments

Page: 5

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
25/04/2024	196011	Prism Solutions	Prism IT Managed Service - May 24	1,130.05
25/04/2024	5270	Christmas Plus	Installation of bunting	2,150.52
25/04/2024	INV-1001	CE & PS Ltd	St Georges Day- Barriers and power supply	514.60
26/04/2024	SH039967/1/1	Stone House Hotel	Civic Dinner April 2024	1,389.67
26/04/2024	7070294599	Stafford Borough Council	SBC Road Closure - St Georges Day Event	135.00
26/04/2024	7493585	British Gas	Elec Usage 61 High Street 21.03 to 21.04.24	18.72
26/04/2024	159011202	Trudy Williams	Photo frame for award - J Scott	4.58
29/04/2024	SOT1130213	Veolia ES (UK) Ltd	Waste Collection SSTN - March 2024	76.21
29/04/2024	7384081	British Gas	Elec Usage - Heritage Centre 09.03 to 09.04.24	81.20
29/04/2024	SOT1130212	Veolia ES (UK) Ltd	Waste Collection FJC - March 2024	107.20
30/04/2024	wp-INV05479444	Water Plus	Water Usage - Newcastle Road - 15.03 to 15.04.24	21.03
				<u>41,362.32</u>