



Town Clerk

Les Trigg

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15 Station Road
STONE
ST15 8JP

6 May 2025

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 13 MAY 2025 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 1 April 2025, Minute Numbers C25/085 – C25/092 (copy attached)**
- 8. **To receive the draft minutes and decisions of the undermentioned Committees:**
 - a) General Purposes Committee meeting held on 1 April 2025, Minute Numbers GP25/139 – GP25/158 (copy attached)
 - b) Planning Consultative Committee meeting held on 1 April 2025, Minute Numbers PC25/055 – PC25/060 (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 draft Terms of Reference is attached to the electronic version of the agenda. They have been reviewed by the Town Clerk, who is proposing some changes to improve clarity. The suggested changes are shown as "tracked" in the attached document.
- 10. **To determine the membership and elect the Chairman and Vice Chairman of the General Purposes Committee and the Planning Consultative Committee for 2025-26:**
 - 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.**

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 1 April 2025

PRESENT: Councillor P. Leason in the Chair and
Councillors: A. Best, J. Davies, L. Davies, J. Hood, T. Kelt, B. Kenney, R. Kenney,
J. Powell, C. Thornicroft and R. Townsend

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

ABSENT: Councillors: J. Battrick, A. Burgess, K. Dawson, I. Fordham, J. Metters,
A. Mottershead and N. Powell

Prayers

Before the meeting began, Reverend Jim Cartlidge led prayers.

The Town Mayor informed the Council that Stone would sadly be losing Reverend Jim in the summer as he was moving on to pastures new having secured a new and permanent position in the Church.

On behalf of the Council, the Town Mayor thanked him for the many Civic Events he had delivered as Mayor's Chaplain in St Michael & St Michael's Church, and the prayers he had led, prior to the start of Council meetings in the Council Chamber.

The Mayor and all Town Councillors offered Reverend Jim their very best wishes for the future.

Congratulations to Jason Turner

Also before the meeting began, the Town Mayor invited Councillor Jill Hood to introduce Jason Turner (who was present in the public gallery), and to give details of the good work he has been doing in the community.

Councillor Hood advised the Council that Jason was a most incredible young man and a first-class example of community spirit as he regularly goes out into town and clears the public areas of litter. She said that he had also written to the heads of schools to encourage their pupils to be responsible for keeping the town clear, undertaking these tasks without any desire for recognition.

Councillor Hood informed the Council that Jason had a lot of ideas he would like to see implemented and had detailed them in writing for circulation to Town Councillors.

* 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.

The Town Mayor, on behalf of the Town Council and the people of Stone, congratulated Jason on his achievement as a hardworking and dedicated volunteer litter picker and awarded him with a Certificate of Appreciation and a plate of merit.

Jason thanked Town Councillors for their recognition of his work before leaving the Council Chamber.

C25/085 Apologies

Apologies were received from Councillors: J. Battrick, K. Dawson, I. Fordham, J. Metters, A. Mottershead and N. Powell

C25/086 Declarations of Interest

None made.

C25/087 Requests for Dispensations

None received.

C25/088 Representations from Members of the Public

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

C25/089 Minutes

RESOLVED:

- a) That the minutes of the Meeting of the Town Council held on 18 February 2025 (Minute Numbers C25/075 – C25/084), be approved as a correct record.

C25/090 Committee Minutes

RESOLVED:

- a) The draft Minutes of the Planning Consultative Committee meeting held on 18 February 2025 (Minute Numbers PC25/049 – PC25/054), were noted.
- b) The draft Minutes of the General Purposes Committee meeting held on 18 March 2025 (Minute Numbers GP25/134 – GP25/138), were noted.

C25/091 Civic Announcements

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

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

C25/092 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 previously been circulated, were noted.

The Town Mayor drew the Town Council's attention to the Lions Charter Dinner which had provided an enjoyable evening. He was pleased to see two members of the Club receive the Melvin Jones Fellowship, the highest award in the Lions movement.

An evening with the Army Benevolent Fund held at The Mill Restaurant had included readings of thought-provoking and moving poetry by a former army surgeon.

The Town Mayor thanked Councillor Davies for making the arrangements for the Texas Flag Raising ceremony attended by Florence Brass Band and Stone Choral Society; for which he also thanked Councillor Lin Davies for supporting.

The Town Mayor thanked attendees of the Pig Race for their support of the event and raised awareness of the Chatty Café at BOD, set up by the Salvation Army Shop to take place on Mondays from 2.30pm to 3.30pm to bring local people together for a chat.

The Town Mayor informed the Council that he had attended the Civic Funeral of Councillor Panter, the Mayor of Newcastle, on Thursday 20 March 2025, which had been attended by the Lord Lieutenant and most civic heads in Staffordshire.

The Town Mayor had also attended the Civic Service of the Lichfield District Council Chairman in Lichfield Cathedral on Sunday 23 March 2025.

TOWN MAYOR

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

Stone Town Council – General Purposes Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 1 April 2025

PRESENT: Councillor R. Kenney in the Chair, and
Councillors: A. Best, J. Davies, L. Davies, J. Hood, T. Kelt, B. Kenney, P. Leason,
J. Powell, C. Thornicroft and R. Townsend

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

ABSENT: Councillors: J. Battrick, A. Burgess, K. Dawson, I. Fordham, J. Metters,
A. Mottershead and N. Powell

GP25/139 Apologies

Apologies were received from Councillors: J. Battrick, K. Dawson, I. Fordham,
J. Metters, A. Mottershead and N. Powell

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

GP25/140 Declarations of Interest and Declarations

None made

GP25/141 Requests for Dispensations

None received

GP25/142 To receive the report of the County Councillors

The Chairman invited County Councillors to address the Committee:

County Councillor Jill Hood

Councillor Hood had no report to deliver on this occasion.

The Chairman thanked Councillor Hood for her attendance at meetings and the
hard work she had undertaken for the benefit of Stone during her term of office.

County Councillor I. Parry

Councillor Parry was not in attendance at the meeting.

GP25/143 To receive the report of Borough Councillors

The Chairman invited Borough Councillors to address the Committee but there
were no reports.

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GP25/144 Representations from Members of the Public

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

GP25/145 Minutes

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on 4 February 2025 (Minute Numbers GP25/113 – GP25/133), be approved as a correct record.
- b) That the minutes of the General Purposes Committee meeting held on 18 March 2025 (Minute Numbers GP25/134 – GP25/138), be approved as a correct record.

GP25/146 Minutes of Sub-Committees

RESOLVED:

- a) Tourism & Town Promotion Sub-Committee held on 18 March 2025, (Minute Numbers TTP25/035 – TTP25/041), that the draft minutes be noted.
- b) Environment Sub-Committee held on 18 March 2025 (Minute numbers ENV25/036 – ENV25/045) that the draft minutes be noted, and the recommendations of the Sub-Committee contained in Minute Number ENV25/045 be adopted.
- c) Estates Sub-Committee held on 18 March 2025 (Minute Numbers EST25/027 – EST25/034), that the draft minutes be noted.

GP25/147 Appointment of Town Mayor and Deputy Town Mayor Elect

The Committee considered the appointment of a Town Mayor and Deputy Town Mayor Elect for the year 2025-26 and the arrangements for Mayor Making.

The Town Clerk confirmed that the arrangements for Mayor Making will involve holding the ceremony at St Michael & St Wulfad's Church as part of the Civic Sunday Service, in line with previous years.

RESOLVED: That Councillor Jason Metters is appointed as Town Mayor Elect for 2025-26 and Councillor Andrew Best is appointed Deputy Mayor Elect.

GP25/148 Grant to Local Organisation

To receive and, if appropriate, consider the following request for a grant from a local organisation:

- a. **Organisation: Alleyne's Academy**
Amount Requested: £995
Reason: To support the purchase of shelving and furniture for the school library.

* 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.

- i. Turnover is over £100,000
- ii. Value of grant requested is over £500

The application did not meet the eligibility criteria within the Council's grants policy for the reasons stated, but a proposer and seconder came forward to instigate a discussion about making an award of a grant.

The Town Clerk confirmed that as the school library was not part of the core curriculum, the Town Council would legally be able to support the project if it so wished.

RESOLVED: To award a grant of £500 to Alleynes Academy with the suggestion that the school approaches other local parish councils to seek their support for the remaining balance of the project.

GP25/149 Annual Review of Standing Orders and Financial Regulations

The Committee undertook to review the Council's Standing Orders and Financial Regulations in accordance with the report* of the Town Clerk.

The appendix* to the Town Clerk's report (which included a copy of the revised Standing Orders and Financial Regulations) had been included in the electronic version of the agenda (only).

The Town Clerk advised the Committee that one of the major changes to both documents was an update in the contract regulations. There were also a small number of other minor updates.

The Town Clerk reported that the National Association of Local Councils (NALC) had issued a new set of Model Financial Regulations and after reviewing the Town Council's current set against the model set concluded that the current financial regulations were more appropriate/suitable for the activities of a larger local council and should be maintained with amendments (as above) rather than be replaced.

RESOLVED: To defer consideration of the revised Standing Orders and Financial Regulations until the next meeting of the Committee in accordance with normal practice.

GP25/150 Review of Councillor Code of Conduct

The Committee undertook a review of the Council's Councillor Code of Conduct. A copy of the document*, updated for dates only, had been attached to the agenda for the meeting.

The Town Clerk confirmed that after a review of the document he did not propose any changes.

RESOLVED: To accept the Council's Code of Conduct after a review by the Town Clerk.

GP25/151 Review of Scheme of Public Participation

The Committee undertook to review the Council's Scheme of Public Participation.

* 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.

The Scheme had been reviewed by the Town Clerk, who had made changes to clarify that the scheme was open to Stone Town residents only, and that the scheme will be suspended prior to all national and local elections, not just Town Council elections. An updated copy of the document* had been attached to the agenda for the meeting.

RESOLVED: To accept the Town Council Scheme of Participation with amendments made by the Town Clerk.

GP25/152 Review of Staffing Guidelines

The Committee undertook to review the Council's Staffing Guidelines.

The Guidelines had been reviewed by the Town Clerk, who made changes to clarify that in considering national pay awards, regard needs to be given to employees existing contracts of employment, to authorise the Town Clerk to implement nationally agreed changes to the living/minimum wage, and to remove reference to public sector exit payment caps, which were never implemented nationally.

An updated copy of the document* with changes tracked had been enclosed with the agenda for the meeting.

RESOLVED: To accept the Town Council's Staffing Guidelines with the amendments made by the Town Clerk.

GP25/153 Heritage Centre

The Committee considered an update on Stone Heritage Centre.

The Town Clerk advised the Committee that a request had been received from the Borough Council for information on the grant money that had been spent to check that everything was in order. He said the value of the grant was £40,000 and a little over the sum (£40,019) had been spent.

GP25/154 Town Council Payments

RESOLVED: To note the list* of Town Council payments made during the period 1 January to 28 February 2025.

GP25/155 Update from Working Groups:

Stone Heritage Centre Steering Group

There was no additional update from the Steering Group.

Engagement with Young People

Councillor Dawson was not available to give a report.

GP25/156 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 J. Davies advised the Committee that the next meeting would be arranged after the County Council elections.

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Stone ATC

Councillor J. Davies advised the Committee that after cancellation of the last meeting, he and Councillor Leason were waiting for clarification on the next meeting date for the Squadron's Civilian Welfare Committee.

Age Concern Stone & District

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

Stafford & Stone Access Group

Councillor Kelt advised the Committee that a meeting of Stafford & Stone Access Group would be taking place on Monday 7 April 2025.

Stone Common Plot Trustees

Councillor Townsend advised the Committee that a recent meeting of the Common Plot Trustees had taken place where a discussion had included the planning and ecological improvement of their ponds. There were also some interesting comments about management of their woodlands after losing a number of trees. Questions were raised about the course of action to take in respect of clearing and planting new trees.

Stone Community Hub Liaison Group

Councillor Townsend confirmed that his first meeting of Stone Community Hub Liaison Group would be tomorrow – 2nd April.

SPCA Executive Committee

Councillor Kelt advised the Committee that the next meeting of the Executive Committee would take place on Tuesday 6th May 2025.

West Midlands Railway and other Rail Matters

Councillor Kelt advised the Committee that a meeting of West Midlands Railway had taken place on 27 March 2025 where various items were discussed, mainly relating to the north of Stone.

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

GP25/157 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.

GP25/158 Confidential Minutes of Sub-Committees

- a) Environment Sub-Committee Meeting held on 18 March 2025, Minute Numbers: ENV25/036 and ENV25/045.

RESOLVED: To note the Minutes of the Environment Sub-Committee and approve the recommendations contained in Minute Number ENV25/045.

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

- b) Estates Sub-Committee Meeting held on 18 March 2025, Minute Numbers: EST25/027, EST25/033 and EST25/034.

RESOLVED: To note the draft Minutes of the Estates Sub-Committee.

CHAIRMAN

Stone Town Council – Planning Consultative Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 1 April 2025

PRESENT: Councillor T. Kelt in the Chair, and
Councillors: A. Best, J. Davies, L. Davies, J. Hood, B. Kenney, R. Kenney, P. Leason,
J. Powell, C. Thornicroft and R. Townsend

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

ABSENT: Councillors: J. Battrick, A. Burgess, K. Dawson, I. Fordham, J. Metters,
A. Mottershead and N. Powell

PC25/055 Apologies

Apologies were received from Councillors: J. Battrick, K. Dawson, I. Fordham,
J. Metters, A. Mottershead and N. Powell

PC25/056 Declarations of Interest and Requests for Dispensations

None made/received.

PC25/057 Representations from Members of the Public

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

PC25/058 Minutes

RESOLVED:

That the minutes of the Planning Consultative Committee meeting held on
18 February 2025, Minute Numbers PC25/049 – PC25/054), be approved as a
correct record.

PC25/059 Planning Applications

Application Number – 24/40078/FUL

Applicant – Mr C. Croft (Croft Architecture)

Location – 58 – 60 Old Road, Stone

Development – Restoration of the main ground floor class E commercial
premises including remodelling the internal layout to use as offices with meeting
rooms and staff facilities. The proposal includes creating an open plan office with
additional windows to maximise the natural light into the office space. Sub
dividing the Class E premises so that the storage and workshop building to the
rear which is to have a change of use to a C3 dwelling. This is to be converted,
creating an open plan kitchen/diner with a good-sized lounge on the ground

floor and a good-sized bedroom, bathroom and dressing room on the first floor. The existing first floor class C3 dwelling is to be remodelled with a modern living internal layout, creating an open plan kitchen/diner, a good-sized lounge and family bathroom, maintaining the same number of bedrooms.

Observations: The Town Council made no comments on this planning application.

Application Number – 25/40223/OUT

Applicant – JRJ Homes

Location – Land at Downing Gardens, Walton

Development – Outline Application: Residential development all matters reserved

Observations: The Stone Neighbourhood Plan forms part of the statutory development plan, together with the adopted Stafford Borough Part 1 and Part 2 Local Plan. Section 38 of the Planning and Compulsory Purchase Act 2004 requires that planning decisions be made in accordance with the statutory development plan, unless material considerations indicate otherwise. The requirements of Section 38 have been clarified through subsequent caselaw.

The Town Council raises strong objections to this planning application for the following reasons:

- The destruction of local green space and accompanying ecology. The development site is designated Local Green Infrastructure in the Stone Neighbourhood Plan (Protected Reference: LGI 05), which forms part of the statutory development plan for the area. This protection should make it unlikely that any developer will be able to obtain planning permission.
- The proposed development involves the loss of green infrastructure in the form of a green space, valued by the local community and explicitly identified in the Stone Neighbourhood Plan.
- The proposed development is contrary to national policy on promoting healthy and safe communities and on achieving well-designed places, and also Government guidance on design in the form of the Model National Design Code.
- The proposed development is contrary to the policies of the Stafford Borough Local Plan Part 1, adopted June 2014.
- The proposed development is contrary to the policies of the Stone Neighbourhood Plan, which identifies the site Local Green Infrastructure.
- Loss of visual and neighbourhood amenity for the people living in Downing Gardens. This valued green space offers a sense of space as well as contributing to a feeling of wellbeing for residents in the vicinity.
- The development proposal is overbearing in nature, significantly increasing the density of homes in Downing Gardens.
- The development is out of character with the street scene. Two storey houses are proposed when the existing surrounding properties are single storey bungalows.

- The development plan incorporates a lot of large-scale housing development in Stone and spontaneous additional ad hoc housing is not needed or desired.
- The development will result in the loss of several extremely beautiful mature trees.

Application Number – 25/40333/HOU

Applicant – Mrs E. Coslett-Blaize

Location – 105 Oulton Road, Stone

Development – Demolition of existing lean-to structure and erection of a single storey rear extension to a semi-detached dwelling.

Observations: No objections

Application Number – 25/40361/HOU

Applicant – Mr D. Robinson

Location – 174A Lichfield Road, Stone

Development – Partial demolition to front and rear. Front and rear extensions

Observations: No objections

PC25/060

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.

Application Number – 24/39983/FUL

Applicant – Nelson Land Limited

Location – 42 – 44 High Street, Stone

Development – Change of use of commercial space from sui generis (betting shop) to use class E for use by CA UK as a banking hub including front elevation changes and signage. Rear proposed change of use from sui generis (betting shop) to use class C3 for no 1 studio apartment with separate entrance to the side combined with replacement and introduction of windows and a rear access door to the courtyard, replacement of first floor windows and all related works.

Observations: No objections

Application Number – 24/39984/ADV

Applicant – Nelson Land Limited

Location – 42 – 44 High Street, Stone

Development – Change of use of commercial space from sui generis (betting shop) to use class E for use by CA UK as a banking hub including front elevation changes and signage. Rear proposed change of use from sui generis (betting shop) to use class C3 for no 1 studio apartment with separate entrance to the side combined with replacement and introduction of windows and a rear access door to the courtyard, replacement of first floor windows and all related works.

Observations: No objections

CHAIRMAN

Stone

Town Council



Terms of Reference

Committees & Sub-Committees

May~~July~~ 2024~~5~~

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1 GENERAL PURPOSES COMMITTEE

PURPOSE

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

MEMBERSHIP AND APPOINTMENT

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

~~2.2~~

- 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 to serve until the following May's Council meeting 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 throughout 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 ~~to serve until the following May's meeting of that 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 ~~to serve until the following May's meeting of that 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 throughout 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 ~~to serve until the following May's meeting of that 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 ~~to serve until the following May's meeting of that 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 throughout 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 ~~to serve until the following May's meeting of that 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 ~~to serve until the following May's meeting of that 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 throughout 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 ~~to serve until the following May's meeting of that 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 throughout 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 ~~to serve until the following May's meeting of that 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 ~~to serve until the following May's meeting of that 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. The parent (sub-)committee will, however, identify a Councillor member of the group who is also a member of the parent body to act as the working group “co-ordinator”. This co-ordinator will have responsibility for arranging meetings and reporting 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 working group co-ordinator 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 the overlap applies to working groups appointed by different parent bodies this responsibility will fall to the General Purposes Committee.