



Town Clerk

Les Trigg

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15 Station Road

STONE

ST15 8JP

5 May 2026

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 12 MAY 2026 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 7 April 2026, Minute Numbers C26/092 – C26/099 (copy attached)**
- 8. **To receive the draft minutes and decisions of the undermentioned Committees:**
 - a) General Purposes Committee meeting held on 7 April 2026, Minute Numbers GP26/137 – GP26/156 (copy attached)
 - b) Planning Consultative Committee meeting held on 7 April 2026, Minute Numbers PC26/061 – PC26/066 (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.

The content of the attached Terms of Reference for these Committees is unchanged, other than for dates.
- 10. **To determine the membership and elect the Chairman and Vice Chairman of the General Purposes Committee and the Planning Consultative Committee for 2026-27:**
 - 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 7 April 2026

PRESENT: Councillor J. Metters in the Chair and
Councillors: A. Best, I. Fordham, T. Kelt, R. Kenney, P. Leason, A. Mottershead,
J. Powell and N. Powell

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

ABSENT: Councillors: J. Battrick, A. Burgess, J. Davies, L. Davies, K. Dawson, J. Hood,
B. Kenney, C. Thornicroft and R. Townsend

Prayers

Before the meeting began, Reverend Paul Kingman, led prayers.

C26/092 Apologies

Apologies were received from Councillors: J. Battrick, J. Davies, L. Davies,
K. Dawson, J. Hood, B. Kenney, C. Thornicroft and R. Townsend

C26/093 Declarations of Interest

None made

C26/094 Requests for Dispensations

None received

C26/095 Representations from Members of the Public

None

C26/096 Minutes

RESOLVED:

- a) That the minutes of the meeting of the Town Council held on 3 March 2026 (Minute Numbers C26/084 – C26/091), be approved as a correct record.

* 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.

C26/097 Committee Minutes

RESOLVED:

- a) The Minutes of the General Purposes Committee meeting held on 3 March 2026 (Minute Numbers GP26/119 – GP26/136), were noted.
- b) The Minutes of the Planning Consultative Committee meeting held on 3 March 2026 (Minute Numbers PC26/055 – PC26/060), were noted.

C26/098 Civic Announcements

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

C26/099 To receive the Town Mayor's and Deputy Town Mayor's Reports of Engagements

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

The Town Mayor and Deputy Town Mayor shared additional details of their civic engagements with the Council.

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 7 April 2026

PRESENT: Councillor R. Kenney in the Chair, and
Councillors: A. Best, I. Fordham, T. Kelt, P. Leason, J. Metters, A. Mottershead,
J. Powell and N. Powell

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

ABSENT: Councillors: J. Battrick, A. Burgess, J. Davies, L. Davies, K. Dawson, J. Hood,
B. Kenney, C. Thornicroft and R. Townsend

GP26/137 Apologies

Apologies were received from Councillors: J. Battrick, J. Davies, L. Davies,
K. Dawson, J. Hood, B. Kenney, C. Thornicroft and R. Townsend

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

GP26/138 Declarations of Interest

None made

GP26/139 Requests for Dispensations

None received

GP26/140 To receive the report of the County Councillors

The Chairman invited County Councillors to address the Committee.

County Councillor Jill Hood

Councillor Hood was not able to attend the meeting.

County Councillor Andrew Mynors

Councillor Mynors was not in attendance at the meeting.

GP26/141 To receive the report of Borough Councillors

The Chairman invited Borough Councillors to address the Committee.

Councillor Ian Fordham

Councillor Fordham advised the Committee that the Borough Council will be
implementing the Government's food waste collection service this month which

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will involve the curbside collection of waste food for processing into biogas and biofertilizer. The waste contractor, Veolia, will undertake weekly collections in newly acquired vehicles operated by newly appointed and trained crews.

The Borough Council was working towards smooth implementation of service with food caddies delivered to more than 60,000 homes along with instructions on their use.

Councillor Jon Powell

Councillor Powell informed the Committee that the Borough Council's Economic Development and Planning Scrutiny Committee had discussed the Section 106 agreement process (established under Section 106 of the Town and Country Planning Act 1990) providing a legal mechanism for local planning authorities to require developers to provide certain benefits or contributions as a condition of granting planning permission. The process ensures new developments are acceptable in planning terms and do not negatively impact the local community and infrastructure.

Councillor Powell advised Councillors that planning officers had suggested it was advantageous to consider suitable community projects that could be funded (from Section 106 money) to improve leisure, education, green spaces etc. well ahead of time so they were ready and waiting when large planning applications were submitted.

Councillor Philip Leason

Councillor Leason briefed the Committee on a meeting he had attended with the temporary LPT Stafford Commander for Police. The Police had reported that crime figures were down. A discussion took place about patrolling Westbridge Park and in partnership with the Borough Council were considering installation of more CCTV cameras in the town.

GP26/142 **Representations from Members of the Public**

None received.

GP26/143 **Minutes**

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on 3 March 2026 (Minute Numbers GP26/119 – GP26/136), be approved as a correct record.

GP26/144 **Minutes of Sub-Committees**

RESOLVED:

- a) Tourism & Town Promotion Sub-Committee held on 17 March 2026, (Minute Numbers TTP26/034 – TTP26/041), that the draft minutes be noted.
- b) Environment Sub-Committee held on 17 March 2026 (Minute Numbers ENV26/035 – ENV26/042), that the draft minutes be 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.

- c) Estates Sub-Committee held on 17 March 2026 (Minute Numbers EST26/019 – EST26/029), that the draft minutes be noted, and the recommendations of the Sub-Committee contained in Minute Numbers EST26/024, EST26/025 and EST26/026 be adopted.

GP26/145 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 2026-27 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. The Committee were in agreement with this arrangement which worked well.

RESOLVED: That Councillor Andrew Best is appointed as Town Mayor Elect for 2026-27 and Councillor Robert Townsend is appointed Deputy Mayor Elect.

GP26/146 Review of Standing Orders

The Committee had brought forward from the last meeting the review of the Council's Standing Orders.

A copy of the revised Standing Orders* had been enclosed with the agenda (electronic version) for the meeting.

The Town Clerk had previously advised the Committee that he was not proposing any changes other than updating the Procurement Act 2023 contract thresholds.

RESOLVED: That the revised Standing Orders are accepted.

GP26/147 Review of Financial Regulations

The Committee had brought forward from the last meeting the review of the Council's Financial Regulations.

A copy of the revised Financial Regulations* had been enclosed with agenda (electronic version) for the meeting.

The Town Clerk had previously advised the Committee that he was not proposing any changes other than updating the Procurement Act 2023 contract thresholds.

RESOLVED: That the updated Financial Regulations are accepted.

GP26/148 Neighbourhood Governance

The Committee considered a briefing paper received from Staffordshire Parish Councils' Association (who is joint working with West Midlands CALCs) on Neighbourhood Governance. An email from the County Executive of SPCA had been enclosed with the agenda for the meeting, along with a Neighbourhood Governance Pack, containing a Council briefing, template motion and template letter to the local MP.

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The Town Clerk advised the Committee that the concept of Neighbourhood Governance was one of the items referenced in the proposal documentation for Local Government Reorganisation. It was intended that when developed neighbourhood governance would provide a localised form of governance built in to the new authorities. One comment made was that neighbourhood governance would be put in place so that the new councils do not have to rely on Town and Parish Councils.

The Town Clerk informed the Committee that the purpose of this paper was to articulate the value of town and parish councils as a key link to their communities and the importance of them remaining strong players as the tier of local government closest to residents.

He explained that there was concern neighbourhood governance could replace town and parish councils, depending on how local government was restructured and implemented. No one yet knows what is going to happen or what is being proposed but concerns were based on the phrase 'not having to rely on town and parish councils'.

The Committee discussed the implications, although not knowing what was going to happen, anticipated that neighbourhood governance could be a kick in the teeth for democracy, with new unitary councils creating a greater distance between its residents and decision making.

The Committee expressed the desire to do everything possible to ensure local councils were maintained within the new structure for local government, while accepting that more detail was needed on how the responsibilities would be split.

RESOLVED: That the Committee supports use of the template and motion contained within the Neighbourhood Governance pack (as stated below) and asks the Town Clerk to write to Sir Gavin Williamson MP along the lines of the template letter enclosed.

RESOLVED: That the Committee resolves to:

1. Call on our local Member of Parliament to press the Secretary of State for Housing, Communities and Local Government to:
 - Ensure that parish and town councils are formally recognised as key partners within the emerging neighbourhood governance framework;
 - Guarantee that the forthcoming regulations and guidance clearly set out how parish and town councils will be integrated into neighbourhood governance structures;
 - Provide assurance that new neighbourhood governance arrangements will not duplicate functions or undermine the democratic legitimacy of parish and town councils.
2. Write to the MP enclosing this motion and requesting active lobbying on behalf of parish and town councils during the development of regulations under the English Devolution and Community Empowerment (EDCE) Bill.

* 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.

3. Engage with our principal authority to express the Council's expectation that parish and town councils be meaningfully involved in shaping local responses to the neighbourhood governance duty.
4. Publicly communicate this Council's position to residents, reaffirming our commitment to maintaining strong, local, democratic representation.

GP26/149 **Data Protection Policy**

The Committee considered a Data Protection Policy* drafted by the Town Clerk and enclosed with the agenda for the meeting.

The Town Clerk advised the Committee that he had reviewed the documents and had made a number of minor changes to improve clarity, change dates and reflect the change of title from 'Privacy Policy' to 'Data Protection Policy'

RESOLVED: That the Town Council adopt the Data Protection Policy.

GP26/150 **Stone Community Hub Liaison Group**

The Committee considered the terms of reference* for the Stone Community Hub Liaison Group which had been enclosed with the agenda for the meeting.

The Town Clerk advised the Committee that when the Group had last delivered its report, a number of issues had been raised regarding the role of the Community Hub and whether the Hub was carrying out the role as was intended when the group was set up.

As no documentation had previously been developed to outline the role of the Group, the Town Clerk had produced terms of reference in consultation with Stone Community Hub Liaison Group and some discussion with the Hub and its trustees.

The Town Clerk outlined the three ways in which the Town Council interacts with the Hub which have been taken into account with this Group:

- To provide support, as a public authority, of organisations providing services to vulnerable adults in the town.
- In offering grant aid and subsidising the rental of space within the Frank Jordan Centre. The Council has due diligence responsibility to ensure the grants are used properly and effectively and the Stone Community Hub Liaison Group undertake this duty on behalf of the Council.
- The landlord and tenant responsibilities between the Hub and the Town Council are not part of the remit of the Hub Liaison Group. This is a direct relationship between the Hub and the office, unless a matter of policy arises, which will come back to the General Purposes Committee.

The Committee welcomed the terms of reference and agreed the document provided clarity and a clear remit of what the Stone Community Hub Liaison Group can and cannot do.

RESOLVED: That the terms of reference for Stone Community Hub Liaison Group be accepted.

* 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.

GP26/151 Town Council Payments

RESOLVED: To note the list* of Town Council payments made during the period 1 to 28 February 2026.

GP26/152 Update from Working Groups:

Stone Heritage Centre Steering Group

The Chairman advised the Sub-Committee that a meeting had taken place with Joules Brewery who had agreed to move forward with planning applications for replacement signage at the heritage centre to include 'Stone Heritage Centre' so that people are able to identify the building as a heritage Centre rather than just 'Stone Fire Station'.

The Heritage Centre Manager is currently putting together a program of events and listings of what was going to be exhibited in the future.

GP26/153 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 was not available to deliver a report on this occasion.

Stone ATC

Councillor Davies was not available to deliver a report on this occasion.

Age Concern Stone & District

Councillor Thornicroft was not available to deliver a report on this occasion.

Stafford & District Access Group

Councillor Kelt advised the Committee that a meeting of Stafford & District Access Group took place on 23 March 2026. The discussion mainly related to access to the rugby club, legislation on electric bikes and scooters, and lack of information round bus stops and bus routes.

There was a suggestion (due to poor attendance levels) that there may be a need to wind the group down due to lack of interest. This matter will be discussed at the Annual General Meeting in June 2026.

Stone Common Plot Trustees

Councillor Kelt advised the Committee that no meeting of Stone Common Plot Trustees had taken place and that the Annual General Meeting would be held later in the month.

Stone Community Hub Liaison Group

No meeting has taken place since the last report of Stone Community Hub Liaison Group.

SPCA Executive Committee

Councillor Kelt informed the Committee that a meeting of the SPCA Executive Committee took place on 16 March where procedural matters were discussed. One major point of interest was that an agreement had been set up to engage professional planning advice for the benefit of members.

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West Midlands Railway and other Rail Matters

Councillor Kelt advised the Committee that a meeting had taken place on 26 March where new officers were welcomed to discuss the community rail partnership and progress on the rail network.

GP26/154 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.

GP26/155 Confidential Minutes and recommendations of the undermentioned Sub-Committee:

- a) Estates Sub-Committee Meeting held on 17 March 2026, Minute Numbers: EST26/019 and EST26/029.

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

GP26/156 Staffing Matters

The Committee considered the report of the Town Clerk relating to the vacant post of Assistant Town Clerk (Democratic) and Mayor's Secretary, following the current postholders resignation.

RESOLVED: To agree reappointment to the post of Assistant Town Clerk in line with the recommendations in the Town Clerk's report.

CHAIRMAN

Stone Town Council – Planning Consultative Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 7 April 2026

PRESENT: Councillor T. Kelt in the Chair, and
Councillors: A. Best, I. Fordham, R. Kenney, P. Leason, J. Metters, A. Mottershead,
J. Powell & N. Powell

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

ABSENT: Councillors: A. Burgess, J. Battrick, J. Davies, L. Davies, K. Dawson, J. Hood,
B. Kenney, C. Thornicroft and R. Townsend

PC26/061 **Apologies**

Apologies were received from Councillors: J. Battrick, J. Davies, L. Davies,
K. Dawson, J. Hood, B. Kenney, C. Thornicroft and R. Townsend

PC26/062 **Declarations of Interest and Requests for Dispensations**

Councillors R. Kenney and I. Fordham advised the Committee that, as a members
of Stafford Borough Council’s Planning Committee, they would not speak or vote
on the planning applications listed on the agenda.

PC26/063 **Representations from Members of the Public**

None

PC26/064 **Minutes**

RESOLVED:

That the minutes of the Planning Consultative Committee meeting held on
3 March 2026 (Minute Numbers PC26/055 – PC26/060), be approved as a
correct record.

PC26/065 **Planning Applications**

Application Number – 26/41685/HOU

Applicant – Mr A. Challinor

Location – 120A Church Street, Stone

Development – Demolish existing garage. Remove chimney. Town storey side
extension

Observations: The Town Council raises no objections to this planning application
in principle but supports the objections that have been raised by the County
Highways Department.

Application Number – 25/41557/FUL

Applicant – Mrs A. Jones (Stone Old Alleyne’s FC)

Location – Allynnes Sports Centre, Oulton Road, Stone

Development – Extension of the existing MUGA to enlarge the playing area, including resurfacing, new perimeter fencing, minor groundworks, parking extension EV spots added to the front and new layout, and the erection of a stand accommodating 200 seated and 200 standing spectators.

Observations: The Town Council raises no objections to the planning application and supports the development proposal.

Application Number – 26/41720/HOU

Applicant – Ms A. McCarthy

Location – 57 Saddler Avenue, Stone

Development – Demolish existing conservatory. Rear single storey extension. Part re-modelling of ground floor

Observations: The Town Council has no comments to make, pending the County Highways Department’s and Borough Planning Department’s adjudication.

Application Number – 26/41695/HOU

Applicant – Leah Emery

Location – 42 Lichfield Street, Stone

Development – Dropped kerb on B classification road for vehicle access and formation of parking bay

Observations: No objections

Application Number – 26/41922/HOU

Applicant – Mr M. Adams

Location – 1 The Lindens, Stone

Development – Demolition of existing garage and utility/cloakroom, proposed two storey extension

Observations: No objections

Application Number – 26/41811/HOU

Applicant – Mrs Y. Wells

Location – 5 River Way, Stone

Development – Porch extension, garage conversion with new roof and internal alterations/remodelling

Observations: No objections

Application Number – 26/41668/FUL

Applicant – Serve Padel Club Stone Limited

Location – Little Stoke Cricket Club, Uttoxeter Road, Stone

Development – Proposed padel court with all-weather canopy enclosure and associated landscape works

Observations: The Town Council has no objections to the planning application and supports the development proposal.

PC26/066

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

None

CHAIRMAN

Stone

Town Council



Terms of Reference

Committees & Sub-Committees

May 2026

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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..
- 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.. 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.
- 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. 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.
- 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. 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.
- 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. 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.
- 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. 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.
- 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.
- 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. 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 development 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 five members, drawn from the membership of the Town Council. The Chairmen of the General Purposes Committee and the Tourism and Town Promotion Sub-Committee shall be ex-officio members of the Group. Other Councillor members shall be appointed by the General Purposes Committee at its meeting each May, but may be changed by that Committee at any time. The Group may co-opt additional non-Councillor members subject to the approval of the General Purposes Committee
- 8.3 In addition to the above, the Town Mayor shall be an ex-officio member 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.
- 8.5 The Vice Chairman, if appointed, shall be selected by the Group from amongst its Councillor members.
- 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 Councillor members of the Steering Group are present. If there is no quorum, all items for which the Steering Group would be inquorate shall be deferred until the next meeting of the Steering Group.

ATTENDANCE BY COUNCILLORS WHO ARE NOT MEMBERS OF THE STEERING GROUP

- 8.8 Any member of the Council who is not a member of the Steering Group may attend a 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 be called by the Town Clerk as required, on dates agreed with the Chairman.

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 Meeting notes will be prepared by the Council's staff, but will not normally be circulated to the General Purposes Committee for consideration, and will not form part of the official minutes of the Council.
- 8.15 The calling of meetings, booking of venues, etc. will 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 development 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 development of the Heritage Centre
- 8.22 To provide guidance to the Town Clerk in respect of Heritage Centre exhibition and other policies.

RELATIONSHIP WITH OTHER COUNCIL BODIES

- 8.23 Whilst the Steering Group is responsible for overseeing the development 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 is intended to be an interim body to provide oversight of the Heritage Centre during its development phase. It will operate until the General Purposes Committee is satisfied that this phase is completed and the Centre's governance can be integrated into the Council's normal operations.

9 STONE COMMUNITY HUB LIAISON GROUP

PURPOSE

- 9.1 The Council has a number of interactions with the Stone Community Hub (the Hub) as follows:
- a. **As a public authority** seeking to support organisations within the town providing services to vulnerable residents.
 - b. **As a provider of grants** to the organisation, either in the form of “cash” grants or subsidised use of the Frank Jordan Centre, where the Council has a due diligence responsibility to ensure that those grants are being used properly and effectively.
 - c. **As the Hub’s landlord** at the Frank Jordan Centre.
- 9.2 The Hub is an important provider of services to vulnerable people in Stone. The purpose of the Liaison Group is to enable the Council to work closely with the Hub in order to achieve 9.1a and 9.1b above.
- 9.3 The Liaison Group has no role in respect of 9.1c above, which is the responsibility of the Town Clerk at an operational level and the General Purposes Committee at a policy level.

MEMBERSHIP AND APPOINTMENT

- 9.4 The Council’s representation on the Liaison Group shall consist of three members, drawn from the membership of the Town Council. These Councillor members shall be appointed by the General Purposes Committee at its meeting each May, and may be changed by that Committee at any time.
- 9.5 In addition to the above, the Town Mayor and Chairman of the General Purposes Committee shall be ex-officio members of the Liaison Group if not directly appointed in their own right.
- 9.6 The Town Clerk, or their representative, may attend the Liaison Group as an advisor but would not be part of the Group.
- 9.7 The Hub’s representatives would be as determined by the Hub.

CHAIRMAN AND VICE CHAIRMAN

- 9.8 There shall be no formal Chairman or Vice-Chairman of the Group, except as determined by the Group itself to facilitate the management of meetings.
- 9.9 The Council shall appoint one of its representatives as Group Coordinator for the purpose of reporting back to meetings of the General Purposes Committee.

QUORUM

9.10 As the Liaison Group has no decision making powers, there is no requirement for quoracy.

INVOLVEMENT OF COUNCILLORS WHO ARE NOT MEMBERS OF THE GROUP

9.11 Any member of the Council who is not a member of the Liaison Group may attend a meeting if agreed in advance with the appointed Group Coordinator.

9.12 Any Councillor who has a question or issue related to items within the remit of the Liaison Group should raise these in the first instance with the Liaison Group Coordinator. Where appropriate, the question/issue will be raised at the next Liaison Group meeting, and the Councillor raising the issue may be invited to attend.

9.13 The requirements of the Council's Code of Conduct will apply to all Councillors present at the meeting, whether members of the Liaison Group or not.

ATTENDANCE BY THE GENERAL PUBLIC

9.14 Meetings will not be open to the public.

FREQUENCY OF MEETINGS

9.15 The time, location and frequency of meetings will be agreed between the Hub and the Council's appointed Group Coordinator.

AGENDA AND PROCEEDINGS

9.16 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 the Liaison Group will be on an exceptional basis, if their knowledge and/or expertise may be required to inform the group's discussions.

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

9.18 The provisions of the Council's Standing Orders for Business shall not apply to meetings of the Liaison Group.

REPORTING

9.19 The Liaison Group has no power to make decisions on behalf of the Council.

9.20 At each scheduled meeting of the General Purposes Committee, the Council appointed Liaison Group Coordinator will be expected to report on the work of the Group, and to present any policy recommendations to the Committee. Such recommendations will not be considered by the Committee without a full written report or detailed minutes circulated

with the General Purposes Committee agenda and setting out the nature of the recommendations and their implications for the Council.

- 9.21 Whilst the Liaison Group should not normally be considering Council operational issues, in the exceptional circumstances that the Group needed to consider such issues, these should be reported to the Town Clerk for resolution, rather than the General Purposes Committee.

FUNCTIONS

- 9.22 To support the Hub, as an important provider of services to vulnerable residents within the town.
- 9.23 To undertake due diligence, on behalf of the Council, to ensure that public funds provided by the Council to support the operation of the Hub are being used properly and effectively.
- 9.24 To advise the General Purposes Committee on its policies relating to the Hub.

RELATIONSHIP WITH OTHER COUNCIL BODIES

- 9.25 The Liaison Group has no authority to make decisions on behalf of the Council. Any policy recommendations from the Liaison Group would be made to the General Purposes Committee, which would have responsibility to ensure appropriate coordination with other Council bodies.

10 WORKING GROUPS (ALL)

PURPOSE

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

MEMBERSHIP AND APPOINTMENT

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

CHAIRMAN AND VICE CHAIRMAN

- 10.6 Working groups will determine their own chairmanship arrangements, and need not appoint a chairman or vice. 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

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

ATTENDANCE BY COUNCILLORS WHO ARE NOT MEMBERS OF THE WORKING GROUP

- 10.8 Any member of the Council who is not a member of a working group may attend a meeting and may speak on any item if invited by the group. Such a member should not take part in the formulation of the group’s recommendations.

- 10.9 The requirements of the Council's Code of Conduct will apply to everyone present at a meeting, whether members of the working group or not.

ATTENDANCE BY THE GENERAL PUBLIC

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

FREQUENCY OF MEETINGS

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

AGENDA AND PROCEEDINGS

- 10.12 The calling of meetings, booking of venues, preparation of agendas and minutes etc. will not be undertaken by the Town Council's staff. Attendance of Town Council staff at working groups will be on an exceptional basis, if their expertise may be required to inform the group's discussions.
- 10.13 There is no requirement for either a formal agenda or minutes, but if a working group wishes to prepare these it will be a matter for the group's members. Working group minutes will not form part of the official minutes of the Council.
- 10.14 The provisions of the Council's Standing Orders for Business shall not apply to meetings of working groups.

REPORTING

- 10.15 Working groups have no powers to make any decision or to act in any way on behalf of the Council.
- 10.16 At each meeting of its parent body, the 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

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

RELATIONSHIP WITH OTHER WORKING GROUPS

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