

# Stone Town Council – Management Sub-Committee

Minutes of the meeting held in St Michael's Suite at the Frank Jordan Centre,  
Lichfield Street, Stone  
on Tuesday 20 June, 2017

**PRESENT:** Councillor M. Green in the Chair and  
Councillors Mrs E. Mowatt, A. Osgathorpe, M. Shaw, Mrs M. Goodall and M.  
Williamson.

By Chairman's invitation: Mrs K. Green, Mrs J. Hood and I. Fordham

**ABSENT:** Councillor G. Neagus

---

**MAN18/001** Apologies

Apologies were received from Councillor G. Neagus

**MAN18/002** Declarations of Interest and Requests for Dispensations

None received

**MAN18/003** Representations from Members of the Public

None received

**MAN18/004** Update on current issues

The Sub-Committee considered a Council Document Review Timetable\* (distributed at the meeting) identifying the review frequency for each policy, procedure and plan that Stone Town Council holds, together with a target review date by the Committee/Sub-Committee responsible.

RECOMMENDED: that the Council Document Review Timetable – June 2017 be accepted and that a draft update is brought back to the appropriate Committee/Sub-Committee meeting as scheduled.

The Clerk reported on documents and other items that all local councils should hold and a table\* (circulated at the meeting) identifies the progress Stone Town Council has made in producing these items since June 2014.

The Town Clerk advised that an Asset Register had been compiled for all Town Council Assets and the Assistant Town Clerk (Business and Finance) was thanked for her work in producing this.

---

\* 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.

RECOMMENDED: To note progress with documents produced and items to be progressed.

**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.