

# 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 12 December 2017

**PRESENT:** Councillor M. Green in the Chair and  
Councillors Mrs E. Mowatt, A. Osgathorpe and R. Kenney

By Chairman's invitation: Mrs J. Hood, P. Leason and I. Fordham

**ABSENT:** Councillor G. Neagus, M. Shaw, Mrs M. Goodall and M. Williamson

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**MAN18/011** Apologies

Apologies were received from Councillor G. Neagus, M. Shaw, Mrs M. Goodall and M. Williamson

**MAN18/012** Declarations of Interest and Requests for Dispensations

None received

**MAN18/013** Representations from Members of the Public

None received

**MAN18/014** Budget 2018- 19 – 2020-21

The Sub-Committee received a report of the Town Clerk\* which considered the level of budget that the Sub-Committee may wish to recommend to the General Purposes Committee at its meeting on 23 January 2018 for the services under its control.

The level of the grants budget was discussed and the Town Clerk advised that it had been underspent during the current financial year.

The Sub-Committee noted that fewer grant applications are being submitted by community organisations, and the same ones apply year on year. It was suggested the funding opportunity (and uncomplicated nature of it) is made clear to prospective applicants.

The Town Clerk confirmed that monies can be moved/vired from one budget to another during the financial year.

**RECOMMENDED:** That the budget figures included in the Clerk's report are

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

accepted.

**MAN18/015 Review of Grant Terms and Conditions**

The Sub-Committee considered a report of the Town Clerk\* the purpose of which is to review the Terms and Conditions under which the Council awards grants to voluntary organisations.

The report includes a suggestion that all grant recipients are required to inform the Council of the use to which their grant has been put, within a period of 12 months of the award.

The report also includes a suggestion that the Council consider grants twice a year (at its July and February meetings), and only considers grant applications at other meetings in cases of urgent need.

The report proposes that the grant form is redesigned to provide a separate section for personal information which can easily be excluded from the circulated papers. This would ensure compliance with the new General Data Protection Regulations.

**RECOMMENDED:** That the Sub Committee adopts the changes to its grants policy set out in the report for the 2018 grant year.

**MAN18/016 Updates on Current Issues**

**Website**

The Town Clerk advised that there were no updates to report.

**Outstanding actions listed in the council handbook**

Business Continuity Plan - The Town Clerk advised that there were no updates to report.

**Town Mayor**

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