

STONE TOWN COUNCIL

Town Clerk

Les Trigg

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30 April 2018

You are hereby summoned to attend a meeting of the **ANNUAL MEETING** of the **TOWN COUNCIL** to be held in **STONE STATION COMMUNITY CENTRE, STATION APPROACH, STONE** on **TUESDAY 8 May 2018 at 7.00pm** when the following business will be transacted.

Les Trigg
Town Clerk

1. To appoint the Town Mayor for the ensuing year

After the election the Town Mayor will:

- a) Receive the Chain of Office from the retiring Town Mayor
- b) Sign the Declaration of Acceptance of Office
- c) Announce the name of the person who will act as Consort and bestow the Badge of Office
- d) Announce the name of the person who will act as Town Mayor's Chaplain
- e) Address the Council

2. To appoint the Deputy Town Mayor for the ensuing year

The Town Mayor will bestow the Deputy Town Mayor's Medallion on the newly elected Deputy Town Mayor and the newly elected Deputy Town Mayor will address the Council and announce the name of the person who will act as the Deputy Town Mayor's Consort

3. To record the Town Council's appreciation of the services of:

- i) The retiring Town Mayor, who will receive a Past Town Mayor's Badge from the Town Mayor and address the Council
- ii) The retiring Deputy Town Mayor, who will receive a Past Deputy Town Mayor's Badge from the retiring Town Mayor
- iii) The retiring Town Mayor's Consort
- iv) The retiring Deputy Town Mayor's Consort

4. Apologies for Absence

5. Declarations of Interest and Requests for Dispensations Received
6. To confirm as a correct record the minutes of the Town Council held on the 10 April 2018, Minute Numbers C18/082 – C18/091 (copy attached)
7. To consider the Minutes and recommendations of the undermentioned Committees:
 - a) General Purposes Committee held on the 10 April 2018, Minute Numbers GP18/173 – GP18/197 (copy attached)
 - b) Planning Meeting held on the 10 April 2018, Minute Numbers P18/111 – P18/115 (copy attached)
 - c) General Purposes Committee held on the 24 April 2018, Minute Numbers GP18/198 – GP18/204 (copy attached)
8. To determine the membership and elect the Chairman and Vice Chairman of the General Purposes Committee and the Planning Committee for 2018-19
9. To defer other business under Standing Order 2, paragraph (j) to an appropriate meeting of the General Purposes Committee.

Stone Town Council

Minutes of the meeting held in St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 10 April 2018

PRESENT: Councillor J Davies in the Chair, and
Councillors: Mrs J. Farnham, Mrs J. Hood, R. Kenney, Mrs E. Mowatt, I. Fordham,
Mrs K. Green, M. Green, G. Neagus, M. Williamson, Mrs J. Piggott, Mrs C. Collier,
P. Leason, Mrs M. Goodall, M. Shaw and G. Collier

ABSENT: Councillors:, A. Osgathorpe and T. Jackson

Before the meeting began Reverend I. Cardinal gave prayers

C18/082 Apologies

Apologies were received from Councillors: A. Osgathorpe and T. Jackson

C18/083 Declarations of Interest and Requests for Dispensations

None received

C18/084 Representations from Members of the Public

None

C18/085 Minutes

RESOLVED:

That the minutes of the Town Council Meeting held on the 6 February 2018, copies having been circulated to the members, be signed by the Chairman as a correct record.

C18/086 Committee Minutes

RESOLVED:

- a) That the minutes of the General Purposes Committee Meeting held on the 6 February 2018, copies having been circulated to members, be signed by the Chairman as a correct record.

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- b) That the minutes of the Planning Committee Meeting held on the 6 February 2018, copies having been circulated to members, be signed by the Chairman as a correct record.
- c) That the minutes of the General Purposes Committee Meeting held on 20 February 2018, copies having been circulated to members, be signed by the Chairman as a correct record.
- d) That the minutes of the Planning Committee Meeting held on 20 February 2018, copies having been circulated to members, be signed by the Chairman as a correct record.
- e) That the minutes of the Planning Committee Meeting held on 13 March 2018, copies having been circulated to members, be signed by the Chairman as a correct record.
- f) That the minutes of the General Purposes Committee Meeting held on 13 March 2018, copies having been circulated to members, be signed by the Chairman as a correct record.

C18/087 Civic Announcements

The Civic Announcements, which had been previously circulated were noted. The Mayor informed Members that he and the Mayoress would be undertaking a street collection on Saturday 14 April, and a collection inside Morrisons Supermarket on Thursday 26 April in aid of his charities. He called for volunteers to assist with these tasks.

Councillor Davies reminded Members about his upcoming Civic Dinner on Saturday 21 April where Wing Commander J.J. Miller, MBE, will be delivering a speech. This will be particularly poignant in the centenary year of the Royal Air Force.

C18/088 Town Mayor's and Deputy Town Mayor's Reports of Engagements

The Town Mayor's and Deputy Town Mayor's Announcements, which had been previously circulated, were noted.

The Mayor, Councillor Davies, reported that he had been reasonably busy and last Saturday had attended, along with the Mayoress, a RAF Centenary event at the top of the High Street, where a ceremony was conducted along with the laying of a wreath.

A further RAF 100 celebration and commemoration event will be taking place at St Michael & St Wulfad's Church on 2 September 2018. The Mayor can expect to receive an invitation.

The meeting was suspended at this point to enable the open session of the

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General Purposes Committee Meeting and the Planning Committee Meeting to take place. The Town Council meeting was then reconvened for the confidential items on the agenda.

C18/089 To resolve, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the Public and Press be excluded from the meeting whilst the next item of business is 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 item of business.

C18/090 Confidential Minutes

RESOLVED:

That the confidential minutes of the Town Council Meeting held on the 6 February 2018, copies having been circulated to members, be signed by the chairman as a correct record.

C18/091 Confidential Committee Minutes

RESOLVED:

- a) That the Confidential Minutes of the General Purposes Committee Meeting held on 6 February 2018, copies having been circulated to members, be signed by the Chairman as a correct record.
- b) That the Confidential Minutes of the General Purposes Committee Meeting held on 13 March 2018, copies having been circulated to members, be signed by the Chairman as a correct record.

TOWN MAYOR

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Stone Town Council – General Purposes Committee

Minutes of the meeting held in St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone
on Tuesday 10 April 2018

PRESENT: Councillor R. Kenney in the Chair, and
Councillors: Mrs J. Hood, I. Fordham, Mrs K. Green, M. Green, P. Leason, G. Collier, Mrs C. Collier, J. Davies, M. Shaw, G. Neagus, M. Williamson, Mrs E. Mowatt, Mrs M. Goodall, Mrs J. Piggott and Mrs J. Farnham

ABSENT: Councillors: A. Osgathorpe and T. Jackson

GP18/173 **Apologies**

Apologies were received from Councillors: A. Osgathorpe and T. Jackson

GP18/174 **Declarations of Interests**

Councillor P. Leason declared a personal interest in agenda item 17 (Minute Number GP18/189) – Silent Soldier Campaign.

GP18/175 **Requests for Dispensations**

None

GP18/176 **To receive the Report of the County Councillors**

County Councillor Mrs J. Hood

Councillor Mrs Hood did not have any updates for the Council on this occasion.

County Councillor I. Parry

Councillor Parry was not in attendance at the meeting.

GP18/177 **Representations from Members of the Public**

None

GP18/178 **Minutes**

RESOLVED:

- a) Estates Sub-Committee held on 13 March 2018, copies having been circulated to Members, be signed by the Chairman as a correct record.
- b) Management Sub-Committee held on 13 March 2018, copies having been circulated to Members, be signed by the Chairman as a correct record and that the recommendations of the Sub-Committee contained in Minute Number MAN18/020 be adopted.

GP18/179 **Neighbourhood Plan Steering Committee**

The notes of the Neighbourhood Plan Steering Group Meeting held on 21 February 2018 were noted. Councillor Mrs Hood advised that the Group had not met since this date and had nothing further to report.

GP18/180 **Appointment of the Town Mayor and Deputy Town Mayor Elect**

RESOLVED: The Mayor Elect for 2018-19 is Councillor Mrs K. Green, and the Deputy Mayor Elect is Councillor J. Davies.

GP18/181 **Annual Review of Risk Management**

The Committee received the report* of the Town Clerk, and considered the annual review of the Council's Risk Management Policy, Strategy and Risk Register.

RESOLVED: To accept the Annual Review of Risk Management.

GP18/182 **Governance and Accountability for Smaller Authorities in England 2018**

The Committee previously considered the Governance and Accountability Guide for Smaller Authorities at its meeting on 7th February 2017, minute number GP17/134. The guide had been updated for the 2018-19 financial year.

A copy of the updated guide had been included with the electronic and web versions of the agenda. The Town Clerk advised that the only change of significance to this Council is at paragraph 2.11, which refers to the statutory guidance on local government investments. A report on this issue was planned for the next meeting.

RESOLVED: That the updated 2018 version of 'Governance and Accountability for Smaller Authorities in England' be noted.

GP18/183 **Review of Committee and Sub-Committee Terms of Reference**

The Committee considered the Terms of Reference* for the Council's committees and sub-committees. A copy of these had been circulated with the agenda.

The Town Clerk advised that he had reviewed the Terms of Reference and had suggested changes to clarify that:

- a. Members wishing to speak at a sub-committee meeting who are not members of the sub-committee need to obtain the Chairman's permission in advance of the meeting.
- b. The quorum for committees and sub-committees excludes members co-opted to those bodies, unless otherwise stated in the terms of reference.

RESOLVED: To accept the Committee and Sub-Committee Terms of Reference.

GP18/184 **Procedures for Processing Planning Applications**

RESOLVED: That this item be deferred to the next meeting.

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GP18/185 **Requests from Developers to Consult with the Town Council**

RESOLVED: That this item be deferred to the next meeting.

GP18/186 **National Planning Policy Framework**

The Committee considered further changes that are proposed to national planning policy.

A copy of the National Association of Local Councils' (NALC) National Planning Policy Framework (NPPF) Consultation Summary had been circulated with the agenda. The National Planning Policy Framework Consultation Proposals and NPPF – Draft Text for Consultation documents had been circulated to Members electronically and included in the website version of this agenda.

RESOLVED: To note the content of the consultation with no comments offered for submission to NALC or the Ministry of Housing, Communities and Local Government.

GP18/187 **Review of Local Government Ethical Standards: Stakeholder consultation**

The Committee considered a consultation of the Committee on Standards in Public Life, which is undertaking a review of local government ethical standards.

A copy of the NALC Executive Summary, and the Consultation Proposals, had been attached to the agenda.

RESOLVED: Not to submit comments.

GP18/188 **General Data Protection Regulation (GDPR) - Update**

The Committee had previously considered the new data protection regulations, known as GDPR, at its meeting on 3rd October 2017, minute number GP18/074.

The Town Clerk provided information on the measures necessary for compliance with the General Data Protection Regulation to be implemented on 25 May 2018. A table* with an update on the Council's preparations for their implementation had been issued with the agenda.

He also updated the Committee on progress with the appointment of a Data Protection Officer, through a new service to be offered by Staffordshire County Council in consultation with Staffordshire Parish Councils' Association.

RESOLVED: To note the update on the Town Council's progress with GDPR compliance.

GP18/189 **Silent Soldier Campaign**

The Committee considered an invitation from Staffordshire Poppy Appeal to get involved in the country wide Silent Soldier Campaign. These Silent Soldier silhouettes will appear across the country to commemorate the 100th anniversary of the end of the First World War. An information leaflet had been issued with the agenda.

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The Committee agreed that the Town Council should be involved with this initiative as part of the Great War commemorations.

RESOLVED: That the details relating to the purchase of soldiers be considered by the World War One Working Group.

GP18/190 Ex Servicemen's Bowls Match

The Ex-Servicemen's Bowls Club has suggested the bowls match with the Councillors takes place on Monday 18 June 2018.

RESOLVED: To note the date of the match and to provide a buffet as in previous years.

GP18/191 Non-Cheque Payments

RESOLVED: To note the list* of non-cheque payments made by the Council during the period 1 January 2018 to 28 February 2018.

GP18/192 Members Motions under Standing Order 4

Councillor M. Williamson

'Members will have noticed that the window at the Police Post in Stone is still awaiting some sort of remedial attention, and that Stone Town including Walton, has recently received unwanted criminal attention. Consequently, I am continually being asked 'where is the Police presence in Stone?'

Therefore I would like the Council to invite Staffordshire's PCC to come to Council and explain how the Staffordshire Police Policing Plan 2013 – 2018, in particular the three strategic objectives of:

- Preventing Crime and Disorder
- Providing Outstanding Service
- Dealing with what matters to communities

are actually being applied if at all, to Stone Town Centre and its surrounding areas.'

RESOLVED: To invite the Chief Constable of Staffordshire Police to attend a future meeting of the Town Council to discuss local policing issues.

GP18/193 Update from Working Groups

Neighbourhood Plan Steering Group

Councillor Mrs Hood advised the Committee that no further report was available as the Group had not met since 21 February 2018.

RESOLVED: To note that no recent meeting of the Neighbourhood Plan Steering Group had taken place.

Project Headstone (Protocol for Marking the Death of the Sovereign or other members of the Royal Family)

Councillor Davies advised that a draft protocol had been devised but a further meeting of the Group would soon be arranged to review the work done. The draft protocol will be available for consideration at the next meeting of the Committee.

RESOLVED: To note the work of the Project Headstone Group.

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Stone Area Parish Liaison Group

Councillor Davies advised that the next meeting of the Liaison Group would be taking place on 25 April 2018 and representatives from Staffordshire County Council would be present to discuss local bus services. Another item for discussion will be planning consultations within parishes.

RESOLVED: To note the work of Stone Area Parish Liaison Group.

GP18/194 To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council

Stone ATC

Cllr J. Davies advised that the next meeting of Stone ATC would be held on Monday (16 April 2018).

Age Concern Stone & District

It was reported that no meetings had taken place.

Stone Town Band

It was reported that meetings were again being held at the Pump House.

Walton Community Centre

Cllr M. Green advised that he had received no contact from Walton Community Centre.

Stafford & Stone Access Group

Cllr Mrs C. Collier provided a report on the following items:

- People should beware of incurring a £70 fine on Aldi car park, North Walls, in Stafford.
- Pot holes on pavements and roads were causing difficulty to people in wheelchairs and pushchairs.
- Information about the Post Office bus service from Stone has been reported to the Group.
- People owning a blue tooth phone will have access to travel information.

Stone Common Plot Trustees

Cllr Mrs Hood reported on a meeting attended by a representative of Environmental and Health Services at Stafford Borough Council. A dog walker with five dogs under their care had been spot fined as the limit of dogs for one person to handle in a public place is four.

Stone Community Hub Liaison Group

No meeting had taken place.

SPCA Executive Committee

Cllr M. Williamson reported that 58 local councils had expressed an interest in the new Data Protection service to be offered by Staffordshire County Council in consultation with Staffordshire Parish Council's Association.

A Staffordshire County Council consultation on Rights of Way has resulted in the re-establishment of the Task and Finish Group. The location of the rights of way in Stone are accessible on Staffordshire County Council's website:

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<https://www.staffordshire.gov.uk/environment/eLand/RightsofWay/Footpaths-bridleways.aspx>

An annual liaison meeting will be held with Stafford Borough Council in June.

The meeting was suspended at this point to enable the Planning Committee meeting and closed session of the Town Council meeting to take place. The General Purposes Committee meeting was then reconvened for the confidential items on the agenda.

GP18/195 **Exclusion of the Press and Public**

To resolve, pursuant to the Public Bodies (Admission of Meetings) Act 1960, the Public and Press be excluded from the meeting whilst the next item of business is 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 item of business.

GP18/196 **Confidential Minutes**

RESOLVED:

- a) That the Confidential Minutes of the Estates Sub-Committee held on the 13 March 2018, copies having been circulated to Members, be signed by the Chairman as a correct record, and that the recommendations of the Sub-Committee contained in Minute EST18/033 and EST18/034 be adopted.

GP18/197 **Debt Recovery**

The Committee received an update from the Town Clerk on the current situation relating to Minute number GP18/127.

RESOLVED: That the Town Clerk be authorised to make direct contact with the debtor to discuss payment of the outstanding balance.

Town Mayor

Stone Town Council – Planning Committee

Minutes of the meeting held in the St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 10 April 2018

PRESENT: Councillor G. Neagus in the Chair, and
Councillors: R. Kenney, , M. Green, I. Fordham, Mrs J. Hood,
Mrs K. Green, P. Leason, J. Davies, G. Collier, Mrs C. Collier, M. Shaw,
M. Williamson, Mrs E. Mowatt, Mrs J. Piggott, Mrs M. Goodall, and
Mrs J. Farnham

ABSENT: Councillors: A. Osgathorpe and T. Jackson

P18/111 **Apologies**

Apologies were received from Councillors: A. Osgathorpe and T. Jackson

P18/112 **Declarations of Interest and Requests for Dispensations**

None received

P18/113 **Representations from Members of the Public**

None received

P18/114 **Planning Applications**

Application Number – 18/28057/HOU

Applicant – Mrs L. Pristernik

Location – 59A Lamb Lane, Stone

Development – Ground floor extension to the rear of the property to create more living space

Observations: No objections

Application Number – 18/28072/FUL

Applicant – The School Governors, St Dominic's Priory School

Location – 21 Station Road, Stone

Development – Replacement Teaching Block

Observations: No objections

Application Number – 18/28140/HOU

Applicant – Mr M. Walters

Location – 14 Mount Road, Stone

Development – Side and rear single storey extensions

Observations: No objections

Application Number – 18/28107/HOU

Applicant – Mr M. Clark

Location – 48 Newcastle Street, Stone

Development – Erection of a timber construction garage at the rear of the garden and vehicular access from the highway onto the drive at 48 Newcastle Street via a dropped kerb. This is a repeat application of 17/27369 with additional information provided from Highways.

Observations: The Town Council has no objection to the proposal but would like to see a no right turn restriction imposed when exiting the site, and an extension of double yellow lines along this section of Newcastle Road. These measures would, in view of the proximity of the canal bridge, ensure highway safety for the occupiers of the property and other road users.

Application Number – 18/28164/FUL

Applicant – Miss J. Sutcliffe (LNT Care Developments)

Location – Land Adjacent to Lichfield Road, Stone

Development – Erection of a sixty four bedroom, two-storey care home for older people, with associated access, car parking and landscaping

Observations: The Town Council raises objections to this development proposal on the grounds that the site is located outside of the settlement boundary.

Application Number – 18/28190/HOU

Applicant – Miss R. Selby

Location – 82 Station Road, Stone

Development – Loft conversion with dormer to rear

Observations: No objections

Application Number – 18/28191/REM

Applicant – Anwyl Homes

Location – Walton Hill Residential Development, West of Longhope Drive, Stone

Development – Application for approval of Reserved Matters for 81 dwellings with details of appearance, landscaping, layout and scale following Outline approval 13/19002/OUT.

Observations: No objections are made in response to the details of this Reserved Matters application although concerns are raised about the impact the development will have on the surrounding infrastructure including additional pressures on the sewerage system and services in Stone with healthcare given as an example.

Application Number – 17/27047/HOU (amended plans)

Applicant – Mr P. Irwin

Location – 19 Northesk Street, Stone

Development – Proposed alterations, new parking and detached garage

Observations: No objections

Application Number – 18/28234/HOU

Applicant – Ms R. Hughes

Location – 63 Oulton Road, Stone

Development – Two storey rear extension and addition of velux window to the rear

Observations: No objections

P18/115

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

Town Mayor

Stone Town Council – General Purposes Committee

Minutes of the meeting held in St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone
on Tuesday 24 April 2018

PRESENT: Councillor R. Kenney in the Chair, and
Councillors: Mrs J. Hood, I. Fordham, Mrs K. Green, M. Green, J. Davies,
M. Williamson, Mrs E. Mowatt, Mrs J. Piggott, A. Osgathorpe and T. Jackson

ABSENT: Councillors: P. Leason, G. Collier, Mrs C. Collier, M. Shaw, G. Neagus,
Mrs J. Farnham and Mrs M. Goodall

GP18/198 **Apologies**

Apologies were received from Councillors: P. Leason, G. Collier, Mrs C. Collier,
M. Shaw, G. Neagus, Mrs J. Farnham and Mrs M. Goodall

GP18/199 **Declarations of Interests**

None

GP18/200 **Requests for Dispensations**

None

GP18/201 **Representations from Members of the Public**

None

GP18/202 **HS2 Phase 2a**

- a) The Committee considered its response to the consultation regarding changes to the proposals for HS2 Phase 2a.

Detailed papers had been emailed to Councillors and included in the electronic version of the agenda. This included a copy of the consultation return and a Draft Additional Provisions Petition.

The Stone Railhead Crisis Group had advised that the main changes affecting Stone appeared to be:

- The replacement of the 450m long Filly Brook viaduct with a much shorter one (80m long over the Norton Bridge to Stone Railway) and an extra 385m length embankment on either side of the railway, which will require the Filly Brook to be culverted and alternative flood storage found.
- The extension to the Yarnfield North Embankment (300m).

- Increasing the elevation of the HS2 mainline alignment 15.5m to the northeast where it crosses the M6 at the northern end of the Stone Railhead site.
- Moving the horizontal HS2 mainline alignment 15.5m to the northeast where it crosses the M6 at the northern end of the Stone Railhead site.
- An admission by HS2 that the numbers it has presented for HGV and total traffic on the A34 through Stone is significantly understated.

RESOLVED: That the Town Clerk be authorised to respond to the consultation in a way that is consistent with the final version of the Petition.

- b) The Committee considered the content of a second revised petition*, a copy of which had been distributed at the meeting.

RESOLVED: That the Council petitions in respect of the amended HS2 proposals.

RESOLVED: That the circulated petition be supported, with the Town Clerk authorised to make any changes required prior to the submission date, in consultation with the Committee Chairman and Vice-Chairman.

GP18/203 Exclusion of the Press and Public

To resolve, pursuant to the Public Bodies (Admission of Meetings) Act 1960, the Public and Press be excluded from the meeting whilst the next item of business is discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate

RESOLVED: This resolution was not proposed, and the press and public were therefore not excluded from the remainder of the meeting.

GP18/204 Crown Wharf

As part of the Crown Wharf Development Joule's brewery will attempt to acquire the old Fire Station building from Staffordshire County Council, the current owner. If acquired, Joules is prepared to offer this building to Stone Town Council for use as a heritage and visitor centre. The Committee considered the proposed draft heads of terms* between the Council and Joules for the provision of the centre, which had been circulated to Members in advance of the meeting.

RESOLVED: That the Town Council accept the proposed draft heads of terms and authorises the Town Clerk to make any necessary future changes that may be required, in consultation with the Committee Chairman and Vice-Chairman.

Town Mayor

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