

STONE TOWN COUNCIL

Town Clerk
Les Trigg

15 Station Road
Stone
ST15 8JP

Tel: 01785 619740
Fax: 01785 619741

9 July 2018

A meeting of the **MANAGEMENT SUB COMMITTEE** will be held in **St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone** on **TUESDAY 17 JULY 2018** at 7:15pm or on the rising of the Estates Sub-Committee, if later.

I trust you will be able to attend.

Les Trigg
Town Clerk

Councillors: J. Davies (Chair), M. Green (Vice Chairman), Mrs E. Mowatt, A. Osgathorpe, M. Shaw, Mrs M. Goodall and M. Williamson

AGENDA

1. **To receive apologies for absence**
2. **Declarations of Interest and Requests for Dispensations Received**
3. **Representations from Members of the Public**

To consider representations from members of the public on items to be considered at this meeting, in accordance with the Council's scheme of public participation

4. **Flying of Flags from the Council's High Street Flagpole**

To consider:

- a. The attached document regarding the protocol for flying of flags
- b. The purchase of an Italian flag to fly on 2nd June each year (Festa de la Repubblica) and when hosting official Italian visitors.

5. **Review of Civic Protocols**

To consider an appropriate procedure for the ongoing review and updating of Civic Protocols and Civic Event procedures.

6. Review of Council Policies & Procedures

To consider updated versions of the following documents, copies of which are attached:

- a. Scheme of Public Participation at Council/Committee Meetings
- b. Protocol on the Filming and Recording of Council/Committee Meetings
- c. Guidance on the Filming and Recording of Council/Committee Meetings

7. Future IT Support for Elected Members

To consider the report of the Town Clerk (attached)

8. Updates:

- a. Plan HEADSTONE
- b. Website
- c. Outstanding Items from Members Handbook
 - i. Neighbourhood Plan
 - ii. Service Continuity Plan
- d. GDPR
- e. IT Support Contract

Will any Councillors who wish to speak at this meeting, but are not members of the Sub-Committee, please inform the Chairman before the start of the meeting

Members of the public are welcomed to attend the Management Sub-Committee Meeting as observers and/or to make representations to the committee in accordance with the Council's scheme of public participation. Details of this scheme are displayed in the Council's notice boards and are also available from the Town Council.

STONE TOWN COUNCIL – PROTOCOL FOR FLYING FLAGS

Reference:

Department for Communities and Local Government - Plain English guide to flying flags (2012)

RESPONSIBILITIES

The flagpole at the top of the High Street is the responsibility of Stone Town Council and this document provides the protocol for the flying of flags on that flagpole.

The flying of flags on the flagpole in Stonefield Park is the responsibility of Stafford Borough Council; the flying of flags on the flagpole on the tower of St Michael's & St Wulfad's church is the responsibility of the church. The flying of flags elsewhere in the town is the responsibility of the individuals or organisations concerned, such as Stone in Bloom.

This protocol relates to the flying of flags on the flagpole in the High Street.

AUTHORITY TO FLY FLAGS

Flags may be flown only on the authority of the Town Council.

The approved list of flags and the dates on which they may be flown is set out below. In addition, on the authority of the Town Clerk, in consultation with the Mayor and Chairman of the General Purposes Committee, flags on the approved list may also be flown on other occasions as deemed appropriate.

The Town Council will not permit a flag to be flown to commemorate a deceased individual other than during a period of mourning.

PROCEDURE

The detailed procedure for flying flags is at Appendix D to Plan HEADSTONE.

The time for raising and lowering flags (and hence the duration of the flying) depends on the circumstances. Routinely the Stone Town Flag is flown day and night at the top of the flagpole. When it is replaced by another flag for a specific day, that is usually done in the morning with that flag being lowered the following morning.

Flags are to be flown at the top of the flag pole unless flying at half-mast has been authorised by a specific instruction (such as in Plan HEADSTONE) or on the authority of the Town Clerk, in consultation with the Mayor and Chairman of the General Purposes Committee.

Whilst the Mayor or Deputy Mayor may choose to be present when a flag is raised, a "flag raising event or ceremony" will only take place where authorised specifically by the Council. The actual operation of raising or lowering should always be carried out by a competent member of the Town Council staff.

FLAG INVENTORY

This is the list of flags held by Stone Town Council as at 27 June 2018, supplemented by the list of other, approved flags held by recognised bodies in the town.

FLAGS HELD BY STONE TOWN COUNCIL

ID	Flag	Purpose	Remarks
F1	Union Flag (1 of 2)	For Plan HEADSTONE	Not for general use
F2	Union Flag (2 of 2)	For Plan HEADSTONE	Not for general use
F3	Union Flag (3 of 3)	General use	New flag
F4	Town Council Flag (1 of 2)	General use	
F5	Town Council Flag (2 of 2)	General use	
F6	Armed Forces Day	Flown on Armed Forces Day	
F7	White Ensign	For RN-associated events	
F9	Texas State Flag (small)	Not to be flown	Presentation only
F10	Texas State Flag (large)	On appropriate occasions	
F11	USA Flag (Stars & Stripes)	On appropriate occasions	Usually 4 July only
F12	Czech Republic Flag	On appropriate occasions	
F13	Red Ensign	Merchant Navy Day	
F14	Cross of St George	St George's Day	
F15	Commonwealth Flag		
F16	Burma Star		
F17	Australia Flag		

OTHER FLAGS APPROVED BY STONE TOWN COUNCIL

Royal Air Force Ensign (held by the Stone & District Branch of the Royal Air Forces Association)

APPROVED DATES FOR FLYING FLAGS

Occasion	2018/19	Flag	Remarks
Queen's Official Birthday	Sat 9 Jun 18	Union Flag	
Armed Forces Day	Sat 30 Jun 18	Armed Forces	
Merchant Navy Day	-	Merchant Navy (Red Ensign)	For 2018 superseded by RAF Ensign (Red Ensign to be flown in Stonefield Park).
RAF100	Mon 3 Sep – Sat 8 Sep 18	RAF Ensign	Provided by RAFA
Remembrance Day	Sun 11 Nov 18	Union Flag	
Texas joining the Union	Sat 29 Dec 18	Texas State Flag	Anniversary 1848. Flag raising at noon
Texas independence from Mexico	Sat 2 Mar 19	Texas State Flag	Anniversary 1836. Flag raising at noon
Commonwealth Day	Mon 11 Mar 19	Commonwealth	
St George's Day	Tue 23 Apr 19	St George	

Members of the public are welcome to attend meetings of the Council and many of its committees and sub-committees both as observers and to make representations to the Council. Representations may take a number of forms, the processes for which are:

GENERAL QUESTIONS AND PROPOSALS RELATING TO THE WORK OF THE COUNCIL

Opportunity is offered at each ordinary Council meeting for residents to address the Council on issues which concern them, and which are within the remit of the Council. Ordinary Council meetings occur monthly, except for January and May.

Residents who wish to contribute need to contact the Town Clerk (details below) at least ten working days before the meeting to allow time for the item to be included within the agenda. Once presented at the meeting, an appropriate Member of the Council may respond immediately to points raised, or a written response may follow, perhaps after further consideration by one of the Council's committees or sub-committees. In any event, the item would not be debated on the day of the meeting.

Up to two presentations can be considered at each meeting of up to ten minutes each. Where more than two individuals wish to speak, priority will normally be given on a "first come, first served" basis, but the Council reserves the right to vary this to ensure coverage of the widest number of topics and to offer opportunities to the widest range of speakers.

Written submissions are not accepted by the Council. Residents wishing to make their views known are asked to attend the meeting and present them verbally.

COMMENTS ON ITEMS ALREADY INCLUDED WITHIN AN AGENDA

Opportunity is offered at most ordinary committee and sub-committee meetings for members of the public to address the Council on issues directly related to items on the meeting agenda.

Any member of the public wishing to speak at a meeting would need to inform the Clerk of the item they wished to speak on within the period between the publishing of an agenda and two working days before the meeting. In practice this would mean that for a Thursday meeting notice would need to be received before the end of Tuesday and for a Tuesday one before the end of Friday.

Up to four speakers can be accommodated at each meeting, each of which would be allowed up to three minutes to speak. This would be increased to five minutes if no more than two people indicated that they wished to speak at a meeting.

If more than four people indicate their wish to speak, priority will normally be given on a "first come, first served" basis, but the Council reserves the right to vary this to ensure coverage of the widest number of topics and to offer opportunities to the widest range of speakers.

No response will be made or debate entered into at the time the public representation is made, as this opportunity will be available when the item is considered later on the agenda. Members of the public will not, however, be able to speak again when items are under formal consideration.

Only agenda items that are open to the public are available for public comment through this process.

Written submissions are not accepted. Residents wishing to make their views known are asked to attend the meeting and present them verbally.

PRESENTATION OF PETITIONS TO THE COUNCIL

Petitions which relate to issues within the Council's remit, and which contain the signatures, names and addresses of at least 100 residents from the Town Council area, may be formally presented by the organiser to the Town Mayor at any ordinary Council meeting. These meetings are normally held monthly, with the exception of January, May and August.

An organiser wishing to present a petition would need to inform the Town Clerk (details below) at least two working days before the meeting. In practice this would mean that for a Thursday meeting notice would need to be received before the end of Tuesday and for a Tuesday one before the end of Friday.

The presenter of the petition will be permitted to speak for up to three minutes. No debate or discussion will take place at the time the petition is presented. The Mayor will accept it on behalf of the Council and pass it to the next available meeting of the appropriate committee or sub-committee for consideration.

If the petition organiser is unavailable, or does not wish to present their petition personally, it should be passed to the Town Clerk in advance of the meeting, who will present the petition to the Mayor on behalf of the organiser.

Where the petition organiser is a Member of the Council, they will have the same rights as the public to present the petition and speak for three minutes, unless the subject of the petition is one in which they have a pecuniary interest. In that case the petition should be passed to the Town Clerk, who will present it to the Mayor on their behalf.

If a petition has less than 100 signatures, the organiser should contact an elected member of the Council to ask them if they would be prepared to raise the issue on their behalf as part of the Council's normal procedures. In this case, the Councillor would need to give ten working days' notice, and although the petition can be referred to, it would not be formally presented to the Town Mayor.

LES TRIGG
TOWN CLERK
T: 01785 619740
E: CLERK@STONETOWNCOUNCIL.GOV.UK

Stone Town Council

Protocol on the Filming and Recording of Council and Committee Meetings

The right to record, film and to broadcast meetings of Local Councils, committees and sub committees was established following the Local Government Audit and Accountability Act 2014. The “Openness of Local Government Bodies Regulations 2014” became active legislation in August 2014. This is in addition to the rights of the press and public to attend such meetings.

This documents sets out the protocol for filming, recording or otherwise reporting the meetings of Stone Town Council.

Members of the public are permitted to “report” Council or committee meetings, to which they are permitted access, in a non-disruptive manner. Meetings or parts of meetings from which the press and public are excluded may not be reported on. In addition, attendees have no right to report Sub-Committee meetings, whether they are open to the public or not.

“Reporting”, in the context of this protocol, is defined as:

- filming, photographing or making an audio recording of proceedings at a meeting;
- using any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; or
- reporting or providing commentary on proceedings at a meeting, orally or in writing, so that the report or commentary is available as the meeting takes place or later to persons not present.

The use of digital and social media recording tools, for example Twitter, blogging or audio recording is allowed as long as it is carried out in a non-disruptive way and only to the extent that it does not interfere with any person’s ability, even where he or she has a disability, to follow the debate.

Whilst written blogging or tweeting can be undertaken by anyone at a meeting, including Councilors taking part in the meeting, all other individuals reporting must undertake the activity from the public gallery or other area set aside for the purpose. It must also be undertaken overtly, so that all present at the meeting are aware that they are being recorded. To this end, anyone wishing to report on a meeting by means other than written blogging or tweeting must inform the Clerk in advance of the meeting to allow the Chairman to announce at the start of the meeting that it is being recorded.

While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of others people attending. Any children or young people under the age of 18 who are present at the meeting are not to be filmed unless their parents/guardians have given their written consent. This provision also applies to vulnerable adults, whereby the consent of a responsible adult is required for recording, i.e. a medical professional, carer or legal guardian.

The Chairman of the meeting has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.

Any person or organisation choosing to film, record or broadcast a meeting of the Council or a committee is responsible for any claims or other liability from them so doing.

The council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule, or show lack of respect towards those being filmed or recorded.

The council will display requirements as to filming, recording and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.

The Council may itself photograph, film, record or broadcasting at its meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies.

July 2018

Stone Town Council

Recording at Council Meetings - Guidance

The public have the right to record, film, photograph and broadcast certain Town Council meetings.

This guidance note sets out some general information intended to help individuals who may be intending to report on meetings. For further clarification, please contact the Town Clerk.

Anyone wishing to carry out any type of recording using equipment larger than a smartphone or tablet is asked to telephone or email the Town Clerk before the meeting, so that arrangements can be discussed in advance.

The principles which should be followed by anyone recording a meeting in any format including, but not limited to, videoing, filming, photography and audio recording, are:

- The right to record a meeting is limited to the duration of the public part of any Council or committee meeting. There is no right to record any part of a Sub-committee meeting.
- Recording must not begin until the meeting is called to order, and must cease when the Chairman closes the public meeting. In addition, recording may not take place during any meeting adjournments.
- An individual undertaking a recording must do so from the public gallery or other area set aside for the purpose.
- All recording must be overt, so that everyone in attendance is aware that the meeting is being recorded. To this end, the Clerk should be notified in advance of the meeting to enable an announcement to be made by the Chairman that the meeting is to be recorded.
- Recording equipment cannot be left in the meeting room at times when the public are excluded.
- Some members of the public attending the meeting may object to being recorded, or should not be recorded, and the Council asks those carrying out recording to respect this. In particular, any children or young people under the age of 18 who are present at the meeting are not to be filmed unless their parents/guardians have given their written consent. This provision also applies to vulnerable adults, whereby the consent of a responsible adult is required for recording, i.e. a medical professional, carer or legal guardian.
- The Council expects that recordings will not be edited before use in a way that misrepresents proceedings and, if any part of the recording is to be shown elsewhere, the Council would request that an unedited revision of the complete proceedings is supplied to the Clerk.
- Any type of recording should not interrupt or disturb the proceedings, for example:
 - Spoken commentary is not permitted.
 - Equipment must be in place and set up before the meeting starts.

- Excessive noise, intrusive lighting, and the use of flash photography are not permitted. Recording equipment should not be noisy, or in any way have alarms, bleeps or similar which will be distracting. Equipment which has a “silent” setting should be set that way.
- A person or persons making a recording has no right to interrupt the meeting by asking questions or making comments
- Speakers will not repeat statements for the purpose of recording, and must not be spoken or gestured to in any way.
- ‘Roaming’ while recording is not permitted - those operating equipment must stay within area designated to them.
- If, in the Chairman’s opinion, a person carrying out recording is interrupting proceedings, disruptive or causing a disturbance, they can be ordered to stop their activity, or to leave the meeting.
- The Council reminds anyone who does carry out any type of recording of a Council or committee meeting that requirements of general law apply to their activities. For example:
 - The requirements of the Data Protection Act 1998 may apply to personal information about living individuals including visual image;
 - There may be legal liability for defamatory or offensive statements, including statements made by people being filmed that are ‘published’ by the person filming.

Stone Town Council accepts no liability for any material created by those recording a Council meeting, accepts no consequences of the publication or circulation of such material recorded and accepts no cost implications or losses from any subsequent actions against any/all or any part of any published material by those recording a Council meeting.

Contact Details:

Les Trigg
 Town Clerk
 01785 619740
 clerk@stonetowncouncil.gov.uk

July 2018

Stone Town Council – Management Sub-Committee

17th July 2018

Future IT Support for Elected Members

Report of Town Clerk

Introduction

1. The purpose of this report is to start to determine the IT policy for elected members.

Background

2. Currently the Council does not have an IT policy for Elected Members. The advent of GDPR has, as previously reported, placed some new requirements on the Council which means that some areas will now need to be addressed. In addition, it is worthwhile to examine other areas of potential IT benefits at the same time.
3. This report will consider:
 - a. The provision of official Council email addresses.
 - b. An easily accessible, but secure, document store that can be accessed by Members.
 - c. Electronic publication of agendas
4. At this stage, the report will consider principles. Once the principles are agreed, further work can take place to enable detailed implementation, formal policies and costs to be considered in a future report to the Sub-Committee prior to commitment by the Council.

Official Council Email Addresses

5. Currently, Councillors use their private email addresses for Council business. This has the advantage to Councillors that they have only one mailbox to check, and the advantage to the Council that there is no additional cost involved. It can, however, look less professional than Councillors using official email addresses for Council business.
6. The recent implementation of GDPR, however, makes the current approach untenable. Requirements such as the “right to be forgotten” and the successful fulfilment of “subject access requests” cannot be delivered when official Council business is undertaken using a private email address.
7. It will therefore be necessary to establish official “@stonetowncouncil.gov.uk” addresses for each Councillor, which would need to be used for all Council business. The contents of these email accounts would not be private to individual Councillors, as they need to be accessible to the Town Clerk to allow for dealing with GDPR and Freedom of Information enquiries. In addition, all sent and received emails in these accounts would be stored in accordance with

the Council's retention policy even if an individual Councillor "deletes" the item from their mailbox. Staff email accounts would also operate in the same way.

8. The cost and implementation of this revised approach to official emails is currently being investigated with the Council's IT support provider, and will be included in a future report to this Sub-Committee.

Document Store

9. Members of the Neighbourhood Plan Steering Group will be familiar with the shared "Drobox" data store used to provide shared access to documents used in preparation of the Plan.
10. It is proposed to implement a similar system across the Council to allow Councillors access to items such as:
 - a. Minutes and agendas, including confidential items that cannot be included on the Council's website.
 - b. A full, current set of the Council's policies, procedures and protocols.
 - c. Press releases
 - d. The Council meetings and events diary
 - e. Other relevant and useful items, as requested by Members
11. At present it is not clear whether Dropbox or one of the other, similar systems would be most appropriate for the Council's needs. This would be investigated with the Council's IT support provider and firm proposals, with costs, included in a future report to this Sub-Committee.

Electronic Publication of Agendas

12. Currently, all Members have the option of receiving agendas electronically, rather than on paper. An agreement is also in place with all Members that agendas can be delivered electronically when there is an urgent need to do so in order to meet statutory deadlines.
13. An electronic agenda is actually sent to all Members, though currently only two have agreed to stop receiving paper copies. The process of producing and despatching paper agendas is, however, both costly and time consuming. It would therefore be beneficial to the Council if more members were prepared to forego paper copies and use only the electronic versions.
14. It is proposed to examine the option of providing iPads to those Members who agree to forego receiving paper agendas. In order to make such an option financially viable, however, it would be necessary to start the scheme after the next election in May, to last until the following election in May 2023.

15. There would need to be some exceptions, such as paper always being provided to the Chairman of a meeting.
16. It is proposed to investigate this and provide firm proposals, with costs, in a future report to this Sub-Committee.

Conclusion

17. This report has considered the future provision of IT support to Members. It is proposed that the items in this report be investigated, along with any other areas of IT support that the Sub-Committee would like to consider.

Recommendations

18. The Sub-Committee is recommended to:
 - a. Agree in principle to the proposals above, and ask the Clerk to undertake further investigations.
 - b. Receive a detailed, costed report in due course to allow implementation to be considered.