

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 17 July 2018

PRESENT: Councillor J. Davies in the Chair and
Councillors: M. Green, Mrs E. Mowatt, A. Osgathorpe, M. Shaw, Mrs M. Goodall,
R. Kenney, Mrs K. Green and Williamson

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

ABSENT: No Councillors

MAN19/001 Apologies

There were no apologies

MAN19/002 Declarations of Interest and Requests for Dispensations

None received

MAN19/003 Representations from Members of the Public

None received

MAN19/004 Flying of Flags from the Council's High Street Flagpole

The Sub-Committee considered a protocol* for the flying of flags which had been circulated with the agenda.

The Sub-Committee also considered making the purchase of an Italian flag to fly on 2nd June each year (Festa de la Repubblica) and when hosting official Italian visitors.

RECOMMENDED: That the General Purposes Committee be recommended to adopt the protocol for flying flags.

RECOMMENDED: That an Italian flag be purchased for flying on 2 June each year.

MAN19/005 Review of Civic Protocols

The Sub-Committee considered the benefits of drafting an appropriate

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procedure for the ongoing review and updating of Civic Protocols and Civic Event procedures.

RECOMMENDED: That a procedure for the review and updating of Civic Protocols and Civic events be drafted for consideration at the next Management Sub-Committee meeting.

MAN19/006 **Review of Council Policies & Procedures**

The Sub-Committee considered updated versions of the following documents, which had been circulated with the agenda, prior to the meeting:

- 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*

The Scheme of Public Participation at Council/Committee Meetings was withdrawn at the request of the Clerk.

RECOMMENDED: That the updated Protocol on the Filming and Recording of Council/Committee Meetings be approved.

RECOMMENDED: That the updated Guidance on the Filming and Recording of Council/Committee Meetings be approved.

MAN19/007 **Future IT Support for Elected Members**

The Sub-Committee considered the report* of the Town Clerk which begins to determine the IT policy for elected members. The report considers the provision of official Council email addresses following the advent of GDPR, an easily accessible but secure document store that can be accessed by Members and electronic publication of agendas.

RECOMMENDED: To ask the Clerk to undertake further investigations and present a detailed costed report in due course to allow implementation to be considered.

MAN19/008 **Updates**

The Sub-Committee received updates on the following:

- a. Plan HEADSTONE

The Chairman advised that there had been no update since the General Purposes Committee.

The item will be kept on future agendas.

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b. Website

The Town Clerk updated the Sub-Committee on the current website position.

Questions were raised about the direction it should go in and this is an issue for discussion at future meetings of the Sub-Committee.

c. Outstanding Items from Members Handbook

i. Neighbourhood Plan

The Neighbourhood Plan will be added to the Members Handbook when it has been finalised.

ii. Service Continuity Plan

The Town Clerk reported that the Service Plan had not been prepared yet. There is no formal plan and the Town Council had no formal role in Civil Contingencies.

d. General Data Protection Regulation

The Town Clerk advised that a RAG report had been issued with a few key things to do and these had been discussed at General Purposes Committee. The Town Council has signed up to a Data Protection Officer contract with Staffordshire County Council but, upon its commencement, a GAP analysis is necessary, requiring completion of a lengthy checklist/form.

e. IT Support Contract

The Town Clerk reported that the IT Support Contract had cut down on time spent dealing with IT issues but there was still further room for improvement.

Town Mayor

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