

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 25 September 2018

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

By Chairman's invitation: Mrs J. Hood, G. Neagus, I. Fordham, Mrs C. Collier,
G. Collier and Mrs J. Farnham

ABSENT: Councillors: M. Green and Mrs K. Green

MAN19/009 Apologies

Councillors: M. Green and Mrs K. Green.

MAN19/010 Declarations of Interest and Requests for Dispensations

None received

MAN19/011 Representations from Members of the Public

None received

MAN19/012 Database for recording and monitoring the Council's Resolutions

The Sub-Committee discussed the implementation of a system to record those council resolutions requiring further action and the subsequent actions taken on those resolutions.

RECOMMENDED: That the Chairman of the Management Sub-Committee and the Town Clerk would jointly work together to produce a system.

MAN19/013 Updates

The Sub-Committee received updates on the following:

a. Plan HEADSTONE

The Town Clerk advised that officers have started to look at tasks that need to be done in preparation for the death of a Member of the Royal

* 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.

family and that a meeting had been scheduled to take place next week with Stafford Borough Council.

b. Website

The Town Clerk advised the Sub-Committee that there was no update on the website.

c. Service Continuity Plan

The Town Clerk advised the Sub-Committee that there was no update on the Service Continuity Plan.

d. General Data Protection Regulation

The Town Clerk advised that data protection issues are being dealt with as they arise.

e. Review of Civic Protocols

The Town Clerk advised that Major civic events have been put on the same footing as other events, and as a matter of course, meetings will be arranged at the planning stage followed by continuous monitoring of organisational arrangements and then a final debrief to review how the event could be improved.

f. Future of IT Support for Elected Members

The Town Clerk reported that this would be the subject of a report to a future Sub-Committee meeting.

Town Mayor

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