



# Stone

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## Town Council

**Town Clerk**  
Les Trigg

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Stone  
ST15 8JP

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8 July 2019

Dear Councillor,

A meeting of the **MANAGEMENT SUB COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 16 JULY 2019** at 7:05pm, or on the rising of the Planning Committee, if later.

I trust you will be able to attend.

Les Trigg  
Town Clerk

Councillors: J. Davies (Chair), I. Fordham (Vice Chairman), K. Argyle, Mrs A. Burgess,  
Mrs L. Davies and T. Kelt

### **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. **Minutes of Previous Meeting**

To confirm as a correct record the minutes of the meeting of the Management Sub-Committee held on 18 December 2018, Minute No's MAN19/018 – MAN19/023 (attached).

5. **Information Management**

To consider the electronic provision of information to Councillors.

6. **CCTV for Council Chamber**

To consider installing CCTV in the Council Chamber.

7. **Updates:**

- a. Plan HEADSTONE
- b. Website
- c. Service Continuity Plan
- d. Data Protection Act 2018

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 – Management Sub-Committee

## Minutes of the meeting held in St Michael’s Suite at the Frank Jordan Centre, Lichfield Street, Stone on Tuesday 18 December 2018

**PRESENT:** Councillor J. Davies in the Chair and  
Councillors: Mrs E. Mowatt, , M. Shaw, and R. Kenney

By Chairman’s invitation: Councillors: P. Leason and Mrs J. Hood

**ABSENT:** Councillors: Mrs M. Goodall, M. Williamson, I. Fordham, M. Green and  
Mrs K. Green

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**MAN19/018** Apologies

Councillors: Mrs M. Goodall, M. Williamson, M. Green and Mrs K. Green

**MAN19/019** Declarations of Interest and Requests for Dispensations

None received

**MAN19/020** Representations from Members of the Public

None received

**MAN19/021** Future IT Support for Elected Members

The Sub-Committee considered the report of the Town Clerk\* with information on the costs of providing IT support for elected members. The Town Clerk referred back to a discussion several months ago where the electronic publication of agendas rather than a paper copy was explored. The report provided information on the costs of providing iPads to allow the Sub-Committee to consider the issue and determine whether to include appropriate financial provision in the budget for the new financial year.

**RECOMMENDED:** That the General Purposes Committee agrees to:

- a. Support the proposals for the provision of iPads to Councillors who opt to forego the receipt of paper agendas for meetings from May 2019.
- b. Propose the figures in the report to the General Purposes Committee for inclusion in the Council’s budget.
- c. Ask the Town Clerk to draw up a detailed scheme.

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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.

**MAN19/022 Budget 2019-20 – 2021-22**

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 22 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 again noted that fewer grant applications are being submitted by community organisations. It was suggested the funding opportunity (and uncomplicated nature of it) is publicised and 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 accepted.

**MAN19/023 Updates**

The Sub-Committee received updates on the following:

a. Plan HEADSTONE

The Town Clerk advised that no further progress had been made with the necessary updates to the Headstone protocol.

b. Website

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

c. Service Continuity Plan

The Town Clerk advised that the Service Continuity Plan was receiving consideration but had not been documented in writing as yet.

d. Data Protection Act 2018

The Town Clerk advised that the Town Council had dealt with all basic requirements of the legislation, with other data protection items being dealt with as they arise.

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e. Review of Civic Protocols

The review of civic protocols as a process has begun with a meeting to discuss the Remembrance Sunday event and how it might be improved in future years.

f. Future of IT Support for Elected Members

The Town Clerk advised that the outcomes on the three items that had been included in the original report are: the provision of iPads to members (currently being considered), email accounts for Members (now withdrawn), and a data base of information for Members (work is slowly ongoing).

A record of decisions taken by the Town Council is being compiled as a first draft. This is being updated after each General Purposes meeting and a report will be given to the Sub-Committee when the office is satisfied that it is running properly.

**Chairman**

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