

# Stone Town Council – Management Sub-Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone on Tuesday 16 July 2019

**PRESENT:** Councillor J. Davies in the Chair and  
Councillors: I. Fordham, K. Argyle, Mrs A. Burgess, Mrs L. Davies, T. Kelt and  
R. Kenney

By Chairman's invitation: Councillors: A. Best and R. Townsend

**ABSENT:** No Councillors were absent

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**MAN20/001** Apologies

There were no apologies

**MAN20/002** Declarations of Interest and Requests for Dispensations

None received

**MAN20/003** Representations from Members of the Public

None received

**MAN20/004** Minutes

That the Minutes of the Management Sub-Committee Meeting held on the 18 December 2018 (Minute No's MAN19/018 – MAN19/023), be approved as a correct record.

**MAN20/005** Information Management

The Sub-Committee considered a number of methods put forward by the Town Clerk for disseminating management information electronically to Councillors.

These included:

- A data site to give direct access to agendas, minutes and other relevant information
- A chat system
- Constantly updated Council diary

The Town Clerk advised the Sub-Committee that he wanted to first ensure that

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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.

all iPads issued to Councillors were set up, and the training course completed.

RECOMMENDED: That the Chairman issues a note to Councillors outlining these ideas and inviting any new suggestions for additional information that would be useful to provide electronically.

**MAN20/006 CCTV for Council Chamber**

The Sub-Committee considered the benefits of installing CCTV in the Council Chamber for the purposes of providing live streaming of meetings to members of the public.

The Town Clerk confirmed that the last time he researched the issue he found it to be very expensive although different techniques for providing a CCTV system may now be available. He also said that consideration should be given to the impact on people feeling uncomfortable in meetings and other logistical issues.

RECOMMENDED: That the Town Council takes no action on installation of CCTV in the Council Chamber currently but looks at options again in the future.

**MAN20/007 Updates**

The Sub-Committee received updates on the following:

a. Plan HEADSTONE

The Town Clerk advised the Sub-Committee that since the Town Council started planning for the death of the Queen and other members of the Royal Family, national guidance had changed. It would now be necessary to draw up a new version of the protocol.

It was agreed that the Town Clerk in consultation with the Chairman of the Management Sub-Committee would produce a revised version of the Headstone Protocol including the removal of the two minutes silence and proclamation. The draft protocol would then be submitted to the General Purposes Committee for consideration.

b. Website

The Town Clerk advised the Sub-Committee that plans for the website had been superseded by suggestions made earlier in the meeting (information management) therefore no changes other than keeping the usual documentation up to date are planned. The new Marketing Assistant postholder will be asked to feed more information into the website.

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c. Service Continuity Plan

The Town Clerk advised that although preparations for a Service Continuity Plan had not been documented, the Town Council was continuing to improve its preparedness.

d. Data Protection Act 2018

The Town Clerk advised the Sub-Committee that the Town Council had already complied with the necessary key requirements (as advised by NALC) by the deadline of 25 May 2018 and other items would be dealt with as they arise.

**Chairman**

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