



Stone

Town Council

Town Clerk
Les Trigg

15 Station Road
Stone
ST15 8JP

Tel: 01785 619740

Email: clerk@stonetowncouncil.gov.uk

16 September 2019

Dear Councillor,

A meeting of the **MANAGEMENT SUB COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 24 SEPTEMBER 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 16 July 2019, Minute No's MAN20/001 – MAN20/007 (attached).

5. **Grant Aid Process**

To consider the Grant Aid process and criteria.

A Copy of the current form and details of the process and criteria are attached.

6. **IT Support**

To consider the performance of the Council's IT Support contractor.

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 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 and T. Kelt

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

ABSENT: No Councillors were absent

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

* 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.

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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Application for Grant Aid



Name of organisation:	
Purpose of organisation:	
Amount of grant requested:	Total cost of project (if appropriate):
Reason for grant request:	

Benefits to Stone residents:

Other sources of funding secured or being explored (with amounts where known):

Is this an "exceptional" request (see notes)? If so, please explain why the Council should treat it as an exception:

Grants awarded by the Council in the last two years, and the uses made of the funding:

Statement of support from Council appointed representative (if applicable):

Application for Grant Aid



Personal Details of Applicant

Name of organisation:	
Address:	Contact name:
	Contact telephone no:
	Contact email address:
<p>In submitting this application, I confirm that it is put forward with the full knowledge and approval of the submitting organisation, and agree that its contents may be made available to the public and that the application and any communications relating to it may be stored in a computerised system.</p> <p>I confirm that I have read the "Notes for Grant Applications" document. I have enclosed the organisation's most recent set of accounts and, where appropriate, a statement providing details of how grants made previously have been spent and a statement of support from the Council's representative on the Management Committee</p>	<p>Signed:</p> <p>Name:</p> <p>Position in organisation:</p>

How the information in this application will be used:

The first two pages of this application will be included in a public Council agenda, together with the organisation's accounts and any further information (other than this page) submitted in support of the application. It will also be stored within the Council's computer systems and published on its website. As part of a public record, the information will be stored indefinitely.

The information on this page will not be included in the public agenda, nor published on the Council's website. It may, however, be stored within the Council's computer systems and may need to be disclosed if required by legislation. As part of a public record, the information will be stored indefinitely.

Whilst the form above requests an address, telephone number and email address, you are only required to provide sufficient information for the Council to contact you with any queries in advance of the application being considered and to let you know the outcome.

Notes for Grant Applications

Stone Town Council has a sum of money which is available for local organisations to bid against for grant aid. In order to ensure that these funds are distributed as fairly and effectively as possible, the Council has determined a set of criteria against which applications will be considered. These relate to who can qualify to receive a grant, and how much they can be paid. The guidelines are set out below.

Qualifying Criteria

In order to be considered for a grant from Stone Town Council, applicants must be a properly constituted organisation and meet the following conditions:

1. They provide a service or services which benefit the residents of the Town Council's area.
2. They must not be political or primarily a lobbying organisation.
3. They have fully completed the Council's application process by the advertised deadline, which will include:
 - a. Completion of the standard application form,
 - b. Provision of the most up to date set of accounts for the organisation available at the date of the application deadline, where applicable,
 - c. Details of how any grants provided to the organisation in previous years have been spent.
 - d. Where the Council appoints a member to the organisation's management committee or similar body, a statement of support from that member in relation to the grant application.

Limits on the Level of Grants Available

In order to consider competing demands fairly, the Council will expect to award grants only at the July and February meetings of its General Purposes Committee, though it may be prepared to vary this in cases of extreme emergency.

The Council will aim to distribute grants widely, and to those applicants presenting the greatest need. To this end, other than in very exceptional circumstances, grants will be awarded:

1. Up to a maximum of £500 per organisation in any financial year.
2. To organisations holding less than 12 months' net expenditure (excluding grants) in reserves. The definition of reserves in this case excludes reserves which are legally earmarked to specific spending and cannot be used to support the proposals for which grant aid has been sought.

Where an application would exceed these limits, organisations are still invited to apply to the Council, but will need to explain in the "exceptional request" section of the application form why the Council should treat it as an exception. Similarly, any emergency applications for meetings other than July and February should complete this section to explain why the request would not wait until the following meeting.

Application Process

In order to be considered at the July or February meetings, fully completed applications will need to be received at the Council's offices at 15 Station Road, Stone, ST15 8JP no later than three weeks in advance of the published date of the meeting.

Applications can also be emailed to clerk@stonetowncouncil.gov.uk in Microsoft Word or Adobe Acrobat (.pdf) format. Copies of the form in either format are available on request to this address, and can be downloaded from the Council's website at www.stonetowncouncil.gov.uk.

For further help and information please contact the Town Council at the above address, or telephone 01785 619740.