

**Main Issues Arising: Standing Committee workload/ Staffing update**

MINUTES OF THE MEETING OF THE MANAGEMENT AND ESTABLISHMENT COMMITTEE HELD AT 8PM ON TUESDAY 24<sup>TH</sup> SEPTEMBER 2013 AT THE CIVIC HALL, POYNTON

PRESENT

Chairman: Cllr P Hoyland

Cllrs. L A Clarke, C Gorst, Mrs J Saunders and G Smith,

Also attending under SO 56: Cllr Mrs S Horsman

**PART A**

53. Apologies for absence

Cllr A Smith

54. Declarations of Disclosable Pecuniary and Other Interests

None

55. Record of the previous meeting held on 30<sup>th</sup> July 2013

**RESOLVED: That the minutes of the Management and Establishment Committee meeting held on 30<sup>th</sup> July 2013 are approved and signed by the Chairman (NC)**

56. Standing Committee Workload Streams

The Clerk provided an amended matrix on the Main Workload Streams for each Standing Committee. The Clerk explained that this is a work in progress. He will amend it by adding a column naming the lead person on a project. He asked for suggestions and details that could be added or amended as required.

Cllr Hoyland suggested inserting the name of each Committee Chairman on the top of each page below the Committee name. Cllr Mrs Saunders said it

was much better than the previous matrix because it highlights all the work that is being done in a simple format.

The Committee considered the amendments and changes to the matrix as noted by the Clerk.

Regarding the merging of the Civic Hall and Library as noted in the FIED matrix, the Clerk explained that there will be a holding brief at the next Committee meeting on the 30<sup>th</sup> October 2013, with a recommendation that a paper detailing the business case is submitted to a meeting of the full Town Council.

On the Coppice Road allotments, Cllr Mrs Thornton-Maddocks is casting a legal eye over both the lease and tenancy agreement. The Clerk spent Sunday morning attending the Coppice Road Allotments Association AGM to provide support to the Chairman Phil Swift, who has been holding the line for some time. Phil Swift has done a good job in his Chairman's report reflecting most of the Town Council's wishes and requirements in terms of going forward. The Clerk said there were a number of allotments being neglected. The Clerk suggested that the Town Council introduces a much tighter regime in terms of those neglecting their plots, and also addresses the current wait list of 65. A holding brief is in preparation to go to the FIED Committee, with a substantive brief, with recommendations, going to the next full Town Council.

The Clerk will revise the workstream matrix in line with the discussion, and send it to the Chairmen. Cllr Clarke suggested that once it is finalised it should be distributed to all Councillors. The Chairman also noted that in the lead column it should not only identify the lead Chairman but also the lead member of staff. This would help increase awareness of the Town Council's current workload, affecting both members and officers.

**RESOLVED: That the new matrix on the Standing Committee Main Workload Streams is received, that the amended version is approved by the individual Chairmen and then circulated to all Councillors for information (NC)**

**(PART B removed for the public record)**

The meeting concluded at 8.40 pm