

**MAIN POINTS COVERED: Appointment of Adult Health and Wellbeing Coordinator/ Annual Town Assembly/ Town Council's Complaints Procedure/ Flying of Union Flag**

MINUTES OF THE MEETING OF THE MANAGEMENT AND ESTABLISHMENT COMMITTEE HELD AT 8PM ON TUESDAY 30<sup>TH</sup> APRIL 2013 IN THE VERNON ROOM, CIVIC HALL, POYNTON

PRESENT

Chairman: Cllr A Smith

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

Cllr H Murray, substituting for Cllr P Hoyland (SO 54):

34. Apologies for absence

Cllrs. C Gorst and P Hoyland

35. Declarations of Pecuniary or Other Interests

There was a brief debate about any Non-Pecuniary Interests arising from the recruitment of the Adult Health and Wellbeing Coordinator. Members agreed that, since the decision to be reached at tonight's meeting concerned the composition of the shortlisting and interview panel, which was in any case to be delegated to the Clerk, no such interests needed to be declared. The Clerk undertook to ensure that SOs 58, 59 and 60 relating to appointments to the Town Council were applied.

36. Minutes of the previous meeting held on 19<sup>th</sup> March 2013

ChALC - The Clerk informed the meeting that a decision was taken at the F&GP meeting on 22<sup>nd</sup> April 2013 to renew the Town Council's membership of ChALC for 2013/14. It was also resolved that the F&GP Committee should review membership on an annual basis.

**RESOLVED: That the minutes of the meeting held on 19<sup>th</sup> March 2013 are approved (3 - 2 abs)**

37. Appointment of an Adult Health and Wellbeing Coordinator

Cllr Mrs Saunders explained that this new, part-time position has been advertised locally, and there is a need to appoint an interview panel. In her written brief she had suggested a list of people who could be considered. Following discussion it was agreed that the interview panel should consist of two Councillors, one external member, the Clerk and the Youth Co-Ordinator

as observer. Cllr King and Dominic Anderson of Age UK should be approached first. The Clerk requested that the panel's remit include both shortlisting and interviewing.

**RESOLVED: That the report be received; that the Clerk be authorised to approach the members in various categories in the priority order given; and that the panel be responsible for both shortlisting and interviewing (NC)**

#### 38. Annual Town Assembly

The Clerk presented his written report on how the Town Council's participation in the Annual Town Assembly could be improved, and invited views. The Chairman noted that the quality and the quantity of the Town Council's reports should be considered, with emphasis on an Executive Summary which highlights the main issues. Cllr Mrs Saunders said that the attendance at the Annual Assembly of outside bodies such as the police and local schools would be a step forward. She agreed that a summary of each report concentrating on the achievements and topical issues facing each Committee would be effective. This could also be advertised in a special edition of the PUN and the proceedings Tweeted live.

**RESOLVED: That the report be received, and that the ideas described in the report are adopted at the next Annual Town Assembly, subject to any procedural or statutory considerations governing such meetings (NC)**

#### 39. Town Council's Complaints Procedure

The Clerk explained that he wished to make the Complaints Procedure clear in that if anybody wished to make a complaint against any member or co-opted member for failing to observe the Code of Conduct, they have the option either of adopting the Cheshire East Complaints procedure, and go directly to the Monitoring Officer, or of following the Town Council's Complaints Procedure. The latter procedure also makes it clear that the complainant can refer the complaint to the Monitoring Officer at any stage.

**RESOLVED: That the Complaints Procedure is received and recommended for approval by the Town Council (NC)**

#### 40. Union Flag at Half Mast

**RESOLVED: That the action taken under SO 51, concerning the flying of the Union Flag at half mast on the occasion of Baroness Thatcher's funeral, be noted and that the Union flag is flown at half mast for the funeral of any serving or former Prime Ministers, subject to any advice or directive from central government (NC)**

The meeting concluded at 8.30 pm