

Main matters arising: Handbook for Town Council employees/ Workload streams matrix/ Information Technology and Communications, Equal Opportunities and Confidential Reporting Policies/ Town Council achievements/ Complaint brought against a Member/ Complaint made by the Mayor/ Staffing update

MINUTES OF THE MANAGEMENT AND ESTABLISHMENT MEETING HELD AT 8.00PM ON TUESDAY 4TH MARCH 2014 AT THE CIVIC HALL, POYNTON

PRESENT

Chairman: Cllr P Hoyland

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

Attending under SO 54: Cllr M Beanland substituting for Cllr A Smith

Attending under SO 56: Cllrs. Mrs S Horsman and Mrs J Sewart

PART A

78. Apologies for absence

Cllr A Smith

79. Declarations of Disclosable Pecuniary or Other Interests

Cllr Hoyland declared a non-pecuniary interest in item 84, and left the room, while Cllr Beanland declared a disclosable pecuniary interest in the last item, 86, and left the meeting.

80. Minutes of the previous M&E meeting held on 21st January 2014

RESOLVED: That the minutes of the M&E meeting held on 21st January 2014 are approved as an accurate record and signed by the Chairman (NC)

81. Handbook for Town Council Employees

Members considered the revised draft of a new Handbook for Town Council employees, as amended at the previous M&E Committee meeting of 21st January 2014.

Some further minor amendments were suggested, including the insertion of a document control box at the end of the Handbook, and these will be incorporated.

RESOLVED: That the Employee Handbook, with further minor amendments as suggested, is approved (NC)

82. Main Workload Streams Matrix

Members considered the updated version of the Main Workload Streams matrix as sorted by Committee.

COPS

On the issue of CCTV, Cllr Mrs Saunders confirmed that she recently met with Steph Corden at Cheshire East, who had provided some detailed documentation on the legalities and administration involved in managing our own CCTV network.

Cllr Mrs Saunders was investigating whether PCSOs could be given more powers, and in particular to issue parking tickets, in an attempt to deal with indiscriminate parking on Park Lane. Members agreed that there was now greater visibility of PCSOs following their move to the new police station, and that they were sending more Tweets.

Concerning the renewal of the Leisure Centre Joint Use agreement, Cllr Mrs Saunders expected this to happen in May/June.

Cllr Beanland informed members of a resident at a recent Town Council Surgery suggesting that passengers be accepted on the P1 for the last run of the day, given that it came back through Poynton anyway on its way back to the depot. Cllr Hoyland also reminded members of his suggestion that the P1 extend its run to Stepping Hill Hospital at off peak times, when it was often ahead of schedule. Cllr Mrs Saunders agreed to raise both points with Chris Williams at CE Transport.

FIED

Cllr Gorst informed the meeting that the Leader of CE Council, Cllr Michael Jones, had agreed to meet with Cllr Gorst later in the month to discuss possible improvements to Middlewood Station, to encourage greater usage.

Cllr Mrs Saunders reported that CE were amenable to the transfer of the double garage at Barnaby Field to the Town Council, who required it for storage. CE may build changing rooms alongside it.

Planning

Cllr Hoyland said that as part of the Local Plan, the Site Allocation Plan would be decided in the coming months. Cllr Mrs Saunders said that the use of the former Vernon Infants School to be developed for Extra Care Housing had been revived, and a paper was expected to go to the CE Cabinet this Spring. Cllr Clarke referred to some guidance on the use of redundant school buildings for development, stating that only the footprint of the buildings and any asphalted areas could be taken into account – playing fields should be excluded.

With reference to the former BAE Systems site at Woodford, Cllr Hoyland said that whereas the Stockport SPD took into account the combined MEDS A and B sites as the area to be developed, excluding the runway and any green areas, Harrow Estates were now claiming that the whole of the site had been previously developed, and so could be included in their plans.

Workload

Cllr Hoyland asked that the whole question of resource be put on the agenda of the next M&E Committee meeting. There were a number of hot topics, that were resource intensive, as well as some 'slow burners'. Once debated at M&E, Cllr Mrs Sewart thought that the workload matrix needed to be tabled at a Town Council meeting, with some solutions presented on the resourcing issue. She also said it was important to stress at Town Council that the debate was not a forum for personal criticism.

RESOLVED: That the updated version of the Main Workload Streams Matrix is received, and that a wider debate on workload and resource should feature at the next M&E Committee meeting as the main agenda item (NC)

83. Information Technology and Communications, Equal Opportunities and Confidential Reporting Policies

RESOLVED: That the draft policies be approved, subject to the amendments suggested (NC)

84. Town Council Achievements

Cllr Mrs Sewart had circulated a draft paper detailing some of the Town Council's achievements. Members thought this had merit, and suggested other issues that might be included. Cllr A Smith, who was not able to attend the meeting, had e-mailed Cllr Mrs Sewart the previous day with a range of good ideas. It was also felt important to outline what we don't do as a Town

Council. Cllr Mrs Saunders thought it would be useful to drip feed such information to our residents over a longer period, while Cllr Hoyland thought we should also be directing such material towards the media.

RESOLVED: That the paper be received, that any further ideas be fed to Cllr Mrs Sewart, and that a short version of the paper be prepared for the 2014 Annual Town Assembly.

85. Verbal Update concerning a complaint brought against a Member

Cllr Hoyland left the room, given that he was the subject of the complaint. Cllr Clarke was voted as Chairman for this item. The Clerk explained that Cllrs A Smith and Gorst had been selected to investigate this complaint, which concerned an invitation issued by Cllr Hoyland to the Leader of CE Council to attend an informal briefing with the Town Council. Cllr Smith had made it clear that he and Cllr Gorst had first had to deal with a complaint brought by the Mayor against a member of staff. This had now been concluded, and Cllr Smith had e-mailed the complainant regarding this particular complaint, so it was now in hand.

RESOLVED: That the verbal update be received (NC)

The public and media were not admitted to PART B of this meeting. Town Council Standing Order 71(b) (i) refers: "Information relating to a particular employee, former employee or applicant to become an employee of the Council".

PART B record removed from the public record

The meeting concluded at 9.50pm