

Main matters arising: Management of meetings/ Resource and staffing update

MINUTES OF THE MANAGEMENT AND ESTABLISHMENT MEETING HELD AT 8.00PM ON TUESDAY 15TH APRIL 2014 AT THE CIVIC HALL, POYNTON

PRESENT

Chairman: Cllr P Hoyland

Cllrs. L A Clarke, C Gorst, A Smith, G Smith

Attending under SO 54: Cllr H Murray substituting for Cllr Mrs J Saunders

Attending under SO 56: Cllr R E West, for item 91 only

PART A

88. Apologies for absence

Cllr Mrs J Saunders

89. Declarations of Disclosable Pecuniary or Other Interests

None declared

90. Minutes of the previous M&E meeting held on 4th March 2014

RESOLVED: That the minutes of the M&E meeting held on 4th March 2014 are approved as an accurate record and signed by the Chairman (5 – 1 abs)

91. The Management of Meetings

Cllr P Hoyland led a discussion about the management of meetings, with regards to chairmanship, to the quality, style and length of written records of meetings, and whether voice recordings should be made of meetings. The latter was both to have a verbatim record, and also perhaps to encourage better behaviour. Cllr Clarke said that very few meetings had been problematical – the majority were well-ordered. Recordings can also go viral on social media and subject the Council to ridicule. On balance, members agreed that the voice recording of Town Council meetings was not a good idea.

On chairmanship, Cllr Murray underlined the importance of allowing healthy discourse at meetings, not just sequential set piece comments from those attending. He added that Chairmen should also not allow speakers to go off

on personal tangents. After some debate it was agreed that training should be offered to any new Chairmen after the Annual Town Council meeting in May, and also that any new members be provided with induction, organised by M&E.

RESOLVED: That Chairmen of Town Council Committees be offered internal or external training following the Annual Town Council meeting in May, and that voice recordings are not made of Town Council meetings (NC)

92. Resource and Staffing

Note: While the bulk of this issue is dealt with under PART B members asked that the first part of the Clerk's brief be included with the PART A record – this is below:

1. Projects/Programmes

I thought it might be useful to list the larger projects and programmes that will involve the Civic Hall team in 2014/15:

- Civic Hall/Library merger – managing disruption during construction and new reception
- VAT returns on room hire – Town Council to absorb 10%
- Shared Space remedials
- Neighbourhood Plan
- Community transport – recruitment of administrator and launch of scheme
- 'Shopmobility' – agreement with Co-op and launch of scheme
- Coppice Road Allotments (plus other transfers?)
- First World War commemoration events
- Other community events
- Transfer and Service Level Agreement for Air Quality monitoring
- CCTV

- Inclines management
- Refurbishment programme for TC play parks
- Poynton in Business (diminishing role)
- Men In Sheds/Meals on Wheels/IT training etc

2. The Team

There are 11 members of the Civic Hall team, two full time, nine part time.

Hours shown are per week:

The Clerk – ‘Executive’ hours, c. 50 hours

Operations and Events Manager/Deputy Clerk – 37 hours, plus TOIL

Finance and Hiring Manager – 20 hours

Youth Coordinator – 20 hours, plus TOIL

Adult Health and Wellbeing Coordinator – 20 hours, plus TOIL

Caretaker – 32 hours, plus authorised overtime

Village Handyman – 30 hours, plus authorised overtime

Receptionist/Information Assistant (x 2) – 23 hours/19.5 hours

Evening Superintendent (x 2) – c. 10 hours, plus authorised overtime

3. Main Duties/Activities

The Clerk – Day to day Council business, Responsible Finance Officer, Line Manager to 6 staff, special projects, Mayoral admin etc.

Operations and Events Manager – Main operational interface with Cheshire East, day to day operational tasks around the village, main link to Poynton In Business, Poynton in Bloom, Community Links, Resilience Plan, Inclines management, Line Manager to 4 staff.

Finance and Hiring Manager – In charge of all room hire, day to day finance and payments (including liaising with our payroll provider), Year End accounts.

Youth Coordinator – Social mapping, working with local schools and PCSOs to engage with Poynton’s young people, coordinating community events, identifying and applying for third party funds.

Adult Health and Wellbeing Coordinator – Community transport and Shopmobility schemes, Home Services scheme, Elderly and vulnerable persons database, intergenerational work with Youth Coordinator, encouraging independent living, partnering with other agencies/stakeholders.

Caretaker – Cleaning and minor repairs in Civic Hall, configuring meeting rooms to customer requirements, banking visits on behalf of Finance and Hiring Manager, covers for Handyman’s leave.

Village Handyman – Minor repairs and maintenance in village, bin emptying, cutting back of shrubbery, delivery of agenda packs, litter picking, covers for Caretaker's leave.

Receptionist/Information Assistant – Daytime cover. Manning switchboard. Responding to resident and visitor enquiries, by phone and in person. Admin duties (photocopying, assembling agenda packs and stationery orders), provision of refreshments for meetings, managing CAB appointments.

Evening Superintendent – Evening cover, opening and locking Civic Hall, attending to hirer needs.

See PART B below

This section has been removed from the public record on the basis of 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”

The meeting concluded at 9.25pm