

**Main points arising: Review of Standing Orders / Project Management and communications / Website updates / Business processes / New Clerk media release / Christmas and New Year opening times.**

MINUTES OF THE MANAGEMENT & ESTABLISHMENT COMMITTEE MEETING HELD AT 8.00PM ON MONDAY 19<sup>TH</sup> OCTOBER 2015 AT THE CIVIC HALL, POYNTON.

PRESENT

Chairman: Cllr Mrs J Sewart

Cllrs: I Hollingworth (VC) and L A Clarke.

Also attending: Under SO 54: Cllr G Smith (substituting for Cllr C A Gorst)  
Under SO 56: Cllr Mrs S J Gilmore

15. Apologies for absence

Cllrs C A Gorst, H Murray and Mrs J Saunders.

16. Declarations of Disclosable Pecuniary or Other Interests

None.

17. Minutes of the Management & Establishment Committee meeting held on 6<sup>th</sup> July 2015.

**RESOLVED: That the minutes of the meeting of the Management & Establishment Committee meeting held on 6<sup>th</sup> July 2015 are approved as an accurate record and signed by the Chairman. (NC)**

18. To receive a verbal update on the review of the Town Council's Standing Orders by the Working Group.

**RESOLVED: That the January 2015 revision of the Town Council's Standing Orders are approved for use as the basis of the current review. (NC)**

The inclusion of a dress code for councillors was discussed, along with the terminology to be used and the option of different dress codes for different civic events e.g. Mayor-making, full Council and committees.

**RESOLVED: That Councillor dress codes should appear on the agenda of the Council meeting on 16<sup>th</sup> November 2015, Cllr Mrs S J Gilmore provide a generic policy and the Clerk approach the Council's retained HR consultants for a standard dress code policy. (NC)**

A number of further revisions to the Town Council's Standing Orders were discussed and agreed.

**RESOLVED: That the revised Town Council Standing Orders be on the agenda for discussion at the Council meeting on 16<sup>th</sup> November 2015**

**and that revisions to the Town Council's Financial Regulations be discussed at the Finance & General Purposes Committee on 2<sup>nd</sup> November 2015. (NC)**

19. To consider proposals from Cllr Mrs S-J Gilmore for improved project management and communication thereof.

Cllr Gilmore outlined proposals for improving project management and Councillors discussed the systems and documentation used to start, progress and complete Working Groups. Raising awareness of the Working Groups both within the Council and with residents was also discussed.

**RESOLVED: That Cllr Mrs Gilmore be asked to produce a simplified version of the project management and communications documentation using Council terminology and that this should be presented to full Council. (NC)**

20. To consider proposals about updating the Town Council web-site.

Councillors noted that the Council Meeting Schedule for 2015/16 was difficult to find on the Town Council website. New photographs of all Councillors on the website were discussed. Cllr Clarke said he would forward these to the Clerk.

**RESOLVED: That the Clerk be asked to include the Council Meeting Schedule for 2015/16 in the "Your Council" tab on the Town Council website and that a link be added to the top of the Homepage. The Clerk would also update the photographs of councillors on the website. (NC)**

21. To consider improving the business processes of the Town Council.

The idea of supplying councillors with electronic copies of meeting agendas and agenda packs was discussed. Cllr Clarke requested clarification of the legality of this under the Local Government Act 1972.

**RESOLVED: That the Clerk clarify whether meeting agendas and/or associated documentation can be supplied to Councillors solely electronically under the Local Government Act 1972 and that the issue be deferred for further discussion at the next Management and Establishment Committee meeting on Monday 7<sup>th</sup> December 2015. (NC)**

22. To consider an article for the Poynton Post titled 'The Old and the New Clerk'.

**RESOLVED: That the Clerk draft an article and submit this for approval by the Chairman of the Management and Establishment Committee. (NC)**

23. To consider the proposed opening hours of the Civic Hall for Christmas and New Year 2015/16.

**RESOLVED: That the proposed opening hours of the Civic Hall for Christmas and New Year are approved with one amendment, that Wednesday 23<sup>rd</sup> December 2015 hours be 9.00am to 12.30pm and 2.30pm to 5.00pm to allow the Civic Hall team a Christmas lunch. (3 for, 1 abstention)**

The meeting concluded at 10.00pm.