

MINUTES OF THE MANAGEMENT AND ESTABLISHMENT COMMITTEE
MEETING HELD AT 8.00PM ON MONDAY 9TH JULY 2018 AT THE CIVIC
HALL, POYNTON.

PRESENT

Chairman: Cllr I Hollingworth

Cllrs: L Berry, C Gorst, Mrs J Saunders, Mrs J Sewart and Mrs N Wylie

Offices in attendance: L Osborn (Town Clerk) and T Juss (Minute Taker)

1. Anyone attending or present at the Committee meeting declares that they are making, or intend to make, an audio recording and/or film the meeting

The Minute Taker confirmed that the meeting is recorded for the purposes of minute taking and the recording is deleted within a week when the draft minutes are produced.

There were no other declarations.

2. Questions from members of the public

There were no members of the public in attendance.

3. Apologies for absence

Apologies for absence were received from Cllr L A Clarke.

4. Declarations of disclosable pecuniary or other interests

There were none declared.

5. Approve as an accurate record the minutes of the previous meeting of the Management and Establishment (M&E) Committee meeting held on 16th April 2018

RESOLVED: That the minutes of the previous meeting of the Management and Establishment (M&E) Committee meeting held on 16th April 2018 are approved (5 for, 1 abstention)

6. Note the remit for the Management and Establishment Committee.

Members reviewed the remit of the Management and Establishment Committee.

There was a suggestion on whether to include assistance on fundraising activities for the Mayor within the remit. This is to ensure the success of the current Mayor is continued by future Mayors who may require support. From discussion the following points were agreed:

- To number the bullet points in the remit.
- To obtain advice on ensuring the correct process for recording and monitoring the finances from fundraising for Mayoral activities.
- To explore administrative support for the Mayoral activities.
- The Clerk to report on the findings to a future meeting of the committee to help formalise the Town Council processes.

RESOLVED: That the remit of the Management and Establishment Committee is noted. That the bullet points in the remit are replaced with numbering. That advice is obtained to ensure improved processes for recording and monitoring the fundraising for Mayoral activities and explore the required administrative support. That the Clerk report on the findings to a future meeting of the committee to help formalise the Town Council processes (NC)

7. Receive a verbal update from the Chairman, including to note the decision taken at the meeting held under Standing Order 51 on 18th June 2018.

The Clerk confirmed that the post for a Building Supervisor has been advertised. The closing date is 17th July 2018. The Clerk will also publicise the vacancy at Men in Sheds.

RESOLVED: That the verbal update from the Chairman, including to note the decision to recruit a Building Supervisor (casual), taken at the meeting held under Standing Order 51 on 18th June 2018, is received (NC)

8. Consider revisions to the Handbook and associated policies/procedures for Town Council employees, including a new capability policy.

The Clerk explained that a revised and updated Handbook and associated policies/procedures for Town Council employees, including a new capability policy has been received from Wirehouse. The Clerk spoke on the document. Members requested that the Handbook is circulated to all committee members along with the covering email from the Clerk.

From discussion the following points were agreed:

- Page 7; to read, “a member of the senior management team or the clerk”.
- Personal relationships; to add, “to declare a close relationship with a councillor”.
- Cameras; to add a memo (by the clerk) to enable photos for work purposes.

It was agreed that driving licences for any council staff member using the Town Council vehicle are subject to a six month check rather than the current annual check.

The Code of Conduct and Interest Forms for councillors will be reissued at the start of each Civic year.

Although some highlighted revisions were addressed Members agreed to report any other amendments.

RESOLVED: That the revisions to the Handbook and associated policies/procedures for Town Council employees, including a new capability policy are received. That Members receive the Handbook, to be circulated by the Clerk, and report any amendments (NC)

9. Consider and agree any communication messages arising from this meeting.

RESOLVED: That the communication message to advertise for a Building Supervisor is promoted at Men in Sheds (NC)

Part B

**Part B has been removed from the public record - Town Council Standing
Order 71(b)(i)(1) refers**

Meeting end time: 9.15pm

Chair.....

Dated.....