

MINUTES OF THE MANAGEMENT AND ESTABLISHMENT COMMITTEE MEETING  
HELD AT 7.15PM ON MONDAY 29<sup>th</sup> JANUARY 2018 AT THE CIVIC HALL, POYNTON.

PRESENT

Chair: Cllr Mrs N Wylie

Cllrs: L A Clarke, H Murray and Mrs J Saunders

29. 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 Town Clerk confirmed that the meeting is recorded for the purposes of minute taking.

There were no other declarations.

30. Questions from members of the public

There were no members of the public present.

31. Apologies for absence

Cllrs C Gorst and I Hollingworth.

32. Declarations of disclosable pecuniary or other interests

None were declared.

33. Approve as an accurate record the minutes of the previous meeting of the Management and Establishment (M&E) Committee meeting held on 29<sup>th</sup> November 2017

Cllr Murray reported that a full report about the new model of policing went to the Community, Order and Public Safety Committee on 15<sup>th</sup> January 2018.

**RESOLVED: That the minutes of the previous meeting of the Management and Establishment (M&E) Committee meeting held on 29<sup>th</sup> November 2017 are approved as an accurate record.**

34. To receive and consider a policy on uniforms.

Minor amendments were made to the draft policy.

**RESOLVED: That the draft Uniform policy is agreed with the minor amendments (NC).**

35. To receive and consider an update from the future of policing task and finish group

Cllr Murray provided a verbal update. The proposal passed through the Community, Order and Public Safety Committee on 15<sup>th</sup> January 2018. The budget is aligned. The wording for the adverts is ready. Details of uniform suppliers are being sought.

Cllrs Murray and Saunders met the Head of Strategic Services, Cheshire East Council who has asked officers to research the process to delegate powers for fixed penalty notices for parking to Poynton Town Council Community Support Officers (CCSOs). There are currently two options. The first is that Poynton Town Council is a sub-contractor to Cheshire East Council. The second is that there is a service level agreement between Cheshire East and Poynton Town Councils which states that CE cannot move the CCSOs out of Poynton and will handle salaries, pensions etc.

Cllr Murray explained that at the COPS meeting on 15<sup>th</sup> January 2018, the Superintendent, Chief Inspector, and Sergeant were not fully aware of the definition of 'community' to be covered by the Police Community Support Officers and were not able to tell the committee what is in the service level agreements but want to work in partnership with the Town Council.

The task and finish group is working through the management checklist. The group has received positive help from Police officers and Police staff, together with Cheshire West and Cheshire staff based at Blacon Police station and who are responsible for the running of the Chester community warden scheme.

**RESOLVED: That the verbal report is received (NC)**

36. To receive a verbal update from the personnel task and finish group

Cllr Wylie reported that Lisa Painter has been appointed as Building Supervisor (casual).

**RESOLVED: That the verbal report is received (NC)**

37. To receive and consider an update from the Town Clerk.

The Clerk gave a verbal report on staffing issues. Lisa Painter began her induction on 23<sup>rd</sup> January and is likely to work her first shift on 4<sup>th</sup> February. She will then be asked if she is available to carry out some room set-ups to free up the Village Ranger to work outside.

**RESOLVED: That the verbal report is received (NC)**

38. To consider the annual civic awards process.

**RESOLVED: That the Clerk appeal for nominations for civic awards to be made and that these come to the Management and Establishment Committee for confidential consideration. That the events on Civic Sunday are as usual. That a task and finish group comprising Councillors Hollingworth and Wylie is formed (NC).**

It was proposed that the meeting move to Part B.

**RESOLVED: That the meeting move to Part B was approved (NC).**

## Part B

***The public and media are not admitted to Part B of this meeting – Town Council Standing Order 71(b) (i) refers***

39. To receive and consider an update on staffing issues from the Town Clerk.

40. To consider and agree any communication messages arising from this meeting

The following communication messages arising from this meeting were agreed:

- A new Building Supervisor has been appointed by the Town Council
- The Civic Award nominations are publicised

**RESOLVED: That the communication messages are approved.**

Meeting end time: 7.55pm