MINUTES OF THE MANAGEMENT AND ESTABLISHMENT COMMITTEE HELD AT 8.00PM ON MONDAY 12TH JANUARY 2026

PRESENT

Chairman D Belcher.
Cllrs K Booth, L Clarke, P Oakes, J Saunders and H Whitaker

Officer in attendance: Haf Barlow (Clerk)

25. 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.

No recording of the meeting was made.

26. Questions from members of the public

There were no members of the public in attendance.

27. Apologies for absence

Cllr L Podmore

28. Declarations of disclosable pecuniary or other interests

There were no declarations of disclosable pecuniary or other interests from Members.

29. To approve as an accurate record the minutes of the previous meeting of the Management & Establishment Committee meeting held on 23rd October 2025.

RESOLVED: That the minutes of the Management & Establishment committee held on 23rd October 2025 are approved. (5 for, 1 abstention)

30. To note that there are no outstanding items on the action log

RESOLVED: That the update on the action log for 2025-2026 is received. (NC)

31. To consider a report from the Clerk on the contents of the safe and to agree the recommendations.

Members discussed the Clerk's report.

RESOLVED: That the report from the Clerk is received. That the items in the list are actioned in accordance with the Clerk's report. It is agreed that the following items should be archived – leases for Poynton Park, land improvement company order 205,

Stockport extension bill, Stockport Corporation notice, Poynton Band Loan Agreement. The charity documents should be disposed of (NC).

<u>32. To consider a report from the Clerk on items on the Strategic Plan that fall under this committee's remit and agree any action.</u>

Cllr discussed Councillor Surgeries and agreed in accordance with the Strategic Plan that additional pop-up councillor surgeries would be held. Cllr Whitaker and Cllr Oakes have trialled these and have been successful. A number of venues in the Town have agreed that the surgeries can be held there.

Civic Sunday, annual report, annual meeting all fall within the remit of this committee. No Civic Sunday/Civic Awards event was held last year. It was agreed that a Working Group should look at Civic Sunday, annual report, annual meeting and report to Town Council on its findings.

It was noted that there was an error in the list circulated by the Clerk and that BDP does not fall under this committees remit but the quarterly councillor leaflet does fall under this committee.

A residents' survey requires further discussion.

RESOLVED: That the list of strategic objectives falling under the committee, subject to the amendment to remove Bollington Disley Poynton Partnership and include the quarterly report is approved.

RESOLVED: That Cllr Whitaker will circulate dates for pop-up councillor surgeries.

RESOLVED: A Civic Sunday and Annual Meeting Working Group is set up. Membership of the group will be Cllrs Belcher, Clarke and Whitaker, the Clerk and the Marketing and Events coordinator. The Clerk will email councillors not on this Committee to ask if they would like to join the Working Group.

<u>33. To consider the committee structure and remits as agreed by Town Council and agree recommendations to Town Council.</u>

Members discussed the remits and the Clerk highlighted some areas where there is crossover between committees:

- Parking sits under the FIED Committee but is enforced by the Council Community Support Team
- Fly tipping and graffiti sit under P&E but is reported by the Council Community Support Team and if appropriate cleared by the Operations Team.
- Automated External Defibrillators sit under FIED but are checked weekly by the Council Community Support Team
- Biodiversity is under P&E but falls under the remit of the Communities Co-ordinator, Events and Marketing Manager and the Operations Manager.
- In addition, the PEAS scheme now only consists of three wheelchairs for hire so probably does not require committee oversight.

RESOLVED: That it is recommended to Town Council that Parking, fly tipping and graffiti will be delegated to the COPS Committee, that biodiversity policy will be delegated to the P&E Committee but all other aspects of bio-diversity such as events and community engagement will be delegated to the COPS Committee. The Automated External Defibrillator's will sit under the FIED Committee but will be checked by the Community Support Team.

34. To note the actions taken under SO51 to agree the appointment of a replacement administrative officer and council community support officer.

RESOLVED: That the actions taken under SO51 to agree the appointment of a replacement administrative officer and council community support officer is noted. (NC)

35. To resolve to exclude the press and public on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

RESOLVED: That to resolve to exclude the press and public on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted is accepted. (NC)

36. To receive a report from the Clerk on staffing and agree the recommendations included in the report.

The Committee reviewed the report. Members noted the recruitment arrangements for the Operations Manager post and agreed that Cllr Swatridge and Cllr Whitaker would join the Clerk on the interview panel.

The new HR company have advised that contracts should be re-issued to staff even though no contractual terms have changed. This is to ensure that they are compliant with the most recent legislation.

RESOLVED: That the report from the Clerk is received. That Cllr Swatridge, Cllr Whitaker and the Clerk will make up the interview panel (NC).

RESOLVED: That the Clerk will issue new contracts to staff as advised by the Town Council's HR company (NC).

Meeting end time: 8.45pm

Chair………………………………………

Dated……………………………………..