

MINUTES OF THE MANAGEMENT AND ESTABLISHMENT COMMITTEE MEETING  
HELD AT 8.00PM ON MONDAY 22<sup>ND</sup> FEBRUARY 2021 VIA TEAMS MEETING.

PRESENT

Chairman: Cllr Mrs J Sewart

Cllrs: K Booth, L A Clarke, P Oakes, Mrs J Saunders, Ms H Whitaker and Mrs N Wylie  
L Podmore under SO54

Officers in attendance: H Barlow, (Town Clerk), K McDowell, (Deputy Clerk) and T Juss  
(Minute Taker)

43. Recording of meeting

The shorthand assistant confirmed that the meeting is recorded for the purpose of minute taking and the recording is deleted when draft minutes are approved. There were no other declarations of a recording.

44. Questions from members of the public

The Chair proposed the order of business was amended to consider agenda item 7 regarding Poynton Legacy Fund as the next item of business.

**RESOLVED: That the order of business to consider agenda item 7 as the next item of business was agreed (NC)**

45. Receive and consider the proposal from resident Tony Penny, to create a Poynton Legacy Fund.

A member of the public, Mr Tony Penny spoke on the written report received by members outlining the proposal to create a Poynton Legacy Fund. Members thanked Mr Penny for his time and the comprehensive report.

Members considered the proposal and noted that the charitable purposes need to be clear and robust. Associated financial and legal matters would need to be managed by the Poynton Legacy Fund and not the Town Council. The management and arrangement of the Poynton Legacy Fund could be set up similar to the Poynton Almshouses Charity which is a charitable organisation and includes a member of the Town Council as a representative. The Clerk noted that the appointment of a representative to the organisation would need to be a full Town Council decision.

**RESOLVED: That the proposal from resident Tony Penny, to create a Poynton Legacy Fund was received. That for all councillors to have the opportunity to review the proposal for a Poynton Legacy Fund, the written report from Mr Tony Penny, is forwarded to the next full Town Council meeting to consider was agreed (NC)**

46. Apologies for absence

There were no apologies for absence.

47. Declarations of disclosable pecuniary or other interests

There were no declarations of disclosable pecuniary or other interests.

48. Approve the minutes of the previous meeting held on 19<sup>th</sup> January 2021.

**RESOLVED: That the minutes of the Management & Establishment committee meeting held on 19<sup>th</sup> January 2021 are approved (6 for, 1 abstention)**

49. Receive and consider the action log for 2020-2021.

**RESOLVED: That the action log for 2020-2021 was received (NC)**

50. Agree a response to the Cheshire East Food Charter.

Members considered the Cheshire East Food Charter. The Clerk spoke on the information received from the Town Council Communities Co-ordinator regarding food poverty which notes that although it is perceived that Poynton is an affluent area with no issues with food poverty, it has been demonstrated over the last weeks and months that there is a problem. This has been demonstrated, particularly, when school meals were stopped during the school holiday break and lunch boxes offered by local eateries and the Baptist Church for children where in high demand. The Town Council has helped with the call out and advertised the food collection in the PUN. In summary, there are issues of food poverty in Poynton. A member noted that there are also elderly residents who may also be experiencing this issue.

Members acknowledged the issues of food poverty and agreed that issues of obesity and healthy eating should also be incorporated and encouraged in the response to the Cheshire East Food Charter. This is because of the significant links with mental health and wellbeing when there is a healthy approach to eating.

Members considered various ideas and agreed that opportunities to increase the availability of allotments should be considered, this would also help to promote the seasonality of food. Planting of fruit trees, promoting healthy food, access to local suppliers and similar ideas to the "Get up and grown" programme would also provide a positive way forward.

**RESOLVED: That the Cheshire East Food Charter was received. That the Town Clerk and Communities Co-ordinator draft a response to the Cheshire East Food Charter to be circulated to the committee members for consideration was agreed (NC)**

51. Receive and consider the draft resilience plan and the report from the Town Clerk.

Members considered the draft resilience plan and the Clerk spoke on the accompanying written report. The Clerk noted that the key information will be posted on the Town Council website to ensure residents are aware of the resilience plan. The resilience plan also links to other key documents such as in the event of a flooding. Members agreed the resilience plan was an excellent document. This is a live document which will be reviewed once a year.

Members agreed that Lostock Hall School and Lower Park School are removed from the resilience plan because the buildings are only available during term time and that the representatives of the two Scout Huts in Poynton, the Workmen's Club, Middlewood House and the Poynton Leisure Centre are approached to see if they would be willing to become a places of safety in the case of an emergency.

**RESOLVED: That the draft resilience plan and the report from the Town Clerk were received. That the draft resilience plan, subject to the stated amendments, was approved. That the membership of the Emergency Management Response Team are agreed as:**

- The Clerk (Haf Barlow)
- The Deputy Clerk (Kate McDowell)
- Operations Manager
- Communities Co-ordinator (Sharon Duke)
- Council Community Support Supervisor (Gary Thurgoland)
- Chair of Management & Establishment Committee (Jo Sewart)
- Chair of COPS (Nicky Wylie)
- Chair of FIED (Kevin Booth)
- The Mayor (Lee Podmore)

**That the Clerk set up a Resilience Emergency Management Response Team, WhatsApp group; That the Clerk contact the places of safety to ask if they were prepared to continue to be places of safety. That the final resilience plan is shared with Cheshire East and the Environment Agency.**

**(NC)**

52. Consider a verbal report from the Clerk on Civic Sunday and agree any recommendations.

The Clerk provided a verbal report on Civic Sunday. The Clerk explained that usually by now the Town Council would be considering arrangements for Civic Sunday, however, this has been affected by the challenges of the pandemic. The Clerk asked whether in view of the parish's 150<sup>th</sup> birthday anniversary the Town Council would like to link the arrangements with those of Civic Sunday. The Clerk has contacted St George's Church to find out their plans for reopening from the national lockdown.

**RESOLVED: That the verbal report from the Clerk on Civic Sunday was received. That the Clerk liaises with St George's Church about their plans for reopening with a report to the full Town Council including any other possibilities such as a virtual**

church service or deferring the event until later in the year subject to the national lockdown when the arrangements become more apparent was agreed. That the Civic Sunday Working Group is reconvened once St George's Church plans for reopening become available was agreed (NC)

53. Consider and agree the headings for the annual report and to agree contributions.

The Clerk spoke on the suggested headings for the annual report and provided an outline of the contributions required.

**RESOLVED: That the headings for the annual report and contributions as outlined by the Town Clerk were agreed (NC)**

54. Receive a report from the Clerk on the standing orders.

The Clerk has reviewed the standing orders following the recent issues at neighbouring Handforth Parish Council. The Clerk explained the two main issues at the meeting of Handforth Parish Council were that councillors would not accept that the meeting had been properly called and there was the issue of disorderly conduct. In light of this, the Clerk outlined possible changes to the standing orders to ensure the standing orders remain robust.

**RESOLVED: That the verbal report from the Clerk on the standing orders was received. That the Standing Orders Working Group reviews the two items raised by the Clerk to update the standing orders, in light of the issues at the Handforth Parish Council meeting was agreed (NC)**

55. Receive an update from the Mayor in relation to the Town Council Business Survey.

Members received the following verbal update from the Mayor in relation to the Town Council Business Survey. Outcomes from the Town Council Business Survey are two-fold; one is to develop a business network and the other to develop a business directory. A small group of representatives from businesses have started to compile a business directory. The business directory has been circulated to over 50 companies but very little response has been received. The business network and directory are in the early stages of development.

**RESOLVED: That the update from the Mayor in relation to the Town Council Business Survey was received (NC)**

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

**RESOLVED: That the Resilience Plan as the communication message arising from this meeting was agreed (NC)**

57. **RESOLVED: Due to the confidential nature of the next two items of business the Press and Public were excluded from the meeting.**

58. Receive and consider a report from the Clerk and Deputy Clerk on staffing issues and to approve any recommendations contained therein.

The Clerk and Deputy Clerk provided the following verbal update on staffing issues:

- Staff continue to work from home during the current national lockdown.
- Staff appraisals have been delayed due to the most recent lockdown. Training for line managers to complete appraisals will be provided once lockdown ends and appraisals will be conducted
- The Committee agreed to fund the cost of an occupational health assessment approximate cost £350

**RESOLVED: That the verbal report from the Clerk and Deputy Clerk on staffing issues was received. (NC)**

59. Receive a verbal report from the Clerk on recruitment of the Operations Manager and Caretaker and to confirm the decisions made by the recruitment panel.

The Clerk provided a verbal report on recruitment of the Operations Manager and Caretaker. The expected start date for both will be agreed in the next few days but is likely to be the middle of March

**RESOLVED: That the verbal report from the Clerk on recruitment of the Operations Manager and Caretaker and the decisions made by the recruitment panel were received and agreed (NC)**

Meeting end time: 9.30pm

Chair .....

Dated.....