

MINUTES OF THE MANAGEMENT AND ESTABLISHMENT WORKING GROUP HELD AT 8.00PM ON MONDAY 12TH JULY 2021 VIRTUALLY VIA TEAM MEEETING

PRESENT

Chairman: Cllr Mrs J Sewart

Cllrs: L A Clarke, P Oakes, L Podmore, and Ms H Whitaker

Officers in attendance: Kate McDowell (Deputy Town Clerk)

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 Deputy Clerk confirmed that the meeting is recorded for the purpose of minute taking and the recording is deleted when the draft minutes are approved by the Committee.

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

Cllr Mrs Jos Saunders Nicky Wylie

4. Declarations of disclosable pecuniary or other interests

There were no declarations of disclosable pecuniary or other interests.

5. To receive and consider the action log for 2020-21.

Members discussed the action log and had no comments.

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

6. To receive and consider and update on the arrangements for Civic Sunday and agree any recommendations:

Members discussed the report and agreed the following:

- New date 26th September 2021
- The Caterer for the day will be Helen Ellis at Poynton Tea Rooms. £6.50 per head.
- The invite list will be limited to 100 guests as a maximum and will consist of;
 - o 18 Poynton Town Council Councillor's
 - o 20 Civic Dignitaries (inc partners and Knutsford)
 - o 36 Community Groups xs 1 rep from each (remove Poynton Post)
 - o 4 Mayor & Deputy Mayor, two guests each
 - o 1 Vicar
 - o 20 Nominees and 1 guest each

If, after replies have been received there are spaces the 18 Poynton Town Councillors should be asked if they would like to bring a guest, but only if there are enough spaces for all to be asked.

If a previous invitee complains about not being invited this year, the official response is that we are restricting numbers due to the covid pandemic.

RESOLVED: That the date, caterer and invite list for Civic Sunday 2021 are agreed as above (NC)

7. To agree and consider the use of an email disclaimer for Councillors

Members discussed and agreed that the disclaimer should be added to Councillor's email signatures. The Deputy Clerk was asked to send out full instructions on how to do this.

RESOLVED: That all Councillors should update their email signature to include the disclaimer and the Deputy Clerk should issue detailed instructions on how to add the statement (NC)

8. To receive and consider the Strategic Plan update and to note the progress.

Members discussed the plan and commented how pleased they were with the content and congratulated all the hard work that had gone into preparing it.

RESOLVED: That the progress on the Strategic Plan was noted and received (NC)

9. To receive and consider the updates to the resilience plan.

Members discussed the plan and noted that there are names on the document instead of positions. The Chair confirmed that the Clerk had previously confirmed to her that the document will be regularly updated and if the position holder changes the details will be updated. The Deputy Clerk advised that Cheshire East had agreed to facilitate a test of the plan in the near future and the results of which will be reported in due course.

RESOLVED: That the plan was received and the Clerk should be given authority to update contact details on a rolling basis, without the need for it to come back to this committee/working group for approval (NC)

10. To receive and consider the draft safeguarding policy and procedure.

Members discussed the policy and procedure and agreed it was a good, clear and concise policy.

RESOLVED: That the policy and procedure was received (NC)

11. To receive and consider the holiday policy and agree any recommendations

Members discussed the policy and asked for the acronym TOIL to be written in full the first time it is mentioned in the document.

RESOLVED: That the holiday policy was received subject to a minor alteration to explain the acronym TOIL (NC)

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

No communication messages are required.

RESOLVED: No communication messages are required from this meeting (NC)

13. Exclusion of the Press and Public

RESOLVED: That the Press and Public are excluded from the meeting pursuant to the Town Council's Standing Order 71 (NC)

14. To receive and consider a report from the Deputy Clerk on staffing issues.

The Deputy Clerk provided an update on staff absences, appraisals and training.

RESOLVED: That a recommendation is made to the Community, Order & Public Safety working group to consider if recruitment for a fourth member of the Council Community Support Team is required (NC)

RESOLVED: That the Deputy Clerk invites the Chair & Deputy Chair of this committee/working group to the appraisal training (NC)

RESOLVED: That the report is received and that the Deputy Clerk shares the appraisal documents with the committee/working group for awareness (NC)

Meeting end time: 8.45pm

Chair.....

Dated.....