

MINUTES OF THE MANAGEMENT AND ESTABLISHMENT COMMITTEE MEETING
HELD AT 7.00PM ON MONDAY 13TH SEPTEMBER 2021 AT THE CIVIC HALL,
POYNTON.

PRESENT

Chairman: Cllr Mrs J Sewart

Cllrs: L A Clarke and L Podmore

Officers in attendance: Haf Barlow (Town Clerk) and Tajinder Juss (Minute Taker)

Cllr K Booth joined the meeting at 7.10pm

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 shorthand assistant confirmed that the meeting is recorded for the purpose of minute taking and the recording is deleted when the draft minutes are agreed. 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

Cllrs P Oakes, Mrs J Saunders, Ms H Whitaker and Mrs N Wylie

4. Declarations of disclosable pecuniary or other interests

There were no declarations of disclosable pecuniary or other interests.

5. Discuss the guest list for the Civic Service and to agree any actions

Members reviewed the guest list for the Civic Service. Members noted that the intention was to reassess the number of attendees for the event due to COVID-19. Also, to ensure the number of attendees was limited so the event remained manageable, cost efficient and fit for purpose in future years. Cllr Podmore shared with members the running order provided by St George's Church.

Cllr Booth joined the meeting.

The following actions were agreed:

- The Clerk will follow up with four councillors to obtain a response regarding their attendance at the event.
- The Clerk will contact the Brownies and Guides to find out if they would like to attend the Civic Service event.
- Partners of all attendees are invited to attend.
- The Clerk will confirm requirements for masks for attendees.
- The Clerk will follow up with local schools and groups who have not yet responded to their invitation.
- Mayors from Macclesfield, Wilmslow and Congleton will be added to the guest list.
- The arrangement at the Civic Hall will include named / grouped tables.
- Depending on the final number of attendees, the event will either be hosted in the Civic Chamber of the Civic Hall.
- Control measures such as open doors, windows and hand sanitiser will be ensured at the event.
- Town Council staff who will be assisting at the event will be in attendance.

RESOLVED: That the guest list for the Civic Service as reviewed and the stated actions were agreed (NC)

6. 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 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 are excluded was agreed (NC)

7. Receive a verbal report from the Clerk on staffing issues and agree what action if any is required

The Clerk provided a verbal report on staffing issues which was debated by the Committee including the possible effect on service levels. A trial period for the new arrangements was agreed. The Clerk informed the committee that the recruitment for a new Council Community Support Officer is underway. The interview panel will consist of Cllr Mrs N Wylie, the Clerk and the Council Community Support Supervisor. Cllr Mrs J Saunders will also be asked to join the panel.

RESOLVED: That the report from the Clerk on staffing issues and the actions as stated were received and approved (NC)

Meeting end time: 8.00pm

Chair.....

Dated.....