

MINUTES OF THE MANAGEMENT AND ESTABLISHMENT COMMITTEE HELD AT
8.00PM ON MONDAY 20th JANUARY 2025

PRESENT

Chairman D Belcher.

Cllrs, L A Clarke, P Oakes, Mrs J Saunders.

Officer in attendance: Kate McDowell (Deputy Clerk)

35. 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 Chair 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.

36. Questions from members of the public

There were no members of the public in attendance.

37. Apologies for absence

There were no apologies for absence.

38. Declarations of disclosable pecuniary or other interests

There were no declarations of disclosable pecuniary or other interests from the Councillors.
The Deputy Clerk will leave the meeting and switch off the tape when PART B is discussed.

39. To approve as an accurate record the minutes of the previous meeting of the Management & Establishment Committee meeting held on 7th October 2025

RESOLVED: That the minutes of the Management & Establishment committee held on 7th October 2025 are approved (NC)

40. To receive the action log for 2024-25

The Deputy Clerk noted some Councillors have not picked up their Policy Handbooks. A register was suggested for the next time to keep track of collections

RESOLVED: That the action log for 2024-2025 is received (NC)

41. To agree that the Mayoral Protocol and support group is no longer required and should be discontinued.

RESOLVED: That The Mayoral Protocol and support group be disestablished. (NC)

42. To agree provisional arrangements including possible dates for Civic Sunday and the Civic Awards

Members discussed the report and considered the arrangements.

RESOLVED:

- The Church service should take place at St Georges, on a Sunday in June as part of the normal Sunday Service.
- The Clerk should contact the Vicar at St Georges to agree which Sunday in June the service should take place.
- The Civic award categories and format should remain the same as 2024.
- Afternoon Tea should be served
- If a June Sunday is confirmed, nominations should be opened in March 2024. (NC)

43. To receive and consider the Clerks report on the reviewing/ resetting the strategic Plan Priorities

The Chair gave an overview of the Clerks report and members discussed options to review the strategic plan.

RESOLVED: That

- All Councillors should be invited to an evening meeting on the 7th April in the Council Chamber to review the existing plan's key strategic priorities, stating attendance is expected.
- Cllr Belcher, (Chair of M&E), Cllr Oakes (Deputy Mayor) and Cllr Whitaker (Mayor) should run the session with facilitation provided by the Clerk. (NC)

44. To consider what contribution should be made to purchase glasses if identified as required for display screen equipment work.

Members discussed this potential Employee benefit.

RESOLVED: That a contribution of £50 should be made towards the purchase of an employee's glasses if the sole reason for needing glasses is for Display Screen Equipment (NC)

45. To review the Standing Orders and to recommend to the Annual Town Council for approval.

The Deputy Clerk confirmed there were no changes to the Standing Orders.

RESOLVED: That the Standing Orders are recommended to the Annual Town Council for approval (NC)

46. To receive a report from the Clerk on the Health and Safety Audit.

The Chair advised that there were 4 minor points with trivial risk noted in the audit. However, overall, the audit had gone very well.

RESOLVED: That the Health and Safety annual audit is accepted. (NC)

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

- Request for Civic Award nominations when arrangements are finalised.

48. 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)

The recording device was switched off and the Deputy Clerk left the room.

Part B

49. To receive and consider a report from the Clerk on staffing and to agree any actions

The report from the Clerk was discussed.

RESOLVED: The report from the clerk is accepted (NC)

50. To receive and consider a report from the Chair on staff contracts

The report from the Chair on staff contracts was discussed without the Deputy Town Clerk being present.

RESOLVED: The Chair of the Committee will continue to seek advice from the HR company in relation to the possible amendment to employee contracts.

Meeting end time: 21:00pm

Chair.....

Dated.....