

MINUTES OF THE MANAGEMENT AND ESTABLISHMENT COMMITTEE HELD AT
8.00PM ON MONDAY 15TH SEPTEMBER 2025

PRESENT

Chairman D Belcher.

Cllrs K Booth, L Clarke, L Podmore, Mrs J Saunders, H Whitaker

Officer in attendance: Haf Barlow (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.

No recording of the meeting was made.

2. Questions from members of the public

There were no members of the public in attendance.

3. Apologies for absence

Cllr P Oakes

4. Declarations of disclosable pecuniary or other interests

There were no declarations of disclosable pecuniary or other interests from Members. The Deputy Clerk declared an interest in the recruitment of a Council Community Support Officer and will leave the meeting. (NC)

5. To approve as an accurate record the minutes of the previous meeting of the Management & Establishment Committee meeting held on 3rd March 2025 –

RESOLVED: That the minutes of the Management & Establishment committee held on 12th May are approved. (3 for, 3 abstentions)

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

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

7. To agree Town Council opening hours and service levels for Christmas 2025.

RESOLVED: That the Christmas opening hours for the Civic Hall are 9-12pm Christmas Eve, Closed Thursday 25th to Saturday 27th, reopen Monday 29th, open New Year's Eve 9-1pm. The Leadership Team to determine the levels of staffing required. (NC)

8. To approve the draft M&E Committee remit.

RESOLVED: That the draft M&E Committee remit is received (NC).

9. To consider how apologies and where no apologies have been tabled should be noted in the minutes.

The Clerk outlined the background to this item.

RESOLVED: That only apologies would be noted in the committee minutes (NC).

10. To review the draft strategic plan and agree to recommend the plan to Town Council.

The Strategic Plan had been discussed by Councillors at an informal meeting prior to the Committee meeting and some amendments had been suggested including renaming diversionary activities to youth engagement and to amend the overall engagement priority.

RESOLVED: That subject to the amendments above, the Draft Strategic Plan is recommended to the Town Council for approval (NC).

11. To consider whether to volunteer to be a pilot for the Cheshire East Parish Council Information Framework Scheme.

The Clerk outlined the scheme which is similar to the current CEC Members Enquiry Scheme.

RESOLVED: That the Clerk writes to ChALC to volunteer to be a pilot council for the Cheshire East Parish Council Information Framework Scheme (NC).

12. To note the arrangements to present an award to before Town Council on Monday 6th October 2025.

The Clerk outlined the proposed arrangements which would include a bouquet of flowers, a short speech from the Mayor, the citation and the award and light refreshments.

RESOLVED: That the arrangements for the presentation of the Civic Award are noted (NC).

13. 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)

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

The Deputy Clerk left the meeting at this point.

The Clerk provided an update on the Council Community Support Officer Recruitment and spoke on the other aspects of the report.

RESOLVED: That the Clerk prepares a revised job description and person specification for a general administration assistant (part time).

RESOLVED: That the current HR software with You Manager is retained at a cost of £407 per annum

RESOLVED: That all new employment contracts will have a holiday start date of 1st April (NC).

RESOLVED: That the Clerk prepares a report on salaries as part of the budget setting process (NC).

Meeting end time: 9.10pm

Chair.....

Dated.....