



Stone

Town Council

Town Clerk
Les Trigg

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19 April 2021

Dear Councillor,

A VIRTUAL meeting of the **MANAGEMENT SUB COMMITTEE** will be held on **TUESDAY 27 APRIL 2021 at 7:05pm**, or upon the rising of the Estates Sub-Committee, if later.

The Agenda is set out below, and I trust you will be able to attend.

The meeting will be streamed live on YouTube and members of the public are welcome to observe.

View Meeting: <https://www.youtube.com/channel/UCXHye7pCvT-mVBouN3IUTWQ>

Les Trigg
Town Clerk

Councillors: J. Davies (Chairman), I. Fordham (Vice Chairman), K. Argyle, Mrs A. Burgess,
Mrs L. Davies and T. Kelt

AGENDA

1. **To receive apologies for absence**
2. **Declarations of Interest and Requests for Dispensations Received**
3. **Representations from Members of the Public**

To consider representations from members of the public on items to be considered at this meeting, in accordance with the Council's scheme of public participation.

4. Minutes of Previous Meeting

To confirm as a correct record the minutes of the meeting of the Management Sub-Committee held on 5 January 2021, Minute Numbers MAN20/041 – MAN20/052 (attached).

5. Public Access to Meetings

To discuss whether the Council should consider adding audio and video facilities to the Council Chamber to allow meetings to continue to be broadcast over YouTube once physical meetings return.

6. Updates:

- a. Website
- b. Facebook
- c. Service Continuity Plan
- d. Resolutions Progress Report
- e. IT Contract

Will any Councillors who wish to speak at this meeting, but are not members of the Sub-Committee, please inform the Chairman before the start of the meeting.

Members of the public are welcome to attend the Management Sub-Committee Meeting as observers and/or to make representations to the committee in accordance with the Council's scheme of public participation. Details of this scheme are displayed in the Council's notice boards and website.

NOTE: Due to the pending by-election for the Stonefield and Christchurch Ward, the Town Council's Public Participation Scheme is currently suspended.

Stone Town Council – Management Sub-Committee

Minutes of the meeting held virtually on Tuesday 5 January 2021

NOTE: Due to the Coronavirus Pandemic (COVID-19) and Government Guidelines on public gatherings, the meeting was held virtually on Zoom. Members of the public were invited to observe the meeting streamed live on YouTube.

PRESENT: Councillor J. Davies in the Chair and
Councillors: Mrs L. Davies, I. Fordham, M. Green, T. Kelt and R. Kenney

By Chairman's invitation: No Councillors

ABSENT: Councillor: K. Argyle and Mrs A. Burgess

MAN20/041 Apologies

Councillor: K. Argyle

MAN20/042 Declarations of Interest and Requests for Dispensations

None received

MAN20/043 Representations from Members of the Public

None received

MAN20/044 Minutes

That the Minutes of the Management Sub-Committee Meeting held on the 22 September 2020 (Minute No's MAN20/036 – MAN20/040), be approved as a correct record.

MAN20/045 Complaints Procedure

The Sub-Committee considered the updated Complaints Procedure* which had been issued in electronic form with the agenda for the meeting.

The Town Clerk advised the Sub-Committee that the only change to the procedure, in the event of a complaint being made, related to a previous prohibition on the Town Clerk advising the complaints panel and putting the case to the Council.

The Town Clerk said that he believed there are circumstances where advising the complaints panel and putting the case to the Council should be allowed and the

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procedure had been amended to allow for this in appropriate circumstances.

RECOMMENDED: That the updated Complaints Procedure is accepted.

MAN20/046 Staffing Guidelines

The Sub-Committee considered the updated Staffing Guidelines* which had been issued in electronic copy with the agenda for the meeting.

The Town Clerk advised the Sub-Committee that the changes to the procedure, which were detailed in the report, were only minor.

RECOMMENDED: That the updated Staffing Guidelines is accepted.

MAN20/047 Grievance Procedure

The Sub-Committee considered the updated Grievance Procedure* which had been issued in electronic copy with the agenda for the meeting.

The Town Clerk advised the Sub-Committee that the changes to the procedure, which were detailed in the report, were only minor.

RECOMMENDED: That the updated Grievance Procedure is accepted.

MAN20/048 Disciplinary Procedure

The Sub-Committee considered the updated Disciplinary Procedure* which had been issued in electronic copy with the agenda for the meeting.

The Town Clerk advised the Sub-Committee that the changes to the procedure, which were only minor, were detailed in the report.

RECOMMENDED: That the updated Grievance Procedure is accepted.

MAN20/049 Budget 2021-22 – 2023-24

The Sub-Committee received a report of the Town Clerk* which considered the level of budget that the Sub-Committee may wish to recommend to the General Purposes Committee at its meeting on 19 January 2021 for the services under its control.

The Town Clerk had previously advised the Town Council's Sub-Committees that rather than trying to estimate the impact of the ongoing Covid-19 pandemic all the figures for the standstill budget had been prepared on the basis of a return to normal life in April 2021. A contingency (as a total figure) had been provided in the General Purposes Committee budget to allow for those targets not being met.

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The Sub-Committee reviewed the standstill budget and the amounts included for each service. It also considered other areas of growth or savings to be taken into account when setting the budget for 2021-22 and future years.

The Town Clerk advised the Sub-Committee that a budget proposal had been included in the confidential section of the agenda, which if approved would be incorporated as a small addition to the administration budget.

The Town Clerk advised the Sub-Committee that the Neighbourhood Plan referendum had been cancelled once and was expected to go to referendum in May 2021, if elections are able to take place. He confirmed that no further costs were expected as a result of the delay and that the financing of this budget head was supported from reserves.

RECOMMENDED: That the budget figures included in the Clerk's report are accepted.

MAN20/050 Updates

The Sub-Committee received updates on the following:

a. Website

The Town Clerk advised the Sub-Committee that he had no update on the website since the Marketing and Events Assistant had left the authority.

b. Facebook

The Town Clerk advised the Sub-Committee that he had no update on the Facebook page since the Marketing and Events Assistant had left the authority. The post holder had done a lot of work in preparation for the Town Council's Facebook account to be launched (earlier in 2020) but postponement had resulted in the content very quickly becoming out of date.

The Town Clerk advised that the task would need to be held until either the post is filled or the opportunity arises for someone with the skills to undertake the significant amount of preparation work needed to ensure the content is ready for the Facebook page to be launched.

c. Service Continuity Plan

The Chairman reminded the Sub-Committee of his invitation that had been extended to Sub-Committee members to submit their views on items that should be considered for inclusion within the Town Council's

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Service Continuity Plan as a result of lessons learned from the COVID-19 emergency.

The Chairman confirmed that he had received one reply to date which had been welcomed. However, as the pandemic remains ongoing the updated Service Continuity Plan cannot be finalised just yet. The actions taken in response to the crisis will need to be formalised and documented when there is stability and an opportunity to do so.

d. Resolutions Progress Report

The Chairman invited feedback on the Resolutions Progress Report which had been issued to Members on 9 December 2020.

Councillor Kelt advised the Sub-Committee that he had looked through the report and found it to be helpful.

The Town Clerk confirmed that the report would be issued at regular intervals as part of the Council's standard procedures.

e. IT Contract

The Town Clerk informed the Sub-Committee that once again he had nothing but praise for the Town Council's IT contractor who had provided an excellent service throughout the period of the COVID-19 pandemic.

MAN20/051 Exclusion of the Press and Public

To resolve, pursuant to the Public Bodies (Admission to Meetings) Act 1960, that the Public and Press be excluded from the meeting whilst the next items of business are discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate.

RESOLVED: To exclude the Press and Public from the next item of business.

MAN20/052 New Telephone System

The Sub-Committee considered the confidential report* of the Town Clerk which had been enclosed in electronic form with the agenda for the meeting.

The report considered the replacement of the Town Council's outdated telephones with a new, up to date system.

RECOMMENDED: That the Town Clerk is authorised to enter into an agreement with virgin Media for the replacement of the Council's telephone system.

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RECOMMENDED: That the General Purposes Committee be asked to increase the budget for 2021-22 and subsequent years by £500 per annum in accordance with the proposal in the Town Clerk's report.

Chairman

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