



Meeting (No) **POLICY SUB-COMMITTEE (1)**  
Time & Date **4pm, Friday 21<sup>st</sup> August 2020**  
Place **At a venue of your choice**  
Document **Minutes**

**Present:** Cllrs Warner (Chair from item 1), Jones and Wastell and Council Manager.

In attendance: Cllrs Hinks and Jackson (from item 4).

### **PART 1: Items considered in the presence of the press and public**

The Policy committee Chairman, Cllr P Kynaston was unavailable, the Mayor opened the meeting.

**1 Election of the Chair:** Cllr Warner was elected to serve until the next meeting of the Policy Sub-Committee.

**2 Election of Vice Chair:** This item was deferred.

**3 Questions and comments from residents:** None.

**4 Apologies for absence**

Resolved to accept apologies from Cllr Kynaston (personal).

**5 Declarations of Interest:** None.

**6 Council Manager's report** was received.

It was noted that an item would be placed on the next Full Council meeting agenda for Council to consider return of staff to the town hall offices.

**7 Policy Sub-Committee budget**

Members noted that the committee will have spending powers in line with the budget and expenditure limits, decided by the Policy committee only, with use of any other budget/s that would have to be by recommendation to that committee or Council.

**8 Employment Policy**

**Resolved** that family members of staff or Neston Town Council Councillors would be eligible to apply for job positions at Neston Town Council. Any relationship would have to be declared by applicants.

Concerns regarding internal audit were noted.

**9 Market and Estate Offer Role**

a. **Resolved** that delegated authority be provided to the Council Manager in liaison with Cllrs Hinks, Kynaston and Warner to review of the suitability of the current job description using as guidance a draft template for the market and estate officer role.

b. **Resolved** that delegated authority be provided to the Council Manager in liaison with Cllrs Hinks, Kynaston and Warner to consider a suitable person specification for the MEO role.

c. **Resolved** that ten hours would be sufficient to cover the MEO role on the market and 10 hours to cover caretaking duties, with a two hour contingency to be made available for issues that were unplanned.

d. To make recommendation to Policy committee. This was deferred.

Chairman's initials and date: \_\_\_\_\_

*WCL*

*8/1/2021*

An extraordinary Policy subcommittee meeting would be called to consider recommendations to be put forward.

#### **10 Staff required to facilitate the Friday Market**

A suitable number of staff and / or workers required to facilitate the Friday market was considered. It was agreed that one member of staff with potentially six hours of agency worker support (or contingency) would be sufficient for the Friday Market. SM&SC to be consulted on this. The SM&SC will produce a detail of the tasks that have to be undertaken to include who undertakes which task and an appropriate number of hours needed to complete the market tasks. Members were told by an experienced councillor that the taking gazebos in and out of storage was a one man job and as the gazebos would not then be touched for 72 hours there is no Covid risk to identify. As such the committee request for the sale and storage of the gazebos to commence.

#### **11 Other items:** None.

#### **12 Date of next meeting:** TBC

#### **13 Exclusion of the Press and Public**

**Resolved** that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of paragraph 1 – information relating to any individual.

#### **Part 2: Items considered in the absence of the press and public**

Cllr Warner allowed Cllrs Hinks and Jackson to stay and observe the remainder of the meeting

#### **14 Staff Issues**

- 1 SM&SC: Members considered reports P01/14.1i (CM), P01/14.1ii (OH) and P01/14.1iii (DSE) suggestions, noting that limited actions could be taken at this time as the Council's financial commitment following a report from the ATW was unclear.
- 2 To consider ATW guidance notes P01/14.2.
- 3 To consider request for a cost share in principle and implications of this as referred to in report P01/14 1i along with the guidance notes above P01/14.2.  
*Items 2&3 were considered together. Confirmation to be sought.*
- 4 Office requirements for staff: Staff office requirements and how best to accommodate these within budget were discussed.

#### **15 Employment Law consultant**

To consider options, available terms of contracts and costs. This item was deferred.

Signed



Dated

8/6/2021