

Meeting (No) **POLICY COMMITTEE (1)**  
 Time & Date **6pm 2<sup>nd</sup> July 2019**  
 Place **Town Hall**  
 Document **Minutes**

Present: Councillors Kynaston (Chair), Flockhart, Hudspeth and Roberts and A Kunaj (Council Manager)


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

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| <b>1</b> | <b>Questions and comments from residents:</b> None.                                                                                                                                                                                                                                                                                                      |
| <b>2</b> | <b>Apologies for absence</b><br><b>Resolved:</b> To accept apologies from Cllrs Jones (business) and Warner (business)<br>Noted: Cllr Bennoch has resigned as Chair of the Resources committee.                                                                                                                                                          |
| <b>3</b> | <b>Declarations of Interest:</b> None                                                                                                                                                                                                                                                                                                                    |
| <b>4</b> | <b>Minutes</b><br><b>Resolved:</b> To approve the minutes of the meeting held on 09.04.19 as a true and correct record. The Chair signed the minutes.                                                                                                                                                                                                    |
| <b>5</b> | <b>Council Manager's report</b> was noted. Staff contracts will be reviewed by Cllrs Roberts and Kynaston for the Council Manager and Cllr Roberts and Council Manager for all others.                                                                                                                                                                   |
| <b>6</b> | <b>Committee budgets and Finance</b>                                                                                                                                                                                                                                                                                                                     |
| a        | The end of year 2018/19 budget comparison was considered. A full report has not yet been completed.                                                                                                                                                                                                                                                      |
| b        | The Policy committee budget for 2019/20 was considered. No further action to be taken. Comments were received that the RFO would wish to see underspends of the full budget allocations by committees.<br>The committee wish to know what was included in the spend £4,622 EMR code 9331                                                                 |
| c        | <i>FairFx card payments and reimbursement claims:</i><br><b>Resolved:</b> To approve delegated authority for the SM&SC to use the FairFX card to make payments upon evidence of delegated authority to officers as outlined in the report PO1/6c.                                                                                                        |
| <b>7</b> | <b>Strategic Objectives</b>                                                                                                                                                                                                                                                                                                                              |
|          | a. The progress on agreed Strategic Objectives by committees was noted.<br>b. No further action to be taken at this time.                                                                                                                                                                                                                                |
| <b>8</b> | <b>Internal Audit Report</b>                                                                                                                                                                                                                                                                                                                             |
|          | The 2018/19 Internal Audit Report and RFO follow up comments were considered and approved                                                                                                                                                                                                                                                                |
| <b>9</b> | <b>Pension Authorisation forms</b>                                                                                                                                                                                                                                                                                                                       |
| a        | i. <b>Resolved:</b> That all Policy committee members, the Council Manager and the Finance Manager be authorised signatories for all Cheshire Pension fund notification forms.<br>ii. <b>Resolved:</b> To approve that the Council's payroll contractor, Hailwood & Co, be authorised to submit the end of year pension contribution and estimate forms. |

**Chairman's initial and date**

*[Signature]*

31/9/19  
 Page 1 of 3

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| <b>10</b>                                                                                                                                                                                           | <b>Committee meeting dates</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                                                                                                                                                                     | The Committee confirmed the schedule of committee meeting dates; 03/09/19, 05/11/19, 17/12/19 and 18/02/20 and 28/04/20.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>11</b>                                                                                                                                                                                           | <b>Support Officer (new role)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                                                                                                     | The specifics of the job description in order to provide clarification for advertisement were considered. Remuneration was confirmed as SCP1. A meeting with staff will take place before advertising this post.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>12</b>                                                                                                                                                                                           | <b>Task &amp; finish/working groups</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| a                                                                                                                                                                                                   | <p>The committee agreed to establish;</p> <ul style="list-style-type: none"> <li>Recruitment Task &amp; Finish Group</li> <li>Precept Task &amp; Finish Group</li> </ul> <p>No other groups were established at this time.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| b                                                                                                                                                                                                   | <p>Recruitment Task &amp; Finish Group</p> <ul style="list-style-type: none"> <li><i>Remit of the Group:</i> To oversee the job description and person specification of the new Support Officer role. To review and shortlist applications and to make suitable candidate recommendation to Council</li> <li><i>Number of members:</i> Three</li> <li><i>Members nominated</i> were Cllrs Hudspeth, Kynaston and Roberts.</li> <li><i>Lead member,</i> Cllr Roberts.</li> </ul> <p>Precept Task &amp; Finish Group</p> <ul style="list-style-type: none"> <li><i>Remit of the Group:</i> To oversee the formation of the precept calculation and make recommendation to Council via the Policy committee for appropriate budget requirement for the ensuing Council year.</li> <li><i>Number of members:</i> Three, but not Policy committee members.</li> <li>Members to be nominated and lead member selected at the next Full Council meeting.</li> </ul> |
| c                                                                                                                                                                                                   | To agree establishment and remit of any other groups, agree membership numbers, nominate members, and select a lead member for the Group: None selected.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| d                                                                                                                                                                                                   | <b>Resolved:</b> To provide delegated authority to the Council Manager in liaison with the Recruitment Task & Finish Group members to make all necessary arrangements for the advertisement and interview arrangements for the new Support Officer and spend up to the recruitment budget of £60 from code 4056 for the placement of advertisements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>13</b>                                                                                                                                                                                           | <b>Notice Boards</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| a                                                                                                                                                                                                   | <p>A report of the condition of NTC notice boards was considered. A request was made to the Council Manager, given the council's current budget restraints, to fully restore and focus on one notice board at a time.</p> <p><b>Resolved:</b> To provide delegated authority to the Council Manger to strive to get the notice boards repaired as detailed within the report PO1/13 and within £300 notice board budget</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| b                                                                                                                                                                                                   | The nomination of 4 Councillor notice board monitors who will be responsible for the updating information onto the ward notice boards will be requested at the next Full Council meeting. Cllr Kynaston will be responsible for Little Neston or Ness if needed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p style="text-align: right;"><b>Chairman's initial and date</b></p> <p style="text-align: right;"> 3/9/19</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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| <b>14</b>                                                              | <b>Vision</b>                                                                                                                                                                                                                                                                                                                                                                                                                |
| a                                                                      | A report on the concept of a vision for Neston town Council was received.                                                                                                                                                                                                                                                                                                                                                    |
| b                                                                      | <p>The committee recommendation to Council that they agree the formation of a vision for Neston Town Council.</p> <p>The Council Manager will facilitate in liaison with the Mayor a brainstorming event, and following this will make recommendation to Council for the Council's 'vision'.</p>                                                                                                                             |
| <b>15</b>                                                              | <b>Junior Mayor/Deputies</b>                                                                                                                                                                                                                                                                                                                                                                                                 |
| a                                                                      | The recommendation from People committee, to investigate the possibility of undertaking DBS checks for Mayors/Deputy Mayors. (People committee 16.04.19 item 94b) was noted.                                                                                                                                                                                                                                                 |
| b                                                                      | <p>The report PO1/15b and recommendations outlined in the report by the Council Manager was considered.</p> <p><b>Resolved:</b> To approve the recommendations as fully outlined within the report PO1/15b, that Council keep with the current practice of ensuring that any Town Council representative whilst with one of our Junior or Deputy Junior Mayor will be accompanied by a parent or chaperone as all times.</p> |
| <b>16</b>                                                              | <b>Exclusion of the Press and Public</b>                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                                        | <b>Resolved:</b> To consider exclusion of public and press for the remaining items because of likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.                                                                                                                                                                                                                 |
| <b>PART 2: Items considered in the absence of the press and public</b> |                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>17</b>                                                              | <b>Staffing issues</b>                                                                                                                                                                                                                                                                                                                                                                                                       |
| a                                                                      | A satisfactory report on progress of staff training was received.                                                                                                                                                                                                                                                                                                                                                            |
| b                                                                      | An oral report was received. Staff job descriptions will be made available to them by the Review Group, along with the opportunity to meet with the Mayor and Chair of Policy committee.                                                                                                                                                                                                                                     |
| c                                                                      | <p><i>Review Group recommendation:</i></p> <p><b>Resolved:</b> To approve that the newly merged job description for the SM&amp;SC, is undertaken using permanent Full Time position contract of 37 hours.</p> <p>This will be noted at the next Full Council meeting.</p>                                                                                                                                                    |

**Meeting closed at 7.50pm**

Signed  Dated 31/9/19