** Tidworth Town Council **

**Leadership**

**May 2018**

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| Minutes of the Leadership Committee on 23rd May 2018 in the Community Centre at 7pm | | | |
| **Attended**  Councillors B Pratt (BP) in the Chair, A Connolly (AC), M Connolly (MC), S Fell (SF), S Slater (SS)  Town Clerk (CL)  C’llr S Anderton (SA) | | **1.Apologies:**  None | |
| Item | Agenda Item | | Action by |
| 2 | **Declaration of interest** | |  |
| 3 | **Minutes of May 2018 meeting**  Approved at April 2018 Full Town Council meeting | |  |
| 4 | **Personnel/Staffing/Office**  The Clerk reported that the new Administration Assistant had settled in well.  Now that the Cleaner has completed the three month probationary period, the Town Stewards hours are now to be reduced to 10 per week.  **Proposed by BP, seconded by SS, Carried.** | |  |
| 5 | **Policies**  **Recruitment –** no amendments  **SS proposed that the Recruitment Policy is adopted for 2018/19, seconded by MC, carried.**  **Health and Safety –** SS asked for the inclusion of ‘in the absence of a first aider 999 is to be called. Other than this no amendments. CL to look into DSE training for staff.  **SS proposed that the Health and Safety Policy is adopted for 2018/19, seconded by AC, carried.**  **GDPR –** CL reported that in line with the new regulations she has written a Privacy Statement and distributed to the best of her knowledge to all appropriate parties.  The new regulations have led to the members discussing safety and compliance of emails sent by Councillors and Staff. All staff plus the Mayor and Deputy Mayor have tidworthtowncouncil.gov.uk email addresses to enable them to carry out official business. Two Quotes had been received, one for the Leadership members to have email addresses (generic to the role) and a second for all Councillors to have email addresses. There was a debate as to the value of both options.  It was agreed at this moment in time it be a two phase process and that for now just Leadership would have Town Council emails with the plan for all Councillors to have them once the Civic Centre is open. Adding the additional accounts will mean the monthly cost is £59.40 (£6.60 each) per month plus a £50.00 + VAT set up fee.  **MC proposed that the Leadership members have Town Council email addresses in addition to staff members at a cost of £59.40 plus set up fee of £50.00 per account plus VAT per month, seconded by AC, carried.** | | ` |
| 6 | **Investment**  CL apologised that there had not been time to obtain interest rates, however this was partly due to not knowing how the members wanted the funds distributed. She suggested that perhaps an Independent Financial Advisor is contacted, it was agreed that this was not necessary however with the imminent Civic Centre build AC has requested that CL sends a report to the members listing exactly what funds there are then moving forward send a monthly report so that any decisions made are informed. | | CL |
| 7 | **Sports Pitches**  Despite having previously agreed to submit a change of use application this is now on hold as there are issues regarding access. Parts of the road are DIO owned, some parts are not adopted and others are classed as a bridleway. MC is setting up a meeting with Highways and DIO and their legal teams to discuss options.  The members would still like to go ahead with the feasibility study so all is in place when the time comes. This will cost £550.00 to be paid in two instalments.  **The members recommend that James Coney is employed to carry out the feasibility study at Humber Lane at a cost of £550.00.** | |  |
| 8 | **Civic Centre**  MC, AC and CL had met the previous week with Wiltshire Council and another potential partner. Each partner had submitted their design requirements and a rough budget. The Architect will now work with the information he has and will submit a report within the next 4 weeks. In the meantime, all partners will be putting together a business case for the project.  All three agreed that they left the meeting feeling positive and excited about the future project. | |  |
| 9 | **Committee Reports**  **Community Services:**  SS reported that there had been an incident during the meeting whereby youths had set fire to the external ashtray. This has highlighted the lack of technical support for CCTV therefore AC will arrange for an engineer to visit. Rules and Regulations have been updated for the cemetery. A database of contacts will now be kept.  SS will chase ISS so that a monthly meeting can be scheduled for grounds maintenance.  Following on from an insurance claim for an injured dog on the Community Centre field there are now to be weekly checks by the Town Steward when he does his other checks.  The Clerk reported that she is in the process of writing a report/task request for Councillors to submit when they spot a job or fault the Town Steward could do.  MC has been speaking with Aspire and there is the possibility that the will take on the project of painting the play parks as part of their Community engagement commitments, a budget for paint had previously agreed.  C’llr S Anderton has been nominated as Project Committee member.  **Community Engagement:** SF reported that Tidworth in Bloom and the Photography competition were now being advertised.  Herself, CL, BP and John Sparrow (Castledown FM) were meeting with AJ on Friday. AJ will also be attending the next Engagements meeting.  The members have agreed that the next edition of Tidworth Times is to be delivered, this will cost £500.00 with Royal Mail. Part of this cost will be recouped through the increased advertising paid for by Chamber of Commerce.  **Prices for publication to be increased to 4000 and 5000 to be obtained to then be agreed at full Town Council.**  C’llr C Woodward has been nominated as Project Committee member. | |  |
| 10 | **Correspondence**  The Clerk had request several quotes for the insurance renewal.  Two have been received for a three year term.   * WPS £1697.50 * Zurich (current provider) £2187.82   **MC proposed that WPS’s quotation is accepted, seconded by SS, carried** | |  |
| 11 | **Agenda items**  **TBC** | | Agenda items to be submitted to the Clerk 7 days before meeting |

**There being no further business**

**to discuss the meeting closed at 8.45pm.**