



**Tidworth Town Council
Leadership**



October

Minutes of the Leadership Committee on 30th October 2018 in the Community Centre at 7pm

<p>Attended Councillors B Pratt (BP) in the Chair, (AC), M Connolly (MC), S Fell (SF), S Slater (SS) C’Ilr S Anderton Town Clerk (CL)</p>		<p>18/0032 Apologies: C’Ilr A Connolly (prior engagement) SF proposed that the apology was accepted, seconded by SS, carried. Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act1972, members present must decide whether the reason(s) for a member’s absence are accepted.</p>
Item	Agenda Item	Action by
18/0033	Declaration of interest – None (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).	
18/0034	Minutes of August 2018 meeting Approved at September 2018 Full Town Council meeting	
18/0035	Website/IT Rob Purkiss from Guardian Angel PC Support attended the meeting to advise on IT issues. He will provide a specification and quotation of what he thinks TTC’s IT requirements are, the Clerk will also seek other quotes. The Clerk has advised that under the new GDPR legislation all Councillors should have an official email address @tidworthtowncouncil.gov.uk. Although there are options to do this for free there are concerns about the security. Investigations will be made into this and the costings. Also discussed was the future of the website. The members agreed that as the website was still new there was no need to look elsewhere however some items on the maintenance specification from the current provider were not needed, mainly the booking system. Although it will be a requirement in the future it is not necessary at the moment. This will reduce the cost of the annual support package.	CL
18/0036	Personnel <ul style="list-style-type: none"> The Clerk reported that she had tried to book herself and Admin support onto an Agendas and Minutes course but it was full, so is now on a waiting list. She has also expressed an interest in Quotes and Tendering and a Line Management Course and will be informed when available. 	

	<ul style="list-style-type: none"> Both members of the Administration team and the Town Steward have now completed Health and Safety at work. BP, SF and CL will be delivering a training evening on 11th December 2018, it is aimed at new Councillors but it was agreed that all Councillors will benefit. 	BP/SF/CL
18/0037	<p>Finance/Policies</p> <p>Investment – Now that the Co-operative Investment have been received there is a substantial amount of funds sat in the 30 day business account. In line with the Investment Policy the Clerk has done some research and provided interest rates and information on where the money could be invested. The members have agreed that 50% of any investment should be with Close Brothers and 50% with CCLA. Both are widely used by other Councils. This is to be resolved at Full Town Council.</p> <p>Budget – The Clerk circulated a Budget Proposal to the members, including information regarding Reserves and the previously agreed 10 year plan. The members agreed that as there was so much information they would take a good look at the figures and meet in November to make a recommendation to be approved at Decembers Full Town Council.</p> <p>Internal Audit – The Mid Year Internal Audit report had been circulated. There are recommendations for changes to be made regarding minute taking. Some of the recommended actions are already being implemented. The Clerk advised that moving forward if somebody abstains when voting Bills for Payment the reason must be stated. The members agreed to accept the report, to be resolved at Full Town Council.</p> <p>S137 Request – An application for the sum of £1000.00 has been received from the Little Treasures Tots group who meet in the Community Centre, this is to cover outstanding hire fees and up to the end of the financial year which totals £640.00. It is unspecified what the remaining amount is for but the Clerk believes it to be for toys/equipment. She has advised them to go to the Area Board. The members supported awarding a grant for the hire fees but with the recommendation that the group consider increasing what they charge. SF proposed granting the Little Treasures Tots Group £640.00, seconded by BP, carried. LGA 1972 S137</p>	CL
18/0038	<p>Civic Centre</p> <p>MC updated the members on a meeting he had recently attended and requested Part 2 to be included at Novembers Full Town Council meeting.</p>	
18/0039	<p>Home Farm</p> <p>MC has met with the Garrison Commander and discussed the option of land swap as this would resolve some of the access issues, unfortunately this is not feasible.</p> <p>As it stands there are still access issues and this needs to be investigated further.</p> <p>A request from a resident has been made to be allowed to metal detect on the land. The members have agreed to this but asked the Clerk to ensure terms and Conditions are agreed and signed.</p>	CL

18/0040	<p>Boundary Review</p> <p>Wiltshire Council has asked for initial names for the new Divisions to go with its submission to the Boundary Commission.</p> <p>MC has suggested Tidworth North and Tidworth, Ludgershall South and Perham Down for the two seats relating to Tidworth.</p> <p>Wiltshire will now submit the proposal and the Boundary Commission will consult next year</p>	
18/0041	<p>Committee Reports –</p> <p>Services – SS reported that the work surfaces in the kitchen were now complete and repairs had been carried out to the toilets. Communications are now good with Tivoli (Grounds Maintenance Contractor). The members discussed the CATG request for a crossing at the top of Bourne Road but agreed that it would not be viable. They fully support the planning application to turn the old bank on Station Road into a restaurant.</p> <p>Engagement – SF reported that the Committee had agreed on Christmas decorations for the Community Centre. SS has offered to provide music/sing at the Christmas event.</p> <p>The Mortuary Chapel Open Day and been a great success.</p> <p>The next edition of Tidworth Times has been collected by Royal Mail for Distribution next week.</p> <p>The members have recommended that AJ Mayhew is employed to manage Tidworth Town Festival, his was the only tender received.</p> <p>Due to data protection invites for the Community Christmas Lunch will be sent to the appropriate organisations to distribute. It is to be reiterated that this is not a Town Council event. However, the members would like to support it and when a grant request is submitted it will be considered.</p>	
18/0042	<p>Correspondence/AOB</p> <p>None</p>	
18/0043	<p>Date of next meeting</p> <p>27th November 2018</p>	<p>Agenda items to be submitted to the Clerk 7 days before meeting</p>

**There being no further business
to discuss the meeting closed at 9.00pm.**