



Minutes of the Meeting of the Personnel, Policy & Governance Committee

This meeting was held in the Chambers at the Town Hall
at 10am on Wednesday 28th June 2023

Election of Chair for the ensuing year 2023/24

RESOLVED Cllr H Ellwood (Town Mayor) would be Chair for the ensuing
year.

Present:

Cllrs ; Ken Edwards (KE), Helen Ellwood (HE) Town Mayor, David Kent (DK),
Johanna Maitland (JM), Nigel Macartney (NM),

Chair – Cllr H Ellwood (Town Mayor)

Officer – Julie Mason

Declarations of Interest:

Cllr H Ellwood -Town Wardens – Mr. P Stephen's 13 week appointment.

Members of the Public

Nil

Apologies

Cllr A Williams due to annual holidays and Cllr J Stewart due to a work commitment.
Cllr K Edwards was a substitute for Cllr J Stewart.

PPG 20/23 To note the minutes from Wednesday 15th March 2023 (PPG 09/23- 19/23)

RESOLVED the minutes were approved as a true and accurate record.

PPG 21/23 To discuss matters raised from the minutes.

Pension Policy

The Clerk requested support with scrutiny after speaking with Cheshire West Pensions to change the policy as she required advice from Council in line with the staff contracts. It was noted that the contributions this year were 22.1% as opposed to 22.6%. Cllr JM asked the Clerk to enquire with Work nest if they could give any support.

RESOLVED Cllr KE and Cllr NM would go over the exiting Pension policy with the Town Clerk and then if further advice was needed expert advice would be undertaken.

To note training for the Town Warden

It was noted that the road closure training had been conducted and the hedge cutter and strimmer training was scheduled for July.

Induction date was completed.

It was noted the 'Induction to the new Councillors' after the elections had been a great success. Cllr NM thanked the Town Clerk and Cllr JM for the SharePoint training.

PPG 22/23 To review and adopt the following policies:

i. Mayoral Handbook

Cllr DK asked for the following amendments: subject to FC agreement the Christmas light switch on event should be changed to the Christmas Fayre, *Role of Mayoress* P6 needed removing and the sentence commence with The Mayor, under Roles and responsibilities- *The Town Mayor authority* sentence to be removed. Cllr NM and DK also added some typo errors. Civic diary – subject to Full Council needed updating.

RESOLVED subject to the above amendments the policy was adopted.

ii. Time off in Lieu Policy

RESOLVED the policy was adopted.

iii. Publicity Policy

RESOLVED the policy would be amalgamated with the Communication Engagement Policy and brought back to the next meeting.

iv. Whistle blowing Policy.

Cllr JM asked for the wording *Deputy Mayor* to be removed.

RESOLVED the policy was adopted subject to the following amendments.

v. Recruitment Policy

Cllr DK asked for the following addition under 2. Aims; *to appoint the person best able to carry out the role.*

It was noted five policies left to review and 38 now in total.

PPG 23/23 To note the Clerk and the Administration Assistant attended the Social Media Course on 13th June.

It was noted that the Clerk and the Administration Assistant had attended a social media course. There had been notes from the course in the enclosure pack. Cllr JM did not think we should pay any monies to boost posts. The Committee supported an Instagram page but not Twitter. It was agreed rules needed to be added to the FB page on hours and not to tolerate abusive posts.

PPG 24/23 To make recommendations on the next stage for Corporate Plan as a three-year plan is advised.

The Clerk communicated that now all the Chairs of the Committees had been agreed after the elections, a Corporate Plan Working Group meeting would be called to begin the process of a three-year plan.

PPG 25/23 To receive the minutes from the staff meeting on 14th June.

The meeting notes were accepted, and the Committee asked if the Clerk needed any support.

PPG 26/23 To note the internal auditor recommended a workstation check was completed.

The internal auditor had noted that there was no check in place for the workstations. The Clerk had enquired of professional costs which had been quoted at £500 so an alternative approach had been undertaken that a standard report had been printed and the Town Warden was undertaking the task.

PPG 27/23 To agree actions from Cllr J Snowball on the proposal on Menopause at Work

Deferred

PPG 28/23 To agree the printing of business cards for Cllrs and the Clerk as recommended by a Cllr.

Cllr NM had requested that the Council supplied business cards for Councillors and the Clerk. The cost was £40.00 for 600 cards but it was not clear if this would include the artwork, and this was a cost to give all Councillors a business card. The Committee debated the benefits and were uncomfortable with supplying cards for Cllrs.

RESOLVED the Committee would not recommend undertaking the cost for business cards.

PART B

Under Standing Orders 3d - Exclusion of the Public.

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons.

The public's exclusion from part or all a meeting shall be by a resolution which shall give reasons for the public's exclusion.

It was **Resolved** to move to Part B

To note the confirmation of the Town Warden's appointment

RESOLVED the retired Town Warden could be employed on a casual basis subject to the labour budget not being exceeded.

The Clerk left the meeting at 11.45 am

RESOLVED To accept the Town Clerks appraisal.

To discuss the Town Manager's feedback from her appraisal

The Clerk returned at 12.05 pm.

Cllr H Ellwood left at 12.05 pm

Appendix 1

PPG 29/23 To note the next date of the Personnel, Policy & Governance Committee will be held on 13th September 2023 at 10am in the Town Hall

Meeting closed at 12.10pm