## WOTTON-UNDER-EDGE TOWN COUNCIL



Minutes of the SPECIAL PURPOSES COMMITTEE held on Friday 28th November 2014 at 10am in the Committee Room at the Civic Centre. Present Cllrs R Claydon (Chair), John Cordwell, June Cordwell, Chris Galbraith & P Smith In attendance Town Clerk Ms S Bailey

- 1. <u>Apologies for Absence</u> none
- 2. <u>Declarations of Interest</u>. Councillors are invited to declare any interests arising from items on the agenda. He/she should declare the existence and nature of the interest at this point, or as soon as it becomes apparent. None declared.
- 3. <u>Approval of Minutes of Special Purposes Committee</u> of 13<sup>th</sup> June 2014; it was proposed by Cllr R Claydon and seconded by Cllr June Cordwell and agreed by all to approve these Minutes as presented
- 4. To consider inserting clause into Remit of Committees document to enable substitution of Members if Committee Member sends apologies. Members should be reminded at the next Council meeting that they have a duty to send apologies to Committee meetings to prevent them being abandoned due to being inquorate. It was proposed by Cllr R Claydon and seconded by Cllr Chris Galbraith to recommend to Council that the following is inserted into Remit of Committees at the end of introduction section and Standing Orders as a new Para 4e. Existing Para 4e to become 4f, all agreed:

  Councillors are expected to attend meetings of the Committees to which they are appointed. When this is not possible they must inform the Clerk and the Chair of the Committee as soon as possible so that a substitute can be arranged to ensure the Committee meeting is quorate.
- 5. To discuss possible amendments to Standing Orders and Media Policy to accommodate legislative changes regarding recording of meetings. It was proposed by Cllr R Claydon and seconded by Cllr John Cordwell to recommend to Council that the following is undertaken, all agreed:
  - Standing Orders remove clause 3d last sentence beginning 'This Order...',

It was proposed by Cllr P Smith and seconded by Cllr June Cordwell to recommend to Council that the following is undertaken, all agreed:

Amend clause 31 to read 'A person present at a Full Council or Committee Meeting may not orally report or comment about the meeting as it takes place but otherwise may:

- i. film, photograph or make an audio recording of a meeting:
- ii. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- iii. report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting" in bold.

Press & Members of the Public must not undertake the above in such a way which is disruptive to the meeting – not bold.

Regarding the Media Policy, it was proposed by Cllr R Claydon and seconded by Cllr Chris Galbraith to recommend that Council amends as follows, all in favour:

Amend sentence 4 of Para 1 to read: "Under the 'Public Bodies (Admissions to Meetings)
Act 1960' as amended by the 'Openness of Local Government Bodies Regulations 2014' the
Press are permitted to attend all meetings of Council and its Committees."

It was proposed by ClIr R Claydon and seconded by ClIr June Cordwell and agreed by all to discuss the following items in Closed Session under Pubic Bodies (Admission to Meetings Act) 1960 relating to staffing matters and thus confidential

6. To consider recent staff appraisals undertaken & any actions required. The Clerk prepared a backing document summarising the recent new staff appraisals undertaken and any issues therefrom. After much discussion of various issues, the Clerk is asked to:

a) investigate cost of accessing all staff email addresses from the One Stop computer b) establish a list of all duties of staff member of One Stop Shop for any cover needed c) estimate cost of employment of an administrative person for one morning a week

The meeting was temporarily suspended at 11:30 am and recommenced at noon due to utility company visit.

- 7. <u>To note end of Clerk's probationary period, subsequent appraisal and one increment salary point as per contract</u>. Approval to Council to recommend the above was proposed by Cllr R Claydon and seconded by Cllr Chris Galbraith and agreed by all.
- 8. To consider future staffing hours/ requirements of Council, after reviewing impact of restructuring of June 2012. A backing paper was prepared by the Clerk which showed the detail of restructured staffing arrangements across the Council which took place just over 2 years ago, resulting in the loss of office hours. After much discussion of the achievements of the Council over the past year, the high level of workloads for projects still ongoing & those yet to be started, and also the current lack of capacity/slack in the system for holiday or illness cover, the Clerk is requested to urgently pursue items in (6) above with a view to extra cover. It is also to be stressed to Council that any projects should be more Councillor led with efforts put into research of the project by Councillors themselves. Furthermore, the Council is requested to reign in its expectations of project work currently, given the availability of current staffing resources.

	Meeting finished at 12:25pm
Signed	
Date	