



**Tidworth Town Council
Leadership**



October 2017

Minutes of the Leadership Committee on 31st October 2017 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)		1.Apologies: None
Item	Agenda Item	Action by
2	Declaration of interest	
3	Minutes of July 2017 meeting Approved at August 2017 Full Town Council meeting	
4	Personnel/Staffing The Clerk confirmed that the two new Administration Assistants were starting 1 st November. The members discussed contracts and pay scales and all agreed that there should be separate contracts and pay scales for core staff and non-core staff. Everyone will look through the current contracts and make comment, the Clerk will then put together a draft for the next meeting. The Clerk is also to contact Wiltshire Council to enquire about a job evaluation for herself. It was also raised that due to the high volume of usage at the Community Centre the current designated cleaning hours were not enough. The Clerk will investigate and put together several options/costings for the members to discuss. IT was briefly discussed and the members agreed that the Clerk should find out exactly what the office requirements were and let them know a cost.	
5	Budget The accountant has produced a draft budget for 2018/19 this however has not had the members input as of yet. Both Services and Engagement Committees have made their recommendations, but until other figures are known such as staffing costs and housing allocation there is still work to be done. MC/BP and the Clerk will work on this over the next few weeks so that a recommendation can be made to full Town Council in December.	
6	Mayors Charity This has not been reviewed for some time so the members were all given a copy of the paper work to look through. They will make comment for the Clerk to update for signing at the next meeting. Now	

	that there is a worthwhile sum in the fund it is agreed that once the paperwork is up to date TTC should start to promote the availability of the charity.	
7	<p>Committee Reports</p> <p>Community Services: SS reported that the Grounds Maintenance contract is being reviewed. The committee had discussed fencing around the War Memorial, they have tasked the Town Steward to put up a temporary post and rail fence for the time being but will look into a more permanent fence at their next meeting.</p> <p>MC attended the meeting to explain the Riverbourne to Tank Track path more clearly and they have changed the initial grant of £2000.00 to £7500.00.</p> <p>Community Engagement: SF reported that the members have made their recommendations for next year's budget. Christmas is all in hand. They will make Tidworth Times a regular agenda item in the future.</p>	
8	<p>Correspondence/AOB</p> <ul style="list-style-type: none"> • The internal audit report has been received and circulated including the Clerk's comments regarding actions needed, most of which are already in hand. • Castledown FM to be included on November's full town meeting. 	
9	<p>Part 2 Resolution to exclude public for this item – The Public Bodies (Admission to Meetings) Act 1960.</p> <p>The meeting was closed to the public.</p>	
10	<p>Date of the Next Meeting - 28th November 2017</p>	Agenda items to be submitted to the 7 days before meeting

There being no further business to discuss the meeting closed at 8.50pm.