



**Tidworth Town Council
Leadership**



July 2017

Minutes of the Leadership Committee on 25th July 2017 in the Community Centre at 7pm

Attended Councillors B Pratt (BP) in the Chair, A Connolly (AC), M Connolly (MC), A Dawson (AD), S Slater (SS)		1.Apologies: None
Item	Agenda Item	Action by
2	Declaration of interest	
3	Minutes of May 2017 meeting Approved at June 2017 Full Town Council meeting	
4	<p>Finance Reserves</p> <p>The Reserves were reviewed by the members and they have recommended the following changes. Remove Beacon and add £2000.00 to website Remove Cemetery Extension add £4520.00 to Community Centre Revenue Fund.</p> <p>After discussion regarding moving Sports Ground Development it was decided the fund should remain as it was. Proposed by AD, seconded by SS, carried.</p> <p>Also in Earmarked Reserves is the Clerk’s Gratuity which is now dormant as staff now have to be legally enrolled on a pension scheme. The members agreed that it would be better off being transferred as a lump sum into the Clerks pension scheme. MC proposed that the Clerks current gratuity fund is transferred into her Wiltshire Pension Fund, seconded by AC, carried.</p>	

5	<p>Personnel/Staffing</p> <p>The great work of the council and ongoing projects has highlighted how stretched resources are in the office. AC, BP, the Clerk and Administration Assistant have met several times to discuss solutions. The conclusion was that an additional Administration Assistant should be employed.</p> <p>The two Administration roles would then be split into Services Support and Engagement Support, this would allow the Clerk to have a more strategic role.</p> <p>The members agreed that this is the way forward. AC, BP and the Clerk will write defined job descriptions and work out the finer details such as hours required and the logistics of how the office space will be utilised. A proposal will be put forward in October 2017 in time for budget setting.</p>	AC/BP/CL
6	<p>Council Matters</p> <p>Training – Planning Training has been requested, the Clerk is awaiting a response from Wiltshire regarding dates.</p> <p>Code of Conduct Training has also been requested. The members agree that other local councils should be invited to attend if there are enough spaces.</p> <p>Long Service – The members like the idea of presenting a scroll to members who have given 20 years plus of their time to the council. Before looking into costs the Clerk has asked the members to consider the wording.</p> <p>It is also suggested that badges are given for 10 years service (bronze), 15 years service (silver), 20 years service (gold).</p> <p>Recruitment – The members agreed that although low on numbers the current council is working well together and is a strong team.</p>	
7	<p>Photographer</p> <p>Having been disappointed with the previous photographs, AC had met with Chris Currell. Although not a professional photographer AC was impressed by his work and Chris is keen to be involved with the community. He will be tasked to undertake some paid work such as profile pictures but is also happy to carry out voluntary work.</p> <p>AD proposed the Chris Currell is paid no more than £100.00 to take the Councils profile pictures, seconded by SS, carried.</p>	
8	<p>Mayors Charity</p> <p>The fund now has a considerable amount and the members feel that now is the time to promote the charity.</p> <p>It has not been reviewed for some time and several amendments were suggested.</p> <p>The trustees will meet on 29th August 2017 to discuss further and officially update the paperwork.</p>	
9	<p>Committee Reports</p> <p>Community Services: SS reported that the Grounds Maintenance contract is due for renewal April 2018. The committee are in support</p>	

	<p>of the proposed conversion of the NTID30 footpath to a cycle path which will link Tidworth, Perham Down and Tidworth.</p> <p>Community Engagement: AD reported that the date for the Riverbourne residents meeting had been set for 23rd August 2017, Playpark Consultation 11th September 2017 and Mortuary Chapel open day 23rd September 2017. The same group of volunteers were on board for organising a Halloween Party and the members had discussed ideas for Christmas.</p>	
10	<p>Town Clerks Report</p> <p>Having been quite shocked by how high the previous quote for leasing a printer was the Clerk produced a new one from Lyreco for a £289.50 one off fee for 3 year lease, plus the cost of consumables. It was compared to Office Evolution which was £3790.80 and the members have recommended that the printer is obtained from Lyreco who are now also the main stationery provider for the Council.</p> <p>AD proposed that a contract for the printer is set up with Lyreco at a cost of £289.50 plus consumables for three years, seconded by SS, carried.</p>	
11	<p>Correspondence/AOB</p> <p>AC mentioned the damage to the buggy shelter. Although it is covered by CCTV it is hard to establish when it happened. CCTV will be reviewed when time allows.</p>	
10	<p>Date of the Next Meeting - TBC</p>	<p>Agenda items to be submitted to the 7 days before meeting</p>

There being no further business to discuss the meeting closed at 8.30pm.