



Tidworth Town Council
Leadership
July 2020



Minutes of the Leadership Committee held on 28th July 2020 virtually on Google Meet at 7pm.

Attended Councillors H Jones (HJ) (In the chair), S Anderton (SA), M Connolly (MC), P Hedge (PH), S Slater (SS), D Wright (DW) Town Clerk (CL) Abe Allen		20/0015L 1.Apologies: None
Item	Agenda Item	Action by
20/0016L	2. Declaration of interest None	
20/0017L	3. Minutes of May 2020 meeting Approved at June 2020 full town meeting. No matters arising	
20/0018L	4. Committee Reports Community Services SA reported on the meeting held on 14 th July 2020. Minutes to be ratified at August 2020 full Town meeting. Community Engagement DW reported on the meeting held on 21 st July 2020. Minutes to be ratified at August 2020 full Town meeting. Policies and Procedures PH reported on the meeting held on 22 nd July 2020. Minutes to be ratified at August 2020 full Town meeting. Projects The meeting was cancelled.	
20/0019L	5. Civic Centre MC advised the members that himself SS and CL had a virtual meeting earlier that day with the Project Manager and Quantity Surveyor to finalise the Business Case which had been circulated to the members. All are content that this is circulated to full Council for approval at August 2020 meeting. Expenditure so far had also been circulated HJ commented that the spend so far is where he expected it to be. There are still some issues to sort with the Heads of Terms.	
20/0020L	6. Financial/Compliance Matters Internal Audit Report – The report had been circulated, all actions from the previous report have been actioned and there are no recommendations. The members all agreed that it was a fantastic report for the Council and recommend that it is approved at August 2020 full Town meeting. Investment – CL had circulated a proposal, detailing funds available	

	<p>for investment and current investment rates.</p> <p>MC proposed that £650,000.00 remains with CCLA with the interest being paid monthly and that 2 separate deposits of £325,000.00 each are reinvested with Close Brothers at an interest rate of 0.70%, seconded by PH, carried.</p> <p>Financial Risk Assessment Software – On the advice of the auditor CL is looking into changing the current software used. As the current register is in date a demo will be booked in due course.</p>	
20/0021L	<p>7. Staffing/HR Matters</p> <p>Staffing Committee – An initial draft of Terms of Reference had been circulated and there was a discussion regarding how many members and who they should be. CL will update the document and will pass to the Policies and Procedures Committee to finalise.</p> <p>CILCA – CL advised that she has now completed eighteen out of thirty learning outcomes and requested to register so that she can submit the work completed so far so that she knows she is presenting the work in the correct way.</p> <p>HJ proposed that the Town Clerk register her CILCA portfolio at a cost of £350.00, seconded by SS, carried.</p> <p>Office Opening Times – CL advised that the office is now staffed at the usual times however it remains to be only open to the public on a Tuesday and Thursday between 10am – 12pm. She mentioned that some Councillors are slipping back into the habit of just popping in which raises concerns over COVID-19 restrictions and the impact on workload. HJ asked if she could email Councillors asking them to make a courtesy call where possible to the office prior to visiting.</p>	
20/0022L	<p>8. ICO (Information Commissioner’s Office) Response – Following on from a complaint made about a data breach the ICO has concluded that there were some minor errors made and some information released was not handled correctly. This has been rectified in the meantime in that NO council business is conducted via personal emails and all Councillors have a @tidworthtowncouncil.gov.uk account and policies relating to the subject have been or are under review. MC highlighted that there has been no formal Data Protection or GDPR training for either the staff or members.</p> <p>MC proposed that all staff carry out basic Data Protection training with the Town Clerk in the Role of Data Protection Officer partaking in more enhanced training as soon as possible and that after 2021 elections ALL councillors are to have Data Protection training, seconded by HJ, carried.</p>	
20/0023L	<p>9. Correspondence/Updates</p> <p>MC advised that himself and CL had met virtually with the Chair of Tidworth Town Football club to discuss having a formal lease agreement for the Humber Lane Ground, this will help the club apply for grants and provide more security for both parties. CL will now be on their circulation list for agendas.</p>	
20/0024L	<p>10. Date of next meeting</p> <p>TBC</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 7.55pm.**