



TIDWORTH TOWN COUNCIL

Leadership Meeting June 2021

Minutes of the Leadership Committee meeting held in the Community Centre on **23rd June 2021 at 7pm.**

Attended: Councillors: H Jones (HJ) – Chair, P Hedge (PH), M Connolly (MC), C Webb (CW), D Kofita (DK) Town Clerk – C Lovell (CL)		20/001L 1. Apologies for Absence: <i>Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act1972, members present must decide whether the reason(s) for a member's absence are accepted.</i>
Item	Agenda Item	Action By
20/002L	2. Declaration of Interest None <i>(Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).</i>	
20/003L	3. Minutes of Previous Meeting <ul style="list-style-type: none"> Minutes of the January 2021 meeting were ratified at the December Full Town Council Meeting. No matters arising. 	
20/004L	4. Committee Reports Minutes/Reports were read out from all Chairs' of Committees for: <ul style="list-style-type: none"> Services which took place on 8th June 2021 which included Road traffic surveys, Skip provision, Community Centre, Hanging baskets. Engagements which took place on 15th June 2021. Which included plans for Open air cinema, Christmas, Market and Tidworth Times. Projects which took place 23rd June 2021 (prior to this meeting) which included Civic Centre and an update on other projects. 	
20/005L	5. Civic Centre There has been a slight delay with planning as Wiltshire Council (WC) did not consult the Environment Agency and still awaiting WC urban design teams comments. Highways want an accessible access from Ordnance Road which is doable.	

	<p>The SSQ and Contract notice have now gone live and there has already been quite a lot of interest. A short list will be looked at in August 2021.</p> <p>All contracts for the Professional Teams have been agreed with TTC's legal team. They have been forwarded to PCC, Leadership have viewed them and are content.</p> <p>MC proposed that the professional teams contracts are signed by TTC seconded by PH, carried.</p> <p>MC suggested that Staffing in consultation with current staff start to look at requirements for the Civic Centre.</p> <p>The tax advice given in 2020 needs to be revisited to see if there have been any changes.</p>	CL
20/006L	<p>6. Staffing/HR matters</p> <p>Staffing Committee – It was agreed that the members of Leadership would form the Staffing Committee.</p> <p>Proposed by HJ, seconded by DK carried.</p> <p>Town Clerk Update – CL reported that she had conducted the Admin staffs 6 monthly reviews and there were no issues. In line with objectives set to digitalise document CL requested that commencing in September the office is closed on Thursdays. All were in agreement.</p> <p>Training – Councillor Training is booked for 20th July 2021. Manual Handling training is to be booked.</p>	
20/0049L	<p>7. Finance/Compliance Matters</p> <p>Budget – Had been circulated, no issues.</p> <p>Internal Audit Update – In process of being completed, will be ready for circulation at July full town.</p> <p>Risk Assessment update – CL has several training sessions booked.</p>	
20/0054L	<p>8. Correspondence/Updates</p> <p>None</p>	
20/0055L	<p>9. Date of Next Meeting</p> <p>Date of the next meeting TBC.</p>	All agenda items to the Clerk 7 days prior to the meeting

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