



WELLINGTON TOWN COUNCIL STAFFING AND RESOURCES COMMITTEE AGENDA

You are summoned to attend a meeting of the Wellington Town Council Staffing and Resources Committee to be held remotely by ZOOM meeting on **Wednesday 25th November 2020 at 2.00pm.**

Councillor Membership; Janet Lloyd (Chair), Mark Lithgow, Vivienne Stock Williams, Marcus Barr, Nick Smith, John Thorne, Andrew Govier, and James Hunt.

Members of the public are cordially invited to join this meeting.

Due to Coronavirus (Covid-19) measures, Wellington Town Council is conducting its meetings remotely until further notice using 'ZOOM' technology. Members of the press and public are welcome to join this meeting using the following details. A device such as a mobile telephone, laptop or computer will be required.

<https://us02web.zoom.us/j/82910790410?pwd=ZGRDUXRlbURpSUt1c2ROYmNWU3NMdz09>

Meeting ID: 829 1079 0410
Passcode: 964281

Members of the public who wish to have the opportunity to address the Council will need to advise the Acting Town Clerk in writing by no later than 12 noon on Monday 23rd November 2020.

Alice Kendall
Acting Town Clerk
07591 819989
alice@wellingtontowncouncil.gov.uk

19th November 2020

1. Apologies

2. To receive any Declarations of Interest

3. In lieu of public speaking, to receive any representations from members of the public

In the absence of an in-person meeting, the usual public speaking session has temporarily been replaced with the presentation of any written submissions received from members of the public. Any written submissions received from the public no later than 12 noon on Monday 23rd November will be read aloud to the meeting, with a 3-minute time limit per submission.

4. To consider the location of one bench held in stock

5. Update on Longforth Road Toilets

At a pre-lockdown (socially-distanced) meeting with the new Clerk, Acting Clerk, Deputy Clerk and the Mayor it was decided to close the toilets over the new lockdown period. It was felt that as the public are being encouraged to reduce their movements, the toilets should not be required. Once re-open, it has been confirmed by ID Verde that two cleans per day will be implemented. I understand our details have been passed to the security firm who will provide the locking/unlocking.

The electricity contract with British Gas is up for renewal in December. I have gathered quotes from brokers of business energy providers. A summary is attached.

6. To receive an update on Office requirements

Following the last meeting, I have discussed the options regarding ground floor offices with Sally Stark at Somerset West and Taunton. Due to the current coronavirus restrictions etc., she is unsure if the Customer Service office next door at number 30 will be re-opened by SWT once they are able to. She has noted the Council's interest in renting this area and we will keep in touch as restrictions/health and safety matters move forward and change. An estimated amount for the cost of rental has been added to the 2021-22 budget.

7. To receive an update on the installation of a new telephone system

The incoming Town Clerk continues to work on this in conjunction with the IT consultant. The current telephone and broadband contract has not expired as first thought with approx. two years remaining. This will be taken into account in a more comprehensive report at the next meeting. Using the quotation provided by our current supplier, costings have been built into the 2021-22 budget.

8. To consider the Council's requirements for an accounting package/software (report attached)

9. To consider subscribing to Parish Online

Parish Online is a web-based mapping system that can be used to track and map all of the Council's assets, allotment sites etc. "Layers such as parish boundaries, addresses, listed buildings and flood zones are regularly used by Parish Online users for day-to-day management tasks. Use Parish Online on your own computer, or project it onto a screen during a meeting to engage your audience." Councillors are encouraged to visit <https://www.parity-online.co.uk/features> to view the full list of features. A free trial is available but signing up without it results in a 10% discount. The annual fee for Wellington Town Council (including 10% discount) is £405 +VAT. This 10% discount is applied each year providing a continuous subscription is kept up.

10. To resolve to exclude the press and public to enable discussion of confidential matters relating to staffing¹

11. Confidential items

(a) Staffing updates

The new Town Clerk will give a verbal update at the meeting.

12. Date of next meeting

**Alice Kendall
Acting Town Clerk**

19th November 2020

END

¹ (The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2))