



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 27th January 2021 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/83909714889?pwd=Y0c1eGo5RTVmMTE3MGtCUmNVQlhMQT09>

Meeting ID: 839 0971 4889
Passcode: 401935

Members of the public who wish to have the opportunity to address the Council will need to advise the Town Clerk in writing by no later than 12 noon on Monday 25th January 2021.

Dave Farrow
Town Clerk
07983 697740
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21 January 2021

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 25 January 2021 will be read aloud to the meeting, with a 3-minute time limit per submission.

4. To Consider the Replacement of the Town Council Phone System

The Town Councils IT Consultant has undertaken an assessment of alternative phone system providers for the Town Council which would upgrade the systems used and place the Council in a better position to respond effectively to residents of the Town and provide flexibility to expand when additional staff are appointed and reflect the new ways of working which have been required during periods of lockdown. His paper is attached. The Committee is asked to consider which system they would wish to recommend for purchase to the Town Council.



Phone System
Breakdown.pdf

5. To Receive an Update on Discussions with SWAT re The Community Office and use of the Building.

To receive feedback from a meeting held between the Mayor, Cllr Govier, the Town Clerk, and representatives of SWAT in relation to the future of the SWAT Community Office and the building as a whole.

6. To receive an update on the installation of the Scribe Accounting Package/Software System

Following the decision of the Town Council to purchase the Scribe Accounting System work is now underway to ensure that it is in place for the beginning of the next financial year at the latest.

7. To consider subscribing to Parish Online

At the last meeting of the Committee, it was agreed that we should defer signing up for a one month trial period for at least 3 months so that the staffing situation could stabilise. Now that The Town Clerk has been in post for a few weeks and has had the chance to discuss this with the other staff we would ask the Committee to review its decision to enable the trial to commence as soon as possible. By way of reminder Parish Online is a web-based mapping system that can be used to track and map all the Council's assets, allotment sites etc. "Layers such as parish boundaries, addresses, listed buildings and flood zones

are extensively 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.parish-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.

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

9. Confidential items

9.1 Proposed Changes to Staffing Structures

A confidential report by the Town Clerk will be circulated under separate cover.

10. Date of next meeting

**Dave Farrow
Town Clerk**

21 January 2021

END

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