

WELLINGTON TOWN COUNCIL

MINUTES OF THE STAFFING AND RESOURCES COMMITTEE HELD REMOTELY VIA ZOOM ON WEDNESDAY 25 NOVEMBER AT 2.00 PM

Present: Councillors Lloyd (Chair), Govier, Lithgow, Thorne and Stock-Williams
Alice Kendall – Acting Town Clerk/Assistant Clerk
David Farrow – Incoming Town Clerk

1. Apologies

No apologies had been received.

2. Declarations of Interest

Cllr Lloyd declared an interest in item 7 as a former customer of MTM IT, the Council's IT consultant.

Cllr Thorne declared an interest in item 7 as a customer and personal friend of MTM IT, the Council's IT consultant.

Cllr Govier declared an interest in item 7 as a customer of MTM IT, the Council's IT consultant.

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 was replaced with the presentation of any written submissions received from members of the public. No representations had been received.

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

The Chairman reported that an e-mail had been received from the League of Friends earlier that week. The league would like to donate two benches with a view to place them in the Park and at the Basins. The League will be asked to contact the Friends of the Park and the Basins Volunteer Group to discuss possible locations. The matter of benches will be forwarded to the next meeting of the Environment and Open Spaces Committee.

5. Update on Longforth Road Toilets

RESOLVED to re-open the toilets with immediate effect.

RESOLVED to re-contract the electricity supply using EC Business Solutions.

6. To receive an update on Office requirements

Cllr Govier reported that he had spoken to Andrew Pritchard regarding the ground floor community offices as a result of the Post Office Working group meeting. This was further taken up with Chris Hall, who said SWT would be open to talks with a view for the Town Council to hire these offices as they are the main user of the building. Councillor Govier will provide an update at the next meeting.

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

The incoming Town Clerk continues to work on this proposal in conjunction with the IT consultant. This will be reported to the next meeting.

8. To consider the Council's requirements for an accounting package/software

The acting Clerk presented a report containing prices and options from three providers. She and the incoming Clerk had received online demonstrations of two packages with a third booked for Friday 27th November. They reported that Scribe seemed to be the most intuitive to use and they are currently developing an additional payroll service that will be fully integrated with the current system. It was agreed that Scribe would be the choice of the Clerks unless the demonstration of the third package particularly stood out.

RECOMMENDED to Full Council that a subscription be taken up for an Accounting package. The Committee support the recommendation of the Clerks.

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. 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. After some discussion, it was **RESOLVED** to take up the free trial in three months time when staffing level will be more stable.

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

RESOLVED that under section 1 item 2 of the Public Bodies (Admission to Meetings) Act 1960, members of the press and public be excluded from the meeting to allow discussion of confidential staffing matters.

11. Confidential items

(a) Staffing updates

The incoming Town Clerk gave a verbal update. He thanked the Acting/Assistant and Deputy Clerk for their welcome and assistance before starting in post. He reported that he has not yet met with the Finance Assistant but plans to do so as soon as possible. A more complete report will be presented to the next meeting.

12. Date of next meeting

This was set for Wednesday 27th January 2021 at 2.00 pm

There being no further business, the meeting closed at 2.45 pm

END