



## WELLINGTON TOWN COUNCIL POLICY AND RESOURCES COMMITTEE AGENDA

You are summoned to attend a meeting of the Wellington Town Council Policy and Resources Committee to be held remotely by ZOOM meeting on **Wednesday 5 May 2021 at 2.30pm.**

**Councillor Membership;** Mark Lithgow, Janet Lloyd, 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.

Join Zoom Meeting

<https://us02web.zoom.us/j/86935544459?pwd=Z0JCMk1ESGpMOEc3akFFa3dzL1JDUT09>

Meeting ID: 869 3554 4459

Passcode: 693024

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 Friday 30 April 2021.

**Dave Farrow**

**Town Clerk**

**07983697740**

[dave@wellingtontowncouncil.gov.uk](mailto:dave@wellingtontowncouncil.gov.uk)

**28 April 2021**

## **1. Confirmation of Chair**

In accordance with the Terms of Reference for the Committee the Mayor shall act as Chair of the Committee

## **2. Apologies**

## **3. To receive any Declarations of Interest**

## **4. 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 Friday 30 April 2021 will be read aloud to the meeting, with a 3-minute time limit per submission.

## **5. Terms of Reference**

Following agreement that the Committee should be renamed the Policy and Resources Committee the Town Clerk has drafted amendments to the Committee's Terms of Reference which are attached. The Committee is asked to comment. A final draft will be submitted to the June Council meeting for approval.

## **5. To agree the job description for the post of Administrative Assistant**

A draft job description for this post is attached to the agenda.

## **6. To consider the arrangements for circulating Council information to Councillors**

At present information about Council business is sent to an email address nominated by individual councillors. Whilst this has not been an issue to date there is a risk that by doing so the chances of data breaches are increased and the Council could be seen to be failing in its information management. It is therefore recommended that in future only Town Council email addresses are used to send information to councillors.

## **6. To resolve to exclude the press and public to enable discussion of confidential matters relating to potential commercial transactions<sup>1</sup>**

## **7. Confidential Item – Future Office Accommodation**

Paper to follow under separate cover..

**Dave Farrow  
Town Clerk**

**28 April 2021**

**END**

<sup>1</sup> (The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2))