# WELLINGTON TOWN COUNCIL

**MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD REMOTELY VIA ZOOM ON WEDNESDAY 5 May 2021 AT 2.30 PM**

**Present:** Councillors Lithgow (Chair),Govier, Thorne and Stock-Williams

 David Farrow – Town Clerk

# Confirmation of Chair

Having been elected as Mayor at the Council meeting held on the 4 May Councillor Lithgow assumed the role of Chair.

# Apologies

Apologies were received and accepted from Councillors Barr, Hunt and Lloyd

Councillor Smith did not attend and did not give apologies.

# Declarations of Interest

None were declared.

# 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.

# Terms of Reference

Draft Terms of Reference had been circulated in advance of the meeting and Councillor Thorne had suggested some amendments.

**RECOMMENDED** to full Council that the Terms of Reference with the amendments suggested by Councillor Thorne be adopted. The Clerk will circulate a final draft to the Committee for a last check.

# To Agree the Job Description for the post of Administrative Assistant.

The Town Clerk had circulated additional information regarding filling this post through the Apprenticeship route prior to the meeting. It was agreed that the Council should seek to recruit to this post through the Apprenticeship route but at the higher level i.e. post A level. The Town Clerk will now begin the process for filing this post.

1. **To Consider the Arrangements for Circulating Council Information to Councillors**

The Town Clerk reported that there was a need to review the way in which information was circulated to councillors via email to ensure that the Council was compliant with Data Protection requirements. After some discussion it was agreed that the Town Clerk should work with the Council’s IT Consultant to review current systems and make recommendations for action to the next meeting of the Town Council.

1. **To Resolve to Exclude the Press and Public to Enable Discussions of Confidential Matters Relating to Potential Commercial Transactions.**

**Resolved** to exclude the press and public in accordance with The Public Bodies (Admission to Meetings) Act 1960 Section 1 (2)

**CONFIDENTAL ITEM – NOT FOR PUBLICATION**

1. **Future Office Accommodation**

The Town Clerk had previously circulated a Confidential Paper relating to the potential purchase of 28-30 Fore Street from Somerset West and Taunton Council. After some discussion it was agreed that more work was required to move this project forward and the Town Clerk was asked to arrange for a survey/valuation to be carried out. It was also agreed that the Post Office should be consulted to establish whether having a Post Office located in what is currently the SWAT Area Office was feasible. The Town Clerk is arranging a meeting with the Post Office External Affairs Manager following his recent meeting with SWAT Scrutiny Committee and wud ask him to look into this.

**There being no further business, the meeting closed at 3.00 pm**

**………………………….**

**Councillor Mark Lithgow**

**Chairman**